



## BOARD OF DIRECTORS MEETING

November 7, 2023

3:00 pm

City Commission Chambers

**Chair:** Carolyn Cummings

**Agenda:** Blueprint Infrastructure and Office of Economic Vitality

### I. AGENDA MODIFICATIONS

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### II. CITIZENS TO BE HEARD

**In Person:** Citizens desiring to speak must fill out a Speaker Request Form. The Chair reserves the right to limit the number of speakers or time allotted to each. Speakers are limited to 3 minutes.

**Written Comments:** Please provide written public comment by emailing [Comments@BlueprintIA.org](mailto:Comments@BlueprintIA.org) until 5 p.m. on November 6, 2023. This will allow ample time for comments to be provided to the IA Board in advance of the meeting. Comments submitted after this time will be accepted and included in the official record of the meeting.

**Live Comments via WebEx:** If you wish to provide comments live during the IA Board meeting via WebEx, please register to join at [www.blueprintia.org](http://www.blueprintia.org) by 5 p.m. on November 6, 2023, 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
  - Citizens Advisory Committee October 26, 2023 Minutes

**IV. CONSENT**

1. Approval of the Intergovernmental Agency Board of Directors' September 21, 2023 Blueprint Meeting and Budget Workshop and September 26, 2023 Public Hearing Minutes **3**
2. Acceptance of an Evaluation of the Economic Impact Analysis Requirement for Non-Competitive Economic Development Project Proposals **31**

**V. GENERAL BUSINESS/PRESENTATIONS**

3. Approval of New Appointments and Reappointments to the Blueprint Citizens Advisory Committee **45**
4. Consideration of the Use of Local Sales Tax Revenues for Affordable Housing **69**

**VI. DIRECTOR DISCUSSION ITEMS**

**VII. ADJOURN**

**NEXT BOARD OF DIRECTORS MEETING: February 29, 2024**

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

November 7, 2023

**Title:** Approval of the Intergovernmental Agency Board of Directors' September 21, 2023 Blueprint Meeting and Budget Workshop and September 26, 2023 Public Hearing Minutes

**Category:** Consent

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

**Lead Staff / Project Team:** Artie White, Director, PLACE  
Autumn Calder, Director, Blueprint Intergovernmental Agency  
Susan Dawson, Blueprint Attorney  
Keith Bowers, Director, Office of Economic Vitality

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## STATEMENT OF ISSUE:

This item presents the summary meeting minutes for the September 21, 2023 Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting and budget workshop and September 26, 2023 IA Board Public Hearing and requests the IA Board's review and approval of the minutes as presented.

## FISCAL IMPACT

This item has no fiscal impact.

## RECOMMENDED ACTION:

Option 1: Approve the September 21, 2023 Blueprint Intergovernmental Agency Board of Directors Workshop and Meetings Minutes and September 26, Blueprint Intergovernmental Agency Public Hearing Meeting Minutes.

## OPTIONS:

Option 1: Approve the September 21, 2023 Blueprint Intergovernmental Agency Board of Directors Workshop and Meetings Minutes and September 26, Blueprint Intergovernmental Agency Public Hearing Meeting Minutes

Option 2: IA Board Direction.

Attachments:

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Meeting and Budget Workshop on September 21, 2023.
2. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Meeting on September 26, 2023.

# Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

*Budget Workshop and Regular Meeting*

**Date:** November 7, 2023  
**To:** Board of Directors  
**From:** Artie White, PLACE Director  
**Subject:** Minutes to Board of Directors' Meeting of September 21, 2023

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## **MEMBERS PRESENT**

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

- I. **AGENDA MODIFICATIONS**  
Commissioner Williams-Cox moved to allow Commissioners Proctor and Richardson to participate virtually. The motion was seconded by Commissioner Minor. The motion passed unanimously.

**Passed: 9-0 (weighted 53-0)**  
Commissioner Maddox was absent at the time of the vote.

*Items 4, 5, and 6 were pulled from Consent to be addressed during the General Business/Presentations portion of the Agenda.*

II. **CITIZENS TO BE HEARD**

Max Epstein spoke about the Blueprint Budget and the CCT4 Project. He discussed the project budget for the CCT4 project and presented slides related to cost changes.

