

**Blueprint Intergovernmental Agency
Board of Directors
Meeting Minutes**

ITEM #1

Date: June 13, 2017
To: Board of Directors
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes of Board of Directors Meeting on February 21, 2017

MEMBERS PRESENT

COUNTY	CITY
Commissioner Mary Ann Lindley	Commissioner Gil Ziffer, Chair
Commissioner Kristen Dozier	Mayor Andrew Gillum
Commissioner Nick Maddox	Commissioner Curtis Richardson
Commissioner Jimbo Jackson	Commissioner Scott Maddox
Commissioner John Dailey	Commissioner Nancy Miller
Commissioner Bill Proctor	
Commissioner Bryan Desloge	

MEMBERS ABSENT

COUNTY	CITY

COUNTY/CITY STAFF PRESENT

Vince Long, Leon County	Rick Fernandez, City of Tallahassee
Alan Rosenzweig, Leon County	Wayne Tedder, City of Tallahassee
Ken Morris, Leon County	Cassandra Jackson, City of Tallahassee
Ben Pingree, PLACE	Cynthia Barber, City of Tallahassee
Al Latimer, OEV	Ashley Edwards, City of Tallahassee
Cristina Paredes, OEV	M'Lisa Ingram, City of Tallahassee
Ed Young, OEV	Vince Edwards, City of Tallahassee
Shanea Wilks, OEV	Alison Farris, City of Tallahassee
Dan Lucas, OEV	Brenda Tanner, Leon County
Lindsay Volpe, OEV	Regina Glee, Leon County
Susan Emmanuel, Blueprint IA	Frank Dietrich, Planning
Angela Ivy, Blueprint IA	Matt Mathern, City of Tallahassee
Autumn Calder, Blueprint IA	Catherine Jones, Leon County
Megan Doherty, Blueprint IA	Deborah Craig, Leon County
Shelonda Meeks, Blueprint IA	JackKostrzewa,, CRTPA
Cherie Bryant, Planning	

CITIZENS PRESENT

Maribel Nicholson-Choice, Greenberg Traurig*	Alan Stucks
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*Indicates Blueprint Intergovernmental Agency (Blueprint) General Engineering Consultant (GEC)

I. AGENDA MODIFICATIONS

- Commissioner Scott Maddox requested that Item 2 be pulled from Consent for Board consideration.

II. INFORMATIONAL ITEMS/PRESENTATIONS

- Citizen's Advisory Committee (CAC) Chairman's Report, Vice Chair Alan Stucks
 - The CAC met twice between the October 27, 2016 and February 21, 2017 Blueprint Intergovernmental Agency Board of Directors (Board) meetings. Alan Stucks provided an overview of the CAC's meeting on December 2016 which included the following:
 - Updates on the Office of Economic Vitality's (OEV) Strategic Plan.
 - Blueprint's 2016 Performance Report including major milestones and accomplishments.
 - Revisions to the 2017 meeting schedule that moved the CAC meetings closer to the Board meetings which supports staff in providing more timely information to the committee.
 - And the February 2017 CAC meeting, which included the following:
 - The proposed prioritization of the 2020 infrastructure projects which the CAC fully supported.
 - Update on the consolidation of the City of Tallahassee (City) and Leon County's (County) Minority Women and Small Business Enterprise (MWSBE) offices within the OEV and the forthcoming disparity study. The CAC was in full support of this needed study.
 - The Greater Tallahassee Chamber of Commerce appointee to the CAC, Ed Murray resigned. The Tallahassee Chamber nominated Kathy Bell to fill that vacancy. The CAC recommended the appointment be accepted.
 - The OEV provided an update on the development of their work plan, based on the Strategic Plan adopted in 2016.
 - The OEV also detailed the need for the Targeted Industry Study and the process they would be undertaking to move the study forward for the City/County area.
- Presentation from Florida State University (FSU) on Future Plans for the Southwest Campus.

Kevin Graham, Executive Director of the FSU Real Estate Foundation, provided a presentation to the Board on the future plans for the Southwest Campus. The presentation is on file at Blueprint and OEV.

The FSU Southwest Campus is over 900 acres. FSU is starting to plan for how the university grows into this area. Several reasons why this is timely:

- Every five years, there is a required review of the university master plan
- Alumni Village has been decommissioned and future plans for this site are being considered

- Blueprint and the CRTPA are moving forward with a transportation study focused on future improvements for Orange Avenue area
- FSU recently announced renovation of the Golf Course facilities

FSU has been meeting with Blueprint and CRTPA staff, and there has been great synergy between FSU's growth and community investments in the area. FSU believes there are additional opportunities to explore and expand ideas. As such, FSU requests the Board direct staff to continue coordinating and work with FSU over the next several months to investigate opportunities and return to the Board with a plan that comprehensively ties together multiple infrastructure improvements for the betterment of the local neighborhoods, City, County, state, and all related stakeholders.

