

BOARD OF DIRECTORS MEETING

May 19, 2022

3:00 pm

City Commission Chambers

Chair: Nick Maddox

Agenda

I. AGENDA MODIFICATIONS PAGE

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 until 5 p.m. on May 18, 2022. 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 by 5 p.m. on May 18, 2022, and WebEx meeting access information will be provided to you via email. Speakers are limited to 3 minutes.

III. INFORMATIONAL ITEMS/PRESENTATIONS

- [Receipt and File:](#)
 - Blueprint Infrastructure Community Engagement Update
 - History and Culture Trail Project Update
 - Draft Economic Vitality Leadership Committee May 10, 2022 Minutes
 - Draft Citizens Advisory Committee May 4, 2022 Minutes

IV. CONSENT

1. Approval of the March 31, 2022 Blueprint Intergovernmental Agency Board Meeting Minutes
2. Ratification of the May 19, 2022 Blueprint Intergovernmental Agency Budget Workshop (*provided at meeting*)
3. Acceptance of the FY 2020-2021 Annual Comprehensive Financial Report

V. GENERAL BUSINESS/PRESENTATIONS

4. Authorization to Procure Design-Build Services for the Monroe-Adams Corridor Placemaking Project and Approval of a Joint Project Agreement with the City of Tallahassee for Underground Electric Utility
5. Consideration of a Funding Request by Domi Education Inc., for Renovations at 914 Railroad Avenue

VI. DIRECTOR DISCUSSION ITEMS

VII. ADJOURN

NEXT BOARD OF DIRECTORS MEETING: July 14, 2022

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 Agenda Item #1

May 19, 2022

Title: Approval of the March 31, 2022 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Category: Consent

Intergovernmental Management Committee: Vincent S. Long, Leon County Administrator
Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: 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 minutes for the March 31, 2022 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 has no fiscal impact.

RECOMMENDED ACTION:

Option 1: Approve the March 31, 2022 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes.

OPTIONS:

Option 1: Approve the March 31, 2022 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes.

Option 2: IA Board Direction.

Attachments:

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Meeting on March 31, 2022.

THIS PAGE INTENTIONALLY LEFT BLANK

Blueprint Intergovernmental Agency

Board of Directors

Meeting Minutes

Date: May 19, 2022
To: Board of Directors
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes to Board of Directors Meeting of March 31, 2022

MEMBERS PRESENT

COUNTY

CITY

Commissioner Nick Maddox, Chair	Mayor John Dailey
Commissioner Kristin Dozier	Commissioner Curtis Richardson
Commissioner Carolyn Cummings	Commissioner Jeremy Matlow
Commissioner Brian Welch	Commissioner Jacqueline Porter
Commissioner Rick Minor	Commissioner Dianne Williams-Cox
Commissioner Bill Proctor	
Commissioner Jimbo Jackson	

I. AGENDA MODIFICATIONS

There were no agenda modifications. Ben Pingree, Director of PLACE, explained the agenda format stating that the only items for the meeting were the Receipt and File reports, the Informational Item that Commissioner Porter requested at the previous IA Board meeting, and the acceptance of the minutes from the February 24, 2022 meeting. Director Pingree stated that there would not be a presentation related to the Informational Item, but that staff was available to answer questions related to the materials provided.

II. CITIZENS TO BE HEARD ON NON-AGENDA ITEMS

Public comments were received by email to Comments@BlueprintIA.org through 5:00 p.m. on March 30, 2022. All emails received were provided to the IA Board. Live comments were also taken in person and via WebEx during the meeting. The following comments were presented:

Max Epstein expressed concern about the updates being provided for Capital Cascades Project and public engagement.

III. INFORMATIONAL ITEMS/PRESENTATIONS

- Receipt and File:
 - Blueprint Infrastructure Quarterly Report
 - Blueprint Infrastructure Community Engagement Update

- Informational Item Regarding the Structure and Governance of the Blueprint Intergovernmental Agency and the Department of Planning, Land Management, and Community Enhancement (PLACE)

IV. CITIZENS TO BE HEARD

Stanley Sims stated that he would like to see more minority-owned businesses and local businesses engaged in Blueprint projects.

Max Epstein expressed concern about the IMC public record disclosure requirements under the 2016 interlocal agreement. He suggested that the City and County review the IMC's sunshine requirements to ensure transparency and public confidence.

Commissioner Richardson requested that Susan Dawson, Blueprint Attorney, address the comments from Max Epstein and a letter from a citizen that was sent to the IA Board regarding Florida Sunshine Law and how it applies to the Intergovernmental Management Committee (IMC). Attorney Dawson explained that the IMC is not a board or commission within the meaning of and as defined under Florida Sunshine law. She stated that the IMC reviews and signs off on staff prepared memoranda which are subject to the State's public records laws, and that the IMC is not required to hold public meetings because it serves in a managerial capacity for Blueprint. Attorney Dawson explained that for the past 20 years, the IMC, comprised of the City Manager and the County Administrator, has served as managers supervising Blueprint operations pursuant to the Interlocal Agreement to ensure that staff is following the directives of the IA Board. She stated that the IMC does not make policy decisions as that is a function of the IA Board.

V. CONSENT

Mayor Dailey moved, seconded by Commissioner Williams-Cox, to approve the Consent Agenda.

The motion passed 12-0 (weighted (70-0)).

1. Approval of the February 24, 2022, Blueprint Intergovernmental Agency Board Meeting Minutes

Option 1: Approve the February 24, 2022, Meeting Minutes.

VI. GENERAL BUSINESS

There were no general business items discussed, and no actions were taken.

VII. DIRECTOR DISCUSSION

Commissioner Porter expressed concern about public control, accountability, and Florida Sunshine law compliance. Attorney Dawson explained the differences between the roles of the Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC), and the Intergovernmental Management Committee. Attorney Dawson explained that all groups are subject to public record compliance and that the CAC holds public meetings because of its advisory role for the IA Board, while the

IMC does not hold public meetings because it operates in a managerial capacity for the Department of PLACE and staff. Commissioner Porter inquired about the process for how the agenda item makes it before the IA Board and whether it had been presented to the CAC and IMC before it came before the IA Board. Director Pingree explained how agenda items are developed by staff, routed for review to the IMC, then presented to the IA Board.

Commissioner Maddox stated that the structure and role of the IMC was clear to him based on the information presented in the informational item and that the role of the IMC appears to be managerial. He suggested that the confusion related to the roles of the IMC may be related to its name, "Intergovernmental Management Committee."

Stanley Sims was allotted another opportunity to be heard during Director Discussion and expressed concern about the internal processes of Blueprint stating that he believed he has not been treated the same as other business entities seeking financial assistance from the Office of Economic Vitality.

Commissioner Richardson expressed full faith and confidence in the Blueprint Attorney, Susan Dawson. He stated that he is confident in the advice and guidance that she provides to the Intergovernmental Agency.

Commissioner Proctor addressed the comments of Mr. Sims and expressed concerns about the review process for noncompetitive project applications and how projects come before the IA Board for review. Also, Commissioner Proctor voiced concern about the morale of the IA Board, the behavior of the Commissioners, and their treatment of one another.

Commissioner Matlow asked Director Pingree to provide an overview of his daily working relationship with the IMC. Director Pingree explained that the IMC serves as his executive supervisors and that he regularly reports to and interacts with the Assistant City Manager and Assistant County Administrator. Commissioner Matlow inquired about how policy recommendations are developed and how they are brought before the IA Board. Director Pingree explained that all policy recommendations are developed into agenda items, routed through the IMC for review, and presented before the IA Board for approval or direction: he reiterated that staff works at the direction of the IA Board and that the IMC serves as managers to ensure that the direction provided by the IA Board is fulfilled. Commissioner Matlow asked Director Pingree to explain his joint annual review process. Director Pingree explained that his review process is typical of any other review process. He stated that he completes a draft self-evaluation that is individually reviewed and revised by his supervisors before it is included in his annual performance review packet.

Commissioner Matlow requested examples and an explanation about how the Agency increases accountability and coordinated efficiency between the City and County. Director Pingree explained that the successful recruitment of Amazon to the Tallahassee area required extensive coordination between the City and County in a timely and efficient manner. Director Pingree directed Commissioner Matlow to the informational materials for additional examples.

Commissioner Matlow then inquired about the expenditure authority of the IMC and whether the IA Board had delegated its authority to IMC. Attorney Dawson explained that the Competitive Project Policy, which the IA Board approved, specifies that the IMC has approval authority for projects up to \$500,000, and anything above that amount must come before the IA Board for review and approval. She clarified that the policy delineates certain authorities between the IMC and IA Board but that the IA Board had not delegated or given away any of its authority.

Commissioner Matlow inquired about the Director's hiring process. County Administrator Vince Long, explained that Director Pingree was the only candidate for the position, that no one other than himself and the City Manager at the time were involved in the hiring of Mr. Pingree, and that Director Pingree was well qualified for the position at the time of interview. Administrator Long also provided an overview of the PLACE structure and how the penny sales tax is used in other communities throughout the state of Florida as compared to Tallahassee and Leon County. He explained that the interlocal agreement used to establish Blueprint is unique to the Tallahassee community and allows for organizational alignment for infrastructure and economic development projects between the City and the County. Finally, Commissioner Matlow asked whether there has been any coordination between Blueprint and former City Manager Rick Fernandez since he left his position with the County; both Director Pingree and County Administrator Long stated there had not been. Commissioner Matlow closed by expressing concern about the Blueprint governance structure, the hiring of Director Pingree, and the IMC's compliance with Florida Sunshine laws. Attorney Dawson expressed concern regarding the questioning being conducted.

Commissioner Williams-Cox expressed a desire to adjourn the meeting since there was no business items to be discussed and the agenda had been exhausted. Commissioner Maddox requested clarification about a motion to adjourn. Attorney Dawson stated that a motion to adjourn required a second and a simple majority to pass.

Commissioner Williams-Cox moved to adjourn the meeting, seconded by Commissioner Richardson

Passed 5-5 (weighted: 31-29)

Mayor Dailey, Commissioners Williams-Cox, Richardson, Maddox, Jackson, voted in favor of the motion to adjourn. Commissioners Matlow, Porter, Dozier, Minor, and Welch voted against the motion. Commissioners Cummings and Proctor were out of chambers.

VIII. ADJOURN

The meeting adjourned at 4:45 p.m.

The next Blueprint Intergovernmental Agency Board of Directors Meeting is scheduled for May 19, 2022, at 3:00 p.m.

Blueprint Intergovernmental Agency Board of Directors Agenda Item #2

May 19, 2022

Title: Ratification of the May 19, 2022 Blueprint Intergovernmental Agency Budget Workshop

Category: Consent

Intergovernmental Management Committee: Vincent S. Long, Leon County Administrator
Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item seeks ratification of the following actions as approved by the Blueprint Intergovernmental Agency Board of Directors (IA Board) at their budget workshop on **May 19, 2022**.

Material to be provided at meeting.

Meeting Materials and Video Link for the Workshop can be found here: Blueprint Intergovernmental Agency May 22, 2022 Budget Workshop:
<https://blueprintia.org/wp-content/uploads/Budget-Workshop-Item-5-19-22.pdf>

OPTIONS:

Option 1: Ratify the actions taken by the IA Board during the May 19, 2022 FY 2023 Budget Workshop.

Option 2: IA Board Direction.

THIS PAGE INTENTIONALLY LEFT BLANK

**Blueprint Intergovernmental Agency
Board of Directors
Agenda Item #3
May 19, 2022**

Title: Acceptance of the Fiscal Year 2020 – 2021 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency

Category: Consent

Intergovernmental Management Committee: Vincent S. Long, Leon County Administrator
Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: Benjamin H. Pingree, Director, Department of PLACE
Tres Long, Senior Accountant, Blueprint IA

STATEMENT OF ISSUE:

Similar to each year, this item presents and seeks acceptance of the Fiscal Year (FY) 2021 Annual Comprehensive Financial Report (ACFR).

FISCAL IMPACT:

This item has fiscal impact as it recommends programming the budgetary fund balance surplus for the Office of Economic Vitality into the Future Opportunity Leveraging Fund (FOLF), in accordance with the policy governing the FOLF.

RECOMMENDED ACTION:

Option 1: Accept the Fiscal Year 2021 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency (Attachment #1) and allocate OEV's budgetary fund balance surplus totaling \$819,515 to the Future Opportunity Leveraging Fund (FOLF) according to the policy governing the FOLF.

Fiscal Year 2021 Annual Comprehensive Financial Report:

After the close of each fiscal year, in accordance with governmental accounting standards, the Agency accountant compiles a report on the financial position and results of operations for the Agency. Because this report complies with generally accepted accounting principles and the guidance provided by the Governmental Accounting Standards Board (GASB), the report is titled the Annual Comprehensive Financial Report, in accordance with GASB standards. Under Florida law, every county, municipality, and special district like the Agency is required to compile

this report, contract with an auditing firm to issue an opinion on the report, and to submit the report to the Auditor General of the State of Florida. The ACFR is also submitted to Electronic Municipal Market Access (EMMA) in compliance with the covenants of the Agency's outstanding debt issue.

This Annual Comprehensive Financial Report (ACFR) (Attachment #1) presents the results of operations of the Blueprint Intergovernmental Agency (Agency) for Fiscal Year 2021. The Agency FY 2021 ACFR was completed in April 2021, covering the operating results of the Agency between October 1, 2020 and September 30, 2021. The issuance of the ACFR typically occurs prior to May 31 of each year for the preceding fiscal year.

The audit firm generally performs interim review work to monitor financial controls during the summer of each year. The Agency's financial records exist on the City of Tallahassee's financial ledger system and the auditors perform their tests simultaneously on City and Agency controls. After the end of the fiscal year and after all transactions are recorded, typically in December, staff begin to send information to the auditors for their review. The Agency's ACFR is generally compiled in January and February and the auditors begin testing transaction data in March. The auditors typically aim for a completion date in late March for the City's audit and then turn their attention to the Agency in April. The Agency's audit opinion letter is typically issued during the first two weeks of May each year.

The annual audit has now been completed and the Agency received an unmodified opinion from the external auditors, MSL CPAs and Advisors, P.A. The auditor's opinion, stated on page 15 of the ACFR reads: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Blueprint Intergovernmental Agency, as of September 30, 2021, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." Representatives from the external auditors will be available in person or by teleconference at the May 19, 2022 meeting to answer any questions that may arise.

After completion of all accounting entries required prior to the issuance of the ACFR, the remaining budgetary fund balance in the Agency's Office of Economic Vitality Operating Fund as a result of FY 2021 operations is \$819,515. Sales tax revenues received during FY 2021 were approximately 15% greater than budgeted revenues for the year. The Agency's operating expenses for FY 2021 were also less than budgeted. This item recommends allocating the surplus OEV budgetary fund balance to the Future Opportunity Leveraging Fund (FOLF) in accordance with the policy governing the FOLF. This funding will be reserved for leveraging opportunities and will be available for appropriation by the IA Board at any point in the future. The current balance of the FOLF is \$719,997. The FOLF was designed to fund projects that arise in a changing environment. These future opportunities could be utilized to implement mid/long-term strategies in the updated strategic plan, additional leverage for highly competitive recruitment/expansion projects, matching grant dollars, non-competitive projects that align with the newly adopted strategic plan, or as a "reserve fund" should sales tax revenues significantly decline. The most recent example of a project funded from this line item is 1309 Alabama Street. This property was recently acquired and given to the City of Tallahassee. The

property will be activated in a manner that supports the Griffin Heights Neighborhood First Plan.

The Blueprint Infrastructure Operating Fund, however, has a negative balance of (\$174,735) due to the receipt of less American Rescue Plan Act (ARPA) funding than initially budgeted during the May 27, 2021 budget workshop. The anticipated funds were transferred into projects as directed by the IA Board, however the ARPA funds received were substantially less than budgeted. While the revenue from sales tax was substantially higher than budgeted, it was not sufficient to close the year with a positive fund balance. This negative fund balance will be added to the very large, positive fund balance of several million dollars that the Agency anticipates by the end of Fiscal Year 2022 in September, which will be allocated with the FY 2023 budget during the September IA Board meeting.

Action by the TCC and CAC: This item was not presented to the TCC or the CAC. However, the CAC was provided the ACFR via email for their review, consistent with Blueprint policy.

OPTIONS:

- Option 1: Accept the Fiscal Year 2021 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency (Attachment #1) and allocate OEV's budgetary fund balance surplus totaling \$819,515 to the Future Opportunity Leveraging Fund (FOLF) according to the policy governing the FOLF.
- Option 2: IA Board direction.

RECOMMENDED OPTIONS:

- Option 1: Accept the Fiscal Year 2021 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency (Attachment #1).

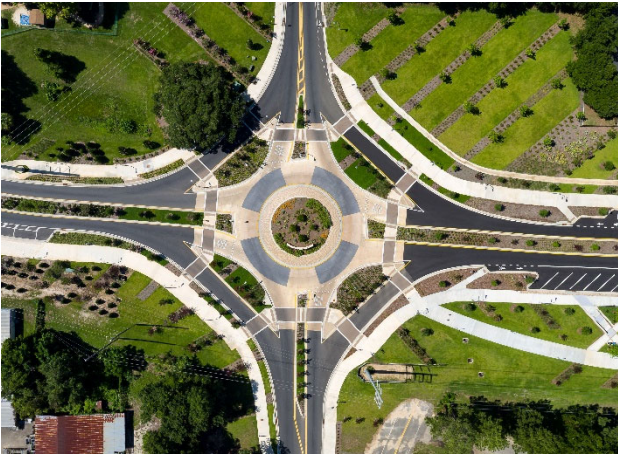
Attachments:

1. FY 2021 Annual Comprehensive Financial Report

THIS PAGE INTENTIONALLY LEFT BLANK

BLUEPRINT

INTERGOVERNMENTAL AGENCY



Annual Comprehensive Financial Report For The Fiscal Year Ended September 30, 2021



**ANNUAL
COMPREHENSIVE
FINANCIAL REPORT**

**BLUEPRINT
INTERGOVERNMENTAL AGENCY**

**For The Fiscal Year Ended
September 30, 2021**



PREPARED BY:

**Tres Long, CPA, CIA, CGFM,
Senior Accountant, Blueprint Intergovernmental Agency**

AND:

**Financial Services Department
Financial Reporting Division
City of Tallahassee, Florida**

THIS PAGE INTENTIONALLY LEFT BLANK



**BLUEPRINT INTERGOVERNMENTAL AGENCY
ANNUAL COMPREHENSIVE FINANCIAL REPORT
FISCAL YEAR ENDED SEPTEMBER 30, 2021**

TABLE OF CONTENTS

	PAGE
I. INTRODUCTORY SECTION	
Letter of Transmittal.....	4
Organization Chart.....	9
List of Elected and Appointed Officials and Directors.....	10
List of Financial Reporting Division Staff.....	11
II. FINANCIAL SECTION	
Independedt Auditors' Report.....	14
Management's Discussion and Analysis.....	17
Basic Financial Statements	
A. Government-wide Financial Statements	
Statement of Net Position.....	24
Statement of Activities.....	25
B. Fund Financial Statements	
Balance Sheet, Governmental Funds.....	26
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position.....	27
Statement of Revenues, Expenditures and Changes in Fund Balance, Governmental Funds.....	28
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	29
Notes to Financial Statements.....	31
C. Required Supplementary Information	
Budgetary Comparison Schedule - General Fund.....	62
Note to Required Supplementary Information.....	63
Proportionate Share of Net Pension Liability - City Plan.....	64
Schedule of Contributions and Notes to Schedule of Contributions - City Plan.....	65
Proportionate Share of Net Pension Liability - Florida Retirement System.....	66
Proportionate Share of Net Pension Liability - Health Insurance Subsidy Program.....	67
Schedule of Contributions - Florida Retirement System.....	68
Schedule of Contributions - Health Insurance Subsidy Program.....	69
Schedule of Changes in Net OPEB Liability and Related Ratios.....	70
Schedule of Contributions - OPEB.....	71
III. STATISTICAL SECTION	
Net Position by Component.....	74
Changes in Net Position.....	75
Fund Balances.....	76
Changes in Fund Balances.....	77
Retail Sales and Tax Collection History.....	78
Ratios of Outstanding Debt by Type.....	79
Leon County, Florida Demographic Statistics.....	80
Full-Time Equivalent Agency Employees.....	81
Pledged Revenue Coverage.....	82
Capital Assets By Function.....	83

**BLUEPRINT INTERGOVERNMENTAL AGENCY
ANNUAL COMPREHENSIVE FINANCIAL REPORT
FISCAL YEAR ENDED SEPTEMBER 30, 2021**

TABLE OF CONTENTS

	PAGE
IV. OTHER REPORTS	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	86
Independent Accountants' Report.....	88
Independent Auditors' Management Letter.....	89

INTRODUCTORY SECTION

LETTER OF TRANSMITTAL

ORGANIZATIONAL CHART

LIST OF DIRECTORS AND MANAGERS

LIST OF FINANCIAL REPORTING DIVISION STAFF

May 11, 2022

To the Chairman and Members of the Board of the Blueprint Intergovernmental Agency

The Annual Comprehensive Financial Report of the Blueprint Intergovernmental Agency (the Agency) for the fiscal year ended September 30, 2021, is hereby submitted pursuant to Section 11.45, Florida Statutes and Chapter 10.550 Rules of the Auditor General of the State of Florida. This report represents the official report of the Agency's financial operations and condition to the citizens, the Agency's Board, the Agency's management, rating agencies, and other interested persons.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, but not absolute, assurance that the financial statements are free of any material misstatements.

The certified public accounting firm of MSL, P.A. has issued an unmodified opinion on the Agency's financial statements for the year ended September 30, 2021. The independent auditors' report is located at the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditors' report and provides a narrative introduction, overview, and analysis of the basic financial statements. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it.

PROFILE OF THE AGENCY

On October 27, 2000, pursuant to Section 163.01 (7), Florida Statutes, Leon County, Florida, and the City of Tallahassee, Florida, created the Blueprint Intergovernmental Agency to govern the project management structure for the project planning and the construction of the Blueprint 2000 projects. These projects were to be funded from a 15-year discretionary one-cent sales tax extension approved by a voting majority of Leon County voters on November 7, 2000. The Board of County Commissioners and the City Commission constitute the Board of Directors (the Board) for the Agency. On December 9, 2015, the Board elected to change the name of the Agency to Blueprint Intergovernmental Agency. The County Administrator and the City Manager approve staffing for the Agency. Various committees provide professional advice and serve in advisory capacities.

Tallahassee, the capital city of Florida, was incorporated in 1825, twenty years before Florida was admitted to the Union. The City is governed by a Mayor and four Commissioners elected at-large. The City Commission appoints the City Manager, the City Treasurer-Clerk, the City Auditor, and the City Attorney. Collectively the appointed officials are responsible for all administrative aspects of the government, with most falling under the purview of the City Manager.

The Leon County Board of Commissioners consists of seven members, five of whom are elected within districts, with the remaining two elected at-large. Each Commissioner is elected to a four-year term with the position of Chairperson selected annually on a rotating basis. A County Administrator administers all county offices not governed by elected County officials.

In 1989 the voters of Leon County approved an additional one-cent sales tax, increasing the sales tax total to seven and one-half cents. The additional penny tax, levied through the year 2004, was used for capital projects in the areas of transportation and law enforcement.

On November 7, 2000, voters approved a 15-year extension of the penny sales tax, with 80% of the proceeds to be used for a variety of transportation, stormwater, and environmental projects identified in Blueprint 2000, a study produced by a citizens group representing business and environmental interests, to help guide the community's future growth. The funds collected under this extension are the funds the Agency uses for projects.

On November 4, 2014, a majority of Leon County voters approved another extension of the penny sales tax through December 31, 2039. The tax collected will be used for projects designed to improve roads, reduce traffic congestion, protect lakes and water quality, reduce flooding, expand and operate parks and recreational areas, invest in economic development and other uses authorized under Florida law; and to seek matching funds for these purposes.

The Agency is required to adopt a final budget prior to the close of the fiscal year. This annual budget serves as the foundation for the Agency's financial planning and control. The annual budget process involves input and collaboration between the Director of PLACE, members of the Intergovernmental Agency, and input and review from the various committees.

FACTORS AFFECTING FINANCIAL CONDITION

The economy of Leon County is strongly influenced by governmental and educational activities. The presence of the State Capital and two major universities help to shape Leon County's population as relatively young, well educated, and affluent.

Leon County is a racially diverse community. Minorities account for 38.5% of the population, with African-Americans comprising 32.0%.

Leon County residents have historically attained a very high level of education. Forty six percent of area residents aged 25 or older have completed at least four years of college.

The 2015-2019 American Community Survey 5-Year Estimates report median family income in Leon County is \$53,106, which is comparable to the national median.

The level of governmental employment has a stabilizing effect on the economy and helps to minimize unemployment. In December 2021, the unemployment rate was 3.4% in Leon County as compared to the State's unemployment rate of 3.5%. The percentage of employees employed by local, state, and federal government is approximately 29.22% of the work force. The unemployment rate is one of many economic indicators utilized to evaluate the condition of the economy.

Population growth trends are presented in the following table:

Year	Tallahassee	Unincorporated	Leon County
1960	48,174	26,051	74,225
1970	71,897	31,150	103,047
1980	81,548	67,104	148,652
1990	124,773	67,720	192,493
2000	150,624	88,858	239,482
2010	181,736	94,111	275,847
2020	198,627	100,857	299,484
2025	208,300	104,600	312,900
2030	216,900	106,100	323,000
2035	223,600	107,800	331,400
2040	229,300	109,200	338,500
2045	234,200	110,400	344,600

As previously indicated, the Agency is primarily funded via a penny sales tax collection which is predicated on retail sales; the following chart indicates the trend in retail sales (in thousands) for Leon County:

Year	Amount	Year	Amount
2006	\$ 7,154,823	2014	\$ 7,686,804
2007	7,358,014	2015	7,510,613
2008	7,265,784	2016	7,751,449
2009	6,385,468	2017	8,026,814
2010	6,357,986	2018	8,290,351
2011	6,518,559	2019	8,652,367
2012	6,681,858	2020	8,354,156
2013	7,071,265	2021	9,230,547

CONSTRUCTION TRENDS

Residential Construction

Single-family residential building permits in Leon County were up 22% in fiscal year 2021, following a 13% increase in fiscal year 2020. Permits for multi-family units were up 16% in fiscal year 2021 following a 48% increase in fiscal year 2020. Year-over-year new multi-family construction can be volatile given the number of units included in each development.

Commercial Development

In fiscal year 2021, nearly \$63 million in new commercial construction was permitted in Leon County, below the approximately \$97 million permitted in fiscal year 2020. Larger new commercial permits in fiscal year 2021 include the estimated \$30 million, 250,000 square foot 4Forty North Monroe Mixed-Use Development, the \$6.6 million, 104,000 square foot Par Self-Storage Timberlane, and the \$6.4 million, 63 room Tallahassee Suites Hotel.

LONG-TERM FINANCIAL PLANNING

The Agency has prepared a Master Plan of the Blueprint 2000 and Blueprint 2020 projects that is reviewed and updated twice per year. Financing for these projects is continually evaluated in terms of pay-as-you-go financing (either sales tax collections or grants, when available) or long-term debt financing. The Agency adopted a long-term implementation plan in 2021 to program funding through the end of the sales surtax in 2039. The Agency planned for and secured a State Infrastructure Bank Loan totaling \$25.5 million and a 15-year bond totaling \$91 million during 2022 to implement the approved projects.

ACKNOWLEDGEMENTS

The preparation of this report on a timely basis could not be accomplished without the efficient and dedicated services of the staff of the City of Tallahassee's Financial Reporting Division, who assisted with compiling this report. We would also like to thank the members of the City and County Commissions for their interest and support in planning and conducting the financial operations of the Agency in a responsible and progressive manner.

Respectfully submitted,

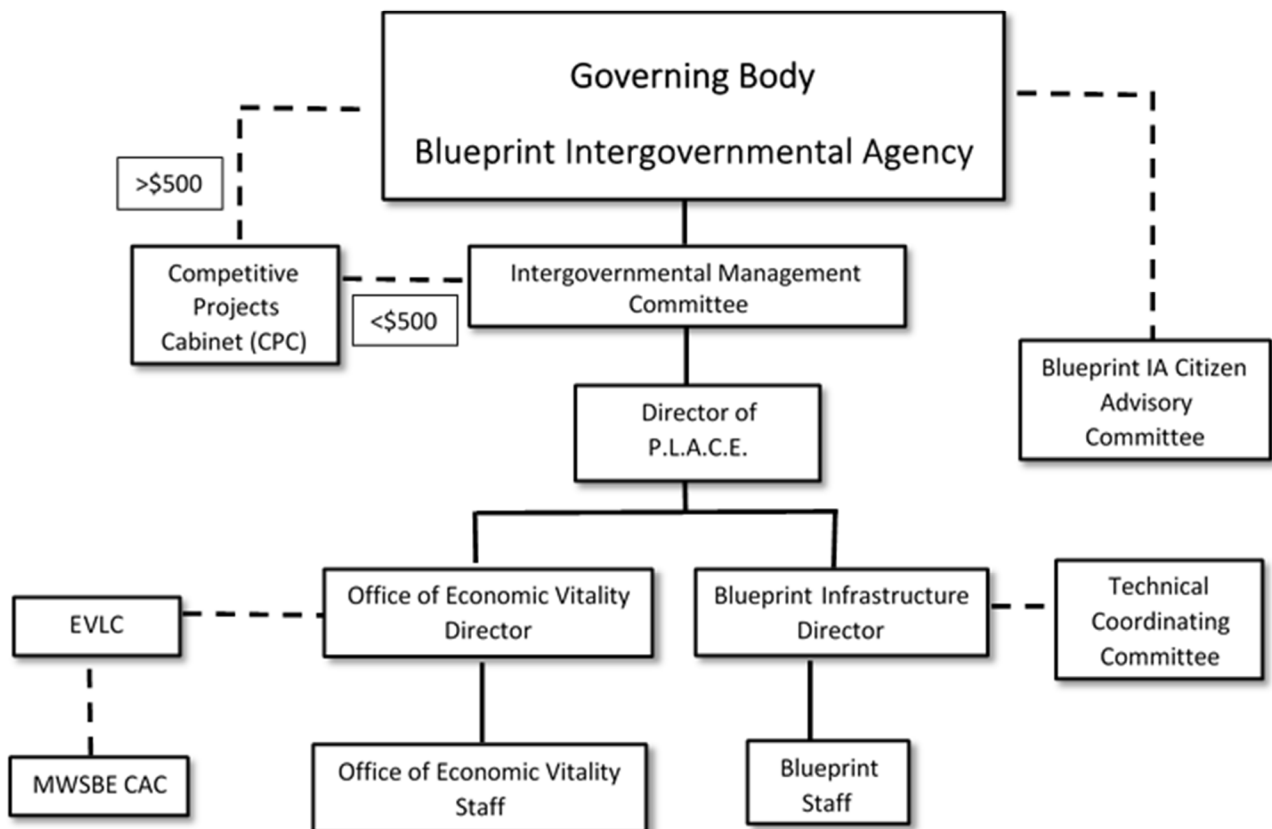


Ben Pingree
Director of P.L.A.C.E.
Blueprint Intergovernmental Agency

THIS PAGE INTENTIONALLY LEFT BLANK



BLUEPRINT INTERGOVERNMENTAL AGENCY ORGANIZATION CHART



BLUEPRINT INTERGOVERNMENTAL AGENCY

BOARD OF DIRECTORS

Nick Maddox, Chairman

Curtis Richardson, Vice-Chairman

Commissioner Carolyn Cummings

Commissioner Rick Minor

Mayor John Dailey

Commissioner Jacqueline Porter

Commissioner Kristin Dozier

Commissioner Bill Proctor

Commissioner Jimbo Jackson

Commissioner Brian Welch

Commissioner Jeremy Matlow

Commissioner Diane Williams-Cox

INTERGOVERNMENTAL MANAGEMENT COMMITTEE

Vincent S. Long, Leon County Administrator
Reese Goad, City Manager, City of Tallahassee

DIRECTOR OF PLANNING, LAND MANAGEMENT AND COMMUNITY ENHANCEMENT

Benjamin Pingree

The Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency was produced by the combined efforts of Blueprint Accounting Staff and the Financial Reporting Division of the Financial Services Department. The following staff had primary responsibility for preparing and assuring the accuracy of this report:

Assistant City Manager
Christian Doolin

Director, Financial Services
Patrick Twyman

Manager, Financial Reporting
Rita Stevens, CPA

Manager, Fixed Assets
Robert Bechtol, CPA

Senior Accountant, Blueprint Intergovernmental Agency
Tres Long, CPA, CIA, CGFM

Linda Caines
Latrenda Johnson
Julie Paniucki
Angela Roberts

Mazie Crumbie
Kereen Jones
Lajja Patel, CPA
Keith Srinivasan
Rosie Tu

Andrea Durham
Vernessa McMillon
George Robbins, CPA
Emerson Thompson

THIS PAGE INTENTIONALLY LEFT BLANK



FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

MANAGEMENT'S DISCUSSION AND ANALYSIS

BASIC FINANCIAL STATEMENTS

REQUIRED SUPPLEMENTARY INFORMATION



INDEPENDENT AUDITOR'S REPORT

Honorable Members of the Board
Blueprint Intergovernmental Agency
Tallahassee, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Blueprint Intergovernmental Agency (the "Agency") as of and for the fiscal year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Honorable Members of the Board
Blueprint Intergovernmental Agency

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund, of the Agency as of September 30, 2021, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Required Supplementary Information (other than MD&A), as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The introductory section and statistical section, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements.

The introductory section and statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2022, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

MSL, P.A.

Certified Public Accountants

Tallahassee, Florida
May 11, 2022

THIS PAGE INTENTIONALLY LEFT BLANK



MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Agency's (or "Blueprint") annual financial report is designed to provide the reader with a better understanding of the financial activity for the fiscal year that ended September 30, 2021. It should be read in conjunction with the Transmittal Letter at the front of this report and the financial statements, which follow this section. Notes mentioned below are Notes to the Financial Statements, which follow the statements.

FINANCIAL HIGHLIGHTS

- Assets and Deferred Outflows of Resources at September 30, 2021 totaled \$236.1 million, representing a decrease of \$(44.1) million from the prior year. This decrease is primarily due to the transfer of the remaining Construction in Progress balance of Capital Circle Southwest to the State of Florida after completion of all remaining segments of that project.
- Liabilities and Deferred Inflows of Resources at September 30, 2021 totaled \$25.5 million, representing an increase of \$11.6 million. This increase is primarily due to a \$10 million note issued by Regions Bank to fund the Florida A&M University Bragg Stadium Upgrades project.
- Total net position decreased \$(55.7) million during the fiscal year ended September 30, 2021 primarily as a result of current year operations.
- Revenues increased by \$5.6 million primarily because sales tax revenues increased by \$5.6 million as a result of the economic recovery from the COVID-19 pandemic and related fiscal stimulus measures.
- Expenses increased by \$74.5 million primarily because of the transfer of the remaining \$80 million of the Capital Circle Southwest project to the State of Florida after the project's completion. Expenses related to infrastructure projects are recorded as an asset, Construction in Progress, while under construction and the expense is recorded once the projects are transferred to another agency for perpetual maintenance.

AN OVERVIEW OF THE FINANCIAL STATEMENTS

The Agency's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements. The focus of the financial statements is on both Blueprint's overall financial status and the major individual funds. The following briefly describes the component parts.

GOVERNMENT-WIDE STATEMENTS

The government-wide financial statements are designed to report information about the Agency as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position combines all of Blueprint's current financial resources with capital assets and long-term obligations. Net position, the difference between Blueprint's assets, deferred outflows of resources, liabilities and deferred inflows of resources, is one way to measure its financial health.

Blueprint is considered a single-function government with all activities classified as governmental rather than business-type. Consequently, the government-wide financial statements include only governmental activities. These are services that are financed primarily from shared revenues.

FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of Blueprint's funds are considered to be Governmental funds. Blueprint maintains three individual funds - a general fund, a special revenue fund and a debt service fund; all of which are considered major funds. The following chart describes the fund requirements.

- **Scope** - Includes Blueprint's revenues from bond sales, shared revenues, investment income, operational expenditures, and approved community projects
- **Required financial statements** - Balance Sheet; Statement of Revenues, Expenditures and Changes in Fund Balances
- **Accounting basis and measurement focus** - modified accrual accounting and current financial resources focus
- **Type of asset/liability information** - Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets are included
- **Type of inflow/outflow information** - Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter. Activity consists of pension and OPEB-related deferred inflows/outflows.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects the condensed Statement of Net Position compared to the prior year. As indicated in the table, Blueprint's net position decreased by (\$55.7) million in fiscal year 2021. Total assets and deferred outflows of resources decreased by (\$44.1) million primarily due to the transfer of the Capital Circle Southwest project to the State of Florida. Total liabilities and deferred inflows of resources increased by \$11.6 million primarily due to a \$10 million note received from Regions Bank to fund the Florida A&M University Bragg Stadium Repairs project.

Table 1
Statement of Net Position
As of September 30
Governmental Activities
(in thousands)

	2021	2020	\$ Change
Assets and Deferred Outflows of Resources			
Current Assets	\$ 118,664	\$ 97,367	\$ 21,297
Noncurrent Assets	114,661	180,500	(65,839)
Deferred Outflow of Resources	2,736	2,308	428
Total Assets and Deferred Outflows of Resources	\$ 236,061	\$ 280,175	\$ (44,114)
Liabilities and Deferred Inflows of Resources			
Current Liabilities	\$ 5,494	\$ 2,388	\$ 3,106
Noncurrent Liabilities	19,219	11,049	8,170
Deferred Inflows of Resources	754	454	300
Total Liabilities and Deferred Inflows of Resources	25,467	13,891	11,576
Net Position			
Net investment in capital assets	105,081	180,500	(75,419)
Restricted	105,513	85,784	19,729
Total Net Position	210,594	266,284	(55,690)
Total Liabilities, Deferred Inflows of Resources and Net Position	\$ 236,061	\$ 280,175	\$ (44,114)

CHANGES IN NET POSITION

Blueprint's total revenues were \$46.1 million in fiscal year 2021, comprised primarily of shared revenues of \$39.8 million, grants and contributions of \$5.1 million, investment earnings of \$1.2 million and miscellaneous revenues of \$9,000 representing an increase of \$5.6 million compared to fiscal year 2020. The increase was due primarily to the effects of economic stimulus related to the COVID-19 pandemic and increased consumer spending.