Bill Peebles spoke about the Airport Gateway Project. He suggested using the funding that would be made available by capping the Airport Gateway Project budget across several other Blueprint projects.

Stanley Sims spoke about the Noncompetitive Project Fund.

Debre Holton spoke in favor of the Foodies, Inc. noncompetitive economic development project proposal as a restaurant owner who uses the platform.

### III. **BUDGET WORKSHOP**

Blueprint Director Autumn Calder gave an overview of the FY 2024 Budget Process and next steps including the final Public Hearing to be held on September 26, 2023. She explained that the budget materials provided to the Commissioners incorporated all of the direction provided to date; and the additional materials requested for Airport Gateway, North Monroe Gateway, and affordable housing.

Director Calder provided a status update and analysis for the Airport Gateway Project. She stated that the Project creates two multimodal gateways between Downtown and the Airport; supports the growth of Innovation Park; and protects neighborhoods by redirecting traffic. She explained that the Project provides seven miles of new and enhanced roadways and over 12 miles of new sidewalks and trails with an economic output of \$125.6 million. She concluded the update on the Airport Gateway by stating that segments C, Levy Avenue, and Phase 1 of Segment G are projected to move towards construction in the summer of 2024.

Director Calder explained the Substantial Amendment Process stating that pursuant to Part V, Section 10, of Blueprint's Interlocal Agreement, any addition, deletion, or amendment to a substantial degree of any Blueprint project in Exhibit I or II of the Interlocal Agreement requires the IA Board to hold two public hearings; review recommendations from the Citizen Advisory Committee, the Technical Coordinating Committee, and the Intergovernmental Management Committee; and a super-majority vote from the IA Board.

Next, Director Calder provided a status update and analysis for the North Monroe Gateway Project. The Project provides gateway enhancements from Interstate 10 to Seventh Avenue, including: signage, art, crosswalks, and pedestrian safety enhancements. Total estimated investment for the Project is currently \$20.98 million. She explained that if the IA Board chooses to expand the Project north of I-10 that would be considered a Substantial Amendment. She also stated there may be possible leveraging opportunities with the Florida Department of Transportation to fund the gateway improvements north of I-10.

Lastly, Director Calder provided a status update for the affordable housing considerations as directed by the Board. She stated that a full analysis from Blueprint, OEV, and legal Staff was underway and would be presented at the November 7, 2023 IA Board meeting.

**Commissioner Maddox moved to accept Staff budget recommendations A, C, and D. The motion was seconded by Commissioner Caban.**

Commissioner O'Keefe spoke against acceptance of the budget recommendations and reallocating funding from the Lake Lafayette Park Project to the Market District Placemaking Project.

**Commissioner Caban made a substitute motion to resume the line by line Project Budget review from the previous budget workshop meeting. The substitute motion was seconded by Commissioner Porter. The substitute motion was later withdrawn.**

Commissioner Cummings explained that it may not be necessary to discuss each individual project but that the Board could discuss specific projects that a Board member may have concerns about. Commissioners Maddox, Matlow, and Minor proposed discussing specific projects such as the Airport Gateway prior to voting on the budget recommendations.

**Commissioner Maddox amended his motion to approve Budget Recommendations A, C, and D excluding the Project Budgets for the Airport Gateway Project, the North Monroe Project, and the Northeast Gateway Project. The amended motion was seconded by Commissioner Caban. The amended motion passed.**

**Passed 9-3 (weighted 51-19)**

**Commissioners Matlow, Porter, and O’Keefe voted in opposition. Commissioners Richardson and Proctor voted via Webex.**

Commissioner Caban spoke about the Airport Gateway Project and expressed a desire to see a project budget breakdown for the cost of materials and labor. He stated that he believes there is a lack of transparency with the project and requested clarification on the definition of “substantial change.” Blueprint Attorney, Susan Dawson, explained that a substantial change is defined in the IA Board’s Bylaws. She explained that a substantial amendment or change includes changes to a project scope that alters the original intent or location; addition or deletion of projects to the approved project list; and reprioritization of projects. She further explained that budget fluctuations are not considered substantial amendments due to implications from varying market factors.

