

**BOARD OF DIRECTORS
MEETING**

February 28, 2019
3:00 pm
City Commission Chambers

Chair: Curtis Richardson

Agenda

	Page
I. AGENDA MODIFICATIONS	
II. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS Citizens desiring to speak must fill out a Speaker Request Form; the Chair reserves the right to limit the number of speakers or time allotted to each	
III. INFORMATIONAL ITEMS/ PRESENTATIONS <ul style="list-style-type: none">• CAC Chairman's Report	
IV. CONSENT	
1. Approval of the December 13, 2018 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes	3
2. Meeting Schedule and Agenda Development Policy	15
3. Approval of the Memorandum of Understanding with the Big Bend Minority Enterprise Development Week (MED) Week Committee	37
4. Appointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee	43
5. Request for Approval of an Eminent Domain Resolution for the Acquisition of Privately-Owned Property Required for the SR 263 Capital Circle Road Improvement Project from County Road 2203/Springhill Road to State Road 371/Orange Avenue (W1)	59
6. Authorization to Proceed with Procurement of Planning and Design Services for the Lake Jackson and Lake Jackson South Greenways Projects	73

7. Authorization to Proceed with Procurement of Planning and Design Services for the Orange/Meridian Placemaking Project **85**

V. GENERAL BUSINESS/PRESENTATIONS

8. Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects **93**

9. Acceptance of the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality **103**

10. Acceptance of the Applied Science and Manufacturing Target Industry Status Update **125**

VI. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

Citizens desiring to speak must fill out a Speaker Request Form; the Chair reserves the right to limit the number of speakers or time allotted to each

VII. ADJOURN

NEXT BOARD OF DIRECTORS MEETING: June 27, 2019 at 3:00 PM

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to attend this meeting should contact Susan Emmanuel, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.

#1

Approval of the December 13, 2018 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

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Blueprint Intergovernmental Agency Board of Directors

Agenda Item #1

February 28, 2019

Title: Approval of the December 13, 2018 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Category: Consent

Department: Blueprint Intergovernmental Agency

Contact: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item presents the summary meeting minutes for the December 13, 2018 Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting and requests the IA Board's review and approval of the minutes as presented.

FISCAL IMPACT:

This item does not have a fiscal impact.

OPTIONS:

- Option 1: Approve the December 13, 2018 Blueprint Intergovernmental Agency Board of Directors meeting minutes.
- Option 2: IA Board direction.

RECOMMENDED ACTION:

- Option 1: Approve the December 13, 2018 Blueprint Intergovernmental Agency Board of Directors meeting minutes.

Attachment:

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Meeting on December 13, 2018

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Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Date: February 28, 2019
To: Board of Directors
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes to Board of Directors Meeting of December 13, 2018

MEMBERS PRESENT

COUNTY	CITY
Commissioner Mary Ann Lindley	Commissioner Curtis Richardson, Chair
Commissioner Rick Minor	Commissioner Jeremy Matlow
Commissioner Nick Maddox	Commissioner Dianne Williams-Cox
Commissioner Bryan Desloge	Mayor John Dailey
Commissioner Bill Proctor	
Commissioner Jimbo Jackson	
Commissioner Kristin Dozier	

I. AGENDA MODIFICATIONS

There were no agenda modifications.

II. INFORMATIONAL ITEMS/PRESENTATIONS

- Citizen's Advisory Committee Chairman's Report
 - Hugh Tomlinson provided an overview of the CAC's meeting on November 29, 2018 which included the following:
 - Honoring two outgoing members: Kent Wimmer and Gordon Hansen.
 - Approved unanimously the consent items including all appointments.
 - Announced new 2019 Chair, J.R. Harding and election of Vice-Chair for 2019, Elva Peppers.
 - Updates on the Northeast Gateway and other infrastructure projects.
 - Celebrated the promotion of Cristina Paredes as OEV Director.

III. CONSENT

ACTION TAKEN: Commissioner Brian Desloge moved, seconded by Commissioner Mary Ann Lindley, to approve the Consent Agenda.

The motion passed 8-0 with Commissioners Dozier, Jackson, and Proctor out of Chambers.

1. Approval of the September 20, 2018 Board of Directors Meeting Minutes
The Board approved Option #1: Approve the September 20, 2018 Board of Directors meeting minutes.
2. Appointment and Reappointment of Members to the Blueprint Citizen Advisory Committee
The Board approved Option #1: Appoint Sean McGlynn to the CAC to represent the Big Bend Environmental Forum; Appoint Linda Vaughn to the CAC to represent the elderly community; and Appoint Daniel Petronio to the CAC to fill the financial expert position.
3. Acceptance of a Summary Report on the 8 80 Cities 'Public Spaces to Great Places Summit,' October 1-5, 2018
The Board approved Option #1: Accept the 8 80 Cities Summary Report on the 'Public Spaces to Great Places Summit,' October 1-5, 2018.
4. Acceptance of the Status Update on the Applied Sciences Targeted Industry Effort
The Board approved Option #1: Accept the status report on the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.

IV. GENERAL BUSINESS

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

Ben Pingree introduced Cristina Paredes, Director of the Office of Economic Vitality (OEV).

Cristina Paredes provided a presentation to the Board on the status report of operations at OEV, which included:

- The completion of 19 action items from the Strategic Plan, managing 49 active action items (out of total 153), unemployment at an all-time low of 2.9%, an overall 1.9% MSA with 3.8% growth in the private sector.
- More than 8,500 businesses in the community with 14% of those owned by minorities and 23% women owned. OEV actively engaged those businesses through consultations, Industry Academies, and Certification Workshops.
- Updates on the Disparity Study including the incorporation of FY 2017 data, convening a workgroup comprised of Blueprint, City, and County staff to review the draft preliminary study. With the final report presented to the Board in June 2019.
- Resiliency efforts through and following Hurricane Michael and the November 2 incident at Hot Yoga in the Betton Place Plaza.
- Sixteen active projects focused on the four-targeted industries and primarily in the manufacturing sector. Partner referrals generated the majority of leads (44%).

- The hiring of Rebekah Sweat as the Business Development Manager for Applied Sciences and OEV's sponsorship of a reception at the Magnetics & Motor Conference in Orlando, January 2019, to broaden Tallahassee's industry presence.

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Lindley referenced a presentation by Jim McShane with CareerSource Capital Region at a Board of County Commission meeting and encouraged an "all hands on deck" approach to engaging businesses in apprenticeship programs as part of the workforce development efforts.

Commissioner Proctor requested a breakout of the components of the 14% of minority business. Commissioner Minor also requested the per capita comparison to similarly sized cities. Cristina Paredes stated that for women owned business, Tallahassee was on par with the state and national average. For minority owned businesses, Tallahassee was below the state but above the national averages. Ben Pingree stated that staff would review comparable counties to determine how Tallahassee compared.

Commissioner Williams-Cox encouraged the inclusion of all three local Chambers of Commerce in the partnership efforts. She noted that two of the three specifically dealt with minority and women owned, and small businesses.

Commissioner Richardson spoke to the development of apprenticeships particularly in the construction industry, where there was a shortage of skilled workers locally. Additionally, Lively Technical School would be hosting an event, in conjunction with the Big Bend Minority Chamber and Greater Tallahassee Chamber, on January 29, 2019 to begin the conversations in earnest regarding the development of apprenticeships in the community.

Commissioner Dozier noted that funds for training were available through CareerSource; however, it required job postings through their website to be eligible. She suggested approaching it from a communication and education perspective to begin bridging the gap.

Commissioner Proctor moved the creation of a new local preference category in MBE evaluations that would promote applicants from the Southside, or specifically, the 32304 zip code. Commissioner Richardson encouraged Commissioner Proctor to reframe it to a staff directive, to research and report back to the Board. Commissioner Proctor agreed.

Ben Pingree stated that the development of an apprenticeship program was included in the Disparity Study; the legal teams of the Blueprint, City, and County were also working on that initiative. OEV collaborated with CareerSource on the Leon Works program and expansion into surrounding counties to tie potential employees with potential employers more expeditiously than the current system and platform in place. Commissioner Richardson noted that the City was considering the adoption of a policy based on one from St. Petersburg, Florida that required successful bid winners have a percentage of their workforce from apprenticeships. Commissioner Proctor noted that it began in

Orlando, Florida in the mid-nineties and looked forward to staff updates at the February 2019 meeting.

Commissioner Desloge moved, seconded by Commissioner Lindley, to approve Option #1.

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

The motion passed 11-0.

6. Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

Ben Pingree introduced Autumn Calder, Director of Blueprint.

Autumn Calder provided a presentation to the Board on Blueprint infrastructure projects, which included:

- A summary of Board action to date on the transition to the 2020 program including the alignment of local priorities to maximize state and federal funding opportunities, the prioritization of the Community Enhancement Districts, Connectivity, and Quality of Life (CCQ) projects culminating with the approval of a FY 2019-2024 implementation plan and the adoption of the FY 2019 capital and operating budgets at the June 21, 2018 meeting.
- The current phase of the Southwest Area Transportation Plan, a project jointly funded by Blueprint and the CRTPA and precursor to the Airport Gateway project, would be complete in May 2019. The next phase would focus on Springhill and North and South Lake Bradford Roads.
- Bannerman Road PD&E would include a feasibility study of widening east of Tesketa Drive to Bull Headley Road. The Board would receive an update at the June 2019 meeting.
- Blueprint 2020 project planning budget was intended to provide for “shovel ready” greenway and bike route projects. Projects underway include the Capital Circle Southwest Greenway and the Debbie Lightsey Nature Park.
- The Florida Department of Transportation Tentative Work Plan includes fully funding Capital Circle Southwest in 2021 and 2024. By adding in the prior year’s funding, the total amount of FDOT contributions for the project exceeds \$115-million; the largest amount applied to a Blueprint project to date.

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Proctor requested that the Board reconsider the Fairground Beautification project and advocated for its inclusion in the five-year work plan. Mayor Dailey concurred but he was hesitant to modernize the existing facility without strategizing on the bigger picture for the Fairgrounds. Mayor Dailey noted three properties on the Monroe Street corridor including the Fairgrounds, Northwood Center, and the Centre of Tallahassee could also benefit from a strategic site assessment.

Commissioner Dozier suggested that expanding the strategic site selection process beyond magnetics and associated industries, could address and rank the properties on the Monroe Street corridor. She also expressed concern about the possibility of advance funding another project and encouraged the Board to proceed thoughtfully.

Commissioner Desloge supported the evaluation of the Monroe Street corridor and staff report on historic efforts.

Commissioner Williams-Cox expressed her support for a comprehensive approach to improvements to Southside areas.

Commissioner Matlow echoed his support and requested to review the County's report on the Fairgrounds to get up to speed on the issue.

Commissioner Dozier expressed her pleasure about the inclusion of skateable art, the collaboration with the Council on Culture and Arts, the History and Culture Trail and hoped the experience could be applied to other Blueprint projects.

Commissioner Desloge moved, seconded by Commissioner Dozier, to approve Option #1.

Option 1: Accept the status report on Blueprint Intergovernmental Agency infrastructure projects.

The motion passed 9-1 with Commissioner Proctor casting the dissenting vote and Mayor Dailey out of Chambers.

7. Approval of a Funding Request to Implement Improvements to the Future StarMetro Superstop Site, a Component of the Orange Avenue/Meridian Road Placemaking Project

Ben Pingree provided a presentation to the Board on funding request to implement improvements to the future Superstop site, which included:

- Community outreach to determine the existing concerns and communal activities.
- Proposed concept plan to improve parking, lighting, and waste management.
- The final Superstop project would retain the installed lighting and sidewalk improvements.
- County Public Works and Parks and Recreation would assist with the construction and provide maintenance until the construction of the final project.
- With Board approval, the proposed improvements would begin in January 2019.

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Citizen Comment:

Bill Wilson spoke in support of the project. As a local property owner in the area and developer of affordable housing, the improvements would have tremendous impact on Southside redevelopment.

Commissioner Proctor favored the project and the community outreach reflected in the concept. The design called for a parking lot larger than he felt necessary; he favored more gathering space as well as the inclusion of public restrooms. Ben Pingree confirmed that staff would work with the private landowners adjacent to the project in the development of the action plan. Regarding parking, the conceptual design incorporated the feedback from the community engagement process and strived to create ample space for vehicles and people. Restroom facilities were not included in the cost estimate and a permanent structure would not be feasible within the \$300,000 budget. However, staff would evaluate the options and report back to the Board.

Commissioner Matlow encouraged coordinating with the food distribution vendors to achieve their support in waste management on site.

Commissioner Jackson supported the project and encouraged cultivating a sense of ownership through the improvements.

Commissioner Maddox supported the project but agreed that it seemed to be mostly parking lot. He encouraged a more park-like atmosphere.

Commissioner Minor encouraged the inclusion of a bike rack.

Commissioner Dozier expressed her support of the project and reminded the Board of the limited funds available because of the increased debt services of bonding for the 2020 program. There were future Blueprint funds allocated to the Superstop project, however, the conceptual design was for interim improvements ahead of construction of the final project. She felt that the proposed interim improvements would provide the sense of place and community ownership members of the Board described, and that due to the temporary nature and short-term solutions it may be not necessary to provide too much direction or commitment of funds.

Commissioner Maddox moved, seconded by Commissioner Proctor, to approve Option #1.

Option 1: Approve the use of existing FY 2019 funding for the Orange/Meridian Placemaking Project, in an amount not to exceed \$300,000, to implement improvements at the future StarMetro Superstop site as detailed in the item.

The motion passed 11-0.

8. Acceptance of Northeast Gateway Project Update; Approval of Interlocal Agreement for Design and Construction of Welaunee Boulevard Segments 2 and 3

Ben Pingree provided a presentation to the Board on the status report of the Northeast Gateway Project, which included:

- Project and funding history and project limits.

- Dove Pond Regional Stormwater Facility project update and cited as an example of a multi-party agreement that successfully capped Blueprint funding.
- Blueprint issued the notice to proceed for the PD&E in November 2018 with an anticipated completion date of spring 2020.
- The proposed Interlocal Agreement between Blueprint, City, and the Canopy Development District would expedite the construction of Welaunee Boulevard and associated amenities. It capped the Blueprint investment at an amount not to exceed \$5.8 million and provided a reimbursement consistent with the approved five-year Capital Improvement Plan.

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Desloge noted that the schematic indicated a traffic light signal at Dempsey Mayo Drive, however, it could be a roundabout and that decision had not been finalized. He was uncomfortable leaving it on the concept plan as such.

Commissioner Desloge inquired to the extension of the greenway as well. Autumn Calder stated that the Northeast Gateway included the completion of the Welaunee Greenway, which when combined with the Miccosukee Greenway, creates a 17-mile loop.

Commissioner Proctor inquired to the total project cost, breakdown of cost per mile, and MBE participation. Ben Pingree concurred with Commissioner Proctor's assessment of approximately \$10-million per mile when amenities, greenways, and the overpass are factored in. Regarding MBE participation, Patrick Kinni stated that there was a 10.5% aggregate between the three MWSBE categories, which met Blueprint's approved disparity targets for construction. Commissioner Proctor noted the opportunity available on the project for apprenticeship efforts.

Commissioner Dozier inquired on the status of the City and Powerhouse properties and the Thornton Road extension as they could factor into decisions on the Blueprint project. Commissioner Richardson noted that City staff would provide an update to Commissioner Dozier.

Patrick Kinni requested the flexibility for staff to make minor, non-substantive changes to the agreement given the nature of the tri-party agreement. Commissioner Richardson agreed that the motion would include that amendment.

Commissioner Desloge moved, seconded by Commissioner Proctor, to approve Options #1 and #2 and to allow staff to make non-substantive changes to the proposed interlocal agreement, prior to execution.

Option 1: Accept staff report on the Northeast Gateway Project.

Option 2: Approve the Interlocal Agreement to provide for the design and construction of Welaunee Boulevard, portions of Segments 2-3, and funding related thereto between the City of Tallahassee, Blueprint, and the Canopy Community Development District.

The motion passed 11-0.

VI. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

3-minute limit per speaker; there will not be any discussion by the Commission.

There were no speakers on non-agendaed items.

Commissioner Minor stated that the most common concern he heard on the campaign trail was about citizen input. To address that, he requested modifying the agenda to move speakers to the beginning of the meeting. Commissioner Richardson agreed and directed staff to make the amendment to the format of the agenda so that the "Citizens to be Heard of Non-agendaed Items" occurred at the beginning and the end of the agenda outline. Citizens could still speak on agendaed items with the associated item listed on the request card. Patrick Kinni stated that the format of the agenda was an attachment to the approved policy. If any changes to that were necessary, it would be presented to the Board at the February 28, 2019 Board of Directors meeting.

Commissioner Minor moved, seconded by Commissioner Maddox, to amend the format of the agenda outline as described by Commissioner Richardson.

The motion passed 11-0.

VII. ADJOURN

The meeting adjourned at 5:05 p.m.

*The next Blueprint Intergovernmental Agency Board of Directors Meeting is scheduled for **Thursday, February 28, 2019, at 3:00 p.m.***

#2

**Meeting Schedule and
Agenda Development Policy**

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**Blueprint Intergovernmental Agency
Board of Directors
Agenda Item #2
February 28, 2019**

Title: Meeting Schedule and Agenda Development Policy Revision

Category: Consent

Department: Blueprint Intergovernmental Agency

Contact: Benjamin H. Pingree, Director of PLACE
Patrick T. Kinni, Blueprint Attorney

STATEMENT OF ISSUE:

This agenda item requests the Blueprint Intergovernmental Agency Board of Directors' (IA Board) approval of proposed revisions to the Meeting Schedule and Agenda Development Policy (Attachment #1).

FISCAL IMPACT:

None.

RECOMMENDED ACTION:

Option 1: Approve the Revision to the Meeting Schedule and Agenda Development Policy.

SUPPLEMENTAL INFORMATION:

At the December 13, 2018, IA Board Meeting, Commissioner Minor moved to amend the format of the agenda outline, and the IA Board subsequently approved the same. As a result, staff has drafted proposed revisions to Policy 103 that effectuate IA Board direction with regard to creating a time at the beginning of each meeting where citizens could be heard on non-agendaed items.

The Meeting Schedule and Agenda Development Policy provides procedures for drafting, approving, and modifying Meeting Schedules and Agendas to organize IA Board meetings in accordance with Agency Bylaws B.4(10), B.4, C, and E, provided as Attachment 2. The Policy also provides for the distribution of Agenda materials in accordance with Agency Bylaws B.4(7). Revisions to the Policy must be approved by the IA Board by a majority vote of the total quorum present under Agency Bylaws B.6. This agenda item presents such policy for IA action.

The revised Policy effectuates a reorganization of the existing Policy into three primary sections: Meeting Schedule Development, Agenda Development, and Distribution of Materials. The revised Policy also includes a section providing an Order of Meeting, the order in which Agenda items will be considered at each IA Board meeting.

The Meeting Schedule Development Section provides a process for the creation, approval, and modification of a Meeting Schedule. This Section includes guidelines for meeting location and time and the responsibilities of the Director of PLACE, Chairperson, and IMC, in developing a Meeting Schedule.

The Agenda Development Section outlines a process for the creation of Agenda Items, approval of Agendas, and modification of Agendas. This Section contains guidelines for submission of Agenda items for inclusion into a Meeting Agenda and responsibilities of the Director of PLACE, IMC, and Blueprint, City, and County Staff, in developing an Agenda.

The Order of Meeting Section formally adopts an order in which the IA Board will conduct its meetings. This Section includes the IA Board's request to provide a time for citizens to be heard on non-agendaed items at the beginning of each meeting.

The Distribution of Materials Section provides a process for electronic and physical distribution of Meeting Agendas.

OPTIONS:

- Option 1: Approve the Revised Meeting Schedule and Agenda Development Policy.
- Option 2: Do Not Approve the Revised Meeting Schedule and Agenda Development Policy.
- Option 3: IA Board Direction.

Attachments

1. Revised Meeting Schedule and Agenda Development Policy
2. Meeting Schedule and Agenda Development Policy Underline/Strikethrough
3. City of Tallahassee – Leon County Blueprint Intergovernmental Agency Bylaws

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DATE
February 28, 2019

NO.
103

TITLE

**Meeting Schedule and Agenda
Development Policy**

ORG. AGENCY
Blueprint
Intergovernmental
Agency

DRAFT

103.01 INTENT, SCOPE, AND APPLICABILITY

- A. Intent: The Blueprint Intergovernmental Agency (Agency) intends to establish a process for the development and modification of Meeting Schedules and Meeting Agendas.
- B. Scope: This policy encompasses the Board of Directors (Board), Intergovernmental Management Committee (IMC), and Agency employees (Agency staff).
- C. Applicability: This policy applies to all members of the Board (Directors), Agency officials, officers, appointees, clerks, interns, and externs.

103.02 MEETING SCHEDULE DEVELOPMENT

- A. Developing a Meeting Schedule
 - 1. Each year, the Director of PLACE shall prepare a draft annual Meeting Schedule in coordination with the City, County, CRTPA, and Agency staff.
 - 2. Meeting Schedules shall specify dates, times, and locations for all Board meetings within a period of one year or more subject to the following guidelines:
 - a. Meetings shall generally be held in the City Commission Chamber. The Chairperson may approve other meeting locations.
 - b. Meetings shall generally be scheduled from 3:00 PM to 5:00 PM.
 - c. Meeting Schedules may include meeting dates for other bodies, including the Technical Coordinating Committee, Citizens Advisory Committee, Economic Vitality Leadership Council, MWSBE Citizens Advisory Committee, and Competitive Projects Cabinet.
 - 3. The Director of PLACE shall review the draft Meeting Schedule with the IMC before consideration by the Board.

Meeting Schedule and Agenda Development Policy

NO.	103
PAGE	2 of 4

B. Meeting Schedule Approval

1. After the IMC reviews and approves the draft Meeting Schedule, Agency staff shall prepare the draft Meeting Schedule as an Agenda item for Board consideration.
2. The Meeting Schedule must be approved by a majority vote of the Board.

C. Modification of Meeting Schedule

1. Once approved, the Meeting Schedule may not be modified except as set forth herein. Requests to modify the Meeting Schedule after approval must be submitted to the Chairperson who shall instruct Agency staff to inquire as to the availability of the Directors.
2. The Chairperson shall consider the following information in determining whether to modify the Meeting Schedule:
 - a. The number of Directors available for the originally scheduled Board meeting.
 - b. The number of Directors available for the modified Board meeting.
3. The Chairperson may only modify or cancel a Board meeting after the Directors have been consulted as to their availability.
4. If the Chairperson decides to hold a meeting after a modification request, the meeting shall be held as scheduled.
5. When a quorum of the Board is not present at a meeting, the Chairperson may hold the meeting but shall defer action on Agenda items requiring a vote; or adjourn the meeting.

103.03 AGENDA DEVELOPMENT

A. Drafting a Meeting Agenda

1. The Director of PLACE and Agency staff shall draft a Meeting Agenda and supporting documentation for items that require Board action as described herein.
2. Agenda items may be informational or require Board consent or discussion.
3. City staff and County staff shall notify the Director of PLACE of City and County items for placement on the Meeting Agenda and shall provide input for items that affect their respective entities.

Meeting Schedule and Agenda Development Policy

NO.	103
PAGE	3 of 4

4. The Director of PLACE may accept or reject Agenda items based on length, time sensitivity, or applicability.
5. Agenda items shall be arranged in the Order of Meeting specified in Section 103.04 of this policy.
6. The Director of PLACE shall send a draft Meeting Agenda to the IMC for approval.

B. Meeting Agenda Approval

1. The IMC shall review and approve or approve as modified the draft Meeting Agenda.
2. Either member of the IMC may unilaterally exclude any item on the draft Meeting Agenda. The IMC may not exclude items specifically requested by a Director.

C. Modification of Agenda

1. Directors who would like to modify an item on the approved Meeting Agenda should request the change through the City Manager or County Administrator.
2. The IMC shall consider all requests to modify the Meeting Agenda.

103.04 ORDER OF MEETING

A Board meeting shall proceed in the following order, subject to Agenda modification:

- I. AGENDA MODIFICATIONS
- II. CITIZENS TO BE HEARD [NON-AGENDA ITEMS]
- III. INFORMATIONAL ITEMS
- IV. CONSENT ITEMS
- V. GENERAL BUSINESS ITEMS
- VI. CITIZENS TO BE HEARD [NON-AGENDA ITEMS]
- VII. ADJOURN

103.05 DISTRIBUTION OF MATERIALS

- A. Agency staff shall distribute the Meeting Agenda electronically via electronic mail and post the Meeting Agenda on Agency websites within a reasonable time not less than 48 hours before each meeting.
- B. Agency staff shall make limited hard copies of the Meeting Agenda available at the meeting for members of the public.

Meeting Schedule and Agenda Development Policy

NO.	103
PAGE	4 of 4

103.06 EFFECTIVE DATE

This policy shall become effective on March 1, 2019.

Revised: February 28, 2019



DATE	October-February 2028, 2003 2019
NO.	103
ORG. AGENCY	Blueprint Intergovernmental Agency
DRAFT	APPROVED

TITLE

Meeting Schedule and Agenda Development Policy

103.01 STATEMENT OF POLICY INTENT, SCOPE, AND APPLICABILITY

- A. Intent: The Blueprint Intergovernmental Agency (Agency) intends to establish a process for the development and modification of Meeting Schedules and Meeting Agendas.
- B. Scope: This policy encompasses the Board of Directors (Board), Intergovernmental Management Committee (IMC), and Agency employees (Agency staff).
- C. Applicability: This policy applies to all members of the Board (Directors), Agency officials, officers, appointees, clerks, interns, and externs.

