

## BOARD OF DIRECTORS MEETING

February 13, 2025

3:00 pm

City Commission Chambers

Chair: Dianne Williams-Cox

Agenda: Regular Meeting

### I. AGENDA MODIFICATIONS

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### II. CITIZENS TO BE HEARD

**In Person:** 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. Speakers are limited to 3 minutes.

**Written Comments:** Please provide written public comment by emailing [Comments@BlueprintIA.org](mailto:Comments@BlueprintIA.org) until 5 p.m. on February 12, 2025. This will allow ample time for comments to be provided to the IA Board in advance of the meeting. Comments submitted after this time will be accepted and included in the official record of the meeting.

**Live Comments via WebEx:** If you wish to provide comments live during the IA Board meeting via WebEx, please register to join at [www.blueprintia.org](http://www.blueprintia.org) by 5 p.m. on February 12, 2024, and WebEx meeting access information will be provided to you via email. Speakers are limited to 3 minutes.

### III. INFORMATIONAL ITEMS

- Receipt and File:
  - Informational Update on the North Monroe Gateway Project
  - Blueprint Infrastructure Community Engagement Update
  - Draft Citizens Advisory Committee January 30, 2025 Minutes

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**IV. CONSENT**

1. Approval of the September 5, 2024 Blueprint Intergovernmental Agency Board of Directors Public Hearing and Meeting Minutes **15**
2. Approval of a New Appointment to the Blueprint Citizens Advisory Committee **23**

**V. DIRECTOR DISCUSSION ITEMS**

**VI. ADJOURN**

**NEXT BOARD OF DIRECTORS MEETING: May 8, 2025**

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 Shelonda Meeks, Blueprint Office Manager, 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.

**Blueprint Intergovernmental Agency  
Board of Directors  
Informational Item**

**February 13, 2025**

<b>Title:</b>	Receipt and File
<b>Category:</b>	Informational Item
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Artie White, Director, PLACE Autumn Calder, Director, Blueprint Keith Bowers, Director, Office of Economic Vitality

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**STATEMENT OF ISSUE:**

The following informational items are being provided to the Blueprint Intergovernmental Agency Board of Directors and have been posted to the Blueprint [website](#).

- Items posted for February 13, 2025:
  - Informational Update on the North Monroe Gateway Project
  - Blueprint Infrastructure Community Engagement Update
  - Draft Citizens Advisory Committee January 30, 2025 Minutes

## **INFORMATIONAL UPDATE ON THE NORTH MONROE GATEWAY PROJECT**

### **SUMMARY**

This informational update details progress on the North Monroe Gateway project, which spans from Seventh Avenue to Interstate 10, including an update on the planned 20% match from Blueprint for the \$21 million federal Safe Streets and Roads for All (SS4A) Grant. To date, a total investment of approximately \$27.56 million is committed or has occurred in the Blueprint project area since the project's initiation, as described in this update:

- \$11.83 million in completed improvements from 2015-2024;
- \$7.12 million in active improvements underway in 2025; and
- \$8.61 million in planned improvements by Blueprint and the Florida Department of Transportation (FDOT) through 2027.

Consistent with the Blueprint Leveraging Policy, the programmed Fiscal Year (FY) 2026 allocation of \$4.2 million in Blueprint funding will be used as the local 20% match for the submittal of a FY 2025 SS4A Grant application for improvements along the North Monroe corridor from Seventh Avenue to Capital Circle NW (7.3 miles). Subject to Board of County Commissioners approval, this SS4A application will be submitted by Leon County. Blueprint cannot be the applicant as the SS4A project area goes beyond the Blueprint project area, which extends from Seventh Avenue to I-10 (2.5 miles). The City limit line also ends at I-10. With Leon County as the applicant, a larger section of improvements along the North Monroe corridor from Seventh Avenue to Capital Circle NW (7.3 miles) can be sought. Should the SS4A Grant be successful, staff will bring back an item to initiate the substantial amendment process for the IA Board to consider extending the Blueprint project to Capital Circle NW. The substantial amendment is necessary for Blueprint to implement the entire 7.3 mile project. Should the project not be substantially amended, Leon County will manage the project area outside the approved Blueprint project. Once completed, North Monroe will continue to be maintained by FDOT, as it is currently. While this grant opportunity is currently included in the list of FY 2025 changing grant opportunities, it is possible that it may not be available in the future due to changing federal government programmatic direction. Blueprint will continue to monitor federal guidance and communication regarding grant opportunities.

Currently, Blueprint is coordinating with the Florida Department of Transportation (FDOT) and the Capital Region Transportation Planning Agency (CRTPA) to leverage a FY 2027 \$21 million resurfacing project along the North Monroe corridor from John Knox Road to Capital Circle NW to achieve both safety and aesthetic improvements for the roadway within the Blueprint project area. This FDOT resurfacing project is currently in