**Commissioner Caban moved to keep the Airport Gateway Project Scope the same but limit the Project budget to \$82 million. The motion was seconded by Matlow.**

Commissioner Matlow asked whether a simple majority or a super majority of commissioners voting in favor was necessary to amend the IA Board Bylaws. Attorney Dawson explained that a simple majority was necessary to amend the Bylaws. Commissioner Matlow stated that he believed the procedures may be antiquated and may need to be updated.

Commissioner O’Keefe discussed FSU’s involvement as a major contributor to the Project in the past but is not currently providing input on the Project. He stated that he believes the Project focuses more on Innovation Park rather than access to the Airport as there are currently underused roads leading from Innovation Park towards the Airport. He also spoke against a four-lane road for the Airport Gateway Project.

Commissioner Proctor spoke against the Airport Gateway Project and **made a substitute motion to halt and deprioritize the Airport Gateway Project.** Attorney Dawson explained the motion was improper as that would be a substantial amendment pursuant to the Interlocal Agreement and the Board’s governing documents. The substitute motion was amended.

**Commissioner Proctor amended his substitute motion to “limit the funding for the Airport Gateway Project to \$2 million.” The amended substitute motion was seconded by Commissioner Matlow.**

Commissioner Porter asked for clarification as to whether the proper motion would be to initiate the Substantial Amendment Process to eliminate or change the Airport Gateway Project. Attorney Dawson explained that the proper steps would be to have a motion to bring back an agenda item that analyzes changing the Project and then moving forward with the Substantial Amendment Process. Commissioner Proctor clarified that it wasn't his intent to address the scope of the project but solely to limit the budget funding to \$2 million. He did discuss a desire to see an analysis related to upgrades to Springhill Road but did not further amend his amended substitute motion.

Commissioner Maddox stated that he would abstain from a vote on the Airport Gateway Project due to a conflict of interest. He explained that Big Bend Homeless Coalition operates an affordable housing development that may potentially be impacted by the project. (See Form 8B). Attorney Dawson explained that it would be proper for a commissioner to abstain from a vote if they believed that they would experience a special gain or loss to either themselves, a business associate, or a relative.

Commissioner Welch stated that he would not be supporting the motion or the substitute motion on the Project stating that such motions undermine the work of Staff and the previous direction given by the Board. He stated that he believed that Staff works to ensure a balanced budget and incorporates direction provided by the Board and by that actions that limit or remove funding from approved projects is improper.

Mayor Dailey spoke against the substitute motion stating that he believes that level of funding reduction is essentially gutting the project and that it would be improper for the Board to eliminate an approved project voted on by the local citizens without completing the proper Substantial Amendment Process. Mayor Dailey stated he would support the original motion provided by Commissioner Caban and would be willing to revisit budget adjustments for the Airport Gateway if Staff returns with more complete plans and budget breakdowns.

Commissioner Minor stated that he would not be supporting the amended substitute motion because of the amount of work that had been put into the Project to date. He spoke about the substantial amendment process from 2018, the citizen engagement, and the direction provided from previous Board members. Commissioner Minor stated that he was in favor of the motion provided by Commissioner Caban to limit the project budget but would consider amending the budget as the project progressed through design and cost projections became more precise. He also stated that he supports the Airport Gateway Project and believes it is necessary for the Tallahassee community.

Commissioner Matlow explained that he seconded the amended substitute motion to demonstrate the gaps in the Board's policies stating that it was inconsistent that the Substantial Amendment Process and a super majority vote of the Board was



necessary to amend a project's scope but that a simple majority vote can reduce a project's budget to a point that the project is closed.

Commissioner Caban stated that he would not be supporting Commissioners Proctor's amended substitute motion stating that he supports the Airport Gateway Project but that he believes that the Board has an obligation to fiscally responsible with taxpayer dollars and to regularly review the project budgets.

Commissioner Cummings spoke in favor of the Airport Gateway Project and stated that she believed that Board had a responsibility to regularly revisit project budgets and to discuss budget changes during budget workshops. She also stated that she would not be supporting Commissioner Proctor's amended substitute motion.