~~It is the intent of the Blueprint Intergovernmental Agency (hereinafter the "Agency") to establish a clear and consistent process for the development of meeting agendas, prescribe a process for modifying said agendas, and prescribe a process and procedures for establishing and modifying meeting schedules.~~

103.02 AUTHORITY MEETING SCHEDULE DEVELOPMENT

~~This policy was adopted by the Blueprint Intergovernmental Agency Board of Directors on October 20, 2003.~~

103.03 OBJECTIVE

~~To establish a policy for the development and modification of agendas and scheduling of meetings of the Agency.~~

- A. Developing a Meeting Schedule
 - 1. Each year, the Director of PLACE shall prepare a draft annual Meeting Schedule in coordination with the City, County, CRTPA, and Agency staff.
 - 2. Meeting Schedules shall specify dates, times, and locations for all Board meetings within a period of one year or more subject to the following guidelines:
 - a. Meetings shall generally be held in the City Commission Chamber. The Chairperson may approve other meeting locations.
 - b. Meetings shall generally be scheduled from 3:00 PM to 5:00 PM.

	DATE October-February 2028, 2003 2019
	NO. 103
TITLE <p style="text-align: center;">Meeting Schedule and Agenda Development Policy</p>	ORG. AGENCY Blueprint Intergovernmental Agency DRAFT APPROVED
<p style="text-align: center;">c. <u>Meeting Schedules may include meeting dates for other bodies, including the Technical Coordinating Committee, Citizens Advisory Committee, Economic Vitality Leadership Council, MWSBE Citizens Advisory Committee, and Competitive Projects Cabinet.</u></p> <p style="text-align: center;"><u>The Director of PLACE shall review the draft Meeting Schedule with the IMC before consideration by the Board.</u></p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/>	

Meeting Schedule and Agenda Development Policy	NO. 103
	PAGE 3 of 8

~~103.04 SCOPE AND APPLICABILITY~~

~~The policy outlined herein shall apply to the Agency Board, Intergovernmental Management Committee (IMC) and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint Intergovernmental Agency program, and shall also apply to employees of the Office of Economic Vitality.~~

~~103.05 DEFINITIONS~~

~~Draft Agenda: An agenda that has been prepared by the Director of PLACE in consultation with the Blueprint Director and the Director of OEV, but has not been approved by the Intergovernmental Management Committee.~~

~~Draft Agenda Modifications: Changes, including deletions, additions, or supplemental material to existing agenda items on the Draft Agenda. (Does not include editorial or administrative modifications.)~~

~~Approved Agenda: An agenda with or without supporting documentation that has been approved by the IMC.~~

~~Agenda Modifications: Changes made to the Approved Agenda as described above, generally announced at the beginning of each Agency Board of Directors meeting. Depending on the timing of the modification(s), material supporting the changes may or may not be distributed prior to the scheduled meeting.~~

~~Intergovernmental Agency Board of Directors: Governing body, consisting of the City and County Commissions, of the joint project management structure, as provided for in the Interlocal Agreement, and generally referred to as the "Agency Board of Directors" or the "Agency Board".~~

~~Intergovernmental Management Committee (IMC): The City Manager and County Administrator.~~

~~Chairperson: Duly elected member of the Board of Directors charged with the conduct of all Meetings of the Agency Board of Directors.~~

~~Vice Chairperson: Duly elected Member of the Board of Directors who acts as the Chairperson in the absence of the Chairperson.~~

~~Electronic Agenda Distribution: Approved or Draft Agendas that are distributed via e-mail or posted on the Blueprint Intergovernmental Agency web page, www.blueprintia.org.~~

~~Approved Agency Schedule: The Draft Agency Schedule that has been presented to the Agency at a regular meeting and approved.~~

~~Draft Agency Schedule: An annual schedule developed jointly by the City, County and Blueprint staff that recommends specific dates and locations for Agency meetings.~~

Meeting Schedule and Agenda Development Policy	NO. 103
	PAGE 4 of 8

~~Director of PLACE: The individual responsible for managing and directing the Leon County—City of Tallahassee Planning Department, Blueprint Intergovernmental Agency and the Office of Economic Vitality, reporting directly to the Intergovernmental Management Committee or their Designees.~~

~~Blueprint Director: The individual responsible for carrying out the implementation of the Blueprint 2000 projects and the Blueprint 2020 Infrastructure projects, reporting directly to the Director of PLACE.~~

~~OEV Director: The individual responsible for carrying out the implementation of the Blueprint 2020 Economic Development Programs and the OEV programs, reporting directly to the Director of PLACE.~~

B. Board Meeting Schedule Approval

1. After the IMC reviews and approves the draft Meeting Schedule, Agency staff shall prepare the draft Meeting Schedule as an Agenda item for Board consideration.
2. The Meeting Schedule must be approved by a majority vote of the Board.

C. Modification of Meeting Schedule

1. Once approved, the Meeting Schedule may not be modified except as set forth herein. Requests to modify the Meeting Schedule after approval must be submitted to the Chairperson who shall instruct Agency staff to inquire as to the availability of the Directors.
2. The Chairperson shall consider the following information in determining whether to modify the Meeting Schedule:
 - a. The number of Directors available for the originally scheduled Board meeting.
 - b. The number of Directors available for the modified Board meeting.
3. The Chairperson may only modify or cancel a Board meeting after the Directors have been consulted as to their availability.
4. If the Chairperson decides to hold a meeting after a modification request, the meeting shall be held as scheduled.
5. When a quorum of the Board is not present at a meeting, the Chairperson may hold the meeting but shall defer action on Agenda items requiring a vote; or adjourn the meeting.

103.063 ROLES AND RESPONSIBILITIES SAGENDA DEVELOPMENT

- A. Drafting a Meeting Agenda~~The Director of PLACE, in consultation with the Blueprint Director and the OEV Director, shall be responsible for :~~

Meeting Schedule and Agenda Development Policy	NO. 103
	PAGE 5 of 8

1. ~~The Director of PLACE and Agency staff shall draft a Meeting Agenda and supporting documentation for items that require Board action as described herein. Developing the Draft Agenda and supporting documentation based upon input from members of the Board of Directors, direction from previous Agency meetings, staff, IMC, Citizen’s Advisory Committee, Technical Coordinating Committee, Finance Committee or operational or administrative requirements.~~
2. ~~Agenda items may be informational or require Board consent or discussion. The Director of PLACE may accept or reject agenda items presented by staff for inclusion in the Draft Agenda based on agenda length, time sensitivity of the agenda item or applicability of the agenda item to the Agency. It is the intent that all requested items be included in the agenda. Rejection of an items will be considered as an exception.~~
3. ~~Presenting the Draft Agenda to the Intergovernmental Management Committee (IMC) for approval. City staff and County staff shall notify the Director of PLACE of City and County items for placement on the Meeting Agenda and shall provide input for items that affect their respective entities.~~
4. ~~The Director of PLACE may accept or reject Agenda items based on length, time sensitivity, or applicability. Presenting the Approved Agenda to the Chairperson or the Vice Chairperson, in the absence of the Chair, for review.~~
5. ~~Agenda items shall be arranged in the Order of Meeting specified in Section 103.04 of this policy. When requested by other than Directors, presenting the IMC with requests to modify the Approved Agenda (Directors are requested to contact the City Manager or the County Administrator directly).~~
6. ~~The Director of PLACE shall send a draft Meeting Agenda to the IMC for approval.~~

~~Producing and distributing to Directors, IMC, Director Aides and others as required, electronic and/or hard copies of the Approved Agenda.
Developing the Draft Agency Meeting Schedule, reviewing it with the IMC, and presenting it to the Board of Directors for approval.~~

~~Presenting to the Chairperson, staff requests to modify the Approved Agency Schedule.~~

~~B. Intergovernmental Management Committee shall be responsible for: Meeting Agenda Approval~~

1. ~~The IMC shall review and approve or approve as modified the draft Meeting Agenda.~~
 2. ~~Either member of the IMC may unilaterally exclude any item on the draft Meeting Agenda. The IMC may not exclude items specifically requested by a Director.~~
- ~~A. Providing guidance to the Director of PLACE for the development of the Draft Agenda.~~

Meeting Schedule and Agenda Development Policy

NO.
103
PAGE
6 of 8

- ~~B. Reviewing and Approving the Draft Agency Agenda.~~
- ~~C. Providing guidance for Draft Agency Meeting Schedule.~~
- ~~D. Reviewing and commenting on the Draft Agency Meeting Schedule.~~

~~C. Vice Chairperson shall be responsible for Modification of Agenda
: Acting as the Chairperson in the absence of the Chairperson.~~

- ~~1. Directors who would like to modify an item on the approved Meeting Agenda should request the change through the City Manager or County Administrator.~~
- ~~2. The IMC shall consider all requests to modify the Meeting Agenda.~~

~~D. Chairperson of the Board of Directors shall be responsible for:~~

- ~~1. Approving the Draft Agency Meeting Schedule for presentation to the Board at a regular meeting.~~
- ~~2. Resolving issues regarding rescheduled meetings.~~
- ~~3. Approving rescheduled meetings.~~

103.074 ADDITIONAL PROVISIONS AND EXCEPTIONS ORDER OF MEETING

A Board meeting shall proceed in the following order, subject to Agenda modification:

- I. AGENDA MODIFICATIONS
- II. CITIZENS TO BE HEARD [NON-AGENDA ITEMS]
- III. INFORMATIONAL ITEMS
- IV. CONSENT ITEMS
- V. GENERAL BUSINESS ITEMS
- VI. CITIZENS TO BE HEARD
- VII. ADJOURN

103.05 DISTRIBUTION OF MATERIALS

- A. Agency staff shall distribute the Meeting Agenda electronically via electronic mail and post the Meeting Agenda on Agency websites within a reasonable time not less than 48 hours before each meeting. –
- B. Agency staff shall make limited hard copies of the Meeting Agenda available at the meeting for members of the public.

~~Directors' General Provisions:~~

- ~~A. The Agenda for Intergovernmental Agency meetings will be prepared in Draft by the Blueprint Director. This Draft Agenda will contain items that require Agency Board action.~~

Meeting Schedule and Agenda Development Policy	NO. 103
	PAGE 7 of 8

~~as determined by the Director of PLACE—consent, discussion and informational items.—
The City and County staffs will provide and coordinate with the Director of PLACE any
City or County items for inclusion into the Agenda and will provide input for Blueprint
Intergovernmental Agency agenda items that may involve or impact either entity. This
Draft Agenda will be forwarded to the Intergovernmental Management Committee for their
approval.—~~

- ~~B. The IMC must approve all modifications to the Approved Agenda.—~~
- ~~C. Either member of the IMC may unilaterally exclude an item from the agenda, however any
agenda item specifically requested by a member of the Board is not subject to exclusion by
either member of the IMC.—~~
- ~~D. The Blueprint staff will distribute Approved Agendas electronically (e-mail), on the
Blueprint Intergovernmental Agency web site and in hard copy. E mail copies will be
provided seven (7) days in advance of the meeting. Hard copies will be limited to each
Director, the IMC, and selected others as deemed necessary and distributed at least five (5)
days prior to the scheduled Agency meeting.—~~
- ~~E. Directors who desire the addition of an agenda item or the deletion of an agenda item from
the Approved Agenda will contact the City Manager or the County Administrator directly.—
Staff desiring to add or delete an agenda item from the Approved Agenda will first approach
the Director of PLACE who may then forward the staff request to the IMC for
consideration. The IMC may deny the late addition or deletion of any agenda item if in
his/her opinion the item has not been properly developed, can be deferred until a subsequent
meeting without detriment, or in the event of a request to delete, believes that the items
needs to be considered by the Board. Late agenda items will only be added if deemed time
sensitive and critical by the IMC.—~~
- ~~F. Agendas will be posted to the Blueprint Intergovernmental Agency Web site—
www.blueprintia.org. Limited copies of the agendas will be available at the Agency
meeting. Agency Board will be provided Blueprint Intergovernmental Agency binders that
contain reference information to include the Interlocal Agreement and the Agency by laws.—
Director aides are requested to post to these binders the Approved Agendas that are
provided.—~~
- ~~G. Format for the Agenda will be as attached, see attachment 1.—~~

Agency Meeting Schedule

~~Annually the Director of PLACE in consultation with the Blueprint Director and the OEV
Director, and in conjunction with the City and County staffs will prepare a Draft Agency
Meeting Schedule. This schedule will specify, times, dates and locations for Agency Board of
Director meetings for a period of not less than one year. Meeting locations will generally be
held in the City Commission Chamber. Other locations may be used as approved by the
Chairperson. Times for meetings will generally be 3:00 p.m. to 5:00 p.m., however, meetings
may be scheduled for 5:00 p.m. to 7:00 p.m. if approved by the Agency. The Draft Agency
Meeting Schedule may include meeting dates for the TCC and the CAC. CRTPA meetings~~

Meeting Schedule and Agenda Development Policy

NO.
103
PAGE
8 of 8

~~and Agency Board meetings will not be on the same day except as approved by the Chairperson in extreme cases.~~

~~Once reviewed by the IMC and the Agency Chairperson, the Draft Agency Meeting Schedule will be distributed to each member of the board for their review prior to the Agency meeting. Distribution will be as above for agenda distribution.~~

~~The Draft Agency Meeting Schedule will be presented to the Agency Board as an agenda item. Once passed by the Agency Board of Directors the Approved Schedule will not be altered except in extreme cases. Requests to alter the Approved Schedule must be presented to the Agency Board Chairperson who will task staff to query the Directors for their availability and agreement to modify the approved schedule. Based upon input from the Directors the Chairman will make the decision considering the following:~~

- ~~i. The number of members available for the originally scheduled meeting.~~
- ~~ii. The number of members indicating agreement to a new specified meeting date.~~
- ~~iii. The number of members available on the rescheduled meeting date.~~

~~After considering the above information the Chairperson will determine which alternative, the original date or the rescheduled meeting date satisfies the needs and desires of the greatest number of the Directors.~~

~~The Chairperson may direct meeting cancellations only after a query of the Directors is made and the Chairperson considers the desires of the Directors. If the majority of the total Board members desire not to cancel a meeting then the meeting will be held as scheduled minus those Directors who are not available to attend. If sufficient City or County Commissioners are not available to form a quorum the Chairperson may elect to hold the meeting yet defer any agenda items requiring a vote.~~

~~Any items not specifically addressed in this policy will be presented to the Director of PLACE and the Intergovernmental Management Committee for resolution.~~

~~Sunset Provision: December 2019~~

103.068 EFFECTIVE DATE

~~This policy will~~shall become effective on ~~October 20~~March 1, 2003~~2019~~, pending approval by the ~~Blueprint~~ Intergovernmental Agency Board.

Revised: February ~~21~~28, 2017~~2019~~

**BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY
BY-LAWS, PROCEDURES, AND POLICIES**

ADOPTED February 14, 2001

- A. Preamble**
- B. By-Laws**
- C. General Policies**
- D. Specific Policies**
- E. Citizen Participation**
- F. Effective Date**

A. Preamble. The following sets forth the By-Laws, Policies and Procedures which shall serve to guide the proper functioning of the Blueprint 2000 Intergovernmental Agency, consistent with the Interlocal Agreement between the City of Tallahassee and Leon County, adopted September 6, 2000, as may be amended from time to time. Such agreement authorizes the City and County to create a Blueprint 2000 Intergovernmental Agency to govern the project management structure for the project planning and construction of the Blueprint 2000 projects described in the Interlocal Agreement.

B. By-Laws

B-1. Membership

- (1) As designated in the Interlocal Agreement, the Intergovernmental Agency shall consist of the following voting members:
 - (a) Five members from the Tallahassee City Commission with a weighted vote of seven each.
 - (b) Seven members from the Leon County Board of County Commissioners with a weighted vote of five each.

B-2. Membership Term of Office

The membership of elected officials as voting members of the Intergovernmental Agency shall coincide with their respective elected terms.

B-3. Officers and Duties

- (1) The Intergovernmental Agency shall meet at least once annually to consider an annual work plan and the past year's performance report.
- (2) A Chairperson and Vice-Chairperson shall be elected by a majority of the votes of members present at the annual organizational meeting, utilizing the weighted structure as referenced in Section B-1.(1) (a) and (b).

- (3) The Chairperson shall serve as Chair for a period of one year effective 1 June of each year.
- (4) The Vice-Chairperson shall be elected for a term of two years the second of which will be Chairperson.
- (5) The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson.
- (6) At the first meeting of the agency after 1 June of each year a new Vice-Chairperson shall be elected for a term of two years the first to serve as the Vice-Chairperson and the second as the Chairperson.
- (7) In the event of the permanent inability of the Chairperson or Vice-Chairperson to serve, a new officer will be elected from the membership at the next meeting.
- (8) The Chairmanship of the Agency shall rotate annually between the City and County Commissions with the County serving as Chairperson from June 2003 through May 2004.

B-4. Meetings

- (1) Agency meetings shall be held in the Tallahassee City Commission Chambers, or be held at another location designated by the Chairperson.
- (2) All meetings will be recorded and transcribed by the staff of the Blueprint 2000 Intergovernmental Agency.
- (3) It is the desire of the Agency and the Capital Region Transportation Planning Agency (CRTPA) not to schedule Agency and CRTPA meetings on the same day except for extraordinary reasons approved by the Chairperson.
- (4) The Chairperson may call special meetings.
- (5) There must be majority representation from both the City Commission and Board of County Commissions to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority of the total quorum present on issues before the Agency, based on the weighted voting structure, except as specified in Section D(1) of these bylaws regarding significant changes to Blueprint 2000 projects.
- (6) In accordance with the Telephonic Participation Policy, Directors may participate telephonically when approved by the majority of the Board. Directors approved for telephonic participation will not be counted in the determination of a quorum, however they may participate in discussions and their vote on issues before the Board shall be counted as if the Director were present.
- (7) Agenda materials for the meetings shall be distributed seven days prior to the meeting.

- (8) Meetings will be open to the public and press. All city and county neighborhoods of record, CONA (Tallahassee/Leon County Council of Neighborhood Associations), and any group which so requests in writing, will be notified of meetings.
- (9) Roberts Rules of Order Revised is the adopted rule of meeting procedure.
- (10) The Agency Meeting Schedule and Agenda Development Policy shall prescribe the process and procedure for establishing the meeting schedule and the development of the agenda.

B-5. By Law Amendments

The bylaws may be amended by majority vote of the total quorum present based on the weighted voting structure of the Intergovernmental Agency, except where the section being amended includes in it a more restrictive voting method, in which such section may only be amended by the more restrictive voting method.

B-6. Voting Procedure

Except as provided in Section D(1) regarding significant changes to Blueprint 2000 projects, an affirmative vote shall consist of a majority of the total quorum present, based on the weighted voting structure, on issues before the Agency.

C. General Policies

- (1) The agenda will include, as a minimum, sections for Information, Consent and Discussion.
- (2) The Staff Director shall work with the Intergovernmental Management Committee to develop the agenda for meetings as scheduled. (See Agency Meeting Schedule and Agenda Development Policy)

D. Specific Policies

- (1) Significant changes to Blueprint 2000 projects, as identified in the Interlocal Agreement and further defined in the Project Definitions Report (February 7, 2000), shall be approved by a supermajority vote of the members of each body, after taking into consideration the recommendations of the Citizen's Advisory Committee, the Blueprint 2000 Technical Coordinating Committee, and the Intergovernmental Management Committee. Significant changes are defined as:
 - reprioritization of projects (advancing or delaying)
 - deletion of projects
 - addition of projects not on the original approved lists
 - changes in project scope that alter the original intent or location.

Such a vote will not be taken until the Intergovernmental Agency holds at least two (2) public hearings.

- (2) Contracts, change orders, etc. which exceed the authority of the Intergovernmental Management Committee shall be approved by a majority of the total quorum present based on the weighted voting structure of the Intergovernmental Agency.

E. Citizen Participation

- (1) Citizen participation is a key tenet of the Blueprint 2000 Program and the Tallahassee-Leon County planning process and citizen comments are encouraged.
- (2) Citizens will be allowed to provide comments on any Discussion Agenda Item prior to the vote taken.
- (3) Citizens will be required to fill out a speaker request form and will be allowed to speak for three minutes.

F. Effective Date

These bylaws shall become effective immediately upon the approval of the Intergovernmental Agency.

Revised:

September 17, 2001
April 15, 2002
September 9, 2003
April 26, 2004
September 19, 2005
June 17, 2013

#3

**Approval of the
Memorandum of Understanding
with the Big Bend Minority
Enterprise Development Week
(MED) Week Committee**

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Blueprint Intergovernmental Agency Board of Directors

Agenda Item #3 February 28, 2019

Title: Authorization to Formalize the Collaboration with the Big Bend Minority Enterprise Development (MED) Week, Inc. and the Office of Economic Vitality for the Planning and Execution of Annual MED Week Activities

Category: Consent

Department: Office of Economic Vitality

Contact: Benjamin H. Pingree, Director, Department of PLACE
Cristina Paredes, Director, Office of Economic Vitality
Darryl Jones, Deputy Director, MWSBE Program

STATEMENT OF ISSUE:

This agenda item seeks authorization from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to formalize the collaboration between the Big Bend MED Week Committee, Inc. The Memorandum of Understanding (MOU) will outline the Office of Economic Vitality (OEV) resources to execute the annual activities of Big Bend MED Week to include staff involvement, marketing, planning and partnership development for this supplier diversity activity.

FISCAL IMPACT:

None.

STRATEGIC PLAN:

The Memorandum of Understanding with the Big Bend MED Week Committee, Inc. will directly support Goal 1.C of the Economic Development Strategic Plan:

- a. Develop a suite of workshops and trainings, leveraging existing resources, to help sustain the competitive and economic viability of small business owned by minorities, women and other underrepresented business owners.

RECOMMENDED ACTION:

- Option 1. Authorize the Director of the Office of Economic Vitality to develop and execute a Memorandum of Understanding with the Big Bend MED Week Committee, Inc. and the Blueprint Intergovernmental Agency, in a form approved by legal counsel that defines their activities with the Office of Economic Vitality and the Minority, Women and Small Business Enterprise program.

SUPPLEMENTAL INFORMATION:

For the last 26 years, the Big Bend Minority Enterprise Development (MED) Week Committee, Inc. has been the responsible party for coordinating and executing the activities for the community's annual observance of the federally created Minority Enterprise Development Week and its activities. The Big Bend MED Week Committee, Inc. is a State of Florida not-for-profit corporation that has its 501(c) 3. Career Source, Leon County Schools, FAMU Small Business Development Center, the Florida Office of Supplier Diversity, et al are its officers and members. Historically, the leadership and greatest in-kind contributions of administrative support to the organization's activities has been the City of Tallahassee and the Leon County MWSBE offices. This practice continues following the consolidation of both MWSBE offices in May 2016.

Since consolidation, the Office of Economic Vitality's involvement has greatly increased the attendance for MED Week activities, streamlined the calendar and increased the numbers of partners. It is important to note that the amount of staff time and resources dedicated by OEV to plan and execute MED Week annual activities is considerable. Over the past two years, OEV planned the Reggie Rolle MED Week Luncheon; managed partnerships with businesses and other supporters. Last year, OEV also assumed the responsibility of marketing MED Week, which was previously contracted out by the Big Bend MED Week committee. These activities included marketing and communicating all MED Week activities through social media, press releases, radio and television interviews; manages all correspondence; maintain the website, et al.

The proposed MOU seeks to define OEV's relationship and responsibilities with the Big Bend MED Week Committee. Under the agreement, the annual MED Week activities will solidify the resources and staff dedicated by OEV for participation in this supplier diversity activity. Through this agreement, the OEV will commit to the following:

- serve as presenting sponsor of Big Bend MED Week;
- manage the Big Bend MED Week activities including capacity building workshops;
- coordinate all media associated with the event and manage the website;
- organize and execute the Big Bend MED Week luncheon;
- provide staff for the execution of annual Big Bend MED Week activities.

In addition, the Big Bend Med Week Committee will continue to provide guidance and oversight for MED Week activities, identify partners and manage all fiduciary and corporate responsibilities. By solidifying the responsibilities of coordinating and executing MED Week, the Big Bend MED Week Committee and OEV hope to continue to increase attendance, communication, and the numbers of partners involved.

OPTIONS:

1. Authorize the Director of the Office of Economic Vitality to develop and execute a Memorandum of Understanding with the Big Bend MED Week Committee, Inc. and the Blueprint Intergovernmental Agency, in a form approved by legal counsel that defines activities with the Office of Economic Vitality and the Minority, Women and Small Business Enterprise program.

Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Authorization to Formalize the Collaboration with the Big Bend Minority Enterprise Development (MED) Week, Inc. and the Office of Economic Vitality for the Planning and Execution of Annual MED Week Activities

Page 3 of 3

2. Do not authorize the Director of the Office of Economic Vitality to execute a Memorandum of Understanding with the Big Bend MED Week Committee, Inc. and the Blueprint Intergovernmental Agency that defines activities with the Office of Economic Vitality and the Minority, Women and Small Business Enterprise program.
3. Board Direction.