Commissioner Dozier stated the LCRDA Board has been interested in other road development and is interested in being a partner in whatever happens around that area. Mr. Graham stated that FSU has been meeting with LCRDA and will continue to do so.

Commissioner Proctor shared concerns regarding Lake Bradford Road. Commissioner Proctor feels this road will be poised for resurgence as a result of the Airport Gateway projects, which also includes Springhill Road. Mayor Gillum stated that the promises made to community regarding the improvements along Lake Bradford and Springhill Road should be honored and that these roads should continue to be a priority.

Commissioner Richardson noted his concern that there are vibrant, long-established neighborhoods that need to be engaged at this point. Make sure all neighborhoods are engaged as people are already concerned about potential impact of future development.

Commissioner Ziffer directed staff to will work with FSU and come back with recommendations, including identifying next steps, that incorporate all comments addressed by the Board.

- Blueprint Project Updates
 - This item was provided as informational only.
- Revised 2017 Meeting Schedule for Blueprint CAC and Technical Coordinating Committee (TCC)
 - This item was provided as informational only.
- Continuance of George Smith on the Blueprint CAC
 - This item was provided as informational only.
- Presentation from Florida Greenways and Trails (FGT) Foundation "Close the Gaps: Nature Coast Regional Connector"

- Dale Allen, the Executive Director of the FGT Foundation provided a presentation to the Board on the Nature Coast Regional Connector project. The presentation is on file at Blueprint and OEV.

III. CONSENT

ACTION TAKEN: The Consent Agenda was moved and seconded. The motion passed 11-0. Commissioner Desloge could not participate in the vote per the BPIA Telephonic Policy.

1. Approval of the October 27, 2016 Board Meeting Minutes
Option #1: Approve the October 27, 2016 Board meeting minutes.
2. *Item pulled for discussion; see below*
3. Authorization to Advertise, Negotiate, and Award the Targeted Industry Study for the City and County
Option #1: Authorize staff to advertise, negotiate and award the Targeted Industry Study for the City and County as well as funding to support lead generation in an amount not to exceed \$150,000 from the Business Recruitment and Incentive Fund.
4. Approval of a Funding Request to Complete the Restoration and Relocation of the Smokey Hollow Barbershop to Cascades Park
Option #1: Approve the request for additional funding in the amount of \$70,000 to complete the restoration and relocation of the Smokey Hollow Barbershop to Cascades Park. The requested funding is available and would be transferred from the completed Capital Circle Southeast Tram Road to Woodville Highway project.
5. Proposed Revisions to Blueprint's Policies and Procedures
Option #1: Approve the revisions as described above, and as reflected in Attachment A, which is the red line edited copy of the Blueprint Bylaws. (For reading convenience only Attachment B reflects the proposed revisions, without the red line edits.)
6. Appointment of Kathy Bell to the Blueprint CAC
Option #1: Approve the nomination of Kathy Bell to the CAC to fill the position of Board Member of the Greater Tallahassee Chamber of Commerce.

CONSENT ITEM PULLED FOR DISCUSSION:

ACTION TAKEN: Mayor Gillum moved approval for staff to negotiate a contract with the highest ranked bid holder, not to exceed 25% less than the amount of the initial bid. If that was not suitable, staff would proceed to the next bid on the list. Furthermore, the bidders would consider existing third party data in their proposals. It was seconded by Commissioner Richardson. The motion passed 10-1 with Commissioner Scott Maddox casting the dissenting vote.

Commissioner Desloge could not participate in the vote per the Blueprint Intergovernmental Agency Telephonic Policy.

2. Authorization to Negotiate and Execute an Agreement with MGT of America for the Disparity Study of the City, County, and Blueprint

Option #1: Authorize the negotiation of a contract with MGT of America to conduct the Disparity Study up to \$536,000 and to be funded by the County and City at \$250,000 each with the remaining portion (up to \$36,900) being from the Blueprint contingency fund.

Commissioner Scott Maddox stated that he requested the item be pulled because, while he would not argue the merit of it, the item was too costly. He recommended negotiating with responders for a better value for the community or cancel the RFP and reissue.