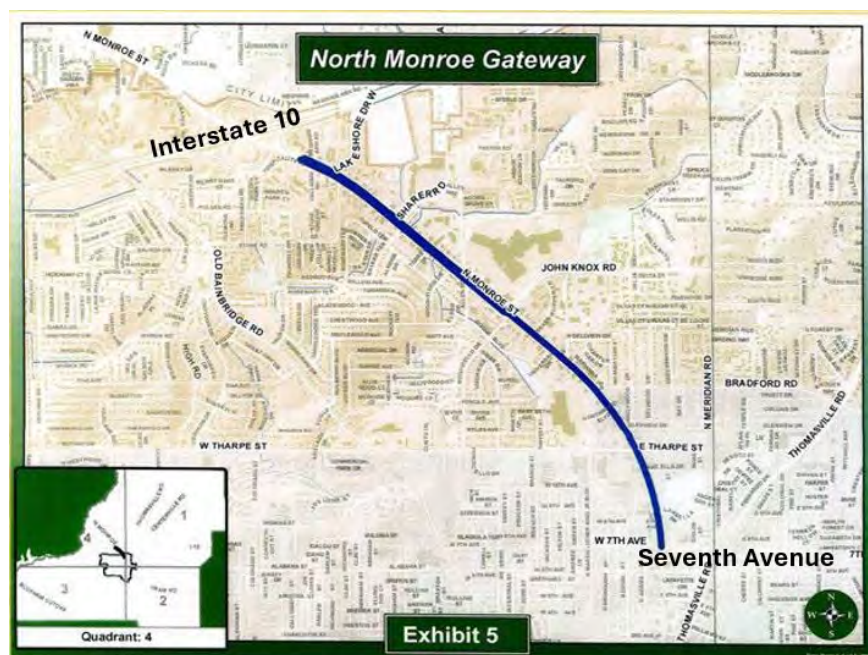
design. Based on a review of safety improvements proposed through the SS4A application and improvements typically incorporated by FDOT into resurfacing projects, it is anticipated that improvements such as ADA compliance and other safety-related items may be addressed as part of the resurfacing project. Blueprint funding may be used to further leverage these state funds to complete locally desired enhancements, such as aesthetic improvements, which would not typically be funded by FDOT through the resurfacing project. These local contributions to the resurfacing project could also qualify as the local match for the SS4A grant, further leveraging Blueprint dollars to improve the North Monroe corridor should the grant application be successful.

Beyond the Blueprint project area, the CRTPA is coordinating with FDOT on the resurfacing project area north of Interstate 10 to ensure applicable safety improvements identified in the SS4A application are incorporated into the FDOT project. This tri-party coordination will ensure a multi-pronged approach to addressing identified safety issues throughout the North Monroe corridor.

## BLUEPRINT PROJECT OVERVIEW

As defined in the 2015 Second Amended and Restated Interlocal Agreement, the North Monroe Gateway project provides: “funding to develop gateway enhancements for North Monroe Street from I-10 to Seventh Avenue (includes signage, art, crosswalks and other pedestrian safety enhancements).” The project map as provided in the Interlocal Agreement is included as Figure 1:

*Figure 1. North Monroe Gateway Project Map*



Past, current, and planned investments along the corridor by FDOT, combined with the sales surtax funded Blueprint North Monroe Gateway project, will result in a total investment of \$27.56 million to improve the safety and aesthetics of the North Monroe Corridor from Seventh Avenue to Interstate 10. Much of this work is planned within the next five years or has already been completed, as detailed in Table 1, which summarizes the investment by project type along the North Monroe corridor.

Table 1. North Monroe Gateway Improvements

<b>Project Improvement</b>	<b>Agency</b>	<b>Investment</b>
<b><i>Complete</i></b>		
Monroe Street Resurfacing & ADA Improvements Project (John Knox Road to Thomasville Road)	FDOT	\$6,400,000
Monroe Street Medians (Tharpe Street to Seventh Avenue)	FDOT	\$970,000
Monroe Street Widening & Pedestrian Improvements (Monroe Street to John Knox Road)	FDOT	\$3,000,000
Median Landscaping (Allen Road to Lakeshore Drive)	FDOT	\$1,460,707
<b><i>In Progress in FY 2025</i></b>		
New Sidewalk (John Knox Road to Lakeshore Drive) - Construction	FDOT	\$6,380,736
New Median & Landscaping (John Knox Road to Allen Road) - Construction	Blueprint	\$315,000
North Monroe Resurfacing (John Knox Road to I-10) - Design	FDOT	\$423,792
<b><i>Future Improvements</i></b>		
North Monroe Gateway (Seventh Avenue to I-10) - Construction	Blueprint	\$4,200,000
North Monroe Resurfacing (John Knox Road to I-10) - Construction	FDOT	\$4,411,182
<b>TOTAL</b>		<b>\$27,561,417</b>

Over the past year, significant progress has been made to advance improvements along the North Monroe corridor. FDOT recently completed an enhanced landscape median project from Allen Road to Lakeshore Drive (a project directly resulting from Blueprint leveraging efforts). These median enhancements represent a \$1.46 million investment.

Blueprint has also successfully sought grant funds to advance infrastructure improvements. In 2025, Blueprint was awarded a \$93,100 Beautification Grant from FDOT to support construction of additional landscaped medians from John Knox Road to Allen Road. Combined with sales surtax infrastructure funds, this represents an investment of approximately \$315,000. The pre-construction phase is currently underway, managed by Blueprint, and construction is anticipated to begin in Q2 2025.

Blueprint was also awarded a \$25,000 grant from the Knight Foundation to support an enhanced transit stop along the North Monroe corridor.

Additionally, a new sidewalk on the west side of North Monroe Street from John Knox Road to Lakeshore Drive by FDOT is underway. Construction will begin in spring 2025, completing the gaps in the sidewalk network in the Blueprint project area. This new sidewalk represents a total investment of \$6,380,736.

Coordination between Blueprint and FDOT is ongoing to maximize leveraging opportunities and integrate desired community improvements into state-funded projects. In June 2024, FDOT advertised for design services to resurface North Monroe Street from Capital Circle NW to just south of John Knox Road, totaling 6 miles. This project provides an opportunity to integrate desired improvements, such as enhanced pedestrian crosswalks and other safety improvements into the FDOT design plans at a cost savings to Blueprint. Blueprint funding may be used to further leverage these state funds to complete locally desired enhancements, such as aesthetic improvements, which are not typically funded through the resurfacing project. Planned FDOT funding for FY 2025 consists of preliminary engineering/design totaling \$1,842,573. Planned FDOT funding for construction in FY 2027 totals \$19,179,051, representing a total investment of \$21 million for this resurfacing project. For the Blueprint project area, this investment is estimated at \$4.83 million. Blueprint contributions to the resurfacing project would also qualify as the local match for the SS4A grant, further leveraging Blueprint dollars to improve the North Monroe corridor should the grant application be successful.