RECOMMENDED ACTION:

- Option 1. Authorize the Director of the Office of Economic Vitality to develop and execute a Memorandum of Understanding with the Big Bend MED Week Committee, Inc. and the Blueprint Intergovernmental Agency, in a form approved by legal counsel that defines their activities with the Office of Economic Vitality and the Minority, Women and Small Business Enterprise program.

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#4

**Appointment to the Blueprint
Intergovernmental Agency
Citizens Advisory Committee**

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Blueprint Intergovernmental Agency Board of Directors

Agenda Item #4

February 28, 2019

Title: Appointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Megan Doherty, Principal Planner, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks approval by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to appoint one new member to the Blueprint Citizens Advisory Committee (CAC) to fill an existing vacancy. Consistent with the CAC bylaws, Jim McShane has been nominated by the Big Bend Minority Chamber of Commerce to represent this organization on the Blueprint CAC (Attachment #1). If Mr. McShane is appointed by the IA Board, per the CAC bylaws he is eligible to serve two terms of three years each (six years total).

FISCAL IMPACT:

This item does not have a fiscal impact.

RECOMMENDED ACTION:

Option 1: Appoint Jim McShane to the Blueprint Intergovernmental Agency Citizens Advisory Committee to represent the Big Bend Minority Chamber of Commerce.

SUPPLEMENTAL INFORMATION:

One position on the Blueprint CAC is currently vacant, and an appointment to fill this seat requires action by the IA Board. Gina Kinchlow, member representing the Big Bend Minority Chamber of Commerce, has resigned from the CAC, effective November 2018. Consistent with the CAC Bylaws, the Big Bend Minority Chamber of Commerce nominates a representative for this seat, with final appointment by the IA Board. Jim McShane has been nominated by the Big Bend Minority Chamber of Commerce to fill this seat. Mr. McShane currently serves as the Executive Director of Career Source Capital Region and his application is included as Attachment #2. It is important to note that Cristina Paredes, Director of the Office of Economic Vitality, currently serves on the Career Source Board as the local economic development representative.

Action by the CAC: This item was not presented to the TCC. This item was presented to the CAC at their February 13, 2019 meeting. The CAC recommended the IA Board appoint Jim McShane to the Blueprint Intergovernmental Agency Citizens Advisory Committee to represent the Big Bend Minority Chamber of Commerce.

OPTIONS:

- Option 1: Appoint Jim McShane to the Blueprint Intergovernmental Agency Citizens Advisory Committee to represent the Big Bend Minority Chamber of Commerce.
- Option 2: At the IA Board's direction, appoint another citizen to fill the CAC vacancy.

RECOMMENDED ACTION:

- Option 1: Appoint Jim McShane to the Blueprint Intergovernmental Agency Citizens Advisory Committee to represent the Big Bend Minority Chamber of Commerce.

Attachments

1. CAC Nomination Email from Gina Kinchlow, President, Big Bend Minority Chamber of Commerce
2. CAC Membership Application for Jim McShane

Megan Doherty

From: Gina Kinchlow <kinchlowandcompany@msn.com>
Sent: Friday, December 7, 2018 10:50 AM
To: Megan Doherty
Cc: Jim McShane; JimMcShane@careersourcecapitalregion.com;
avantra.stroud@careersourcecapitalregion.com; Gina Kinchlow
Subject: Re: BBMC Participation on Blueprint Community Action Committee

Hi Megan:

So sorry for the delayed response. I met with the BBMC board of directors last Wednesday (11/28) and solicited a volunteer to sit on the Blueprint Community Action Committee.

Jim McShane with Career Source Capital Region has expressed an interest in serving on the committee. I have included him on this e-mail. What should our next steps be?

Also, I would like to receive these e-mails from you via my BBMC e-mail address if that change is possible. That e-mail address is gina@mybbmc.org.

Thanks,
Gina

Gina L. Kinchlow, MBA
850.656.1851
kinchlowandcompany@msn.com

From: Megan Doherty <Megan.Doherty@Blueprintia.org>
Sent: Monday, November 26, 2018 5:46 PM
To: kinchlowandcompany@msn.com
Cc: Autumn Calder
Subject: RE: BBMC Participation on Blueprint Community Action Committee

Good afternoon Gina,

I hope you and your family had a great holiday. I wanted to follow-up on the Big Bend Minority Chamber of Commerce's representation on the Blueprint Citizens Advisory Committee. Has the BBMC had the opportunity to identify a new nominee? Per the CAC Bylaws, the seat should be filled by a Board member from the BBMC. For your convenience, I have attached the CAC application form.

Please do not hesitate to let me know if you have any questions.

Have a great day,

Megan Doherty
Principal Planner • Blueprint Intergovernmental Agency
315 S. Calhoun St., Suite 450 • Tallahassee, FL 32301
850.219.1060
BlueprintIA.org



Florida has a very broad public records law. Most written communications to or from public offices are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

From: Autumn Calder
Sent: Tuesday, September 18, 2018 10:30 AM
To: Gina L Kinchlow MBA <kinchlowandcompany@msn.com>
Cc: Angela Ivy <angela.ivy@Blueprintia.org>; Megan Doherty <Megan.Doherty@Blueprintia.org>
Subject: RE: BBMC Participation on Blueprint Community Action Committee

Hello Gina,

I understand completely and appreciate your professionalism and thoughtful participation on the Blueprint CAC. I look forward to our continued interaction in the community.

Please ask the new designee from the BBMC to fill out this form and attach his or her resume. We'll put the nomination on the next CAC meeting agenda.

Thank you and have a great week,
Autumn

Autumn Calder, AICP

Blueprint Director • Blueprint Intergovernmental Agency
315 S. Calhoun St., Suite 450 • Tallahassee, FL 32301
850.219.1060
BlueprintIA.org



Florida has a very broad public records law. Most written communications to or from public offices are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

From: Gina L Kinchlow MBA [<mailto:kinchlowandcompany@msn.com>]
Sent: Tuesday, September 18, 2018 9:16 AM
To: Autumn Calder <autumn.calder@Blueprintia.org>
Cc: Angela Ivy <angela.ivy@Blueprintia.org>
Subject: BBMC Participation on Blueprint Community Action Committee

Good Morning Autumn:

Hope you are well.

Please be advised that I am no longer able to serve on the Blueprint CAC. The meetings now conflict with other obligations that I have in my role as president of the Big Bend Minority Chamber of Commerce (BBMC), and, occasionally conflict with my obligations as a professor at Florida A&M University.

It is important to me that a representative from the BBMC take over my seat on this important committee. Can you advise me what the policies and by-laws for the CAC will allow me to do in securing a replacement for my seat?

Thanks,
Gina

Gina L. Kinchlow, MBA
President and CEO
Kinchlow and Co. - Professional Consulting Services
850.656.1851
gina@kinchlowandco.com
kinchlowandcompany@msn.com

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Please return via email to:
Megan.doherty@blueprintia.org

Via mail:
Blueprint Intergovernmental
Agency
315 South Calhoun St, Suite 450
Tallahassee, Florida 32301

Via fax: (850) 219-1098

Questions? Please call: 219-1060

BLUEPRINT

INTERGOVERNMENTAL AGENCY
CITIZEN ADVISORY COMMITTEE APPLICATION

Nominating Organization (if applicable): Big Bend Minority Chamber

Name: James H. McShane III

Address: 6678 Chevy Way, Tallahassee FL 32317 (Home)
(work address after Feb 1) 2639 North Monroe Building C Suite 101

Email: jim.mcshane@careersourcecapitalregion.com

Work Phone: 850-617-4601 **Home Phone:** 217-722-0312

Occupation: Chief Executive Officer

Employer: CareerSource Capital Region a.k.a Big Bend Jobs and Education Council Inc

Address: 325 John Knox Road Suite 102 Atrium Building

Race: White Hispanic Asian or Pacific Islander
 Black American Indian or Alaskan Native Other

Sex: Male Female

Identify any potential conflicts of interest that might occur if you are appointed:

We collaborate closely with OEV, the County and the City

Are you a City resident? Yes No
Are you a Leon County resident? Yes No
Are you a City property owner? Yes No
Are you a Leon County property owner? Yes No
Can you serve a full three-year term? Yes No
Can you regularly attend meetings? Yes No

Conflicts: _____

Please provide biographical information about yourself (attach a resume, if available). Identify previous experience on other boards/committees; charitable/community activities; and skills or services you could contribute to this board/committee:

- _____
Resume attached
- _____
Active on the Tallahassee Chamber Workforce Committee
- _____
Active on the Big Bend Continuum of Care Committee (Past Chair)
- _____
Active on the ELC Board and Executive Committee – chair of the Audit Committee
- _____
Active on the Gadsden County Development Committee – (Past Chair)
- _____
Active on the Wakulla EDC – Board Member
- _____
- _____
- _____
- _____


Education:

- _____
Calumet College of St. Joseph
- _____
Bachelor of Science in Business Management 1977
- _____
Indiana State University
- _____
Master's in Public Administration 2010

References (at least one):

- _____
Andra Cornelius, CareerSource Florida 850-321-2356 Mobile PO
Box 31379, Tallahassee, FL 32317 (Phone)
- _____
Tim Center, Capital Area Community Action 850-212-2684 Mobile
309 Office Plaza Drive, Tallahassee, FL 32301 (Phone)
- _____
Commissioner Nick Maddox 850-606-5367 Work
301 South Calhoun Street, Tallahassee, FL 32301 (Phone)

All statements and information given in this application are true to the best of my knowledge.

Signature: 

Date: 1-2-19

(7/13/16)

JAMES H. MC SHANE III, MPA

Cellular 217-722-0312

6678 Chevy Way
Tallahassee, FL 32317-8467
jimmac3817@aol.com

EXECUTIVE PROFILE

I have held senior operations positions as General Manager, President, CEO, and Executive Director Positions over the past forty-eight years. Starting in sales and moving into sales management and then general manager, I have experience in managing offices from 2 to 55 people and from one location to five locations. I was trained in Baldrige Quality processes, participated and led World Café' sessions to uncover new ideas and innovative thinking that improved performance outcomes. I have a diverse history of managing nonprofit, for-profit and quasi-governmental agencies. I built three businesses from the ground to successful enterprises. With thirty years' experience in regional leadership, budget management, solutions centered approach and customer service, my skill sets are many. I earned a Master's in Public Administration in 2010. I am a visionary and innovator seeking to transform whatever responsibility I take on into a high quality and valued contributor to the community.

CAREER ACHIEVEMENTS

My most significant accomplishments are:

- I assumed the leadership of a problematic workforce board with thirty years of non-compliance and poor performance (nonprofit) issues. Working with the staff of 55, we analyzed processes and created standards of expectations that best served the customer. We attained improving success over five years.
- I was elected to the office of St. John Township Trustee in 1994 and served for a four-year term.
- Earned a Master's in Public Administration while working full time in operating a 14 county Workforce Investment Board (WIB) in Illinois
- As a team achieved recognition from the State of Indiana in 2005 for top performance in the state out of 12 WIBs
- I was the youngest President of the Munster Chamber of Commerce when elected and received the Citizen of the Year Award in 1984.
- Served with distinction on many local nonprofit boards and was the Chairman of the Board of the Southlake Mental Health Center in Merrillville, Indiana in 2006.
- For 12 years chaired the legislative committee of the Northwest Indiana Forum and was active in supporting legislative efforts to serve the best interests of Northwest Indiana.
- I proposed and worked in collaboration with numerous social service agencies to fashion a common intake process that respected those we served and improved efficiency and effectiveness.
- Built a nonprofit grant writing business that is seeking outside funds by leveraging local resources and improving services to the public
- Became certified as an Indiana Office of Community and Rural Assistance Grant Administrator in 2011 (HUD Certified Manager)
- Advise and teach board governance and systems thinking approaches to governance and nonprofit management.
- An active member of the US Conference of Mayor's Workforce Development Council for over 16 years and appointed a trustee in 2014.

QUALIFICATION HIGHLIGHTS

- Effective management, technical, and supervisory skills.
- Recognized for a strong commitment to customer service, and attention to detail, professionalism, and follow-up.
- Use clear and concise communication skills in conjunction with organizational skills to perform daily duties.
- Met or exceeded all performance goals to date.
- Resourceful, energetic, competent, multi-task and results-oriented.
- I possess extensive public speaking and presentation experience.
- Advocated for public policy reform in Washington, D.C.
- Worked with Mayors, US Representatives, and Senators on public policy matters
- Ran for and was elected the position of St. John Township Trustee for four years
- Developed and implemented improved policies and procedures, resulting in improved efficiency and productivity.

PROFESSIONAL BACKGROUND

CareerSource Capital Region Tallahassee, FL 32303

2013- Present

Chief Executive Officer

Fulfills the mission of the Local Workforce Investment Board (LWIA 5) that serves Gadsden, Leon, and Wakulla County. This is the state capital region located in the Florida Panhandle. The Board staff consists of 22 professionals and oversees the contract with Dynamic Workforce Solutions to provide services to all job seekers and employers. The local board manages a \$5M-\$8M annual budget that provides Workforce Investment Act services as well as food stamps and welfare transition services.

McShane Hunter and Associates, LLC – Crown Point, IN 46307

2012 – 2015

After the funder for GRANTS Inc decided to cease funding the nonprofit operation, with the agreement of the Board of Directors of GRANTS Inc., McShane Hunter and Associates assumed all contracts in effect with GRANTS Inc and continued to provide grant writing services. McShane Hunter and Associates target nonprofits, municipal and governmental agencies to provide those services.

GRANTS Inc. aka The South Shore GRANTS Center (SSGC)- Crown Point, IN 46307

2009-2012

Executive Director

I was the executive director of a collaborative effort to provide meaningful learning opportunities to non-profits, provide one-on-one counseling, grant writing services, and related opportunities to increase the skills and abilities of the local nonprofits and local governments to serve the public. The South Shore GRANTS Center provides grant writing services to local governments through a network of independent grant writers with a variety of skills and core competencies.

Crossroads Workforce Investment Board, Inc. (CWIB) • Mattoon, IL 61938

2006 to 2009

Executive Director

I was the chief executive of a nonprofit workforce investment board (WIB) overseeing the grants in youth, adult, and dislocated workers. I had a staff of 7 and performed outreach to community leaders, service clubs, county boards, and managed a forty-one member board. Our service territory was 7,000 square miles known as LWIA23 in southeastern Illinois.

- I worked closely with the CWIB in developing board policies, employee handbook, and improving the procedures within the organization. I worked with staff and developed job descriptions and performed assessments on an annual basis.
- I am extremely organized, collaborative, a visionary, a planner, a creator of partnerships by leveraging funds and looking for opportunities to work with partner agencies to maximize the efficiency and effectiveness of those the system serves: Job Seekers and Employers.
- I worked to establish benchmarks of performance, assisted the board in a periodic self assessment, and encouraged staff to embrace life-long learning.

Lake County Integrated Services Delivery Board, Inc. • Highland, IN

1999 to 2006

President and CEO

I assumed the leadership role of starting this board established by Public Law 122-105 - The Workforce Investment Act (WIA). I began with a Board of 105 members, the largest in the State of Indiana. The Board established policies, established a budget, created a five year plan, and served the job seekers and employers of Lake County, IN.

- I established employee policies and procedures in concert with staff
- I analyzed the processes in the four One-Stop locations and assisted staff in making adjustments to better serve the customers. There was an inconsistent pathway through which the customers were served when I started.
- I collaborated with the local Welfare Department, Township Trustee, Child Care Vouchering Agent, and demand transportation providers in the region.
- I developed a regular e-newsletter to the board, mayors, and key regional leaders. I worked in collaboration with my sister organization out of Valparaiso to establish a youth focus for our region.
- I cleaned up 30 years of mismanagement and sloppy accounting and developed a acknowledged team of professionals that in my final year there were recognized by the State Department of Workforce Development as a quality leader in our system.

Additional Work History

<i>Environetx, Inc – Itasca, Illinois- Position: Sales Executive</i>	1999
<i>Lincoln Office – Munster Indiana – Peoria, Illinois- Position: General Manager</i>	1994-1998
<i>McShane’s Inc – Munster, Indiana- Position: VP Sales, President</i>	1972 – 1994
<i>The Times – Hammond Indiana- Position: District Manager</i>	1972-1974
<i>US Army – US Army Vietnam (USARV) - Specialist 4th Class</i>	1971-1972

EDUCATION

Calumet College of St. Joseph • Whiting, IN	1978
B.S., Business Administration • GPA: 3.6	
I attended night school for five years while holding two jobs. I minored in History.	
Indiana University Northwest • Gary, IN	2004
Certificate, Public Administration • GPA: 3.8	
Took night courses for two years in Public Administration	
Indiana State University	
Master's Degree in Public Administration: GPA 3.6	2010

AFFILIATIONS

- SoL • Society of Organizational Learning • Cambridge, MA • 2002 • Member of this group of systems thinkers. As a systems thinker addressing root causes and applying this learning tool to my operational leadership has proven successful
- Serve on the Boards of the Economic Development Councils of Leon, Gadsden and Wakulla counties – 2013 - Present
- Serve on the Enterprise Board in Tallahassee – 2013- Present
- Urban League of Northwest Indiana – Advisory Board – 2012-2013
- COFFY – a consortium of nonprofits in Gary, Indiana – 2nd Vice President- 2009-2013
- Association of Fundraising Professionals (AFP) – Member--Secretary of local chapter – 2011-2013
- Grant Professional Association – Member –2012-Present
- Economic Development • Northwest Indiana Forum • Portage, IN • 1990 to 2006 • Served on the Board of the NWI Forum for 16 years.
- Sisters of Mercy – Chicago Provence now West-Midwest • I am an associate and have been for over twenty-five years
- Lake Area United Way Executive Council – Secretary -2012-2013
- Past leadership Board positions: Quality of Life Council of Northwest Indiana, Boy Scouts of America – Calumet Council and Lincoln Trails Council, Southlake Children’s Choir, Munster

PROFESSIONAL ORGANIZATIONS

- Board of Directors • Southlake Center for Mental Health • Merrillville, IN • 1999 to 2006 • Served as the Board Chairman in 2006
- Presencing Institute – Massachusetts Institute of Technology – Member since 2009
- US Conference of Mayors (USCM) - Workforce Development Council – Trustee
- Sisters of Mercy West-Midwest – Associate since 1985
- Elected St. John Township Trustee – 4 year term – 1995-1998
- Association of Fundraising Professionals – NWI Chapter – Member and secretary 2009- 2013
- COFFY – Gary, IN – Board Member
- Northwest Indiana Consortium of Community Partners – Interim President
- Grant Professionals Association – Member
- Society of Organizational Learning (SoL) – Member
- Imagine Tallahassee – Member 2013-2014

HONORS

- Citizen of the Year - Munster Chamber of Commerce 1988
Munster, Indiana 1981 to 1982. This is an annual award given to the outstanding leader in the Munster community
 - Silver Beaver Award- Boy Scouts of America Calumet Council BSA-1976 to 2006-I served on the finance committee for over twenty years and was Vice President of Finance prior to leaving the region for the new position in Mattoon.
-
-

References for Jim McShane, MPA

Education

Dr. Edward Gordon, PhD
Imperial Consulting Corporation
220 East Walton Street #8E
Chicago, IL 60611-1649
312-664-5196
imperial@juno.com

Dr. Daniel Lowery, PhD
Past President, Calumet College of St. Joseph
2400 New York Ave.
Whiting, IN 46394
dlowery@ccsj.edu

Edward Morrison
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Gerald D. and Edna E. Mann Hall, Suite 266
West Lafayette, IN 47907-2057
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edmorrison@purdue.edu

Workforce Policy

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850-212-0829 Cell
chart@careersourceflorida.com

Kathy Lively, Executive Director
Man-Tra-Con Corporation
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Marion, IL 62959
618-889-0760
kathylively@mantracon.org
618-998-0970

Kris Stadelman, Executive Director
NOVA Works
505 W. Olive Ave. Suite 550
Sunnyvale, CA 94086
408-730-7233
kstadelman@novswb.org

Kathy Amoroso Wiggins
US Conference of Mayors
1620 Eye Street, Northwest
Washington, D.C. 20006
202-293-7330
kwiggins@usmayors.org

#5

**Request for Approval of an
Eminent Domain Resolution for
the Acquisition of Privately-
Owned Property Required for
the SR 263 Capital Circle Road
Improvement Project from
County Road 2203/Springhill
Road to State Road 371/Orange
Avenue (W1)**

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Blueprint Intergovernmental Agency Board of Directors

Agenda Item #5

February 28, 2019

Title: Request for Approval of an Eminent Domain Resolution for the Acquisition of Privately-Owned Property Required for the SR 263 Capital Circle Road Improvement Project from County Road 2203/Springhill Road to State Road 371/Orange Avenue (W1) Project.

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE
Patrick T. Kinni, Esq., Blueprint Intergovernmental Agency
Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

This item requests the Blueprint Intergovernmental Agency Board of Directors' (IA Board) approval of an Eminent Domain Resolution (Attachment 1) to authorize acquisition of private property that has been identified as needed for the construction of the W1 Project.

FISCAL IMPACT:

This agenda item has a fiscal impact. Acquisition of Parcel 102 is not expected to exceed \$66,000.00. Sufficient funding is available in the FY 2019 capital budget. Nevertheless, in accord with a funding agreement with the FDOT, the costs associated with the acquisition of this parcel will be reimbursed by the Department.

RECOMMENDED ACTION:

Option 1: Approve Resolution No. 2019-01 authorizing Blueprint to utilize its power of eminent domain to acquire the privately-owned parcel identified as Parcel 102, which is required for the construction of State Road 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue W1 Project.

SUPPLEMENTAL INFORMATION:

Section 107.09 of Blueprint's Real Estate Policy provides for the IA Board's approval of condemnation resolutions stating the public purpose of a project and the necessity of acquiring private property needed to construct that project. The Policy further provides that property needed for a project can be acquired either through negotiated settlements or through the use of Blueprint's power of eminent domain.

Eminent domain, sometimes referred to as condemnation, is a governmental power, derived from Article X, Section 6 of the Florida Constitution, which provides that, in order to take private property, the government must prove that the taking is for a valid public purpose (e.g. widening Capital Circle) and to pay fair compensation to the landowner. In many instances tenants are also entitled to compensation if their lease is affected by the taking. In Florida, eminent domain power may be exercised by the state, county, municipal governments, and special districts, such as the Blueprint Intergovernmental Agency.

The Capital Circle corridor from the southeast to the northwest of Leon County remains a priority project of Blueprint. The portion of SR 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue will be constructed by the Florida Department of Transportation (FDOT). FDOT is designing this project consistent with the previously constructed segments of Capital Circle. The typical section right of way width was also recommended in the PD&E study, funded and managed by Blueprint and ultimately approved by the Federal Highway Administration. To construct this Project in accord with design plans, Blueprint must acquire fee simple, drainage, construction easements and other interests in real property along the Capital Circle corridor. There are twelve privately owned property interests needed for the construction of this portion of the Capital Circle corridor.

In June of 2016, Blueprint and FDOT entered into a Joint Project Agreement, Contract Number AS243, whereby Blueprint agreed to administer all elements of the right of way acquisition for the W1 Project. FDOT agreed to reimburse Blueprint for direct right of way costs up to a maximum amount of \$8,539,400.00 over the course of the Agreement.

Blueprint has reached negotiated settlements on all but three (3) of the privately-owned interests on the W1 Project, which are owned by two separate private property owners. On September 18, 2018, the IA Board approved three (3) separate Eminent Domain Resolutions authorizing Blueprint to acquire title to these property interests through eminent domain and Blueprint is currently in the process of filing an eminent domain petition to acquire title to these interests. However, it has become necessary to seek the IA Board's approval to acquire title to an additional privately-owned property interest on this project through the use of Blueprint's power of eminent domain. This agenda item seeks that IA Board action.

In November of 2018 in accordance with IA guidance on this project, Blueprint Staff reached a negotiated settlement on Parcel 102 with William N. Searcy and Ashburn P. Searcy as Co-Trustees of the Floyd H. Searcy Testamentary Trusts. Unfortunately, Co - Trustee, William N. Searcy, unexpectedly passed away before the closing on Parcel 102. The attorney representing

William N. Searcy's interest in Parcel 102 believes a closing can occur upon the probate of William N. Searcy's estate, however, to maintain the current timetable for construction, Blueprint requests a condemnation resolution to allow it to acquire title to this parcel through eminent domain, if a timely closing is not possible. This item requests the IA Board's approval of one (1) condemnation resolution to acquire title of this interest through eminent domain. The interest to be acquired is a fee simple interest.

The property interest to be acquired by condemnation is described in the attached Resolution Attachment 1, and a general location map depicting Parcel 102 is included as Attachment 2.

Action by TCC and CAC: This item was not brought to the TCC or the CAC, however both were provided with an update as to the status of this Project.

OPTIONS:

- Option 1: Approve Resolution No. 2019-01 authorizing Blueprint to utilize its power of eminent domain to acquire the privately-owned parcel identified as Parcel 102, which is required for the construction of State Road 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue W1 Project.
- Option 2: Do not approve Resolution No. 2019-01 authorizing condemnation of Parcel 102, which is required for the construction of State Road 263/Capital Circle from County road 2203/Springhill Road to State Road 371/Orange Avenue W1 Project.
- Option 3: IA Board Direction.

RECOMMENDED ACTION:

- Option 1: Approve Resolution No. 2019-01 authorizing Blueprint to utilize its power of eminent domain to acquire the privately-owned parcel identified as Parcel 102, which is required for the construction of State Road 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue W1 Project.