The following table shows revenues and expenses by sources and programs and the resulting change in net position.

Table 2
Changes in Net Position
Governmental Activities
(in thousands)

	2021	2020	\$ Change
Program revenue			
Operating Grants and Contributions	\$ 4,667	\$ 557	\$ 4,110
Capital Grants and Contributions	387	2,596	(2,209)
General Revenues			
Shared Revenues	39,813	34,256	5,557
Net Investment Revenue	1,179	2,441	(1,262)
Miscellaneous	9	599	(590)
Total Revenues	<u>46,055</u>	<u>40,449</u>	<u>5,606</u>
Expenses			
Transportation	94,563	22,884	71,679
Economic Development	7,014	4,293	2,721
Interest on long-term debt	142	43	99
Depreciation	26	26	-
Total Expenses	<u>101,745</u>	<u>27,246</u>	<u>74,499</u>
Increase (Decrease) in Net Position	<u>(55,690)</u>	<u>13,203</u>	<u>(68,893)</u>
Net Position - October 1	<u>266,284</u>	<u>253,081</u>	<u>13,203</u>
Net Position - September 30	<u>\$ 210,594</u>	<u>\$ 266,284</u>	<u>\$ (55,690)</u>

GOVERNMENTAL ACTIVITIES

All activities are classified as governmental because expenditures are funded by shared revenues, grants, and income on invested funds. The cost of all activities in fiscal year 2021 was \$101.7 million while revenues were \$46.1 million resulting in a decrease in net position of (\$55.7) million.

Revenue Impacts:

- Collection of shared revenues during fiscal year 2021 were \$5.6 million greater than fiscal year 2020, reflecting the economic stimulus and increased spending due to the subsidence of the COVID-19 pandemic.
- Operating and capital grants and contributions during fiscal year 2021 were \$1.9 million greater than fiscal year 2020. This is primarily due to \$1.7 million in contributions received from Leon County for the federal CARES Act grant program as well as \$2.5 million received from Leon County for revenue replacement funds related to the federal ARPA grant program. These grants were both direct grants from Leon County to the Agency and are not considered federal grants to the Agency.

Expense Impacts:

- Expenses in fiscal year 2021 include interest on bonds and loans, personnel and operating costs of administering the Blueprint program, and contractual and professional services and other expenses related to approved Blueprint projects, which do not meet the definition of a capital asset.

The following table summarizes the change in fund balance for the governmental funds:

Table 3
Financial Analysis of the Agency's Governmental Funds
(in thousands)

Fund	Fund Balances		Sources Over (Under) Uses		Fund Balances
	9/30/2020	Sources	Uses	Uses	9/30/2021
General Fund	\$ 5,869	\$ 44,472	\$ 52,817	\$ (8,345)	\$ (2,476)
Special Revenue	81,387	59,312	30,168	29,144	110,531
Debt Service	-	52	617	(565)	(565)
Total Fund Balances	<u>\$ 87,256</u>	<u>\$ 103,836</u>	<u>\$ 83,602</u>	<u>\$ 20,234</u>	<u>\$ 107,490</u>

As of September 30, 2021, Blueprint reported combined ending fund balances of \$107.5 million, which is \$20.2 million greater than last year. Of this amount, \$107.5 million is restricted for infrastructure.

GENERAL FUND BUDGETARY HIGHLIGHTS

Relative to the differences between final budgets and actual results, shared revenues were \$5.2 million above estimates due to a conservative budget, additional governmental stimulus for consumers, and the termination of many travel restrictions in place during the prior year.

CAPITAL ASSETS

Blueprint's capital assets, consisting primarily of construction in progress on road projects, were \$114.6 million as of September 30, 2021. This represents a decrease of (\$65.8) million from prior year. Please see Note I.B and III.B for more information about the Agency's capital assets.

Major capital acquisitions and improvements during the year included the following:

- Construction work continued on Capital Cascades Segments 3 and 4. Land and construction in progress related to this project as of the close of the fiscal year was \$46.5 million.
- Construction work continued on the Magnolia Drive Trail project, with land and construction in progress related to this project totaling \$5.9 million.
- Construction work continued on the Northeast Gateway: Welaunee Boulevard project, with land and construction in progress for the project totaling \$5.1 million.

LONG-TERM DEBT

At September 30, 2021, Blueprint had \$9.6 million in general long-term debt outstanding, comprised of a \$10 million note issued during the year by Regions Bank to fund the Florida A&M University Bragg Stadium project as well as \$292,000 representing compensated absences payable. During the year, Blueprint's total debt increased by a net amount of \$9.7 million due to the Regions Bank note netted with the first loan payment. For more information about Blueprint's Long-Term Debt, see the Notes to the Financial Statements, Note III.D.

ECONOMIC AND OTHER FACTORS THAT MAY IMPACT BLUEPRINT'S FINANCIAL POSITION

Blueprint's funding from the local option one-cent sales tax is impacted by the local economy. The following factors and indicators will have a positive impact on Tallahassee and Leon County's economy.

- The creation of a Community Redevelopment Agency, revising regulations to encourage more redevelopment, obtaining federal and state funds to assist in redevelopment and affordable housing, and making needed transportation and stormwater improvements.
- The presence of two state universities, a community college and the state government provides a stabilizing influence on the Leon County's financial position. In December 2021, the unemployment rate in Leon County was 3.4% as compared to the state's unemployment rate of 3.5%. For December 2020, Leon County's unemployment rate was 5.2% as compared with the statewide rate of 4.2%. The percentage of employees employed by local, state, and federal government in Leon County is approximately 29.22% of the work force.
- As with any capital county, the health of the state government will continue to have a substantial impact on the economic or financial health of the Leon County.
- Alongside the state workforce, Leon County's institutions of higher learning continue to be major economic drivers in the community. Ongoing partnerships between Blueprint Intergovernmental Agency and these institutions represents significant economic and development opportunities for the Community. Most recently, increased partnership between the universities and the Agency have helped attract companies to relocate to Tallahassee, especially those companies that are interested in the research being performed by Florida State University's National High Magnetic Field Laboratory as well as the Florida A&M University – Florida State University College of Engineering. Furthermore, while the cost of college education has come under increased scrutiny in the past couple of years, tuition at the state universities remains affordable when compared to public universities in other states.
- The Agency is actively involved in recruiting new businesses and employers to the area by providing a number of incentives and funding for eligible businesses as well as planning tools designed to promote economic development. This strategy has been successful in attracting new businesses as well as helping existing businesses remain in the County. The increasing number of new developments that have occurred throughout the County highlights this. In Innovation Park, Danfoss Turbocor announced the construction of a new manufacturing facility that is expected to create 240 new jobs. Another sign of economic development is the number of new developments that have been completed or are under construction throughout the County. The Cascades Project, a mixed-use development adjacent to Cascades Park downtown, is nearly complete, including a new hotel, 161 apartments and office space. There will be a second phase featuring townhomes, 100 apartments and 40,000 square feet of office space to be completed in 2023. Another downtown redevelopment project, 4Forty North Apartments, will feature 231 apartments, 17 townhouses and 15,000 square feet of retail space, expected to be completed in 2023. The Canopy Project, a mixed-use development of 505 acres, part of the Welaunee property in the City's northeast section, will feature hundreds of new single-family homes, and there are various commercial and residential developments around the universities. New subdivisions continue their construction of single family homes in the City's northeast, northwest and east sectors as well as on the south side. Construction of new apartment complexes is planned or underway in Midtown, downtown and on the west, southeast and south sides, with new condominium units planned in the western and eastern parts of the community.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

On November 4, 2014, a majority of voters in Leon County voted to extend the local option sales tax another 20 years until 2039. In response to the passage of the extension, the Agency also opened the Office of Economic Vitality whose purpose is to invest in and cultivate the evolving economic development landscape. The goal is to align the resources of supporting organizations, partners, community stakeholder and planning bodies to better optimize what the area affords and to provide opportunity for all. This investment in the community is expected to increase sales tax collections.

FISCAL YEAR 2022 BUDGET

Blueprint Intergovernmental Agency's General Fund Budget for fiscal year 2022 totals \$122.8 million, consisting of \$6 million for administration, a \$1.1 million transfer to the Debt Service Fund, and a \$115.6 million transfer to the Construction and Economic Development Funds for projects. Funding for the budget is primarily based upon \$35.6 million of shared revenues and the planned issuance of a bond for \$86.5 million.

FINANCIAL CONTACT

This financial report is designed to provide residents, taxpayers, customers, and creditors with a general overview of Blueprint Intergovernmental Agency's finances and to demonstrate the Agency's accountability for the money it receives. If you have questions about the report or need additional financial information, contact the Agency's Accounting Staff at 315 South Calhoun Street Suite 450, Tallahassee, FL 32301-1837 or via the web at www.BlueprintIA.org.

BASIC FINANCIAL STATEMENTS

These basic financial statements provide a summary overview of the financial position as well as the operating results of the Blueprint Intergovernmental Agency. They also serve as an introduction to the more detailed statements and schedules that follow in subsequent sections:

GOVERNMENT-WIDE FINANCIAL STATEMENTS

FUND FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS

BLUEPRINT INTERGOVERNMENTAL AGENCY
STATEMENT OF NET POSITION
September 30, 2021
(in thousands)

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

ASSETS

Accounts Receivable	\$ 6
Accrued Interest	3
Due From Other Governments	11,000
Cash and Cash Equivalents - Restricted	106,803
Securities Lending Collateral - Restricted	559
Accrued Interest - Restricted	293
Capital Assets:	
Land and Construction in Progress	114,403
Other, Net of Accumulated Depreciation	258
Total Assets	<u>233,325</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows - OPEB	614
Pension Related Deferred Outflows	2,122
Total Deferred Outflows of Resources	<u>2,736</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 236,061</u>

LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION

LIABILITIES

Accounts and Retainage Payable	\$ 224
Compensated Absences	103
Accounts and Retainage Payable - Restricted	3,998
Obligations Under Securities Lending - Restricted	559
Bonds and Loans Payable	610
Due to Other Governments	6,607
Compensated Absences - Noncurrent	189
Net OPEB Liability	905
Net Pension Liability	2,548
Bonds and Loans Payable - Noncurrent	8,970
Total Liabilities	<u>24,713</u>

DEFERRED INFLOWS OF RESOURCES

Deferred Inflows - OPEB	180
Pension Related Deferred Inflows	574
Total Deferred Inflows of Resources	<u>754</u>
Total Liabilities and Deferred Inflows of Resources	<u>25,467</u>

NET POSITION

Net Investment in Capital Assets	105,081
Restricted for:	
Infrastructure	105,513
Total Net Position	<u>210,594</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 236,061</u>

The notes to the financial statements are an integral part of these financial statements.

BLUEPRINT INTERGOVERNMENTAL AGENCY
STATEMENT OF ACTIVITIES
For the fiscal year ended September 30, 2021
(in thousands)

	<u>Program Revenue</u>			<u>Net (Expense)</u>
	<u>Expenses</u>	<u>Operating</u> <u>Operating</u> <u>Grants and</u> <u>Contributions</u>	<u>Capital Grants</u> <u>Capital Grants</u> <u>and</u> <u>Contributions</u>	<u>Revenue and</u> <u>Changes in Net</u> <u>Position</u>
FUNCTION/PROGRAMS				Governmental Activities
PRIMARY GOVERNMENT:				
Transportation	\$ 94,563	\$ 2,494	\$ 387	\$ (91,682)
Economic Development	7,014	2,173	-	(4,841)
Unallocated Depreciation on Infrastructure	26	-	-	(26)
Interest on Long-Term Debt	142	-	-	(142)
Total Primary Government	<u>\$ 101,745</u>	<u>\$ 4,667</u>	<u>\$ 387</u>	<u>(96,691)</u>
General Revenues:				
Shared Revenues				39,813
Net Investment Income				1,417
Change in Fair Value of Investments				(238)
Miscellaneous				9
Total General Revenues				<u>41,001</u>
Change in Net Position				(55,690)
Net position - October 1				<u>266,284</u>
Net position - September 30				<u>\$ 210,594</u>

The notes to the financial statements are an integral part of these financial statements.

BLUEPRINT INTERGOVERNMENTAL AGENCY
BALANCE SHEET
GOVERNMENTAL FUNDS
September 30, 2021
(in thousands)

	General	Infrastructure	Debt Service	Total Governmental Funds
ASSETS				
Accounts Receivable	\$ 6	\$ -	\$ -	\$ 6
Accrued Interest	3	-	-	3
Due From Other Governments	11,000	-	-	11,000
Due From Other Funds	-	11,092	-	11,092
Cash and Cash Equivalents - Restricted	-	106,803	-	106,803
Securities Lending Collateral - Restricted	-	559	-	559
Accrued Interest - Restricted	-	293	-	293
Total Assets	\$ 11,009	\$ 118,747	\$ -	\$ 129,756
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts and Retainage Payable	\$ 225	\$ -	\$ -	\$ 225
Accounts and Retainage Payable - Restricted	-	3,782	-	3,782
Obligations Under Securities Lending - Restricted	-	559	-	559
Due to Other Funds	10,528	-	565	11,093
Due to Other Governments	2,732	3,875	-	6,607
Total Liabilities	13,485	8,216	565	22,266
FUND BALANCES				
Restricted for:				
Infrastructure	-	110,531	-	110,531
Unassigned	(2,476)	-	(565)	(3,041)
Total Fund Balances	(2,476)	110,531	(565)	107,490
Total Liabilities and Fund Balances	\$ 11,009	\$ 118,747	\$ -	\$ 129,756

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
September 30, 2021
(in thousands)**

Total Fund Balances per the Governmental Fund Financial Statements	\$ 107,490
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Loans payable are not due and payable in the current period and therefore are not reported in the funds.	(9,580)
Annual leave liability is not due and payable in the current period and therefore is not reported in the funds.	(290)
Net Pension Liability is not due and payable in the current period and therefore is not reported in the funds.	(2,548)
Pension related deferred outflows and inflows of resources are deferred and amortized over time and are not reported in the funds.	1,548
Net OPEB Liability is not due and payable in the current period and therefore is not reported in the funds.	(905)
OPEB related deferred outflows and inflows of resources are deferred and amortized over time and are not reported in the funds.	434
Retainage on long-term contracts is not due and payable in the current period and therefore is not reported in the funds.	(216)
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	<u>114,661</u>
Total Net Position per the Government-Wide Statement of Net Position	<u><u>\$ 210,594</u></u>

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
For the fiscal year ended September 30, 2021
(in thousands)**

	General	Special Revenue	Debt Service	Total
REVENUES				
Intergovernmental	\$ 44,480	\$ 387	\$ -	\$ 44,867
Net Investment Revenue	172	1,245	-	1,417
Miscellaneous	3	6	-	9
Change in Fair Value of Investments	(238)	-	-	(238)
Total Revenues	44,417	1,638	-	46,055
EXPENDITURES				
Current:				
Transportation	3,264	24,986	-	28,250
Economic Development	1,827	5,182	-	7,009
Debt Service:				
Principal	-	-	475	475
Interest	-	-	142	142
Total Expenditures	5,091	30,168	617	35,876
Excess (Deficiency) of Revenues Over Expenditures	39,326	(28,530)	(617)	10,179
Other Financing Sources (Uses)				
Transfers In From General Fund	-	47,674	52	47,726
Transfers To Special Revenue Fund	(47,674)	-	-	(47,674)
Transfers To Debt Service Fund	(52)	-	-	(52)
Proceeds From Loans	55	10,000	-	10,055
Total Other Financing Sources (Uses)	(47,671)	57,674	52	10,055
Net Change in Fund Balances	(8,345)	29,144	(565)	20,234
Fund Balances - October 1	5,869	81,387	-	87,256
Fund Balances - September 30	\$ (2,476)	\$ 110,531	\$ (565)	\$ 107,490

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY
RECONCILIATION OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the fiscal year ended September 30, 2021
(in thousands)**

Net Changes in Fund Balances per the Governmental Fund Financial Statements	\$	20,234
--	-----------	---------------

Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. This includes the amount by which capital outlays exceeded depreciation in the current period as well as the donation of completed projects to other governments.		(65,957)
---	--	----------

The change in compensated absences which is reported in the Statement of Activities does not require the use of current financial resources and therefore is not reported as an expenditure in governmental funds.		(32)
--	--	------

Repayment of bond and loan principal is reported as an expenditure in governmental funds. Principal payments reduce the liability in the Statement of Net Position and does not result in an expense in the Statement of Activities.		475
--	--	-----

Pension related items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as an expenditure in governmental funds.		(291)
---	--	-------

OPEB related items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as an expenditure in governmental funds.		(64)
--	--	------

The issuance of long term debt provides current financial resources to governmental funds. However, the issuance of debt increases the liability in the Statement of Net Position and does not result in an expense in the Statement of Activities.		(10,055)
---	--	----------

Total Change in Net Position per the Government-Wide Statement of Net Position	\$	(55,690)
---	-----------	-----------------

The notes to the financial statements are an integral part of these financial statements.

THIS PAGE INTENTIONALLY LEFT BLANK



NOTES TO FINANCIAL STATEMENTS

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

NOTE III - DETAILED NOTES (ALL FUNDS)

NOTE IV - OTHER INFORMATION

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This Summary of Significant Accounting Policies is presented to assist the reader in interpreting the financial statements. The policies are considered essential and should be read in conjunction with the accompanying financial statements. The accounting policies of the Blueprint Intergovernmental Agency (Agency) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. This report, the accounting systems, and classification of accounts conform to standards of the Governmental Accounting Standards Board (GASB).

A. REPORTING ENTITY

In October 2000, the Agency was created through an inter-local agreement between the City of Tallahassee (City) and Leon County, Florida (County) as authorized by Section 163.01(7) Florida Statutes. It was created to provide project management for the planning and construction of various specified projects included in the inter-local agreement. The City Commission and the Board of County Commissioners constitute the Agency's Board of Directors and jointly govern the organization. It is not a component unit of the County, the City, or any other entity. In addition, the Agency has not identified any other entities for which the Agency has operational or financial relationships that would require them to be included as component units of the Agency.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements report information on all of the activities of the Agency. The effect of interfund activity has been removed from the government-wide statements. These statements include the Statement of Net Position and the Statement of Activities.

Separate fund financial statements are also provided for the individual governmental funds of the Agency. The Agency has no other types of funds. All funds are treated as major funds and are therefore presented in separate columns in the fund financial statements. The fund financial statements include the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balance.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues are revenues that derive from the program itself or from parties outside the reporting government's taxpayers or citizenry. Program revenues reduce the net cost of the function to be financed from the governmental revenues. Program revenues in the current year consisted primarily of grant revenues from the American Rescue Plan Act, Leon County's disbursement of CARES Act funds, and grants from the Florida Department of Transportation and Florida Department of Environmental Protection. These grants were used to fund the Agency's ongoing projects. The Leon County grants were both direct grants from Leon County to the Agency and are not considered federal grants to the Agency.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Basis of accounting refers to when revenues, expenditures or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

When an expense or expenditure is incurred for purposes for which both restricted and unrestricted net position is available, it is the Agency's policy to use restricted resources first, and then unrestricted resources as they are needed.

Investment revenues associated with the current fiscal period are considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available by the Agency.

The Agency reports the following major governmental funds:

- **General Fund** - is the Agency's primary operating fund. It accounts for all financial resources of the Agency, except those required to be accounted for in another fund.

- **Infrastructure Fund** - accounts for bond proceeds, loan proceeds, and various grant revenues expended for Agency projects.

- **Debt Service Fund** - is used for the accumulation of resources for the payment of interest and principal on the bonds, notes, and State Infrastructure Bank loans.

D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION

1. CASH AND CASH EQUIVALENTS – RESTRICTED

The Agency considers cash on hand, demand deposits, liquid investments with an original maturity of 90 days or less, other liquid investments, and balances included within the City of Tallahassee's (City) cash and investments pool to be cash and cash equivalents. The City's cash and investments pool is an internal cash management pool used to obtain efficiencies of operation and improved financial performance, and includes certain non-pension cash, cash equivalent, and investment securities. The Agency maintains a share in the equity of the pool which is reported as cash and cash equivalents in the statement of net position since cash may be withdrawn from the pool at any time without penalty. Interest earned by the cash and investments pool is distributed to the Agency monthly based on daily balances. Liquid investments classified as cash and cash equivalents include repurchase agreements purchased under the terms of the City's depository contract, open repurchase agreements, certificates of deposit, banker's acceptances, commercial paper, U.S. Treasury direct and agency obligations, and the Florida Department of Treasury Special Purpose Investment Account (SPIA). Investments are carried at fair value, except for those investments for which net asset value or amortized cost is the most appropriate measurement.

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION

1. CASH AND CASH EQUIVALENTS – RESTRICTED

The Agency's bank balances are insured by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Depository Act (the Act). Provisions of the Act require that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses, in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository, are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis. The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets. Investments classified in Level 2 of the fair value hierarchy are based upon observable, market-based inputs for similar, but not identical, investments. Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. Investments classified in Level 3 of the fair value hierarchy are based upon extrapolated data, proprietary pricing models and indicative quotes for similar securities. The Agency has investments totaling \$279,000 classified as Level 3.

2. RESTRICTED ASSETS

Certain amounts are classified as restricted assets on the Statement of Net Position because their use is restricted by the Agency.

3. CAPITAL ASSETS

Capital assets include land, equipment, and infrastructure assets. Infrastructure assets are defined as public domain assets and include items such as roads, bridges curbs and gutters, streets and sidewalks, and drainage systems that are immovable and of value only to the government. Capital assets, other than infrastructure assets, are defined as assets with a cost of \$1,000 or more and an estimated useful life greater than one year; infrastructure assets are capitalized when they have an expected cost of at least \$100,000. Capital assets are recorded at cost when purchased. Donated capital assets, which generally consist of land and easements, are recorded at the estimated fair market value at the date of donation based on appraisals or donor's cost. Equipment is depreciated using the straight-line method over an estimated useful life of 5 to 10 years. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Included within the Agency's construction in progress is the construction and/or acquisition of infrastructure assets for the City, the County, and the State of Florida. The Agency accumulates these costs while it manages the particular project. Upon completion of the project, the assets (e.g., land, right-of-way, facilities, etc) are transferred from the Agency to the appropriate government and such government is thereafter responsible for maintaining the transferred assets.

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION****4. COMPENSATED ABSENCES**

Employees earn vacation and sick leave starting with the first day of employment. Vacation leave is earned based on creditable service hours worked as follows:

<u>Executive</u>		<u>Senior Management</u>		<u>General</u>	
Creditable Service Hours	Leave earned per hour	Creditable Service Hours	Leave earned per hour	Creditable Service Hours	Leave earned per hour
0 - 2,079	0.057693	0 - 2,079	0.057693	0 - 10,400	0.057693
2,080 - 10,400	0.080770	2,080 - 10,400	0.069231	10,401 - 20,800	0.069231
10,401 - 20,800	0.923080	10,401 - 20,800	0.080770	20,801 - 41,600	0.080770
over 20,800	0.103847	20,801 - 41,600	0.092308	over 41,600	0.092308
		over 41,600	0.103847		

A maximum of 344 hours of vacation leave time may be carried over from one calendar year to the next for executive employees and a maximum of 264 hours for senior management and general employees. An employee who terminates employment with the Agency is paid for any unused vacation leave accumulated to the time of termination.

Sick leave is earned at the rate of .023077 hours for each hour of service with no maximum limit on the number of hours which may be accumulated.

An employee who terminates from the Agency for any reason other than termination for cause will be paid one half of the total amount of sick leave (without regard to catastrophic illness leave) accumulated by the employee on the effective date of termination. If the employee dies, the sick leave amount will be paid to the employee's beneficiary or estate. Retiring employees can elect the option of using the accumulated sick leave amount to purchase single coverage health insurance in lieu of receiving payment for such accumulated sick leave.

Accumulated current and long-term vacation and sick leave amounts are accrued when earned in the government-wide financial statements. A liability of the accumulated vacation and sick leave is reported in the governmental funds only if it is expected to be paid as a result of employee resignation or retirement as of September 30, 2021.

5. NET POSITION AND FUND BALANCE

In the government-wide financial statements, net position represents net investment in capital assets, amounts restricted for debt service payments, and amounts restricted for capital projects as required by enabling legislation. For governmental fund financial statements, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). This statement defines the different types of fund balances that a governmental entity must use for fund financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION

5. NET POSITION AND FUND BALANCE

- **Nonspendable**, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned),
- **Restricted** fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
- **Committed** fund balance classification included amounts that can be used only for the specific purposes determined by a formal action of the Agency Board (the Agency's highest level of decision-making authority),
- **Assigned** fund balance classification is intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed, and
- **Unassigned** fund balances is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

The Agency was created through an interlocal agreement authorized by Section 163.01(7) Florida Statutes and all money collected by the Agency is restricted in its use to funding the projects agreed to in the interlocal agreement, therefore all fund balances of the Agency are classified as restricted.

NOTE II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. BUDGETARY INFORMATION

Annual budgets are adopted on a budgetary basis for the general fund. The difference between budgetary revenues and expenditures and modified accrual basis revenues and expenditures as reported in the fund financial statements are explained in the budgetary comparison schedule notes in the Required Supplementary Information of this report. The Board of Directors must approve any revision that alters the total expenditures of the Agency's operating budget. At year-end, unencumbered appropriations are carried forward for use in future years.

Encumbrance accounting, under which requisitions, purchase orders, contracts, and other commitments for the expenditures of resources are recorded to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration. Encumbrances outstanding at year-end are reported as assigned fund balance, and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

B. COMPLIANCE WITH FINANCE - RELATED LEGAL AND CONTRACTUAL PROVISIONS

The Agency had no material violations of finance-related legal or contractual provisions.

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE III. DETAILED NOTES – ALL FUNDS****A. RESTRICTED CASH, CASH EQUIVALENTS, INVESTMENTS AND SECURITIES LENDING TRANSACTIONS****1. CASH AND CASH EQUIVALENTS**

The Agency has adopted the City's Non-Pension Investment Policy, therefore, the investment policies used by the Agency are the investment policies of the City. As discussed in Note I.D., the Agency participates in the City's cash and investments pool.

The City's Non-Pension Investment Policy, which is approved by the City Commission, governs the investment of all non-pension monies of the City, including the cash and investments pool. The Non-Pension Investment Policy provides for a Core Portfolio, governing the investment of all monies held or controlled by the City not otherwise classified as Specialized or Pension Fund monies. The Non-Pension Investment Policy specifies the investments that are authorized for purchase within the Core Portfolio. The City's Core Portfolio includes investments administered internally by the City (internal) and an external portfolio administered by Galliard Asset Management (Galliard). The Agency's funds are included within the City's Core Portfolio. In addition to authorizing investment instruments, the City's investment policies also identify various portfolio parameters addressing issuer diversification, term to maturity and liquidity, and requirement of "purchase versus delivery" perfection for securities held by a third party on behalf of and in the name of the City. Under the Non-Pension Investment Policy, the City Treasurer-Clerk is designated to invest all monies belonging to the City pursuant to the policy, and is responsible for managing the day-to-day investment of all monies.

The following table presents the Agency's cash and cash equivalent balances at September 30, 2021 carried at fair value by level within the valuation hierarchy, financial assets carried at net asset value or amortized cost, and other cash and cash equivalent balances. The amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the amounts presented in the statement of net position (in thousands).

	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
Cash equivalents type by fair value level				
Debt Securities	\$ 103,066	\$ 3,377	\$ 99,410	\$ 279
Total cash equivalents at fair value	103,066	3,377	99,410	279
Other cash and cash equivalent balances	<u>3,737</u>			
Total cash and cash equivalents	<u>\$ 106,803</u>			

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE III. DETAILED NOTES – ALL FUNDS

B. RESTRICTED CASH, CASH EQUIVALENTS, INVESTMENTS AND SECURITIES LENDING TRANSACTIONS

Credit Risk related to the cash and investments pool: The structure of the City's non-pension portfolio is designed to minimize credit risk. To limit risk against possible credit losses, a maximum of 5% of the total portfolio may not be held at any one time in all securities of any corporate entity, inclusive of commercial paper, medium term notes, or corporate notes and bonds. No corporate entity represented more than 5% of the portfolio at September 30, 2021. The investment policy also provides that the majority of the securities held to be those of the highest available credit quality ratings. The portfolio's credit quality is measured using the Standard & Poor's rating scale.

As of September 30, 2021, the Agency had the following investments subject to credit risk in the internal and Galliard portion of the portfolio:

Quality Breakdown	Portfolio Percentage
US Treasury	11.28%
US Agency	22.60%
AAA	18.32%
AA	18.47%
A	17.86%
BBB	10.98%
Other	0.49%
Total	100.00%

Interest Rate Risk related to the cash and investments pool: In accordance with the City's Non-Pension Investment Policy, there are established maturity limitations for each authorized investment category. The maximum duration of the various investments within the internally managed portion of the non-pension portfolio ranges from 60 days to 3.5 years. The maximum duration for externally managed investments ranges from 3.0 years to 6.0 years. The option-adjusted duration of the non-pension portfolio as of September 30, 2021 was 2.29 years.

As of September 30, 2021, the Agency had the following investments on a time-segmented basis (in thousands):

Investment Type	Fair Value	< 1 Year	1 - 5 Years	6 - 10 Years	10+ Years
US Treasury	\$ 12,548	\$ 1,711	\$ 10,226	\$ 611	\$ -
US Agency	33,195	58	10,066	5,135	17,936
Asset Backed	9,394	4	4,733	648	4,009
Corporate Bonds	34,227	1,762	27,708	4,516	241
Municipal	12,856	2,477	9,181	588	610
Other	846	846	-	-	-
Subtotal	103,066	6,858	61,914	11,498	22,796
Commingled	3,737				
Total	<u>\$ 106,803</u>				

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE III. DETAILED NOTES – ALL FUNDS

1. SECURITIES LENDING TRANSACTIONS

The Agency participates in securities lending transactions through its participation in the City's cash and investment pool. In accordance with Section 51 of the City Charter, the City Treasurer-Clerk or his designee may authorize investment transactions that he considers prudent. Accordingly, the City participates in securities lending transactions via a Securities Lending Agreement with The Northern Trust Company ("Northern") that authorizes the banking institution to lend securities to approved broker-dealers and banks in order to generate additional income. Gross income from securities lending transactions and the fees paid to Northern are reported in the Agency's statements. Assets and liabilities include the value of the collateral held.

During the fiscal year ended September 30, 2021, Northern loaned, at the direction of the City's Treasurer-Clerk, securities and received cash, securities issued or guaranteed by the United States government, and irrevocable bank letters of credit as collateral. Northern does not have the ability to pledge or sell collateral securities delivered absent a borrower default. Borrowers were required to deliver cash collateral for each loan equal to at least 102% of the initial market value of the loaned securities or if the borrowed securities and the collateral were denominated in different currencies, equal to 105% of the market value of the securities.

There are no restrictions on the amount of securities that may be loaned. The Agreement requires Northern to indemnify the City for losses attributable to violations by Northern of the Standard of Care set out in the Agreement. There were no such violations during the fiscal year ended September 30, 2021. Moreover, there were no losses during the fiscal year ended September 30, 2021 resulting from a default of any borrower.

During the fiscal year ended September 30, 2021, the City and each borrower maintained the right to terminate all securities lending transactions on demand. The cash collateral for lending activity was invested in a liquid assets portfolio institutional account. Because the loans are terminable at will, their duration did not generally match the duration of the investments made with the cash collateral. The average term of the loan was approximately 177 days, while the average duration of the investment pool as of September 30, 2021 was 11 days. On September 30, 2021, there was no credit risk exposure to borrowers.

As of September 30, 2021, the Agency's collateral held and the market value of securities on loan were \$559,000 and \$559,000, respectively.

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE III. DETAILED NOTES – ALL FUNDS****B. CAPITAL ASSETS**

Capital asset activity for the fiscal year ended September 30, 2021 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Non-Depreciable Assets:				
Land	\$ 43,105	\$ -	\$ -	\$ 43,105
Construction in Progress	137,112	14,645	(80,458)	71,299
Total Non-Depreciable Assets	180,217	14,645	(80,458)	114,404
Depreciable Assets:				
Equipment	46	-	-	46
Vehicles	68	-	-	68
Infrastructure	375	-	-	375
Total Depreciable Assets	489	-	-	489
Less accumulated depreciation for:				
Equipment	(47)	(1)	-	(48)
Vehicles	(38)	(6)	-	(44)
Infrastructure	(121)	(19)	-	(140)
Total Accumulated Depreciation	(206)	(26)	-	(232)
Capital Assets, net	\$ 180,500	\$ 14,619	\$ (80,458)	\$ 114,661

Depreciation expense of \$26,000 was charged to the transportation function of the Agency during the year ended September 30, 2021.

C. LEASE COMMITMENTS

On September 4, 2015, the Agency entered into a new ten-year operating lease for their office facility with two additional consecutive renewal terms of five years. They also entered into a tenant's improvements lease with the same party for ten years. On June 20, 2019, the Agency entered into an additional six-year operating lease with the same landlord for the Office of Economic Vitality, which will expire on December 31, 2025 to correspond with the Agency's initial lease. Total rental expense for the fiscal year ended September 30, 2021 was \$344,000. The future minimum lease obligations of these leases are as follows (in thousands):

Year Ending September 30,	
2022	\$ 356
2023	360
2024	364
2025	368
2026	97
Total	<u>\$ 1,545</u>

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE III. DETAILED NOTES – ALL FUNDS

D. LONG-TERM DEBT

The following is a summary of the changes in Long-Term Debt for the year ended September 30, 2021 (in thousands):

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
Regions Bank Note	\$ -	\$ 10,055	\$ (475)	\$ 9,580	\$ 610
Total Bonds and Loans	-	10,055	(475)	9,580	610
Compensated Absences	166	189	(63)	292	103
Total Long-Term Debt	\$ 166	\$ 10,244	\$ (538)	\$ 9,872	\$ 713

Compensated absences are generally liquidated by the general fund.

SUMMARY OF INDIVIDUAL BOND ISSUES, NOTES, AND LOANS

REGIONS BANK NOTE – On December 16, 2020, the Agency obtained a Sales Tax Revenue Note from Regions Bank for use in the financing of the Florida A&M University Bragg Stadium Repairs project. The note amount was for \$10,055,000 and the note accrues an interest rate of 1.78%. The term of the note is for fifteen years, and the final payment will become due on October 1, 2035.

SCHEDULE OF ANNUAL DEBT SERVICE ON ALL BOND ISSUES, NOTES, AND LOANS

Fiscal Year	Principal	Interest	Principal & Interest
2022	\$ 610	\$ 171	\$ 781
2023	620	160	780
2024	630	149	779
2025	640	137	777
2026	655	126	781
2027	665	114	779
2028	675	103	778
2029	690	91	781
2030	700	78	778
2031	715	66	781
2032	725	53	778
2033	740	40	780
2034	750	27	777
2035	765	14	779
Total	\$ 9,580	\$ 1,329	\$ 10,909

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS

September 30, 2021

NOTE III. DETAILED NOTES – ALL FUNDS

E. INTERFUND TRANSFERS

At September 30, 2021, interfund transfers were as follows (in thousands):

Transfer in from General Fund	\$ 47,726
Transfer to Special Revenue Fund for project costs	(47,674)
Transfer to Debt Service Fund for required payments	<u>(52)</u>
Net Transfers	<u>\$ -</u>

F. NET POSITION

Net position invested in capital assets (net of related debt) is intended to reflect the portion of net position which is associated with non-liquid, capital assets less outstanding capital asset related debt. Related debt includes the outstanding balance of sales tax revenue bonds and other borrowings attributable to the acquisition of capital assets.

At September 30, 2021, net position invested in capital assets (net of related debt) is as follows (in thousands):

Capital assets, net	\$ 114,661
Capital assets related debt, net	<u>(9,580)</u>
Net investment in capital assets	<u>\$ 105,081</u>

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

A. RISK MANAGEMENT

The Agency is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; automobile liability; forgery and alteration; and fraud for which the Agency carries commercial insurance. The primary coverage limits include bodily injury and property damage of \$1,000,000 per occurrence, no aggregate; Employee Benefits Liability of \$1,000,000 per occurrence, no aggregate; Public Officials Liability of \$1,000,000; \$1,000,000 aggregate; Employee Related Practices of \$1,000,000; \$1,000,000 aggregate; and Auto Liability of \$1,000,000.

Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There are no such losses as of September 30, 2021. Since the inception of the Agency, there have been no claims.