#### **PREVIOUS IA BOARD DIRECTION**

At the March 9, 2023 meeting, the IA Board directed staff to bring back an item to review options to advance funding for the North Monroe Gateway project within the next one to two years with minimal or no impact to other projects. The FY 2024-2028 Blueprint budget workshop item presented at the May 11, 2023 meeting provided a status update on the project, included as Attachment #1, and provided an option to accelerate full funding for the project by five years to FY 2026.

At the August 24, 2023 budget workshop, staff was directed to bring back an item providing options for expanding the North Monroe Gateway project. At the September 21, 2023 IA Board Budget Workshop, Blueprint presented an evaluation of project expansion north of Interstate-10 (included as Attachment #2). At this Budget Workshop, the IA Board directed Blueprint to bring back an item with options to initiate the substantial amendment process to expand the project by adding a new, unfunded Phase 2, covering a segment north of Interstate-10 to Fred George Road. This agenda item was included on the February 29, 2024 IA Board meeting agenda but no action was taken by

the IA Board. Should the SS4A Grant for the 2025 application cycle be successful and a substantial amendment be needed, staff will bring back an item to initiate the substantial amendment.

Most recently, the IA Board provided direction to continue accelerating improvements along the North Monroe corridor. At the May 16, 2024 budget workshop, the IA Board authorized procurement of construction services for improvements along the North Monroe corridor; new landscaped medians are scheduled to be constructed by Blueprint at the John Knox Road intersection and south of Allen Road in early 2025. The IA Board also approved the FY 2025 – 2029 Capital Improvement Program (CIP), which includes bond funding in FY 2026 to fully fund the remaining \$4.2 million allocation to the North Monroe Gateway project.

### **SAFE STREETS FOR ALL (SS4A) GRANT APPLICATION**

Blueprint continues to seek additional outside funds to leverage local dollars to maximize improvements throughout the North Monroe corridor. Consistent with Blueprint's Leveraging Policy, in May 2024 Blueprint provided a letter committing local matching funds totaling \$4.2 million, which is the required 20% match, for a \$21 million SS4A Grant application prepared for this project by the CRTPA. The SS4A application was based on a safety study conducted by the CRTPA to identify needed improvements on North Monroe Street from Tharpe Street to Capital Circle Northwest.

While the North Monroe application was not selected for full funding in the 2024 cycle, the project was awarded a \$198,618 'Demonstration Grant' for median modifications south of I-10. Blueprint funding serves as the required 20% local match, or \$49,654. As noted herein, the CRTPA is coordinating with FDOT on the resurfacing project and are discussing opportunities to include the median modifications in the upcoming resurfacing project.

USDOT has encouraged resubmittal of the North Monroe SS4A application for the 2025 application cycle. The FY 2025 SS4A application will be submitted by Leon County, subject to Board of County Commissioners approval. The CRTPA will work with Leon County and Blueprint to update the SS4A application for the FY 2025 submittal. Application by Leon County will allow for submission of a more comprehensive grant request to fund improvements along a longer section of the North Monroe corridor from Seventh Avenue to Capital Circle NW (7.3 miles) as opposed to Blueprint as the applicant which would only cover the approved Blueprint project area from Seventh Avenue to Interstate 10 (2.5 miles). The CRTPA is unable to apply due to Florida Statute 339.175(6), which restricts the CRTPA from managing or administering capital improvement projects. Should the SS4A Grant be successful, staff will bring back an item to initiate the



substantial amendment process for the IA Board to consider extending the Blueprint project to Capital Circle NW. The substantial amendment is necessary for Blueprint to implement the entire 7.3 mile project. Should the project not be substantially amended, Leon County will manage the project area outside the approved Blueprint project with the improvements south of Interstate-10 using the sales surtax infrastructure funds still being used as the required match for the entire project. Once completed, North Monroe will continue to be maintained by FDOT, as it is currently.

While this grant opportunity is currently included in the list of FY 2025 USDOT grant opportunities, the federal government recently issued a memorandum directing that all grant funds be frozen. This memorandum was subsequently rescinded, however, it is possible that this grant opportunity may not be available in the future. Blueprint will continue to monitor federal guidance and communication regarding grant opportunities.

## **CONCLUSION**

This informational update on the North Monroe Gateway project details efforts underway by Blueprint to leverage funds to improve the safety and aesthetics of the North Monroe corridor within the next two to three years. Past, current, and planned investments along the corridor by FDOT, combined with the sales tax funded Blueprint North Monroe Gateway project, will result in a total investment of \$27.56 million to improve the safety and aesthetics of the North Monroe Corridor from Seventh Avenue to Interstate 10.

This update also provides detail on the complimentary efforts to use the \$4.2 million in infrastructure funds planned for allocation in FY 2026 as both the local match for the resubmittal of a federal Safe Streets for All (SS4A) grant application for up to \$21 million and funding to leverage additional improvements through the planned FDOT resurfacing of North Monroe Street in FY 2027. Should the 2025 SS4A application be successful, this amount will increase the total investment and level of improvement along this key entryway corridor in Tallahassee-Leon County.

### **Attachments:**

1. [May 11, 2023 Status Update on North Monroe Gateway Project](#)
2. [September 21, 2023 Status Update on the North Monroe Gateway Project and Evaluation Project Expansion](#)
3. [CRTPA North Monroe Safety Implementation Plan](#)

**Blueprint Intergovernmental Agency Board of Directors Meeting  
Receipt and File: Blueprint Infrastructure Community Engagement Update  
February 13, 2025**

This document provides the IA Board with information regarding recent and upcoming public engagement activities for Blueprint projects.