Attachments

1. Resolution No. 2019-01 (Parcel 102), which includes Exhibit "A" describing Parcel 102.
2. General Location Map of the Project depicting Parcel 102.

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**RESOLUTION NO. 2019-01
(Parcel 102)**

ACQUISITION OF PROPERTY FOR CONSTRUCTION OF THAT CERTAIN TRANSPORTATION FACILITY THAT IS PART OF STATE ROAD 263/CAPITAL CIRCLE FROM COUNTY ROAD 2203/SPRINGHILL ROAD TO STATE ROAD 371/ORANGE AVENUE IN LEON COUNTY, FLORIDA, WHICH IS DESIGNATED AS ITEM/SEGMENT NUMBER 2197494

A RESOLUTION OF LEON COUNTY – CITY OF TALLAHASSEE BLUEPRINT INTERGOVERNMENTAL AGENCY RECOGNIZING AND ESTABLISHING THAT A VALID PUBLIC PURPOSE IS SERVED BY THE CONSTRUCTION OF THAT CERTAIN TRANSPORTATION FACILITY THAT IS PART OF STATE ROAD 263/CAPITAL CIRCLE FROM COUNTY ROAD 2203/SPRINGHILL ROAD TO STATE ROAD 371/ORANGE AVENUE IN LEON COUNTY FLORIDA, WHICH IS DESIGNATED AS ITEM/SEGMENT NUMBER 2197494, TO BE KNOWN AS THE FDOT W1 ROAD IMPROVEMENT PROJECT (THE PROJECT); AND DETERMINING THAT PRIVATE PROPERTY IS NECESSARY FOR THE IMPLEMENTATION OF THE PROJECT; AND AUTHORIZING BLUEPRINT AND ITS AGENTS AND DESIGNEES TO ACQUIRE THE NECESSARY PROPERTY BY GIFT, DONATION, PURCHASE, OR THE EXERCISE OF EMINENT DOMAIN PROCEEDINGS.

WHEREAS, Leon County-City of Tallahassee Blueprint Intergovernmental Agency (the Agency) was created by Interlocal Agreement on October 27, 2000, as subsequently amended and restated on December 9, 2015, (“collectively, “Interlocal Agreement”) pursuant to the provisions of Chapter 163.01, Florida Statutes; Article VII, Sections 1 and 3 of the Constitution of the State of Florida; Chapter 166, Florida Statutes; Chapter 125, Florida Statutes; Chapter 212; and other applicable provisions of law, to undertake the acquisition, financing, planning, constructing, managing, operating, servicing, utilizing, owning and exchanging of the Blueprint Projects as set forth in the Interlocal Agreement; and

WHEREAS, in order to accomplish its purposes the Agency shall have the power, pursuant to direction or authorization by its Board of Directors, by its bylaws or by the powers

granted by the Interlocal Agreement, to appropriate property by gift, donation, purchase, or by exercising its right and power of eminent domain, including the procedural powers under Chapter 73 and 74, Florida Statutes, pursuant to its delegated authority as set forth generally in Chapters 125, 127, 163, 166 and 337, Florida Statutes, and more specifically as set forth in Section 163.01(7)(f), including the eminent domain power granted to the State of Florida, Department of Transportation (Department) by Section 337.27(1), Florida Statutes; and

WHEREAS, the Board of Directors on July 10, 2000, determined that the proceeds of the Dedicated Sales Surtax dedicated to the Blueprint 2000 Projects would be used for the purpose of funding Blueprint 2000 Projects as approved by the Board representing both “first priority” and “second priority projects”; and

WHEREAS, the Project is included within one of the Blueprint 2000 first priority projects, identified as the widening of SR 263/Capital Circle from SR 20/Blountstown Highway to CR 2203/Springhill Road, which was reaffirmed as a first priority project in the Second Amended and Restated Interlocal Agreement, dated December 9, 2015; and

WHEREAS, the Agency and the State of Florida, Department of Transportation, entered into a Joint Project Agreement, dated June 27, 2016, and as amended on or about February 23, 2017, Contract Number AS243, (“Agreement”), in accordance with Sections 334.004 and 339.12, Florida Statutes, whereby the Agency agreed to administer all elements of right of way acquisition on the Project. The Agreement authorizes the Agency to acquire all property (both real and personal) in the name of the Department, which is necessary to complete the Project. This authority is deemed to include the Agency’s use of the power of eminent domain to condemn the property necessary for the Project in the name of the Department.

WHEREAS, the Department intends to improve that portion of State Road 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue to increase capacity and improve the flow of traffic along this corridor and to adequately accommodate expected future vehicular traffic; and

WHEREAS, it is in the public interest and for the public benefit to improve, expand and/or alter the flow of traffic on SR 263; and

WHEREAS, the Agency, the Department and their respective consultants have considered and weighed many factors, including but not limited to the availability of an alternate route, costs, environmental factors, long range planning and safety considerations; and

WHEREAS, the implementation of the Project with the design concepts as recommended and/or approved by the Department and Agency, after consideration of public participation at the public meetings, necessitated the acquisition of private properties for use in the construction of the Project.

NOW, THEREFORE BE IT RESOLVED BY LEON COUNTY – CITY OF TALLAHASSEE BLUEPRINT INTERGOVERNMENTAL AGENCY, that:

Section 1. The Agency hereby determines that the improvement of that part of State Road 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue in Leon County, Florida, represents a valid Agency public purpose.

Section 2. The Agency hereby approves the map of location and the survey identifying the property necessary, a copy of which is on file and available at the Blueprint Offices, currently located at 315 S. Calhoun St., Suite 450, Tallahassee, FL 32301, and determines that the right of way depicted and described as **Parcel 102** in Exhibit A attached

hereto, is necessary for implementation of the Project. The property to be acquired is located within Leon County, State of Florida.

Section 3. The Agency hereby authorizes, empowers and directs the Agency and its officials, employees, designees or agents, to acquire by gift, donation, purchase, or by the exercise of its power of eminent domain a fee simple interest in the property identified on Exhibit A as **Parcel 102**, reserving unto the owner(s) the rights of ingress and egress over said parcel to the remaining property, if any, which rights are not to be inconsistent with the Project.

Section 4. The Agency acknowledges that additional properties may be necessary for the completion of the Project, and that, upon the determination by engineers and surveyors of those additional properties, a resolution shall be obtained to include identification of any such additional necessary properties.

Section 5. The Agency acknowledges that, in the course of implementing the Project, the boundaries of the property identified in Exhibit A may differ from that of the property actually acquired because of engineering design changes, negotiated changes resulting in savings in the cost of acquisition, or other such changes made in the best interest of the Leon County – City of Tallahassee Blueprint Intergovernmental Agency, and the Agency agrees that the authority granted by this Resolution shall extend to any acquisition of property involving such changes.

Section 6. The Agency, through its officials, employees, designees or agents are hereby authorized to institute eminent domain proceedings as necessary to complete the acquisition of the property identified in Exhibit A, as **Parcel 102**, by the earliest possible date, which authority shall include signing of the Declaration of Taking and utilizing of any and all

laws of the State of Florida applicable thereto, and to compensate the interested parties as required by law.

Section 7. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by Leon County – City of Tallahassee Blueprint Intergovernmental Agency of Leon County, Florida, this _____ day of February 2019.

ATTESTED BY:

TALLAHASSEE-LEON COUNTY, FLORIDA

By: _____
Shelonda Meeks
Board Secretary

By: _____
Curtis Richardson, Chairman
Blueprint Intergovernmental Agency

APPROVED AS TO FORM:

By: _____
Patrick T. Kinni, Esq.
Blueprint Intergovernmental Agency

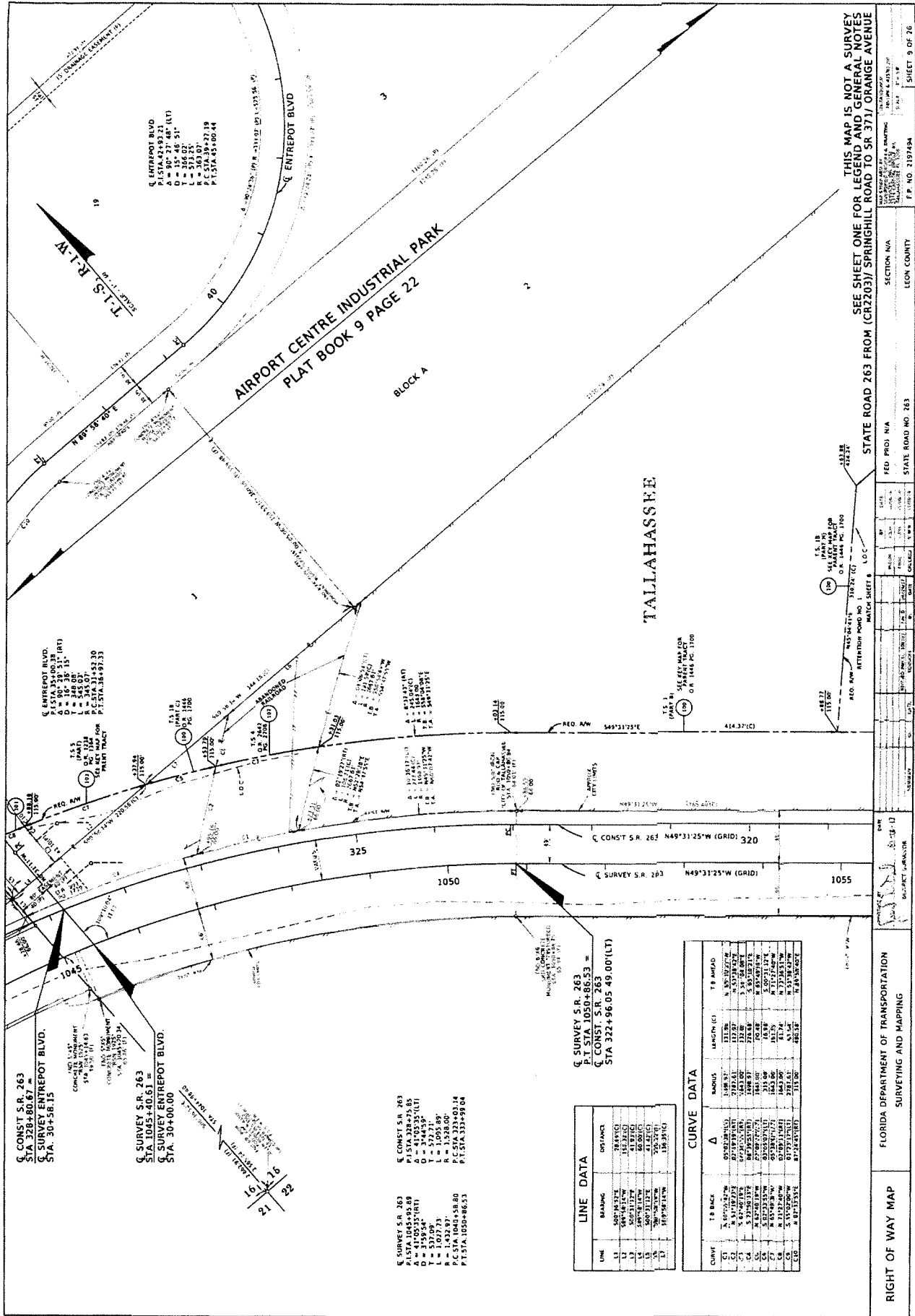
**SR 263 Capital Circle Road Improvement Project from County Road
2203/Springhill Road to State Road 371/Orange Avenue (W1) Project.**

Parcel 102 – Legal Description:

A parcel of land being in Section 15, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 5/8 inch iron rod and cap (LB 3293, PLS 3562) marking the southwest corner of said Section 15; thence North 00°36'52" West 2,565.14 feet along the west line of said Section 15 to the centerline of survey of State Road 263, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197494 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); said point being on a non-tangent curve to the right (concave southwesterly); thence from a tangent bearing of South 73° 02'23" East run southeasterly along said centerline of survey and said curve, having a radius of 1,432.97 feet, for an arc distance of 322.91 feet, through a central angle of 12°54'40" to end of curve; thence departing said centerline of survey, run North 29° 52'17" East 66.00 feet to an intersection of the existing northeasterly right of way line of said State Road 263 with southeasterly boundary line of abandoned Railroad right of way as described in Official Records Book 2642, Page 2208 of the Public Records of Leon County, Florida as shown on said Right of Way Map and POINT OF BEGINNING; said point being on a non-tangent curve to the right (concave southeasterly), thence from a tangent bearing of North 52°28'28" East, northeasterly along said southeasterly boundary line and said curve, having a radius of 2,667.61 feet, for an arc distance of 108.21 feet, through a central angle of 02°19'27" to end of curve; said point being on a non-tangent curve to the left (concave southwesterly); thence departing said southeasterly boundary line, from a tangent bearing of North 58°04'08" West, northwesterly along said curve, having a radius of 1,643.00 feet, for an arc distance of 132.00 feet, through a central angle of 04 °36' 11" to the northwesterly boundary of said abandoned Railroad right of way; said point being on a non-tangent curve to the left (concave southeasterly); thence from a tangent bearing of South 53°38'42" West, southwesterly along said property line and said curve, having a radius of 2,787.61 feet, for an arc distance of 112.97 feet, through a central angle of 02°19'19" to said existing northeasterly right of way line of State Road 263 and end of curve; said point being on a non-tangent curve to the right (concave southwesterly); thence from a tangent bearing of South 65°10'21" East, run southeasterly along said right of way line and said curve, having a radius of 1,498.97 feet, for an arc distance of 131.96 feet, through a central angle of 05°02'38" to end of curve and POINT OF BEGINNING;

Containing 13,259 square feet, more or less.

Exhibit A



CONST S.R. 263
 STA 328+80.87 =
 SURVEY ENTREPOT BLVD.
 STA. 30+58.15

LAND 1.57 AC
 CONC. 12.00' WIDE
 51.42' (10.41)
 (CONC. 12.00' WIDE)
 51.42' (10.41)
 1.57 AC

SURVEY S.R. 263
 STA. 1045+40.61 =
 SURVEY ENTREPOT BLVD.
 STA. 30+00.00

CONST S.R. 263
 STA. 1050+86.53 =
 SURVEY ENTREPOT BLVD.
 STA. 30+00.00

CONST S.R. 263
 STA. 1050+86.53 =
 SURVEY ENTREPOT BLVD.
 STA. 30+00.00

SURVEY S.R. 263
 STA. 1045+40.61 =
 SURVEY ENTREPOT BLVD.
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SURVEY S.R. 263
 STA. 1050+86.53 =
 SURVEY ENTREPOT BLVD.
 STA. 30+00.00

LINE DATA

LINE	BRANDING	DATE
L1	000+00.00	10/15/10
L2	000+00.00	10/15/10
L3	000+00.00	10/15/10
L4	000+00.00	10/15/10
L5	000+00.00	10/15/10
L6	000+00.00	10/15/10
L7	000+00.00	10/15/10

CURVE DATA

CURVE	T & B BACK	T & B ANGLE	LENGTH (C)	RADIUS	
				INTERNAL	EXTERNAL
C1	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C2	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C3	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C4	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C5	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C6	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C7	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C8	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C9	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00
C10	100+00.00	100+00.00	100+00.00	100+00.00	100+00.00

THIS MAP IS NOT A SURVEY
 SEE SHEET ONE FOR LEGEND AND GENERAL NOTES

STATE ROAD 263 FROM (CR2203) SPRINGHILL ROAD TO SR 371/ ORANGE AVENUE

TALLAHASSEE

AIRPORT CENTRE INDUSTRIAL PARK
 PLAT BOOK 9 PAGE 22
 BLOCK A

ENTREPOT BLVD

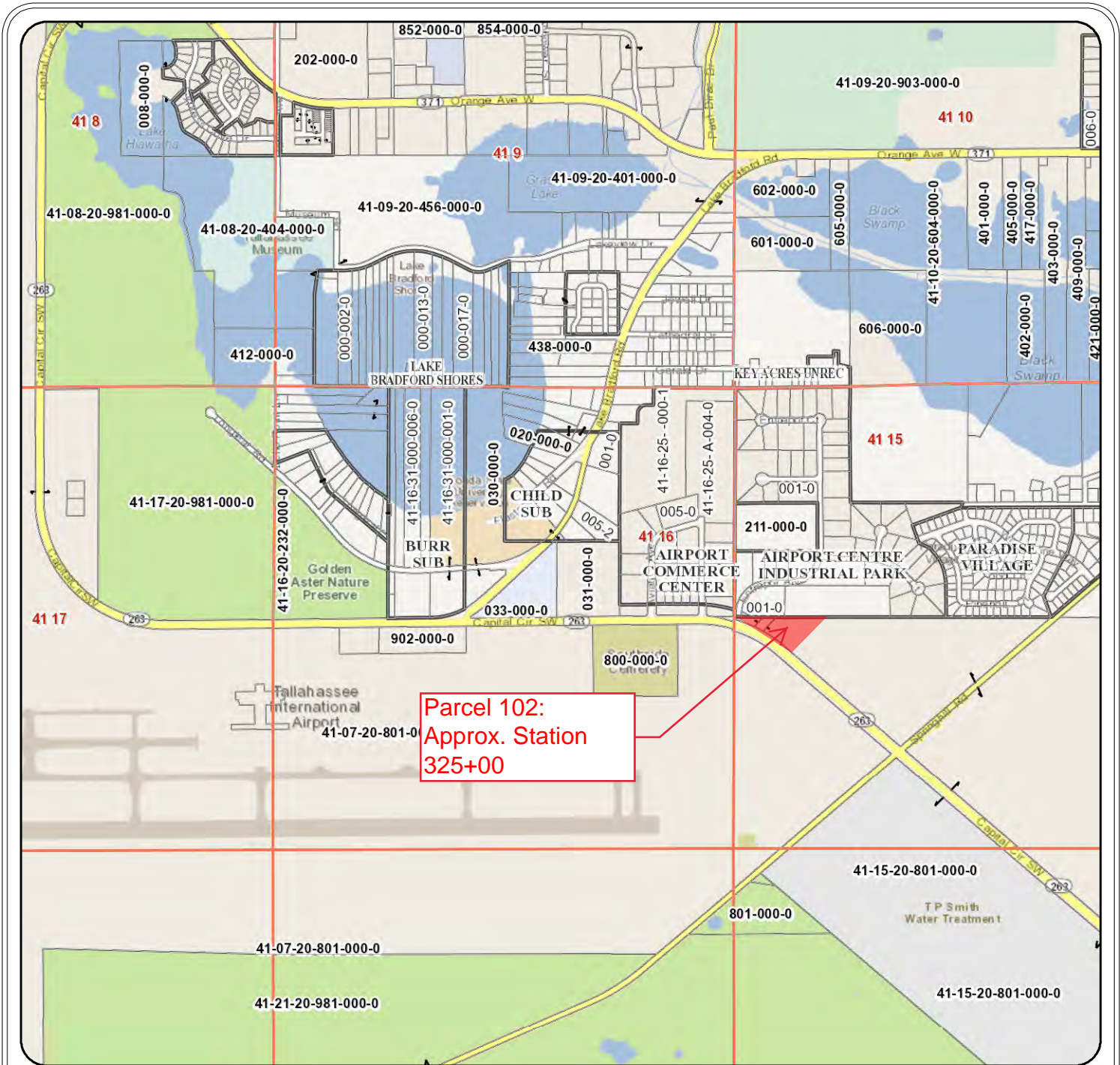
RIGHT OF WAY MAP

FLORIDA DEPARTMENT OF TRANSPORTATION
 SURVEYING AND MAPPING

SECTION N/A
 LEON COUNTY

F.P. NO. 2197484

SHEET 9 OF 26

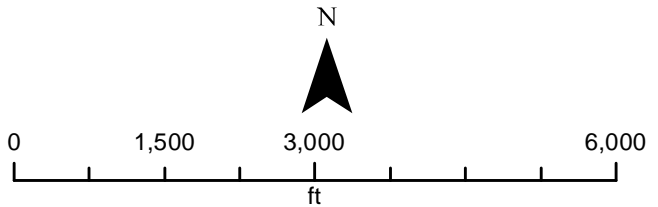


Parcel 102:
Approx. Station
325+00

Leon County Property Appraiser

Legend

Township	Lot	Building
Section	Access Easement	Park
Subdivision	River	City Limit
Tax Parcel	Waterbody	Imagery 1/2015



Akin Akinoyemi, R.A.
Leon County Property Appraiser

315 S. Calhoun St, Third Floor
Tallahassee, FL 32301

Phone: (850) 606-6200
Fax: (850) 606-6201

Email: admin@leonpa.org
Website: leonpa.org

DISCLAIMER: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Date Drawn: Sep 06, 2018

#6

Authorization to Proceed with Procurement of Planning and Design Services for the Lake Jackson and Lake Jackson South Greenways Projects

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Blueprint Intergovernmental Agency Board of Directors

Agenda Item #6

February 28, 2019

Title: Authorization to Proceed with Procurement of Planning and Design Services for the Lake Jackson and Lake Jackson South Greenways Project

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Megan Doherty, Principal Planner, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to proceed with procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project. Once completed, this project will create a 3.3 mile connection from Lake Jackson Mounds State Park to Lake Ella at Fred O. Drake Park in Midtown Tallahassee. The requested procurement implements IA Board direction at the April 1, 2015 meeting to advance fund the planning and design of the Blueprint 2020 Bike Route System and Greenways Masterplan projects.

FISCAL IMPACT:

This agenda item does have a fiscal impact; however, funds necessary to proceed with the requested procurement activities were approved by the IA Board in the FY 2019 Blueprint capital budget. Funding in the amount of \$900,000 is currently available in the 2020 Sales Tax Project Planning fund.

RECOMMENDED ACTION:

Option 1: Authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.

SUPPLEMENTAL INFORMATION:

Consistent with budgetary allocations approved by the IA Board at the September 20, 2018 meeting through the FY 2019 capital budget, this agenda item requests authorization to procure planning and design services for the Lake Jackson and Lake Jackson South Greenways project.

Lake Jackson and Lake Jackson South Greenways Project

At the April 1, 2015 meeting, the IA Board directed staff to advance fund, at a rate of \$300,000 per year for three years, the planning and design of the 2020 Bike Route System and Greenways Master Plan projects. This strategy positions Blueprint to have “shovel ready” projects once the 2020 program commences. At the February 21, 2017 IA Board meeting, Blueprint presented a list of five bike route and greenways projects and recommended those projects be advanced for planning and design to implement the “shovel ready” strategy. These five projects are listed below:

- Project #1: Updated Leon County Bicycle and Pedestrian Master Plan
- Project #2: Capital Circle Southwest Greenway (including Debbie Lightsey Nature Park)
- Project #3: Lake Jackson Greenways
- Project #4: Thomasville Road Trail
- Project #5: University Greenway

Projects #1 and #2 are currently in progress. As noted at the February 21, 2017 meeting, the CRTPA is coordinating the update to the Leon County Bicycle and Pedestrian Master Plan). Blueprint has selected a consultant and is proceeding with a contract for design services for Project #2.

Consistent with IA Board direction at the February 21, 2017 meeting, this agenda item requests authorization to proceed with procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project, consistent with Blueprint Procurement Policy. The project description and map is included as Attachment #1. Funding is available through the approved FY 2019 capital budget.

Action by the TCC and CAC: This item was not presented to the TCC. This item was presented to the CAC at their February 13, 2019 meeting. The CAC recommended the IA Board authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.

OPTIONS:

- Option 1: Authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.
- Option 2: Do not authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.
- Option 3: IA Board direction.

RECOMMENDED ACTION:

- Option 1: Authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.

Attachment:

1. Lake Jackson and Lake Jackson South Greenways - Project Description and Maps

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Project #2: Lake Jackson Greenway

The Lake Jackson Greenway is a component of the Lake Jackson Preservation and Mobility Enhancements project. This project encompasses a holistic approach to transportation capacity improvements, regional mobility, provides connectivity to existing and proposed amenities, and enhances the water quality of the Lake Jackson basin. These connections will use public lands and corridors unless indicated otherwise.

The Okeeheepke Trail consists of approximately one-half mile of trail connecting Okeeheepke Prairie County Park and Lake Jackson Mounds Archaeological State Park.

Existing Improvements

Okeeheepke Prairie County Park is a 26-acre parcel owned and managed by Leon County that is located on the western shore of the Meginnis Arm of Lake Jackson. It is a stormwater pond intended for public access. The Lake Jackson Mounds Archaeological State Park is directly north of this park, and it is owned and managed by the State of Florida.

Future Improvements

This greenway project includes a shared use path connecting Okeeheepke Prairie County Park and Lake Jackson Mounds Archaeological State Park. This proposed path would be 10' wide minimum and surfaced with crushed limestone rock for durability. The only proposed improvements at this time would include signage and bollards to prevent unauthorized vehicular use. Coordination between the State of Florida and the Leon County would be required to fund and construct this trail.