Commissioner Proctor spoke against the Airport Gateway Project stating that FSU was no longer committed to the Project and that the neighborhoods in the area would be negatively impacted if the Project continued to move forward.

**The amended substitute motion failed 3-7 (weighted 19-39). Commissioners Matlow, Porter, and Proctor voting in favor. Commissioner Maddox abstained from the voted due to a conflict of interest. (See Form 8B.) Commissioners Proctor voted via Webex. Commissioner Richardson was not online at the time of the vote.**

Commissioner Williams-Cox spoke in favor of the Airport Gateway Project and discussed the citizen engagement that was conducted while progressing the Project forward. She also spoke in favor of the pedestrian improvements included in the project scope in addition to the roadway construction. Commissioner Williams-Cox also praised Staff for their work on the Project and their professionalism.

**The original motion passed 8-2 (weighted 48-10). Commissioners Welch and Proctor voted in opposition; Proctor voted via Webex. Commissioner Maddox abstained from the vote due to a conflict. (See Form 8B). Commissioner Richardson was not online at the time of the vote.**

Commissioner Minor spoke about the traffic entering and exiting Tallahassee on North Monroe and the County's five year strategic plan. Commissioner Minor referenced the study completed North Monroe Taskforce.

**Commissioner Minor moved to direct Staff to return with an agenda item to initiate the Substantial Amendment process to expand the North Monroe Gateway Project to include the segment north of I-10 as indicated in attachment 4 in the meeting materials with the Project being split into two (2) phases; the first phase to proceed as currently scheduled and the second phase to remain unfunded at this time. Additionally, include in the agenda item funding available for the extension of this project and previous unfunded projects. The motion was seconded by Commissioner O'Keefe.**

Commissioner Maddox spoke about reallocating available funding to projects that may have been altered in the past due to funding restrictions before adding additional

funding to the North Monroe Gateway. He requested that the Board review funding opportunities for the projects that had funding reductions to determine where best to allocate additional funds to ensure that the voters are getting the projects they voted for.

Commissioners O'Keefe, Caban, and Proctor spoke in favor of the motion and extending the North Monroe Gateway.

Mayor Dailey spoke against the motion stating that he believed that the budget workshop was not the proper meeting to be discussing expanding or amending project scopes but that the budget workshop should be focused on the Agency's budget and budget allocations for projects.

Commissioner Williams-Cox stated that she was in support of the project but would not support the motion because she wants to ensure that funding was equitably allocated to all projects after a thorough review of revenue projections and funding commitments.

Commissioner Minor clarified that his motion was not seeking a current commitment of funding for the second phase of the North Monroe Gateway Project but that he wanted to position the Board to be in a posture to evaluate any available funding opportunities for this and other Blueprint Projects.

Commissioner Proctor spoke about the tiered project system and how funding is allocated to prioritized projects.

**Passed 9-2 (weighted 49-14)**

**Commissioner Williams-Cox and Mayor Dailey voted in opposition. Commissioner Proctor voted via Webex. Commissioner Richrdson was not online at the time of the vote.**

**Commissioner O'Keefe moved to have Staff bring back an agenda item to begin the substantial amendment process to remove segments A, B, and C from the Airport Gateway Project. The motion was seconded by Commissioner Proctor.**

Commissioner Williams-Cox spoke about the impacts of removing the named segments from the Airport Gateway Project on the Providence Neighborhood. Commissioner O'Keefe stated that the Providence Neighborhood would not be impacted by the removal of the named segments since the segment in that community is segment D.

**Commissioner Caban moved to call the question on Commissioner O'Keefe's motion. The motion failed for lack of second.**

Commissioner Caban stated that he does not believe the Board would reach a super majority vote to amend the Project's scope and would prefer to save Staff's efforts and time by limiting the Project's budget. **Commissioner O'Keefe rescinded his motion to initiate the Substantial Amendment Process.**

**Commissioner O'Keefe moved to approve the Northeast Gateway Project at the \$94 million budget. Commissioner Williams-Cox seconded the motion.**

Commissioner Welch spoke against the motion and stated that Phase 1 of the Project had already been authorized and that this motion would have major impacts to the Project's current progress.