**RECENT & UPCOMING PROJECT ENGAGEMENT**

Active projects employ a range of engagement strategies tailored to residents, businesses, homeowner associations, neighborhood associations, and project working groups. Purposeful, timely, and project-centric community engagement remains paramount in fostering constructive relationships with community members directly impacted by or with vested interest in the project. This is accomplished through targeted outreach efforts, such as engaging stakeholders in small group settings or one-on-one interactions to disseminate information and facilitate discussions pertaining to project ideas or concerns. Examples of stakeholder engagement initiatives include door-to-door outreach to businesses or residences, participation in homeowner/neighborhood association gatherings, and the organization of virtual meetings. The Blueprint team remains accessible to the community, with an open invitation for stakeholders to connect with any staff member.

Project-related engagement endeavors that have transpired or are scheduled between September 5, 2024, and February 13, 2025 (spanning the period between the last and forthcoming IA Board meetings) encompass the following initiatives. Also listed are engagement activities anticipated to occur before the next scheduled IA Board meeting on May 8, 2025.

- [Market District Placemaking](#)
  - Construction for the Market District Park began in January 2025. Door to door outreach and a postcard mailing were performed in December 2024 to inform businesses and residents of the upcoming construction.
- [Northeast Park](#)
  - A contractor has been selected for the construction of Northeast Park, which is anticipated to continue construction through Q3 2026. Blueprint staff held a groundbreaking ceremony on October 16, 2024.
- [Fairgrounds Beautification and Improvement](#)
  - A consultant has been selected for the design efforts for the Fairgrounds, which is anticipated to begin in Q1 2025 and continue through Q2 2026. Stakeholder meetings with the Fair Association will be ongoing.

- [Midtown Placemaking](#)
  - In January 2025 Blueprint staff, along with a representative from the Florida Department of Transportation (FDOT), presented to the Midtown Working Group. FDOT will be hosting a public meeting on March 4, 2025, ahead of the construction commencement of the Thomasville Road improvements, which include the Blueprint funded pedestrian and safety improvements between Calhoun Street and 6<sup>th</sup> Avenue.

The status of all projects is updated regularly and appears on their respective web pages.

- [Airport Gateway](#)
- [Alternative Sewer Solutions](#)
- [Animal Service Center](#)
- [Bike Route System](#)
- [Capital Cascades Trail Segment 4](#)
- [Capital Circle Southwest](#)
- [College Avenue Placemaking](#)
- [Fairgrounds Beautification and Improvement](#)
- [Florida A&M University Entry Points](#)
- [Greenways Master Plan Implementation](#)
- [Lake Jackson Greenway](#)
- [Lake Lafayette and St. Marks Regional Linear Park](#)
- [Magnolia Drive Trail](#)
- [Market District Placemaking](#)
- [Midtown Placemaking](#)
- [Monroe-Adams Placemaking](#)
- [North Monroe Gateway](#)
- [Northeast Corridor Connector: Bannerman Road](#)
- [Northeast Gateway: Welaunee Boulevard](#)
- [Northeast Park](#)
- [Northwest Connector Corridor: Tharpe Street](#)
- [Orange Avenue Widening](#)
- [Orange-Meridian Placemaking](#)
- [Southside Gateway](#)
- [Westside Student Gateway](#)

# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** April 24, 2025  
**To:** Citizens Advisory Committee  
**From:** Artie White, PLACE Director  
**Subject:** Summary CAC Meeting Minutes for January 30, 2025

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## Committee Members present:

Leroy Peck (virtually via Teams)	Mary Glowacki
Chris Daniels	Deborah Burr
Kathy Bell	William McCloud
Byron Greene	Rod McQueen
Whitney Doyle	

## Committee Members absent:

Adner Marcelin	Hollie Myers
Chuck Goodheart	Fred Varn

The regular meeting of the Citizens Advisory Committee was called to order at 4:30 pm on January 30, 2025 at the Blueprint Intergovernmental Agency by Chair Leroy Peck.

## I. AGENDA MODIFICATIONS

There were no modifications to the published agenda.

## II. CITIZEN COMMENTS

There were no citizen comments.

## PRESENTATION / INFORMATION ITEMS

### *Welcome New CAC Members*

Blueprint Planning Manager, Megan Doherty introduced new CAC members, Deborah Burr and William McCloud, and then each gave a brief background about themselves.

### *Status Update Presentation: Midtown Placemaking*

Blueprint Project Manager, Martha Hodgson gave a status update presentation on the Midtown Placemaking project, which is a collaboration primarily between Blueprint and the Florida Department of Transportation (FDOT). FDOT has funded the planning and design of the project, and Blueprint is contributing construction funding for the streetscaping and pedestrian improvements. Blueprint is also working with the City of Tallahassee to consolidate overhead utilities throughout the corridor. Ms. Hodgson provided an overview of the planned improvements along Thomasville Road between

Monroe Street and Seventh Avenue, which include extending the sidewalks on both sides of the street, adding landscape buffers, and increasing pedestrian access. Ms. Hodgson discussed that the project's next phase is construction, planned to begin later this year, and discussed the multiple phases of construction & specific streets that will be affected. Ms. Hodgson noted that CAC member Fred Varn is on the Midtown Working Group, a citizens committee comprised of business owners and residents, that is also engaged in this project. CAC member William McCloud inquired about parking for this project and Ms. Doherty noted that the Tallahassee-Leon County Planning Department is incorporating a review of parking into their current planning efforts in Midtown. Ms. Hodgson also noted that the City would use the roadwork as an opportunity to upgrade underground utilities, including stormwater improvements as well as water and sewer.

CAC Member Kathy Bell inquired if the lights on the RRFB crossing could be changed to red to improve visibility. Ms. Hodgson noted the RRFB's were installed by FDOT and the light color is unable to be changed on that particular product. Ms. Hodgson noted that the planned improvements would support pedestrian safety which will hopefully address some of the concerns Ms. Bell highlighted.

Ms. Hodgson then discussed the consolidation of overhead electrical lines to one side of Thomasville Road, which is planned for construction following the completion of the FDOT's construction in 2027. CAC Member William McCloud asked if traffic will be redirected when FDOT starts their project and Ms. Hodgson stated that there will be detours. She anticipates the information on detours and alternate routes will be presented by FDOT this spring at a public meeting, along with their current effort to inform area businesses about the project.