Cost Estimates

Estimated costs are summarized as follows:

Improvement	Length	Total Units	Cost Per Unit	Estimated Total Cost
Hard Surface Trail	0.7 miles	1	\$100K/mile for 10' wide crushed stone	\$70,000
Trailhead	n/a	1	15,000	\$15,000
SUBTOTAL	0.7 mile (trail)			\$91,000
			20 percent overhead for engineering design and permitting	\$18,200
TOTAL				\$109,200

Lake Jackson Greenway



Lake Jackson Mounds State Park

Proposed Trail

Estimate \$70,000

Okeehoopkee Prairie Greenway

LEGEND

- Bike Route (Existing)
- Bike Route (Proposed)
- Blueway (Proposed)
- Shared Use Path (Existing)
- Shared Use Path (Proposed)
- Trail (Existing)
- Apalachicola National Forest
- City Park
- County Park
- Greenway (Existing)
- Greenway (Proposed)
- State Conservation Area
- City Limits
- County Boundary

Project #32: Lake Jackson South Greenway

Description

The Lake Jackson South Greenway project is intended to expand regional bike/ped mobility and to provide connectivity from Lake Jackson south to the midtown area of Tallahassee.

The Lake Jackson South Greenway is a 2.5 mile long, shared use trail that connects a string of publicly-owned properties, including the Meginnis Arm Canoe Launch on the south end of Lake Jackson to property owned by the Northwest Florida Water Management District (NFWFMD), and then south along an urban stream and next to a City of Tallahassee fire station to the Tallahassee Mall. The trail will connect from there to the City's Trousdell Gymnastic Center, and then to a residential area east of the Center and south along a proposed bicycle route system to Lake Ella and the Fred O. Drake City Park.

The trail will be a 10' paved, shared use path. However, if construction costs, stormwater requirements, or environmental feasibility become an issue, other hard surface treatments can and should be considered. The trail will require CPTED (Crime Prevention Through Environmental Design) design and review to maximize visibility.

This trail corridor will connect recreational, residential, and commercial areas that will meet a diverse population of users of various interests and abilities including bicyclists and pedestrians.

Existing Improvements

Existing improvements include the following:

- Meginnis Arm Canoe Launch
- 42 acres owned by NFWFMD
- A drainage easement on the west side of a shopping center north of Sharer Road
- A City-owned property between Sharer Road and Allen Road
- The Trousdell Gymnastic Center
- Lake Ella
- The Fred O. Drake City Park

Future Improvements

The north end of the shared use path will connect the County's Meginnis Arm Canoe Launch at the south end of Meginnis Arm (located on the south end of Lake Jackson) to Meginnis Arm Road through property owned by NFWFMD that is adjacent to the Canoe Launch. The path would then cross the road and proceed to Lakeshore Drive along the public right of way (ROW). The path would cross under the Interstate 10 overpass to another large NFWFMD parcel that has a large stormwater treatment facility. The path would then wind around and along the shoreline of this facility on its east side to a City-owned drainage easement that connects to Sharer Road. From there, the path would cross to an existing City of Tallahassee fire station located on a large parcel of land that connects to Allen Road.

The path would then cross Allen Road and run alongside the north side of the Tallahassee Mall to the north end

of the City's Trousdell Gymnastic Center. The path would run along the north side of an existing stormwater facility on the north side of the Center, and then connect to an existing street stub connecting to Delta Boulevard. From there, the path would turn into a bicycle route that will utilize minor collector and local streets to reach the Lake Ella area, including the Fred O. Drake City Park. A final shared use path approximately 0.1 mile long and 10' wide called the Glenview Connector Trail will connect Glenview Drive to Tharpe Street, which bounds the Lake Ella City Park on its north side. This connector will have a paved or concrete surface or tread.

A summary of improvements includes:

- 2.5 miles of 10' wide paved, shared use path
- Four street crossings
- 10' wide bridge or boardwalk approximately 250' long behind the Trousdell Center
- 0.1 miles of 10' paved or concrete shared use path
- Signage for the bicycle route system (funding to be provided through a separate project account)

Cost Estimates

According to the Federal Highway Administration, the estimated construction cost of one mile of 10-foot-wide asphalt paved path with signs, minor drainage, and limited urban road crossings is approximately \$250,000 per mile. This is also consistent with the Florida Department of Transportation estimates for similar paths. The estimated cost for one mile of 10-foot-wide granular/crushed rock trail is \$100,000.

The costs associated with a bicycle route system consist mainly of signage. The costs associated with this project will be included in the proposed Tallahassee – Leon County Bicycle Route System.

Estimated costs are summarized as follows:

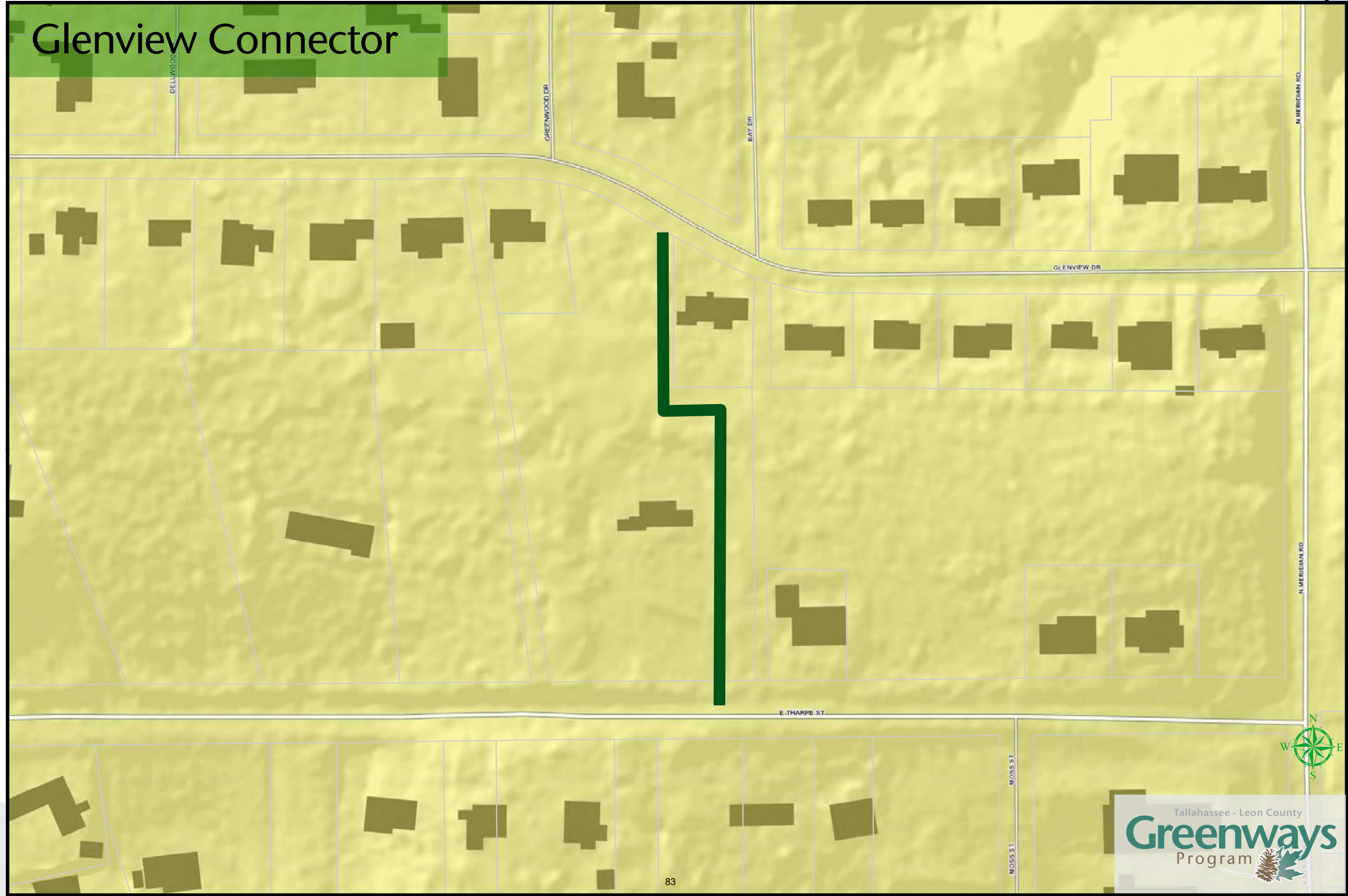
Greenway Project	Improvement	Length	Total Units	Cost Per Unit	Estimated Total Cost
Lake Jackson South Greenway	12' Paved Trail	2.5 miles	1	\$250K/mile for 10' wide pavement	\$625,000
Lake Jackson South Greenway	Trail Crossing	n/a	4	\$2,000	\$8,000
Lake Jackson South Greenway	Boardwalk	10' x 250'	1	\$200/LF	\$50,000
Lake Jackson South Greenway	Glenview Connector Shared Use Path	0.1 miles	1	\$250/mile for 10' wide pavement	\$2,500
				20 percent overhead for engineering design and permitting	\$126,600
	TOTAL				\$812,100

Total estimated cost = \$812,100.

Lake Jackson South Greenway



Glenview Connector



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#7

**Authorization to Proceed with
Procurement of Planning and
Design Services for the
Orange/Meridian Placemaking
Project**

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Blueprint Intergovernmental Agency Board of Directors

Agenda Item #7

February 28, 2019

Title: Authorization to Proceed with Procurement of Planning and Design Services for the Orange/Meridian Placemaking Project

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Megan Doherty, Principal Planner, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to proceed with the procurement of planning and design services for the Orange/Meridian Placemaking project. The requested procurement implements direction provided by the IA Board at the September 20, 2018 meeting to initiate the planning and design work for the East Drainage Ditch and Orange Avenue Stormwater Pond components of this project. Improvements include the enclosure of the East Drainage Ditch to facilitate the construction of a new pedestrian path, as well as the conversion of the existing stormwater pond on the south side of Orange Avenue at Meridian Street into a community park.

FISCAL IMPACT:

This agenda item does have a fiscal impact; however, funds necessary to proceed with the proposed procurement activities were approved by the IA Board in the FY 2019 Blueprint capital budget. At the September 20, 2018 meeting, \$1 million was approved to initiate the planning and design work for the East Drainage Ditch and Orange Avenue Stormwater Pond.

RECOMMENDED ACTION:

Option 1: Authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.

SUPPLEMENTAL INFORMATION:

Consistent with Blueprint Procurement Policy and budgetary allocations approved by the IA Board at the September 20, 2018 meeting through the FY 2019 capital budget, this agenda item requests authorization to procure planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.

Orange/Meridian Placemaking Project

The Orange/Meridian Placemaking project is a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting). A map of the project is included as Attachment #1. The Blueprint project includes three key components:

- Stormwater Improvements: East Drainage Ditch
- Construction and Streetscaping: Conversion of Existing Orange Avenue Stormwater Pond into Community Park
- Bus Stop Enhancements: StarMetro Superstop Contribution

The total estimated cost of the project, including the three project components listed above, is \$4.1 million. As part of the project development in 2014, the StarMetro Superstop Contribution was estimated at \$1 million, with the remaining \$3.1 million identified for the improvements to the East Drainage Ditch and Orange Avenue Stormwater Pond. These amounts have guided the development of the project budget.

At the September 20, 2018 meeting, the IA Board approved funding in the amount of \$1 million to initiate the planning and design work for the East Drainage Ditch and Orange Avenue Stormwater Pond. Blueprint is requesting authorization to proceed with procurement of planning and design services for these components of the Orange/Meridian Placemaking project.

East Drainage Ditch Stormwater Improvements

The East Drainage Ditch is an existing open drainage culvert between South Monroe Street and Meridian Street and is a major urban conveyance system with a 2,500+ acre contributing watershed at South Monroe Street. This segment of ditch floods and surrounding properties are encumbered by FEMA regulated floodway/floodplain. Anticipated improvements will most likely include enclosing this section of ditch by installing box culvert(s) and constructing a pedestrian path (sidewalk or trail) on top of the enclosed ditch. This action will improve aesthetics and increase pedestrian and bicycle accessibility.

Orange Avenue Stormwater Pond Improvements

The existing stormwater pond located at the southeast corner of the Orange Avenue and Meridian Street was originally constructed as part of the Leon County Orange Avenue

widening project. The Blueprint project will convert this 20-acre stormwater site into a community park space. The first step in this project is working with the local community to determine what types of improvements and amenities they think are most important for the future community park. The first community meeting to discuss this project was held in October 2018 as part of the ‘Public Spaces to Great Places Summit.’ If procurement for planning and design services is authorized by the IA Board, Blueprint will proceed with continued public engagement to develop the park concept and design in partnership with the surrounding neighborhoods and businesses.

NEXT STEPS

If the requested authorization to procure planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project is approved by the IA Board, Blueprint will proceed with the following project milestones:

- Spring 2019: Advertise a Request for Qualifications for planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond.
- Summer 2019: Negotiate and award contract for planning and design services.
- Fall 2019: Building on public feedback gained from the initial community engagement as part of the “Public Spaces to Great Places Summit,” hold a community open house to discuss the projects and, specifically for the Orange Avenue Stormwater Pond Improvements, development of potential design ideas and desired community amenities. Additional community engagement activities, such as neighborhood meetings, pop-up engagement at local stores and/or community centers, and digital preference surveys will be planned during the fall through early winter.
- Winter 2019: Interim update to the IA Board on project progress and sharing of community feedback, ideas, and project concepts as developed.
- Spring 2020: Draft design for Orange Avenue Stormwater Pond community space completed. Additional community engagement activities to share proposed design and solicit feedback.
- Summer 2020: IA Board presentation of proposed designs for Orange Avenue Stormwater Pond Improvements and East Drainage Ditch.

Throughout the design process, Blueprint will continue to coordinate with Leon County and the City of Tallahassee regarding the development of these sites.

Action by the TCC and CAC: This item was not presented to the TCC. This item was presented to the CAC at their February 13, 2019 meeting. The CAC recommended the IA Board authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.

OPTIONS:

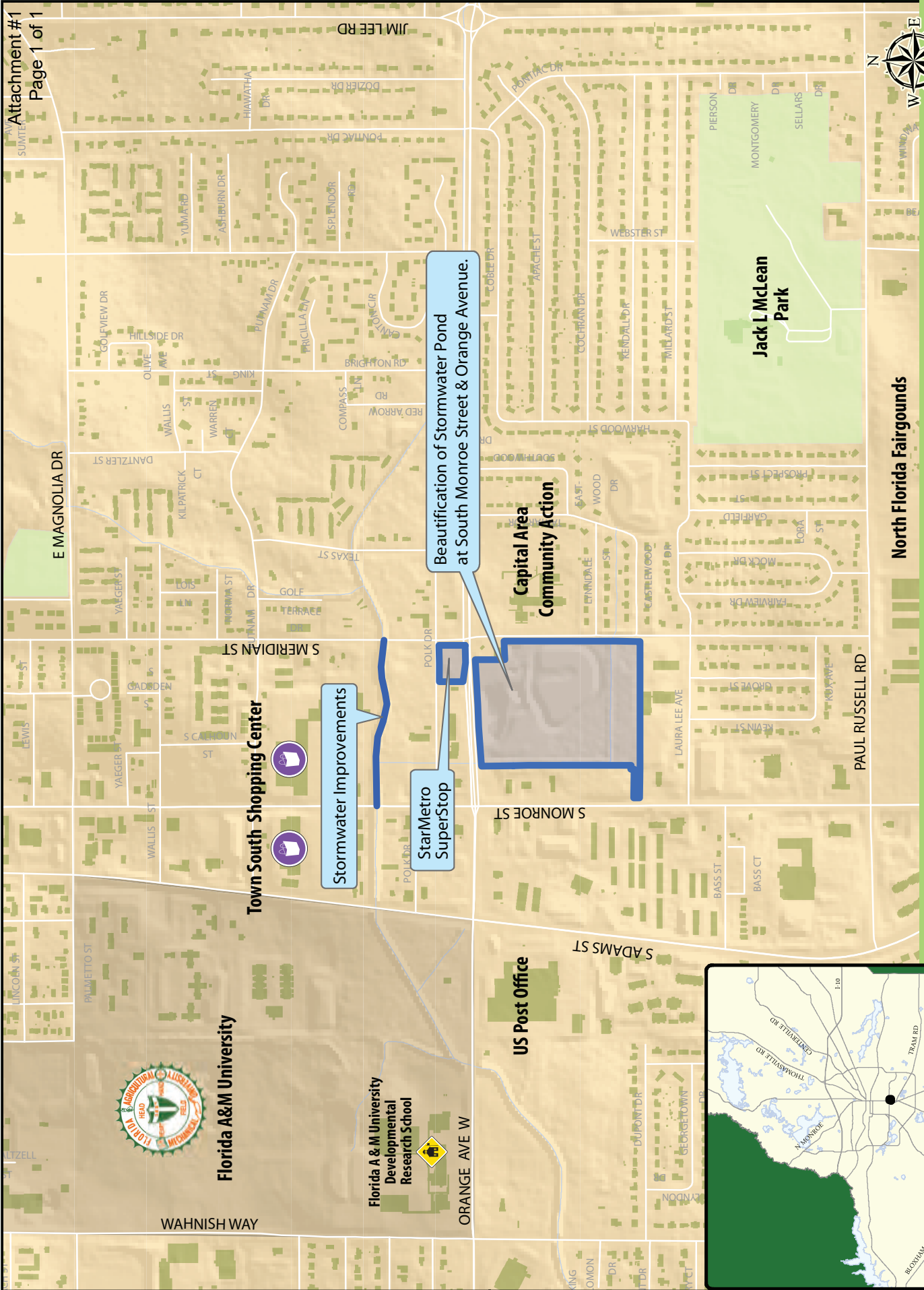
- Option 1: Authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.
- Option 2: Do not authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.
- Option 3: IA Board direction.

RECOMMENDED ACTION:

- Option 1: Authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.

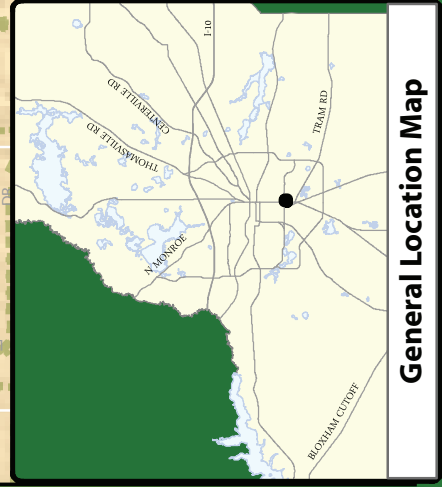
Attachment:

1. Orange/Meridian Placemaking Project Map



North Florida Fairgrounds

Orange-Meridian Placemaking



General Location Map

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#8

Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

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**Blueprint Intergovernmental Agency
Board of Directors
Agenda Item #8
February 28, 2019**

Title: Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

Category: General Business

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks acceptance by the Blueprint Intergovernmental Agency Board of Directors of the status report on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects. A five-year project phasing schedule detailing project activities for active Blueprint 2000 and 2020 projects is included as Attachment #1.

FISCAL IMPACT:

This item does have a fiscal impact as all approved and proposed project activities described herein will utilize currently available funding previously approved through the FY 2019 capital budget.

RECOMMENDED ACTION:

Option 1: Accept the February 2019 status report on Blueprint Intergovernmental Agency infrastructure projects.

SUPPLEMENTAL INFORMATION:

Projects Under Construction or Recently Completed

Capital Circle Northwest/Southwest (Tennessee Street to Orange Avenue)

- Construction is complete and has been accepted by Blueprint. Final turnover of the project right-of-way to FDOT is substantially complete, and final turnover of ancillary improved properties (Broadmoor Pond, Delta Ponds, etc.) to Leon County and to the City is also substantially complete. Staff is managing and monitoring project maintenance through the contract period, which ends in March 2019.

Northeast Gateway (Welaunee Boulevard)

- **Dove Pond Regional Stormwater Management Facility (RSF):** This project is scheduled to be completed by the end of February 2019. Construction began on November 15, 2017 and the final contract amount was \$4,157,710. Per the Agreement authorized by the IA Board at the June 13, 2017 meeting, Blueprint's contribution was \$2 million, or two-thirds of the total estimated project cost. Blueprint has provided the full \$2 million in IA Board approved funding for the RSF and has fulfilled its monetary commitment to the project.

Projects Under Design & Right-of-Way Acquisition

Orange/Meridian Placemaking

- The Orange/Meridian Placemaking project is a top priority project for the Blueprint 2020 program. At the December 13, 2018 meeting, the IA Board directed Blueprint to proceed with improvements to the future StarMetro Superstop site at the intersection of Orange Avenue and Meridian Street and authorized the use of \$300,000 to fund these improvements.
- Site clean-up, debris removal, tree trimming, placemaking site improvements, and restroom installation have been completed. Lighting installation and sidewalk enhancements, including the construction of a new sidewalk along Polk Street, are currently under design and are expected to be underway by early spring 2019.
- The previously submitted project concept is being updated to include a public restroom and an ADA parking space with accessible connection to the Orange Avenue sidewalk in accordance with the City of Tallahassee Land Development Code. After discussions with Leon County Public Works, City Growth Management, City Underground Utilities and Public Infrastructure and StarMetro personnel, the sidewalks along Orange Avenue and Meridian Street will be enhanced but not reconstructed as part of the current project. This will provide additional time for the future Superstop site plan to be developed. The sidewalks along Orange Avenue and Meridian Street will be reconstructed in coordination with the redevelopment of the site as the future StarMetro Superstop. The updated concept is included as Attachment #2.

Capital City Amphitheater Weatherization

- At the February 13, 2018 meeting, the Leon County Board of County Commissioners approved a concept to reduce rainwater impacts on the Amphitheater stage. The concept to reduce rainwater impacts on the Amphitheater stage has been approved by both Leon

County and the City of Tallahassee. Leon County Tourism is the fiscal agent for the overall project via the existing MOU between Blueprint, and Leon County dated April 10, 2018. Per the Agreement, Blueprint is assisting with managing the design, construction, and construction engineering/inspection services for the Amphitheater canopy extension. Currently, the existing structure is being analyzed to verify capacity to support the proposed improvement. Upon conclusion of the analysis, staff intends to authorize fabrication of the new component with installation beginning in the summer 2019 in coordination with the County and the City to avoid conflicts with large performances.

Magnolia Drive Multiuse Trail

- Per the direction of the IA Board to revise the trail typical section to provide a buffer between the trail and roadway and underground utilities at its December 5, 2017 and March 1, 2018 meetings, respectively, the project design is currently at 90%. Right-of-way acquisition is underway and construction is anticipated to begin in fall 2019.

Capital Cascades Trail – Segment 3

- Regional Stormwater Facility – The project design is substantially completed and is being advertised for bids concurrently with the FAMU Way Phase 3 project, as approved by the IA Board at the September 20, 2018 meeting. Right-of-way acquisition continues with an anticipated completion of spring 2019. Permitting for the project is underway through City Growth Management. Consistent with the recommendations of the Stormwater Working Group and Blueprint Technical Coordination Committee (TCC), the permit application will not include redevelopment capacity. This will allow the project to move forward in conjunction with the bidding of FAMU Way Phase 3, as well as meet the original goals of the project to improve current water quality and reduce existing flooding downstream. Subsequently, the Stormwater Working Group and TCC also recommended evaluating opportunities to add redevelopment capacity to the 3DB Pond as part of the Capital Cascades Trail Segment 4 project.
- Coal Chute Pond Amenities – Public engagement with Florida A&M University, Florida State University, and surrounding neighborhoods and businesses began in October 2018 and will be completed in spring 2019 to further develop the additional amenities for this public space project. Design for this project will begin in spring 2019 following community engagement activities, and will include a multi-use trail, lighting, and seating as approved by the IA Board at their September 20, 2018 meeting
- Skateable Art – Staff is finalizing the Request for Proposal (RFP) package for procurement of the Skateable Art amenity south of Coal Chute Pond and adjacent to the Capital Cascades Trail. The RFP is expected to be released in spring 2019.
- History & Culture Trail – Staff is finalizing the RFP package for the interpretive elements for the History & Culture Trail along Capital Cascades Trail Segment 3. The selected firm will also provide services to facilitate the development of the content with a Working Group of neighborhood and community representatives. The RFP is expected to be released in spring 2019.

- Restroom at the FAMU Way Playground – Design began in early February and will be complete in the summer of 2019. Construction will be advertised in the fall 2019.

Capital Circle Southwest (Crawfordville Road to Orange Avenue)

- **Funding** – Funding for right-of-way acquisition and construction is included in the current FDOT Five-Year Work Program. Note: Construction funding for the Crawfordville to Springhill Road segment has been moved to FY 2022 per the Draft FY 2020 – 2024 FDOT Work Program, updated January 2019.

Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2022 in the amount of \$55,741,000

Crawfordville Road to Springhill Road

- Right-of-Way: Funded from FY 2018 thru FY 2020 in the amount of \$16,314,823
- Construction: Funded in FY 2024 in the amount of \$33,879,000

Woodville Highway (Southside Gateway)

- **Right-of-Way:** Right-of-way acquisition is underway by FDOT and is scheduled to continue through FY 2020. Funding for construction is not identified in the Draft FY 2020 – 2024 FDOT Work Program.

