

# CITY OF TALLAHASSEE

## CITY COMMISSION AGENDA ITEM

<b>ACTION REQUESTED ON:</b>	January 24, 2001
<b>SUBJECT/TITLE:</b>	Blueprint 2000 Process Discussion and Update
<b>TARGET ISSUE:</b>	Community Planning; Five-Year Financial Plan

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### STATEMENT OF ISSUE

On September 6, 2000, the City Commission and Board of Leon County Commissioners met jointly to take the final actions required to place the extension of the local option sales tax on the November 7, 2000 ballot. During the meeting, resolutions describing the approved sales tax project lists were approved by each commission, and the Interlocal Agreement between the City and County was adopted as revised by the joint commissions. The City and County also approved a project management structure for the sales tax projects to be governed by the joint commissions as the "Blueprint 2000 Intergovernmental Agency". The referendum to extend the sales tax through 2019 was placed on the November 7 ballot and subsequently was approved by the voters of Leon County.

An important factor which was built into this joint structure, and which became a theme of the sales tax extension, was the importance of moving forward with the preliminary planning and design processes, pending voter approval, so that at such time that sales tax extension revenues begin to accumulate (December 1, 2004), construction of projects to be funded by the extension could commence as soon as possible. Given this commitment to the public, specific steps need to be taken in order to move the process forward. Included in this agenda item is an update on issues related to implementation of the joint project management structure (County staff is providing update on same to the Board on 1/23). The results of these discussions will be incorporated into a joint workshop agenda with the City and County Commissions.

### RECOMMENDED ACTION

Option 1: Accept status reports and provide input and guidance on the process for appointment of members to the Citizens Advisory Committee for incorporation into the joint commission workshop agenda.

### FISCAL IMPACT

N/A

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Dinah Hart  
Administrative Services Manager  
DMA

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Anita R. Favors  
City Manager

For Information, please contact: Dinah Hart at 891-8209.

**ITEM TITLE: BLUEPRINT 2000 PROCESS DISCUSSION AND UPDATE**

**SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS**

**HISTORY/FACTS & ISSUES**

Subsequent to the approval of the sales tax extension on November 7, City and County staff have been working on several issues related to the implementation of the project management structure identified in the Interlocal Agreement. Although a detailed joint management structure was adopted by both commissions and ratified in the Interlocal Agreement, procedural matters remain that require additional direction and are needed in order to move the process forward. Presented here is an update on the process for hiring the staff director for the Blueprint 2000 Intergovernmental Agency and alternative processes for establishing Citizen Advisory Committee (CAC) membership. Also, a first draft of bylaws for the Blueprint 2000 Intergovernmental Agency is attached for commission review.

