



**Economic Vitality
Leadership Council
Meeting**

**February 2, 2022 at 11:30 a.m.
Parkview Room at Cascades Park**

Chair: Steve Evans

Citizen Comments:

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.

I.	Welcome	
II.	Council Discussion Items	
	1. Approval of September 2021 EVLC Minutes	Steve Evans
	2. Presentation by VisionFirst on the Office of Economic Vitality Strategic Plan and Council Discussion	VisionFirst Advisors
	3. Economic Indicator Report	Dan Lucas
	4. Business Development and Project Activity Update	Drew Dietrich
	5. Magnetic Taskforce and Big Bend Manufacturing Association Update	Kevin Gehrke
	6. Minority, Women, Small Business Engagement Report	Darryl Jones
	7. Election of the Economic Vitality Leadership Council Chair and Vice-Chair	Susan Dawson
III.	Closing Remarks and Adjourn	Cristina Paredes

NEXT MEETING: Tuesday, May 10, 2022, at 11:30 a.m.

BOARD AND COMMITTEE MEETING 2022 DATES

Blueprint Intergovernmental Agency (BPIA) Board

Tallahassee City Commission Chambers

3:00 to 6:00 pm

- Thursday, February 24, 2022
- Thursday, March 31, 2022
- Thursday, May 19, 2022
- Thursday, July 14, 2022
- Thursday, September 15, 2022*
 - *Budget Public Hearing 6:00 PM
- Thursday, December 8, 2022

BPIA Technical Coordinating Committee

To Be Announced

1:00 to 3:00 pm

- Monday, March 14, 2022
- Monday, May 2, 2022
- Tuesday, September 6, 2022
- Monday, November 14, 2022

Economic Vitality Leadership Council

Parkview at Cascades

11:30 am to 1:30 pm

- **Wednesday, February 2, 2022**
- Tuesday, May 10, 2022
- Wednesday, June 29, 2022
- Wednesday, August 24, 2022

BPIA Citizens Advisory Committee

To Be Announced

5:30 to 7:30 pm

- Thursday, March 10, 2022
- Wednesday, May 4, 2022
- Wednesday, August 31, 2022
 - *Budget Public Hearing 6:00 PM
- Thursday, November 17, 2022

MWSBE Citizen's Advisory Committee

Parkview at Cascades

3:00 to 5:00 pm

- Wednesday, February 2, 2022*
- Tuesday, May 10, 2022
- Wednesday, June 29, 2022
- Wednesday, August 24, 2022

Blueprint Intergovernmental Agency Budget Workshop

Tallahassee City Commission Chambers

1:00 to 3:00 pm

- Thursday, May 19, 2022



Economic Vitality Leadership Council Meeting

September 8, 2021 at 11:30 am
TCC Innovation Center

Meeting Minutes

MEMBERS IN ATTENDANCE

Attending In Person	Attending Virtually
Kim Moore	Cissy Proctor
Garry Simmons	Bill Smith
Jake Kiker	
Mitch Nelson	
Keith Bowers	
Katrina Rolle	
Brent Edington	
Ricardo Schneider	
Dr. Temple Robinson	
*Absent: Steve Evans, Mindy Perkins, Mark O'Bryant	

I. WELCOME

Ms. Kim Moore called the meeting to order at 11:40 a.m. by stating protocols and providing a brief summary of the meeting agenda.

II. ACTION AND DISCUSSION ITEMS

1. Approval of June 30, 2021 EVLC Minutes

Ms. Kim Moore progressed the meeting to an Approval of Minutes from the June 30, 2021, EVLC Meeting. Ms. Katrina Rolle motioned to move the item, and Mr. Keith Bowers seconded that motion. It carried unanimously.

2. Presentation by VisionFirst on the Office of Economic Vitality Strategic Plan Update and Council Discussion

Ms. Nancy Blum-Heintz from VisionFirst Advisors provided a brief overview of the Strategic Plan Update, starting with the project approach. The project approach included stakeholder engagement, demographic and economic assessments, assessing organizational and operational structures, analyzing trends and research, developing incentives to enhance Tallahassee-Leon County's competitiveness, developing goals and strategies, and presenting the final plan to stakeholders. Nancy stated that VisionFirst has already began gathering input and has met with nearly 100 stakeholders, which include city and county official, economic developers, business leaders, workforce and human resources leaders, and more. In addition, an online survey was done to reach out to additional constituents as well as a series of new interviews later in September.