Projects in Planning or Preliminary Design

Airport Gateway

- Consistent with the direction received for the IA Board at the March 1, 2018 meeting, Blueprint is working in partnership with the CRTPA to create a vision for southwest Tallahassee that is consistent with local priorities, plans, and future projects and that provides a guide for implementing safe and efficient transportation facilities. The Southwest Area Transportation Plan (SATP) will provide the planning analysis, public engagement, and existing data collection for various segments of the Airport Gateway project, including North and South Lake Bradford Roads, Springhill Road, and Orange Avenue. Stuckey Avenue and the new roadway are not included in the SATP.
- Public outreach for the SATP is underway, and public forums focused on North/South Lake Bradford and Springhill Road were held in January 2019. The Orange Avenue portion off the SATP was completed in early 2019. The SATP is expected to be complete in early summer 2019.
- Blueprint plans to proceed with procurement of survey services for the Airport Gateway project beginning March 2019. The survey work will provide existing conditions data such as identification of public right-of-way, location of underground utilities, and environmental features. Additionally, the survey data will allow Blueprint to provide more accurate information to the public regarding existing conditions once the Airport Gateway project is initiated and public engagement begins later this year, following the completion of the SATP.

Northeast Gateway (Welaunee Boulevard)

- **Welaunee Boulevard:** The PD&E study began in November 2018 and includes Welaunee Boulevard from Fleischmann Road to the Centerville Road at Shamrock Street, as well as the Welaunee Greenway. A public kick-off meeting is scheduled for March 2019. The PD&E study is expected to be completed in 18 to 24 months, with final design and permitting estimated to be complete in 2022.

Capital Circle Southwest Greenway and Debbie Lightsey Nature Park

- At the September 20, 2018 meeting, the IA Board accepted a status report in which staff indicated the intent to advertise the Capital Circle SW Greenway and Debbie Lightsey Nature Park for design services in accordance with Blueprint Procurement Policy. Upon the completion of the project advertisement, a Memo will be issued to the IMC requesting the selection a consultant to perform the design. A notice to proceed will be issued upon IMC selection of a consultant in spring 2019.

Alternative Sewer Solutions Study

- Consistent with IA Board direction at the June 13, 2017 meeting, Leon County is managing the first phase of this project, the Comprehensive Wastewater Treatment Facilities Plan (CWTFP). At the December 11, 2018 meeting, the Board of County Commissioners authorized County staff to proceed with negotiating engineering services to evaluate alternative wastewater treatment technologies and complete the CWTFP. Completion of the CWTFP, including the public input opportunities, is expected to take 12-18 months.

Action by TCC and CAC: This item was presented to the TCC and CAC at their February 11, 2019 and February 13, 2019 meetings, respectively. The TCC accepted the February 2019 status report on the Blueprint infrastructure projects. The CAC recommended the IA Board accept the February 2019 status report on the Blueprint Infrastructure Projects

OPTIONS:

- Option 1: Accept the February 2019 status report on the Blueprint Infrastructure Projects.
- Option 2: Do not accept the February 2019 status report on the Blueprint Infrastructure Projects.
- Option 3: IA Board direction.

RECOMMENDED ACTION:

- Option 1: Accept the February 2019 status report on Blueprint Intergovernmental Agency infrastructure projects.

Attachment:

1. Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines
2. Updated Concept –Orange Avenue and Meridian Street Improvements

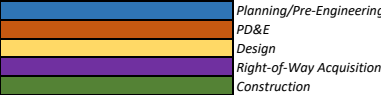
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Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines

Date Submitted: February 28, 2019

Program	Project	Phase	2019				2020				2021		2022		2023		2024		
			1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	
Blueprint 2000	Capital Cascades Trail Segment 3 - Van Buren Street	Design																	
		Construction																	
	Capital Cascades Trail Segment 3D	Design																	
		Construction																	
	Capital Cascades Trail Segment 3 - Amenities ¹	Design																	
		Construction																	
	Capital Cascades Trail Segment 4	Planning																	
		Design																	
		Right-of-Way Acquisition																	
	Cascades Park Alum	Design																	
		Construction																	
	Cascades Park Amphitheater Weatherization	Design																	
		Construction																	
	Magnolia Drive	Design																	
Right-of-Way Acquisition																			
		Construction																	
Blueprint 2020	Alternative Sewer Solutions Study (Phase 1)	Comprehensive Wastewater Treatment Facilities Plan																	
		Planning																	
	Bike/Greenways Implementation Plan (CRTPA)	Design																	
		Right-of-Way Acquisition																	
	Debbie Lightsey Nature Park & Capital Cir Southwest Greenway	Design																	
		Right-of-Way Acquisition																	
	Lake Jackson South Greenway	Construction																	
		Planning/Pre-Engineering																	
	Orange Avenue (FDOT Project)	Design																	
		Right-of-Way Acquisition																	
	Orange Avenue (FDOT Project)	Construction																	
		PDE																	
	Orange/Meridian Placemaking	Planning/Pre-Engineering																	
		Design																	
	Southwest Area Transportation Plan (CRTPA Project)	Construction																	
		Planning																	
	Market District	Design																	
		Right-of-Way Acquisition																	
	Monroe-Adams Corridor	Construction																	
		Design																	
	Lake Lafayette and St Marks Regional Park	Right-of-Way Acquisition																	
		Construction																	
	Airport Gateway	Planning/Pre-Engineering																	
		Design																	
Northeast Connector - Bannerman Road	Right-of-Way Acquisition																		
	Construction																		
Welaunee Boulevard	PDE Re-evaluation & Feasibility Study																		
	Design																		
Welaunee Boulevard	Right-of-Way Acquisition																		
	Construction																		
		Roadway - PDE																	
		Roadway - Design																	
		Construction																	
		Dove Pond - Const.																	

1. Amenities may include Coal Chute Park, Skate Feature and, History and Culture Trail. The proposed trailhead will be constructed as part of Pond 3D-B.



MMTD Requirements

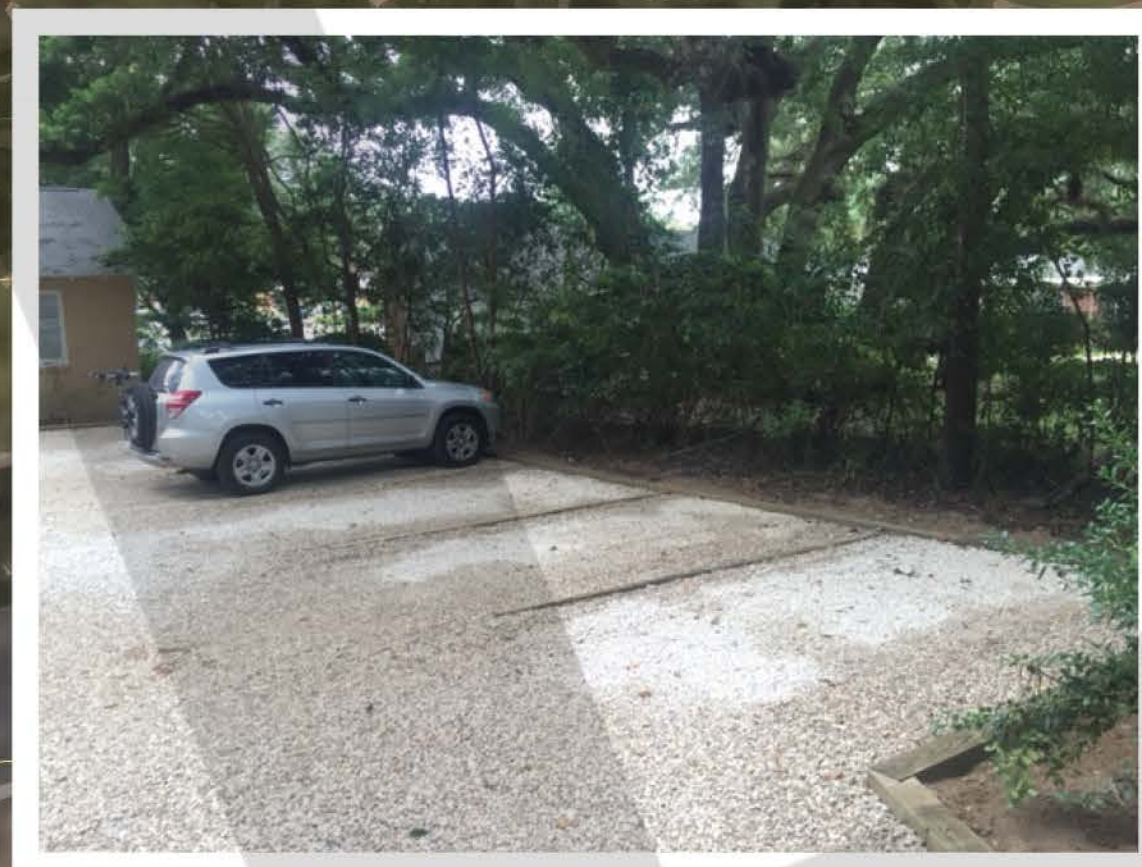
On Polk Dr.:
Future 6' sidewalk with 6' wide planting strip with street trees



BLACK VINYL FENCE



PARKING SPACES DELINEATED WITH WOOD BUMPERS (4x4x20 TIMBERS)



PARKING AREA WITH SUB-BASE SURFACE COMPACTED

STREET LIGHTS ATTACHED TO EXISTING UTILITY POLES

POLK DR

ADD NEW SIDEWALK

ADD NEW CROSSWALK

S MERIDIA ST

TRASH CANS BIKE PARKING

EXISTING TREES TRIMMED

LAWN AREA WITH SEATING

WATER FOUNTAIN

WALKWAY WITH SUB-BASE SURFACE COMPACTED

EXISTING BUS STOP IMPROVEMENTS ADD SHELTER/SHADE



RESTROOM

TRASH CAN

INFORMATION BOARDS/SIGNS

PAVED ADA ACCESSIBLE WALKWAY

PAVED ADA ACCESSIBLE PARKING SPACE

LITTLE FREE LIBRARY

ENHANCED EXISTING SIDEWALKS

ENHANCED PEDESTRIAN CROSSINGS

ORANGE AVE



WOOD/ROPE FENCE

ORANGE AVENUE SUPERSTOP



DATE: 02/04/19

Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation and necessary permits or other approvals.



DESIGNWORKS PLACE

435 N. Macomb St. • Tallahassee, FL 32301 • 850 891 6400

#9

**Acceptance of the Status Report
on the Operations of the
Tallahassee-Leon County Office
of Economic Vitality**

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**Blueprint Intergovernmental Agency
Board of Directors
Agenda Item #9**

February 28, 2019

Title: Acceptance of the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality

Category: General Business

Department: Blueprint Intergovernmental Agency, Office of Economic Vitality

Contact: Benjamin H. Pingree, Director, Department of PLACE
Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Board of Directors (IA Board) with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality (OEV) since the December 13, 2018 meeting. This report specifically highlights the activities within Business Vitality and Intelligence, including marketing and communications, (Attachment #1) and Minority Women and Small Business Programs (Attachment #2). In addition, a list of accomplishments for this past quarter can be found in attachment #3.

FISCAL IMPACT:

None.

STRATEGIC PLAN:

The status report on the operations directly supports all four goals of the Economic Development Strategic Plan:

- Implement a new collaborative economic development program of work.
- Better promote the area as a business generator.
- Better identify, understand and align all available assets.
- Responsibly allocate resources to achieve today's goals and refine the foundation for future growth.

RECOMMENDED ACTION:

- Option 1. Accept the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality

SUPPLEMENTAL INFORMATION:

Background

This agenda item provides the Board with a quarterly status report on the activities operations and activities *since December 13, 2018*. It should be noted that staff continues to research and track industry standards and best practices and listen to the needs of existing businesses in order to best position Tallahassee-Leon County as Florida's Capital for Business.

Business Vitality and Intelligence

The Business Vitality and Intelligence Division works to position the Office of Economic Vitality as the front door for the community's economic development needs by routinely engaging in business development, engagement activities, and serving as business amassadors. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination.

In addition, the Division collects, analyzes and disseminates economic, demographic and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large. The 2019 First Quarter Economic Dashboard is also included for your reference (Attachment #3).

For more detailed information regarding the actions of the Business Vitality and Intelligence Division as it seeks to position Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz), please see Attachment #1.

Minority Women and Small Business Program

Per Strategic/Work Plan, the Minority, Women and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners, build capacity for MWSBEs through non-traditional business financing, and capacity building through resource partners. MWSBE programs continue to inform its certified businesses of capacity building, networking and procurement opportunities available through partnerships, local governments, and Blueprint. The certification guarantees that staff will provide "Four Es" for certified businesses--engage, educate, equip and ultimately empower them, which will present them with greater opportunities within the economic development ecosystem.

In addition, this report includes an update on the disparity study and next steps. The IA Board will receive an interim report during February 28, 2019 meeting. The final and completed study, which will inform the policies of the Office of Economic Vitality, the City of Tallahassee and Leon County's purchasing policies, will be presented to the IA Board at the June 27, 2019 meeting. Prior to the IA Board's consideration, staff will convene a taskforce comprised of City, County, Blueprint staff and legal departments to analyze and review the findings, recommendations, proposed policy amendments and changes, and the timeline for implementation.

For more detailed information regarding the actions of the Minority Women and Small Business Program, please see Attachment #2.

CONCLUSION:

As discussed throughout this item, the Office of Economic Vitality has positioned itself as the front door for the community's economic development needs. As directed by the IA Board, these efforts include the development of the first-ever strategic plan to guide our community's economic development efforts and objectively evaluate our progress over time toward goal achievement, as well as a Target Industry Study to leverage economic vitality opportunities with a laser-like approach.

The Office of Economic Vitality also provides an enhanced level of service for cross departmental coordination for collection and utilization of data, implementation of projects and initiatives throughout the planning, land management and economic development spectrum, which is conducted in an open, inclusive and transparent manner. Staff continues to research and track industry standards and best practices and listen to business needs in order to continue positioning Tallahassee-Leon County as Florida's Capital for Business.

Action by the EVLC and CAC: This item was presented verbally to the EVLC and CAC at their February 13, 2019 meetings, respectively.

OPTIONS:

1. Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.
2. Do not accept the Tallahassee-Leon County Office of Economic Vitality Status Report.
3. IA Board Direction.

RECOMMENDED ACTION:

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

Attachments:

1. Business Vitality and Intelligence Quarterly Update
2. Minority Women and Small Business Quarterly Update
3. Accomplishments: December 14, 2018 – February 21, 2019 Office of Economic Vitality
4. 2019 First Quarter Economic Dashboard

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MEMORANDUM

TO: Ben Pingree, PLACE Director

THRU: Cristina Paredes, Director

FROM: Rebekah Sweat, Business Development Manager
Dan Lucas, Research Coordinator
Susan Emmanuel, Public Information Officer

SUBJECT: December 14 – February 21: Quarterly Update

DATE: February 28, 2019

The Business Vitality and Intelligence Division works to position the Office of Economic Vitality as the front door for the community's economic development needs by routinely engaging in business development and engagement activities. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination. In addition, the Division collects, analyzes and disseminates economic, demographic and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The Business Vitality and Intelligence Division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large.

This memo highlights Business Vitality and Intelligence accomplishments since the December 13, 2018, Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting, including project activity, business retention and expansion efforts, resiliency efforts within the community, workforce development as well as engagement and communication efforts. In order to continue positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

Active Project Status Report: As of February 19, 2019

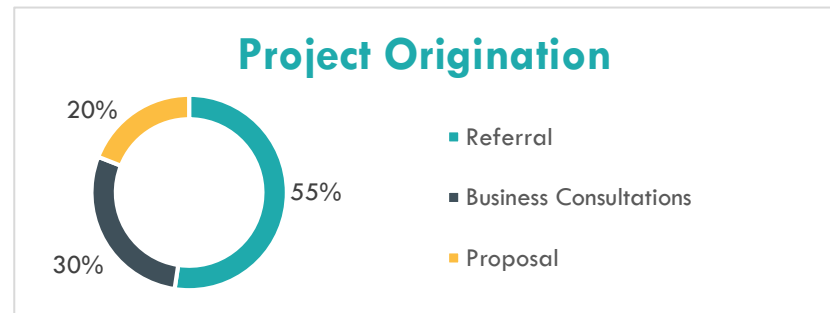
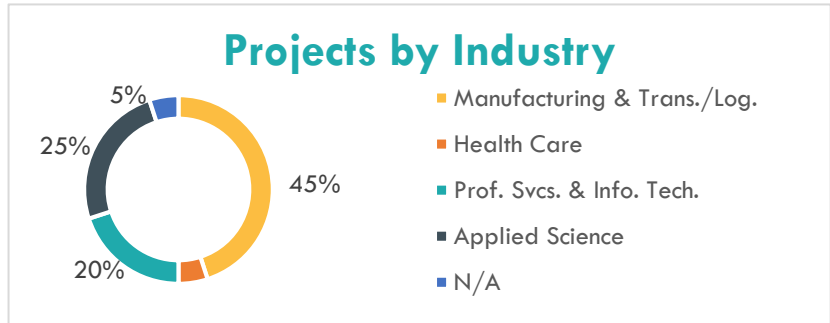
Staff continues to actively respond to companies seeking to retain, expand or establish their presence in Tallahassee-Leon County. Over the past two years, staff has worked on a total of 48 projects which have resulted in four companies expanding or relocating into the community and the creation of 173 jobs for a total economic impact of \$115 million.

Currently, staff is working 20 active projects. **This project activity represents a 27% increase over the previous quarter.** Of these

20 projects, 71% are in target industries of applied science and manufacturing and 85% of project activity is either referred to OEV or a self-generated lead.

The projects represent companies in the light manufacturing, business and professional services, and applied science sectors. Business assistance is necessary for multi-year incentive programs, such as the Targeted Business Program and Qualified Target Industry Tax Refund Program, which mandate

support and evaluation for up to ten years. Demonstrating OEV’s commitment to these companies’ success encourages a pro-business environment in Tallahassee-Leon County.



In line with the business friendly environment, Danfoss Turbocor continues to grow and succeed in the “Magnetic Capital of the World”. On December 21, 2018, Danfoss Turbocor broke ground on the second expansion of their manufacturing and R&D facility which will continue to add good and high paying jobs to the region. Staff is actively monitoring trends in applied science and manufacturing, as these fields represent the majority of new projects, to better inform businesses as they make expansion decisions and to provide tailored business assistance, such as workforce incentives. More information regarding the applied science and advanced manufacturing target industries can be found in agenda item #11.

Staff continues to promote Tallahassee-Leon County as Florida’s Capital for Business by communicating the numerous local assets and advantages, including a diverse and competitive workforce, global research and higher education institutions, strategic capital investments in infrastructure, and the connectivity and availability of land to our audience. Beyond introducing new job opportunities, new and expanding industries are also provided with innovative ideas and approaches for their business that can lead to better solutions for citizens of Tallahassee-Leon County. In order to secure increased economic vitality outcomes and a strong return on

investment, staff continuously researches and tracks industry standards and best practices for economic development organizations. Metrics, such as jobs created, business consultations, leads generated, and project activity align with the Strategic Plan (A.1.d.3) to create a customer-centric approach as well as generate a more efficient process for the client and staff to determine a company's eligibility to participate in programs that may affect their decision to remain, expand, or locate their business operation in Tallahassee-Leon County.

Tallahassee-Leon County Opportunity Zone Workshop

Staff is currently in the process of developing and hosting a workshop focused on Opportunity Zones aimed at raising awareness on the how opportunity zones work to local business owners, developers, investors, and local government officials about this program at national, state, and local level. Staff will also be discussing the local public infrastructure investments that are planned to occur in these areas over the next five years. The format of the workshop will be a half-day with an overview of the role of local business/developers and local government as well as an overview of investment/tax deferral guidance. Speakers will include state and national opportunity zone experts, tax attorneys and accountants, and disaster recovery experts to discuss synergies with Opportunity Zones. The workshop will be held on **Thursday, March 14** at the Bricks and Brass, Four Points by Sheraton. Registration opens at 8:00 and begins at 8:30.

Quarterly Economic Dashboard

At the time of writing this item, OEV is scheduled to release the First Quarter 2019 *Quarterly Economic Dashboard (QED)* in late February 2019. This report will be distributed electronically via email and social media as well as published in the *Tallahassee Democrat*. *QED* is OEV's premier benchmarking tool to demonstrate our community's short-term economic productivity. *QED* gives the reader 13 pertinent economic conditions for the Tallahassee metro area or Leon County such as employment, median home prices, airport passengers, and taxable sales. Local real estate, banking, and investment firms regularly distribute its content. Each update compares data for the most recent period with the last period, its corresponding year-over-year trend data, and has brief but bracing text regarding current trends of each indicator. In addition, the last page of the Dashboard includes a Quarterly Focus which includes more in-depth analysis on rotational economic points of interest.

Data Center Assessment

In preparation for the allocation of the economic development portion of sales tax revenues in 2020, OEV is undertaking an assessment of its Data Center to achieve and maintain optimal value. OEV's Data Center has approximately 80 indicators, with about a dozen updated monthly, several by quarter, and the rest annually. The Data Center's content gives the user a broad assortment of economic indicators, from the elementary to the esoteric. The Data Center must be convenient and useful to both casual and recurring users. Its design and content must convey consequential information to prospective economic development decision-makers outside the Tallahassee area, as well as to local residents and businesses. In addition to static documents, the Data Center also includes embedded links to interactive GIS applications and interactive visualizations of statistics and economic indicators produced by OEV's Business Intelligence division.

Business Consultations

The Tallahassee-Leon County Office of Economic Vitality (OEV) initiated the business consultations program in 2016 to reflect industry best practices by allowing OEV to be more tactical, collaborative, and outcome focused on engagement with local companies. As identified in the Economic Development Strategic Plan, companies that participate in comprehensive outreach programs with economic development organizations are statistically more likely to grow and expand. As a direct result of these visits, staff has been able to generate eight project leads and provide assistance through customer referrals, coordination through planning/permitting navigation and facilitated one company expansion. Staff remains committed to ensuring the success of this program through continued and strategic engagement of business leadership, and routine analysis to continue driving value to the existing local business environment. These concerted efforts demonstrate that OEV continues to promote and cultivate the growth of the local business environment, increase economic competitiveness to make the compelling case that Tallahassee-Leon County is Florida's Capital for Business (#FLCapital4Biz). These consultations also include outreach and engagement efforts to business associations, throughout the entire PLACE Department, to discuss the growing economic vitality trends and community development efforts in Tallahassee-Leon County.

International Trade Administration

In order to best engage companies, a representative from the International Trade Administration (ITA) will host consultations at the Office of Economic Vitality, which are available on a first come, first served basis, on the last Wednesday and Thursday every other month. Due to the federal government shutdown, the ITA was unable to host office hours in Tallahassee-Leon County in January. The ITA was in town briefly in February and the following scheduled visit is on March 27 and 28. As a reminder, this collaboration with the ITA is a direct result of Tallahassee-Leon County's participation in the Americas Competitiveness Exchange on Innovation and Entrepreneurship Tour, during which staff and ITA identified opportunities to connect local businesses to the global market through international trade and export. The objective of these office hours is to support local businesses seeking to become "export ready" for the global economy.

Elevate Florida's Capital: Workforce Development Grant

On March 1, 2018, the IA approved the Elevate Florida's Capital Workforce Development grant program in the amount of \$100,000. This grant program specifically addresses requests for workforce training grants that address gaps between existing workforce development/training programs, such as those offered by CareerSource Florida and the identified needs of local businesses seeking to expand their workforce, including those seeking to fill high skill/high wage occupations. The first round of grant funding was opened in July 2018. To promote this program OEV issued a press release and disseminated grant information through the electronic newsletter and social media. OEV received nearly 10 inquiries regarding the program and ultimately received two applications, once from Big Bend Junior Achievement for their entrepreneurial program in local high schools. Originally, Domi was awarded a grant for I|O Avenue; however Domi is in the process of restructuring the I|O program. As a result, approximately \$74,000 remains in the workforce development grant fund. OEV launched a second round of grant funding in February 2019 with applications due on March 29. The grant awardees will be announced in mid-spring.

Leon Works and Workforce Development

The 2019 Leon Works Expo will be held on March 8. Due to the impacts of Hurricane Michael throughout the region and the ongoing recovery efforts which involved so many of the Leon Works vendors, businesses, and partners, both the Leon Works Expo and the “Training Our Talent: Bridging the Multi-Generational Gap” speaker series was rescheduled for March 8. It is important for all students in Leon, Wakulla and Gadsden Counties to have an opportunity to attend the Expo. Staff will be working with the event workgroup, which now includes regional partners, to implement a few changes to the Expo including addressing strategic alignment and regionalism. The strategic alignment discussion will revolve around aligning the Expo to the target industries and high wage/occupancy jobs identified by the Office of Economic Vitality and CareerSource Capital Region. As for regionalism, staff and the workgroup will focus on incorporating the broader Capital Region, including schools and business exhibitors, in order to build a robust talent pipeline with skilled careers. Leon County Government has allocated \$25,000 for the event until 2020 when the Office of Economic Vitality will begin funding it from the economic development portions of the sales tax proceeds.

Training Our Talent: Bridging the Multi-Generational Gap

The Office of Economic Vitality created the Training our Talent series to help area businesses gain the skills needed to be successful, including fostering robust workforce development. Recent findings indicate generational differences in the workforce create costly challenges for businesses across all sectors. The second installment of the Training our Talent series will equip the area business community with the skills needed to thrive with a multi-generational workforce. Nationally acclaimed multi-generational expert, Alicia Rainwater, from the Center for Generational Kinetics, will speak the afternoon of March 8, 2019, immediately following LeonWorks. The event is free to all LeonWorks exhibitors and open to the public for a \$10 fee. Attendees will learn how to solve tough, generational challenges with Gen Z, Millennials, Gen Y, Gen X, and Baby Boomers and develop a workforce that works!