Commissioner Williams-Cox asked for clarification on the Project Budget and an explanation about the current status of the Project. Commissioner Williams-Cox stated that she wanted the Project to progress as previously directed by the Board. Director Calder explained that the project budget as indicated in the meeting materials incorporated all of the previous Board direction.

Attorney Dawson explained that because of the significant amount of work that is currently in progress for the Northeast Gateway Project, a massive reduction in the project budget could impact current contractual obligations and expose the Agency to liabilities.

**Commissioner Williams-Cox withdrew her second and the motion died for lack of a second.**

**Commissioner Welch moved to approve the full funding for the Northeast Gateway Project. The motion was seconded by Mayor Dailey.**

Commissioner Matlow spoke against fully funding the Project at the moment stating that the Board could revisit the Project's budget as the Project progresses and the revenue projections for the Agency change year to year over the life of the Project. He spoke about possible reductions in the Project's landscaping design and the opportunity for leveraging opportunities.

Commissioner Caban and Mayor Dailey spoke in favor of the full funding for the Northeast Gateway Project.

**Commissioner Matlow made a substitute motion to limit the project budget for the Northeast Gateway Project to \$94 million. The motion was seconded by Commissioner O'Keefe.**

**The substitute motion failed 3-7 (weighted 19-39).**

**Commissioners Matlow, Porter, and O'Keefe voted in favor. Commissioners Richardson and Proctor were not online at the time of the vote.**

**The original motion passed 7-3 (weighted 39-19).**

**Commissioners Matlow, Porter, and O'Keefe voted in opposition.**

**Commissioners Richardson and Proctor were not online at the time of the vote.**

## *Regular Meeting*

### IV. CONSENT

Commissioner Williams-Cox moved to accept the Consent Agenda excluding items 4, 5, and 6 which were pulled from Consent at the beginning of the meeting. The motion was seconded by Commissioner Minor. The motion passed unanimously.

- Item 1: Approval of the May 11, 2023 and August 24, 2023 Blueprint Intergovernmental Agency Board of Directors Workshop and Meeting Minutes
- Item 2: Ratification of the September 21, 2023, Blueprint Intergovernmental Agency Budget Workshop
- Item 3: Acceptance of the FY 2023 Annual Report of the Blueprint Intergovernmental Agency

#### Passed 8-0 (48-0)

Commissioners Richardson, Caban, Maddox, and Welch were not present at the time of the vote. Commissioner Proctor voted via Webex.

### V. GENERAL BUSINESS/PRESENTATIONS

*Item 4: Approval of the Updates to the Consolidated Minority Women Small Business Enterprise Policy and the Blueprint Procurement Policy as Approved in the 2022 Disparity Study Update*

Commissioner Caban expressed a concern that change orders should come before the Board when they exceed a threshold amount. Attorney Dawson explained that the discussion about the change order authority without a motion on the floor was improper and requested that commissioner Caban speak about the current agenda item. Commissioner Cummings clarified that the agenda item contained edits to both the MWSBE Policy and the Blueprint Procurement policy. Commissioner Caban then divided the agenda item to discuss the two policies separately.

**Commissioner Caban moved to approve the updates to the MWSBE Policy. The motion was seconded by Commissioner Porter.**

#### The motion passed 12-0 (weight 70-0)

Commissioners Richardson and Proctor voted via Webex.

**Commissioner Caban moved to amend the Blueprint's Procurement Policy referring to the PLACE Director's authority to approve contract amendments up to 3% of the contract amount. The motion was seconded by Commissioner O'Keefe.**

Commissioner Minor stated that he was concerned that the 3% threshold could be a low dollar amount when dealing with smaller contracts. Commissioner Minor suggested setting a percentage and a dollar amount up to a certain threshold to allow for the Agency to proceed with daily operations while ensuring that larger change orders come before the Board for review.

Commissioner Williams-Cox requested clarification on what were the expenditure authority and procedures for other governmental entities. Attorney Dawson explained that the current Agency procedure is that change orders over a certain amount are reviewed by the IMC and that the suggested revision would allow the PLACE Director to give those approvals for projects to proceed without the delay of routing change orders through the IMC.

Commissioner O'Keefe spoke against taking action to amend the Blueprint Procurement Policy.