Nancy shared first impressions of the Office of Economic Vitality that VisionFirst received from their initial input and regional data.

Ms. Nancy Blum-Heintz provided a high-level overview of the review and approach of the draft economic development incentive tool kit, explaining what the definition of incentive and associated primary goals. Nancy introduced Ms. Kathy Gelston from VisionFirst Advisors to give an overview of the draft incentives program. Ms. Katrina Rolle asked if that was all the data collected from their research, and Nancy confirmed that it was just a snapshot of the data. The full report will include more data but the VisionFirst team wanted to focus on incentives for this overview. Mr. Jake Kiker questioned focusing first on incentives for outside businesses versus organically growing businesses in our community. Nancy confirmed that this snapshot on incentives is just one piece of the puzzle for the Strategic Plan. Nancy specified that VisionFirst is taking a holistic approach and wanted to share a draft with the EVLC on where they are currently, and will give more information regarding incentives for all businesses in their report. Jake queried that the EVLC should not take this presentation as incentives being the top priority. Nancy confirmed that the strategy for the Strategic Plan will be a holistic approach for economic development and vitality for Tallahassee-Leon County.

Ms. Kathy Gelston began her overview of the draft incentive program by stating that an incentive is a deliberate investment and must meet the goals of economic development in the community, so not every business can be incentivized. Kathy also stated that she believes that it is equally as important to assist businesses that are already in your community and the draft program presented will focus on projects that are competitive. Kathy discusses the three tiers of the draft incentive program for new and expanding businesses and a draft entrepreneurship program.

Mrs. Cristina Paredes reiterated that the overview presented by VisionFirst is just a draft and that the EVLC can present questions or suggestions to VisionFirst both at the meeting and after the meeting. Mr. Ricardo Schneider asked if VisionFirst has done any researching on venture capital because companies need an additional approach to growing their business. Ms. Nancy Blum-Heintz stated VisionFirst will look into studies, but Florida does not historically leverage venture capital as well as other states. She also indicated that the work that the community has done on the last five-to-ten years for entrepreneurship has made a significant impact. Ms. Kathy Gelston identified that at her previous job at Mississippi State, there was an alumni venture capital program that is successful among universities.

3. Director Annual Report and FY 2022 Budget

Mrs. Cristina Paredes provided a brief overview of the Office of Economic Vitality's actions and accomplishments for Fiscal Year 2021, which includes the expansion of Danfoss Turbocor, the recruitment of Amazon, reaching 300 MWSBE certifications, and the progress of the Magnetic Taskforce. Cristina then transitioned to the Fiscal Year 2022 Budget, which she mentioned is going before the Intergovernmental Agency Board of Directors for approval. Cristina stated this year's proposed budget includes staff raises since there was no funding in the budget last year for salary increases due to the impacts of the pandemic as well as covers debt service costs. Cristina also stated that the office has received reimbursements from the CARES Act and COVID-19 relief options to plug back into strategic communications. Ms. Kim Moore thanked Ricardo for his work with the team to expand Danfoss and stated that they are excited for what is to come from the company and from Amazon.

4. Business Development and Project Activity Update

Mr. Drew Dietrich provided an update on the project activity since the last meeting. Drew reminded the Council of the Competitive Project Process, which includes six steps from lead generation to announcement. Drew stated that OEV has four capital projects (FSU, FAMU, TCC, and the North Florida Innovation Labs), one landed project (Amazon), and 13 active projects.

Drew went into the depth on five projects, which range from information technology and professional services to distribution warehouse and advanced manufacturing. Drew then went into detail on the recruitment of Amazon, which will have a \$200 million capital investment and \$451 million economic impact. Ms. Kim Moore asked the number of jobs associated with Project Cyprus, a corporate site selection venture. Drew responded that the company has not disclosed the number of jobs, but based on the size of the facility, he estimates 75 to 150 employees.