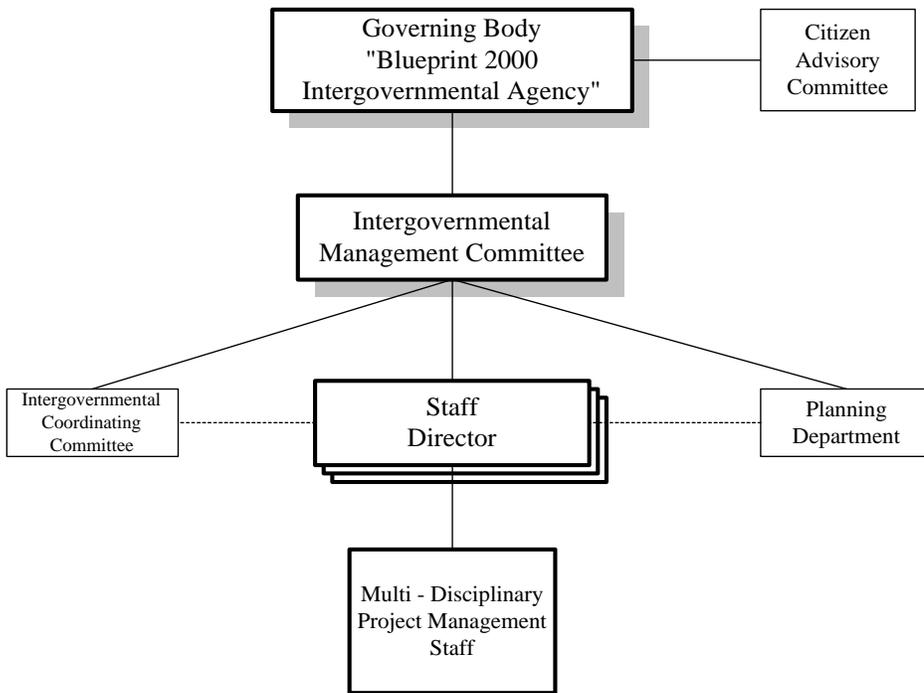
**Status of Hiring of Staff Director**

The joint management structure calls for a Staff Director to be responsible for the implementation of the sales tax extension projects (see Diagram 1, below). The Staff Director will be hired by both the County Administrator and the City Manager and may be terminated by either the City Manager or the County Administrator. The Staff Director will develop major work programs and performance reports, as well as agenda items to consider major program changes (contracts, change orders, and purchase orders which exceed the Intergovernmental Management Committee's authority) to be approved by the Blueprint 2000 Intergovernmental Agency. In addition, the Staff Director will develop policies, procedures and recommendations for the program to carry out the long-range direction of the Blueprint 2000 Intergovernmental Agency which will be reviewed and approved by the County Administrator and the City Manager serving as the Intergovernmental Management Committee.

The job description for the Staff Director position has been developed with a highly responsible professional in mind. Attachment #1 presents the job description recommended by the City Manager and the County Administrator to advertise this position with an expected hire date of early summer, 2001.

(see Diagram 1 on next page)

**Diagram 1.**



**Process for establishing Citizen’s Advisory Committee (CAC)**

Selection of members for the Citizen Advisory Committee is an important first step in implementing the overall project management structure. As authorized in the Interlocal Agreement, the CAC’s membership shall consist of nine members. The four membership categories below shall be filled with individuals selected by the Blueprint 2000 Intergovernmental Agency from a list of three nominees for each provided by the Economic and Environmental Consensus Committee (EECC).

1. 1 – EECC member
2. 1 – financial expert with bonding experience
3. 1 – natural scientist/biologist
4. 1 – planner

All of the CAC’s members will be selected by the Blueprint 2000 Intergovernmental Agency (joint City and County Commission) with the exception of memberships #5, #6, and #7 which are designated in the Interlocal Agreement as specified below. A list of three nominees for the eighth and ninth memberships shall be provided by the respective organization for consideration by the Intergovernmental Agency.

5. 1 – Chairman of the Economic Development Council
6. 1 – Representative appointed by the Capital City Chamber of Commerce
7. 1 – Chairman of the Planning Commission
8. 1 – Representative from the Council of Neighborhood Associations (CONA)
9. 1 – Representative from the Big Bend Environmental Forum

The commission may recall that discussions regarding the involvement of the civil rights community in the Blueprint 2000 planning process took place prior to the November 7 referendum. In a meeting with the Mayor and Chair and representatives from the NAACP, conversations focused on ensuring that a representative of the civil rights community was appointed to the CAC, either directly through a specific seat

on the committee or indirectly through another appointment to the committee. While no formal action was taken on this matter, it was felt at the time that this move would be in the best interests of the community. Given the new leadership of the NAACP, this provides an opportunity to build and restore trust with this important segment of our community. Commission input is sought on this matter.

The Intergovernmental Agency may reject all nominees as submitted by the respective organization and request additional names for consideration. Members shall serve three year staggered terms except in the case of an appointment to fill a vacancy in which event the appointment shall be for the unexpired term only. To ensure staggered terms, members shall be appointed for a two or three year term initially and three year terms thereafter. Once convened, the CAC will develop bylaws, to include the provisions herein, for approval by the Intergovernmental Management Committee.