Commissioner Matlow suggested that the Board table the issue until next meeting and have an Agenda Item be brought back explaining the expenditure authority and the current change order procedure.

**Commissioner Caban amended his motion to direct Staff to bring back an agenda item explaining the Blueprint Procurement Policy Updates. The motion was seconded by Commissioner Matlow.**

Commissioner Matlow clarified that he would like the Agenda Item to analyze a \$1 million change order threshold and explain how many times change orders have been authorized in the past year.

**Commissioner Caban again amended his motion to “amend the change order authority language to allow the PLACE Director the authority to approve change orders up to \$1 million and require change orders totaling more than a \$5 million aggregate for a Project to come before the IA Board for approval.” The main motion was seconded by Commissioner Matlow.**

Commissioner Williams-Cox spoke against the motion stating that the change order authority had been working for the Agency but that the suggested change would grant the authority to the PLACE Director instead of the IMC. She cautioned the Board members that bringing change orders to the Board for review may become tedious and encumber the progress of projects since it can be challenging to assemble the Board for special meetings.

**Commissioner Maddox made a substitute motion to Accept Staff recommendation for options 1 and 2.**

**Option 1: Approve the amendments to the Minority, Women, and Small Business Enterprise Policy for the Blueprint Intergovernmental Agency, and approve the amendments to the Blueprint Procurement Policy.**

**Option 2: Direct Staff to work with City and County Staff to bring the Minority, Women, Small Business Policy and corresponding updates to the County and City Commissions on October 10, 2023, and October 11, 2023, respectively.**

Commissioner Minor spoke in favor of the second amended motion stating that he was uncomfortable with the change order authority resting in the review of one person.

He stated that he would support the authority remaining with the IMC or the Board to ensure there are proper checks and balances for expenditures.

**The substitute motion failed 3-3 (weighted 29-29)**

**Commissioners Matlow, Porter, Caban, Minor and O’Keefe voted in opposition. Commissioners Richardson and Proctor were not online at the time of the vote.**

**The main motion passed 10-0 (58-0)**

**Commissioners Richardson and Proctor were not online at the time of the vote.**

*Item 5: Approval of the 2024 Blueprint Intergovernmental Agency Meeting Schedule*

**Commissioner Matlow moved to accept option 2. The motion was seconded by Commissioner O’Keefe.**

**Option #2 maintains the existing six meeting schedule and continues the practice of separating Infrastructure and OEV meetings with the exceptions being the joint budget workshop and a joint budget public.**

**Commissioner Maddox made a substitute motion to accept Staff recommendation for Option 1 to conduct four meetings a year. The motion was seconded by Commissioner Williams-Cox.**

**Option 1: Approve proposed 2024 Blueprint Intergovernmental Agency meeting schedule providing for four (4) joint meetings.**

**Passed 6-4 (weighted 34-24)**

**Commissioners Matlow, Porter, Minor, and O’Keefe voted in opposition. Commissioners Richardson and Proctor were not online at the time of the vote.**

*Item 6: Acceptance of a Status Update on the Capital Cascades Trail Segment 4 Project*

Nita Marlene Davis spoke about an African American school house, a cemetery, a public meeting held at Jack Mclean Park, and Lake Munson.

Wyatt Hendricks spoke about the need to host a workshop dedicated to discussing Lake Munson.

Max Epstein spoke about the Lake Munson Project.

Commissioner O’Keefe requested clarification on whether the Capital Cascades Trail Project under went the Substantial Amendment Process. Director Calder explained that the Project has progressed segment by segment with improvements being completed by the City of Tallahassee over the last 20 years and that no substantial amendment was made to the Project’s scope.

**Commissioner O’Keefe moved to accept the Staff Report and status update on CCT4. The motion was seconded by Commissioner Maddox.**

**Passed 10-0 (weighted 58-0)****Commissioners Richardson and Proctor were not online at the time of the vote.***Item 7: Acceptance of Status Update on the Lake Lafayette & St. Marks Regional Linear Park Project and Analysis of a Trail on Apalachee Parkway*

Max Epstein spoke about the Fallschase parcel and suggested that the Board consider working with Florida Forever to purchase the parcel from the Fallschase developer.