5. Magnetic Taskforce Update

Mrs. Cristina Paredes provided a brief update on the recent Magnetic Taskforce activity. Cristina stated that the Taskforce is nearing the end of year 3 of their agreement with Research on Investment (ROI). During the last Magnetic Taskforce meeting, Cristina stated that there was significant conversation regarding next steps. Cristina identified that the Taskforce agreed to extend ROI's contract by one year with key deliverables. Cristina stated that the next thing to come from the Taskforce will be a Magnetic Capital of the World marketing plan and plans to execute the Fiscal Year 2022 Business Development plan.

6. Economic Insider Report

Mr. Dan Lucas provided a brief update on the economic indicators. Dan provided a report on the following indicators: employment; unemployment; taxable sales, which has increased year-over-year; single family construction permits and median family sales price, which is outperforming last year; and Tallahassee Airport Passengers, which surpassed March 2020 levels. Dan stated that employment has significantly recovered since the start of the pandemic, as well as taxable sales and single-family permits being higher than the previous year. Dan also provided a brief presentation of business applications data, which was just released by the U.S. Census. Dan mentioned that for our metro area, the number of business applications were steady from 2005 to 2015, but significantly picked up in the last 5 years, with 2020 being the highest year thus far. Mr. Ricardo Schneider asked if there was a breakdown in sectors for the business application data. Dan clarified that this is a relatively new data set from the Census, and they are still in the process of refining it and breaking it down by demographics.

7. MWSBE Update

Mr. Darryl Jones provided an update on the MWSBE Division. Darryl presented the expenditure report, which would be presented to the Intergovernmental Agency Board of Directors. Darryl also provided an update on minority and women-owned enterprise (MWBE) participation to the Council as of July 2021, totaling about \$1 million with 15% MWBE utilization of the 12 City and County projects. Darryl also presented the MWSBE certification data to the Council as of August 2021, which has surpassed 300 certifications. Lastly, Darryl informed the Council of "Capturing Champions," a new radio podcast with Hallelujah 95.3 FM and an editorial column with the Capital Outlook, which will launched later this fall.

8. Presentation on FSU's Funding Request and Economic Impact Analysis for Repairs at the Doak S. Campbell Stadium and Next Steps

Mrs. Cristina Paredes provided a presentation of FSU's funding request and economic impact analysis for repairs at the Doak S. Campbell Stadium. Cristina mentioned that during the May 27 Intergovernmental Agency Board meeting, the Board asked the Office of Economic Vitality to evaluate the request from FSU for infrastructure repairs and the funding impact. The infrastructure repairs analysis categorizes the repairs into four categories: life safety (25 repairs for under \$18 million); accessibility (4 repairs for \$6.6 million); code compliance (5 repairs for \$1.7 million); and general maintenance (14 repairs for \$6.6 million). Cristina mentioned that there were 48 priority items in the analysis, which totaled \$32.9 million, but reminded the Council

that FSU is just requested \$20 million from the economic development portion of the sales tax proceeds. Cristina stated that the FSU Center for Economic Forecasting and Analysis calculated the total economic impact for the repairs and maintenance to be 248 construction jobs, \$11.5 million in wages, and \$47 million in economic impact. Cristina mentioned that according to data from Downs & St. Germain a typical FSU football season brings in \$80 million in economic impact each year. Cristina stated that the Office of Economic Vitality would reach their bonding capacity with this project, which will include \$20 million in FSU funding and \$6 million in debt financing.

Mr. Jake Kiker questioned that OEV would have to max out their bonding capacity and do additional debt financing to make the FSU request. Mrs. Cristina Paredes confirmed. Jake reiterated his question of maxing the bonding capacity and going into debt to fund this project. Cristina detailed that OEV will be creating additional revenue in Fiscal Year 2028 based on the budget and the proposed budget is balance utilizing the Future Leveraging Opportunity Fund over the next five years. Jake asked if the EVLC could make a recommendation on this. Cristina stated that this project is IA Board direction. Ms. Susan Dawson explained that under an amendment to the Interlocal Agreement, the EVLC is prohibited from making funding recommendations, but can make programmatic recommendation. Mr. Kim Moore reiterated that the EVLC can make programmatic recommendations but not funding recommendations. Mr. Ricardo Schneider questioned if the project would include local companies and organizations for construction. Cristina detailed that in each agreement with FAMU, TCC for similar infrastructure repairs, OEV has included a provision encouraging the universities to use minority and women-owned businesses and sent the OEV database of certified local MWSBE to them, and more than likely a similar clause will be included with FSU's agreement. Ms. Cissy Proctor asked how does the type of dollars that are being used for the universities' funding request fit into the proposed and approved use of the funds. Cristina answered that the economic development portion of the sales tax has to be dedicated to overall improvements of the local economy, and while it does not fit into OEV's long-term strategic plan, staff outlines the economic impact and visitor impact of these projects. Utilizing this information, the IA Board's has affirmed that similar projects (TCC and FAMU stadium infrastructure funding requests) meets the definition of improving our local economy.