#### *Q1 2025 Blueprint Infrastructure Project Status Report*

Planning Manager Megan Doherty gave a brief overview of current projects, milestones achieved, beginning & ending dates of projects, and highlights of specific projects. Ms. Doherty highlighted specific projects such as the recent completion of the History and Culture Trail along Capital Cascades Trail Segment 3, Lake Lafayette trail improvements, the start of the Market District Park, and the groundbreaking for the NE Park and gave updates on each of them.

### **CONSENT**

#### **1. Approval of the August 22, 2024 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes**

CAC Member Rod McQueen moved to approve the Consent agenda, William McCloud seconded this motion. Motion passed unanimously.

**III. GENERAL BUSINESS**

**2. Recommendation of an Appointment to the Blueprint Citizens Advisory Committee**

Ms. Doherty gave an overview of the current CAC vacancy for the member representing the Big Bend Minority Chamber of Commerce (BBMCoC). Dr. Elaine Bryant was nominated by the BBMCoC as their representative on the Blueprint CAC.

CAC Member Kathy Bell moved to approve the recommendation and Byron Greene seconded this motion. Motion passed unanimously.

**3. Election of a CAC Vice-Chair**

CAC Member Rod McQueen nominated CAC Member Chris Daniels. Kathy Bell seconded this nomination. Motion passed unanimously.

**IV. ADJOURN**

The meeting adjourned at 5:05 PM.

NEXT CAC Meeting: April 24, 2025

# Blueprint Intergovernmental Agency Board of Directors Agenda Item #1

February 13, 2025

<b>Title:</b>	Approval of the September 5, 2024 Blueprint Intergovernmental Agency Board of Directors Public Hearing and Meeting Minutes
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Artie White, Director, PLACE Autumn Calder, Director, Blueprint Intergovernmental Agency Susan Dawson, Blueprint Attorney Keith Bowers, Director, Office of Economic Vitality

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## STATEMENT OF ISSUE:

This item presents the summary meeting minutes for the September 5, 2024 Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting and budget public hearing, and requests the IA Board's review and approval of the minutes as presented.

## FISCAL IMPACT

This item has no fiscal impact.

## RECOMMENDED ACTION:

Option 1: Approve the September 5, 2024 Blueprint Intergovernmental Agency Board of Directors Public Hearing and Meeting Minutes.

## OPTIONS:

Option 1: Approve the September 5, 2024 Blueprint Intergovernmental Agency Board of Directors Public Hearing and Meeting Minutes.

Option 2: IA Board Direction.

### Attachments:

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Public Hearing and Meeting on September 5, 2024.

# Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

**Date:** February 13, 2025  
**To:** Board of Directors  
**From:** Artie White, PLACE Director  
**Subject:** Minutes to Board of Directors' Meeting of September 5, 2024

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## **MEMBERS PRESENT**

<b>COUNTY</b>	<b>CITY</b>
Christian Caban	Mayor John Dailey
Brian Welch	Jeremy Matlow
Nick Maddox	Jaqueline Porter (via Webex)
Rick Minor	Curtis Richardson
David O'Keefe	Dianne Williams-Cox - Chair
Bill Proctor	

\*Commissioner Carolyn Cummings- Absent

### **I. AGENDA MODIFICATIONS**

Commissioner Williams-Cox opened the meeting at 3:00pm and there were no agenda modifications or presentations.

PLACE Director, Artie White, explained that Commissioner Porter requested to participate virtually via Webex and stated that a motion would be necessary to allow her to participate. **Commissioner Minor moved to allow Commissioner Porter to participate electronically. The motion was seconded by Commissioner O'Keefe. The motion passed unanimously.**

Passed 7-0 (Weighted 41-0)

Mayor Dailey and Commissioners Porter, Cummings, Maddox, and Proctor were out of Chambers at the time of the vote.

### **II. CITIZENS TO BE HEARD**

There were no public speakers on non-agenda items.

### **III. INFORMATION ITEMS**

- **Receipt and File**
  - Blueprint Infrastructure Community Engagement Update
  - Draft Citizens Advisory Committee August 22, 2024 Minutes
  - Blueprint Infrastructure August 2024 Project Snapshots
  - Blueprint Infrastructure FY 2023 MWBE Annual Expenditure Report



#### IV. **CONSENT**

##### *Approval of the Consent Agenda*

Agenda Item 2, *Approval of the 2025 Blueprint Intergovernmental Agency Meeting Schedule*; and Agenda Item 5, *Informational Item on Retaining an Attorney Who Reports Directly to the IA Board*, were pulled from the Consent Agenda.

**Commissioner Richardson moved to accept the remaining consent agenda items. The motion was seconded by Commissioner Minor. The motion passed unanimously.**

- *Agenda Item #1- Approval of the May 16, 2024 Blueprint Intergovernmental Agency Board of Directors Workshop and Meeting Minutes*
- *Agenda Item #3- Approval of New Appointments and Reappointments to the Blueprint Citizens Advisory Committee*
- *Agenda Item #4- Acceptance of the FY 2024 Annual Report of the Blueprint Intergovernmental Agency*

##### Passed 7-0 (Weighted 41-0)

Mayor Dailey and Commissioners Porter, Cummings, Maddox, and Proctor were out of Chambers at the time of the vote.

- *Agenda Item #2- Approval of the 2025 Blueprint Intergovernmental Agency Meeting Schedule*

**Commissioner O’Keefe moved to schedule five Blueprint Intergovernmental Agency Board Meetings for the 2025 calendar year. The motion was seconded by Commissioner Matlow.**

Commissioner O’Keefe discussed the length of the meetings and stated that he believed conducting five meetings next year will assist in shortening the meetings. Commissioner Matlow spoke in favor of the motion stating that with a limited meeting schedule the Board may encounter issues with lengthy meetings and difficulty establishing a quorum. Commissioner Matlow also discussed how a reduced meeting schedule could impact companies seeking to submit economic development project proposals. Commissioner Minor spoke in favor of the motion stating that he believed conducting more meetings would provide access and transparency to the public.