Engagement and Communications

Engagement at the local, regional, state and international level continues to provide awareness and branding of the activities and programs associated with the Office of Economic Vitality, including establishing Tallahassee-Leon County as the (Emerging) Magnetics Capital of the World. Using the strategic communications and marketing plan as a guide, conference attendance, sponsorship opportunities, paid media and utilization of a variety of media platforms work in tandem to tell the exciting story of Florida’s Capital for Business.

Face-to-Face Engagement: Consultations, presentations, participation, and sponsorship in targeted events continue to be effective branding, marketing, and communications strategies. In addition to the 100+ business consultations conducted to date, staff engaged with community business leaders at a variety of local events, including, but not limited to, Working Class Wednesdays and the Tallahassee Chamber Lunch and Learn workshop on residential real estate buying trends. Staff reached state and global audiences through participation in the Florida Manufacturing/Florida Makes meetings held in Tallahassee-Leon County and the Magnetics 2019 Conference, a leading global event focused on the latest developments and technical advancements in magnetics markets and technologies bringing together worldwide magnetics experts. The engagement afforded by participation at the Magnetics Conference allowed the soft

launch of the new brand: Tallahassee-Leon County: Emerging Magnetics Capital of the World. A wide variety of communication methods are employed continuously in order to establish and maintain business relationships throughout the community. OEV has achieved outstanding results on this front from face-to-face meetings in particular, where conversations are in real time, rapport is established and the foundation of a professional association is established – which is essential as OEV works to attract and retain business in our community.

Earned Media: Staff activities in the community, the success of programs and community-wide initiatives, efforts to support local businesses and attract new businesses to the community are chronicled through earned media. Additionally, staff efforts to build strong media relations have helped establish a media presence for OEV. During this reporting period (December 13, 2018 – January 31, 2019) the following stories were promoted by local media partners:

- Local officials break ground on Danfoss expansion project (WCTV)
- Magnetic Attraction – Capital City Morphs world-class research into world-class businesses (850 Magazine)
- Reinvesting in SOHO – So much more is coming to the south side (850 Magazine)
- 2019 10 Best Places to Get a Fresh Start, Tallahassee, FL (Livability.com)
- Proof Brewing holds soft opening at new South Monroe location (WCTV)
- Power Forward – MC at February 6, 2019, featuring Kevin O’Leary
- Power Forward – (WFSU 88.9 radio)

Staff continues to strategically engage all local and regional media partners to further promote programs, initiatives, and other positive news regarding the local economy that help drive business development in Tallahassee-Leon County.

E-Marketing: During this reporting period, staff included information regarding local events of interest and related partner news in the newsletter in an effort to pique interest and provide timely and relevant content. Officially branded the “Economic Insider,” the monthly newsletter is sent to 1679 inboxes.

Social Media: Staff continues to promote programs, engagement opportunities, MWSBE certification, and training opportunities, and breaking partner news across all social media platforms. OEV’s best performing post thus far in 2019 reported the Danfoss Turbocor expansion groundbreaking event. Future post topics include workforce development (LeonWorks and Training Our Talent Speaker series), MWSBE Opportunities (Academies), and Economic Development Week activities.

Website: The OEV website is the home to over 85 economic indicators, incentive program information, development, MWSBE certification, and program information as well as a full complement of community information that is continually updated. This array of information is critical to any site selector or business seeking detailed information as they decide to choose Tallahassee-Leon County for their business location.

Staff will continue to execute the strategic communications and marketing plan approved by the IA Board at the September 19, 2018 meeting, focusing on methods and outlets that provide the best return on resources while telling the local, regional, and global community that Tallahassee-

Leon County is #FLCapital4Biz and the Emerging Magnetics Capital of the World.

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MEMORANDUM

TO: Ben Pingree, PLACE Director
THRU: Cristina L. Paredes, Director
FROM: Darryl Jones, Minority Women and Small Business Programs Deputy Director
SUBJECT: December 14, 2018-February 21, 2019 Quarterly Update
DATE: February 21, 2019

Per OEV's Work Plan, the Minority, Women and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners. Certification guarantees the "Four Es" for minority, women, and small businesses--*engage, educate, equip* and ultimately *empower* and thereby enjoy greater opportunities within the economic development ecosystem. To empower them to take advantage of these opportunities requires capacity building, technical assistance and additional business requirements for many of the certified MWSBEs to include bonding, financing, and risk management, and software updates for their businesses. Staff regularly engages MWSBEs to communicate procurement opportunities available beyond that of City, County, and Blueprint due to existing and tentative Memorandums of Understanding with public and private partners (Leon County Sheriff's Office, Florida A&M University, Tallahassee Housing Authority, and Leon County Schools).

Programmatic Efficiencies

The MWSBE Academy(ies) has been an effective medium for capacity building for our MWSBEs. Following the guidance of our MWSBE Citizen Advisory Committee and our MOU partners identified above, this year's curriculum will be held at the Renaissance Building and will include the following:

- February Insurance and Risk Management
- March Bonding Options
- March Business Financing and Secured Micro-Loans
- April Construction Software Options
- May Succession Planning

Also, to ensure maximum participation, each of the courses will be offered both morning and evening to accommodate our varied certified industries, in partnership with the FAMU Small Business Development Center. Following last year's success with more than 100 participating businesses enjoying ten different academies, this year's curriculum has five academies. The Office of Economic Vitality will also host "matchmaking" events for professional services, construction, and architect/engineering in cooperation with departments at the City, County and Blueprint to strengthen subcontracting opportunities for MWSBEs.

Furthermore, all MWSBE Academies will be streamed and re-formatted as webinars for future viewing by certified MWSBEs. The long term goal with this strategy is to engage “new”preneurs and seasoned business owners with online options for capacity building.

Also, our monthly certification workshops will be expanded to include the City of Tallahassee Purchasing Office. Bid Sync is the bid software used by City Purchasing. MWSBEs and other vendors are requiring technical assistance with Bid Sync and B2GNow with online registration and navigating their sites. This monthly workshop will provide attendees with necessary instruction for successful bid awards. Plus, Career Source will help workshop attendees with their workforce needs.

Minority, Women, and Small Business Enterprises

Below are the MWSBE metrics currently tracked by staff to quantify program impact to certified MWSBEs. Staff is working with the Business Intelligence team to review and revise these metrics as well as incorporate any recommendations from the Disparity Study to best quantify program impact and value. This new metric tracking system will be known as the MWSBE Impact Scorecard.

Metrics	FY 2017	FY 2018	FY 2019 Year to Date
# Business consultations	NA	40	18
# Business referrals for assistance	NA	130	27
# MWBE certified businesses	170	208	2
# Certification applications received	NA	104	35
# Speaking engagements	8	21	8
# Industry Academies	2	8	1
# Industry Academy attendees	40	100	16

Definitions:

Business Consultations: meetings by staff with individual business owners

Business Referrals: Recommendations to partner organization to allow certified MWSBE to build capacity.

B2GNow! Contract Compliance Software

B2GNow system updates continue to move forward towards finalization to ensure the implementation of all aspects of the certification and contracts modules relative to MWSBE certifications, contractual participation, and payment reporting for Leon County and the City of Tallahassee. Additional updates are in process relative to the contracts module. Additional time is required for data mapping and integration challenges due to B2Gnow, City, and County staff navigating the process of integrating the data from the different financial systems of the City and County organizations into the system.

Disparity Study

Effective May 16, 2016, the County and City Commissioners consolidated their two offices into one joint office, the Minority, Women, and Small Business Enterprise (MWSBE) Division, as part of the newly created Tallahassee-Leon County Office of Economic Vitality and governed by the Blueprint Intergovernmental Agency Board of Directors. While the offices are functionally

consolidated, the County and City programs are still being administered separately until a single set of uniform policies and procedures are developed for the joint office, which was incorporated into the scope of work for a new disparity study, outlined below. Subsequently, the IA Board approved a Request for Proposal (RFP) for conducting a disparity study which was awarded to MGT of America in the summer of 2017. The scope of work includes the following:

- Anecdotal analysis of the MWSBE Program, which is designed to explain and interpret statistical findings. Courts have ruled that the combination of disparity study findings and anecdotal evidence provides the best evidence demonstrating the existence of historical discriminatory practices, if any.
- Develop a Tiered Certification Program taking into consideration other programs including but not limited to the City of Tallahassee's UCP Program and the FDOT DBE certification process. Modifications to existing certification thresholds and size standards, if necessary.
- Define measurable goals and benchmarks.
- Examine methods to ensure contract compliance, monitoring, and enforcement.
- Develop a uniform MWSBE policy for the County and City, which includes an evaluation policy for applying the MWBE targets to awarding projects.
- Review and update the City's DBE Plan.
- Expenditure analysis for all County, City, and all other related agencies (i.e. CRA, CDA, and Blueprint) for ~~FY 2012-2016~~ FY 2012-2017 (amended in November 2018 to include an additional fiscal year of data).
- Consideration to allow MBE or WBE primes to count self-performed work to meet the aspirational targets for the applicable category.
- Develop a Mentor-Protégé Program for certified MWSBE vendors.
- Modifications to the SBE program including but not limited to: graduation requirements, increase the set-aside ceiling for SBE projects to at least \$250,000, and automatically (re)certify MWBEs as SBEs, when eligible.
- Expanded by the IA Board to also include:
 - Review of the Harvard Study on Economic Segregation
 - Development of an apprenticeship program, to support the business community and provide employment opportunities for school-aged children and recent high school graduates.

Community Engagement

As stated previously, the Disparity Study scope of work called for an anecdotal analysis of the MWSBE program. This analysis was designed to explain and interpret statistical findings. Courts have ruled that the combination of disparity study findings and anecdotal evidence provides the best evidence demonstrating the existence of historical discriminatory practices, if any. Over the course of the last year, MGT of America held 14 stakeholder meetings and conducted 1,690 stakeholder interviews, which included a combination of face to face meetings and surveys to meet this deliverable.

Minority Women and Small Business Quarterly Update
February 21, 2019
Page 4

Next Steps

The Office of Economic Vitality staff is convening a Joint Taskforce of City/County/Blueprint staff and legal departments to analyze and review the findings, recommendations, proposed policy amendments and changes, and the timeline for implementation. Following the Joint Taskforce’s review, the final draft Disparity Study will be ready for the IA Board’s consideration at the June 2019 meeting. An update will be provided at today’s meeting. The Joint Taskforce will include the following individuals and their areas of representation:

- Andre Libroth—City Purchasing
- Shelly Kelley—County Purchasing
- Robert Wigen—City Budget Office
- Scott Ross—County Budget Office
- Designee—City Attorney Office
- Designee—County Attorney Office
- Patrick Kinni – Blueprint Attorney
- Darryl Jones – OEV Deputy Director
- Cristina Paredes – OEV Director

This process of review and analysis of the draft Disparity Study will ensure that the final Disparity Study will be fully vetted and evaluated. The end product will inform the policies of the Office of Economic Vitality MWSBE division and the City of Tallahassee and Leon County’s purchasing policies. Below are the revised milestones and deliverables for the completion of the Disparity Study with a final report at the June 2019 IA Board meeting.

Milestone and Associated Deliverables	Deliverable Work Product	Estimated Completion Date
Milestone 1: Contract Signing		
<i>Acceptance Criteria: Signed Contract including Exhibit A</i>	<i>Define Project Strategies and Plan Project Scope, Define Project Approaches, Consolidate Overall Scope Plan, Create High-Level Project Plan to satisfy Exhibit A requirements checklist.</i>	
Milestone 2: Project Management Objectives		6/28/19
<i>Acceptance Criteria: Monthly Progress Reports (15 total)</i>	<i>Project Communication Plan. Project Schedule Monthly Progress Reports SharePoint/FTP Sites</i>	
Milestone 3: Initiate and Finalize Work Plan		5/19/17
<i>Acceptance Criteria: Final Work Plan</i>	<i>Final Work Plan</i>	
Milestone 4: Advise/Assist in the Creation of a Task Force		4/10/19
<i>Acceptance Criteria: Diverse Task Force: Development (50%) Establishment (50%)</i>	<i>Diverse Task Force</i>	
Milestone 5: Legal Review and Analysis		2/15/19
<i>Acceptance Criteria: Legal Review Chapter</i>	<i>Detailed legal review of Croson and other relevant court cases</i>	

Minority Women and Small Business Quarterly Update
February 21, 2019
Page 5

Milestone and Associated Deliverables	Deliverable Work Product	Estimated Completion Date
Milestone 6: Purchasing, Policies, Practices, & Procedures Review and Analysis		2/15/19
<i>Acceptance Criteria:</i> <i>Purchasing Policies, Practices, and Procedures Chapter</i>	<i>Written summary of purchasing policies, procedures and practices</i>	
Milestone 7: Data Evaluation, Collection, & Processing		1/28/19
<i>Acceptance Criteria:</i> <i>Data Assessment and Data Collection Plans (15%):</i> <i>City (5%)</i> <i>County (5%)</i> <i>Blueprint (5%)</i> <i>Data Collection (85%):</i> <i>City (28.33%)</i> <i>County (28.33%)</i> <i>Blueprint (28.33%)</i>	<i>Data Assessment and Data Collection Plan</i>	
Milestone 8: Relevant Geographical Market Area Analysis		2/19/19
<i>Acceptance Criteria:</i> <i>Market Area Report</i>	<i>Analysis and identification of relevant geographical market</i>	
Milestone 9: Public Sector Utilization		2/19/19
<i>Acceptance Criteria:</i> <i>Utilization Report</i>	<i>Analysis of prime and subcontractor utilization in the specified industry categories.</i>	
Milestone 10: Estimation of Available Firms		9/28/18
<i>Acceptance Criteria:</i> <i>Preliminary Availability Reports:</i> <i>City, County, Blueprint</i>	<i>Create Master Availability Database</i> <i>Determine number of available firms in the marketplace</i>	
Milestone 11: Public Sector Disparity Ratios		2/20/19
<i>Acceptance Criteria:</i> <i>Set of disparity indices, tests for statistical significance</i>	<i>Compare utilization and availability data to determine levels of disparity for business owner classification, business/concession categories</i>	
Milestone 12: Conduct Multivariate Analysis		2/22/19
<i>Acceptance Criteria:</i> <i>Report of findings from econometric analysis</i>	<i>Econometric Analysis</i>	
Milestone 13: Private Sector and Nongoal Analyses		2/20/19
<i>Acceptance Criteria:</i> <i>Private sector utilization report</i>	<i>Building permits analysis</i> <i>Public Use Microdata Sample (PUMS) analysis</i>	

Minority Women and Small Business Quarterly Update
February 21, 2019
Page 6

Milestone and Associated Deliverables	Deliverable Work Product	Estimated Completion Date
	<i>U.S. Census Survey of Business Owners (SBO) analysis</i>	
Milestone 14: Conduct Capacity Analysis		2/20/19
<i>Acceptance Criteria: Capacity Analysis Report</i>	<i>Capacity analysis</i>	
Milestone 15: Collect and Analyze Anecdotal Information		2/22/19
<i>Acceptance Criteria: Anecdotal data analysis report Community Meetings Business Owner Interviews Focus Groups Survey of Vendors Stakeholder Interviews</i>	<i>Community Outreach Plan Project Specific Website Community Meetings (10) Business Owner Interviews (75) Focus groups (5) Survey of Vendors Stakeholder interviews (20)</i>	
Milestone 16: Review Effectiveness of Race-and Gender-Neutral Remedies		2/25/19
<i>Acceptance Criteria: Report on review of race- and gender-neutral remedies and recommendations</i>	<i>Input/Feedback Sessions (10) Conduct best practices research</i>	
Milestone 17: Identify Narrowly Tailored Race-, and Gender-Neutral and Race-, and Gender-Based Remedies		2/25/19
<i>Acceptance Criteria: Report identifying race- and gender-neutral remedies, problem areas, and race- and gender-specific remedies</i>	<i>Identify race- and gender-neutral remedies Identify problem areas where race- and gender-neutral remedies will not correct Identify narrowly tailored race- and gender-based remedies</i>	
Milestone 18: Prepare and Present Draft and Final Report		4/17/19
<i>Acceptance Criteria: Draft and final reports and presentations/workshops</i>	<i>Draft and final reports Copies of data files Copies of anecdotal instruments Formal final report presentations/workshops</i>	
Milestone 19: Update Office's Consolidation & Assist in Developing Uniform Policies, Procedures, and Programs		6/28/19
<i>Acceptance Criteria: Report on effectiveness of race- and gender-neutral measures Updated policies, procedures and programs for OEV Prioritized recommendations Tactical Plans</i>	<i>Report of effectiveness of race- and gender-neutral measures Updated policies, procedures and programs for Office of Economic Vitality's consolidation of MWSBE programs Prioritized recommendations Tactical Plans</i>	



MEMORANDUM

TO: Ben Pingree, PLACE Director
FROM: Cristina Paredes, Director
SUBJECT: Accomplishments: December 14, 2018 – February 21, 2019
DATE: February 21, 2019

This memo highlights the recent accomplishments which directly promote Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

Business Vitality and Intelligence

- 27% increase in project activity over previous quarter. Staff is currently working 20 active projects with 71% of the projects in target industries of applied science and manufacturing. In addition, 85% of project activity is either referred to OEV or a self-generated lead.
- Hosted two company site visits. Staff is currently working with another two additional companies to schedule site visits in the next 30 to 45 days.
- Presented to eight local organizations in the last 45 days to discuss the economic vitality and diversity in Tallahassee-Leon County.
- Tallahassee-Leon County recently ranked in the Top 10 Best Cities for a Fresh Start.
- Richard Fetchick joined the OEV team as Business Intelligence Manager. Richard's roll will focus on dovetailing the City and County's data with the needs of the local business ecosystem, as well as informing strategic directions toward which the Office continues to evolve.

Target Industry Specific: Applied Science and Advance Manufacturing

- On December 21, 2018, Danfoss broke ground on the second expansion of their manufacturing and R&D facility and is anticipated to generate 120 new jobs.
- Engaged and educated 316 of people and eight business on the research and business opportunities in Tallahassee-Leon County, specifically surround magnetic and applied science innovation and technology.
- Began collaboration efforts with FloridaMakes, a statewide, industry-led partnership focused on strengthening Florida's manufacturing economy, by hosting the FloridaMakes

board meeting at the MagLab. The end goal is to work with FloridaMakes to establish a presence in the Capital Region to support area manufacturers and continue to expand the business growth in that sector.

- Florida State University Office of Commercialization staff expressed how encouraged their team is to have Rebekah Sweat, Ph.D., on the Office of Economic Vitality team managing business development and opportunities activities within the applied science and advance manufacturing target industries.
- Increased engagement around sector specific entrepreneurial activity by attending the FSU Office of Commercialization's Innovators Reception and will serve as a technical mentor in engineering at Domi Station this year.
- Co-authored a paper with High Performance Material Institute and the University of Minnesota entitled "Collapsed carbon nanotubes: From nano to mesoscale via density functional theory-based tight-binding objective molecular modeling" published in the high impact journal, [Carbon](#).

Minority Women and Small Business

- Engaged and provided 27 business referrals to partner organizations for assistance.
- Launched monthly Certification Workshops as an ongoing activity of MWSBE Academy Series. The Certification Workshops, in cooperation with the FAMU Small Business Development Center, Tallahassee Housing Authority, Leon County School Board and Florida A&M University are designed to increase MWSBE procurement opportunities through technical assistance.
- Certified 18 minority, women, disadvantaged and small businesses as of February 11, 2019 and received three thank you notes for excellent customer service.
- Received the Working Class Wednesday Award for OEV's partnership and participation with this semi-monthly MWBE networking and engagement activity.

#10

Acceptance of the Applied Science and Manufacturing Target Industry Status Update

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**Blueprint Intergovernmental Agency
Board of Directors
Agenda Item #10**

February 28, 2019

Title: Acceptance of the Status Report on the Activities for the Applied Science and Advanced Manufacturing Target Industries

Category: General Business

Department: Office of Economic Vitality

Contact: Benjamin H. Pingree, Director, Department of PLACE
Cristina Paredes, Director, Office of Economic Vitality
Rebekah Sweat, Business Development Manager, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item seeks acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) on the status report related to the activities such as business expansion and attraction, assessment tool for monitoring industry growth, marketing efforts and site inventory analysis for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.

FISCAL IMPACT:

None.

STRATEGIC PLAN:

The Magnetic Technologies Taskforce directly supports Goal 1.B. of the Economic Development Strategic Plan:

- Form an advisory group called the Magnetic Technologies Task Force to be chaired by a private business leader (who will also serve on the Economic Vitality Leadership Council) with knowledge in the industry.
- Working with all the stakeholders, conduct business intelligence to identify potential customers for magnetic technologies which may benefit from a location close to the National High Magnetic Field Laboratory.

This item also directly supports Goal 1.D.1 of the Economic Development Strategic Plan, specifically regarding sites and buildings to support the efforts of the business attraction services:

- d.1. Identify and develop a full inventory of all available products (sites and buildings) along with the workforce, resources, and other factors that create the total picture a company may consider in choosing to relocate or expand in Tallahassee-Leon County.

RECOMMENDED ACTION:

- Option 1. Accept the status report on the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.

SUPPLEMENTAL INFORMATION:

Building upon current momentum to continually enhance Tallahassee-Leon County's economic competitiveness and to align an existing staff within the Office of Economic Vitality to support the Magnetic Taskforce and the target industries of applied science and advanced manufacturing, a two-prong approach is being implemented by the Office of Economic Vitality. This approach includes utilizing existing staff support as well as the business attraction leads consultant, Research on Investment (ROI). The Magnetic Technologies Taskforce directly supports Goal 1.B. of the Economic Development Strategic Plan. This item also directly supports Goal 1.D.1 of the Economic Development Strategic Plan, specifically regarding sites and buildings to support the efforts of the business attraction services.

Business Attraction and Expansion Efforts

ROI's scope of work spans business attraction and prospect/lead generation for companies that can benefit from being located in Leon County and in close proximity to the National High Field Magnetic Laboratory. Specific listings of "qualified" companies that meet Tallahassee-Leon County's business attraction criteria for market verticals whose products or processes rely on magnetic technologies will constitute deliverables to OEV. ROI is following up with leads to generate prospect meetings (on-site or off-site), conduct these meetings, and follow up as needed and appropriate. Identification of and representation at relevant trade shows/conferences for business attraction will be expected, as well as assistance on all marketing strategies for business attraction related to magnetic technology, including market verticals and supply chains. ROI worked closely with staff on seven specific qualified leads for further engagement and analysis at the Magnetics Motor and Drives Conference, which is discussed further on page 3 of this item.

In order to advance OEV's presence in the targeted industry of Manufacturing, a partnership with FloridaMakes has been initiated. FloridaMakes is a statewide, industry-led partnership that strengthens and measurably advances Florida's manufacturing economy. On January 22, 2019, FloridaMakes held their board meeting at the MagLab. The 26 FloridaMakes attendees, including board members, were hosted by OEV which included a reception at the MagLab and a tour of the MagLab facility in order to share the strengths specific to Tallahassee-Leon County. The CEO of FloridaMakes is placing efforts toward building a manufacturing association in Tallahassee-Leon County. At the time of writing this agenda, FloridaMakes was working on an appropriations request to move forward in both the House and the Senate to secure funding for FloridaMakes which will be used place FloridaMakes services areas such as Tallahassee-Leon County as well as other uncovered areas. It should be noted that Tallahassee-Leon County and the surrounding region currently does not have an active regional manufacturing association.

Applied Science, Innovation and Manufacturing (AIM) Scorecard

To quantify and measure the applied science, innovation and manufacturing occupations in the Tallahassee MSA, a report has been created that is called the “AIM Scorecard.” The AIM Scorecard allows staff to access the growth of jobs, compensation, demand, and overall industry economic competitiveness of these two targeted industries. Staff utilized the third quarter of 2018 as the baseline and was carefully selected as it marked the launch of the OEV’s efforts to strategically focus on applied science, innovation, and manufacturing targeted industries. Attachment #1 reports on the growth in these industries during the fourth of 2018 and indicates that there are 4,115 jobs in 70 relevant occupations, which depicts an increase in jobs (+35 or 1%) and compensation (+\$35) for this quarter.

It is important to note that the Florida Department of Economic Opportunity is also reporting that manufacturing is the fifth fastest growing industry for 2018-2026 in Leon County. Last year, DEO’s report did not include manufacturing in the top nine. The growth of this emergent targeted sector is evident by the recent Danfoss expansion, which broke ground on December 22, 2018, and reaffirms the Target Industry Study finding that “manufacturing has a future in Tallahassee-Leon County... with emerging opportunities tied to its deep base of knowledge assets and innovation.” The AIM Scorecard is the assessment tool by which staff tracks the growth of these two targeted industries to evaluate the impact of OEV’s strategic efforts on business expansion within the Magnetic Capital of the World.

The Emerging Magnetic Capital of the World

To mark the launch of the “Magnetic Capital of the World” marketing campaign, staff along with a representative from the Magnetic Taskforce attended the January 23-24 Magnetics Motors and Drives Conference 2019 in Orlando, FL (Attachment #2). This conference is a leading global event focused on the latest business developments and technical advancements in magnetics markets and technologies bringing together worldwide magnetics experts. This is a once-a-year opportunity for professionals involved in magnetic technologies to learn the latest advancements in magnetic applications, technology, and materials as well as global issues of supply, demand, and pricing of magnetic materials.