*Prior to moving on to Item #9, Blueprint Attorney Susan Dawson recommended to Chair Moore to ask for any public comments at this time. There were no public comments.

9. Discussion and Recommendation to the IA Board on the Process for Evaluating Non-Competitive Economic Development Project Proposals

Prior to presenting the process, Mrs. Cristina Paredes provided a presentation on the process for evaluating non-competitive economic development project proposals. Cristina explained to the Council that the FSU, TCC, FAMU and Innovation Park incubator projects are examples of non-competitive projects that come before the IA Board for consideration. Cristina stated that during the July 15 IA Board meeting, the Board requested staff come back with a process for non-competitive projects. Cristina explained that there are three steps for accessing non-competitive projects, which follows that process that staff took when evaluation each one of the infrastructure projects: 1) if it fits into OEV's strategic plan and targeted industries; 2) the requesting agency and proposal where the economic impact is performed; 3) the fiscal impact. Cristina stated that simple put, this proposed policy codified the process that staff undertakes when evaluating non-competitive projects.

Mr. Jake Kiker sought clarification that the Council will not be making recommendations on current proposals, but projects going forward. Mrs. Cristina Paredes confirmed. Ms. Cissy Proctor asked

if this will allow the Council to make any funding recommendations or solely programmatic. Ms. Kim Moore confirmed that it is solely programmatic. Cissy questioned how the Council could make programmatic recommendations when the finance portion is being presented to the Council. Ms. Kim Moore explained that the Council could not provide a recommended action related to the financial piece of the FSU presentation since that is limited to the IA Board, but the current presentation on non-competitive projects policy is for future proposals. Ms. Susan Dawson confirmed that the EVLC could not make funding recommendations based on the amendment in the Interlocal Agreement, but the EVLC could weigh in on the programmatic side to determine if the projects fit into the strategic plan and overall view of economic development. Cristina elaborated that the Council can determine that a portion of a proposal fits the strategic plan and targeted industries but another portion of the proposal does not, so the Council could make a programmatic recommendation to support one portion and the other portion. Kim asked Cissy if that addressed her question. Cissy confirmed. Kim granted Jake time to ask his question. Jake stated he had the same question as Cissy and that it had been answered. Kim asked for recommendations from the Council. Cissy questioned how the recommendation process worked. Kim responded that the recommendations would be brought to the IA Board for discussion.

Ms. Kim Moore asked if the Council would like to make a motion for the policy. Mr. Keith Bowers motioned to move the item, and Ms. Katrina Rolle seconded that motion. It carried unanimously.

10. Amendment to the EVLC Bylaws

Mrs. Cristina Paredes provided a presentation on the amendments to the EVLC Bylaws. Cristina explained that in a review of the EVLC bylaws, staff identified several inconsistencies compared to the committee structure compared to the Blueprint Citizens Advisory Committee (BP CAC). Cristina and Ms. Susan Dawson worked together to address these amendments to the Bylaws. The proposed amendments include clarification on public input for all EVLC meetings, increasing member terms from two to three years and adding language for the election of a Chair and Vice Chair. In addition, language is being proposed to provide participation of former EVLC members serving in an expert role. Cristina added that the amendments would be presented to the IA Board if approved by the Council and that if the amendments are approved, Mr. Steve Evans' last meeting as chair would be in November. The Council would hold an election for chair and vice chair to serve 1 year being in January (again consistent with the BP CAC). Ms. Katrina Rolle inquired if both chair and vice-chair would serve one year and Cristina confirmed that this is correct.

