

**Citizens Advisory  
 Committee Meeting**

November 16, 2022  
 5:30 pm  
 Smith-Williams Center

**Chair: Peter Okonkwo**

**Agenda**

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<b>I. AGENDA MODIFICATIONS</b>	
<b>II. CITIZEN COMMENTS</b>	
<b>In Person:</b> 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.	
<b>Written Comments:</b> Please provide written public comment by emailing <a href="mailto:Comments@BlueprintIA.org">Comments@BlueprintIA.org</a> until 5 p.m. on November 15, 2022. All comments received will be part of the record.	
<b>III. PRESENTATIONS/INFORMATIONAL ITEMS ONLY</b>	
<ul style="list-style-type: none"> <li>• Welcome of New CAC Members               <ul style="list-style-type: none"> <li>○ Whitney Doyle, Disability Community Representative</li> <li>○ Hollie Myers, NEBA Representative</li> </ul> </li> <li>• Status Update Presentations:               <ul style="list-style-type: none"> <li>○ Fairgrounds Beautification and Improvement Project</li> <li>○ Northeast Gateway Project</li> </ul> </li> <li>• Office of Economic Vitality Report</li> </ul>	
<b>IV. CONSENT</b>	
1. Approval of the August 31, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes	<b>3</b>
<b>V. GENERAL BUSINESS</b>	
2. Election of CAC Vice Chair	<b>8</b>

## **VI. ADJOURN**

NEXT CAC MEETING: February 23, 2023

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this meeting should contact Shelonda Meeks, 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 Citizens Advisory Committee Agenda Item #1

November 16, 2022

<b>Title:</b>	Approval of the August 31, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes
<b>Category:</b>	Consent
<b>Department</b>	Blueprint Intergovernmental Agency
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Keith Bowers, Director, Office of Economic Vitality

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## STATEMENT OF ISSUE:

This agenda item presents the summary meeting minutes of the August 31, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) meeting and requests the CAC review and approval of the minutes as presented.

## FISCAL IMPACT

This item does not have a fiscal impact.

## CAC OPTIONS:

- Option 1: Approve the August 31, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes
- Option 2: Do not approve the August 31, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes

## CAC RECOMMENDED ACTION:

- Option 1: Approve the August 31, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes

### Attachment:

1. Draft Minutes of the Blueprint Intergovernmental Agency Citizens Advisory Committee meeting on August 31, 2022

# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** November 16, 2022  
**To:** Citizens Advisory Committee  
**From:** Autumn Calder, Blueprint Director  
**Subject:** Summary Minutes for August 31, 2022 CAC Meeting

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**Committee Members present:**

Peter Okonkwo, Chair	Rod McQueen, Vice Chair
Jim McShane	Kathy Bell
Chris Daniels	Adner Marcelin
Leroy Peck	Ashely Leggett
Hugh Tomlinson	Fred Varn
Mary Glowacki (virtual)	

**Committee Members absent:**

Sean McGlynn	Elva Peppers
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**I. AGENDA MODIFICATIONS**

The 2023 CAC calendar was pulled from Consent to be reviewed by the committee.

**II. CITIZEN COMMENTS**

The Blueprint Intergovernmental Agency offered two alternatives for citizen comment, by email or in person. There were no comments received by email and no in-person speakers.

**III. PRESENTATION / INFORMATION ITEMS**

*Introduction of Office of Economic Vitality Director Keith Bowers*

Darryl Jones, Minority Women & Small Business Enterprise Deputy Director, introduced Mr. Keith Bowers as the new Director for the Office of Economic Vitality. Director Bowers greeted the committee members and thanked them for their service. He expressed his enthusiasm for working with the CAC in the future.

*Recognition of Outgoing CAC Member – Hugh Tomlinson*

Peter Okonkwo, Chair, recognized Hugh Tomlinson for his service as a member of the CAC and thanked him for his contributions to the Committee. Deputy Director Jones and Megan Doherty, Blueprint Planning Manager, also recounted their experiences with Mr. Tomlinson while he served on the committee and thanked him for his service.

*Presentation of the Skateable Art & Coal Chute Pond Park Grand Opening Video*

Megan Doherty, Blueprint Planning Manager, introduced a video created by the City of Tallahassee that highlighted the grand opening of Skateable Art Park and Coal Chute Pond on June 22, 2022. The two projects represent new amenities along the Capital Cascades Trail Segment 3 and incorporate skateable art features, interactive musical instruments, and paved walking trails.