Commissioner Richardson inquired as to why staff was recommending reducing the meeting schedule to three meetings in 2025. Director White explained that the proposed meeting schedule was consistent with the previous Blueprint meeting schedules at times when less direction was needed due to a lot of the projects going into construction as opposed to during the planning phases of the projects. Director White also explained that the Chair could schedule special meetings if necessary.

Mayor Dailey spoke in favor of the staff’s recommendation to conduct three meetings in 2025.

Commissioner Welch spoke about the balance between the necessity of conducting additional meetings and providing the public the opportunity to interact with the Board and provide input on Blueprint projects. **Commissioner Welch made a substitute motion to approve the 2025 Blueprint Intergovernmental Agency Meeting Schedule as proposed with the addition of a fourth meeting to be held on November 6, 2025. The substitute motion was seconded by Commissioner Richardson.**

Commissioner Caban spoke in favor of the substitute motion and discussed the impact a reduced schedule would have on the competitive and non-competitive OEV projects. Commissioner Minor spoke in favor of the substitute motion.

**The substitute motion passed unanimously.**

Passed 11-0 (65-0)

Commissioner Cummings was absent from the meeting. Commissioner Porter voted via Webex.

- *Agenda Item #5- Informational Item on Retaining an Attorney Who Reports Directly to the IA Board*

Commissioner Matlow requested an update on the Informational Item and Director White explained that to hire an attorney that reports directly to the IA Board an amendment to the Interlocal Agreement would be required. Director White further explained that the Interlocal Agreement could only be amended by the City and County Commissions meeting independently to vote on any proposed amendments.

**Commissioner Matlow then moved to direct staff to contact the City Manager and the County Administrator for the City and County Commissions to express the IA Board's desire to hire independent counsel. The motion was seconded by Commissioner Proctor.**

Commissioners Proctor and O'Keefe spoke in favor of the motion. Commissioner Maddox spoke against the motion stating that he believed it could be perceived that the Board was attempting to hire an attorney who's legal interpretation of the Agency's policies and procedures could be influenced by the Board's ability to terminate them.

Commissioner Caban inquired about why the City Attorney and County Attorney report directly to their respective commissions, but the Blueprint structure was different with the Blueprint Attorney reporting to the PLACE Director. Director White explained that the structure of the three entities were established by their respective governing documents and that the Interlocal Agreement, which establishes the Blueprint Intergovernmental Agency and was created by the City and County Commissions working together, specifies the organizational structure of Blueprint and it does not include an Attorney position that reports to the IA Board.

Commissioner Maddox spoke about the role of the Blueprint Attorney and commended the current Blueprint Attorney for her work. Commissioner Maddox stated that hiring another attorney that reports directly to the IA Board would not guarantee that the legal

advice and direction would be different from the direction given by the current Blueprint Attorney.

Commissioner Proctor spoke about the organizational structure of Blueprint and expressed his desire to have independent counsel that reported to the IA Board. Commissioner Proctor stated that he believes the structure of Blueprint allows staff to act under the direction of the IMC and not the direct observation of the Board.

Commissioner Matlow agreed with the need to have independent counsel for the IA Board and spoke in favor of the motion.

*(A late speaker card was submitted)* Dot Inman Johnson, spoke about the structure of Blueprint and stated that she believes that Agency's structure should mirror the City and County's structure. Commissioner Williams-Cox explained that the structure of Blueprint was designed to implement the sales surtax program.

Commissioner Richardson spoke about his belief that the underlying request to hire an independent counsel to report directly to the IA Board began after the Blueprint Attorney advised against proposed actions of the Board. Commissioner Richardson stated that he would not support the motion.

Commissioner Williams-Cox then called for the vote on the motion.

Failed 5-6 (weighted 29-36)

Mayor Dailey and Commissioners Richardson, Williams-Cox, Maddox, Minor, and Welch voted in opposition. Commissioners Matlow, Porter (via Webex), Caban, O'Keefe, and Proctor voted in favor. Commissioner Cummings was absent from the meeting.

#### V. **GENERAL BUSINESS/PRESENTATIONS**

Election of the Blueprint Intergovernmental Agency Board of Directors' Vice Chair (Agenda Item #6)

There were no speakers to be heard on Agenda Item #6.

**Commissioner Maddox moved to elect Commissioner Welch as the Vice Chair of the IA Board. The motion was seconded by Commissioner Caban.**

Commissioners Proctor and O'Keefe spoke in favor of the motion.

**The motion passed unanimously.**

Passed 11-0 (weighted 65-0)

Commissioner Cummings was absent from the meeting and Commissioner Porter voted via Webex.

#### VI. **DIRECTOR DISCUSSION ITEMS**

*(A late speaker card was submitted)* Stanley Simms spoke on a nonagenda item and requested that the IA Board reconsider the issue on Affordable Housing.

Commissioner O'Keefe spoke about the reduced dog kennel capacity at the Tallahassee-Leon County Animal Shelter during the Project's renovations and asked that the Board consider options to maintain the current capacity due to the high dog population.

Commissioner Williams-Cox explained that City staff and the staff at the Tallahassee Animal Shelter were working to address the dog population and kennel issue and cautioned against delaying the Project.

Commissioner O'Keefe requested that the IMC members attend the Blueprint Intergovernmental Agency Meetings. He stated that he believed this would allow the Board members and the public to communicate directly with the City Manager and the County Administrator.

Mayor Dailey explained that the high population at the Tallahassee Animal Shelter was due to a change in policy interpretation by the County that has impacted the shelter's ability to rehome the dogs. Mayor Dailey explained that with assistance from the County the population at the shelter could be significantly reduced and that the temporary reduction in kennels would still be sufficient for the dogs.