Ms. Kim Moore asked if the Council would like to make a motion on the amendments. Mr. Keith Bowers motioned to move the item, and Mr. Ricardo Schneider seconded that motion. It carried unanimously.

CLOSING / ADJOURN

Mrs. Cristina Paredes stated that the Office of Economic Vitality recently won four International Economic Development Council (IEDC) awards for the Love Your Local campaign, the OEV website, the MWSBE Division, and the Data Driver.

Kim Moore thanked the EVLC for their leadership and adjourned the meeting.

The meeting adjourned at 1:07 p.m.

Next Economic Vitality Leadership Council Meeting:

Wednesday, November 17, 2021 at 11:30 am



Economic Vitality Leadership Council Membership

Member	Industry Sector	Company/Organization	Appointment	Term Expiration	Term
Steve Evans	At-Large	Retired	June 2017 July 2020 Reappt	July 2022	2-year
Kim Moore	Workforce Development	Tallahassee Community College	June 2017 June 2019 Reappt	June 2022	2-year plus 1*
Jake Kiker	Entrepreneurial Business	Williams Gautier Law	June 2017 June 2019 Reappt	June 2022	2-year plus 1*
Cissy Proctor	Economic Development	LSN Partners	July 2020	July 2023	3-year
Mark O'Bryant	Major Employer	Tallahassee Memorial Healthcare	July 2020	July 2023	3-year
Bill Smith	Financial Sector	Capital City Bank	June 2017 July 2020 Reappt	July 2022	2-year
Brent Edington	Institution of Higher Education	Florida State University	December 2020	December 2023	3-year
Keith Bowers	MWSBE CAC Chairperson	Florida SBDC at Florida A&M University	September 2022	Term is set by the MWSBE CAC Bylaws	
Mitch Nelson	Advanced Manufacturing	DivvyUp	July 2020	July 2023	3-year
Dr. Temple Robinson	Healthcare	Bond Community Health Center	July 2020	July 2023	3-year

Member	Industry Sector	Company/Organization	Appointment	Term Expiration	Term
Ricardo Schneider	Applied Science	Danfoss Turbocor	July 2020	July 2023	3-year
Mindy Perkins	Professional Services	VR Systems, Inc.	July 2020	July 2023	3-year
Katrina Rolle	Non-profit	Community Foundation of North Florida	July 2020	July 2023	3-year
Gary Simmons	Small Business	Data Set Ready	July 2020	July 2023	3-year

*Appointments expiring in July 2021 were extended for an additional year with the adoption of amended bylaws on September 27, 2021. T

** Members are eligible for two consecutive terms for the industry sector.

OFFICE OF ECONOMIC VITALITY LEADERSHIP COUNCIL
BYLAWS, POLICIES, AND PROCEDURES
ADOPTED July 20, 2017

1. PREAMBLE

The Tallahassee-Leon County Office of Economic (OEV) Vitality Leadership Council (EVLC) has been created in accordance with the Interlocal Agreement, dated December 9, 2015, as may be amended from time to time, between the Tallahassee City Commission and Leon County Board of County Commissioners ("Interlocal Agreement"), and the one cent sales tax extension referendum approved by the voters at the November 4, 2014, General Election. The intent of these Bylaws, Policies, and Procedures is to provide guidance for the operation of the EVLC to ensure the accomplishment of objectives identified in the Economic Development Strategic Plan and as assigned by the Blueprint Intergovernmental Agency Board of Directors ("the Board"), consistent with the language and intent of the referendum approved by the voters.

2. EVLC PURPOSE AND FUNCTION

- 2.1. The EVLC shall fulfill its responsibilities to the citizens of Tallahassee-Leon County in accordance with the Economic Development Strategic Plan approved by the Board.
- 2.2. The role of the EVLC is to serve in an advisory capacity to the OEV.
- 2.3. The EVLC shall continually look at Tallahassee-Leon County's ability to be competitive in each of the six identified economic development areas of focus (business formation, technology and commercialization, business retention and expansion, business recruitment, talent development, and the creative economy) as well as the community overall.
- 2.4. To carry out its function as an advisory committee to the OEV, the EVLC shall:
 - 2.4.1. Encourage knowledge of all local programs and collaboration across each.
 - 2.4.2. Recommend improvements for competitiveness.
 - 2.4.3. Outline a plan to increase the community's ability to compete across the six identified economic development initiatives and overall as a community.