B. PENSION PLAN OBLIGATIONS

1. RETIREMENT PLANS

Employees of the Agency have the option of participating in either the City of Tallahassee or the Leon County benefits program. Employees electing to participate in the Leon County benefits program are eligible for the Florida Retirement System (FRS), which includes the Retiree Health Insurance Subsidy Program (HIS). Employees electing to participate in the City of Tallahassee program are eligible for the City's General Employees' Pension Plan (City Plan). The aggregate amount of net pension liabilities, related deferred inflows and outflows of resources, and pension expense for the Agency's defined benefit pension plans are summarized below:

	Leon County		City of Tallahassee	
Plan Obligations and Expenses (in thousands):	FRS	HIS	City Plan	Total
Net Pension Liability	\$ 86	\$ 103	\$ 2,359	\$ 2,548
Pension Related Deferred Outflows	124	19	1,979	2,122
Pension Related Deferred Inflows	330	8	236	574
Pension Expense	(80)	2	369	291
Member Statistics				
Retirees and beneficiaries, if deceased retirees currently receiving benefits	1		0	1
Terminated employees entitled to benefits, not yet receiving benefits	0		1	1
Active Employees	5		23	28

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

B. PENSION PLAN OBLIGATIONS

FLORIDA STATE RETIREMENT SYSTEM

The FRS is a cost-sharing, multiple-employer, defined benefit plan administered by the State of Florida, Department of Administration, Division of Retirement. The FRS provides retirement, in-line-of-duty or regular disability and survivors benefits. Chapter 121, Florida Statutes, establishes the authority for benefit provisions and contribution requirements. Changes to the law can only occur through an act of the Florida Legislature. The FRS issues financial statements and required supplementary information for the System, which may be obtained by writing to:

Department of Management Services
Division of Retirement
Bureau of Research and Member Communications
P.O.Box 9000
Tallahassee, Florida 32315-9000
850-488-4706 or toll free at 877-377-1737

In addition, a copy of the System's ACFR as of June 30, 2021 is available online at:
http://www.dms.myflorida.com/workforce_operations/retirement/publications/annual_reports.

Currently, there are five (5) employees for the Agency participating in the FRS defined benefit plan out of a total of 635,266 active FRS participants in the defined benefit plan. Active employees are required to contribute 3% of their gross compensation to the retirement plan. The Agency is required to contribute at an actuarially determined rate. Agency participants who were members as of June 30, 2011 in the FRS are members of the Regular Class with a normal retirement benefit at age 62 or at least 30 years of service; the benefit accumulates at 1.60% times average compensation (5 highest years) times years of creditable service; vesting occurs after 6 years of creditable service. Agency participants who joined the System after June 30, 2011 are members of the Regular Class with a normal retirement benefit at age 65 or at least 33 years of service; the benefit accumulates at 1.60% times average compensation (8 highest years) times years of creditable service; vesting occurs after 8 years of creditable service. Employer contribution rates effective July 1, 2020 was 10.0%, and July 1, 2021 was 10.82%.

The Agency also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiemployer defined benefit pension plan established under Section 112.363, Florida Statutes. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees. Employees are not required to contribute. For the fiscal year ended September 30, 2021, the contribution rate was 3.30% of payroll pursuant to Section 112.363, Florida Statutes.

In addition to the above benefits, the FRS administers a Deferred Retirement Option Program ("DROP"). This program allows eligible employees to defer receipt of monthly retirement benefit payments while continuing employment with a Florida Retirement System employer for a period not to exceed 60 months after electing to participate. DROP benefits are held in the FRS Trust Fund and accrue interest.

BLUEPRINT INTERGOVERNMENTAL AGENCYNOTES TO FINANCIAL STATEMENTS
September 30, 2021**NOTE IV. OTHER INFORMATION****B. PENSION PLAN OBLIGATIONS**

Net Pension Liability – At September 30, 2021, the Agency reported for its share of the FRS and HIS plans the amount of the net pension liability as shown below (in thousands):

	FRS	HIS	Total
June 30, 2020 - measurement date	\$ 86	\$ 103	\$ 189

The net pension liability for each plan was determined by the plans' actuary and reported in the plans' valuations dated July 1, 2021 for the net pension liability as of June 30, 2021.

The Agency represents 0.306% of Leon County's proportionate share of the FRS net pension liability. At September 30, 2021, the Agency's and Leon County's proportionate share of the employer portion of the FRS and HIS net pension liability are shown below:

	Agency		Leon County	
	FRS	HIS	FRS	HIS
June 30, 2021	0.0011418201%	0.0008379344%	0.3736606168%	0.2742140194%
June 30, 2020	0.0012063198%	0.0008382277%	0.3947681660%	0.2743100165%
Increase/Decrease	(0.0000644997%)	(0.0000002933%)	(0.0211075492%)	(0.0000959971%)

The Agency's and Leon County proportionate share of the net pension liability was based on the County's 2020-2021 fiscal year contributions relative to the 2019-2020 fiscal year contributions of all participating members of FRS.

Actuarial Methods and Assumptions – Actuarial Assumptions for both defined benefit plans are reviewed by the Florida Retirement System Actuarial Assumptions Conference on an annual basis. The FRS Pension Plan has an annual Valuation in accordance with 121.031(3), Florida Statutes while the Health Insurance Subsidy HIS program is valued biennially and updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS Pension Plan was completed in 2019 for the period July 1, 2013 through June 30, 2018. The HIS program is funded on a pay as you go basis and thus no experience study has been completed for this program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation as of July 1, 2021, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.40%. Payroll growth for both plans is assumed at 3.25%.

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE IV. OTHER INFORMATION****B. PENSION PLAN OBLIGATIONS**

The plan's fiduciary net position was projected as available for all projected future benefit payments of current active and inactive employees. The discount rate for calculating the total pension liability is equal to the long term expected rate of return. Both the discount rate and the long term expected rate of return on investments used by System is 6.8% for the Defined Benefit Pension Plan. The HIS Program uses a pay-as-you-go funding structure, thus it utilized a municipal bond rate of 2.16% for its discount rate to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). The 2.16% was a decrease from 2.21% used in 2020. Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB Tables. The actuarial assumptions that determined the total pension liability as of June 30, 2021 were based on the results of an actuarial experience study for the period July 1, 2013 to June 30, 2018 and are shown below.

Valuation Date	July 1, 2021
Measurement Date	June 30, 2021
Payroll Growth	3.25%
Inflation	2.40%
Salary Increase including inflation	Varies by Years of Service
Rate of Return	6.80%
HIS Municipal Rate	2.16%
Mortality	Generational RP-2000 with Projection Scale BB
Actuarial Cost Method	Entry Age Normal

Investments - To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2020 the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by capital market assumptions team from both Milliman, the System's actuary, and Aon Hewitt Investment Consulting, investment consultant to the Florida State Board of Administration. The table below shows the assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation Percentage(1)	Annual Arithmetic Rate of Return
Cash	1.0%	2.1%
Fixed Income	20.0%	3.8%
Global Equity	54.2%	8.2%
Real Estate	10.3%	7.1%
Private Equity	10.8%	11.7%
Strategic Investments	3.7%	5.7%
Total	<u>100.0%</u>	

Assumed Inflation - Mean 2.4%

(1) As in the FRS Pension Plan's investment policy

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE IV. OTHER INFORMATION****B. PENSION PLAN OBLIGATIONS**

Discount Rates – The discount rate used to measure the total pension liability was 6.80%, which is the same rate used to determine the total pension liability in the prior year. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation of the total pension liability is equal to the long-term expected rate of return.

The tables below represent the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the Agency's proportionate share of the FRS and HIS net pension liability if the discount rate is 1.00% higher or 1.00% lower than the current discount rates (in thousands):

Agency Net Pension Liability - FRS					
1% Decrease 5.80%		Current Discount Rate 6.80%		1% Increase 7.80%	
\$	386	\$	86	\$	(164)

Agency Net Pension Liability - HIS					
1% Decrease 1.21%		Current Discount Rate 2.21%		1% Increase 3.21%	
\$	118	\$	103	\$	89

Pension Expense and Deferred Outflows/(Inflows) of Resources – In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized as pension expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in pension expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Differences between expected and actual earnings on pension plan investments are amortized over five years.

The average expected remaining service life of all employees provided with pensions through the pension plans at June 30, 2021 was 5.9 years for FRS and 7.2 for HIS. The components of collective pension expense reported in the pension allocation schedules for the year ended June 30, 2021 are presented for each plan.

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

B. PENSION PLAN OBLIGATIONS

For the fiscal year ended September 30, 2021, the Agency recognized pension expense of (\$80,000) and \$2,000 for the FRS plan and HIS plan, respectively. In addition, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following (in thousands):

Description	FRS		HIS		Total
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	
Difference between expected and actual experience	\$ 15	\$ -	\$ 3	\$ -	\$ 18
Change of assumptions	59	-	8	4	63
Net difference between projected and actual earnings on FRS Plan investments	-	301	-	-	(301)
Changes in proportion and differences between Agency FRS and HIS Plan contributions and proportionate share of contributions	7	29	3	4	(23)
Contributions made by the Agency subsequent to the measurement date	43	-	5	-	48
Total	\$ 124	\$ 330	\$ 19	\$ 8	\$ (195)

Deferred outflows of resources related to the FRS Plan of \$43,000 and to the HIS Plan of \$5,000 resulting from Agency contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the City Plan's pension expense will be recognized in future pension expense as follows (in thousands):

Year Ending September 30,	FRS / HIS Net Deferred Outflows/(Inflows)	
2022	\$	(38)
2023		(46)
2024		(60)
2025		(77)
2026		(22)
Total	\$	(243)

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

B. PENSION PLAN OBLIGATIONS

CITY OF TALLAHASSEE GENERAL EMPLOYEES PENSION PLAN (CITY PLAN) - The City Plan is a cost sharing multiple- employer plan established by Chapter 14 of the City Code of Ordinances. Changes to the City Plan can only occur through a change in the law by the City Commission. The City Plan is administered by the City of Tallahassee Treasurer- Clerk's Office, under guidance from the City Plan's Board of Trustees, which is composed of the members of the City Commission and one City police officer or firefighter. The City Plan includes defined benefit and defined contribution provisions. Currently, there are twelve (20) employees for the Agency participating in the City Plan.

The Defined Benefit and Defined Contribution provisions are combined and reported as one plan in the City of Tallahassee's financial statements. The City does not issue a stand-alone financial report on the City Plan. The City's financial statements may be obtained by writing to Financial Services Division, 300 South Adams Street, Tallahassee, Florida 32301. The annual financial statements and required supplemental information of the City Plan may also be obtained at www.talgov.com/transparency/annualrpts.aspx.

DEFINED BENEFIT PROVISION

The City Plan is established in Chapter 14 of the City Code of Ordinances, through Parts A, B, C and D in Articles II, for general employees with Parts A, B and C closed to new participants. Effective April 1, 2013, the City Commission approved changes to the City's General Employees' Pension Plan creating Part D participants. Part D provides coverage to all new employees hired after that date. All members of the City Plan are covered by one of these parts depending upon employment date. These parts provide a detailed description of the various defined benefit provisions. These provisions include the types of employees covered, benefit provisions, employee eligibility requirements for normal, early and/or vested retirements, and the related benefits of these retirements, pre-retirement death benefits, and provisions for disability retirements. There are also post retirement cost-of-living adjustments (COLA) and health care supplements.

BLUEPRINT INTERGOVERNMENTAL AGENCYNOTES TO FINANCIAL STATEMENTS
September 30, 2021**NOTE IV. OTHER INFORMATION****B. PENSION PLAN OBLIGATIONS**

City Plan		
Normal Retirement Benefits:	Part C-Employees hired prior to April 1, 2013	Part D-Employees hired after April 1, 2013
Age	62 (or 30 years of Credited Service, regardless of age)	65 (or 33 years of Credited Service, regardless of age)
Years of Credited Service (minimum)	5	5
Benefit Calculation	2.25% x AFC x Years of Credited Service	2.25% x AFC x Years of Credited Service
Average Final Compensation (AFC)	Higher of: 1) final 3 yrs; 2) any consecutive 3 yrs - 1/1987 to 12/2005, escalated by 3%; or 3) any consecutive 3 yrs during 1/1987 to the date of retirement	Average of the highest consecutive 5 years of Credited Service
Maximum Benefit	81% of AFC	81% of AFC
COLA	3% increase in benefits each 10/1 starting at the later of normal retirement date, or age 55 (under age and service eligibility); or age 50 (under service eligibility)	3% increase in benefits each 10/1 starting at the later of normal retirement date of age 65
Early Retirement	If a member is retiring under the age and service eligibility, Normal Retirement Benefit is reduced by 4.8% per year for each year by which the Early Retirement date precedes the Normal Retirement date. If a member is retiring under the service eligibility, the Normal Retirement Benefit is reduced by 5% per year for each year by which the Early Retirement date precedes the Normal Retirement date.	
Disability	Five years of Credited Service for non-service connected disability. None for service connected disability. Benefit: The greater of 1) the member's accrued benefit to date of disability; and 2) the member's benefit with service projected to normal retirement date not to exceed 50% of AFC in effect on the date of disability.	
Contribution Rates - actuarially determined as of September 30, 2021		
City	23.99%	
Employee	5.00%	

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

B. PENSION PLAN OBLIGATIONS

DEFINED CONTRIBUTION PROVISION

The City Plan's defined contribution provisions are described in Article V. All employees may elect to contribute a portion of their salary to the defined contribution plan, also known as the Matched Annuity Plan (MAP). Employees can contribute up to, but not exceed, the maximum amount allowed by the Internal Revenue Service. The Agency contributes 5% to each employee's MAP account. Upon reaching normal retirement age or retiring, a participant shall be paid his contributions, together with accrued earnings. If an employee uses the contributions and accrued earnings to purchase an annuity contract, the Plan will increase the amount of funds (only on the Agency's 5%, employee flex matched contribution and employees' contribution up to the 5%) used by the participant by a factor of 50 percent. Employee and the employer's 5% contribution, plus accrued earnings thereon, are 100% refundable to the employee if the employee elects to terminate his vesting rights or is not vested at the date of employment termination.

Employer contributions required to support the benefits under Article V (MAP Program) are actuarially determined. Contributions are based on rates of covered payroll of 7.14% (5% employer contribution and 2.14% actuarial contribution) for the Agency. There were no forfeitures reflected in the employer's contribution amounts.

Net Pension Liability – The total pension liability was determined by an actuarial valuation as of October 1, 2020, using a measurement date of September 30, 2021. The net pension liability was also determined using a measurement date of September 30, 2021.

The Agency's proportionate share of the City Plan is based on the covered pensionable payroll, since that was the basis for determining employer contributions. The Agency's portion of the net pension liability of the City Plan as of September 30, 2021 was as follows:

Total pension liability	\$ 20,738
Plan fiduciary net position	18,379
Net pension liability	2,359
Plan fiduciary net position as a % of total pension liability	88.62%
Agency's proportion of the net pension liability	1.54%

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

B. PENSION PLAN OBLIGATIONS

Actuarial Methods and Assumptions – The Agency’s total pension liability and contribution rates were determined by an actuarial valuation as of October 1, 2020, using the following significant actuarial assumptions applied to all periods included in the measurement. The actuarially determined contribution rates are calculated as of October 1, 2019, which is two years prior to the end of the fiscal year in which contributions are reported. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

City Plan	
Valuation Date	September 30, 2020
Actuarial Cost Method	Entry age, normal
Amortization Method	Level percent of pay (with 0.94% payroll growth assumption), closed
Remaining Amortization Period	30 years
Asset Valuation Method	20% of the difference between expected actuarial value (based on assumed return) and market value is recognized annually with a 20% corridor around market value
Inflation Rate	2.50%
Salary Increase	A range of 2.95% to 5.00%, depending on completed years of service, including inflation
Investment rate of return	7.50%
Mortality Rate	RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality), with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.
Experience Study	The last experience study was prepared on June 24, 2016. Assumption changes resulting from this experience study were implemented for the fiscal year ending September 30, 2017.

Investments – Plan assets are managed in accordance with the City of Tallahassee Pension Investment Policy. The table below presents the adopted asset allocation as of September 30, 2021.

Asset Class	Target Allocation	Long-Term Expected
	Percentage	Real Rate of Return
Domestic Equity	36%	4.5%
International Equity	10	5.0
Emerging Markets Equity	5	6.4
Fixed Income	19	1.6
Real Estate	15	5.0
Private Equity	5	8.0
Private Credit	5	6.8
Timber	5	4.7
Total	100%	

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE IV. OTHER INFORMATION****B. PENSION PLAN OBLIGATIONS**

The City Plan's investments are managed by various investment managers under contract with the Board who have discretionary authority of the assets managed by them and within the City Plan's investment guidelines as established by the Board. The investments are held in trust by the City Plan's custodian in the City Plan's name. The City of Tallahassee Sinking Fund Commission is responsible for making investment policy changes. These assets are held exclusively for the purpose of providing benefits to members of the City Plan and their beneficiaries.

For the year ended September 30, 2021, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was 25.5%. The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan. The long-term expected rate of return on pension plan investments is based upon an asset allocation study that was conducted for the City Plan by its investment consultant toward the end of fiscal year 2018. The study was prepared by the City Plan's investment consultant and went through numerous iterations before a final asset allocation was established. The study looked at expected rates of return for twenty-one (21) different asset classes, as well as examining expected standard deviations and correlations among these various asset classes.

Discount Rates – A single discount rate of 7.50% was used to measure the total pension liability for the City Plan. This single discount rate was based on the expected rate of return on pension plan investments of 7.50%. The projection of cash flows used to determine this single discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the total actuarially determined contribution rates and the employee rate. Based on these assumptions, the City Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments (7.50%) was applied to all periods of projected benefits payments to determine the total pension liability.

The table below represents the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the City Plan and the Agency's proportionate share if the discount rate calculated is 1% higher or 1% lower than the current discount rate (in thousands):

Measurement year ending September 30, 2020	1% Decrease (6.5%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
City Plan	\$ 312,937	\$ 145,141	\$ 7,121
Agency's Proportionate Share	5,087	2,359	116

Pension Expense and Deferred Outflows/(Inflows) of Resources – In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized as pension expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in pension expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

B. PENSION PLAN OBLIGATIONS

- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Differences between expected and actual earnings investments are amortized over five years.

For the year ended September 30, 2021, the Agency recognized pension expense of \$291,000 for its proportionate share of the City Plan. At September 30, 2021, the Agency reported deferred outflows of resources and deferred inflows of resources related to the City Plan from the following sources (in thousands):

City Plan	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ 301	\$ 18	\$ 283
Assumption Changes	328	-	328
Change in Cost Allocation Percentage	750	46	704
Net difference between projected and actual earnings on pension plan investments	333	172	161
Contributions to the plan subsequent to the measurement date	267	-	267
Total	\$ 1,979	\$ 236	\$ 1,743

Deferred outflows of resources related to the City Plan of \$267,000 resulting from Agency contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the City Plan's pension expense will be recognized in future pension expense as follows (in thousands):

Year Ending September 30,	City Plan Net Deferred Outflows
2022	\$ 469
2023	455
2024	347
2025	192
2026	13
Total	<u>\$ 1,476</u>

BLUEPRINT INTERGOVERNMENTAL AGENCY**NOTES TO FINANCIAL STATEMENTS**
September 30, 2021**NOTE IV. OTHER INFORMATION****C. OTHER POST EMPLOYMENT BENEFITS (OPEB)****1. OPEB PLAN DESCRIPTION**

As discussed in Note IV.B., employees of the Agency have the option of participating in either the County's or the City's benefit programs. The Agency, through the City's Retiree Medical Insurance Plan (OPEB Plan), provides health insurance and prescription drug coverage to its active and retired employees. Pursuant to Section 112.0801, Florida Statutes, the Agency is required to permit participation in the health insurance program by retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. In addition, the Agency, via its participation in the City's program, has elected to provide a partial subsidy to its retirees to offset the cost of such health insurance. As of September 30, 2020, there were two retired employees of the Agency receiving benefits under the OPEB Plan. The City does not issue a stand alone financial report on the OPEB Plan. The City of Tallahassee Other Post Employment Benefit Plan is described in more detail in the City's Annual Comprehensive Financial Report along with the Schedule of Funding Progress. That report may be obtained by writing to Department of Financial Services, 300 South Adams Street, Tallahassee, Florida 32301 or by calling 850-891-8520.

The Agency's proportionate share of the City's OPEB Plan is 1.14% and was determined based on the amount of covered payroll as an estimate for determining each employer's proportionate share. The aggregate amounts, reported by the Agency as of September 30, 2021, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date and measurement date of September 30, 2020 are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	Agency Share of City Plan Amounts
Net OPEB Liability	\$ 905
OPEB Related Deferred Outflows	614
OPEB Related Deferred Inflows	180
OPEB Expense	64

Benefits - A member receives a reduced rate on the health insurance premium for the City's health insurance plan. All reduced rate premiums will be deducted from the retiree's pension benefit. If the health insurance premium exceeds the pension benefit amount, the member will pay the City for the difference.

Eligibility - A member may continue on the City's health insurance plan upon retirement if the member is drawing a pension for Normal Retirement, Early Retirement or Disability Retirement. The retiree may continue to cover any qualified dependents that were on the City's health insurance plan at the time of retirement. A member who is a Deferred Retiree (eligible to retire upon termination but chooses to defer the commencement of a pension benefit) may choose to remain on the City's health insurance plan and pay the reduced health insurance premium until the commencement of a pension benefit.

Funding Policy - The contribution requirements of OPEB Plan members and the City are established and may be amended by the City Commission. These contributions are neither mandated or guaranteed. The City has retained the right to unilaterally modify its payment for retiree health care benefits. Effective October 1, 2010, the City implemented a "cap" on employer contributions for retirees. Accordingly, the City's subsidy was frozen at the 2010 levels, and retirees must absorb all future premium rate increases.

BLUEPRINT INTERGOVERNMENTAL AGENCYNOTES TO FINANCIAL STATEMENTS
September 30, 2021**NOTE IV. OTHER INFORMATION****C. OTHER POST EMPLOYMENT BENEFITS (OPEB)**

Net OPEB Liability - At September 30, 2021, the Agency reported a liability of \$905,000 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2020.

The total OPEB liability and contribution rate was determined by an actuarial valuation as of September 30, 2020. The total OPEB liability was rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.25%
Discount Rate	2.49%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2020 at 7.40% and the long term municipal bond rate as of September 28, 2020 at 2.41%
Salary Increases	2.95% to 6.40%, including inflation; varies by plan type and years of service.
Retirement Age	Experience based table of rates that are specific to the plan and type of eligibility condition.
Mortality	Mortality Tables used for Regular Class members in the July 1, 2019 actuarial valuation of the Florida Retirement System (FRS), with generational projections using scale BB. They are based on the results of a statewide experience study covering the period 2008 through 2013.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 1.3% for 2021 and 4.2% for 2022 (based on actual premium increases), followed by 5.75% for 2023, and then gradually decreasing to an ultimate trend rate of 3.99%.
Aging factors to Death Expenses	Based on the 2013 SOA Study "Health Care Costs From Birth to Death"
Other Information Note	There were no benefit changes during the year. Assumption changes reflect the change in the Single Discount Rate from the beginning of the year at 2.81% to the end of the year at 2.49%. Per capita costs and premiums updated based on information provided. The additional trend to model the excise ("Cadillac") tax was removed as a result of the repeal of the excise tax effective December 20, 2019.

Sensitivity of net OPEB Liability to changes in the Single Discount Rate - The following presents the plan's net OPEB liability, calculated using a Single Discount Rate of 2.49%, as well as what the plan's net OPEB liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher (in thousands):

1% Decrease 1.49%	Current Single Discount Rate Assumption 2.49%	1% Increase 3.49%
\$ 1,034	\$ 905	\$ 797

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS

September 30, 2021

NOTE IV. OTHER INFORMATION

C. OTHER POST EMPLOYMENT BENEFITS (OPEB)

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates - The following presents the plan's net OPEB liability, calculated using the assumed trend rates as well as what the plan's net OPEB liability would be if it were calculated using a trend rate that is one percent lower or one percent higher (in thousands):

Current Healthcare Cost		
1% Decrease	Trend Rate Assumption	1% Increase
\$ 827	\$ 905	\$ 999

OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB - In accordance with GASB 75, changes in the net OPEB liability are recognized as OPEB expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in OPEB expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Differences between expected and actual earnings on OPEB plan investments are amortized over five years.

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

C. OTHER POST EMPLOYMENT BENEFITS (OPEB)

Based on a valuation date and measurement date of September 30, 2020, the Agency recognized OPEB expenses of \$64,000 for the year ended September 30, 2021. At September 30, 2021, the Agency reported deferred outflows of resources and deferred inflows of resources related to the OPEB plan from the following sources (in thousands):

OPEB Plan	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows of Resources
Differences between expected and actual experience	\$ -	\$ 56	\$ (56)
Assumption Changes	63	114	(51)
Change in Net OPEB Liability due to change in cost-sharing allocation percentage	502	-	502
Net difference between projected and actual earnings on OPEB plan investments	2	10	(8)
Contributions to the plan after the measurement date	47	-	47
Total	\$ 614	\$ 180	\$ 434

Deferred outflows of resources related to the plan of \$47,000, resulting from Agency contributions to the plan paid subsequent to the measurement date and prior to the Agency's fiscal year, will be recognized as a reduction of the net OPEB liability in the fiscal year ended September 30, 2022. Other amounts reported as OPEB related deferred outflows and inflows of resources will be recognized in future OPEB expense, as follows:

Year ending September 30,	Net Amount (in thousands)
2022	\$ 76
2023	77
2024	78
2025	80
2026	44
Thereafter	32
Total	<u>\$ 387</u>

BLUEPRINT INTERGOVERNMENTAL AGENCY

NOTES TO FINANCIAL STATEMENTS September 30, 2021

NOTE IV. OTHER INFORMATION

D. COMMITMENTS AND CONTINGENCIES

1. COMMITMENTS

OUTSTANDING CONTRACTS - The Agency has outstanding commitments on various contracts for design and construction of Agency projects. As of September 30, 2021, these commitments totaled \$16,273,000. Forty percent (40%) of the outstanding commitments relate to outstanding design contracts for Northeast Corridor Connector: Bannerman Road, while thirty percent (30%) relate to the Florida A&M University Bragg Stadium Repairs project, and eighteen percent (18%) relate to the final contracts required for the completion of Capital Cascades Trail Segment 3: FAMU Way.

2. CONTINGENCIES

FEDERAL AND STATE GRANTS - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor, cannot be determined at this time although the Agency expects such amounts to not be significant.

Blueprint is subject to various claims, arising from the normal course of operations. The outcome of these claims is not presently determinable.

E. RELATED PARTY TRANSACTIONS

Related party transactions during the year ended September 30, 2021 included the following:

- The City of Tallahassee and Leon County each contributed \$213,828 toward the shared operating costs of OEV's Minority, Women, and Small Business Enterprise division.
- Leon County contributed \$1,745,500 in federal CARES Act funding to reimburse OEV for payments made in accordance with the CEDR and LEAN business and nonprofit grant programs. The County also contributed \$2,494,488 in revenue replacement funding under the federal ARPA grant program. These grants were both direct grants from Leon County to the Agency and are not considered federal grants to the Agency.
- The Agency repaid the City of Tallahassee and Leon County \$500,000 each for advance funding provided to assist with startup costs for the Office of Economic Vitality. The City's remaining balance of advance funds is \$1,641,195.
- The Interlocal Agreement provides for annual payments to Leon County and the City of Tallahassee for specific uses including the operating costs of Blueprint funded parks, water quality enhancements, sidewalk enhancements, StarMetro enhancements, and airport growth and development.

F. EVALUATION OF SUBSEQUENT EVENTS

The Agency has evaluated subsequent events through May 11, 2022, the date the financial statements were available to be issued. On March 8, 2022, the Agency sold \$91 million of sales tax revenue bonds with a term of sixteen years and a true interest cost of 2.55% to fund a number of the Agency's capital projects. On March 7, 2022, the Agency entered into an agreement with the Florida Department of Transportation State Infrastructure Bank to secure a \$25.5 million loan with a term of fifteen years and an interest rate of 1.85% to fund the Northeast Gateway: Welaunee Boulevard project.

THIS PAGE INTENTIONALLY LEFT BLANK



REQUIRED SUPPLEMENTARY INFORMATION

Budgetary Comparison Schedule-General Fund

Note to Required Supplementary Information

Proportionate Share of Net Pension Liability - City Plan

Schedule of Contributions and Notes to Schedule of Contributions - City Plan

Proportionate Share of Net Pension Liability - Florida Retirement System

Proportionate Share of Net Pension Liability - Health Insurance Subsidy Program

Schedule of Contributions - Florida Retirement System

Schedule of Contributions - Health Insurance Subsidy Program

Schedule of Changes in the Net OPEB Liability and Related Ratios

Schedule of Contributions – OPEB

BLUEPRINT INTERGOVERNMENTAL AGENCY
Budgetary Comparison Schedule
General Fund
For the Year Ended September 30, 2021
(in thousands)
(Unaudited)

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final	(Budgetary Basis)	Final Budget
				Positive
				(Negative)
Budgetary Fund Balance - October 1	\$ -	\$ 8,440	\$ 8,440	\$ -
Resources				
Taxes	33,004	34,564	39,813	5,249
Intergovernmental Revenues	4,996	11,008	4,667	(6,341)
Interest Earned	-	-	171	171
Miscellaneous	-	-	3	3
Amounts Available for Appropriations	38,000	54,012	53,094	(918)
Charges to Appropriations				
Transportation	3,262	3,246	3,016	(230)
Economic Development	1,992	2,047	1,766	(281)
Transfers to Other Funds	32,746	47,726	47,726	-
Total Charges to Appropriations	38,000	53,019	52,508	(511)
Budgetary Fund Balance, September 30	\$ -	\$ 993	\$ 586	\$ (407)

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
Note to Required Supplementary Information
General Fund
For the Year Ended September 30, 2021
(in thousands)
(Unaudited)

**Explanation of Differences between Budgetary Inflows and Outflows and
GAAP Revenues/Transfers In and Expenditures/Transfers Out**

Inflows of Resources

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule	\$ 53,094
---	-----------

Differences - budget to GAAP

The fund balance at the beginning of the year is a budgetary resource but is not a current year revenue for financial reporting purposes.	\$ (8,440)
---	------------

The decrease in the fair market value of investments is a decrease in revenue for financial reporting purposes but is not considered a negative budgetary inflow.	(238)
---	-------

Miscellaneous items treated as revenues for financial reporting purposes but not as budgetary inflow.	1
---	---

Total Revenues/Transfers In as reported on the statement of revenues, expenditures, and changes in fund balances.	<u>\$ 44,417</u>
---	------------------

Outflows of Resources

Actual amounts (budgetary basis) total charges to appropriations from the budgetary comparison schedule.	\$ 52,508
--	-----------

Differences - budget to GAAP

The change in compensated absences which is reported in the Statement of Activities does not require the use of current financial resources and therefore is not reported as an expenditure in the governmental funds.	32
--	----

Miscellaneous items treated as expenditures for financial reporting purposes but not as budgetary outflows.	277
---	-----

Total Expenditures as reported on the statement of revenues, expenditures, and changes in fund balances.	<u>\$ 52,817</u>
--	------------------

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
PROPORTIONATE SHARE OF NET PENSION LIABILITY - CITY PLAN
(BASED ON MEASUREMENT PERIOD ENDING SEPTEMBER 30)
(in thousands)
(Unaudited)

Measurement year ending September 30,	2020	2019	2018	2017	2016	2015	2014
Net Pension Liability - Ending (a) - (b)	\$ 2,359	\$ 1,638	\$ 1,061	\$ 582	\$ 130	\$ 174	\$ (37)
Plan Fiduciary Net Position as a Percentage of							
Total Pension Liability	88.62%	87.65%	92.12%	95.03%	97.48%	95.85%	101.66%
Employer's proportion of the Net Pension							
Liability	1.54%	1.01%	1.09%	1.04%	0.51%	0.43%	0.43%
Covered Employee Payroll	\$ 1,728	\$ 1,080	\$ 1,104	\$ 1,148	\$ 571	\$ 470	\$ 634
Net Pension Liability as a Percentage of Covered							
Employee Payroll	136.52%	151.67%	96.11%	50.70%	22.77%	37.02%	-5.84%

Note: The Total Pension Liability, the Plan Fiduciary Net Position, the Net Pension Liability, and the Pension Expense are allocated by department based on the covered pensionable payroll for each department, since that was the basis of determining employer contributions

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY
SCHEDULE OF CONTRIBUTIONS - CITY PLAN**

**Last Ten Fiscal Years
(in thousands)
(Unaudited)**

Fiscal Year Ending September 30	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2012	\$ 42	\$ 42	\$ -	\$ 390	10.77%
2013	64	64	-	478	13.39%
2014	70	70	-	460	15.22%
2015	71	71	-	470	15.11%
2016	75	75	-	571	13.14%
2017	150	150	-	1,148	13.07%
2018	205	205	-	1,104	18.57%
2019	222	222	-	1,080	20.60%
2020	411	411	-	1,728	23.76%
2021	267	267	-	1,728	15.93%

NOTES TO SCHEDULE OF CONTRIBUTIONS - CITY PLAN

Valuation Date: September 30, 2020

Measurement Date: September 30, 2020

Notes: Actuarially determined contribution rates are calculated as of September 30, 2020 for the fiscal year ended September 30, 2021. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percent of Pay (with 0.94% payroll growth assumption), Closed
Remaining Amortization Period	30 Years
Ass Valuation Method	20% of the difference between expected actuarial value (based on assumed return) and market value is recognized each year with 20% corridor around market value
Inflation	2.50%
Salary Increases	A range of 2.95% to 5.00%, depending on completed years of service, including inflation
Investment Rate of Return	7.50%
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition
Mortality	RP-2000 Combined Healthy Participant Mortality Table (for preretirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality) with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
PROPORTIONATE SHARE OF NET PENSION LIABILITY
FLORIDA RETIREMENT SYSTEM
Last Ten Fiscal Years*
(in thousands)
(Unaudited)

Year Ending September 30,	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Employee Payroll	Proportionate Share of the Net Pension Liability as a percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a percentage of the Total Pension Liability
2015	0.0001829300%	\$ 24	\$ 45	53.05%	92.00%
2016	0.0009706057%	245	101	243.52%	84.88%
2017	0.0012409525%	367	237	155.16%	83.89%
2018	0.0012273080%	370	393	94.12%	84.26%
2019	0.0012394670%	427	397	107.65%	82.61%
2020	0.0012063200%	523	303	172.72%	78.85%
2021	0.0011418200%	86	330	26.13%	96.40%

*The amounts for each fiscal year were determined as of June 30, 2021 except for the covered payroll determined as of September 30, 2021. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY
PROPORTIONATE SHARE OF NET PENSION LIABILITY
HEALTH INSURANCE SUBSIDY PROGRAM
Last Ten Fiscal Years*
(in thousands)
(Unaudited)**

Year Ending September 30,	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Employee Payroll	Proportionate Share of the Net Pension Liability as a percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a percentage of the Total Pension Liability
2015	0.0001315800%	\$ 13	\$ 45	30.13%	0.50%
2016	0.0006517394%	76	101	75.47%	0.97%
2017	0.0084513800%	90	237	38.20%	1.64%
2018	0.0085452500%	90	393	23.03%	2.15%
2019	0.0008605210%	96	397	24.28%	2.63%
2020	0.0008382280%	102	303	33.81%	3.00%
2021	0.0008379340%	103	330	31.14%	3.56%

*The amounts for each fiscal year were determined as of June 30, 2021 except for the covered payroll determined as of September 30, 2021. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
SCHEDULE OF CONTRIBUTIONS
FLORIDA RETIREMENT SYSTEM
Last Ten Fiscal Years*
(in thousands)
(Unaudited)

Year Ending September 30,	Contractually Required Contribution	Contribution in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	\$ 4	\$ 4	\$ -	\$ 45	10.02%
2016	24	24	-	101	23.47%
2017	32	32	-	237	13.66%
2018	35	35	-	393	8.91%
2019	38	38	-	397	9.69%
2020	40	40	-	303	13.24%
2021	43	43	-	330	13.18%

*The amounts for each fiscal year were determined as of June 30, 2021 except for the covered payroll determined as of September 30, 2021. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
SCHEDULE OF CONTRIBUTIONS
HEALTH INSURANCE SUBSIDY PROGRAM
Last Ten Fiscal Years*
(in thousands)
(Unaudited)

Year Ending September 30,	Contractually Required Contribution	Contribution in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	\$ 1	\$ 1	\$ -	\$ 45	1.13%
2016	3	3	-	101	3.31%
2017	4	4	-	237	1.89%
2018	5	5	-	393	1.18%
2019	5	5	-	397	1.21%
2020	5	5	-	303	1.60%
2021	5	5	-	330	1.49%

*The amounts for each fiscal year were determined as of June 30, 2021 except for the covered payroll determined as of September 30, 2021. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
(BASED ON MEASUREMENT PERIODS ENDING SEPTEMBER 30)
(in thousands)
(Unaudited)

Measurement year ending September 30,	2020	2019	2018	2017
Total OPEB Liability				
Service Cost	\$ 26	\$ 13	\$ 17	\$ 9
Interest on the total OPEB Liability	33	27	24	12
Changes in assumptions	(109)	89	(22)	(19)
Changes in allocation percentages	370	25	291	-
Benefit payments	(72)	(41)	(9)	(17)
Net Change in total OPEB liability	248	113	301	(15)
Total OPEB Liability - beginning	774	661	360	375
Total OPEB Liability - ending (a)	<u>\$ 1,022</u>	<u>\$ 774</u>	<u>\$ 661</u>	<u>\$ 360</u>
Plan Fiduciary Net Position				
Contribution - employer	\$ 23	\$ 15	\$ 15	\$ 8
Net investment income	16	1	8	5
Benefit Payments	11	(13)	12	(9)
Net change in plan fiduciary net position	50	3	35	4
Plan fiduciary net position - beginning	67	64	29	25
Plan fiduciary net position - ending (b)	<u>\$ 117</u>	<u>\$ 67</u>	<u>\$ 64</u>	<u>\$ 29</u>
Net OPEB Liability (a)-(b)	<u>\$ 905</u>	<u>\$ 707</u>	<u>\$ 597</u>	<u>\$ 331</u>
Plan fiduciary net position as a percentage of the total OPEB liability	11.52%	8.77%	9.62%	8.04%
Covered employee payroll	\$ 1,728	\$ 1,080	\$ 1,104	\$ 571
Net OPEB liability as a percentage of covered employee payroll	52.35%	65.42%	54.13%	58.06%

Notes to Schedule:

Changes in assumptions:

Assumption changes reflect the change in the Single Discount Rate from the beginning of the year at 3.54% to the end of the year at 2.41% (the resulting Single Discount Rate based on the expected rate of return on OPEB plan investments as of September 30, 2020 at 7.40% and the long-term municipal bond rate as of September 30, 2020 at 2.41%.