Commissioner Minor provided an update about the CRTPA's application for Safe Streets for All federal grant and the \$197,000 award that was received for the North Monroe Gateway Project. He stated that while he is grateful for the money, the CRTPA intends to apply for the grant again next year, which will require match funds from Blueprint.

Commissioner Matlow inquired about the status of Project Alpha. OEV Director Keith Bowers explained that Project Alpha was a project in name only since OEV never received any additional information to process the application and has taken no action on the project. Commissioner Matlow then asked how projects are assigned code names through OEV. Director Bowers explained that when a competitive project is submitted to the Office, staff immediately assigns a code name to ensure sensitive information is protected for the company and then informs the applicant that they must request confidentially in writing to maintain the protection. Commissioner Matlow asked for clarification about how long the confidentiality protections remain. Blueprint Attorney Susan Dawson explained that the confidentiality protection is for an initial 12-month period that can be intended for an additional 12-month period with a written request from the company. Attorney Dawson also explained that sensitive information such as trade secrets would remain confidential indefinitely.

Commissioner Caban asked whether the Agency had full funding from FDOT for the next phase of the Airport Gateway. Blueprint Director Autumn Calder explained that FDOT has fully funded the design for the Orange Avenue phase of the project but hasn't provided funding for the construction yet. Commissioner Caban asked how will this phase of the Airport Gateway project be funded and Director Calder explained that the Agency will coordinate with the CRTPA for FDOT funding of the Orange Avenue segment.

Commissioner Caban asked about the Letter of Intent (“LOI”) with Florida State University (“FSU”) and whether the Agency had any legal exposure due to the LOI. Director Calder explained that the next step would be to execute a Joint Project Agreement with FSU for the next phase of the Project and Attorney Dawson stated that the Agency did not have any legal exposure based on the LOI.

Commissioner Proctor asked about OEV’s Competitive Project process. Commissioner Williams-Cox requested that Director Bowers provide the written Competitive Project policy to the entire Board. Commissioner Proctor then asked about the sports complex within the Fairgrounds Beautification Project. Director Calder explained that the Master Plan that was approved by the IA Board did not include funding for the construction of the sports facility. Director Calder explained that the infrastructure improvements that will be included in phase one of the project will allow for an indoor sports facility in the future. Commissioner Williams-Cox requested that staff schedule a meeting with Commissioner Proctor to discuss the Fairgrounds Project.

Commissioner Proctor asked about the duration of the panning phase for the Tharpe street project. Director Calder explained that the PD&E study was being completed to federal guidelines which takes approximately 24 months to complete. Completion of the PD&E study will allow the Project to be eligible for federal funding.

Commissioner Proctor requested that the IA Board revisit the issue of Affordable Housing following the presidential election in November. Commissioner Proctor concluded his comments asking about Orange Avenue and including four lanes west of the intersection Springhill Road.

Commissioners Williams-Cox and Richardson explained that including four lanes on Orange Avenue is being planned with the CRTPA and FDOT and that they are seeking funding to complete the expansion.

Commissioner Maddox asked about the improvements included in the Fairgrounds Master Plan and Director Calder explained that an indoor meeting space, infrastructure improvements, parking improvements are included in phase one of the Master Plan. Director Maddox then explained that it was understood that additional outside funding would be required to construct the sports facility and that the infrastructure improvements will attract outside investment.

Mayor Dailey requested that staff provide information on how much the Agency is spending in response to Commissioner Matlow’s lawsuit against the Agency.

## **VII. PUBLIC HEARING**

Second and Final Public Hearing on the Proposed Fiscal Year 2025 Operating Budget and Fiscal Year 2025 – 2029 Five-Year Capital Improvement Program Budget for the Blueprint Intergovernmental Agency and Approval of Budget Resolutions (Agenda Item #7)

**Commissioner Proctor moved to accept options 1, 2, and 3. The motion was seconded by Commissioner Minor.**

1. Option #1: Conduct the Public Hearing and adopt the FY 2025 Blueprint Intergovernmental Agency Operating Budget as presented and approve the FY 2025 Operating Budget Resolution (Resolution No. 2024-02).
2. Option #2: Conduct the Public Hearing to approve and adopt the FY 2025-2029 Blueprint Intergovernmental Agency Capital Improvement Program as presented and approve the FY 2025 Capital Improvement Program Budget Resolution (Resolution No. 2024-03).
3. Option #3: Direct Blueprint staff to make direct transfers to Leon County and the City of Tallahassee for annual allocations of funds for Blueprint 2020 projects being implemented by those jurisdictions.

Commissioner Williams-Cox inquired as to whether there were any speakers present for the public hearing. Dot Inman-Johnson spoke in opposition to the Airport Gateway Project stating that she believed the project would negatively impact the Providence Neighborhood. Commissioner Williams-Cox responded that the Providence Neighborhood has been an engaged stakeholder group in the development of the Airport Gateway Project.

Commissioner O'Keefe stated that he would support the proposed budget but noted that he disagreed with the funding priorities for the projects. Commissioner O'Keefe spoke about prioritizing the Tharpe Street Project.

Commissioner Caban stated that he would not be supporting the budget and stated that he would like to have a bifurcated budget that allowed the Board to vote on the items individually.

**The motion passed.**

Passed 7-4 (weighted 41-24)

Mayor Dailey and Commissioners Richardson, Williams-Cox, Maddox, Minor, O'Keefe, and Welch voted in favor. Commissioners Matlow, Porter (via Webex), Caban, and Proctor voted in opposition. Commissioner Cummings was absent from the meeting.

**VIII. ADJOURN**

**The meeting adjourned at 5:09pm**

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #2**

**February 13, 2025**

<b>Title:</b>	Approval of a New Appointment to the Blueprint Citizens Advisory Committee
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Artie White, Director, PLACE Autumn Calder, Director, Blueprint Megan Doherty, Planning Manager, Blueprint

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**STATEMENT OF ISSUE:**

This item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval for a new appointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee’s (CAC) to represent the Big Bend Minority Chamber of Commerce. The current CAC roster is included as Attachment #1.