3. EVLC MEMBERSHIP

- 3.1. EVLC membership is established in the Interlocal Agreement, setting forth the minimum standards for the EVLC, which shall be comprised of the following:
 - 3.1.1. One (1) major employer representative
 - 3.1.2. One (1) institute of higher education representative
 - 3.1.3. One (1) entrepreneurial business representative or a representative from that community
 - 3.1.4. One (1) financial sector representative
 - 3.1.5. One (1) economic development representative
 - 3.1.6. One (1) workforce development representative
 - 3.1.7. One (1) at-large member
 - 3.1.8. One (1) MWSBE CAC Chairperson

- 3.1.9. One (1) advanced manufacturing representative
- 3.1.10. One (1) healthcare representative
- 3.1.11. One (1) applied science representative (Magnetic Taskforce Chair)
- 3.1.12. One (1) professional services representative
- 3.1.13. One (1) non-profit representative
- 3.1.14. One (1) small business representative
- 3.2. The Director of PLACE and the Director of OEV shall serve as ex officio non-voting members. Upon the recommendation of the Director of OEV, and majority vote of the EVLC, the Director of OEV may appoint former EVLC members to serve as non-voting subject matter experts to assist the EVLC with special projects or to serve as a resource to the EVLC. The subject matter experts are not required to be appointed by the Board.
- 3.3. The appointment of EVLC members shall be made by the Board. In order to be eligible for appointment by the Board, a person must be nominated by OEV staff. It is the intention that the makeup of the EVLC be representative of the diversity of the businesses and organizations in Tallahassee-Leon County. EVLC members serve at the pleasure of the Board.
- 3.4. EVLC members are appointed for three-year terms. If a member wishes to no longer serve on the EVLC, or is removed from the EVLC, the Board shall appoint a replacement from the membership category from which the member was nominated.
- 3.5. The initial terms for members appointed by the Board in 2017 shall be staggered in two and three year terms so that memberships will not expire concurrently. The initial term for members appointed by the Board in 2020 shall be for a period of three years. The term for members whose term expires in 2021 shall be extended by one year.
- 3.6. Memberships are subject to a two consecutive-term limitation.
- 3.7. If more than one person is nominated to serve as a representative for a membership category, OEV staff will review the nominations and provide a recommendation to the Board.

4. VACANCIES

A member's position shall become vacant when:

- 4.1. A member is absent from 33% of scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. However, attendance at emergency or special called meetings may be used to offset absences from regularly scheduled meetings. Special exceptions on the removal of members for absences may be made by the Director of PLACE when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the council to maintain quorum; or
- 4.2. When a member no longer meets eligibility requirements; or
- 4.3. When a member's term expires; or
- 4.4. When a member resigns.

5. VOTING

- 5.1. Each member of the EVLC shall have one vote.
- 5.2. Proxy votes and absentee ballots shall not be permitted.

6. EVLC OFFICERS, ELECTIONS, AND DUTIES

- 6.1. The Chair of the EVLC shall also serve as the At-Large member of the Competitive Projects Cabinet.
- 6.2. The Chairperson and Vice-Chairperson shall be elected by a majority of the votes of EVLC members present.
- 6.3. The Chairperson shall serve as Chair for a period of one year effective January 1 of each year. At the last meeting of the EVLC 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 year as the Chairperson. Nominations for the Vice-Chairperson shall be made at the meeting.
- 6.4. The EVLC Chairperson shall preside at all meetings. In the event of the absence of the Chairperson, or at his/her direction, the Vice-Chairperson shall assume the authority and duties of the Chairperson. In the event that neither the Chairperson nor Vice-Chairperson can preside at the meeting, the EVLC members shall elect one of its members to serve as temporary Chairperson for the meeting.
- 6.5. In the event that either the Chairperson or the Vice-Chairperson position becomes vacant, a replacement shall be elected at the next scheduled EVLC meeting for immediate assumption of duties and shall hold the position for the remainder of the calendar year.