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

See Independent Auditors' Report

BLUEPRINT INTERGOVERNMENTAL AGENCY
SCHEDULE OF CONTRIBUTIONS - OPEB
Last Ten Fiscal Years*
(in thousands)
(Unaudited)

Fiscal Year Ended	Actuarially	Actual	Contribution	Covered Employee	Actual
September 30,	Determined	Contribution	Deficiency (Excess)	Payroll	Contribution as a
	Contribution (ADC)				percentage of
					covered employee
					payroll
2017	\$ 20	\$ 8	\$ 12	\$ 571	1.35%
2018	40	14	26	1,104	1.31%
2019	40	15	25	1,080	1.41%
2020	69	23	46	1,728	1.34%

Notes to Schedule:

Actuarially determined contribution rates are calculated as of October 1, which is 24 months prior to the end of the fiscal year in which contributions are made and reported.

Methods and assumptions used to determine contributions:

Actuarial Cost Method:	Entry Age Normal
Amortization Method:	Level Percentage of Payroll, Closed
Remaining Amortization Period:	24 Years
Asset Valuation Method:	Market Value
Inflation:	2.25%
Salary Increases:	2.95% to 6.40%, including inflation; varies by plan and years of service
Investment Rate of Return:	2.49%, net of OPEB plan expense, including inflation
Retirement Age:	Experience-based table of rates that are specific to the type of eligibility condition.
Mortality:	RP-2000 Healthy Annuitant Mortality Table, with mortality improvements projected to all future years after 2000 using Scale BB. See Note IV.B for details.
Healthcare Cost Trend Rates:	Based on the Getzen Model, with trend starting at 1.30% and gradually decreasing to an ultimate trend rate of 3.99%.
Aging Factors:	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death".
Expenses:	Investment returns are net of the investment expenses and administrative expenses are included in premium costs.
Notes:	There were no benefit changes during the year.

See Independent Auditors' Report

THIS PAGE INTENTIONALLY LEFT BLANK



STATISTICAL SECTION

NET POSITION BY COMPONENT

CHANGES IN NET POSITION

FUND BALANCES

CHANGES IN FUND BALANCES

RETAIL SALES AND TAX COLLECTION HISTORY

RATIOS OF OUTSTANDING DEBT BY TYPE

LEON COUNTY DEMOGRAPHIC STATISTICS

FULL-TIME EQUIVALENT AGENCY EMPLOYEES

PLEDGED REVENUE COVERAGE

CAPITAL ASSETS BY FUNCTION

BLUEPRINT INTERGOVERNMENTAL AGENCY
NET POSITION BY COMPONENT
Last Ten Fiscal Years
(accrual basis of accounting)
(in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013 as restated	2012 as restated
Governmental activities										
Net investment in capital assets	\$ 105,081	\$ 180,500	\$ 173,363	\$ 152,292	\$ 123,192	\$ 243,743	\$ 210,872	\$ 168,789	\$ 111,032	\$ 85,199
Restricted	105,513	85,784	79,718	63,447	59,807	62,029	68,878	78,848	101,632	88,387
Total governmental activities net position	<u>\$ 210,594</u>	<u>\$ 266,284</u>	<u>\$ 253,081</u>	<u>\$ 215,739</u>	<u>\$ 182,999</u>	<u>\$ 305,772</u>	<u>\$ 279,750</u>	<u>\$ 247,637</u>	<u>\$ 212,664</u>	<u>\$ 173,586</u>

BLUEPRINT INTERGOVERNMENTAL AGENCY
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)
(in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Expenses										
Transportation	\$ 94,563	\$ 22,884	\$ 4,269	\$ 3,284	\$ 156,015	\$ 8,642	\$ 3,464	\$ 5,176	\$ 11,588	\$ 24,316
Economic Development	7,014	4,293	1,435	1,478	1,252	586	-	-	-	-
Amortization of Bond Issue Costs	-	-	-	-	-	-	-	-	129	128
Depreciation Expense	26	26	27	30	29	27	28	16	5	4
Interest on Long-Term Debt	142	43	-	516	1,182	1,601	2,498	3,179	3,835	5,059
Total Expenses	101,745	27,246	5,731	5,308	158,478	10,856	5,990	8,371	15,557	29,507
Revenues										
Program Revenues										
Operating Grants and Contributions	4,667	557	805	727	922	649	-	-	-	-
Capital Grants and Contributions	387	2,596	1,875	960	75	1,345	3,751	7,807	19,869	11,662
Total Governmental Activities Program Revenue	5,054	3,153	2,680	1,687	997	1,994	3,751	7,807	19,869	11,662
General Revenues										
Shared Revenues	39,813	34,256	37,444	35,643	34,227	33,570	32,491	31,044	29,574	28,232
Investment Income	1,417	2,285	2,547	1,167	853	1,137	1,121	991	1,261	2,360
Net Securities Lending Income	-	3	3	1	-	-	777	3,000	5,000	3,000
Net Increase (Decrease) in Fair Market Value of Investments	(238)	153	173	(484)	(145)	150	(44)	72	(1,473)	(3)
Miscellaneous	9	599	226	34	30	27	113	435	1,327	1
Total Revenues	46,055	40,449	43,073	38,048	35,962	36,878	38,209	43,349	55,558	45,252
Changes in Net Position	\$ (55,690)	\$ 13,203	\$ 37,342	\$ 32,740	\$ (122,516)	\$ 26,022	\$ 32,219	\$ 34,978	\$ 40,001	\$ 15,745

BLUEPRINT INTERGOVERNMENTAL AGENCY
FUND BALANCES
Last Ten Fiscal Years
(accrual basis of accounting)
(in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
General Fund										
Restricted for Infrastructure	\$ (2,476)	\$ 5,869	\$ 2,933	\$ 651	\$ 4,762	\$ 3,679	\$ 5,239	\$ 75,750	\$ 86,993	\$ 10,130
Special Revenue Fund										
Infrastructure	110,531	81,387	77,926	55,458	50,845	53,504	58,398	-	-	87,972
Debt Service Fund										
Restricted for Future Debt Service	-	-	20	8,319	8,315	8,319	786	7,600	7,881	7,447
Unassigned	(565)	-	-	-	-	-	-	-	-	-
Total Fund Balances	<u>\$ 108,055</u>	<u>\$ 87,256</u>	<u>\$ 80,879</u>	<u>\$ 64,428</u>	<u>\$ 63,922</u>	<u>\$ 65,502</u>	<u>\$ 64,423</u>	<u>\$ 83,350</u>	<u>\$ 94,874</u>	<u>\$ 105,549</u>

BLUEPRINT INTERGOVERNMENTAL AGENCY
CHANGES IN FUND BALANCES
Last Ten Fiscal Years
(accrual basis of accounting)
(in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Revenues:										
Intergovernmental Revenues	\$ 44,867	\$ 37,408	\$ 40,124	\$ 37,254	\$ 35,224	\$ 35,564	\$ 36,242	\$ 38,851	\$ 49,443	\$ 39,894
Investment Income	1,417	2,291	2,020	1,169	856	1,139	1,121	997	1,279	1,808
Advance Repayments	-	-	-	-	-	-	777	3,000	5,000	3,000
Net Inc (Dec) in the Fair Value of Investments	(238)	153	-	(484)	(145)	150	(44)	72	(1,474)	106
Miscellaneous Revenues	9	599	226	110	31	29	111	435	1,327	818
Total Revenues	46,055	40,451	42,370	38,049	35,966	36,882	38,207	43,355	55,575	45,626
Expenditures:										
Transportation	28,250	27,035	6,010	17,417	17,701	23,460	30,933	35,180	47,523	34,097
Economic Development	7,009	4,278	1,441	1,491	1,209	527	-	-	-	-
Securities Lending Expense:										
Interest	-	3	6	1	2	1	-	4	15	34
Agent Fees	-	-	-	-	-	-	-	2	2	3
Debt Service:										
Principal Retired	475	2,141	17,797	17,037	16,314	16,129	15,666	15,034	14,432	14,237
Interest and Fiscal Charges	142	43	838	1,597	2,320	2,686	3,534	4,658	4,278	5,059
Total Expenditures	35,876	33,500	26,092	37,543	37,546	42,803	50,133	54,878	66,250	53,430
Other Financing Sources (Uses):										
Issuance of Debt	10,055	-	-	-	-	-	-	-	-	-
Net Change in Fund Balances	\$ 20,234	\$ 6,951	\$ 16,278	\$ 506	\$ (1,580)	\$ (5,921)	\$ (11,926)	\$ (11,523)	\$ (10,675)	\$ (7,804)
Debt Service as a Percentage of Noncapital Expenditures	12%	46%	482%	432%	448%	236%	449%	361%	396%	561%

**BLUEPRINT INTERGOVERNMENTAL AGENCY
RETAIL SALES AND TAX COLLECTION HISTORY**
Last Ten Fiscal Years
(in thousands)

Fiscal Year	Retail Sales(1)	Infrastructure Sales Tax Revenue Collected (1)	Agency's Share of Sales Tax Revenue Collected (2)
2012	\$ 6,682,000	\$ 35,290	\$ 28,232
2013	7,071,000	36,968	29,574
2014	7,686,000	38,805	31,044
2015	7,511,000	40,614	32,491
2016	7,751,000	41,963	33,570
2017	8,027,000	42,784	34,227
2018	8,290,000	44,554	35,643
2019	8,652,367	46,805	37,444
2020	8,354,156	42,820	34,256
2021	9,230,547	51,042	39,813

(1) Florida Department of Revenue - Leon County Gross and Taxable Sales

(2) The Agency received 80% of the sales tax collected in Leon County under the 15 year 1% Infrastructure Sales Surtax which began on December 1, 2004. Beginning on January 1, 2020, the Agency received 78% of the sales tax collected in Leon County under the Blueprint 2020 extended 1% Infrastructure Sales Surtax. The Infrastructure Sales Surtax extension is set to expire on December 31, 2039. The sales tax is collected on all retail sales of tangible personal property subject to certain exceptions and exemptions and certain dealer allowances.

BLUEPRINT INTERGOVERNMENTAL AGENCY
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years
(in thousands)

Fiscal Year	Sales Tax	State				Percentage of	
Ended	Revenue	Infrastructure	Private	Total Debt	Leon County	Personal	Per Capita As
Sept. 30,	Bonds	Bank Loans	Bank Loans	Outstanding	Population (1)	Income	Restated
2012	\$ 84,849	\$ 29,702	\$ -	\$ 114,551	278,000	1.2%	\$ 412.05
2013	74,410	25,709	-	100,119	278,000	1.0%	360.14
2014	63,445	21,640	-	85,085	281,000	0.9%	302.79
2015	51,930	17,489	-	69,419	284,000	0.8%	244.43
2016	39,905	13,385	-	53,290	288,000	0.6%	185.03
2017	27,265	9,711	-	36,976	288,000	0.0%	128.39
2018	13,975	5,963	-	19,938	292,332	0.0%	68.20
2019	-	2,141	-	2,141	296,499	0.0%	7.22
2020	-	-	-	-	299,484	0.0%	-
2021	-	-	9,580	9,580	292,198	0.0%	32.79

(1) Office of Economic and Demographic Research, State of Florida

**BLUEPRINT INTERGOVERNMENTAL AGENCY
LEON COUNTY, FLORIDA
DEMOGRAPHIC STATISTICS
Last Ten Fiscal Years**

Year	Estimated Population(1)	Retail Sales (thousands)(2)	Personal Income (thousands)(1)	Per Capita Income(1)	School Enrollment(3)	Unemployment Rate %(4)		
						Leon County	Florida	United States
2012	283,806	\$ 6,681,858	\$ 10,554,213	\$ 37,188	34,157	7.1	8.6	7.8
2013	282,070	7,071,265	10,371,148	36,768	33,327	5.3	6.4	7.0
2014	284,054	7,686,804	10,942,350	38,522	34,955	4.7	5.4	5.6
2015	286,189	7,510,613	11,355,730	39,679	34,797	4.6	5.0	5.1
2016	287,819	7,751,449	11,730,939	40,758	33,300	4.5	4.7	4.9
2017	287,899	8,026,814	N/A	N/A	33,993	3.6	4.0	4.1
2018	292,332	8,290,351	N/A	N/A	33,873	2.8	3.5	3.7
2019	296,449	8,652,367	N/A	N/A	34,032	2.6	2.9	3.5
2020	299,484	8,354,156	N/A	N/A	N/A	5.2	4.2	6.7
2021	292,198	9,230,547	N/A	N/A	N/A	3.4	3.5	3.9

- (1) Office of Economic and Demographic Research, State of Florida
(2) Florida Department of Revenue - Leon County Gross and Taxable Sales
(3) Leon County Public School Board
(4) Florida Research and Economic Information Database Application
N/A - Data not available

BLUEPRINT INTERGOVERNMENTAL AGENCY
FULL-TIME EQUIVALENT AGENCY EMPLOYEES AS OF SEPTEMBER 30
Last Ten Fiscal Years

Function	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Transportation	18	17	13	13	13	10	7	7	7	4
Economic Development	10	10	8	7	12	7	-	-	-	-
Total	28	27	21	20	25	17	7	7	7	4

BLUEPRINT INTERGOVERNMENTAL AGENCY
PLEDGED REVENUE COVERAGE
Last Ten Fiscal Years
(in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Sales Tax Revenues (1)	\$ 39,813	\$ 34,256	\$ 33,570	\$ 32,491	\$ 31,044	\$ 29,574	\$ 28,232	\$ 27,554	\$ 27,126	\$ 27,828
Annual Debt Service on Sales Tax Revenue Bonds	-	-	14,694	14,693	14,693	14,696	14,696	14,696	14,694	14,691
Actual Coverage on Sales Tax Revenue Bonds	N/A	N/A	2.55	2.43	2.33	2.28	2.21	2.11	2.01	1.92
Annual Debt Service on All Outstanding Debt	617	-	18,562	18,564	18,564	19,072	19,072	19,279	19,278	19,275
Actual Coverage on All Outstanding Debt	64.53	N/A	1.81	1.75	1.67	1.55	1.48	1.43	1.41	1.44

BLUEPRINT INTERGOVERNMENTAL AGENCY
CAPITAL ASSETS BY FUNCTION
Last Ten Fiscal Years
(in thousands)

Function	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Transportation	\$ 114,661	\$ 180,500	\$ 175,504	\$ 173,487	\$ 162,622	\$ 300,624	\$ 285,303	\$ 259,586	\$ 228,843	\$ 189,196

THIS PAGE INTENTIONALLY LEFT BLANK



OTHER REPORTS

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards

Independent Accountants' Report

Management Letter



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Members of the Board
Blueprint Intergovernmental Agency
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements, as listed in the table of contents, of the Blueprint Intergovernmental Agency (the "Agency") as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated May 11, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Honorable Members of the Board
Blueprint Intergovernmental Agency

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management in a separate letter dated May 11, 2022.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

MSL, P.A.

Certified Public Accountants

Tallahassee, Florida
May 11, 2022



INDEPENDENT ACCOUNTANT'S REPORT

Honorable Members of the Board
Blueprint Intergovernmental Agency
Tallahassee, Florida

We have examined the compliance of the Blueprint Intergovernmental Agency (the "Agency") with the requirements of Section 218.415, Florida Statutes, during the fiscal year ended September 30, 2021. Management is responsible for the Agency's compliance with those requirements. Our responsibility is to express an opinion on the Agency's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Agency complied with those requirements in all material respects. An examination involves performing procedures to obtain evidence about the Agency's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the Agency's compliance with specified requirements.

In our opinion, the Agency complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2021.

MSL, P.A.

Certified Public Accountants

Tallahassee, Florida
May 11, 2022



INDEPENDENT AUDITOR'S MANAGEMENT LETTER

Honorable Members of the Board
Blueprint Intergovernmental Agency
Tallahassee, Florida

Report on the Financial Statements

We have audited the basic financial statements of the Blueprint Intergovernmental Agency (the "Agency") as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated May 11, 2022.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Accountant's Report on an examination conducted with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated May 11, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority is disclosed in the notes to the financial statements.

Honorable Members of the Board
Blueprint Intergovernmental Agency

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and report the results of our determination as to whether or not the Agency has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Agency did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures. It is management's responsibility to monitor the Agency's financial condition, and our financial condition assessment was based, in part, on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.38(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, *Rules of the Auditor General*, the Agency reported:

- a. The total number of Agency employees compensated in the last pay period of the Agency's fiscal year as 33.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the Agency's fiscal year as 0.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$2,514,375.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$0.
- e. Each construction project with a total cost of at least \$65,000 approved by the Agency that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such projects as listed below:
 - i. Airport Gateway - \$900,000
 - ii. Market District Placemaking - \$661,000
 - iii. Monroe-Adams Placemaking - \$155,000
 - iv. Skateable Art Amenity - \$94,000
 - v. History and Culture Trail \$287,000
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the Agency amends a final adopted budget under Section 189.016(6), Florida Statutes, as see page 62.

Honorable Members of the Board
Blueprint Intergovernmental Agency

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Agency's Board, and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

MSL, P.A.

Certified Public Accountants

Tallahassee, Florida
May 11, 2022

THIS PAGE INTENTIONALLY LEFT BLANK

Blueprint Intergovernmental Agency Board of Directors Agenda Item #4

May 19th, 2022

Title: Authorization to Procure Design-Build Services for the Monroe-Adams Corridor Placemaking Project and Approval of a Joint Project Agreement with the City of Tallahassee for Underground Electric Utility

Category: General Business

Intergovernmental Management Committee: Vincent S. Long, Leon County Administrator
Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Daniel Scheer, Design and Construction Manager, Blueprint
Eric Mason, Project Manager, Blueprint
Mike Alfano, Principal Planner, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Board of Directors (IA Board) direction to advertise, negotiate, and award, in accordance with Blueprint Procurement Policy 101, a contract for design-build professional services for design and construction of the Monroe-Adams Corridor Placemaking project (Attachment #1). To implement the undergrounding of the electric utility component of the project, this item also requests approval of a Joint Project Agreement (JPA) with the City of Tallahassee (City), included as Attachment #2.

FISCAL IMPACT

This item has a fiscal impact. The estimated cost for implementing the proposed improvements is \$6.2 million. \$2.9 million exists in the current approved FY 2022 budget. An additional \$3.3 million to fund the streetscaping improvements for this project is included within the draft FY 2023 Blueprint capital budget presented at the May 19, 2022 Budget Workshop, which is consistent with the anticipated contract finalization date for the design-build occurring after October 1, 2022, and Blueprint Procurement policy supporting this IA Board action.

RECOMMENDED ACTION:

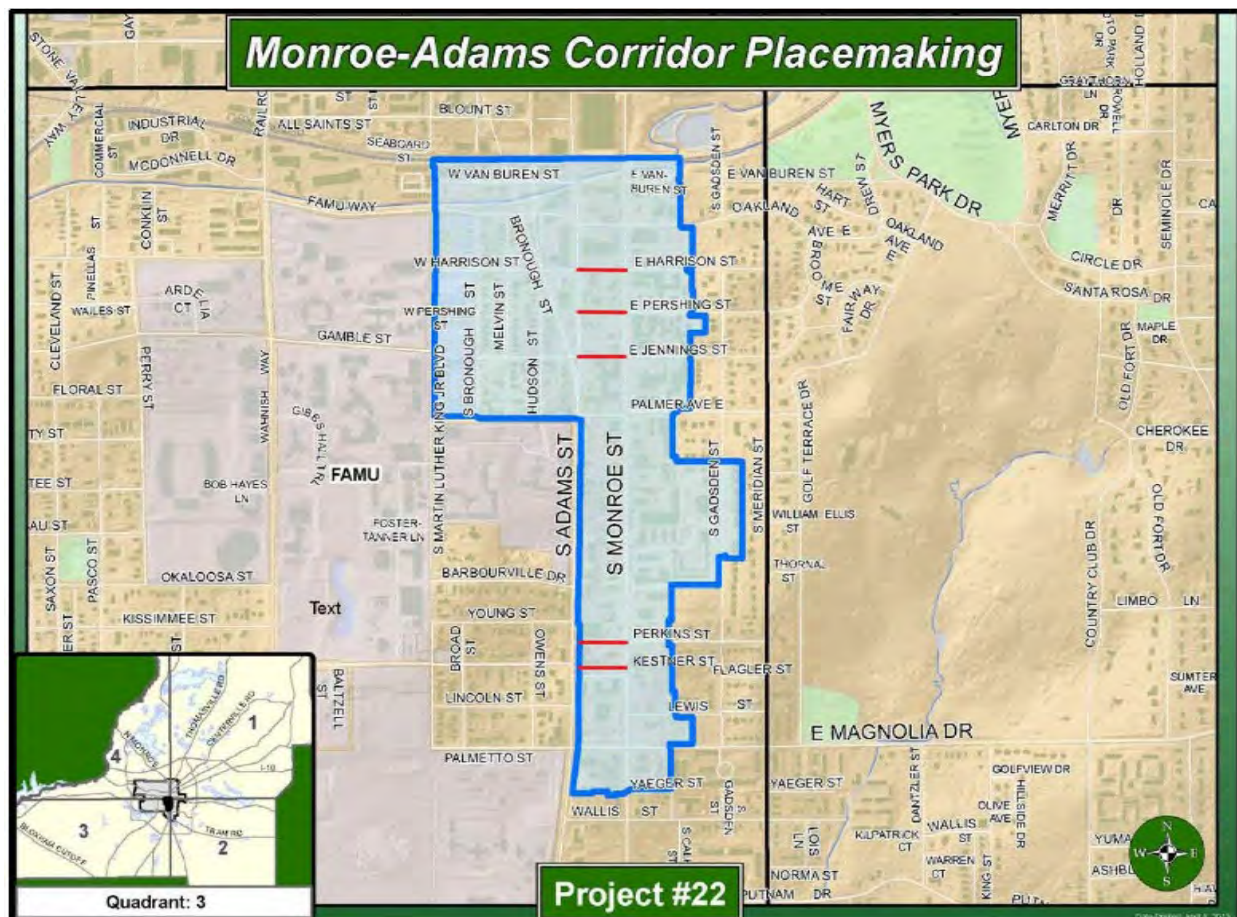
- Option 1: Authorize Blueprint to advertise, negotiate, and award, in accordance with Blueprint Procurement Policy 101, a contract for design-build professional services for design and construction of the Monroe-Adams Corridor Placemaking project.
- Option 2: Approve the Joint Project Agreement with the City of Tallahassee for Undergrounding Electric Utilities.

SUPPLEMENTAL INFORMATION:

BACKGROUND

The Blueprint Monroe-Adams Corridor Placemaking Project implements streetscape improvements along the sections of Harrison Street, Pershing Street, Jennings Street, Perkins Street, and Kestner Street between South Monroe Street and South Adams Street. See Figure 1, below, and Attachment #3, for a map of the project area.

Figure 1. Monroe Adams Placemaking Project Area Map



The project has its foundation in the 2011 Monroe Adams Corridor Action Plan, which identified improvements to key cross streets connecting the South Adams and South Monroe Street corridors. Developed by the Tallahassee-Leon County Planning Department, working with a citizen working group and KCCI Catalyst class, the 2011 Action Plan included input from surrounding residents and business owners regarding area improvements. Following approval by the City Commission in 2011, the City of Tallahassee implemented the Palmer Avenue Improvements project, which provided new sidewalks, lighting, and other amenities along the corridor and set the aesthetic standard for improvements to come.

The project improvements identified in the Action Plan will create safe and comfortable streets for pedestrians, trail users, cyclists and motorists, with the objective to improve the appearance, comfort and safety of public streets and private property. The streetscape improvements recommended in the action plan include sidewalks, lighting, signage, landscaping, underground utilities and street parking where appropriate and possible.

Since receiving authorization at the [December 10, 2020 IA Board meeting](#), to procure preliminary engineering services for the project, the project team has conducted significant targeted community engagement with area stakeholders, and developed proposed concepts for project implementation, discussed in greater detail, below.

PROJECT CONCEPT DEVELOPMENT

Project Concepts

The project team conducted field surveys of the five cross streets in the project area (Harrison, Pershing, Jennings, Perkins, and Kestner) in order to develop conceptual improvements that prioritized use of the existing right-of-way. Incorporating stakeholder feedback and with the 2011 Action Plan as a guide, the project team developed the proposed concepts seen in Attachment #2.

Across all five cross-streets, the proposed conceptual improvements include:

- Six new sidewalks,
- Thermoplastic shared-lane markings for cyclists,
- Decorative lighting,
- Enhanced plantings and landscaping,
- Underground electric utilities,
- On-street parking where possible (approximately 40 new on-street spaces), and
- Improved curb on Kestner and Perkins Streets.

Figure 2, below, shows the proposed improvements along Jennings Street. Jennings Street is along a Tier 1 Bicycle and Pedestrian Master Plan and features sidewalks on both sides of the road, as well as shared-lane markings to improve bicycle and pedestrian connectivity through this area of the community.

Figure 2. On-Street View of Jennings Street Concept



PROJECT IMPLEMENTATION

Design-Build Professional Services

To provide both time and cost savings for the project, Option #1 seeks IA Board authorization to procure design-build services to implement the proposed streetscaping improvements for the five cross-streets included in the Monroe-Adams Corridor Placemaking project. A design-build contract would allow for a primary consultant to complete the remaining design work and manage construction of the project. This model is used by the Florida Department of Transportation (FDOT) to provide transportation improvements of this scale. Blueprint is using the design-build process to construct the skateable public art project on Cascades Trail. The design-build process will allow Blueprint to implement these improvements on an expedited timeline.

Joint Project Agreement with the City of Tallahassee

The total estimated cost of undergrounding electric utilities is \$1.5 million. The undergrounding of electric utilities would provide aesthetic improvements and resiliency benefits to the businesses on the five cross-streets. Blueprint is requesting approval to enter into a JPA with the City to underground utilities; this is presented as Option #2, with the proposed agreement included as Attachment #2. As a leveraging opportunity for Blueprint, this agreement outlines the cost-sharing partnership to underground electric utilities on Harrison Street. On December 9, 2020, the City Commission approved the Electric Service Manual which states that the City Electric Department will fund 25% of certain costs associated with undergrounding of the electric utility. The final cost-sharing amount will be determined upon completion of the electric utility conversion. The JPA

provides for the City to commence construction of the underground the electric utilities in fall 2022 prior to streetscaping improvements, in order to maximize efficiencies and expedite the delivery of improvements.

ESTIMATED COST AND PROJECT BUDGET

The total estimated cost of improvements to all five cross-streets, inclusive of underground utilities, is \$6.2 million. Following the proposed schedule detailed above, the converting the overhead utilities to underground would commence construction in fall 2022 ahead of implementing the streetscaping improvements. Currently, there is an available project balance of \$2.9 million which is sufficient to fund undergrounding utilities on the five cross-streets in FY 2022.

This item also requests IA Board authorization to advertise, negotiate, and award design-build services, in accordance with Blueprint Procurement Policy 101, for streetscaping improvements on the five cross-streets. An additional \$3.3 million is included within the draft FY 2023 Blueprint capital budget presented at the May 19, 2022 Budget Workshop to fully fund the improvements described herein. Based on the current project schedule, the design-build services will be advertised this summer with anticipated contract finalization after October 1, 2022, contingent on the IA Board approval of the FY 2023 capital budget. The current schedule and process, consistent with Blueprint Procurement Policy 101, will ensure full funding for the design-build contract services is available in the project budget at the time of contract execution.

STAKEHOLDER ENGAGEMENT

The Blueprint project team began initial stakeholder engagement in August 2021. The team engaged Florida A&M University, local businesses, property owners, members of the original 2011 Monroe-Adams Action Plan working group, Planning Department staff who developed the Action Plan, members of the 2010 KCCI Southside Sense of Place Catalyst, and other area stakeholders to gather feedback to help inform proposed project improvements.

To accomplish this, Blueprint:

- Went door-to-door along the corridor and directly engaged 22 local businesses.
- Mailed out 2 rounds of flyers with project and contact information to over 200 owner and tenant addresses within the project area.
- Had 11 phone or virtual engagements with local businesses or property owners.
- Met with public agency partners.

Feedback from the businesses consistently included the desire for on-street parking, pedestrian facilities, and beautification. Additional amenities identified included undergrounding utilities and bicycle facilities.

Community engagement will continue throughout the project. The project team will be engaging local businesses and property owners directly as plans are refined. Business

owners will also be contacted prior to construction. Interested parties can stay up to date by visiting the project page on our website. The page includes a snapshot of the project, its goals, history, and conceptual renderings. Citizens are encouraged to submit questions and comments to the project manager through the email link provided.

The initial project concepts were provided to the IA Board at the February 24, 2022 meeting, and area stakeholders were re-engaged to discuss and provide feedback on these initial concepts following that meeting. See Attachment #4 for a more detailed Summary of Public Engagement.

CURRENT AND FUTURE FDOT LEVERAGING

The estimated cost for implementing the proposed improvements is \$6.2 million, and \$2.9 million exists in the current approved FY 2022 budget. The draft FY 2023-2027 Blueprint capital budget presented at the May 19, 2022 Budget Workshop includes future allocations of \$3.3 million in FY 2023 to fund the streetscaping improvements for this project and an additional \$2.1 million in FY 2025 to match leveraging opportunities of future improvements consistent with the implementation of the Blueprint project.

The Florida Department of Transportation (FDOT) is undertaking a resurfacing project along South Monroe Street. Blueprint has entered into a local funding agreement with FDOT to install improved crosswalks (brick-paver stamped) at the Magnolia Drive, Kestner, and Perkins Street intersections. Those improvements have already been completed. Preliminary engineering for the next segment of South Monroe Street resurfacing from Perkins Street to Jefferson Street is estimated to begin in 2023 with construction in 2025.

Blueprint will continue to pursue leveraging opportunities with FDOT as part of their resurfacing project. Opportunities may include continuing the improved crosswalks along additional cross streets, installing new traffic signal mast arms, and potentially implementing pedestrian islands along South Monroe Street to increase safety and provide aesthetic improvements.

NEXT STEPS

Should the IA Board approve the recommended Options #1 and #2, Blueprint would move forward with the below next steps for project implementation.

June 2022:	Initiate procurement process of design-build services for streetscaping improvements
Summer 2022:	Easement acquisition for underground electric utilities begins
Fall 2022:	Construction on underground electric and begin streetscaping design phase
Summer 2023:	Complete design work on streetscaping improvements and begin construction on streetscaping improvements

Summer 2024	Complete streetscaping improvements
Ongoing:	Pursue leveraging opportunities with FDOT for improvements on S. Monroe Street

CONCLUSION:

The Monroe-Adams Corridor Placemaking project implements the streetscaping components of the 2011 Monroe-Adams Corridor Action Plan. The project improvements will create safe and comfortable streets for pedestrians, trail users, cyclists and motorists, with the objective to improve the appearance, comfort, and safety of public streets and private property. The streetscape improvements along these five roadways are intended to complement the streetscape improvements along Palmer Avenue to create a sense of place.

In order to implement these proposed concepts, Blueprint is requesting authorization to advertise, negotiate, and award, in accordance with Blueprint Procurement Policy 101, a contract for design-build professional services for design and construction of the Monroe-Adams Corridor Placemaking project, and approval to enter into a JPA with the City of Tallahassee to underground utilities. In order to maximize efficiencies, Blueprint will work with the City to underground the electric utilities in fall 2022 prior to streetscaping improvements. Should the IA Board approve Options #1 and #2, Blueprint would coordinate all construction activities to reduce impacts to corridor businesses.

Blueprint will continue to pursue leveraging opportunities with FDOT to provide additional improvements to the project area. Potential improvements include improved traffic signal mast arms, enhanced crosswalks along streets intersection South Monroe Street, and strategic landscaped medians to provide pedestrian safety improvements along the corridor.

OPTIONS:

- Option 1: Authorize Blueprint to advertise, negotiate, and award, in accordance with Blueprint Procurement Policy 101, a contract for design-build professional services for design and construction of the Monroe-Adams Corridor Placemaking project.
- Option 2: Approve the Joint Project Agreement with the City of Tallahassee for Undergrounding Electric Utilities.
- Option 3: IA Board Direction.

RECOMMENDED ACTION:

- Option 1: Authorize Blueprint to advertise, negotiate, and award, in accordance with Blueprint Procurement Policy 101, a contract for design-build professional services for design and construction of the Monroe-Adams Corridor Placemaking project.
- Option 2: Approve the Joint Project Agreement with the City of Tallahassee for Undergrounding Electric Utilities.

Attachments:

1. Draft Joint Project Agreement Between Blueprint and the City of Tallahassee for the Monroe-Adams Placemaking Project Utility Undergrounding Improvements
2. Proposed Monroe-Adams Corridor Placemaking Project Concept Renderings
3. Map of Monroe-Adams Corridor Placemaking Project Area
4. Summary of Public Engagement

**JOINT PROJECT AGREEMENT BETWEEN
CITY OF TALLAHASSEE AND
LEON COUNTY – CITY OF TALLAHASSEE
BLUEPRINT INTERGOVERNMENTAL AGENCY
MONROE-ADAMS CORRIDOR PLACEMAKING PROJECT
AGREEMENT NO. __**

This Joint Project Agreement (JPA), is made between the CITY OF TALLAHASSEE (City) and the LEON COUNTY – CITY OF TALLAHASSEE BLUEPRINT INTERGOVERNMENTAL AGENCY (AGENCY) this __ day of _____, 2022.

WITNESSETH

WHEREAS, creating safe, comfortable streets for pedestrians, transit users, and cyclists along the Monroe-Adams corridor is a top priority for the City of Tallahassee, and Blueprint; and,

WHEREAS, this placemaking project identifies necessary improvements to five streets connecting the Monroe Street and Adams Street corridors, including Harrison Street, Pershing Street, Jennings Street, Perkins Street and Kestner Street; and,

WHEREAS, the City will be responsible for the design and conversion of overhead power lines to underground for the five streets connecting the Monroe Street and Adams Street corridors; and,

WHEREAS, Blueprint will be responsible for acquiring the necessary easements as reflected in City's design plans; and,

WHEREAS, Blueprint intends to fund 75% of the underground power conversion for Harrison Street and the City intends to fund 25% of the same under the City's current cost sharing program for conversion of overhead power lines to underground; and,

WHEREAS, Blueprint intends to fund 100% of the underground power conversion for Pershing Street, Jennings Street, Perkins Street and Kestner Street, which are not to be included in the City's cost sharing program; and

WHEREAS, the City and Blueprint now intend to enter into this JPA for the purpose of working together cooperatively and in the public's best interest to implement the undergrounding of electric utilities as part of the Project, and

WHEREAS, the Blueprint Intergovernmental Agency Board of Directors approved the Agency's execution of this agreement at its meeting on _____, as described in the __ Blueprint Agenda Item, and the subsequent minutes of the __ Blueprint Meeting; and,

WHEREAS, the City of Tallahassee Commission has approved the execution of this agreement at its meeting held on ____; as described in the ____ City Agenda Item and the subsequent minutes of the ____ City of Tallahassee City Commission Meeting.

NOW THEREFORE, in consideration of the above recitals, the parties agree to the following:

1. The recitals set forth above are true and correct and are deemed incorporated herein.
2. The City agrees to pay 25% of the costs associated with the conversion of undergrounding utilities on Harrison St. and Blueprint agrees to pay the remaining 75% of the same.
3. The City will send Blueprint an invoice for Blueprint's portion of the cost of the conversion of undergrounding utilities. Blueprint will remit payment to the City.
4. This Agreement and any interest herein will not be assigned, transferred or otherwise encumbered by the City under any circumstances without the prior written consent of Blueprint.
5. Except as otherwise set forth herein, this Agreement will continue in effect and be binding upon both the City and Blueprint until the construction of all phases of the Project are completed, but in no event later than ____.
6. Blueprint and the City covenant and agree that each will indemnify, defend, save and hold the other harmless from any and all legal actions, claims or demands by any person or legal entity caused by the negligent or wrongful actor or omission of any employee of the party while acting within the scope of their employment or office. The liability of the parties, as set forth in this paragraph, is intended to be consistent with limitations of Florida law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. No obligation imposed by this paragraph will be deemed to alter said waiver or to extend the liability of either party beyond such limits, nor will any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which a party may be entitled. Furthermore, the parties specifically understand and agree that this provision is not intended, and will not be construed, to require a party to be indemnified for its own negligence, act, error, or omission.
7. This Agreement will be enforced and interpreted in accordance with the laws of the State of Florida. All suits relating to breach, enforcement, or construction of this Agreement will be filed in a court of competent jurisdiction in Leon County, Florida.
8. All project records and accounts relating to this Agreement or the services maintained by the County or its agents, contractors or consultants, will be subject to review,

copying and audit by Blueprint or its representative for a period of four (4) years after completion of the Project as defined by this Agreement.

9. This Agreement will constitute the entire agreement between the parties with reference to the services described herein. No amendment to this Agreement will be binding unless it is in writing and signed by an authorized representative of each party. All previous and collateral agreements, representations, warranties, promises, and conditions relation to the subject matter of this Agreement are superseded by this Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on their behalf this _____ day of _____, 2022, by their authorized representatives.