Mayor Gillum stated that he would like to move forward with the disparity study. He questioned clarification on the \$100K difference between the bids of the two highest ranked firms. With qualifications seeming equal, the major difference he saw was local preference. Furthermore, he would like to see the costs moved closer to each other through negotiation. If not, he included in his motion the ability for staff to move to the second ranked firm to continue the negotiation process.

Ben Pingree stated that the local preference points secured the position for the top ranked firm. He cautioned against negotiating the cost in the Board meeting and consented to follow the direction of the Board.

Commissioner Lindley stated the study was essential because she did not feel that enough had been done in the past to promote female, minority owned, or disadvantaged businesses. She felt it was a lot of money as well and requested an attempt to negotiate a 25% reduction in cost. Mayor Gillum and Commissioner Richardson accepted this suggestion as an amendment to the original motion.

Commissioner Richardson stated that while he questioned the amount of the study, he fully supported the need for the disparity study. Minority and women owned business and the MWSBE program were essential parts of economic vitality. It was imperative that as a government they set the example through the disparity study and hiring of MWSBE vendors. The only discrepancy he noticed was in the amount to pay.

Commissioner Proctor did not think that a disparity study was warranted because studies by Harvard and the City of Toronto indicated that the City and County were economically segregated. He felt that the money was better allocated to address the elements previously identified in the aforementioned Harvard and Toronto studies.

Commissioner Dozier stated that her concern was that the City and County were not growing new minority and women owned businesses. She requested that a future agenda item update the Board on committee recommendations from outside of the study as well as mentorship and entrepreneurship programs.

Commissioner Scott Maddox questioned a cost comparison to other cities or counties. Mr. Pingree confirmed that the analysis was included in the prior fiscal year's budget process. Commissioner Dailey stated that 10-years ago, the County paid approximately \$250,000 for a disparity study. Five years ago, the County paid \$125,000, to the listed primary bidder, to update it. He questioned if there was anything in the most recent study that could be built upon. Mr. Pingree stated that to maintain the purchasing policies as legally defensible documents, it was necessary to retest the market every five-years. He could not say that the previous studies would not be a starting point, however, it was necessary to update all analyses and reestablish the disparity that purchasing policy guidelines would be predicated upon.

Commissioner Proctor requested an amendment to the motion to allow existing third party data on the City's market to be considered. Mayor Gillum and Commissioner Richardson accepted the amendment.

IV. GENERAL BUSINESS

CITIZENS TO BE HEARD ON AGENDAED ITEMS

Pamela Hall, 5051 Quail Valley Road, speaking on Item 8: Consideration of a Proposed Prioritization Process for the Blueprint 2020 Infrastructure Projects. Speaking specifically to two studies included in Quality of Life projects – Alternative Sewer Study and Water Quality Improvements. Regarding Alternative Sewer Solutions Study: This is not actually a study but a four-part set of plans. The first two result from the Lombardo Study in partnership with Wakulla County. Originally called the Comprehensive Wastewater Treatment Facilities Management Planning. Speaking to the first part – the Wastewater Treatment Facilities Plan (\$500,000). Directly related to the expenditure of funds through the Water Quality & Stormwater Improvements. The Plan needs to come first and needs to be re-associated with the projects funded through the Water Quality & Stormwater Improvements project. The speaker requested that these two projects be put together, or alternatively the Wastewater Treatment Facilities Plan first.

Debbie Lightsey, 2340 Cypress Cove Drive, speaking on Item 8: Consideration of a Proposed Prioritization Process for the Blueprint 2020 Infrastructure Projects; specifically, Table 9. She felt that the evaluation and weighting criteria needed to be revisited. These projects could not be considered in the same fashion as infrastructure projects. She requested that rather than approve the prioritization system as proposed that staff give the item more thought, involving the environmental and business community for sustainable development.

Bart Bibler, 3763, Mossy Creek Lane, speaking on Item 8: Consideration of a Proposed Prioritization Process for the Blueprint 2020 Infrastructure Projects. He urged the Board to consider revising the criteria for prioritizing Blueprint projects; in particular, to accelerate the Alternative Sewer Solutions Study. It was critical to conduct the engineering evaluation to prioritize where sewer should be installed and to highlight what options were available to other areas.

Robert Deyle, Professor Emeritus of Urban and Regional Planning at FSU, stated that Leon County was required to adopt a remediation plan for mitigating nitrogen loading to Wakulla Springs from septic tanks by July 1, 2018. The Alternative Sewer Solutions Study would produce the information that was needed to inform that plan. Dr. Deyle requested that the two elements identified by Pam Hall, the Wastewater Treatment Facilities Plan and Wastewater Management & Financing Plan, be funded in advance of 2020 to put together a well-informed remediation plan.