**IV. CONSENT**

**1. Approval of the May 4, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes**

Rod McQueen moved to accept the May 4, 2022 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes. It was seconded by Jim McShane. Motion passed unanimously.

**V. GENERAL BUSINESS**

**2. Approval of the 2023 Blueprint Citizens Advisory Committee Meeting Schedule**

This item was pulled from the Consent agenda by Chair Okonkwo. He introduced the item by noting he wanted to highlight the 2023 meeting dates for CAC members. After a brief presentation by Megan Doherty, Adner Marcelin moved to accept the 2023 Blueprint Citizens Advisory Committee Meeting Schedule. It was seconded by Rod McQueen. Motion Passed unanimously. Adner Marcelin noted that he would miss the February 2023 meeting due to a prior obligation.

**3. Recommendation of Approval of Appointments to the Blueprint Citizens Advisory Committee**

Megan Doherty presented this item on the upcoming vacancies on the CAC stating that Hugh Tomlinson, representing the Network of Entrepreneurs and Business Advocates (NEBA), will complete his second three-year term of service, on September 30, 2022, and is not eligible for reappointment; and that Mandy Bianchi, representing the disability community, resigned from her position on the CAC and her term will end on December 31, 2023. To fill the vacancies, NEBA has nominated Hollie Myers to fill the seat representing NEBA and Whitney Doyle, Executive Director for the Florida Alliance for Assistive Services and Technology has submitted an application for the disability community representative seat. Hugh Tomlinson moved to accept the recommendation that the IA Board approve the appointments. It was seconded by Adner Marcelin. Motion passed unanimously.

**4. Review of the Lake Jackson Greenways Project**

Dan Scheer, Blueprint Design and Construction Manager, presented an overview and update of the Lake Jackson Greenways Project. He explained that the project is part of the Implementation of the Greenways Master Plan project, which is funded annually at \$750,000 through 2039 for a total value of \$15.8 million. The Lake Jackson project is expected to be ready for construction at the end of 2022

creating a connection from Lake Jackson Mounds State Park to Lake Ella at Fred O. Drake Park in Midtown Tallahassee. He explained that the Project is still moving forward while Blueprint works to partner with the Centre of Tallahassee for the trail connectivity. Additionally, staff intends to incorporate signage and lighting along the trails.

Rod McQueen inquired as to whether this Project incorporates protected bike lanes along the proposed trail. Dan Scheer explained that the proposed path of this Project primarily focuses on residential areas and that protected bike lanes would not be incorporated into this Project.

Fred Varn asked whether this project would serve to address traffic congestion in the proposed area. Dan Scheer explained that these trails were for pedestrian use and that it did not include any traffic mitigation or roadway lane expansions.

Peter Okonkwo asked whether there were any additional fiscal impacts for this Project. Dan Scheer stated there were no additional impacts at this time, and the project has sufficient funds in the project account to fund construction. Based on updated cost estimates, the project is expected to be constructed below the cost previously presented to the IA Board

Jim McShane moved to accept the presentation updates. It was seconded by Leroy Peck. Motion passed unanimously.

**5. Presentation of the FY 2022 Annual Report of the Blueprint Intergovernmental Agency**

Megan Doherty presented an overview of the 2022 Blueprint accomplishments from the Annual Report. Blueprint infrastructure won six awards, applied \$3,262,090 in outside funding to projects, and completed 6 projects. The IA Board allocated an approximately \$91.5 million dollar investment in community improvements through the Blueprint projects over the last fiscal year.

Darryl Jones presented an overview of the 2022 OEV accomplishments from the Annual Report. The Office of Economic Vitality received approximately \$24,128,905 million dollars to advance OEV policy and program initiatives to diversify the Tallahassee-Leon County economy; received two National Association of Counties awards; focused on 18 active projects with the potential to create over 2,900 jobs, generate \$27.11 million in income or wages, and develop \$480 million in total economic output. OEV conducted 87 business consultations which generated 119 active leads, 39 recruitments, 19 business expansions, and 3,555 new and retained jobs. Finally, the MWSBE certified over 325 local businesses.

Adner Marcelin moved to accept the FY 2022 Annual Report. It was seconded by Ron McQueen. Motion passed unanimously.