**LEON COUNTY – CITY OF TALLAHASSEE
BLUEPRINT INTERGOVERNMENTAL
AGENCY**

CITY OF TALLAHASSEE

By: _____

Autumn Calder

Its: Blueprint Director

Date: _____

By: _____

Reese Goad

Its: City Manager

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____

Susan Dawson, Esq.
Blueprint Attorney

By: _____

Kristen McRae, Esq.
City Attorney's Office

ATTEST:

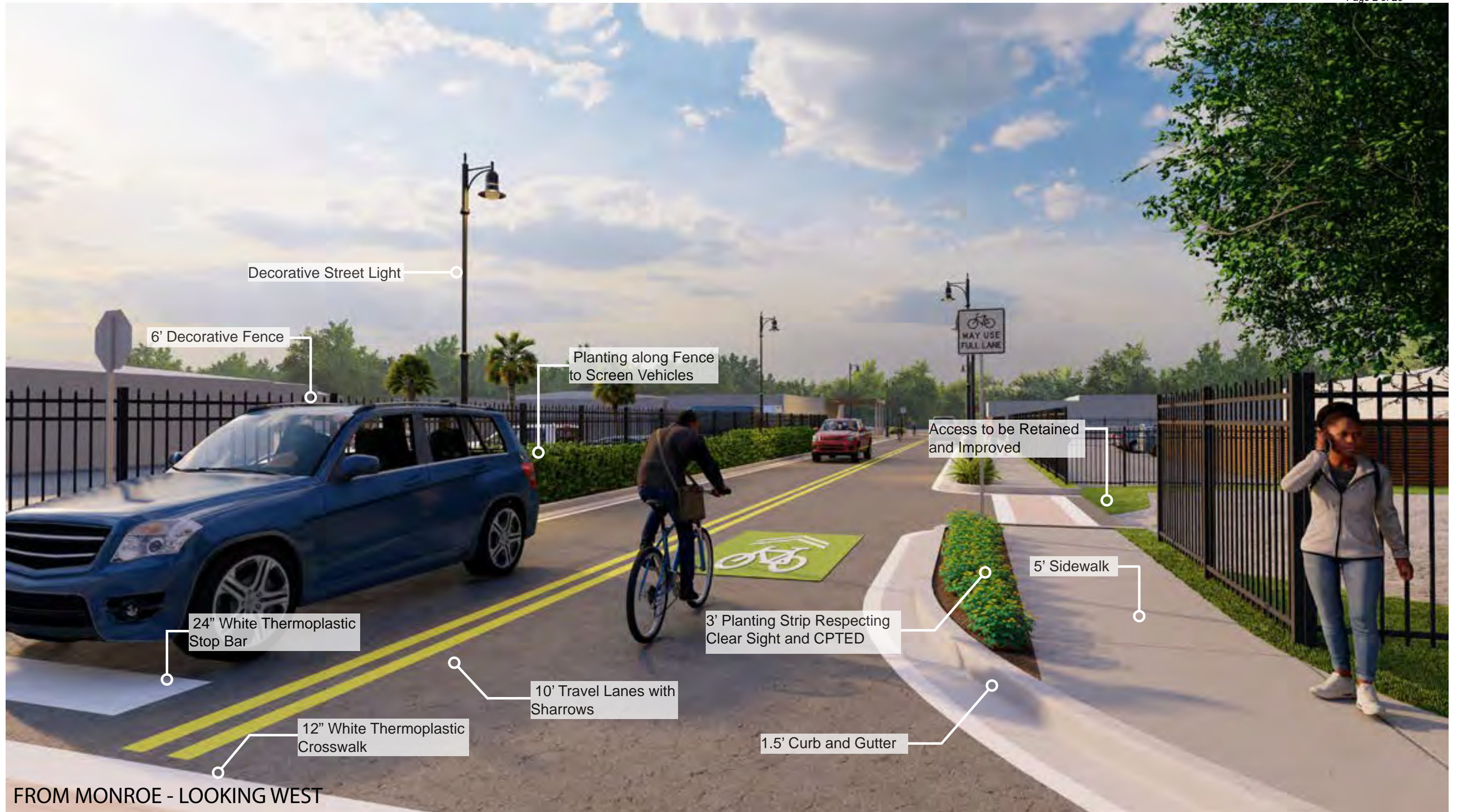
By: _____

James O. Cooke, IV
City Treasurer Clerk



FROM ADAMS - LOOKING EAST

MONROE ADAMS CORRIDOR- HARRISON ST



FROM MONROE - LOOKING WEST

MONROE ADAMS CORRIDOR- HARRISON ST



MONROE ADAMS CORRIDOR- HARRISON ST



MONROE ADAMS CORRIDOR- HARRISON ST



MONROE ADAMS CORRIDOR- PERSHING ST



MONROE ADAMS CORRIDOR- PERSHING ST



MONROE ADAMS CORRIDOR- PERSHING ST



MONROE ADAMS CORRIDOR- PERSHING ST

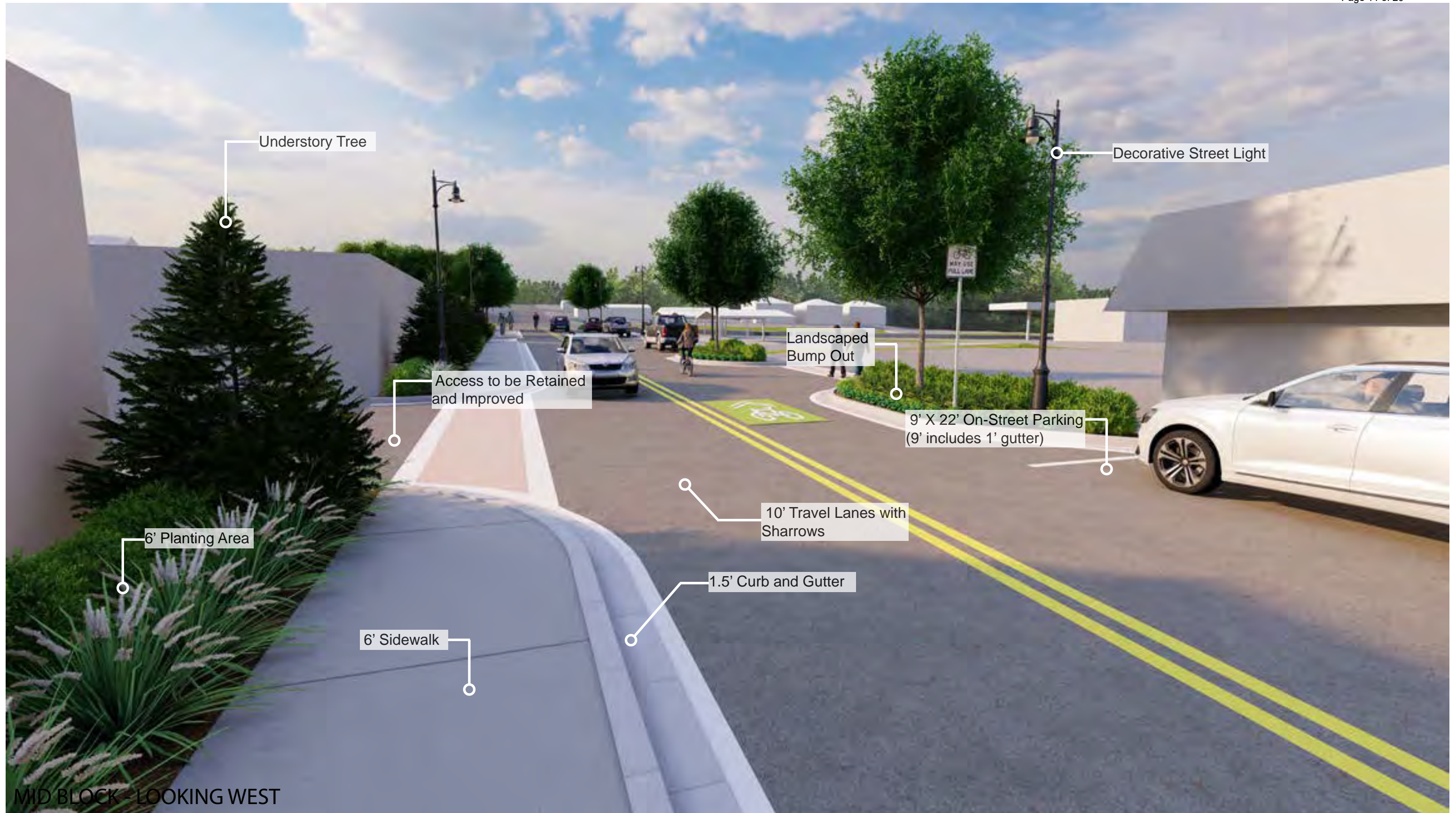
MARCH 2022
DRAFT - PLANS ARE CONCEPTUAL AND SUBJECT TO CHANGE.



MONROE ADAMS CORRIDOR- JENNINGS ST



MONROE ADAMS CORRIDOR- JENNINGS ST



MONROE ADAMS CORRIDOR- JENNINGS ST



MONROE ADAMS CORRIDOR- JENNINGS ST



FROM ADAMS - LOOKING EAST

MONROE ADAMS CORRIDOR- PERKINS ST



FROM MONROE - LOOKING WEST

MONROE ADAMS CORRIDOR- PERKINS ST

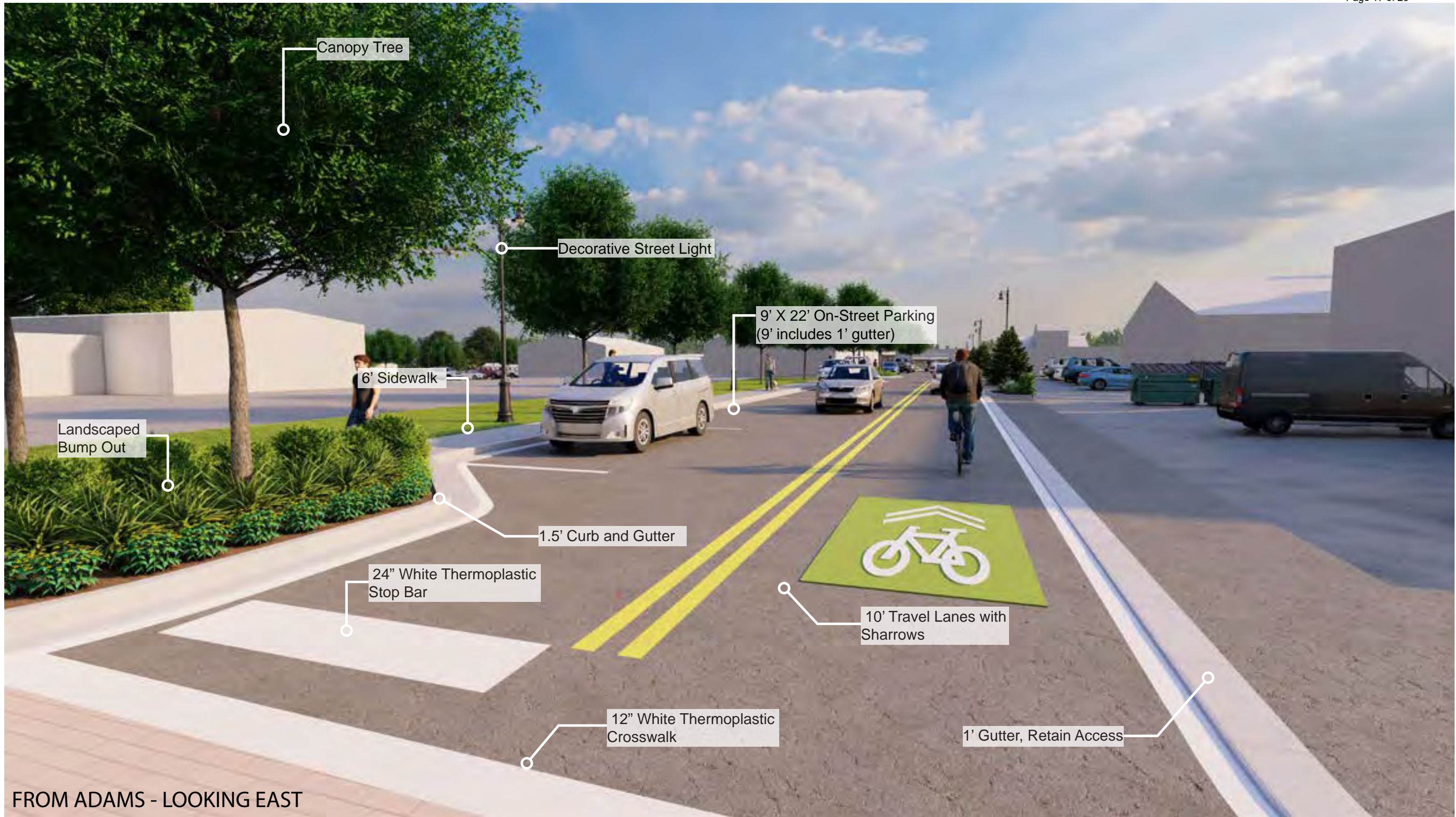


MONROE ADAMS CORRIDOR- PERKINS ST



MONROE ADAMS CORRIDOR- PERKINS ST

MARCH 2022
DRAFT - PLANS ARE CONCEPTUAL AND SUBJECT TO CHANGE.



MONROE ADAMS CORRIDOR- KESTNER ST



MONROE ADAMS CORRIDOR- KESTNER ST



MONROE ADAMS CORRIDOR- KESTNER ST



MONROE ADAMS CORRIDOR- KESTNER ST

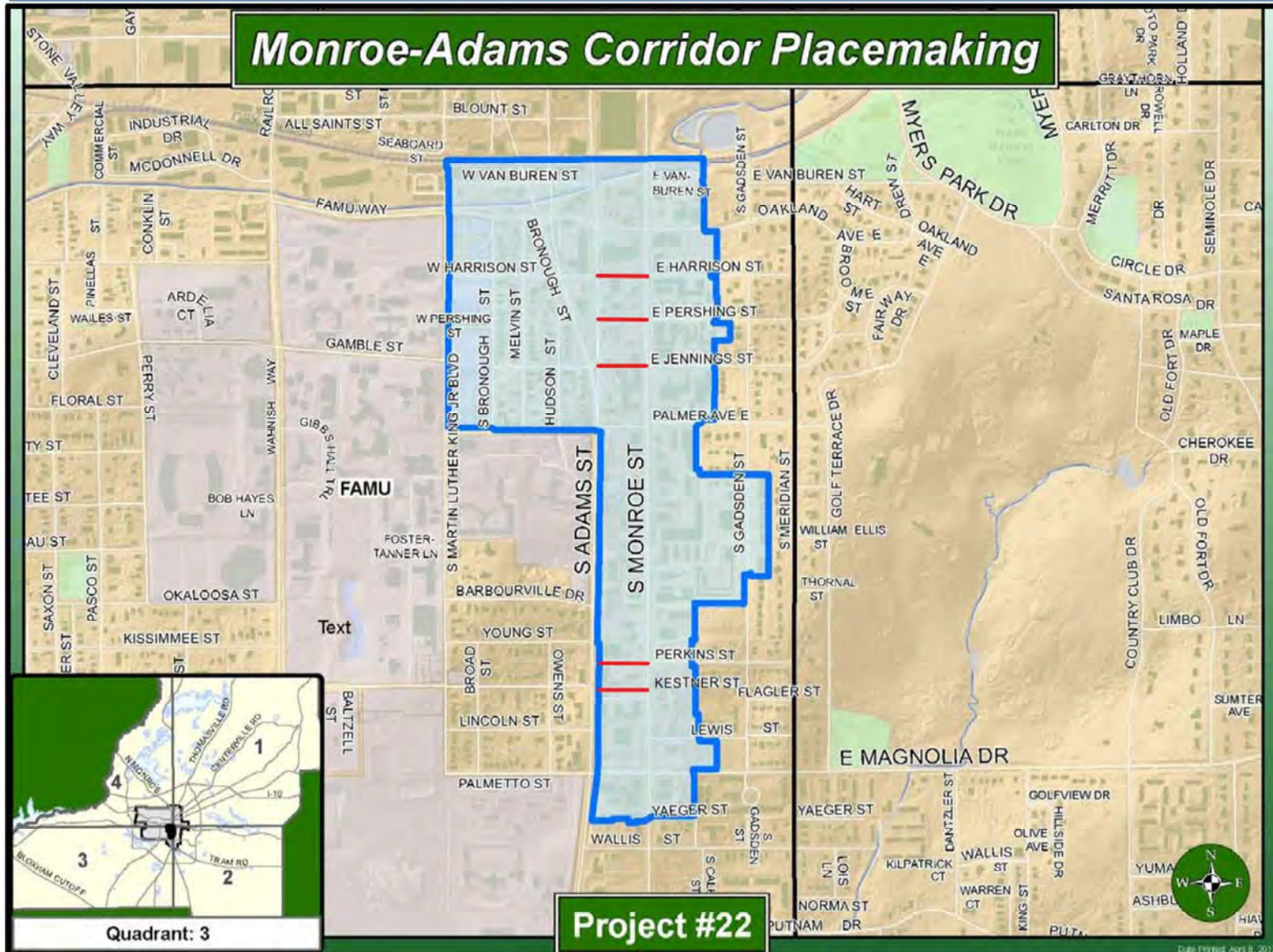
MARCH 2022
DRAFT - PLANS ARE CONCEPTUAL AND SUBJECT TO CHANGE.

BLUEPRINT

INTERGOVERNMENTAL AGENCY



Monroe-Adams Corridor Placemaking



THIS PAGE INTENTIONALLY LEFT BLANK

MONROE-ADAMS ENGAGEMENT FINAL SUMMARY REPORT

May 2022

This public engagement report summarizes all stakeholder engagement associated with the Monroe-Adams Corridor Placemaking project. Stakeholder engagement was conducted on an ongoing basis to ensure that all relevant information was shared in a timely manner, and an opportunity to comment was provided. The intention of this engagement was to gather input from key stakeholders and business owners in the project study area prior to, during, and following the development of the concepts. The following sections describe each of the components of this engagement approach.

Public Engagement Plan - Goals

- a. Collect input and feedback through stakeholder meetings, survey, and in-person and virtual engagement regarding streetscape concept alternatives.
- b. Support engagement through advance notification.
- c. Information will be collected through the development of one survey, two community engagement sessions consisting of both online and virtual options for participation, and stakeholder meetings. Interested participants will be able to provide their comments through any of these avenues.
 - o This information will be compiled and evaluated by the Blueprint Intergovernmental Agency. The input received from the public will be used to revise the concepts developed for the Monroe-Adams Placemaking alternatives where physically and financially feasible.

Outreach Activities

Initial Virtual Engagement with City & Tallahassee-Leon County Planning Department

September 2021

Method: Virtual Meetings

Number of Meetings Conducted: 3

The project team met with local City and Tallahassee-Leon County Planning Department staff to coordinate on the project and get any relevant input and feedback. These meetings typically consisted of an open discussion and opportunities for staff to provide information on their area of expertise.

Initial Engagement with Stakeholders

September, October 2021

Method: One-on-One Virtual Meetings, Phone Calls, Emails

Number of Meetings Conducted: 8

Number of Email Correspondents: 3

Stakeholder engagement for the Monroe-Adams Corridor Placemaking project kicked off with the project team contacting local stakeholders and business owners. This included business owners in

the area and those individuals and groups previously involved in the Monroe-Adams Action Plan, which was completed in 2011. This engagement was conducted through one-on-one virtual Microsoft Teams meetings which included a short presentation but was largely a forum for discussion. In addition to virtual meetings, email contact was made with some stakeholders and local business owners.

Door-to-Door Engagement

September 2021

Method: Door-to-Door Engagement

Businesses Engaged: 22

Additional stakeholder engagement through a door-to-door model was also initiated to make contact with business owners on Harrison Street, Pershing Street, Jennings Street, Perkins Street, and Kestner Street. This outreach included business along Monroe Street (west side) and Adams Street (east side) from Harrison Street to Kestner Street. Approximately 22 businesses were engaged, and a [project snapshot](#) and contact information for project manager Eric Mason were left at each business. It was noted during this engagement that many of the business owners were not on site to receive the information directly. As a result, the project team initiated the development of a postcard mailer to ensure that all property and business owners were aware of the project and had an opportunity to share their vision for each of the five streets included in the project.

Notification Mailouts

November 2021

Total Number of Mailouts: 204

Mailout Send Dates: November 5, 2021

In an effort to ensure contact was initiated with property owners and tenants in the project area who may not have been present during the door-to-door portion of engagement, a postcard was created to share information about this project including location, purpose, and timeline. The postcard also included contact information for project manager Eric Mason, and a QR code to access the Blueprint project webpage. The project team chose to include both property owners and tenants, regardless of whether the address appeared to be local to ensure that all business owners or operators would be contacted regardless of their location during this project. No additional feedback was received by the project team as a result of this outreach effort.

Informal Engagement with Stakeholders

The project team continues to meet with stakeholders upon request for specific project related needs or specific corridors. In recent months, the project team has met with businesses and organizations within the project area including Proof Brewing Company and Earley's Kitchen as well as Florida A&M University. This type of meeting format was ongoing as the concept plans moved into 30% construction documents to ensure timely communication with businesses and organizations.

Final Open House

March 24, 2022 – 6:00 PM

Method: Virtual Meeting, Notified via mailout

Total Number of Mailouts: 236

Mailout Send Dates: March 14, 2022

Number of Participants: 4

A final open house was conducted to allow stakeholders and businessowners the opportunity to provide any additional feedback, and to review each of the corridor designs. Mailouts were sent during this time to encourage business owners to either participate in the meeting or send feedback to the project team via the project website or by email. This open house consisted of a pre-recorded presentation, followed by a question-and-answer session. Four attendees participated in the event offering few questions or comments related to the presentation.

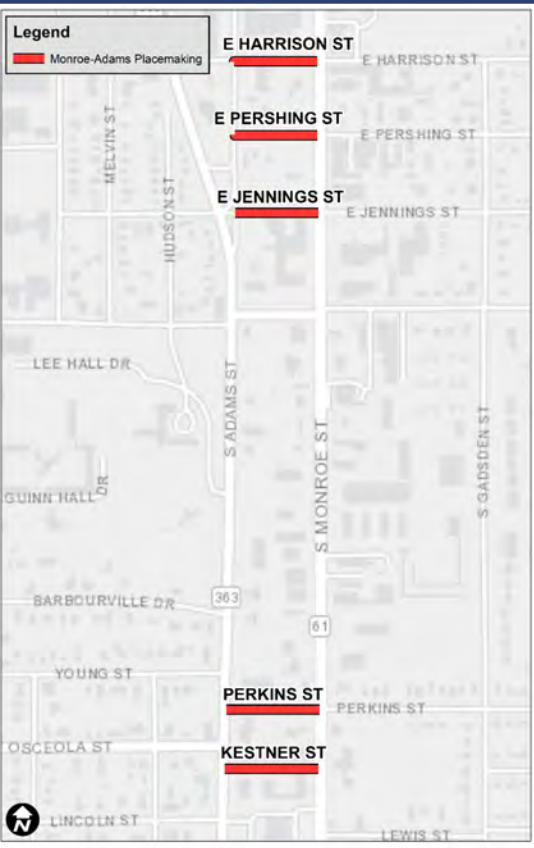
Engagement and Feedback Summary

The feedback received during this initial engagement for the Monroe-Adams Corridor Placemaking project indicated that stakeholders and business owners had a generally similar vision for the identified corridors. While business owners had slightly varied interests compared to other stakeholders, the majority identified the need for additional parking, adequate sidewalks, improved lighting amenities, and landscaping. Feedback was generally optimistic about the possibilities for placemaking and a unified aesthetic throughout the different corridors. However, many of the stakeholders and business owners identified safety concerns related to speeding and high traffic along Monroe Street and Adams Street. Business owners also indicated concern about access being compromised during construction and due to design decisions regarding the corridors. These issues were noted, and Blueprint is working to identify potential solutions with partner agencies as it relates to this project.

THIS PAGE INTENTIONALLY LEFT BLANK

Monroe-Adams Corridor Placemaking

Attachment #4
Page 4 of 7



Project Map

The Monroe-Adams Corridor Placemaking Project will improve **safety** and create **comfortable streets** for **pedestrians, transit users, and cyclists** along the **Monroe-Adams Corridor**. **Sidewalks, lighting, and landscaping** are just a few of the potential improvements.

Five blocks connecting S. Monroe Street and S. Adams Street are included in the project:

E. Harrison Street

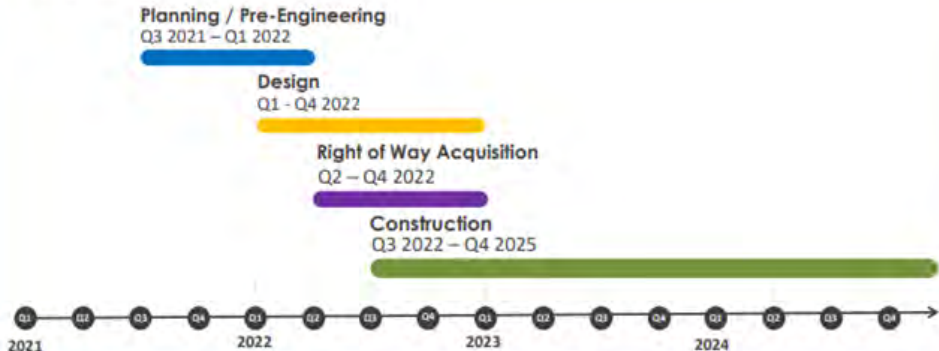
E. Jennings Street

E. Pershing Street

Perkins Street

Kestner Street

Timeline





East Harrison Street facing Monroe Street

Your feedback is important to us!

We want to hear your recommendations for
streetscaping improvements!

Please call or email to provide feedback or to schedule
a meeting with the project team.

Eric Mason, CAPM

Project Manager

(850) 219-1085

Monroe-Adams@Blueprintia.org



*Scan the QR
code using a
mobile device
to view the
project info
page!*

Blueprint Intergovernmental Agency
315 S. Calhoun Street
Suite 450
Tallahassee, FL 32301

Attachement #4
Page 5 of 7

BLUEPRINT 
INTERGOVERNMENTAL AGENCY

www.blueprintia.org

Monroe-Adams Corridor Placemaking

Attachment #4
Page 6 of 7



Monroe-Adams Corridor Placemaking – E. Pershing Street facing East

VIRTUAL OPEN HOUSE

We want to hear from you! Please join us and share your thoughts on the proposed improvements for the Monroe-Adams Corridor Placemaking Project!

Thursday, March 24, 2022

6:00 PM

Join the meeting at: <https://blueprintia.org/projects/monroe-adams-corridor-placemaking/>

Project Update: Preliminary concepts depicting the proposed improvements are complete for all five corridors:

E. Harrison Street

E. Jennings Street

E. Pershing Street

Perkins Street

Kestner Street

Scan the QR code below to review each of the corridor designs and provide your thoughts to the project team.

Scan this QR code with a mobile device for project information and to access the meeting





Monroe-Adams Corridor Placemaking – Kestner Street facing West

Your feedback is important to us!

We want to hear your thoughts on the proposed streetscaping improvements!

Can't make the Zoom meeting? Call or email to provide feedback or to schedule a meeting with the project team.

Eric Mason, CAPM
Project Manager
(850) 219-1085
MonroeAdams@Blueprintia.org



Scan this QR
code with a
mobile device
for project
information and
to access the
meeting

Blueprint Intergovernmental Agency
315 S. Calhoun Street
Suite 450
Tallahassee, FL 32301

Attachement #4
Page 7 of 7

BLUEPRINT  
INTERGOVERNMENTAL AGENCY

www.blueprintia.org

Blueprint Intergovernmental Agency Board of Directors Agenda Item #5

May 19, 2022

Title:	Consideration of a Funding Request by Domi Education Inc., for Renovations at 914 Railroad Avenue
Category:	General Business
Intergovernmental Management Committee:	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
Lead Staff / Project Team:	Benjamin H. Pingree, Director, Department of PLACE Cristina L. Paredes, Director, Office of Economic Vitality Drew Dietrich, Deputy Director, Office of Economic Vitality T.J. Lewis, Business Development Manager, Office of Economic Vitality

STATEMENT OF ISSUE:

As directed by the Blueprint Intergovernmental Agency (IA) Board at the February 24, 2022, meeting, this item analyzes a request by Domi Education, Inc., (Domi) to fund \$100,000 in renovations to reconfigure the internal layout by adding six (6) small offices and three (3) large offices to the County-owned facility located at 914 Railroad Avenue. This item analyzes the capital funding request, consistent with the Agency's Policy 114 – Evaluation of Non-Competitive Economic Development Project Proposals (Attachment #1).

STRATEGIC PLAN:

The Office of Economic Vitality (OEV), under the policy direction of the IA Board, serves to improve the business climate and reduce challenges for existing businesses. In following its Strategic Plan, OEV adheres to the requirement of section 212.055(2)(d)(3), Florida Statutes, requiring economic development surtax dollars be used for projects that serve the general public purpose of improving the local economy. This item aligns with OEV's Core Strategy: Foster Entrepreneurship & Business Formation, specifically to help drive Tallahassee-Leon County as a destination for entrepreneurs.

FISCAL IMPACT

This item has a fiscal impact. Domi's capital project funding request is for \$100,000 to renovate Domi's building, which is publicly owned by Leon County Government. The proposed renovations include converting existing space to accommodate six micro-offices with LED lighting and HVAC vents; removing plastic wall sheathing and replacing the drywall; removing walls and counters to open up space and add support headers; and purchasing new furniture and technology.

Should the IA Board approve Option #1, funding would be \$100,000 from the Future Opportunity Leveraging Fund (FOLF) in FY 2022 to cover proposed renovations and is available to support this capital project. The current FOLF balance is \$719,997.

RECOMMENDED ACTION:

Option 3: IA Board Direction.

SUPPLEMENTAL INFORMATION:

Background:

Domi Station is a business incubator, located at the Amtrak Warehouse, 914 Railroad Ave., which assists startups and small businesses looking to scale through various programs and service offerings and provides co-working desks, offices, and other amenities for local businesses to use for operations. Business incubators create an environment where high-growth entrepreneurs can develop sustainable companies by providing education programs, mentoring, resources, and coworking space. Domi Station is regarded as a prototype venue with a growing market of Leon County-based business innovations gaining access to the professional resources it can provide. Domi is a key partner in the economic development ecosystem and supports Tallahassee-Leon County's economic development strategic plan and to diversify the local economy, build a skilled talent pipeline and give startups and entrepreneurs a physical community.

In 2013, Leon County entered into a lease agreement with Domi to renovate the old elections warehouse. This building provided an ideal venue for the public/private partnership as a centrally located area to house a traditional business incubator, provide mentoring to startup businesses, offer workshops and activities that cater to entrepreneurs, and help attract financial capital for viable businesses. The County's overall investment has included \$250,000 in improvements to the County-owned warehouse facility and the funding of sponsorships for entrepreneurial events and programming. In addition, the County and the City have also allocated \$150,000 from the American Rescue Plan Act funds (\$67,000 from the City of Tallahassee and \$83,000 from Leon County) for programmatic support and \$40,000 from the Leon Cares program.

Domi's latest annual report details the organization's economic impact since opening in 2014, which has led to a total economic impact of over \$182 million (Attachment #2). An overview of 2021 shows Domi's latest participants in its Gear Up, Ascend, and Third Act programs collectively raised \$166,000 in capital investments and generated \$873,300 in revenue with an addition of 63 members and 46 member businesses participating in its

programs. By 2021, these additional member businesses are estimated to have created 30 jobs. In addition, Domi's members have invested \$18,282,400 in local business operations and have generated a reported \$25,888,945 in revenues. These figures account for 1,602 jobs created by Domi participating businesses, 63 new entrepreneurs, 46 new businesses participating in its programs, and 75 mentor sessions for its most recent reporting period. Since opening its doors in 2014, Domi has served as the base of operations for over 500 co-workers, and 200 businesses and hosted or organized more than 800 events. For 2021, the Domi's economic impact was \$73 million, which combined with the \$109 economic impact from 2014-2019, has led to a total economic impact of \$182 million since Domi's inception.

COVID-19 had a significant impact on Domi, and funding from Leon CARES has allowed the organization to invest in software to build an online platform to support and grow its membership through 2021 from 8 to 47 participants. In addition, Domi has incorporated in-person events to supplement training and marketing events, such as "First Fridays," a monthly event that allows members of Domi, stakeholders, and community supporters to network. Domi has also hosted other workshops related to support for targeted industries, such as the Danfoss Artificial Intelligence workshop held in September 2021. In addition, the ARPA dollars from the County and City provide continued assistance to local businesses by further expanding their programming aimed to help companies to mitigate challenges and capitalize on new opportunities for job creation and growth.

On February 24, 2022, the IA Board directed staff to analyze a request by Domi to fund renovations for \$100,000 to the County-owned facility located at 914 Railroad Avenue to reconfigure the interior layout of Domi Station to allow for increased space for business incubation, (Attachment #3, page 8). This item analyzes the request by Domi to fund renovations for \$100,000 to the County-owned facility located at 914 Railroad Avenue in accordance with the criteria, consistent with Policy 114 – Evaluation of Non-Competitive Economic Development Project proposals.

Domi Station: Current Occupancy and Lease

Since 2014, Domi has leased a county owned facility at 914 Railroad Avenue. Domi leases the facility at a below-market rate of one dollar (\$1) a year, plus annual operating expenses (currently \$4,086). In return, Domi provides the community with a comprehensive technology-driven business incubator program and related services. The business support program, accelerates the successful development of startup companies by providing entrepreneurs with a selection of targeted resources and services, thereby producing successful companies that leave the program financially viable and freestanding, with the potential to create jobs, revitalize neighborhoods, commercialize new technologies, and strengthen the local economy.

In February 2022, the Leon County Board of County Commissioners approved an extension of the lease. Leon County Real Estate Department is finalizing a new lease. The lease acknowledges the continued success of a business incubator, and for Domi Education to provide the incubation management and operation services for the business incubator at the Amtrak-Complex (Domi Station).

Domi currently has 92 tenants listed (office tenants and co-working), from a wide range of industries, including AI Software, Financial Services, Nonprofits, and Real Estate. The full list is found in Attachment #4. At present, Domi has no future capacity for office-seeking tenants, and has five entities on the waitlist for space in Domi Station, which includes Encor Solar, The Osceola, Craft and Draft Design, FAMU REACH, and Go Covalent.

Overview of Domi's Funding Request

Domi is seeking \$100,000 to enhance the County-owned facility at 914 Railroad Avenue, by improving the operational capacity. The renovations to Domi Station are desired to provide additional space based on community demand which is estimated to result in 28 additional member Tenants and generate \$66,600 in additional revenue per year. This includes converting open space into six (6) micro offices, each having LED light and HVAC vents installed in the ceiling grid, the installation of walls to build three large offices. The small offices will accommodate 2-4 people and cost \$550 a month, with the three (3) large offices accommodating 4-6 people, and costing \$750 a month. Additional upgrades will include removing clear plastic wall sheathing from current offices and replacing it with drywall, removing the left wall and the counter at the storefront door to open up the space, and installing a support header for this area. Domi Station will provide the lights for lighting installment, conduct the data wiring for the lights, and provide labor and material for painting. These line item costs are detailed in Attachment #5.

It should be noted that, Domi receives annual contribution of \$12,000 from OEV to provide broadband services to the facility and its users. OEV also sponsors several events hosted by Domi, such as StartUp Grind. These costs are detailed in Attachment #6. The proposed renovations could lead to an increase of \$66,600 in projected revenue. Domi is actively leveraging its status as a 501 (c) 3 non-profit to build a network of additional donors from both public and private sector to offset its projected budget deficit.

In summary, Domi is requesting funding in the amount of \$100,000 for renovations to reconfigure the interior layout of the County-owned facility at 914 Railroad Avenue. An analysis of this funding request per Blueprint Intergovernmental Agency Policy No. 114, Office of Economic Vitality, *Evaluation of Non-Competitive Economic Development Project Proposals Policy* is provided in the section below.

Evaluation of Non-Competitive Economic Development Project Proposals

Overview of the Non-Competitive Policy:

OEV utilizes a variety of IA Board approved programs and incentives to induce and sustain economic growth within our community. These programs help support the core goals of economic development, including job growth and quality of life. As approved by the IA Board on September 27, 2021, OEV's non-competitive project policy (Policy 114) analyzes projects seeking OEV funding and support, but that are not competitive in nature. A non-competitive economic development project is defined as an "economic development project having a general public purpose which supports the improvement of the local economy within the Tallahassee–Leon County area and has demonstrated alignment with OEV's Strategic Plan, creates/retains jobs, and demonstrates a capital investment into the community." The entity proposing the project is not seeking to

expand or locate its operations in a different country, state, or in municipalities within the state of Florida. These projects are non-competitive as they are not relying upon the assistance of the local economic development organization and/or provision of incentives to win the project among competing jurisdictions in other cities or states.

The non-competitive policy provides criteria for the evaluation and determination of funding of non-competitive economic development proposals from the economic development portion of the sales tax proceeds. OEV utilizes the criteria outlined in Policy 114 to review and score a request for funds to support a non-competitive economic development project proposal following IA Board approval or direction to review such a proposal. The criteria set forth in the Policy helps to identify whether the project demonstrates alignment with OEV's strategic plan, the project's capital investment and job creation, return on investment, sustainability, feasibility, previous grant performance, legality, availability of OEV funds, and cost sharing. The criteria details are found in section 114.05 Criteria for Evaluation of Project Proposals (Attachment #7).

Proposals are scored based on the Policy 114 scoring matrix. The scoring matrix evaluates proposals based on the 13 criteria outlined in Policy 114. Proposals are scored on the first nine criteria via a 60 point scale. Additionally, the proposal must meet four additional criteria. Per Policy 114, to be eligible for funding, proposals must receive more than 51% (31 points) of the first nine criteria, and must have a response in the affirmative (yes) for the remaining four criteria. Proposals that do not meet this threshold will be deemed ineligible for funding per Policy 114. The matrix provides a clear and quantifiable rationale for measuring compliance with Policy 114, and ensures that all proposals reviewed by OEV are done so in an equitable and transparent manner.

The award of any funds is subject to the availability of funds, the approval of the IA Board, and the requirements of the Policy. If a non-competitive economic development project proposal is selected for funding, an agreement with specific terms, conditions, tasks, or deliverables will be entered into by the applicant. For clarity, adequate funds exist in the FY 22 budget in the Future Opportunity Leveraging Fund to fully fund the Domi request addressed in this agenda item.