7. Acceptance of the Blueprint Fiscal Year (FY) 2016 Performance Report

Commissioner Richardson moved approval of Option #1. It was seconded by Commissioner Lindley.

Option #1: Accept the FY 2016 Performance Report.

The motion passed unanimously.

8. Consideration of a Proposed Prioritization Process for the Blueprint 2020 Infrastructure Projects

Commissioner Scott Maddox moved approval of Option #1-4. It was seconded by Commissioner Richardson.

Commissioner Lindley moved a substitute motion to approve Options #1, 2, and 4. Commissioner Proctor seconded the substitute motion. It was received without objection by Commissioner Scott Maddox. The motion passed 10-1 with Commissioner Dozier casting the dissenting vote.

Options #1, 2, & 4:

- 1. Direct staff to continue work on 11 projects (see Table 5 on Page #8) projects, as previously directed.**
- 2. Direct prioritization of the five remaining roadway projects (see Table 6 on Page #9) in the Regional Mobility and Gateways project categories as established in the Capital Regional Transportation Planning Agency (CRTPA) Regional Mobility Plan.**
- 4. Direct Blueprint staff to proceed with Projects #1-5 (see Page #14, and #15) to ensure bike route and greenways projects are shovel ready in 2020 and to maximize leveraging opportunities by authorizing the use of planning and design funds to construct portions of bike route and/or greenway projects.**

Commissioner Dozier stated that she supported staff's rigorous evaluation and agreed with the separation of the Gateway and Regional Mobility projects from the Community Enhancement, Connectivity, and Quality of Life (CCQ) projects. However, Commissioner Dozier could not support either motion because she wanted an in-depth discussion before locking in the prioritization process for these projects.

Commissioner Dozier felt that leveraging was too heavily weighted in the prioritization process as currently proposed. In particular, she was concerned with the Alternative Sewer Solutions Study - it was unique enough, in her opinion, to be a standalone project. She felt that one additional agenda item would allow for sufficient staff evaluation and Board discussion before the final decision.

Commissioner Miller agreed with Commissioner Dozier's comments. It seemed that the Regional Mobility and Gateway projects had been prioritized ahead of the CCQ projects where it was assumed that there were leveraging opportunities. Ben Pingree provided additional information, stating CCQ projects would move forward along with Regional Mobility and Gateway projects on a dual track, so projects from each category could be funded each year. He fully anticipated that both the Regional Mobility, Gateway, and CCQ projects would be implemented simultaneously throughout the lifespan of the 2020 program.

Commissioner Miller also stated that the Sense of Place projects are economic development projects on the government's part. She would weigh them more heavily because the purpose of these projects is to improve infrastructure in business areas. She was not sure it made sense to have Sense of Place projects compete against Water Quality, including the Alternative Sewer Solutions Study.

Commissioner Lindley stated that her main concern was Option #3. She stated that she would like to step back regarding sewer to Woodville and appropriate the money for the Wastewater Treatment Facilities Plan (\$500,000) and possibly the Wastewater Management & Financing Plan.

Commissioner Miller moved that the Board direct staff to investigate the first part of the Alternatives Sewer Study, the Wastewater Treatment Facilities Plan (\$500,000). She stated that she would like to have them proceed so when the Board meets in June they are able to have a substantive conversation.

Ben Pingree stated that staff would bring back an item analyzing the Wastewater Treatment Facilities Plan (\$500,000), a subcomponent of the Alternatives Sewer Study, at the June Board meeting that included budgetary options for funding this subcomponent of the Study.

Commissioner Dozier offered a substitute motion: Include an item in the June agenda with additional information that reconsidered the criteria and Board comments on leveraging. She preferred having a deeper analysis more consideration given to the possibility of moving the Alternative Sewer Study and Water Quality projects out of the CCQ projects and into a separate funding category. It would also provide additional information about the first subcomponent of the Alternative Sewer Solutions Study. Commissioner Dozier stated that she would like some analysis from staff on Water Quality in general. She stated that she did not see the Alternative Sewer Solutions Study and Water Quality infrastructure projects as being disconnected. Commissioner Dozier clarified that if the Board is going to look at the Study, they need to get some information from staff on how the Study and infrastructure projects work together.

Commissioner Richardson called the question. **Commissioner Dozier clarified her motion in relation to Option #3: Review the criteria, primarily focused on leveraging, and bring back an analysis of the Alternative Sewer Solutions Study that includes discussion about the Water Quality infrastructure projects and how those two are related together.**

The Motion to call the question passed unanimously.