**FISCAL IMPACT**

This item does not have a fiscal impact.

**RECOMMENDED ACTION:**

Option 1: Appoint Dr. Elaine Bryant to the Blueprint CAC to represent the Big Bend Minority Chamber of Commerce.

## **SUPPLEMENTAL INFORMATION:**

### *Blueprint Citizens Advisory Committee*

Blueprint CAC membership positions and terms are established in the Second Amended and Restated Interlocal Agreement and further defined in the CAC Bylaws. CAC members may serve two consecutive three-year terms.

The Second Amended and Restated Interlocal Agreement requires 14 CAC members serving three-year staggered terms, which shall be selected as follows:

1. Four members selected by the Blueprint Intergovernmental Agency Board from a list of applicants that shall include at least one from each of the following categories:
  - a. At least one financial expert with bonding experience
  - b. At least one planner
  - c. At least one natural scientist/biologist
  - d. One member serving in an at-large position
2. Three members shall be selected by the Board and shall include one member from the civil rights community, one member from the elderly community and one member from the disability community.
3. The remaining seven members shall be nominated from the following organizations:
  - a. Board Member of the Greater Tallahassee Chamber of Commerce
  - b. Board Member of the Capital City Chamber of Commerce
  - c. Board Member of the Big Bend Minority Chamber of Commerce
  - d. Chairperson of the Planning Commission or Designee thereof
  - e. Representative from the Council of Neighborhood Associations
  - f. Representative from the Big Bend Environmental Forum
  - g. Representative from the Network of Entrepreneurs and Business Advocates

Per the CAC Bylaws, CAC memberships are attained through the appointment of members by the Blueprint Intergovernmental Agency Board of Directors, with the exception of the member described in section 1.3(1)(3)(d), which shall either be the Chairperson of the Planning Commission or a Designee selected by the Chairperson of the Planning Commission. Members are either nominated by organizations that hold a seat on the CAC or through direct application to the Agency.

### *New Appointment*

One position on the Blueprint CAC requires a new appointment. Jim McShane, Big Bend Minority Chamber of Commerce (BBMCoC) representative, resigned last year, and a new appointment is needed to represent the BBMCoC on the CAC.



Consistent with previous practices, the BBMCoC provided a nominee, Dr. Elaine Bryant, to represent their organization on the CAC. Blueprint is recommending that the IA Board appoint Dr. Elaine Bryant to this seat. A letter from the BBMCoC nominating Dr. Elaine Bryant is included as Attachment #2.

**Action by the CAC:** The CAC reviewed the appointment at their January 30, 2025 meeting and recommended the IA Board approve the appointment of Dr. Elaine Bryant to the CAC.

## **OPTIONS:**

- Option 1: Appoint Dr. Elaine Bryant to the Blueprint CAC to represent the Big Bend Minority Chamber of Commerce.
- Option 2: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Appoint Dr. Elaine Bryant to the Blueprint CAC to represent the Big Bend Minority Chamber of Commerce.

### Attachments:

1. 2025 Blueprint CAC Member Roster
2. Letter from the Big Bend Minority Chamber of Commerce Nominating Dr. Elaine Bryant



## **2025 Citizens Advisory Committee**

A Citizens Advisory Committee shall be established to serve in an advisory capacity to the Blueprint Intergovernmental Agency. It is the responsibility of the Citizen Advisory Committee to review work plans, financial audits, and performance audits and to make recommendations to the Blueprint Intergovernmental Agency.

### [Citizens Advisory Committee Bylaws](#)

#### **Membership**

**Leroy Peck, Chair**, Council of Neighborhood Associations Representative

**Christopher Daniels, Vice-Chair**, At-Large Representative

**Kathy Bell**, Greater Tallahassee Chamber of Commerce Representative

**Deborah Burr**, Big Bend Environmental Forum

**Whitney Doyle**, Disabled Community Representative

**Mary Glowacki**, Planner

**Chuck Goodheart**, Natural scientist/Biologist

**Bryon Greene**, Capital City Chamber of Commerce Representative

**Adner Marcelin**, NAACP / Civil Rights Community Representative

**William McCloud**, Financial Expert

**LaRoderick McQueen**, Planning Commission Designee

**Vacant**, Big Bend Minority Chamber of Commerce

**Hollie Myers**, Network of Entrepreneurs and Business Advocates

**Fred Varn**, Senior Community Representative



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January 17, 2025

Megan Doherty, Planning Manager  
Blueprint Intergovernmental Agency  
315 S. Calhoun St., Suite 450  
Tallahassee, FL 32301

Dear Ms. Doherty,

I hope this letter finds you well. On behalf of the Big Bend Minority Chamber of Commerce (BBMCC), I am writing to inform you of an important update regarding our representation on the Blueprint Citizen Advisory Committee (CAC).

The BBMCC Board of Directors has recently approved Dr. Elaine Bryant to serve as our representative on the Blueprint Citizen Advisory Committee, replacing Mr. Jim McShane. This decision reflects our commitment to ensuring active and effective participation in the committee's initiatives, which are vital to our community. Dr. Bryant brings a wealth of experience and a strong dedication to fostering equitable growth and development in the Big Bend region. Her appointment is effective immediately.

We extend our sincere gratitude to Mr. McShane for his invaluable contributions during his tenure as our representative. His efforts have been instrumental in advancing the goals and mission of the Blueprint CAC.

Should you require any further information or documentation regarding this transition, please do not hesitate to contact me directly at 850-519-0681 or [antonio@mybbmc.org](mailto:antonio@mybbmc.org). We look forward to continuing our partnership and supporting the impactful work of the Blueprint Intergovernmental Agency.

Sincerely

Antonio Jefferson  
President