Project Analysis and Evaluation:

OEV reviewed the Domi request for renovations and its subsequent alignment with Policy 114. The Domi request was evaluated in its entirety, based on all thirteen criteria outlined in the Policy, and reviewed by staff for compliance. A brief summary of the criteria review is provided below.

Blueprint Intergovernmental Agency Policy No. 114 Criteria Review: Domi Education Inc, Renovation Funding	COMPLIANT (✓)
The project's demonstrated alignment with OEV's Strategic Plan and as may be amended.	✓
The project's demonstrated alignment with OEV's Targeted Industry Study.	✓

The project's demonstrated ability to create or retain jobs with at least a livable wage.	✓
Demonstrates a capital investment into the community for the general public purpose of improving the local economy.	✓
The project's demonstrated return on investment, including the ability to improve the local economy through land/infrastructure improvements, research and development, and economic inclusion through the support of minority and women owned enterprises.	✓
The project's sustainability, including the extent to which the project demonstrates support from local stakeholders (private, public, and non-profit entities, etc.) and is aligned with and integrated into other public or private investments currently ongoing or planned for the local community.	✓
Submission to OEV of the following documents from the applicant supporting the applicant's organizational, financial, and management capacity.	✓
The project's feasibility and the likelihood that the project will achieve its projected outcomes.	✓
The applicant's performance under previous grant or assistance awards, including whether the applicant as a grantee submitted required performance reports, data, or deliverables.	✓
Whether the project proposal, in whole or in part, is consistent with or in compliance with local, state, or federal laws, ordinances, policies, rules, and statutes, or inconsistent with or in violation of the Blueprint Intergovernmental Agency's Second Amended and Restated Interlocal Agreement, Bylaws, policies, agreements, or IA Board direction.	✓
The availability of OEV funds based on other OEV project (competitive and non-competitive) funding obligations, and approved or projected budget.	✓
The availability and committed nature of cost sharing by the applicant or matching funds. See section 114.07 regarding documentation of cost sharing or matching.	✓
Favorable programmatic review and recommendation by the Economic Vitality Leadership Council (EVLCL).	✓

Based on OEV review, Domi has met all criteria outlined in Policy 114 for consideration of the funding request, and is therefore compliant with Policy 114. The application and summary of the criteria review can be found in Attachment #8. Based on the criteria evaluation, the Domi request was scored utilizing the Policy #114 scoring matrix. The detailed Scoring Matrix Sheet is found in Attachment #9. Those proposals with scores exceeding 51% (31 points) for the first nine criteria, and which answer to the affirmative

(yes) for the remaining four criteria, and which provide the required documentation and satisfy Policy requirements may be considered for support and funding, pending IA Board approval.

The scoring results for the funding requests by Domi Station are outlined below:

Domi Request for \$100,000 for renovations: This funding request received 56/60 points, met all requirements of the Policy, and is therefore eligible for funding.

Based on the review, evaluation, and scoring by OEV, Domi Education Inc. is eligible to receive funding in the amount of \$100,000 for renovations. It should be noted, that should the IA Board approve funding for renovations – these improvements should be earmarked for tenants who meet the strategic goals of OEV and the business incubation goals set by Leon County for Domi Station; namely private sector businesses, entrepreneurs, and startups.

FINANCIAL ANALYSIS:

Domi actively leverages its status as a 501 (c) 3 non-profit to build a network of additional donors from both public and private sector. The proposed renovations would lead to an increase of \$66,600 in projected revenue. Domi Station is a public, County-owned facility, and hosts numerous public events. Business incubators such as Domi Station are a critical component to OEV's strategic direction, provided they incubate entrepreneurial businesses seeking to grow, and support the continued innovation and investment of our private-sector. Funding is currently available in the Future Opportunity Leveraging Fund (FOLF) to provide the initial capital improvements of \$100,000. The current balance of FOLF is \$719,997.

As reflected in the May 19, 2022 Budget Workshop item, staff is recommending funds to sponsor entrepreneurial events, such as the JABB SharkBowl, Domi StartUpGrind, and Innovation Park's TechGrant. Support will be provided via an application, with funds disbursed on a first-come, first-serve basis, and designated solely for entrepreneurial activities as they align with the strategic plan. This sponsorship of entrepreneurial events directly aligns with the updated Strategic Plan's core strategy to foster entrepreneurship and business formation. It is important to note that at this time, OEV does not currently fund operations for any incubators, accelerators, or business centers.

NEXT STEPS:

Should the IA Board approve the funding request for Domi, staff will move forward to execute all necessary agreements with Domi Education, Inc and implement the process to fund Domi's renovation project.

CONCLUSION:

This item provided an analysis of a one-time funding request by Domi station in the amount of \$100,000 to fund renovations and improvements to a County-owned facility leased to Domi. In total, this funding request amounts to a one-time expense of \$100,000 for FY 2022. Domi is currently in the final year of its three-year lease option with Leon County government.

Domi Station has been an integral part of the entrepreneurial ecosystem of Tallahassee-Leon County, and has provided critical incubation and entrepreneurial support for startups for eight years. Since Domi's inception in 2014, participating business have raised \$18.1 million in investment, member sales have exceeded \$133 million and 1,542 jobs have been created by incubated businesses, with a total economic impact of \$182 million. Domi hosts almost 100 members, with businesses that span a wide range of industries, and as evidenced by their success, generate tremendous economic impact to our local economy. They continue to lead efforts to foster innovation and promote entrepreneurship, with tailored programming, personalized mentoring, and cutting-edge ideas to incubate and grow the next wave of entrepreneurs for Tallahassee-Leon County.

Their funding request directly supports these actions, and staff has evaluated this non-competitive economic development project proposal under the guidelines of Blueprint Intergovernmental Agency Policy No. 114. Based on the Policy 114 review by staff, it was determined that Domi was eligible for the funding request for renovations at a one-time amount of \$100,000. Based on the evaluation and scoring of the proposal, staff recommends IA Board Direction for funding in the amount of \$100,000 for renovations at Domi Station. The IA Board, may, at its discretion, approve funding for the funding request, in accordance with the guidance found in Policy 114.

Action by EVLC: The Economic Vitality Leadership Council (EVLC), as the stakeholder advisory group for OEV, provides policy recommendations to ensure alignment with OEV's core strategic goals. At the May 10, 2022 EVLC meeting, the EVLC voted unanimously to give a favorable programmatic recommendation for support of the Domi request.

OPTIONS:

- Option 1: Approve the request for funding in the amount of \$100,000 for renovations at Domi Station.
- Option 2: Do not Approve the request for funding in the amount of \$100,000 for renovations at Domi Station.
- Option 3: IA Board Direction.

RECOMMENDED ACTION:

- Option 3: IA Board Direction

Attachments:

1. February 24, 2022 Domi Station Funding Request Presentation
2. Domi Education, Inc. 2022 Annual Report
3. February 24, 2022 IA Board Minutes
4. Domi Station Tenant List
5. Domi Station Renovation Estimates and Proposed Floor Plan
6. Domi Education, Inc. Total Income & Expenses Summarized

7. Blueprint No. 114 – Evaluation of Non-Competitive Economic Development Project Proposals Policy
8. Summary of Policy 114 Application and Criteria Review for Domi Education, Inc. Renovations
9. Scoring of Domi Education, Inc. Renovation Proposal

THIS PAGE INTENTIONALLY LEFT BLANK



We Give Businesses a
Home and a Guide.

Domi Staff: Executive Team



Executive Director

Robert Blacklidge



Associate Director

Kara Holbert



Community Manager

Dacia Williams

Domi Support Team



Kalyssa
Washburn



Hannah Hull



Juan Silva



Chloe
Cannan



Madison
Adams



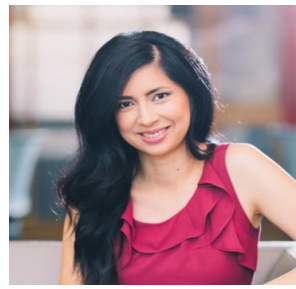
Madeline



Schimelda
Louissaint



Alexis
Vescovacci



Julia Holly



Caleb Hayes

Volunteer Board Members



Ali Kamakhi,
Jareed



Barbara Westcott,
Women Wednesdays



Jake Kiker,
WilliamsGautier Law



Yuh-Mei Hutt,
Golden Lighting



David Lawson,
NewSci



Bill Lickson,
Innovation Labs

Volunteer Board Members



David White,
Carr, Rigs, & Ingram



Elizabeth Ricci,
Rambana & Ricci, Esq



Reis Alsberry,
Florida A&M University



Ricardo Schneider,
Danfoss



Eddie Loumiet,
Ruvos

What We Offer

INCUBATION



ENTREPRENEUR SCHOLARSHIPS

Wanting to grow or start
your business?

We have scholarships
available for our incubation
program



APPLY
NOW

LINK IN
BIO



What We Offer

COWORKING



2019 ECONOMIC IMPACT

For Every \$1 (2.5M) Given from 2014 to 2019 >
\$43 Economic Impact Return

TOTAL: \$109+ MILLION

*Based on FSU's 2019 Economic Forecasting & OEV

2020 ECONOMIC IMPACT

For Every \$1 (350k) Given in 2020
\$211 Economic Impact Return

TOTAL: \$73.8+ MILLION

*Based on FSU's Center for Economic Forecasting and Analysis

TOTAL ECONOMIC IMPACT

OVERALL:
\$182+ MILLION

*Based on FSU's Center for Economic Forecasting and Analysis

Strategic Goals

- Grow our impact to **create \$1B of aggregate economic impact by 2030**
 - Increase reach of Entrepreneurial Ecosystem by partnering with regional organizations
 - Increase membership numbers in both the Incubation Programs (100 members per year) and Coworking facility (300 members by 2026)



Financials

- **Leon County has directly invested \$408,000** since 2014, **\$250K** in county owned facility upgrades & **\$158K** in direct operational support
- The remainder of support is generated from coworking & incubation revenue, private donations, and **grants (our largest source of income)**
- For 2020, Domi supported companies generated **\$25 million in yearly revenue, 660 jobs** and over \$18 million in member business investments



Local Demand is High & Increasing

- **Limited Capacity due to Space Constraints**
Over the last 12-24 months stunting our ability to deliver even MORE impact
- **From experiment to validation** We turned a 4,000 square foot, under-utilized, publicly-owned building into this desired community resource
- We have demonstrated that there is even greater need/demand than anyone anticipated. There is currently **a waiting list for 15+ businesses**
- **Need for Facility Improvements** for this publicly-owned, community asset to allow Domi to provide an absolutely unparalleled ROI on economic development investment dollars back into the community

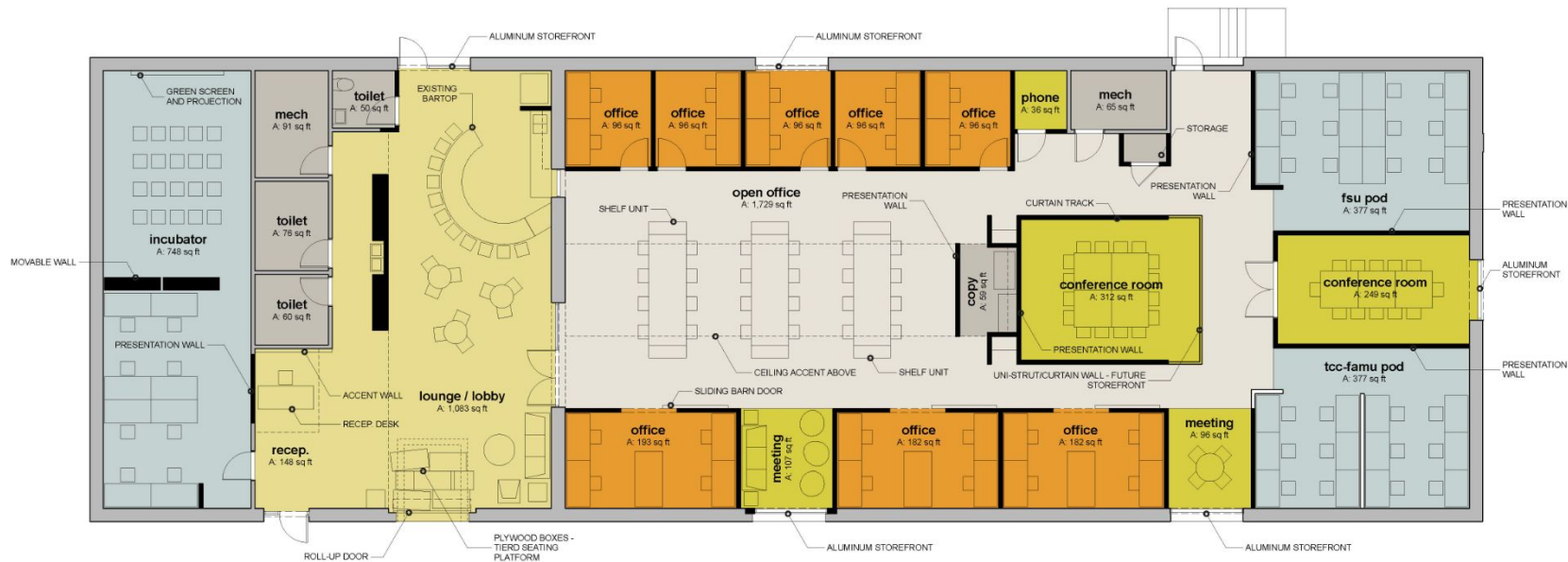


Your Support

- We are asking for your **support up to the amount of \$100K** to fund renovations and improvements to the county owned building



Potential Phase 1 Facility Renovations





Estimated Phase 1 Cost Breakdown*

*See addendum for details on estimates and proposals

TOTAL: \$100,000

Building Renovations
Updates + Improvements

ROI:

28 additional Members Added
Help Us Meet the Demand for Office Space
Generate \$53,000 in additional revenue per year



**MAKE ECONOMIC
IMPACT TOGETHER**



Business Incubator Facility Lease Agreement Exhibit D #4:

Entrepreneurial Community Impact Annual Report
Reporting Period October 2020 - September 2021



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

1) Overview

Domi Education, Inc, d/b/a Domi Station, is a non-profit business incubator and coworking space that serves the greater Tallahassee, Florida MSA. Domi Station's (Domi) business incubator assists startups and small businesses looking to scale through a variety of programs and service offerings, and the facility located at 914 Railroad Ave, Tallahassee, FL 32310 provides coworking desks, offices, and other amenities for local businesses to utilize. Since our founding in 2014, with the strong support of key partners including Leon County, the vision to help diversify our local economy, provide a pathway to talent retention, and give startups a home has become a local mainstay and resource to the entrepreneurial community. Together, we have built a very successful prototype where we have been able to validate that there is a growing market of entrepreneurs and intrapreneurs in our local community that need access to the resources that Domi can provide.

Background

Domi gives the future a home. We are a hub for entrepreneurs with coworking space, community events, and incubator programs that help startups and early-stage businesses start and scale. Powered by a 501(c)3 non-profit and backed by strong partners both public and private, Domi is on a mission to educate and empower early-stage entrepreneurs. We believe in inclusivity. Our vision is to build the most diverse startup community in the Southeast: a community that breaks down barriers of industry, age, race, and gender, all while growing the regional economy.



Leon County's Investment

Domi had to adapt and overcome obstacles during 2020 when the novel COVID-19 pandemic hit. It severely affected Domi's facility by limiting what could be done in a physical space. Domi was able to migrate our programs online to continue to grow our cohorts virtually. This proved to be fortuitous and successful move as the first cohort grew from eight to forty-seven participants in January 2021. The investment from Leon County allowed us to fund the software and labor needs to run and maintain the incubation program virtually, incorporate in-person events to supplement the training when social distancing measures eased, and market our programs to potential participants.

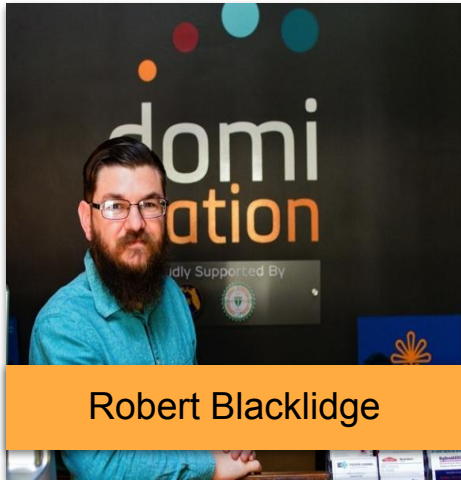


Domi Station has been able to reintroduce events into the facility as Covid numbers decreased and vaccinations have increased. First Fridays, a local favorite, is a networking event that allows members of Domi, our stakeholders, supporters and the community to come together in a casual environment. Additionally, we hold workshops that are relevant to our community, such as Danfoss' Artificial Intelligence workshop held in September of 2021

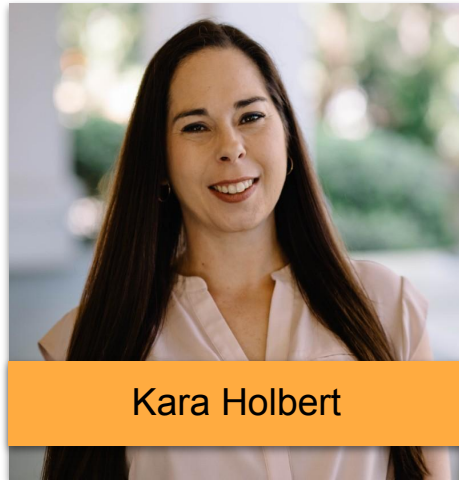


Domi Team

This year, Domi also experienced a full leadership change, which saw Robert Blacklidge take over as Executive Director. Robert, known as Startup Santa, has started over ten companies and formulated the current curriculum that Domi uses in its Gear Up, Ascend, and Third Act incubation programming. Additionally, Domi welcomed Kara Holbert as Associate Director, and Dacia Williams as Community Manager.



Robert Blacklidge

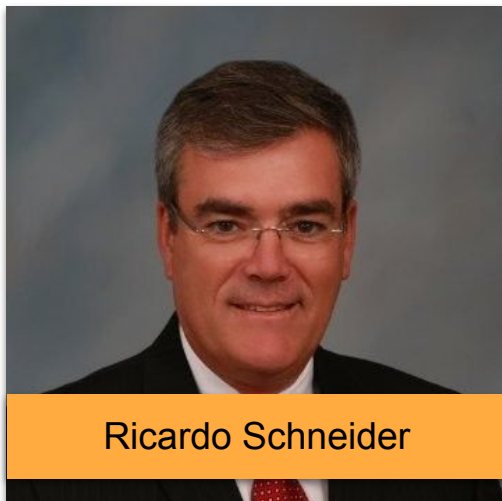


Kara Holbert

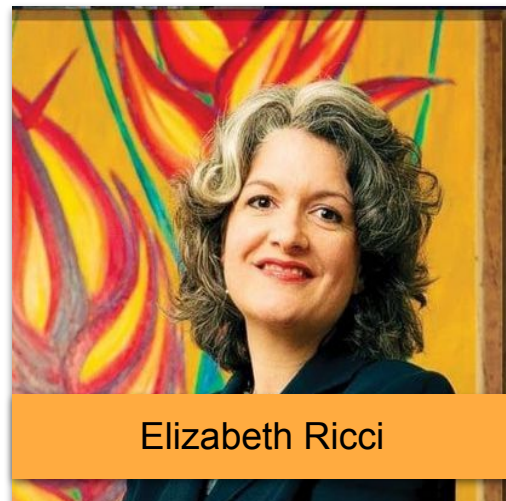


Dacia Williams

Domi's Board of Directors has also grown both in size and diversity with the additions of Elizabeth Ricci and Ricardo Schneider. Ali Kamakhi was also named Board Chairman.



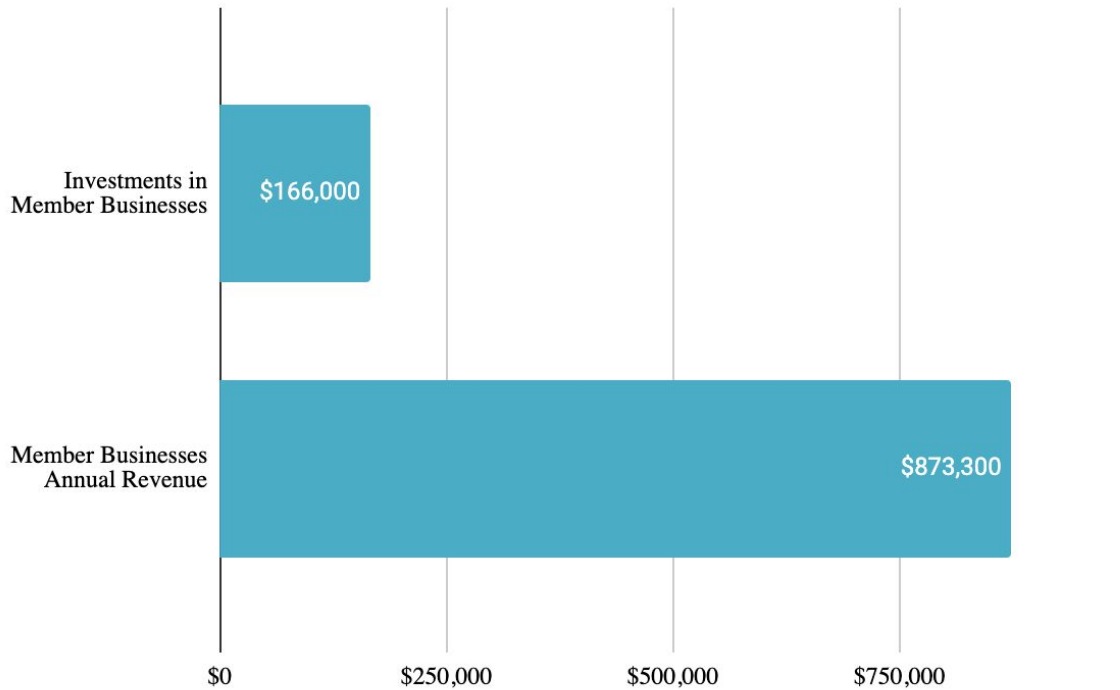
Ricardo Schneider



Elizabeth Ricci

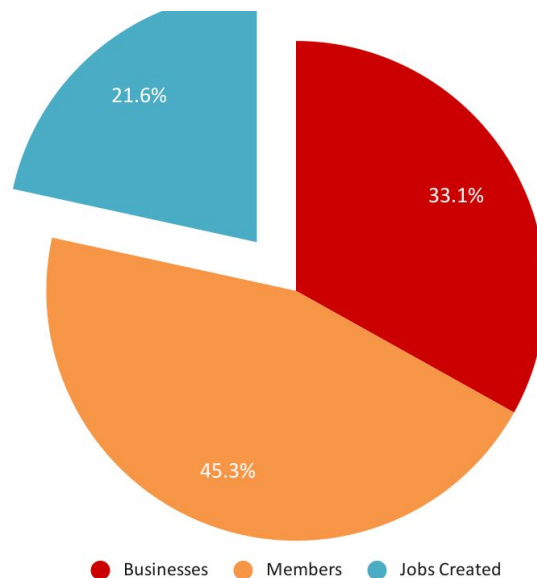


2) Summary of Domi's Impact in 2021: Overview



Domi's latest cohort of participants in the Gear Up, Ascend, and Third Act programs collectively **raised \$166,000 in capital investments** and **generated \$873,300 in revenue**.

During the reporting period there have been an addition of **63 members** and **46 member businesses** that have participated with Domi's programs. These member businesses have generated **30 jobs**.



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Our programs, resources, and mentors help entrepreneurs start and scale sustainable companies. Domi has supported over 100 startups within our incubation programs. Domi alumni companies have gone on to sell over \$25 million and raise almost \$18 million in investment, as of 20.

This impact model requires long-term tracking, starting with engagement and activity and ending in long-term impact of graduate companies and entrepreneurs. We know that our most successful stories like DivvyUp Socks, NewSci, Vale, and HWind have taken 4 years or more to get to sustainability, and even more to get to scale or exit. As a result, we recognize our current impact measurement is limited in what it can portray, but we continue to look for ways to better measure the long-term economic impacts of Domi. This reporting period showed strong performance for Domi's member businesses despite the Delta variant of Covid-19 being an obstacle this year.

Total Investment amount raised by Domi participating businesses	\$18,282,400
Total member business sales during reporting period	\$25,888,945
Total number of jobs created by Domi participating businesses	1,602
Number of new entrepreneurs participating in Domi's programs	63
Number of new businesses participating in Domi's programs	46
Number of Mentor Sessions	75



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Domi Annual Report for FY 2022

Attachment #2
Page 7 of 22

Domi is also actively involved in growing the local entrepreneurial ecosystem by building a welcoming and supportive community and culture. Since opening our doors, we have served as the base of operations to over **500 coworkers** and almost **200 businesses**, as well as hosted or organized more than **800 events**.

Understandably, the pandemic and rise of the Delta variant had quite an effect on our coworking operations. While hot and dedicated desk numbers initially dropped, the return to prepandemic levels has been slowly increasing. However, the waitlist for small, medium, and large size offices has grown tremendously. This trend is showing that as businesses grow, the need for adequate private office space is much in demand within Leon County.

Coworking	63	Coworking Members
	46%	Entrepreneurs
	42%	Staffers
	11%	Independent Workers






3) Incubation

Program Evolution Coming Out of the Covid-19 Pandemic

While a fully virtual program wasn't the final vision of Domi's incubation programs, the pandemic helped spur Domi's increasing involvement in the "blended learning" environment. Online curriculum and workshops allowed us to market and scale to a demographic that wasn't accessible before. We have found that this is a preferred method of those who want to start a business, but may be tied a traditional 9 to 5 job.


START YOUR JOURNEY

Welcome to Domi's Entrepreneurial Programs, **Gear Up** and **Ascend**.
Our programs are designed to equip and support entrepreneurs to launch and scale their ventures.



If you are just getting started
Gear Up is for you.

[LEARN MORE](#)



If you're already making sales
Ascend is the right fit for you.

[LEARN MORE](#)

Questions about incubation? Email us at incubator@domistation.com



Gear Up:

Gear Up is a modular entrepreneur education program covering the fundamentals of business concepts to help entrepreneurs validate their ideas before launch. The program is based on an online curriculum, and includes digital tools to develop a business plan and financial model. The online experience is enhanced with in-person labs that focus on the deliverables entrepreneurs will need to launch their startup. Each lab is an independent module covering a different aspect of the business model. At the end of the reporting period, there were 20 entrepreneurs enrolled in Gear Up.



Ascend:

Ascend is the next evolution of our incubator program we started last year known as Scale Up. This is a mentor-based incubation program for companies that have launched and are trying to achieve specific milestones. At the end of the reporting period, there were 17 entrepreneurs enrolled in Ascend. We are in the planning and implementation phase of adding a Domi Masters program in the next reporting period to facilitate a more robust programming module for this cohort.



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Exhibit D #4 - c: Summary of Incubator Membership Levels

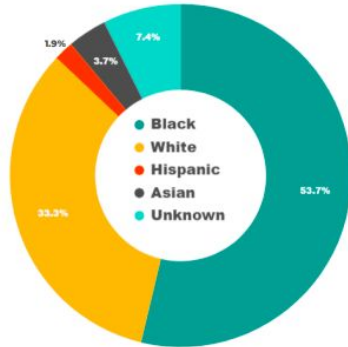
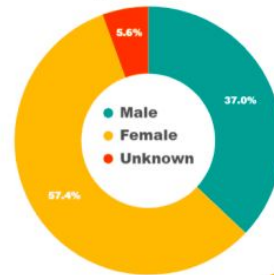
Incubation		
Membership Type	Description	Pricing
Gear Up	For entrepreneurs just starting their business	\$100 Registration \$150 Monthly Charge
Ascend	For entrepreneurs who are looking to grow their business	\$100 Registration \$150 Monthly Charge
Third Act	For entrepreneurs 50+ just starting or looking to grow their business	\$100 Registration \$150 Monthly Charge



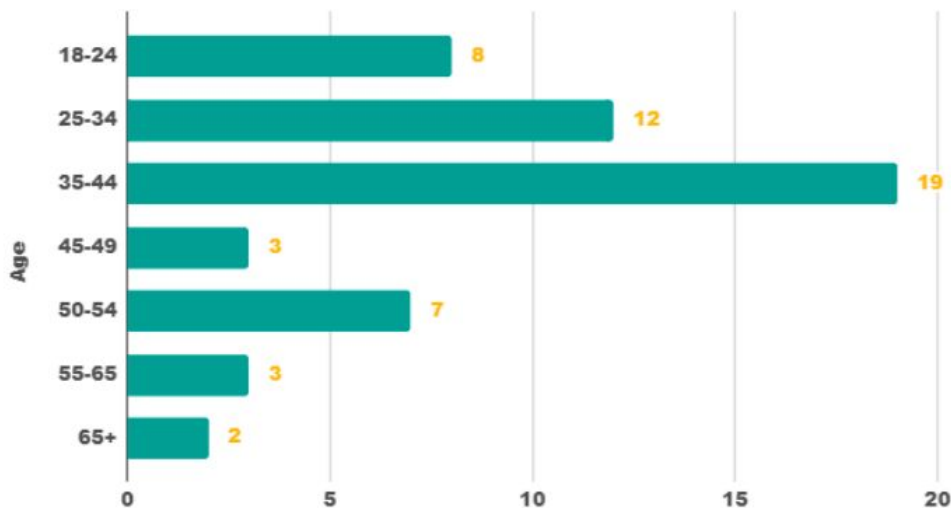
Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Member Business Demographics

Scholarship Applicant Ethnicity**Scholarship Applicant Gender**

We have worked hard serve the greater Tallahassee area with focus on the underserved communities as we found minority women were the greatest demographic in search of the services we provide. As a result, Domi has generated an eclectic group of participants in ethnicity, age range, and gender. This diversity helps to further our part of our mission geared towards inclusion and opportunity.

Scholarship Applicant Age

TLH Mentors Network

Domi recognizes the positive impact that a mentor has on an entrepreneur's overall success. According to SCORE, the nation's largest network of volunteer and expert business mentors, mentored businesses were 12% more likely to remain in business after one year, compared to the national average. This supports existing research that shows entrepreneurs with access to a mentor are five times more likely to start a business than those who do not have a mentor. We continue to partner with area organizations to build a robust mentoring platform that entrepreneurs can easily access. Our future goal is build out this platform to include a record number of qualified mentors from across the nation.



The multi-organizational TLH Mentor Platform is housed and maintained by Domi, but will include partners such as TCC Spark!, Jim Moran College of Entrepreneurship, and Innovation Park as we continue to build the platform.

NATIONAL MENTOR MONTH
MEET OUR MENTORS



EDUARDO GONZALEZ LOUMIET
CEO OF RUVOS

Eduardo has more than 20 years managing multi-million dollar enterprise technology projects. Eddie is an award-winning information technology expert, mentor, recognized speaker, and CEO at Ruvos. Ruvos is a leading data, security, and cloud computing company. Eddie played a critical role in the development of the company's strategic growth.



NATIONAL MENTOR MONTH
MEET OUR MENTORS



JULIA HOLLY
FOUNDER OF JH CREATIVE

JULIA HOLLY HAS OVER 10 YEARS OF EXPERIENCE IN HER INDUSTRY. SHE PROVIDES CREATIVE AND DESIGN CONSULTING TO SMALL BUSINESSES. THROUGH HER EXPERIENCE SHE IS ABLE TO CREATE STUNNING AND ENGAGING CONTENT BY USING THE LATEST TECH. EDUCATIONAL TOOLS, AND SYSTEMS TO CONVERT COLD LEADS INTO LOYAL CUSTOMERS.



There here have been **75** mentor meetings with Domi's entrepreneurs. Additionally, there have also been **4** new mentors added to our network.



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Exhibit D #4 - d: Summary of Events Participated in

4) Events and Participation

Although the Delta variant of Covid-19 inhibited Domi from fully reopening to in-person events in the summer of 2020, we continued to find interactive and informative ways to interact with our participants by hosting a multitude of virtual events. As the community progressed to in-person events, we added First Fridays and other workshops as well.

Day	Event Name	Total Member Attendance
Feb 2	Workshop Week 1	20
Feb 4	Monthly Mastermind	18
Feb 9	Workshop Week 2	22
Feb 16	Workshop Week 3	18
Feb 23	Workshop Week 4	19
Mar 2	Workshop Week 5	20
Mar 4	Monthly Mastermind	17
Mar 9	Workshop Week 6	18
Mar 16	Workshop Week 7	18
Mar 23	Workshop Week 8	17
Mar 30	Workshop Week 9	20
Apr 1	Monthly Mastermind	7
Apr 6	Workshop Week 10	17
Apr 13	Workshop Week 11	
Apr 15	Mentor Night	
Apr 20	Workshop Week 12	11
Apr 27	Workshop Week 13	16
May 4	Workshop Week 14	12
May 6	Monthly Mastermind	13
May 11	Workshop Week 15	15
May 18	Incubation Lab	
May 25		
June 1	Gear Up Lab	
June 3	Monthly Mastermind	9
June 8	Gear Up Lab	12
June 15	Gear Up Lab	13
June 22	Gear Up Lab	17
June 29	Gear Up Lab	11
July 6	Gear Up Lab	9
July 13	Gear Up Lab	9
July 20	Gear Up Lab	9
July 27	Pitch Event	10
August 3	Gear Up Lab	9
August 10	Gear Up Lab	3
August 17	Gear Up Lab	6
August 24	Gear Up Lab	5
August 31	Gear Up Lab	5
September 7	Gear Up Lab	5
September 14	Gear Up Lab	4
September 21	Gear Up Lab	5
September 28	Gear Up Lab	6



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Domi Annual Report for FY 2022

Attachment #2
Page 16 of 22



Even with in person workshops, mentor nights, and other events switched to a virtual setting, participation is pacing steady, and in some cases increasing, with online sessions. This is a positive trend we expect to continue as we further the development of our digital assets. Domi has recognized the importance of providing a mix of events to reach the largest number of participants as possible, and continues to partner with other area organizations to provide a plethora of opportunities for learning to our community.

MONTHLY CALENDAR NOVEMBER	
02	SALES CHANNEL & CUSTOMER DISCOVERY Learn how to refine your marketing strategy & distribution channels with Kenzie Fitzpatrick.
04	MONTHLY MASTERMIND Our incubation participants come together to discuss their recent peaks and pits.
05	FIRST FRIDAY Join Domi for our monthly Happy Hour. Enjoy free beer, snacks and cool conversations.
08	STARTUP WEEK: VIRTUAL KICKOFF PANEL Join local leaders as they come together to discuss the impact and purpose of Startup Week.
11	CODE TALKS: PUBLIC DATASETS Learn the best public datasets for A.I and Machine Learning with Freeman Jackson.
12	MONTHLY MASTERMIND Our incubation participants come together to discuss their recent peaks and pits.
23	GEAR UP LAB : TBA Weekly meetings for our incubation participants to learn about topics from field experts
25	DOMI STATION: CLOSED Closed for Thanksgiving
26	DOMI STATION: CLOSED Closed for Thanksgiving
30	GEAR UP LAB : TBA Weekly meetings for our incubation participants to learn about topics from field experts

domi

domistation.org



Business Incubator Facility Lease Agreement

Entrepreneurial Community Impact Annual Report

Domi Annual Report for FY 2022

Attachment #2
Page 17 of 22

MONTHLY CALENDAR DECEMBER

02

MONTHLY MASTERMIND

Our incubation participants come together to discuss their recent peaks and pits.

03

FIRST FRIDAY

Join Domi for our monthly Happy Hour. Enjoy free beer, snacks and cool conversations.

07

INTELLECTUAL PROPERTY

Come discuss legal considerations for your company and determine if your IP is safe with Ruth Vafek.

09

CODE TALKS: TBA

Discussions relating to tooling & technologies of software development.

14

COMPANY FORMATION

Join Milton Vescovacci as he discuss what you need to know when creating your company & incorporating your business.

21

REPRESENTING

Rebecca Batterman will teach participants how to represent your brand and develop a brand image.

23

GEAR UP LAB : TBA

Weekly meetings for our incubation participants to learn about topics from field experts.

24-31

DOMI STATION: CLOSED

Closed for the Holidays

27

FUNDING DUE DILIGENCE

Raymond Blackledge will help participants understand capital and where you can find it.

30

GEAR UP LAB : TBA

Weekly meetings for our incubation participants to learn about topics from field experts.



domistation.org

MONTHLY CALENDAR JANUARY

04

GEAR UP LAB: TBA

Weekly meetings for our incubation participants to learn about topics from field experts.

06

MONTHLY MASTERMIND

Our incubation participants come together to discuss their recent peaks and pits.

07

FIRST FRIDAY

Join Domi for our monthly Happy Hour. Enjoy free beer, snacks and cool conversations.

11

GEAR UP LAB: TBA

Weekly meetings for our incubation participants to learn about topics from field experts.

13

CODE TALKS: TBA

Discussions relating to tooling & technologies of software development.

18

GEAR UP LAB: TBA

Weekly meetings for our incubation participants to learn about topics from field experts.

24

GEAR UP LAB: TBA

Weekly meetings for our incubation participants to learn about topics from field experts.