Maribel Nicholson-Choice, Attorney for the Board, clarified the motion on the table: Noting the discussion the Board had here today about the 11 CCQ projects, staff will bring back an updated analysis including ranking and prioritization at the June meeting. In addition, staff will include the additional analysis as requested on the Water Quality infrastructure projects and also bring back analysis of the \$500,000 subproject of the Alternatives Sewer Solutions Study.

Commissioner Lindley seconded the motion. The motion passed 5-3 with Commissioners Scott Maddox, Richardson, and Jackson casting the dissenting votes. Mayor Gillum and Commissioner Dailey were out of chambers.

9. Status Report on the Operations of the OEV

Commissioner Miller moved approval of Option #1. It was seconded by Commissioner Scott Maddox.

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

The motion passed 11-0.

10. Approval of the City-County Economic Development Strategic Plan to Work Plan

Commissioner Lindley moved approval of Option #1-2. It was seconded by Commissioner Dozier.

Commissioner Miller requested additional information on the local opportunity fund. Ben Pingree stated that per the agenda item, the Work Plan would be brought back to the Board in the third quarter of year one. Staff's goal was to describe how the fund would be governed in the FY 2017-2018 budget cycle. Mr. Pingree acknowledged that staff held a fiduciary responsibility to oversee those funds per the Board's guidance. Additionally, staff had the opportunity to responsibly inject, per the Board's guidance, said programs with partners in the entrepreneurial ecosystem achieving the objectives of the strategic plan and Work Plan. That information would be presented at the June Board meeting to allow both the City and County to enter their respective budget cycles knowing there would be opportunity to inject those investments into programs and services within OEV and the larger community that achieve those goals.

Mayor Gillum stated that there was discussion at the City Commission Retreat regarding the creation of a program that trained incoming employees. This could be achieved through incentives to the businesses or implementing a training curriculum through Tallahassee Community College or other training partners in the community to prepare the workforce to the jobs that exist. He also felt the concept was consistent with the County's Leon Works program. He would appreciate staff brainstorming an item for Board consideration as a joint Blueprint project.

Commissioner Dozier questioned if the programs would be facilitated by staff or if there would be funds available for other groups. Furthermore, she saw no analysis of the approved economic development projects, imagine issues, or information on the committees.

Ben Pingree stated that OEV would be the fulcrum, however, both the Strategic Plan and Work Plan, spoke to an entrepreneurial ecosystem with many co-creators and avenues of participation; some with or without contracted remuneration. That process would be outlined in the June agenda for the Board's full consideration. The advisory committees were defined in the Interlocal Agreement. They were not before the Board currently because the changes had to be made through the respective Commissions. Both would be presented as such in the near future to maintain the targeted dates for June updates to the joint Board. Lastly, economic development programs would be presented to the Board at a future meeting. He could not offer a precise date, however, he noted that staff was one year ahead of the established schedule.

Option #1: 1. Accept the Tallahassee-Leon County Implementing Work Plan for the previously approved Economic Development Strategic Plan.

The motion passed 8-0.

11. Approval of the Amended OEV Policies and Procedures Manual including the Incentive Toolkit

Commissioner Scott Maddox moved approval of Option #1. It was seconded by Commissioner Richardson.

Commissioner Miller questioned manufacturing competitiveness program ability to go through a single master plan process without requiring additional permits. Plug and play facilities are in place, would this program be similar.

Ben Pingree explained this is a statutory program authorized by the legislature initially to help recruit Amazon in Charlotte County. The goal is to expedite permitting in advanced manufacturing. OEV is seeking guidance to bring this back to City and County commissions for approval as it is a rigorous process that includes passage of an ordinance.

Option #1: 1. Approve of the Amended Tallahassee-Leon County Office of Economic Vitality Policies and Procedures manual, including incentive toolkit.

The motion passed 8-0.

V. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

3-minute limit per speaker; with no discussion by the Board.

Speakers:

Sue Dick, 412 Plantation Road, representing the Tallahassee Chamber of Commerce, stressed the importance of local level economic development. Earlier that day, the Florida Legislature advanced a bill to the floor that would be vote against economic development at a state level. The actions of the Board on economic development were critical. The Tallahassee Chamber of Commerce was and would continue to be supporters of the Board and OEV, to work concurrently in the creation of jobs for the community and citizens of the City and County.

VI. ADJOURN

The meeting adjourned at 6:18 p.m.

Next Board Meeting:
Tuesday, June 13, 2017 at 3:00 p.m.