**VI. PUBLIC HEARING**

**6. First Public Hearing on the Proposed Fiscal Year 2023 Operating Budget and Fiscal Year 2023 – 2027 Five-Year Capital Improvement Program Budget for the Blueprint Intergovernmental Agency**

Megan Doherty and Tres Long presented the Fiscal Year 2023 proposed budget. Tres summarized that there was an estimated 15% revenue increase over the FY 2022 approved budget due to growth in local consumer spending. He stated that the Infrastructure program expects an estimated \$342.1 million in revenues over the next five fiscal years. Megan Doherty presented the proposed FY 2023 - 2027 Capital Improvement Plan for Blueprint Infrastructure stating that it will continue the implementation of 1932 key community projects across Leon County; fully fund eight regional mobility, gateway, and placemaking projects; and provide approximately \$50 million to the City and County for improvements to sidewalks, transit, and water quality. Tres Long presented the proposed FY 2023 - 2027 Capital Improvement Plan for the Office of Economic Vitality. The proposed budget will fully fund all existing Office of Economic Vitality programs including funding for the Competitive Project Fund and the Future Opportunity Leveraging Fund. Over the next five years, OEV will be positioned to provide an estimated \$12.79 million to support local businesses, entrepreneurs, targeted industries, and local workforce development. Tres Long also explained that the proposed budget reallocates unused funds from discontinued projects such as the Convention Center and state projects. Finally, the proposed budget includes a 5% staff cost of living adjustment, consistent with City and County budget proposals.

Hugh Tomlinson moved to accept the presentation and staff recommendation. It was seconded by Adner Marcelin. The motion passed unanimously.

**VII. ADJOURN**

The meeting adjourned at 6:38 pm.

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee**

**Agenda Item #2**

**November 16, 2022**

**Title:** Election of CAC Vice Chair

**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  
Megan Doherty, Planning Manager, Blueprint  
Mike Alfano, Principal Planner, Blueprint

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**STATEMENT OF ISSUE:**

The CAC is required to elect a Vice-Chair to serve during 2023 who will ascend to the position of Chair at the first meeting in 2024.

**FISCAL IMPACT:**

This item does not have a fiscal impact.

**RECOMMENDED CAC ACTION:**

Election of a CAC Vice-Chair to serve during 2023 and as Chair during 2024 as per the Bylaws.

**SUPPLEMENTAL INFORMATION:**

Peter Okonkwo served as the 2022 Chairperson, and Rod McQueen served as the 2022 Vice-Chair. Rod McQueen will ascend to Chair effective January 1, 2023.

See below for Section 1.6 of the CAC Bylaws relating to elections. If no CAC meeting is held in November or December, or if quorum is not obtained, the election will occur at the first meeting of 2023.



## 1.6 CAC OFFICERS, ELECTIONS, AND DUTIES

- (1) The CAC's officers will consist of a Chairperson and Vice-Chairperson elected from its membership.
- (2) The Chairperson and Vice-Chairperson shall be elected by a majority of the votes of CAC members present.
- (3) The Chairperson shall serve as Chair for a period of one year effective January 1 of each year.
- (4) At the last meeting of the CAC each year, a new Vice-Chairperson shall be elected for a term of two years, the first year to serve as the Vice-Chairperson and the second year as the Chairperson. (This will become effective with the election conducted in late 2010.) Nominations for the Vice-Chairperson shall be made at the meeting. The current Vice-Chairperson can decline becoming the Chairperson if so desired.
- (5) The CAC Chairperson shall preside at all meetings. In the event of his/her absence, or at his/her direction, the Vice-Chairperson shall assume the powers of the Chairperson. In the event that neither the Chairperson nor Vice-Chairperson can preside at the meeting, the Committee members present shall elect one of its members to serve as temporary Chairperson for the meeting.
- (6) In the event that either the Chairperson or the Vice-Chairperson position becomes vacant, a replacement shall be elected at the next scheduled CAC meeting for immediate assumption of duties and shall hold the position for the remainder of the calendar year.
- (7) The Chair shall appoint Chairs of all committees, standing or special.
- (8) It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the CAC for non-compliance. Specific questions regarding conflict of interest will be addressed by the attorney for the Intergovernmental Agency.
- (9) The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Chair of the Intergovernmental Agency to begin the appointment process.

## **RECOMMENDED ACTION:**

Election of a CAC Vice-Chair to serve during 2023 and as Chair during 2024 as per the Bylaws.