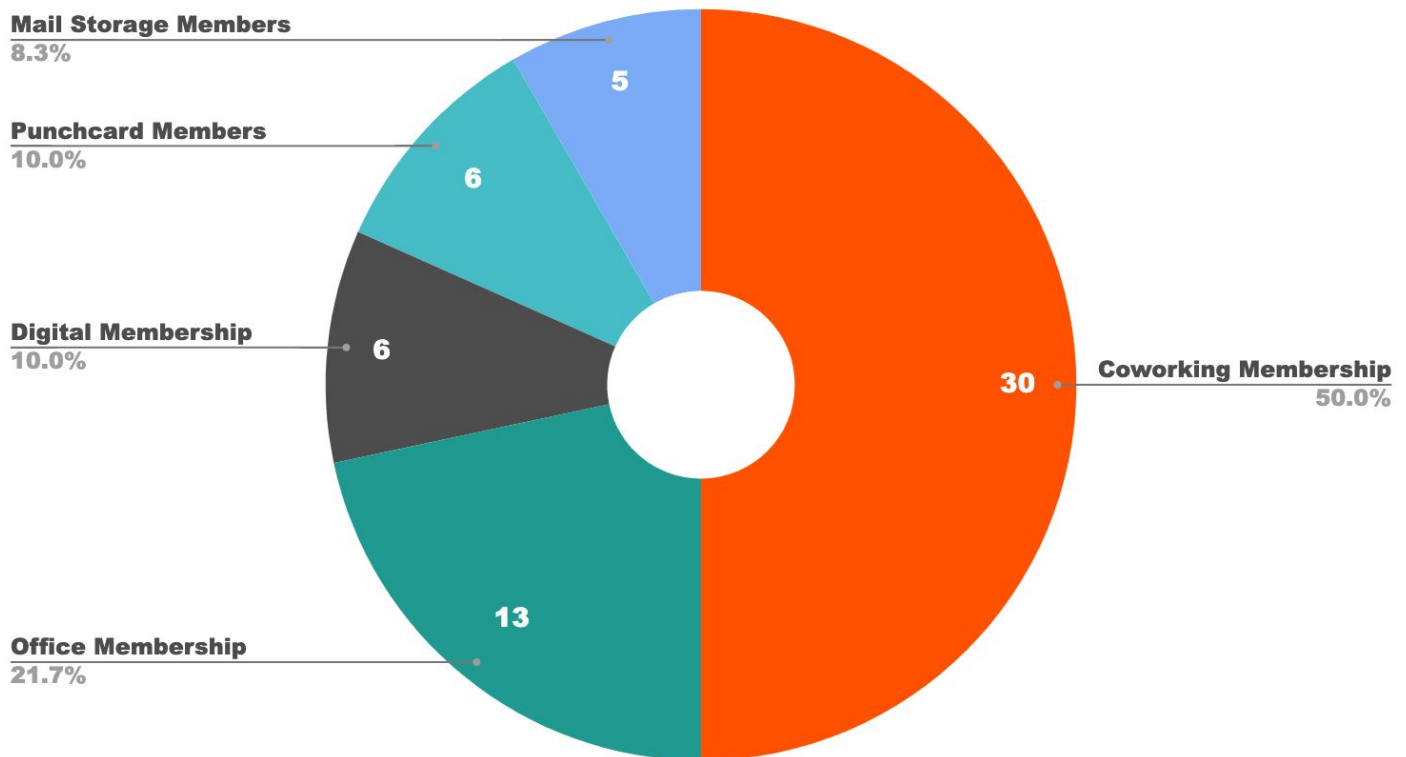
domistation.org



5) Coworking

With the ongoing development of our blended learning events, we are excited about safely increasing in-person participation at Domi while following county, state, and CDC guidelines regarding reopening procedures due to COVID. While the return to individual hot and dedicated desks has not increased as much as originally thought, the demand for private office space is outpacing the supply that Domi Station's facility can currently provide, therefore we will be actively working towards finding funding to start renovations to add additional space.

Membership Breakdown



Above is a breakdown of Domi's coworking memberships by type. All office space is currently rented out at max capacity, with an additional 16 companies on the waitlist. Individual desks are at about 30% of full capacity.



Entrepreneurial Community Impact Annual Report

Exhibit D #4 - c: Summary of Coworking Membership Levels

Coworking

Membership Type	Description	Pricing
Community	A membership minimum access designed for members to safely stay involved with Domi during the pandemic	Free
Digital	An online community membership with limited access to Domi's virtual resources	\$25 Monthly
Coworking	Common area with shared-open desks with access to Domi's resources	\$100 Monthly
Small Office	Small office for up to 4 people leased by member with access to Domi's resources	\$550 Monthly
Large Office	Large office for up to 6 people leased by member with access to Domi's resources	\$750 Monthly



7) Community & National Partnerships

Partnerships

Domi has been focused on forging partnerships with other area entrepreneurial ecosystem partners to further develop our efforts to reach those who are in need of our services. Some of those partnerships include Council on Culture & Arts, Florida State University, Florida A&M University, Jim Moran College of Entrepreneurship, SBDC @ FAMU, Leon County's Office of Economic Development, Working Class Wednesdays, Women Wednesdays, Veterans FL, Tallahassee Community College, Innovation Park, Danfoss, Synovus, Truist and Envision Credit Union to name a few. We are also registered partners of Grow with Google, HubSpot for Startups, Agora, Riipen, and Harness, which allows us to provide additional supplemental digital assets to our participants as well.



Business Incubator Facility Lease Agreement Entrepreneurial Community Impact Annual Report

Exhibit D #4 - f: Community Partners Featured on Domi's Website

OUR SPONSORS



Business Incubator Facility Lease Agreement Entrepreneurial Community Impact Annual Report

This page is to make duplicates as we need more slides



Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Date: March 31, 2022
To: Board of Directors
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes to Board of Directors Meeting of February 24, 2022

MEMBERS PRESENT

COUNTY	CITY
Commissioner Nick Maddox, Chair	Mayor John Dailey
Commissioner Kristin Dozier	Commissioner Curtis Richardson
Commissioner Carolyn Cummings	Commissioner Jeremy Matlow
Commissioner Brian Welch	Commissioner Jacqueline Porter
Commissioner Rick Minor	Commissioner Dianne Williams-Cox
Commissioner Bill Proctor	
Commissioner Jimbo Jackson	

I. AGENDA MODIFICATIONS

There were no agenda modifications.

II. CITIZENS TO BE HEARD ON NON-AGENDA ITEMS

Public comments were received by email to Comments@BlueprintIA.org through 5:00 p.m. on February 23, 2022. All emails received were provided to the IA Board. Live comments were also taken in person and via WebEx during the meeting. There were no citizens to be heard on non-agenda items.

III. INFORMATIONAL ITEMS/PRESENTATIONS

- Receipt and File:
 - Approved Economic Vitality Leadership Committee February 2, 2022 Meeting Minutes
 - Draft Economic Vitality Leadership Committee February 14, 2022 Meeting Minutes
 - Blueprint Infrastructure Community Engagement Update

IV. CONSENT

ACTION TAKEN: Mayor Dailey moved, seconded by Commissioner Richardson to approve the Consent Agenda.

The motion passed 12-0 (weighted (70-0)).

1. Approval of the December 9, 2021, Blueprint Intergovernmental Agency Board Meeting Minutes

Option 1: Approve the December 9, 2021 Meeting Minutes.

2. Approval of the Tallahassee-Leon County Office of Economic Vitality Mid-Year Report

Option 1: Approval of the Tallahassee-Leon County Office of Economic Vitality Mid-Year Report.

3. Approval of the Budget Amendment in Recognition of a Grant from the Knight Community Foundation of North Florida to Support Minority Women and Small Business Activities

Option 1: Approval of the Budget Amendment in Recognition of a Grant from the Knight Community Foundation of North Florida to Support Minority Women and Small Business Activities.

V. GENERAL BUSINESS

4. Approval of the Tallahassee-Leon County Office of Economic Vitality Strategic Plan

Citizen Comments:

Ricardo Schneider, EVLC Chair, spoke in favor of accepting the updated Strategic Plan and acknowledged OEV's impact and accomplishments over the last five years. He also encouraged the Office of Economic Vitality to continue working with minority-owned and small businesses and focus on business recruitment, expansion, and retention in the Tallahassee-Leon County area.

Ramona Abernathy Paine spoke in favor of the updated Strategic Plan and opposed allocating \$20 million to Florida State University for improvements to the Doak Campbell Stadium from OEV funds. She stated that OEV funds were intended to promote economic growth by creating permanent jobs and that it would be more appropriate for the money to come from the Blueprint Infrastructure budget.

Max Epstein spoke about the current economic impacts of the Office of Economic Vitality and expressed concern that awarding \$20 million to FSU would negatively affect OEV's ability to continue promoting positive job growth in the Tallahassee area. He expressed concerns that the allocation of \$20 million to FSU would negatively impact OEV's ability to implement the updated Strategic Plan.

K. Lennorris Barber expressed concern that more projects under the Strategic Plan should be in neighborhoods with a large minority population to have a greater impact on poverty in the Tallahassee-Leon County area. He would like more efforts or programs to address poverty and wealth disparities.

Ben Pingree, PLACE Director, gave a brief introduction to the updated Office of Economic Vitality Strategic Plan presentation. Director Cristina Paredes opened the presentation by covering the original vision and mission statements. Director Paredes discussed the impacts of the OEV over the past five years under the original strategic plan and highlighted the annual economic impact of \$430 million into the Tallahassee-Leon County economy. OEV has had five (5) major recruitment, retention, or expansion projects, including Amazon and Danfoss. OEV

has leveraged \$6.30 for every \$1 committed for a total return on investment of \$62 million on 11 projects with a growth of 7,854 jobs. Overall, OEV has implemented over 87% of the current Work Plan and anticipates incorporating additional key strategies into the updated Strategic Plan.

Gray Swoope, President and CEO of VisionFirst Advisors, presented on the history and development of the Strategic Plan and the goals of the economic development program for the Office of Economic Vitality. Mr. Swoope emphasized the importance of bringing new dollars and jobs into the Tallahassee-Leon county area. He discussed some of the core and enabling strategies in the updated Strategic Plan and discussed the importance of recruiting competitive projects to the Tallahassee-Leon County area. Mr. Swoope stated that an important economic driver is the creation of new jobs in the Tallahassee area, that the quality of jobs and the payroll increases are equally as important as the number of jobs brought into the area; and that an important element to business recruit was the customer experience.

Director Paredes concluded the presentation by explaining the next steps following IA Board direction related to the Strategic Plan. She highlighted that tax revenue over the past eight months was exceeding projections bringing in over \$452 million and that the 11 projects approved to date have had a positive annual economic impact of \$430 million. Director Paredes stated that staff would bring the budget before the IA Board's May meeting. Director Paredes concluded with staff recommendations of Options 1 and 2.

Commission Minor suggested that workforce development be elevated to a core strategy under the updated strategic plan and update the 2019 Competitive Report.

Commissioner Proctor requested that the top three projects for the strategic plan include Capital Circle from Crawfordville Highway to Highway 20, the Airport Gateway, and the Fairgrounds project. PLACE Director Ben Pingree responded that one of the segments on Capital Circle that Commissioner Proctor identified is the top-ranked Blueprint project; however it is being funded in conjunction with the Florida Department of Transportation. Proctor requested that older projects, such as the Capital Circle project, take priority over newer projects. Director Pingree explained that right of way acquisition on section one of the Capital Circle project from Orange Avenue to Springhill Road is nearing completion and that there is \$52 million in construction scheduled to begin in September.

Commissioner Welch expressed concern that if \$20 million were allocated to FSU's Doak Campbell Stadium that it would negatively impact OEV's ability to implement the Updated Strategic Plan.

Commissioner Cummings and Maddox requested staff provide guidance and information to minority business owners applying for OEV assistance. Director Paredes explained that the updated strategic plan included core strategies targeted to MWSBE. Commissioner Maddox requested OEV staff conduct a workshop to educate minority business owners on financing opportunities and other resources

by collaborating with the Chambers, local financing institutions, the City of Tallahassee, Leon County, and Blueprint.

Commissioner Dozier requested that OEV staff identify techniques for tracking the indirect benefits of the competitive and non-competitive project investments. She also asked Mr. Swoope whether OEV would be able to facilitate the creation of more jobs in the Tallahassee-Leon County economy if it retained revenue in the bank for future projects. Mr. Swoope explained that making the Tallahassee market more competitive would require implementing the identified projects from the strategic plan using the allocated tax revenue.

Commissioner Proctor requested that the strategic plan include a core value or strategy specifically addressing poverty.

Commissioner Minor moved Options 1, and 2 and Commissioner Proctor seconded with the addition of elevating the tactic "Serve as an advocate for workforce alignment" to a core strategy; including strategies and values directed towards addressing poverty; and adding an update of the 2019 competitive report that would be aligned with the new strategic plan including such metrics as incentive funding and job market comparisons.

Option 1: Accept the update to the Tallahassee-Leon County Office of Economic Vitality Economic Development Strategic Plan.

Option 2: Adopt the refined Vision and Mission Statement for the Tallahassee-Leon County Office of Economic Vitality.

The motion passed 12-0 (weighted: 70-0).

5. Approval of Resolutions for the Planner Fiscal Year 2022 Bond Issue and the State Infrastructure Bank Loan

Citizen Comments:

Donna Cotterell spoke against the funding for Doak Stadium stating that funding could be better circulated throughout the Tallahassee community.

Bob Rackleff spoke against the funding for Doak Stadium stating that the funding would not benefit the surrounding 32304 zipcode.

Carlos Alvarez spoke against the funding for Doak Stadium stating that this was not intended use of Blueprint Sales Tax Funds.

Lonnie Mann spoke against the funding for Doak Stadium stating that FSU has a larger annual budget than the City government.

Willie Givens spoke against the funding stating that FSU has not demonstrated a need for government assistance where other individuals or entities would have to demonstrate a need for assistance when asking for government assistance.

Charles Dudley spoke in favor of the funding for Doak Stadium stating that FSU is a major partner to the Tallahassee area and that the Board consistently with its actions from September.

Hugh Tomlinson spoke in favor of the funding stating that the stadium will have a large positive impact on the Tallahassee economy.

Michael Alford spoke in favor of the funding because of the age and need of the stadium.

Alex Carson spoke against the funding based on social economic reasons and class discrimination.

Bill Davis spoke against the funding based on judicial temperament and intellectual honesty and asked commissioners to change their pervious vote to support funding for the stadium.

Mutaqee Akbar spoke against the funding for the stadium and argued that the people of Tallahassee oppose the funding for the stadium, that funding the stadium would not maximize OEV's impact, and the five year plan would be negatively impacted. He asked FSU to better serve the local community.

David Okeefe spoke against the funding for the FSU Stadium arguing that the funding would not go to economic development and reminded citizens to vote on August 23, 2022.

Kendra Light opposed funding for the stadium stating that the money could be redirected to affordable housing.

Max Epstein spoke against the funding for the stadium because the use of funding could be applied to micro-loans for small businesses or other smaller projects.

Gerri Seay spoke against the funding for the stadium because the people in the community surrounding the stadium will not see an economic benefit. She argued that the commissioners voting in favor of the stadium are ignoring the citizens' wishes.

Stanley Sims spoke against the funding for FSU and voter suppression.

Stephen Broadway spoke against the funding for FSU stating that it goes against the will of the people.

Jared Willis spoke in favor of funding the stadium. He argued that stadiums are good economic drivers and that the funds will be inducing outside dollars into the Tallahassee community.

Margaret Moore spoke against the funding for the stadium arguing that there isn't enough data on the quality of permanent jobs created by providing the FSU does not need the money and that citizens in the area could better benefit from other uses of the funds.

Will Crowley spoke against the funding for the stadium stating that the funding that the money could be used to recruit businesses that will provide better jobs to the Tallahassee area.

Ruth Chase spoke against funding the stadium arguing that the money could be better used if directed towards recruiting manufacturing jobs or jobs related to the research coming from the FSU.

Brian Lupiani spoke against the funding for FSU arguing that the jobs that will be created by the stadium improvements will not have a meaningful impact on the local economic development.

Michael Rosenthal spoke against the funding for the stadium stating that the majority of people in the Tallahassee community oppose giving the money to FSU.

Joey Lamar spoke against the funding arguing that it is not a good investment of local funding.

Whitfield Leland spoke against the funding arguing that the majority of citizens oppose the measure and that the economic return from funding the FAMU stadium improvements will be better felt in the community directly surrounding that stadium than will be felt by the community surrounding the FSU Stadium.

Kenneth Webster requested that the IA Board ensure that maximum minority enterprises are used during the FSU improvement project.

Dorothy Johnson spoke in favor of Commissioner Dozier's motion to rescind the action taken on September 27, 2021, and against the funding for FSU stadium. In addition, she spoke about the need to against poverty and crime in the Tallahassee community.

Josh Johnson spoke against the funding for stadium arguing that it is irresponsible.

John St. Claire spoke in favor of funding for the stadium.

Catherine Roth spoke against the funding for FSU arguing that it is immoral.

Randie Denker spoke against the funding for FSU stating that it has the fundraising capacity to fund its own repairs.

Joshua Johnson spoke against the funding for FSU stating that responsibly of complying with ADA regulations is the responsibility of FSU not OEV.

Austin Hansek spoke against funding the stadium stating that FSU could raise the money on its own without the contribution of taxpayer dollars and that Blueprint funds could better serve other projects.

Jeannie Dixon spoke against the funding for the stadium and asked the IA Board to reconsider their position on funding the project.

Serenity Williams spoke against funding for the FSU stadium stating that the funds could better used for other projects.

Marissa Langston, Chief of Staff for Richard McCullough, introduced a video for the FSU President. President McCullough thanked the IA Board for their support of FSU in the video.

Commissioner Dozier spoke against funding for the FSU stadium covering the reports from OEV and the impacts on the updated Strategic Plan.

Commissioner Dozier moved to "rescind the Blueprint IA Board action of September 27, 2021, to "[a]ccept the Report on the Funding and Economic Analysis for Florida State University's Doak Campbell Stadium Infrastructure Repairs and Maintenance. Direct the Agency to proceed with obtaining bond or bank financing and disbursing of funds of up to \$20 million. Authorize the Director of PLACE to execute the necessary agreements with FSU to effectuate project commencement from the economic development portion of the sales tax proceeds from the Blueprint Sales Tax to meet the bonding deadline requirements for disbursement and expenditure by December 9, 2021." Commissioner Porter seconded the motion.

Commissioner Jackson moved a substitute motion to approve Options 1 and 2 and seconded by Mayor Dailey.

Option 1: Approve Resolution 2022-01 authorizing the issuance by the Agency of up to \$90,300,000 in aggregate principal amount of sales tax revenue bonds, Series 2022 to construct certain capital improvements and pay the costs of issuance.

Option 2: Approve Resolution 2022-02 authorizing a loan from the State of Florida Department of Transportation in the amount of \$25,500,000 to fund certain capital improvement projects.

Commissioner Jackson stated that he supported providing the funding to FSU as an opportunity to get an improvement project in County District #2 and the west side of Tallahassee. In making the substitute motion, it is his intent to move forward with the other eight projects included in the funding bond issuance.

Commissioner Dozier asked for clarification from Blueprint staff as to whether removing the stadium from the list of projects would impact the ability to fund the remaining projects. Director Pingree and Director Paredes explained that the funding for the remaining projects would be unaffected.

Commissioner Porter expressed concerns about how the project was brought before the IA Board and expressed disappointment the funding for the FSU stadium was not going to be handled separately from the remaining eight projects in the bond issuance.

Commissioner Matlow expressed concern about why the FSU Stadium project was being lumped with the remaining projects when the citizens expressed a desire to handle the stadium funding separately.

Commissioner Welch spoke against funding the FSU stadium based on the staff analysis. He also expressed concern that if the money was allocated to the FSU stadium project OEV would not have funding available for other economic development projects or to implement the updated Strategic Plan for the next five to seven years.

Commissioner Williams-Cox stated that she intends to support the motion because after speaking with representatives of FSU she has been assured that FSU will commit to providing community benefits, such as economic growth to the Tallahassee area. Commissioner Williams-Cox read a letter from the University to the IA Board and audience. She also stated that the nine projects included in the bond funding are important for the Tallahassee community.

Commissioner Minor clarified that removing one of the projects from the bond issuance would not negatively impact Blueprint's credit rating or funding for the remaining projects.

Commissioner Richardson stated that he intended to support the motion to remain consistent with the previous actions of the IA Board and to move forward with all of the projects.

Commissioner Minor spoke against the funding for the stadium, stating that he believes the funding could be used to serve the citizens of Tallahassee better. He stated that he supports the other eight projects included in the bond funding but that he did not support allocating \$20 million to FSU for stadium improvements.

Substitute Motion Passed 7-5 (weighted: 41-29) with Commissioners Matlow, Porter, Dozier, Minor, and Welch in dissent.

VI. CITIZENS TO BE HEARD

Robert Blackledge, Executive Director of Domi, spoke about the impacts and growth of DOMI since its creation in 2014 and asked whether Domi's request for \$100,000 for renovations as a non-competitive project application could be considered by OEV and presented before the IA Board at the OEV related IA meeting on May 19, 2022..

Commissioner Dozier moved to review the DOMI non-competitive project request and bring back an Agenda Item at the next joint IA Board Meeting scheduled for May 19, 2022. Commissioner Williams-Cox seconded the motion.

Passed 12-0 (weighted: 70-0)

VII. DIRECTOR DISCUSSION

Commissioner Porter expressed concern about the IA Board not having hiring and termination authority over the IA Director.

Commissioner Porter moved for Blueprint staff to bring an informational item the Interlocal Agreement for the Blueprint Intergovernmental Agency as well as the Department of PLACE for the next IA Board Meeting, which should include historical information on the organizations. Commissioner Matlow seconded the motion.

Susan Dawson, Blueprint Attorney, explained that there are multiple interagency agreements currently in place related to the creation and regulation of the Director of PLACE and that modification to the Blueprint Interlocal Agreement would need to be coordinated with the City and County and that it would be a multi-step process to modify the agreement.

Commissioner Dozier requested clarification about the steps necessary to modify the interlocal agreements, history about the alignment of Blueprint with the Planning Department and the Office of PLACE, and whether any action related to the PLACE Director could be taken at the next meeting.

Commissioner Cummings supported bringing back an informational item about the historical establishment of Blueprint and PLACE.

Commissioner Richardson commended staff for their professionalism and stated that staff has done good work implementing the directions of the IA Board.

Passed 12-0 (weighted: 70-0)

Commissioner Minor provided an update on the Lake Jackson Greenways Project stating that it was currently under design and approximately 60 percent completed and should be ready for review in December of 2022.

Commissioner Minor moved to have Blueprint staff provide support at a community meeting hosted by Commissioner Minor in spring 2022 regarding the Lake Jackson Greenway Project. Commissioner Welch seconded the motion.

Passed 12-0 (weighted 70-0)

VIII. ADJOURN

The meeting adjourned at 7:57 p.m.

*The next Blueprint Intergovernmental Agency Board of Directors Meeting is scheduled for **March 31, 2022, at 3:00 p.m.***

THIS PAGE INTENTIONALLY LEFT BLANK

Name	Business Name	Industry
Aaron Sims	Jomo Works	Education
Abigail Israel	Dream Big	Nonprofit
Ahmet Sodek	Dekal Inc	
Alex Workman	The Workmans	Photography
Ali Aly	Seven Hills Capital	Financial Services
Ali Kamakhi	Jareed	Media
Amon McKinny		
Amy Beaven	Moda Travel	Travel Services
Amy Starkey	IMS	Accounting Services
Anisja Harris	Florida Agricultural & Mechanical University	Education
Antonio Jefferson	Big Bend Minority Chamber of Commerce	Business Network
Bianca Belabre	A Girl with Style / A Creative Station	Fashion / Media
Bill Rayner	Prometheus Systems	Defense Technology
Brian Sims	Jomo Works	Education
Brian Wyatt	B-EZ Graphics	Media
Brooke Dixon	Florida Agricultural & Mechanical University	Education
Chadwick Appleman	nulnventa	Environmental Services
Chelsea Workman	The Workmans	Photography
Cherrelle Lawson	Florida Agricultural & Mechanical University	Education
Daijah Turner	Big Bend Minority Chamber of Commerce	Business Network
David LaSalle	Corso Di Technologies Inc	Technology
David Lawson	Newsci	AI Software
David Solomon	Florida Agricultural & Mechanical University	Education
Dennis Hutchison	Great Smokys Cabin Rental	Real Estate
Eduardo Louimet	Ruvos	Technology
Edward Hood	Mass Address	Technology
E'lan Miles	Florida Agricultural & Mechanical University	Education
Evie Smith	IMS	Accounting Services
Freeman Jackson	Fourth Industrial Systems Corporation	AI Software
Garrett Tolbert	Seven Hills Capital	Financial Services
Geo Stokes	Slashpine Tech	Software
Grace Frances	End Violence Against Women International	Nonprofit
Gregg Patterson	IMS	Accounting Services
Hannah King	Woven Futures	Fashion
India Dudley	Big Bend Minority Chamber of Commerce	Business Network
Ivan Cowans	Amazon Store	E-Commerce
Jason McIntosh	DivvyUp Socks	Retail Trade
Jay Roebuck	Solid State Operations	Insurance
Jeremy Quinto	NewSci	AI Software
Jessica Morgan	IMS	Accounting Services
John Guidry	samlanders.com	
John Wilcox	Diatech Solutions	Technology
Jon Brown	Black Men's Health	Media
Jordan Gilliard	FAMU REACH	Education
Jordan Hawkins	The Craft + Design Company	Media
Julia Holly	JH Creative	Media
Justin McTamney	IMS	Accounting Services
Kaitlin Simpson	Jim Moran College of Entrepreneurship	Education
Kameron Gomez	Seven Hills Capital	Financial Services
Kathy Times	Kathy Times WOW	Media
Katrina Tuggerson	Capital City Minority Chamber of Commerce	Business Network
Keishon Smith	Paper Fairy	Web Application
Kelly Chavers	HUM Realty	Real Estate
Kerry Fang	FSU Assistant Professor	Education

Kimberlee Walters	Florida Agricultural & Mechanical University	Education
Kurtis Jungersen	Steel Ridge Partners	Software
Laura Lee Diallo	CTZN DSGN	Architecture
Lequita Sharrock	Beyond The Booth	Nonprofit
Lori Lawson	Working Philanthropy	Nonprofit Consulting
Marcus Duval	Keith	Architecture
Mariana Prince	NewSci	AI Software
Mark Newell	SalesForce	CRM Technology
Matt Barratini	NewSci	AI Software
Matt Farrar	Strategic Digital Services	Business Intelligence
Michael Hotaling	DivvyUp Socks	Retail Trade
Miles Armstrong	Florida Agricultural & Mechanical University	Education
Mitch Nelson	DivvyUp Socks	Retail Trade
Natasha Acoff	CGI	IT Services
Nathan Crock	NewSci	AI Software
Nicki Ekhomu	Florida Agricultural & Mechanical University	Education
Patrick Underwood	Keith	Architecture
Richard Fetchick	OEV for Business	Government
Richard O'Leary	Red Hills Capitol	Financial Services
Roger Turnau	SolutionsIQ	Consulting Services
Russ Forstall	Slash Pine Tech	Software
Ryan Day	SeeRyanWrite	Media
Sabrina Torres	Rent the Runway	Retail Trade
Sara Hoomes	Sara Lynn Photogrpahy	Photography
Sesheta Mwanza	CentralSquare Technologies	Technology
Sidney Lyght	Florida Agricultural & Mechanical University	Education
Spencer Bluni	DivvyUp Socks	Retail Trade
Suzanne Litherland	IMS Business	Accounting Services
Sydney Holness	Seven Hills Capital	Financial Services
Sylvester Thompson	Icollective	Technology
Tamil Dhanabalan	BPM	Accounting
Timothy Dickerson	Big Bend Minority Chamber of Commerce	Business Network
Tom Chilton	Growth Marketing	Marketing
Will Patrick	WriteOpps, LLC	Media
Yohn Bautista	Florida Agricultural & Mechanical University	Education
Yolanda Austin	New Day Business & Tax Solutions	Accounting
Yolanda Vann		



Addendum to Domi Station Agenda Item

1. Building Renovations

- a. Domi Station is in the process of soliciting bids for the renovations desired to provide additional space for which we have identified based on community demand. The scope of work is to build six (6) micro offices, each having LED light and HVAC vents installed in the ceiling grid. Renovations will also include installation of walls to build three large offices in the right rear office space. All offices will have barn-style doors. Additional upgrades include removing clear plastic wall sheathing from current offices and replacing it with drywall, removing the left wall and the counter at the storefront door to open up the space, and installing a support header for this area. Domi Station will provide the lights for lighting installment, conduct the data wiring for the lights, and provide labor and material for painting. We have received one bid to date listed below.

- b. OliverSperry Bid

- i. The renovation scope is based on an on-site survey visit of the space. The contractor company has provided us estimates for the following:

1. General Conditions:

- a. Permits: \$1,200
 - b. Insurance: \$1,423
 - c. Estimating Supervision, PM: \$7,898
 - d. Dumpsters, Portable Toilet, Cleanup: \$1,600
 - e. Miscellaneous: \$800
 - f. Demo: \$1,523
 - g. Carpentry: \$2,530
 - h. Doors & Hardware: \$7,310
 - i. Framing, Drywall/Floor Protection: \$11,830
 - j. Acoustical Ceiling: \$1,750
 - k. HVAC: \$5,957
 - l. Electrical: \$10,383
 - m. OH&P: \$11,101
 - n. Drywall: \$3,504.50
 - o. Front desk/wall: \$9,071



- i. Total: \$77,880.50
- 2. Additional estimates for architectural and electrical work
 - a. Lighting: \$5,000 - \$6,000
 - b. Architectural Designs: \$11,000
- ii. Timeframe (based on OliverSperry bid)
 - 1. Domi Station must submit a building, HVAC and electrical drawing from an architect to OliverSperry Renovations. Domi is currently waiting on those architect drawings from Lewis and Whitlock Architects.
 - 2. OliverSperry Renovations will send those plans into the city for review and permits. Obtaining needed permits will take four (4) weeks to receive. OliverSperry Renovations can install walls and additional items shortly after permits are received. They will have everything finished to the point of needing doors within four (4) weeks.
 - 3. Doors will be delivered within six (6) weeks of placing order and will take three (3) days to install.
- 2. Furniture and Other Updates
 - a. Domi Station wishes to update the space with new furniture and technology. The following items are subtotal estimates based off of local retail stores and online retailers (numbers are subject to change):
 - i. Sitting Furniture (lobby & coworking space):
 - 1. Couches (1): \$378.13
 - 2. Sofa Seats (3): \$298.59 ea.
 - 3. Desk/Office Chairs (<100): \$74.99 ea.
 - 4. Bar Stools (20): \$180 a pair
 - ii. Appliance Upgrades:
 - 1. Refrigerator (1): \$1,049
 - 2. Keg Refrigerator (1): \$1,874
 - iii. Podcast/Phone Room Upgrades:
 - 1. Podcast Microphone: \$39 - \$99
 - 2. Chair Pillows (3): \$7 ea.
 - 3. Sound Padding: \$54.95 (pack of 12 2" x 12" x 12")
 - iv. Other Accessories:
 - 1. Projector: \$369.99
 - 2. Office Printer: \$984
 - 3. Modern Speakers (2): \$74.99 ea.
 - v. Subtotal: \$15,229.77



3. FSU's Center for Economic Forecasting and Analysis Report 2020-21
 - a. (See next page)

Total Economic Impacts

Project DOMI (using 2020 Data)	Economic Output	Employment or Jobs	Income or Wages
Economic Measure	(Sales/Revenues)		
DOMI Investment & Revenues	\$73,892,245	418	\$23,959,129
Grand Total	\$73,892,245	418	\$23,959,129

* in 2021 \$

Employment

Employment	Direct	Indirect	Induced	Total
DOMI Investment & Revenues	206	112	100	418
Grand Total	206	112	100	418

* in 2021 \$

Output

Output	Direct	Indirect	Induced	Total
DOMI Investment & Revenues	\$43,000,000	\$16,265,340	\$14,626,905	\$73,892,245
Grand Total	\$43,000,000	\$16,265,340	\$14,626,905	\$73,892,245

* in 2021 \$

Income

Income	Direct	Indirect	Induced	Total
DOMI Investment & Revenues	\$13,553,796	\$5,889,277	\$4,516,056	\$23,959,129
Grand Total	\$13,553,796	\$5,889,277	\$4,516,056	\$23,959,129

* in 2021 \$

Economic Impacts Total	Direct	Indirect	Induced	Total
Output	\$43,000,000	\$16,265,340	\$14,626,905	\$73,892,245
Jobs	206	112	100	418
Income	\$13,553,796	\$5,889,277	\$4,516,056	\$23,959,129

State, Local and Federal Taxes

Project DOMI (using 2020 Data)	DOMI Investment & Revenues	Grand Total
Economic Measure		
State & Local Taxes	\$343,979	\$343,979
Federal Taxes	\$5,051,188	\$5,051,188
Grand Total	\$5,395,167	\$5,395,167

* in 2021 \$



We Give Businesses a
Home and a Guide.

Domi Staff: Executive Team



Executive Director

Robert Blacklidge



Associate Director

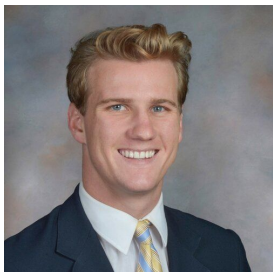
Kara Holbert



Community Manager

Dacia Williams

Domi Staff: Support Team



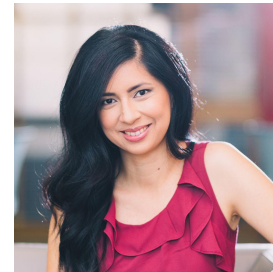
Tristan Wahl
Incubation



Caleb Hayes
Incubation



Madison Adams
Marketing



Julia Holly
Development



Kalyssa Washburn



Chloe Cannan



Jonathan Gomez



Alexis Vescovacci

Volunteer Board Members



Ali Kamakhi,
Jared



Barbara Westcott,
Women Wednesdays



Jake Kiker,
WilliamsGautier Law



Yuh-Mei Hutt,
Golden Lighting



David Lawson,
NewSci



Bill Lickson,
Innovation Labs

Volunteer Board Members



David White,
Carr, Rigs, & Ingram



Elizabeth Ricci,
Rambana & Ricci, Esq



Reis Alsberry,
Florida A&M University



Ricardo Schneider,
Danfoss



Eddie Loumiet,
Ruvos

What We Offer

INCUBATION



ENTREPRENEUR SCHOLARSHIPS

Wanting to grow or start
your business?