The conference had over 30 exhibitors and 300 attendees with representation from across the globe. ROI assisted with the coordination of seven meetings with staff and company representatives, of which 42% were internationally based. Staff also facilitated over 30 walk-up meetings with both US and international companies seeking more information on Tallahassee-Leon, the Emerging Magnetic Capital of the World. The companies staff met with were mainly in research and development and manufacturing, with some of the walk-up meetings being suppliers to local industries. Follow up contact has been initiated to continue to foster business development opportunities for further discussion.

In addition, OEV and the Leon County Division of Tourism (Tourism) worked with the conference organizers to submit a proposal to serve as the host community for the 2020 Magnetics Conference. Due to the early Legislative Session and limited hotel rooms within walking distance to the Donald L. Tucker Civic Center, hosting the conference in Tallahassee was determine not to be a good fit at this time. However, OEV, Tourism, and the conference organizers agreed to continue discussions on the possibility of hosting the 2021 Magnetic

Conference in Tallahassee. The organizers have also been contacted by HVS to be interviewed as part of the market study on the feasibility and market analysis of the convention center.

In order to engage the local community and promote the “Magnetic Capital of the World” campaign, OEV will be participating as exhibitors in the annual MagLab Open House on February 23. This event, hosted by the MagLab, is a free event open to the public and includes hands-on demonstrations, self-guided tours, activities from educational partners, food and the chance to meet and talk with the MagLab scientists and staff. In 2018, there were 8,000 attendees at the Open House.

Site Inventory Analysis

As called for in the strategic plan, the next step in the process to support the growth of applied science and advanced manufacturing cluster is to develop an inventory of quality sites to identify the current inventory of available properties suitable for companies within these two target industries to locate in an expeditious manner. On September 20, 2018, the IA Board authorized staff to move forward with the implementation of phase one of the site inventory program utilizing existing resources previously allocated by the IA Board for activities for the applied science and advanced manufacturing target industries, in an amount not to exceed \$25,000. The site selection contract and LOA (Attachment #3) has been executed. This initial site discovery phase is estimated to take three months from the payment date of January 30, 2019. Staff will bring back a report to the IA Board at its next meeting.

CONCLUSION:

As OEV continues to broaden its presence in the applied science and advanced manufacturing sectors, it is important to note that these actions approved by the IA Board are the first steps in the process to capitalize on the unique assets of our community and build a critical industry mass around the preeminent centers of research, specifically with National High Magnetic Field Laboratory, as called for in both the Strategic Plan and the Target Industry Study. This June staff will be attending the SelectUSA conference (Washington, DC). ROI and the International Trade Administration (ITA) representative who councils OEV on exporting agreed that SelectUSA would be a good conference to attend as it connects foreign firms with U.S. economic development organizations (EDOs) and brings together about 2,800 people from around the world. Staff worked with ROI to submit proposals to speak at the conference on magnetic technologies efforts as well as working with them to determine the number of companies that would be interested in meeting to discuss business opportunities in Tallahassee-Leon County.

In summary, these concerted and focus efforts demonstrate that the IA Board, through its OEV staff, is making a compelling case about this community’s regional economic competitiveness and that Tallahassee-Leon County is Florida’s Capital for Business and the Magnetic Capital of the World.

Action by the EVLC and CAC: This item was presented to the EVLC and CAC at their February 13, 2019 meetings, respectively.

OPTIONS:

1. Accept the status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.
2. Do not accept the status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.
3. IA Board Direction.

RECOMMENDED ACTION:

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

Attachments:

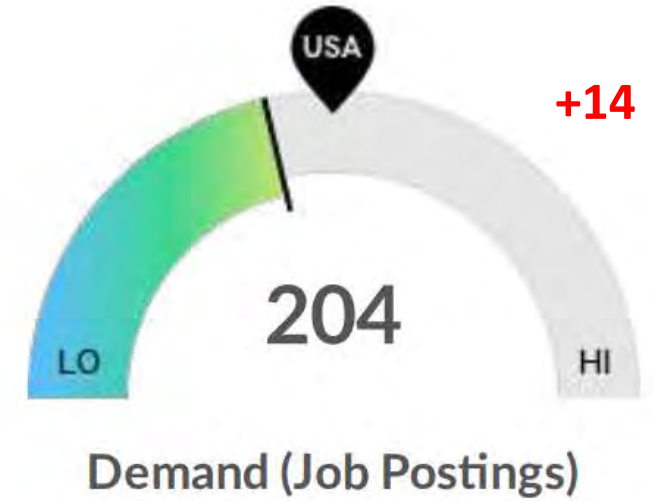
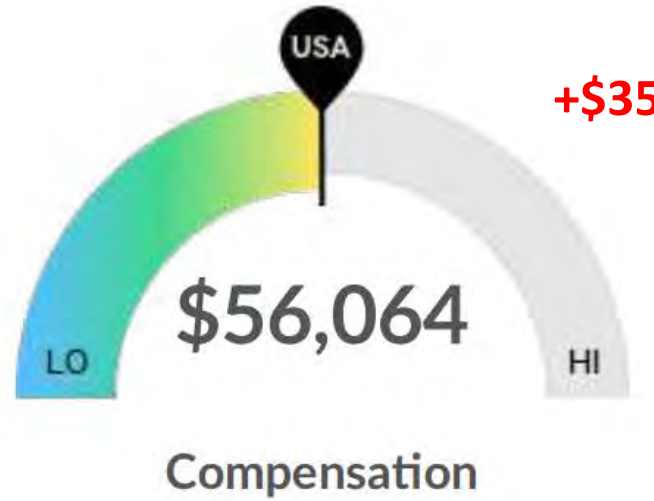
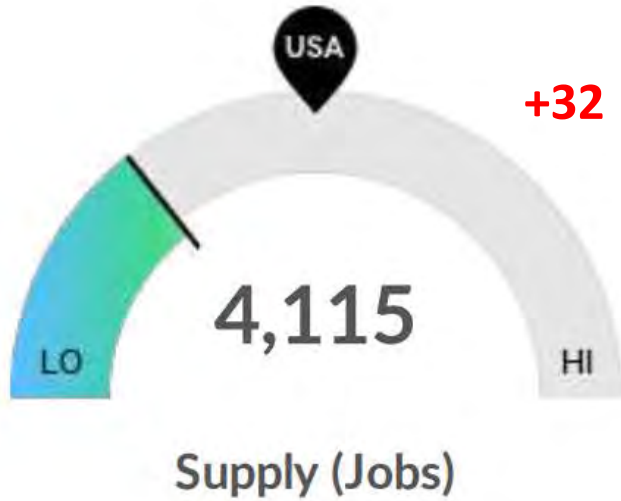
1. AIM Report Q4 2018
2. Magnetics Capital of the World Campaign
3. LOA for Leotta Location & Design

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The AIM Report:

Capturing 70 Occupations' Metrics
2018 Q4 Results

Applied Science Innovation and Manufacturing



Demand
-7



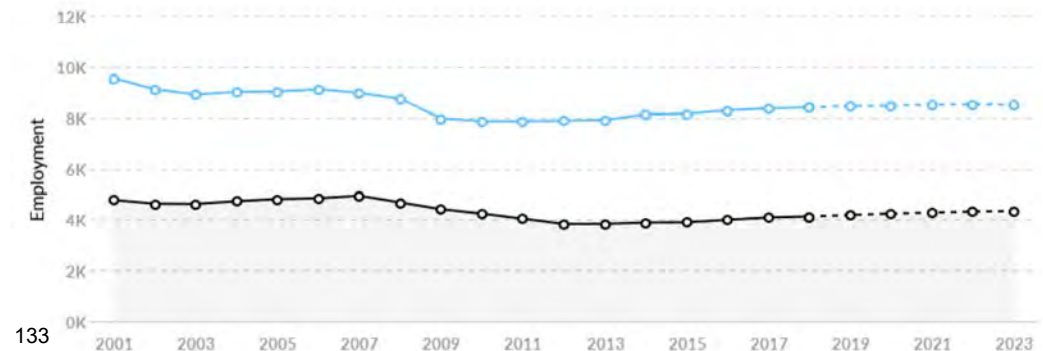
484 Employers Competing

All employers in the region who posted for this job during the last 12 months.

+1% +1%

8% Past Growth (2013 - 2018) 5% Projected Growth (2018 - 2023)

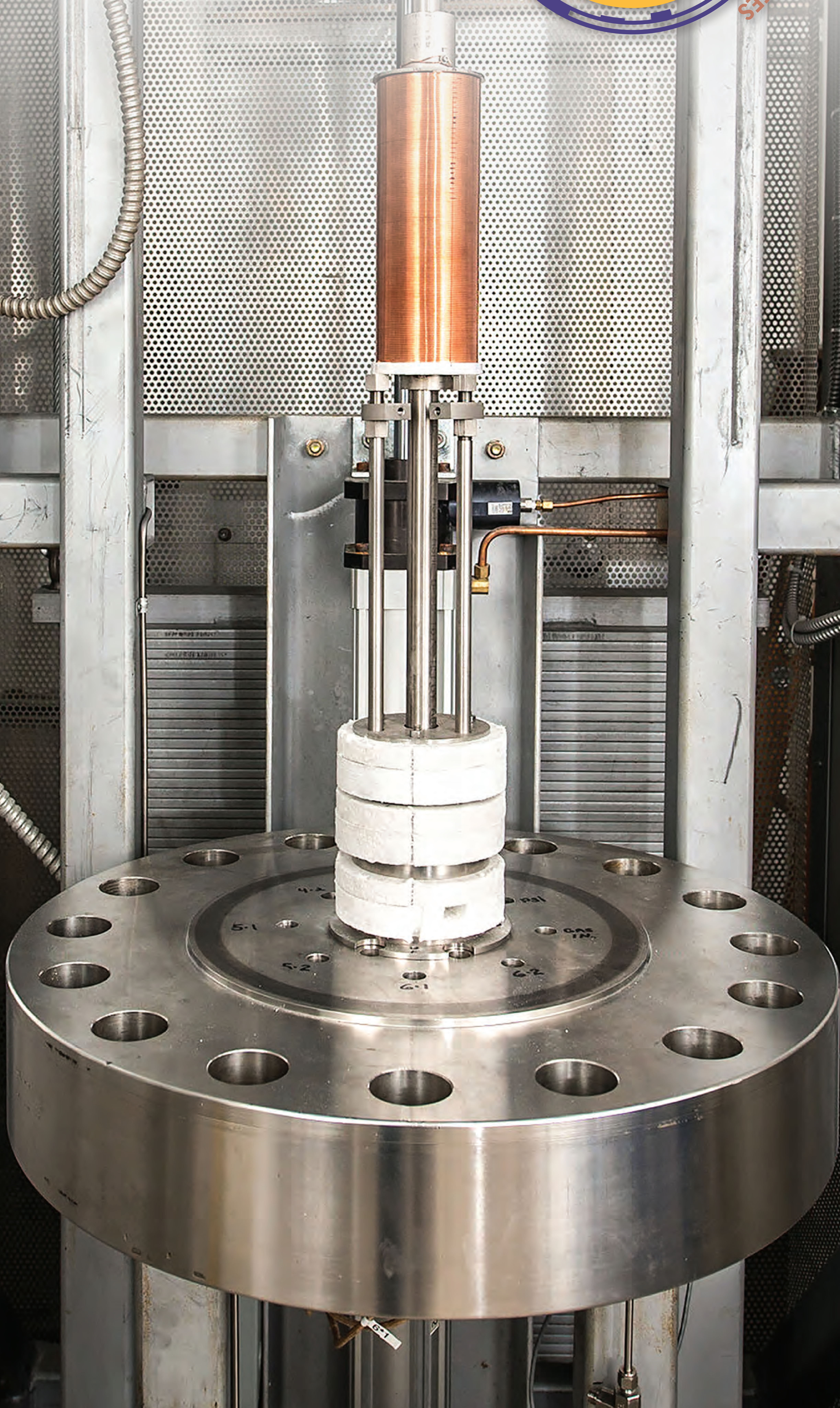
◆ Tallahassee, FL ◆ National Average*



Metrics in Red:
Change from Q3 to Q4

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EMERGING MAGNETIC CAPITAL OF THE WORLD



WORLD LEADERS IN MAGNETIC RESEARCH & DEVELOPMENT

Home to the largest, highest-powered magnet laboratory in the world, world class research universities and unparalleled opportunity. See what awaits you in Florida's Capital Region – the **MAGNETIC CAPITAL OF THE WORLD**.

#MagneticCapital
OEVforBusiness.org

EMERGING MAGNETIC CAPITAL OF THE WORLD



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Home to the National High Magnetic Field Laboratory, Danfoss Turbocor, world class research universities and unparalleled opportunity. See what awaits you in Florida's Capital Region – the **MAGNETIC CAPITAL OF THE WORLD**.

#MagneticCapital
OEVforBusiness.org

January 17, 2019

17170 Perkins Road
Baton Rouge, Louisiana 70810

Reference: Professional Services Agreement Dated January 10, 2019
Agreement No. 4409

Subject: Strategic Sites Inventory Program Expansion
Letter of Authorization No. 001

Dear Leotta Location and Design, LLC:

Pursuant to Section 1.B of the Professional Services Agreement No. 4409 between Leotta Location and Design, LLC (Consultant) and the Blueprint Intergovernmental Agency (Agency) (Parties), dated January 10, 2019 (Agreement), you are hereby authorized, upon your firm's written acceptance of this Letter of Authorization No. 001, to perform Strategic Sites Inventory Program Expansion as defined in the project Scope of Work and Fee Schedule (Attachment 1). Deliverables, as required by the Agreement and produced by the Consultant shall be as described in the Agreement. All services will be performed in accordance with requirements of the Agreement. Services shall be authorized to commence upon the date of full execution of this Letter of Authorization No. 001 and shall continue until the completion date contained in the schedule agreed upon by the Parties as specified in Attachment 1 Scope of Work and Fee Schedule. The schedule shall be prosecuted in accordance with Section 2 of the Agreement.

Compensation for all of the required services set out in this Letter of Authorization No. 001 shall not exceed the amount of \$24,999.00 as detailed in the Agreement and shall be administered in accordance with Section 3 of the Agreement. It is expressly understood that the maximum amount to perform Strategic Sites Inventory Program Expansion of the project, may be adjusted only upon written amendment to this Letter of Authorization. Any change to this Letter of Authorization must be made and agreed to in writing by the Parties and shall be in accordance with Section 1.C of the Agreement.

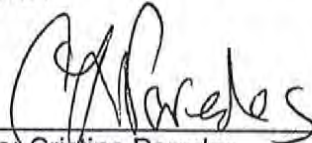
Please indicate your acceptance of the terms and conditions contained in this Letter of Authorization 001 by execution hereof and return three (3) signed originals to 315 S. Calhoun Street, Tallahassee, FL 32301, ATTN Rebekah Sweat. Do not begin Work in regard to this Letter of Authorization until same has been fully executed.

Leotta Location and Design, LLC

BLUEPRINT INTERGOVERNMENTAL
AGENCY

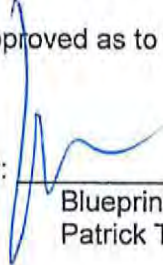
By: Victor Leotta
Name: Victor Leotta
Title: Principal
Date: 01/22/19

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and Design, LLC, ou,
email=victor@location-design.com, c=US
Date: 2019.01.22 10:06:51 -0600

By: 
Name: Cristina Paredes
Title: Director of OEV
Date: 1/18/19



Approved as to form:

By: 
Blueprint Intergovernmental Agency
Patrick T. Kinni, Esq.

ATTEST:

By: 
City Treasurer Clerk
James O. Cooke, IV

Date: 1/28/19

Attachments:

1. Strategic Sites Inventory Program Expansion Scope of Work and Fee Schedule

ATTACHMENT 1
Strategic Sites Inventory Program Expansion Scope of Work and Fee Schedule

1.1 Scope of Work

I. General Description.

The scope of work will span Phase I of the SSI Program for Tallahassee-Leon County. This will include site searches for the full complement of project land uses (defined by LL+D's proprietary Core Suitability Models). The addition of less intensive project land uses than industrial and commercial/freight logistics will diversify Tallahassee-Leon County's real estate assets to support attraction of a wider array of target industries as well as secondary, or, indirect investments requiring smaller sites. The SSI Phase I site search will result in newly identified sites that will also benefit county comprehensive land use planning by quantifying all viable properties for economic development that will require property zoning for highest and best use and protection from incompatible surrounding land uses.

SSI Phase I: Site Discovery

SSI Phase I: Site Discovery provides for the initial identification of potential high-quality sites for economic development. Phase I is in effect a "mining" exercise to discover greenfield sites that exhibit good characteristics for commercial and industrial development based on satisfaction of conventional location criteria pertaining to both the site proper as well as the geographic setting and surrounding land use. The end objective is to provide communities with full discovery of their highest and best use sites for economic development and work toward the development of those sites into a strategic inventory to provide greater completeness in attracting and landing sustainable business investments and quality jobs.

The scope of services for the proposed SSI project will encompass three primary tasks:

Task 1: Core Suitability Modeling – apply suitability modeling for specified Core Suitability Models (project land uses) with corresponding individual transportation scenarios to create areas of interest (AOI) for site searches.

Task 2: Site Searches and Screening – search AOI within established project category acreage thresholds to identify potential sites with good quality characteristics based on Core Suitability Models scoring index and visual screening against environmental and engineering data features and aerial imagery to eliminate sites exhibiting obvious development obstacles.

Task 3: Site Mapping and Review - Consult with Tallahassee-Leon County staff and each member county EDO independently to review potential sites identified and rank sites for priority interest for advancing through next phase of the SSI Program, Phase II: Preliminary Due Diligence.

Each project task is described below.

Task 1: Core Suitability Modeling

LL+D uses proprietary baseline suitability models for project land use (referred to throughout as Core Suitability Models) that define major economic development project types. Suitability modeling is the analysis foundation for our SSI Program and constitutes the basis for determining the optimal locations to explore to identify AOI for site

development. The Core Suitability Models govern site quality through location algorithms that consider industry-specific criteria that define operational and compatibility location requirements. This translates into site search process efficiency by focusing only on geographic areas demonstrating excellent characteristics for economic development as suggested by the individual Core Suitability Model scoring indices for each project category and associated transportation scenario. In effect, the Core Suitability Models eliminate large areas of geography and reduce manual site searches to select areas of interest.

LEO's most common baseline suitability models include Heavy Industrial, Light Industrial, Commercial/Freight Logistics, R&D/Technology+Business Park, and Agribusiness. LL+D is proposing to provide the Commercial/Freight Logistics, Agribusiness, R&D/Technology, and Business Park Core Suitability Models only.

The Core Suitability Models will be applied with the associated transportation scenarios as stated:

- Commercial/Freight Logistics (25+ acre site searches)
 - Interstate Dependent
 - Multi-lane Divided Highway Dependent
- Agribusiness (75+ acre site searches)
 - Rail, Interstate Dependent
 - Rail, Multi-lane Divided Highway Dependent
 - Non-Rail, Interstate Dependent
 - Non-Rail, Multi-lane Divided Highway Dependent
- R&D/Tech (25+acre site searches)
 - Primary Local Transportation Routes
 - Multi-lane Divided Highway Dependent
- Business Park (25+acre site searches)
 - Primary Local Transportation Routes
 - Multi-lane Divided Highway Dependent

Each Core Suitability Model considers twelve to fifteen individual criteria represented by features or conditions germane to favorable development of the respective land use. The transportation scenarios listed above are the interchangeable features for each model to provide an opportunity for logistics diversity.

LL+D's Core Suitability Models are a licensed data product and may not be reproduced, reverse engineered, copied, displayed, or distributed in any format to any third party and is available as a "read only" visual image to authorized users of the LL+D SSI Portal. LL+D's Core Suitability Models are published only via the SSI Portal.

Task 2: Site Searches and Screening

This task entails the initial identification of potential new raw land sites in accordance with the applied Core Suitability Models and acreage designations specified in Task 1. Task 2 will result in the identification and screening of initial sites for strategic inventory consideration. Site searches will be conducted county wide. Site searches will be limited to single tracts and in limited instances subdivided contiguous tracts with like ownership as determined by parcel records (LL+D will rely on digital GIS parcel data only for property boundary delineation and ownership information. This data is subject to

availability and may not be current. LL+D cannot determine the accuracy or completeness of GIS parcel data and will make use of the data "as is" and note any material data limitations where observed).

LL+D's site quality standard is defined by objective satisfaction of respective suitability model criteria, physical site attributes, surrounding infrastructure configuration, and subjective screening against conventional tolerances for site proximity to assets and vulnerabilities relative to project type. Visually screening of sites is performed to eliminate obvious undevelopable sites (e.g., observations of existing facilities, water features, heavy wetland observations, etc.) by visual interpretation of aerial imagery and a compliment of GIS data representing geographic and cultural features.

Site screening and preliminary due diligence is primarily a desktop exercise and depends heavily on current high-resolution aerial imagery and a comprehensive set of GIS data relevant to economic development and site selection. LL+D will research and acquire the GIS data features necessary to support strategic site identification and screening. This includes publicly available high-resolution aerial imagery for Florida (most recent year available).

LL+D's will compile a GIS database for the Tallahassee-Leon County SSI Program specifically to include data features relevant to site development. This data may include but is not limited to:

- Current available ESRI-provided aerial imagery
- Transportation infrastructure
 - Road network including interstate, U.S. and state highways, and local roads
 - Class 1, 2, and 3 rail networks
 - Airports and airfields
 - Ports and intermodal facilities
- Hydrography including major navigable waterways by class
- Population centers and population density derived from Census data
- Cultural and community features including
 - Schools, universities, day care centers
 - Churches
 - Cemeteries
 - Nursing homes, hospitals
- Emergency response facilities including fire and police protection
- FEMA flood zones
- Levee centerlines
- LiDAR elevation and contour data
- NRCS SSURGO soils data
- USGS GAP land cover
- USGS Nation Wetlands Inventory (where coverage exists)

All data inputs will originate from public domain data provided by state and federal data sources. All geospatial data inputs will be subject to availability and authorization for use from the issuing source. LL+D does not propose to conduct any geospatial data development or purchase commercial data for the purposes of performing this project.

LL+D has developed a systematic and effective methodology for screening potential sites for practical development. LL+D uses its methodology in conjunction with the GIS data cited above to evaluate sites to quantify advantages and challenges and issue an opinion on the optimal project use. The site screening is conducted within the context of achieving a strict quality standard and as such, many sites that appear to be of good economic value fail to receive a recommendation for pursuing for inventory.

The ultimate goal of site screening is to identify “fatal flaws” exhibited by a site that would render the site practically undevelopable or of low attractiveness to site consultants and industry prospects. LL+D uses a basic six-factor screening methodology to identify observable fatal flaws and subjectively quantify each site’s development potential based on conditions present and information gleaned through the desktop analysis. The primary site screening factors include the following:

- Parcel Assembly
- Transportation Infrastructure
- Energy Infrastructure
- Cultural Considerations
- Flood Risk
- Potential Wetlands

The scope of services for the site screening task will entail visual desktop screening and ranking in general accordance with the following tasks:

- Individual site review and screening against the six factors described above;
- Notation of observed physical site characteristics, surrounding land use, and conditions both for and against development (select sites only based on initial determination of site potential competitive value);
- Map production displaying candidate sites symbolized by project use and size;
- Review of site screening with Tallahassee-Leon County staff and member counties; and
- Determination of final candidate site nomination for advance to next phases of site development

Ultimate site development potential and fatal flaw analysis cannot be determined without physically visiting the site and conducting formal engineering and environmental due diligence. However, LL+D is confident that our site screening methodology is highly effective in eliminating low quality or practically undevelopable sites and presents candidate sites with a high likelihood of enduring more formal engineering and environmental due diligence.

Task 3: Site Mapping and Review

A single site map of each potential site screened will be generated and include an aerial image background. Basic reference features will include conceptual site boundary, primary transportation, major water features, population centers, and culturally significant features. The site map will be formatted 11”X17” landscape and include a vicinity inset, data source citation, and standard engineering title block reference content. All site maps will be made available electronically through the SSI Portal. No hard copy maps are to be produced by LL+D.

LEO will schedule an on-site review meeting with Tallahassee-Leon County at the chamber office in Tallahassee. The review meeting generally requires two to four hours to review and prioritize potential sites. The goal of the meeting is to collaboratively recommend from the palate of potential sites a select number of sites exhibiting the highest value and best chance for development for advancement to the next phases of site development. These sites will be recommended as candidate sites for further exploration for property owner interest and preliminary due diligence. LL+D will work directly with Tallahassee-Leon County staff to review, select, and prioritize potential site for subsequent levels of preliminary environmental and engineering due diligence to be performed outside the scope of this project.

Completion of SSI Phase I will provide significant value to Tallahassee-Leon County with the creation of a baseline of potential sites that have been initially screened for practical development. Tallahassee-Leon County will be able to consult the SSI database to identify potential sites for prioritization for subsequent due diligence. Additionally, the SSI database will provide rapid access to potential sites for response to RFI site criteria on a project-specific basis. In effect, the SSI Program Phase I provides the foundation for beginning the vetting process for full strategic sites inventory development.

1.2 Fee Schedule

The fees for scope of work deliverables shall be allocated as follows:

A. Core Suitability Modeling Initiation	50%
B. Core Suitability Modeling, Site Search and Screening, Site Mapping and Review.	50%

Payment for fees shall be made upon invoice of the Consultant for approved work in accord with the Agreement.