The County Administrator and the City Manager will send a joint letter to the parties represented above asking that they choose representatives to the CAC and forward names of such nominees to the City Manager's Office and the County Administrator's Office no later than April 1, 2001.

Two alternatives have been developed for selection of members to the CAC, as described below.

Alternative 1 has been discussed by the Mayor and Chair at a recent meeting, and both consider it to be a workable process for establishing CAC membership. Commission input is sought on the direction in which to proceed.

#### Alternative 1

Upon receipt of the nominees for the CAC:

- The Mayor and Chair will review each list of nominees and develop a slate of nine individuals to serve as members on the CAC.
- The Mayor and Chair will recommend the slate of nominees to the City and County Commissions for confirmation.

#### Alternative 2

Upon receipt of the nominees for the CAC:

- The entire slate of nominees will be forwarded to each City and County commissioner.
- Each commissioner will indicate his/her choice of nominees for each membership, although the option "none of the above" will also be provided.
- Votes of all commissioners will be combined and the nominee receiving the highest number of votes will be appointed for a specific membership slot.
- In the event of a tie for the highest number of votes, the Mayor and Chair will make a recommendation to the commissions as to who will fill the position; if it is clear that the majority of commissioners indicated "none of the above" for a specific membership, the organization may be requested to provide additional nominees or the Mayor and Chair may recommend an appointment to the commissions.
- Formal confirmation of the nine members will be scheduled for action at the first meeting of the Blueprint 2000 Intergovernmental Agency tentatively expected to occur later this spring.

#### **Draft Blueprint 2000 Intergovernmental Agency Bylaws**

Bylaws are being developed, based on the existing MPO structure, and a working draft is presented for commission information and review (Attachment 2). Staff will continue to refine the bylaws and incorporate comments into the joint workshop agenda with the City and County, with Intergovernmental Agency adoption later this spring.

**Other Outstanding Issues**

As the County Administrator and the City Manager continue to facilitate the implementation of the joint management structure, several administrative issues remain and are currently under consideration. These issues include the housing of the Staff Director and joint project management staff, the administration of the program's accounting system and the legal staffing of the Blueprint 2000 Intergovernmental Agency. The City Manager and the County Administrator will be meeting on these issues and will inform the joint commissions on their resolution at the joint workshop.

**Timeline for Blueprint 2000 Project Management Implementation**

Following is a tentative timeline for initiating/completing/implementing various components of the project management structure over the next few months. As some tasks are dependent upon the completion of others, dates are subject to change but are presented simply to enhance the commission's understanding of the overall process.

January 23 (County) and January 24 (City)	Final review of Staff Director position description by City and County Commissions; Discussion of processes for appointment of Citizens Advisory Committee; Review of Blueprint 2000 Intergovernmental Agency bylaws
February 15	Initiate recruitment for Staff Director position
February XX (TBA)	Joint meeting of City and County Commissions to finalize committee appointment process and adopt bylaws
March 1	Forward information to appropriate entities regarding nominations for CAC membership
March 15	Receive applications for Staff Director and schedule interviews
April 1	Forward nominations for CAC to Mayor and Chair or joint commissions per adopted process
April 15	Make final hiring decisions on Staff Director and report to joint commissions; confirm CAC appointments
May 15	Start date for new Staff Director

**OPTIONS**

Option 1: Accept status reports and provide input and guidance on the process for appointment of members to the Citizens Advisory Committee and inclusion of a member of the civil rights community on the CAC, for incorporation into the joint commission workshop agenda.

Option 2: Provide alternate direction to staff.

**ATTACHMENTS/REFERENCES**

Attachment 1: Staff Director job description

Attachment 2: Blueprint 2000 Intergovernmental Agency draft bylaws