We have scholarships
available for our incubation
program



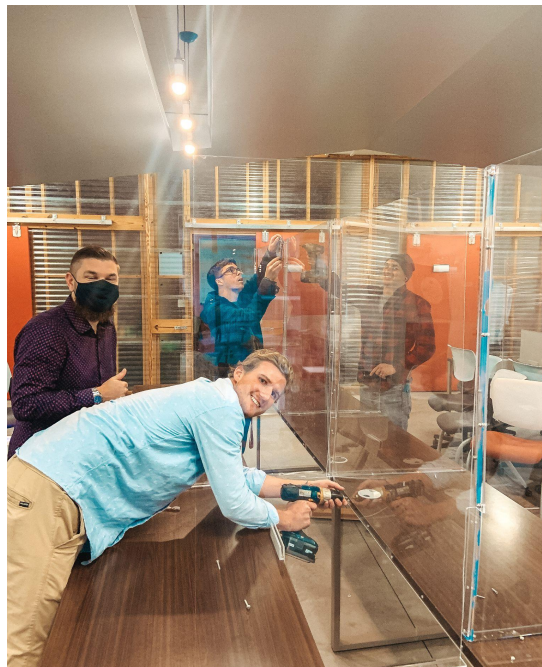
APPLY
NOW

LINK IN
BIO



What We Offer

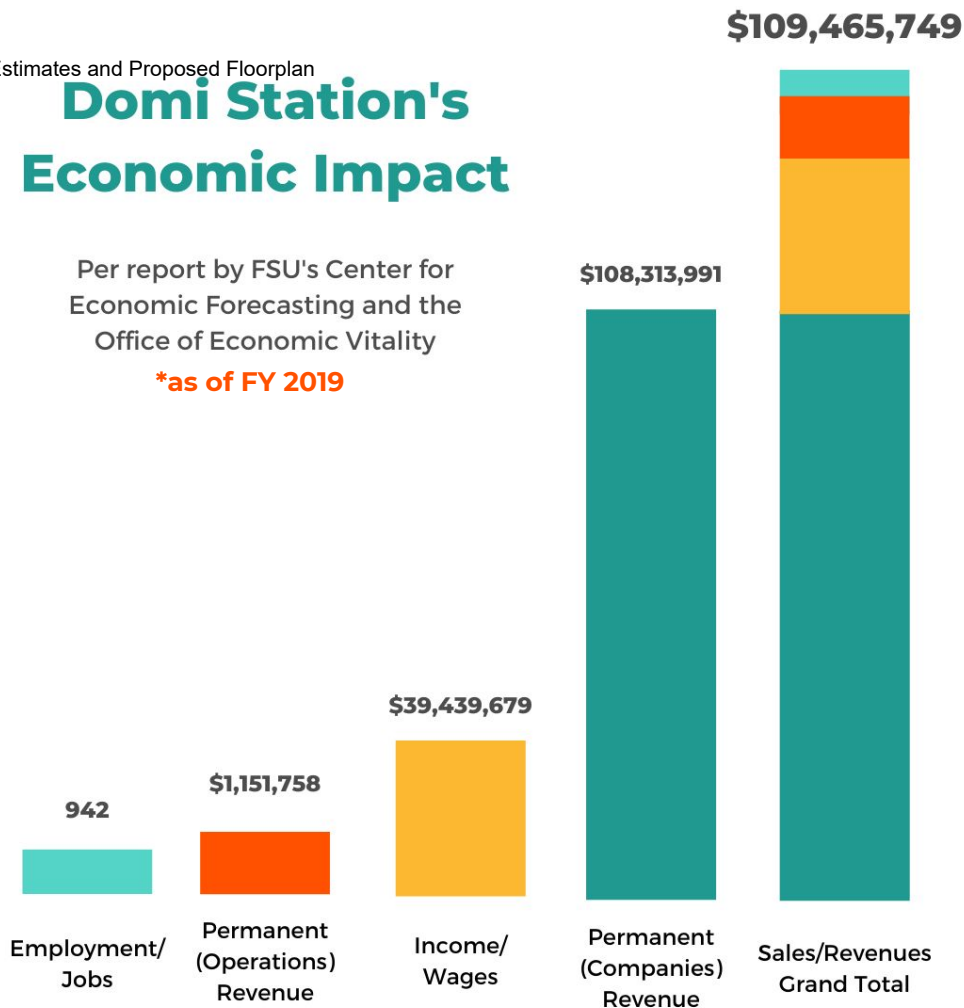
COWORKING



Domi Station's Economic Impact

Per report by FSU's Center for
Economic Forecasting and the
Office of Economic Vitality

***as of FY 2019**

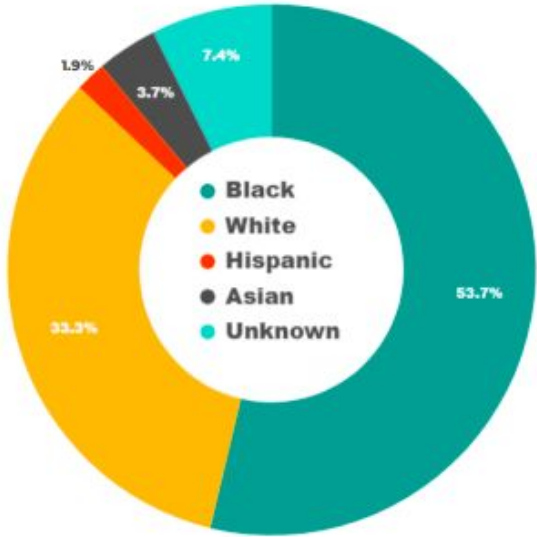


2020-21 Overall Impact Metrics

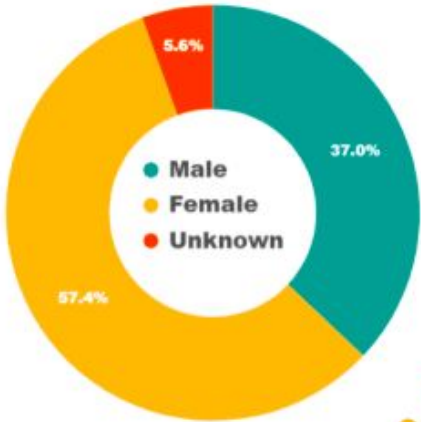
- **40+ New Entrepreneurs**
 - 45% women
 - 53.7% minority
 - 35.2% between 35-44
- **660 Jobs Created**
- **\$25 Million in Revenue Generated**

Scholarship Participants

Scholarship Applicant Ethnicity



Scholarship Applicant Gender



2020-21 Scholarship Impact Metrics

- **34 Scholarships Awarded**
 - 57.4% women
 - 59.3% minority
 - 35.2% between 35-44
- **37 Jobs Created**
- **\$674,981 in Revenue Generated**

Strategic Goals

- Grow our impact to **create \$1B of aggregate economic impact by 2030**
 - Increase reach of Entrepreneurial Ecosystem by partnering with regional organizations
 - Increase membership numbers in both the Incubation Programs (100 members per year) and Coworking facility (300 members by 2026)



Financials

- **Leon County has directly invested \$408,000** since 2014, **\$250K** in county owned facility upgrades & **\$158K** in direct operational support
- The remainder of support is generated from coworking & incubation revenue, private donations, and **grants (our largest source of income)**
- For FY 20-21, Domi supported companies have generated **\$25 million in yearly revenue, 660 jobs** and over \$18 million in member business investments



Local Demand is High & Increasing

- **Limited Capacity due to Space Constraints**
Over the last 12-24 months stunting our ability to deliver even MORE impact
- **From experiment to validation** We turned a 4,000 square foot, under-utilized, publicly-owned building into this desired community resource
- We have demonstrated that there is even greater need/demand than anyone anticipated. There is currently **a waiting list for 15+ businesses**
- **Need of \$100k for Facility Improvements** for this publicly-owned, community asset to allow Domi to provide an absolutely unparalleled ROI on economic development investment dollars back into the community



2014 to 2019 ECONOMIC IMPACT

For Every \$1 (2.5M) Given from 2014 to 2019 >
\$43 Economic Impact Return

TOTAL: \$109+ MILLION

*Based on FSU's 2019 Economic Forecasting & OEV

2020-2021 ECONOMIC IMPACT

For Every \$1 (350k) Given from 2020 to 2021
\$241 Economic Impact Return

TOTAL: \$73.8+ MILLION

*Based on FSU's Center for Economic Forecasting and Analysis

TOTAL ECONOMIC IMPACT

OVERALL:
\$182+ MILLION

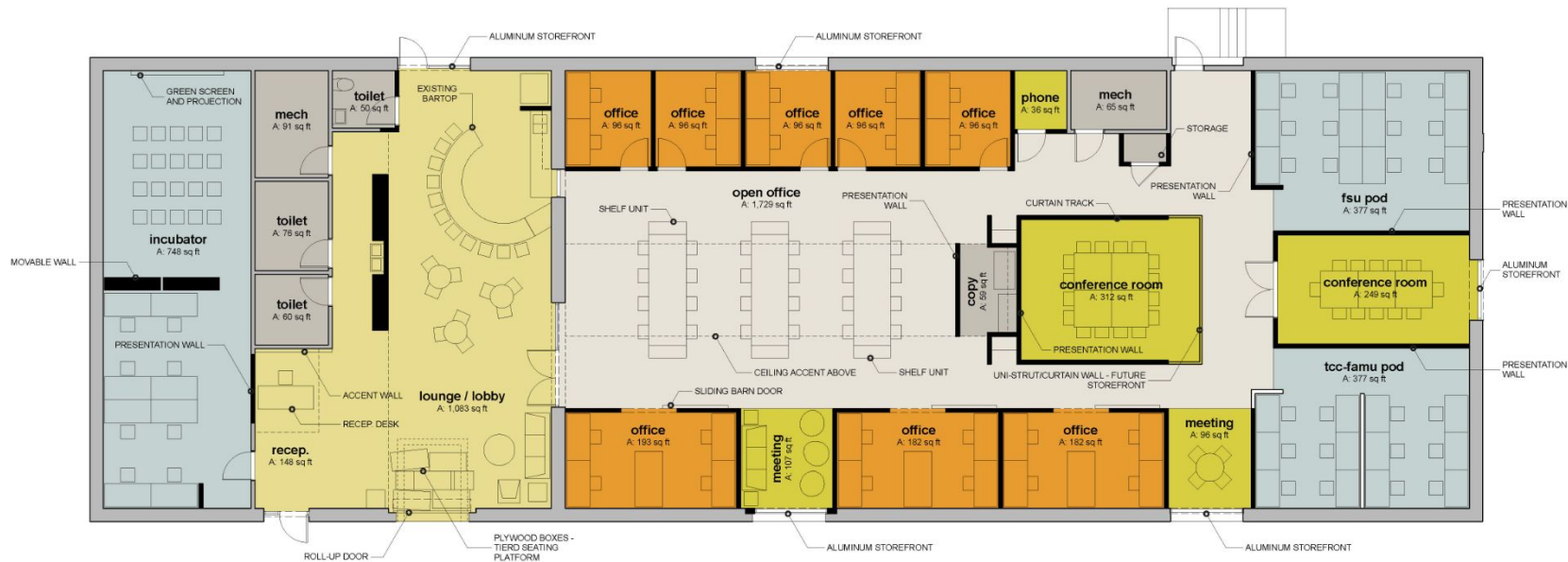
*Based on FSU's Center for Economic Forecasting and Analysis

Your Support

- We are asking for your **support up to the amount of \$100K** to fund renovations and improvements to the county owned building



Potential Phase 1 Facility Renovations





Estimated Phase 1 Cost Breakdown*

*See addendum for details on estimates and proposals

TOTAL: \$100,000

Building Renovations
Updates + Improvements

ROI:


28 additional Members Added
Help Us Meet the Demand for Office Space
Generate \$53,000 in additional revenue per year



**MAKE ECONOMIC
IMPACT TOGETHER**

Income	
Tuition	\$39,530
Membership Dues	\$111,465
Fundraising	\$197,800
TOTAL INCOME	\$348,795
Expense	
Incubation Staff	\$40,920
Coworking Staff	\$37,200
General Staff	\$204,600
Fundraising Staff	\$68,640
Total Staff	\$351,360
Incubation Software	\$4,960
Coworking Software	\$3,559
General Software	\$4,882
Total Software	\$13,401
Total Bank and Credit Card Fees	\$4,530
Total Advertising / Promotion	\$12,500
Event Expenses	\$34,300
Office Expenses	\$6,700
Facility Fees	\$24,540
License Fees	\$164
Travel Expenses	\$20,200
Accounting	\$12,000
Financial Certification	\$10,000
TOTAL EXPENSES	\$501,095

THIS PAGE INTENTIONALLY LEFT BLANK

		DATE		
		September 27, 2021		
		NO.		
		114		
		ORG. AGENCY		
		Blueprint		
		Intergovernmental		
		Agency		
		FINAL		
114.01	<u>STATEMENT OF POLICY</u>			
<p>This Policy is intended to provide criteria for the evaluation and determination of funding of non-competitive economic development proposals from the economic development portion of the sales tax proceeds allocated to the Office of Economic Vitality (OEV). The existence of this Policy is not intended to create any grant or funding program. The award of any funds is subject to the availability of funds, the approval of the IA Board, and the requirements of this Policy.</p>				
114.02	<u>AUTHORITY</u>			
<p>Chapter 163.01(7), Florida Statutes Section 212.055, Florida Statutes Second Amended and Restated Interlocal Agreement OEV's Economic Development Strategic Plan, as may be amended</p>				
114.03	<u>DEFINITIONS</u>			
<p>a. <u>Capital Investment</u>: An investment by a company to pursue its objectives, such as continuing or growing operations. It also can refer to a company's acquisition of permanent fixed assets such as property, plant and equipment.</p>				
<p>b. <u>Competitive Project</u>: An economic development project where a business is considering expansion or relocation in Tallahassee-Leon County against other potential communities and typically involves the use of incentives and negotiation to induce the business to decide to locate locally. These projects typically align with the OEV strategic plan, target industries, create/retain jobs, and demonstrate capital investment.</p>				
<p>c. <u>Economic Development</u>: A coordinated course of action across all local assets and resources to facilitate the development, attraction and cultivation of innovative businesses and associated job creation to position the economy for sustained, directed growth raising the quality of living for the citizens of Tallahassee-Leon County.</p>				
<p>d. <u>Eligible Applicant</u>: Eligible applicants under this Policy are for-profit or non-profit organizations who are currently registered with the Florida Department of State, and are headquartered in the Tallahassee – Leon County area; a unit of a state or local government in the Tallahassee – Leon County area engaged in economic development activities; and public educational institutions located in and serving the Tallahassee- Leon County area. Eligible</p>				

Evaluation of Non-Competitive Economic Development Project Proposals Policy

NO.	114
PAGE	2 of 5

applications must meet the goals of the OEV strategic plan and receive a majority vote of the IA Board for evaluation by staff.

e. Intergovernmental Agency Board of Directors (IA Board): Governing body of the Blueprint Intergovernmental Agency, consisting of the City and County Commissions, as provided for in the Interlocal Agreement, and referred to herein as “IA Board”.

f. Non-Competitive Economic Development Project: A non-competitive economic development project is an economic development project having a general public purpose which supports the improvement of the local economy within the Tallahassee – Leon County area and has demonstrated alignment with OEV’s Strategic Plan, create/retain jobs, and demonstrate a capital investment into the community. The entity proposing the project is not seeking to expand or locate its operations in a different country, state, or in municipalities within the state of Florida. These projects are non-competitive as they are not relying upon the assistance of the local economic development organization and/or provision of incentives to win the project among competing jurisdictions in other cities or states.

g. Office of Economic Vitality: The local economic development organization for the City of Tallahassee and Leon County Government, as defined in section 288.075, Florida Statutes.

h. Office of Economic Vitality Economic Development Strategic Plan: The Economic Development Strategic Plan of the Office of Economic Vitality is a coordinated course of action across all local assets and resources to facilitate the development, attraction and cultivation of innovative businesses and associated job creation to position the economy for sustained, directed growth raising the quality of living for the citizens of Tallahassee-Leon County. The plan, as may be amended, containing plans or goals to enhance the quality of the local economic base, improve community "infrastructure" for economic development and develop leadership and cooperation for the implementation of a local economic development strategy.

i. Targeted Industry Study: Identifies four industry sectors that contribute to private sector job growth, wealth creation, and a diversification of the economy. These industries have a strong potential for growth and interconnect with each other, which maximizes resources and enhances opportunities for innovation and sustainable economic vitality. For Tallahassee-Leon County these industries include: applied sciences and innovation, manufacturing & transportation/logistics, professional services and information technology, and healthcare.

114.04 INELIGIBLE PROJECT PROPOSALS

The following project proposals will be deemed ineligible and will not be considered for funding:

a. Project proposals that do not have a general public purpose of improving the local economy of the Tallahassee – Leon County area, pursuant to section 212.055(2)(d)(3), Florida Statutes and do not meet the goals of the economic development strategic plan,

Evaluation of Non-Competitive Economic Development Project Proposals Policy

NO.	114
PAGE	3 of 5

- to create/retain jobs, and make a capital investment into the local economy.
- b. Project proposals from individuals.
- c. Project proposals from entities that are not eligible applicants as defined in section 114.03(d) of this policy.
- d. Project proposals that have not received direction from the IA Board to be reviewed and analyzed by the Office of Economic Vitality.
- e. Project proposals that propose OEV funds be used, directly or indirectly, in whole or in part, to support or oppose any political party, campaign, or candidate, or engage in lobbying the Intergovernmental Agency Board of Directors.
- f. Project proposals from applicants with documented unsatisfactory performance under prior OEV, City, County, State or Federal awards or programs. Documented unsatisfactory performance includes but is not limited to cancellation letters, notices of non-compliance, or substantiated written complaints regarding the applicant.

114.05 CRITERIA FOR EVALUATION OF PROJECT PROPOSALS

A. OEV shall use the following criteria to review and score a request for funds to support a non-competitive economic development project proposal following IA Board approval or direction to review such proposal:

- 1) The project's demonstrated alignment with OEV's Strategic Plan as outlined at <https://oevforbusiness.org/wp-content/uploads/10.12.2016-OEV-Strategic-Plan.pdf>, and as may be amended.
- 2) The project's demonstrated alignment with OEV's Targeted Industry Study.
- 3) The project's demonstrated ability to create or retain jobs with at least a livable wage.
- 4) Demonstrates a capital investment into the community for the general public purpose of improving the local economy.
- 5) The project's demonstrated return on investment, including the ability to improve the local economy through land/infrastructure improvements, research and development, and economic inclusion through the support of minority and women owned enterprises.
- 6) The project's sustainability, including the extent to which the project demonstrates support from local stakeholders (private, public, and non-profit entities, etc.) and is aligned with and integrated into other public or private investments currently ongoing or planned for the local community.
- 7) Submission to OEV of the following documents from the applicant supporting the applicant's organizational, financial, and management capacity:
 - a. Certification from the Florida Department of State, Division of Corporations as to the current corporate status of the applicant (non-profit and for-profit corporations only).
 - b. Copy of the Articles of Incorporation of the applicant (non-profit and for-profit corporations only).
 - c. Documents reflecting the organizational, management, and financial structure of the applicant (including but not limited to bank statements, filed tax returns, audited financial

Evaluation of Non-Competitive Economic Development Project Proposals Policy

NO.	114
PAGE	4 of 5

statements and reports, organization chart, resumes of management/leadership team responsible for project activities and deliverables).

d. Recent independent market analysis, performed at the applicant's expense, evaluating the economic development impact of the proposal to the Tallahassee – Leon County area (required for requests exceeding \$100,000).

e. Proposed budget and proposed Scope of Work for the project.

f. Detailed deliverables for the project.

8) The project's feasibility and the likelihood that the project will achieve its projected outcomes.

9) The applicant's performance under previous grant or assistance awards, including whether the applicant as a grantee submitted required performance reports, data, or deliverables.

10) Whether the project proposal, in whole or in part, is consistent with or in compliance with local, state, or federal laws, ordinances, policies, rules, and statutes, or inconsistent with or in violation of the Blueprint Intergovernmental Agency's Second Amended and Restated Interlocal Agreement, Bylaws, policies, agreements, or IA Board direction.

11) The availability of OEV funds based on other OEV project (competitive and non-competitive) funding obligations, and approved or projected budget.

12) The availability and committed nature of cost sharing by the applicant or matching funds. See section 114.07 regarding documentation of cost sharing or matching

13) Favorable programmatic review and recommendation by the Economic Vitality Leadership Council (EVLG).

114.06 REQUEST FOR CLARIFICATION, ADDITIONAL DOCUMENTATION

At any time during its review, OEV may contact the applicant or entities and persons to request any necessary additional documentation to clarify or substantiate submitted application materials, depending on the type of project proposed. OEV will provide applicants a reasonable amount of time to provide any additional documentation. Applicants agree to execute any releases to allow OEV to obtain information needed to evaluate the project proposal. Failure to provide complete and accurate supporting documentation in a timely manner when requested by OEV may impact the funding recommendation.

114.07 DOCUMENTATION OF COST SHARING OR MATCHING

If applicable, the applicant must document that the matching share will: (i) be committed to the project for the period of performance, (ii) be available as needed, and (iii) not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of OEV's investment assistance. To meet these requirements, applicants must submit for each source of the matching share a commitment letter, board resolution, or equivalent document signed by an authorized representative of the organization providing the matching funds. Additional documentation may be requested by OEV to substantiate the availability of the matching funds. Documented in-kind contributions may provide the cost

**Evaluation of Non-Competitive Economic Development Project
Proposals Policy**NO.
114
PAGE
5 of 5

sharing or matching. Examples of in-kind contributions may include space, equipment, services, or forgiveness or assumptions of debt.

114.08 FUNDING RECOMMENDATION

A. Based on the scoring of the criteria contained in this Policy, OEV shall prepare funding recommendations to fund or not fund the non-competitive economic development project proposal. Recommendations to fund may be for an amount less than the amount requested by the applicant. All recommendations shall be in writing and submitted by Agenda Item at a scheduled IA Board meeting.

B. Approval or disapproval to fund a project proposal shall be granted by the IA Board based on the recommendation of OEV, and on the availability of funding.

C. If a non-competitive economic development project proposal is selected for funding, an agreement with specific terms, conditions, tasks, or deliverables will be entered into by the applicant. By signing the agreement the applicant agrees to comply with all provisions. If an applicant is awarded funding, neither OEV nor the IA Board have any obligation to provide additional funding in connection with that award or to make any future award(s). Amendment of an agreement to extend the period of performance is at the discretion of OEV.

114.09 FORMS AND OTHER DOCUMENTS

OEV shall have the authority to develop and use forms, agreements, scoring matrix, and other documents necessary to implement the requirements of this policy.

114.10 EFFECTIVE DATE

This policy shall be effective on September 27, 2021, upon approval of the IA Board.

Evaluation of Non-Competitive Economic Development Project Proposal Application

Date: 4/27/2022 Total Funds Requested: \$100,000

Based on the scoring criteria developed pursuant to the Non-Competitive Economic Development Project Proposals Policy No. 114, OEV shall evaluate the funding request as directed by the Intergovernmental Agency Board of Directors. Recommendations to fund may be for an amount less than the amount requested. All recommendations will be in writing and submitted to the Intergovernmental Agency Board of Directors for consideration

I. ORGANIZATION INFORMATION:

Organization Name:

Domi Education, Inc

Organization Address:

914 Railroad Ave, Tallahassee, FL 32310

Principal Contact Information:

Robert Blacklidge – Executive Director

Name	Title
------	-------

<u>850-391-8758</u>	<u>robert@domistation.org</u>
Phone Number	Email Address

II. PROPOSED INITIATIVE INFORMATION

Provide a brief overview of the proposed initiative, including its specific aims:

DOMI Education Inc, is requesting \$100,000 to fund renovations to Domi Station, which is located at 914 Railroad Avenue. The renovations include adding new offices and improvements to the interior layout to meet the need/demand for space in Domi Station. There is currently a waitlist for space, and these renovations would allow Domi to accommodate additional businesses into the incubator.

Please explain how the project will satisfy the specified criteria and provide supporting information or documentation for each response.

1) Describe how your project aligns with OEV's Strategic Plan, and as may be amended.
<i>Response:</i> The project aligns with OEV's strategic goals of supporting entrepreneurship and startups to grown the local economy.
2) Describe how your project aligns with OEV's Targeted Industry Study.
<i>Response:</i> The project supports the growth and incubation of businesses and firms that align with OEV's targeted industries.
3) Describe your project's plan for capital investment into the community for the general public purpose of improving the local economy.
<i>Response:</i> The project entails \$100,000 investment to renovate Domi Station, and increase capacity for additional businesses to locate into the incubator, thereby growing additional businesses and employees.
4) The project must be sustainable, have support from local stakeholders (private, public, and non-profit entities, etc.), and be aligned with and integrated into other public or private investments currently ongoing or planned for the local community. Describe how the project meets this criteria.
<i>Response:</i> Domi Station is a recognized community asset, with a diverse membership of entrepreneurial businesses. The project allows for Domi Station to grow its capacity to better serve the entrepreneurial community of Tallahassee and Leon County.
5) The project must be feasible and likely to achieve its projected outcomes. What steps will the organization take to initiate, and promote the project? How will the organization measure the projected outcomes of the proposed project?
<i>Response:</i> The project scope has been laid out, with preliminary design and plans already completed. The project will be initiated upon obtaining funding, with a construction/renovation schedule to outline the progress towards completion.
6) Has the organization ever had a grant or award terminated early by OEV due to noncompliance; or has another agency or sponsor ever requested a return of funds for failure to provide deliverables? If yes, explain.
<i>Response:</i> No.
7) Describe the proposals availability and commitment of cost sharing by the applicant or matching funds. See section 114.07 regarding documentation of cost sharing or matching.
<i>Response:</i> Domi will provide lights, and labor and material for painting as a matching component to the project. Domi will maintain and operate renovated space in keeping with current standards.

The following documentation outlined below must be submitted for your proposal to be evaluated.

Documentation	Check [X] if attached
a. Certification from the Florida Department of State, Division of Corporations as to the current corporate status of the applicant (non-profit and for-profit corporations only).	X
b. Copy of the Articles of Incorporation of the applicant (non-profit and for-profit corporations only)	X
c. Documents reflecting the organizational, management, and financial structure of the applicant (including but not limited to bank statements, filed tax returns, audited financial statements and reports, organization chart, resumes of management/leadership team responsible for project activities and deliverables).	X
d. Recent independent market analysis, performed at the applicant's expense, evaluating the economic development impact of the proposal to the Tallahassee – Leon County area (required for requests exceeding \$100,000).	X
e. Proposed budget and proposed Scope of Work for the project.	X
f. Explanation of Expected Project Deliverables.	X

The applicant may attach additional information and relevant documents to this application. OEV may request additional documents or information after the application submission as a part of the evaluation process.

Policy #114 Criteria Review – Domi Education Inc:

- A. ***OEV Strategic Plan:*** The Scope of the request to fund improvements at the DOMI Station aligns with OEV's Strategic Plan, a. 1. Strategy: *Give continuity to the way entrepreneurialism is defined in Tallahassee-Leon County and how entrepreneurs are trained and prepared to enter existing programs for greater success.* The adopted strategic plan also notes that understanding entrepreneurs are generated at the local level and are strengthened when they connect with one another, OEV's efforts to support entrepreneurs should focus on the creation of successful networks and leveraging of existing resources and highlights the DOMI Station as an existing Incubator which; supports technology-driven startups engages in developing and validating repeatable, scalable business models, and provides programs aimed at accelerating startup growth by providing a network of mentors, investors and collaborators.
- B. ***Targeted Industry Alignment:*** In February 2018, The Tallahassee-Leon County Office of Economic Vitality (OEV) commissioned a *Targeted Industry Study Analysis and Selection Study, an Economic Retrospective Study, and an Incubation and Acceleration Analysis* to implement economic growth elements of its Strategic Plan. To complement the Targeted Industry Study, two additional reports were requested: an *Economic Retrospective* and an *Incubator and Accelerator Study*. Taken together, these three reports aid the Tallahassee-Leon County Office of Economic Vitality in fulfilling its mission to be a catalyst for change by providing information, analysis, and strategic recommendations that will support economic growth initiatives. The Incubator and Accelerator Study provides that OEV strengthen the entrepreneurial ecosystem by filling gaps in business incubation, mentorships, and access to capital. Recommended actions also include creating a business plan for a business incubator in order to clearly define a program that would address the specific needs of entrepreneurs and the landscape in Tallahassee-Leon County as well as leverage the available assets and resources. The DOMI Station demonstrates alignment with this Targeted Industry Study by serving as a non-profit business incubator and coworking space that assists startups and small businesses looking to scale operations through a variety of its programs and service offerings.

- C. ***Demonstrate ability to Create and Retain Jobs:*** According to the DOMI's Entrepreneurial Community Impact Annual Report, Domi has supported over 100 startups within our incubation programs. Domi alumni companies have gone on to sell over \$25 million and raise almost \$18 million in investment, as of 2022 DOMI's most successful stories like DivvyUp Socks, NewSci, Vale, and HWind have taken 4 years or more to get to sustainability, and even longer to get to scale or exit the incubator for independent operation sites. As a result, DOMI notes that its current impact measurement is limited in what it can portray, but will continue to look for ways to better measure the long-term economic impacts of the incubator.

Total investment amount raised by DOMI participating businesses:	\$18,282,400
Total member business sales during reporting period:	\$25,888,945
Total number of jobs created by DOMI participating businesses:	1,602
Number of new entrepreneurs participating in DOMI's programs:	63
Number of new businesses participating in DOMI's programs:	46
Number of Mentor Sessions:	75

- D. ***Capital Investment:*** Domi Station is in the process of soliciting bids for the renovations needed to provide additional space for which we have identified based on community demand. The scope of work is to build six (6) micro offices, each having LED light and HVAC vents installed in the ceiling grid. Renovations will also include installation of walls to build three large offices in the right rear office space. All offices will have barn-style doors. Additional upgrades include removing clear plastic wall sheathing from current offices and replacing it with drywall, removing the left wall and the counter at the storefront door to open up the space, and installing a support header for this area. Domi Station will provide the lights for lighting installment, conduct the data wiring for the lights, and provide labor and material for painting. Current bids estimate these proposed improvements along with lighting, architectural design, furniture and other updates will total: \$110,110.27.

General Conditions:	\$77,880.50
Electrical:	\$6,000.00
Architectural Design:	\$11,000.00
Furniture & Other Updates:	\$15,229.77
<hr/>	
TOTAL	\$110,110.27

- E. ***Project's Return on Investment:*** The Center for Economic Forecasting & Analysis (CEFA) at Florida State University, in Partnership with the Tallahassee-Leon County Office of Economic Vitality (OEV) prepared the following economic impact analysis for that captures the economic impact of Domi Investment & Revenues and that of companies incubated there to date. Consistent with standard practice for economic impact analysis, the direct impacts associated with the proposed project, as well as the indirect and induced impacts are calculated for the Tallahassee Metropolitan Statistical Area (MSA). These impacts have been produced using the IMPLAN® model. This report evaluates the incubator's broader economic benefits, measured in terms of economic output (the value of industry production), local employment or jobs, and income or wages. Calculations are provided for two categories of benefits (and totaled): a) Domi Investment & Revenues to Date. The total economic impact of Domi Station is the summation of the economic benefits associated with Domi Investment & Revenues and incubated Company Sales & Employment to Date.

The proposed project will generate the following types of economic benefits in the regional economy:

- Direct Benefits. Direct benefits relate to persons employed by and sales & expenditures occurring directly at Domi and incubated companies.
- Indirect Benefits. Indirect benefits will result when local firms directly impacted by the project in turn purchase materials, supplies or services from other firms.
- Induced Benefits. Induced benefits relate to the consumption and spending of employees of firms that are directly or indirectly affected by the project. These would include all of the goods and services normally associated with household consumption (i.e., housing, retail purchases, local services, etc.).

Summary of Total Economic Impact

The total economic impact of Domi Station and incubated Company resultant sales is 418 jobs, nearly \$24 million in income or wages and approximately \$74 million in total economic output. The Domi Investment & Revenues impacts are estimated to total 206 jobs, more than \$13.5 million in income or wages and nearly \$43 million in total economic output (sales/revenues).

- F. ***Project Sustainability:*** Founded in 2014, Domi Station's (Domi) business incubator assists startups and small businesses looking to scale through a variety of programs and service offerings at the facility located at 914 Railroad Avenue. Domi Station provides coworking desks, offices, and other amenities for local businesses to utilize. With the strong support of key partners including the Leon County government, the vision to help diversify our local economy, provide a pathway to talent retention, and give startups a home has become a local mainstay and resource to the entrepreneurial community. Domi has become a very successful prototype for validating a growing market of entrepreneurs and intrapreneurs in our local community that need access to the professional business resources.

This year, Domi also experienced a full leadership change, which saw Robert Blacklidge take over as Executive Director. Mr. Blacklidge has started over ten companies and formulated the current curriculum that Domi uses in its Gear Up, Ascend, and Third Act incubation programs. Additionally, Domi welcomed Kara Holbert as Associate Director, and Dacia Williams as Community Manager. Domi's Board of Directors has also grown both in size and diversity with the additions of Elizabeth Ricci and Ricardo Schneider. Ali Kamakhi was also named Board Chairman.

Domi's programs, resources, and mentors help entrepreneurs start and scale sustainable companies. Domi has supported over 100 startups within its incubation programs and its alumni companies have gone on to sell over \$25 million and raise almost \$18 million in investment, as of 2022. This impact model requires long-term tracking, starting with engagement and activity and ending in long-term impact of graduate companies and entrepreneurs. Domi's most successful incubators include DivvyUp Socks, NewSci, Vale, and HWind which took on average four years or more to get to sustainability, scale and exit the incubator.

Domi is also actively involved in growing the local entrepreneurial ecosystem by building a welcoming and supportive community and culture. Since 2014 Domi has served as the base of operations to over 500 coworkers and almost 200 businesses, as well as hosted or organized more than 800 events. Understandably, the COVID-19 pandemic had quite an effect on Domi's co-working operations as the center continues the return to pre-pandemic occupancy levels. With the return to pre-pandemic operations, the waitlist for small, medium, and large size offices

has grown tremendously. This trend is showing that as businesses grow, the need for adequate private office incubation space is in strong demand within Leon County.

Domi continues to congregate around impactful events and activities. With over 700 lifetime events, Domi's events continue to be a main way of engaging the larger community, whether that is in-person, or virtually. A highlight of the year includes Domi's partnership with the Council of Culture & Arts, SBDC at FAMU, Danfoss, Grow with Google, and Hubspot.

- G. **Organizational, Financial, and Management Capacity:** Domi has provided OEV with a certification from the Florida Department of State, Division of Corporations as to the current corporate status of its controlling non-profit organization, a copy of the Articles of Incorporation, documents reflecting its organizational, management, and financial structure of the applicant, a recent independent market analysis, performed at the applicant's expense, evaluating the economic development impact of the proposal to the Tallahassee – Leon County area. Domi has also provided a proposed budget and proposed Scope of Work for the project along with detailed deliverables for the project.
- H. **Project Feasibility:** The estimated phase 1 cost breakdown for the Domi Station renovations total approximately \$110,110.00. Domi estimates these building renovations and improvements will result in a return on investment that generate an additional \$53,000+ annually, grow the center to meet current market demand and enable the organization to add an additional 28 members. That return would then be reinvested into the organization to continue to support entrepreneurship in the Leon County region, thus producing an even greater overall economic impact.

As of this request, there are 5+ individual companies on a waiting list for office space at Domi Station. As funds are reinvested into the organization from the revenue generated by the renovated units available, additional amenities can be acquired to enhance the space. This will allow for a better experience for the coworking members renting space and encourage further innovation and growth of the companies housed there.

- I. ***Applicant's Performance Under Previous Grants & Awards:*** OEV awarded Domi a grant for \$25,000 in 2019 to support the Third Act program, which recruits and engages entrepreneurs and mentors 50+. This program reached out to older adults in Tallahassee and welcomed them as mentors, founders, and company builders into the entrepreneurial community. Domi will continue to connect older adults to start-up, and mentorship opportunities in the Leon County region in partnership with other organizations focused on this demographic to best serve them. In addition to this, in 2020, Domi received a \$40,000 grant via the CARES Act through the County to fund co-working, incubation, and mentor network operations, which included PPE, software, and personnel expenditures. In 2021, the City and County Commissions approved \$150,000 in funding from the American Rescue Plan ACT (ARPA) over two years to support Domi's efforts to incubate new businesses, provide additional online services, and facilitate operational adjustments in light of COVID-induced challenge. These financial contributions are in addition to funding secured by DOMI for personnel, operations, and programming.

Domi has also leveraged the County's investment through operating income, grants, and partnerships with the local institutions of higher education. Domi also migrated all its incubation program curriculum online, making coursework, workshops, mentor meetings, and access to resources available virtually, thus widening the area of services available to entrepreneurs. As detailed in the annual report, the incubator installed individual mailboxes, hand sanitizer stations, acrylic barriers, and a UV ionization HVAC purification system to ensure that coworkers could safely use the facility throughout the pandemic due to CARES Act funding from the County.

- J. ***Compliance:*** The project proposal, is consistent with local, state, or federal laws, ordinances, policies, rules, and statutes, Blueprint Intergovernmental Agency's Second Amended and Restated Interlocal Agreement, Bylaws and policies.

- K. ***Availability of OEV funds:*** Funding for \$100,000 is currently available in the Future Opportunity Leveraging Fund (FOLF) to provide the grant to Domi. Based on prior revenue estimates, FOLF was anticipated to be the ongoing funding source for OEV projects, however the updated revenue estimates allow OEV to fully fund projects while also adding funding to FOLF for future, unanticipated opportunities, as realized through Project Mango (Amazon Fulfillment Center) and Project Juggernaut (Danfoss Expansion).
- L. ***Cost Sharing / Matching Funds:*** Domi Station indicates cost sharing and matching funds for the \$100,000 renovation budget by providing lights, and the cost and labor for painting.

THIS PAGE INTENTIONALLY LEFT BLANK

	DATE September 27, 2021
	NO. 114
TITLE OFFICE OF ECONOMIC VITALITY Evaluation of Non-Competitive Economic Development Project Proposals Policy	ORG. AGENCY Blueprint Intergovernmental Agency
	FINAL

Name of Applicant: DOMI Education Inc.Proposal Title: Renovation Request to Domi Station – \$100,000**SCORING MATRIX FOR ELIGIBLE PROPOSALS****Section 1:**

	POINTS
1) The proposal demonstrates the project's alignment with OEV's Strategic Plan as outlined at https://oeforbusiness.org/wp-content/uploads/10.12.2016-OEV-Strategic-Plan.pdf , and as may be amended.	<u>8</u> /8
2) The proposal clearly demonstrates the project's alignment with OEV's Targeted Industry Study.	<u>8</u> /8
3) The proposal demonstrates the project's ability to create or retain jobs with at least a Living Wage. The Living Wage is the hourly rate that an individual must earn to support his or herself and their family, (currently established as \$16.43/hr. for 1 Adult with 0 dependents for Leon County, Florida)	<u>8</u> /8
4) The proposal includes a plan for a capital investment into the community for the general public purpose of improving the local economy.	<u>8</u> /8
5) The proposal explains the project's anticipated return on investment, including the ability to improve the local economy through land/infrastructure improvements, research and development, and economic inclusion through the support of minority and women owned enterprises.	<u>8</u> /8
6) The proposal demonstrates the project's sustainability, including the extent to which the project demonstrates support from local stakeholders (private, public, and non-profit entities, etc.) and is aligned with and integrated into other public or private investments currently ongoing or planned for the local community.	<u>5</u> /5
7) The proposal demonstrates the project's feasibility and likelihood of achieving its projected outcomes.	<u>5</u> /5
8) The applicant's performance under previous grant or assistance awards, including whether the applicant as a grantee submitted required performance reports, data, or deliverables.	<u>5</u> /5
9) The proposal demonstrates the availability and commitment of cost sharing by the applicant or matching funds. See section 114.07 regarding documentation of cost sharing or matching	<u>1</u> /5

Maximum Points56 /60

		DATE
		September 27, 2021
		NO.
		114
TITLE	OFFICE OF ECONOMIC VITALITY Evaluation of Non-Competitive Economic Development Project Proposals Policy	ORG. AGENCY
		Blueprint Intergovernmental Agency
		FINAL

Section 2:

A "Yes" response is required for each of the criteria listed below.

1) The proposal includes all of the following documents as applicable that support the applicant's organizational, financial, and management capacity: a. Certification from the Florida Department of State, Division of Corporations as to the current corporate status of the applicant (non-profit and for-profit corporations only). b. Copy of the Articles of Incorporation of the applicant (non-profit and for-profit corporations only). c. Documents reflecting the organizational, management, and financial structure of the applicant (including but not limited to bank statements, filed tax returns, audited financial statements and reports, organization chart, resumes of management/leadership team responsible for project activities and deliverables). d. Recent independent market analysis, performed at the applicant's expense, evaluating the economic development impact of the proposal to the Tallahassee – Leon County area (required for requests exceeding \$100,000). e. Proposed budget and proposed Scope of Work for the project. f. Detailed deliverables for the project.	<input checked="" type="radio"/> Yes/No
2) Whether the project proposal, in whole or in part, is consistent with or in compliance with local, state, or federal laws, ordinances, policies, rules, and statutes, or inconsistent with or in violation of the Blueprint Intergovernmental Agency's Second Amended and Restated Interlocal Agreement, Bylaws, policies, agreements, or IA Board direction.	<input checked="" type="radio"/> Yes/No
3) The availability of OEV funds based on other OEV projects (competitive and non-competitive) funding obligations, and approved or projected budget.	<input checked="" type="radio"/> Yes/No
4) Favorable programmatic review and recommendation by the Economic Vitality Leadership Council (EVLIC). <i>Pending</i>	Yes/No

Evaluated By: T. J. LEWIS

Signature: *[Signature]*

Date: 4-29-2022