7. EVLC MEETINGS AND AGENDAS

- 7.1. The EVLC shall meet quarterly at times and places as approved by the EVLC Chair in consultation with OEV staff.
- 7.2. Meeting dates and times may be changed to accommodate holidays or for other valid reasons.
- 7.3. Every attempt shall be made to send agenda packages to EVLC members seven (7) days prior to a regular EVLC meeting.
- 7.4. There shall be an official agenda for every EVLC meeting. The agenda shall be prepared by OEV staff.
- 7.5. The agenda and supporting information for each EVLC meeting shall be prepared and emailed to each member.
- 7.6. Any EVLC member, the Board, or OEV staff may place additional items on the EVLC agenda, with the approval of the Director of OEV.

8. OFFICIAL ACTIONS

- 8.1. All official actions of the EVLC shall require a quorum, and shall be upon motion and affirmative vote of a majority of those voting members present.
- 8.2. All official and formal positions of the EVLC, regardless of whether adopted or rejected, shall be recorded in the minutes. Verbatim minutes are not required, but minutes shall include an accurate summary of discussions and actions taken.

9. CONDUCT OF MEETING

- 9.1. All EVLC meetings shall be conducted under the requirements of the Florida "Government in the Sunshine" law and be open and accessible to the public.
- 9.2. The public will have the right to speak at EVLC meetings in accordance with section 286.0114, Florida Statutes.
- 9.3. In the absence of rules covered in this document, Roberts Rules of Order shall govern all EVLC meetings.
- 9.4. A quorum for EVLC meetings shall consist of a majority of current members appointed to the EVLC.
- 9.5. Any EVLC member who has a conflict of interest on any particular matter shall declare the conflict of interest before discussion and a vote is taken and shall abstain from voting on that issue.
- 9.6. As related to members who cannot physically attend the EVLC meeting, the EVLC will utilize, as appropriate, the intent of the "Telephonic Participation in Agency Meetings Policy" (Policy 105) as adopted by the Board on February 16, 2004. The following specific items are noted:
 - 9.6.1. A member participating telephonically will not count in the determination of a quorum;
 - 9.6.2. A member participating telephonically shall be able to vote as required and in accordance with the Bylaws;
 - 9.6.3. Only two members may participate telephonically at any meeting.
- 9.7. The Director of PLACE or the Director of OEV shall preside at all meetings of the EVLC and shall direct the EVLC with regard to its purpose, function, goals, and responsibilities.

10. ADMINISTRATION

- 10.1. Meetings shall be held quarterly at dates, times, and places approved by the EVLC Chair in consultation with OEV staff.
- 10.2. Meeting dates, times, and places shall be provided to the City Communications Department and County Public Information Office, and will be made available at www.OEVforBusiness.org.
- 10.3. A special meeting may be called by the Director of PLACE or Director of OEV. Each member of the EVLC shall receive a notification of such special meeting, stating the date, hour, and place of the meeting, and the purpose for which the meeting is called.
- 10.4. An emergency meeting may be called by the Director of PLACE or Director of OEV when an emergency exists which requires immediate action by the EVLC. When such a meeting is called, each member shall be notified, stating the date, hour, and place of meeting, and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- 10.5. If, after reasonable diligence, it becomes impossible to give notice to each EVLC member, such failure shall not affect the legality of the emergency meeting, if a quorum is present.
- 10.6. The Director of PLACE and the Director of OEV shall serve as ex officio non-voting members of the EVLC.
- 10.7. OEV staff shall be responsible for the preparation and recording of minutes of all EVLC meetings and all notices and agendas for the EVLC meetings.

10.8. The Director of PLACE and Director of OEV shall transmit EVLC's decisions or recommendations to the Board by incorporating such decisions or recommendations into the applicable agenda item at the next available meeting.

11. AMENDMENT

11.1. These bylaws may be amended from time to time, upon a two-thirds vote of those voting members present at a regularly scheduled EVLC meeting.

11.2. Amendments to the bylaws shall become effective immediately after the approval of the Board.

12. EFFECTIVE DATE

12.1. These Bylaws, Policies, and Procedures shall become effective immediately upon approval of the Board.

Revised:

July 9, 2020

September 27, 2021