Director Calder presented an overview and update on the Lake Lafayette and St. Marks Regional Linear Park Project. The Project goal is to complete a floodplain study for lower Lake Lafayette and to create connections to parks and trails on the east side of Tallahassee. The current cost estimate for the Project is \$15.8 Million. Director Calder also spoke about the leveraging opportunities for the Project, including funding from FDOT and land contributions from the Fallschase developer.

**Commissioner O’Keefe moved to accept the Staff Report and status update on the Lake Lafayette and Linear Park Project. Commissioner Maddox seconded the motion.**

**Passed 10-0 (weighted 58-0)****Commissioners Richardson and Proctor were not online at the time of the vote.***Item 8: Consideration of Non-Competitive Project Funding Request by South Monroe Walls and Walls Distilling Company*

Stanley Sims spoke against the for the South Monroe Walls and Walls Distilling Company.

Max Epstein spoke against the noncompetitive economic development funding request.

Anita Bushnyakova spoke in favor of funding the noncompetitive economic development funding request.

Jordan Scott on behalf of the Northwest Florida Federation of Labor against funding the noncompetitive economic development funding request.

Dot Inman-Johnson spoke against the noncompetitive economic development funding request.

Serenity Williams spoke against the noncompetitive economic development funding request.

Abdelilah Skhiv spoke against the noncompetitive economic development funding request.

Lucia Sommer stated that Mike Goldstein of Capital City Pedi-cabs wished to present comments in opposition of the funding request but had to leave the meeting. Ms. Sommers also spoke against the noncompetitive economic development funding request.

Bugra Demirel summarized the details of his noncompetitive economic development funding request. He highlighted the project's fiscal impacts to the Tallahassee community, their company's commitment to MWSBE utilization, and the committed rental units within the project.

Michael Gagliardi spoke against the noncompetitive economic development funding request.

OEV Director, Keith Bowers gave a presentation that outlined the Non-Competitive Economic Development Project Policy. He explained that a proposal seeking Non-Competitive Economic Development funds must support and improve the Tallahassee-Leon County economy while aligning with the OEV's Strategic Plan and Targeted Industries. OEV Staff evaluates all Non-Competitive Economic Development Project proposals using the criteria outlined in Blueprint IA Policy #114 which includes a scoring matrix to provide a fair and impartial analysis of all Non-Competitive Economic Development Project proposals.

Director Bowers explained that the SoMo Walls Project was designed to be an approximately 30,000 square foot facility housing a distillery, art venues, retail stores, and restaurants positioned at the beginning of South Monroe from downtown. The Applicant is seeking \$1,759,289 for the SoMo Walls Project, which would be used to cover a funding gap for a portion of the construction and equipment costs. He explained that Staff found the project to align with OEV's Strategic Plan's Core Strategies because it aligns with other Blueprint Southside development initiatives such as Capital Cascades Trail Segment 3, Monroe-Adams Placemaking, Magnolia Drive Trail, Orange Meridian Placemaking and the Fairgrounds Beautification. He explained that the Project supports the development and retention of MWSBEs as the developer set an aspirational goal of 35% MWSBE utilization and has executed contracts valued at \$1.6 million with MWSBEs for a current utilization rate of 34%.

Next, Director Bowers explained that the Project aligned with OEV's Targeted Industry Study by supporting manufacturing and transportation with the advanced manufacturing distillery component that will merge computers and information systems with the processes that create physical goods. Director Bowers further explained the anticipated economic impact of \$17.8 million as detailed in the IMPLAN Analysis performed by the FSU's Center for Economic Forecasting and Analysis. The analysis estimates the creation of 79 construction jobs and 47 permanent jobs, with the combined wages totaling \$6.4 million. The applicant expressed a desire to return \$1 million of the requested \$1,759,289 if awarded to the Project once the project is refinanced within the next 3 to 5 years. Director Bowers concluded by stating that the proposal scored 93 out of a possible 95 points using the approved evaluation matrix.



**Commissioner O’Keefe moved to table the item until the Commissioners are able to review the financial records of the applicant. The motion died for lack of a second.**

**Commissioner Williams-Cox moved to approve Option 2 to fund the request at \$1,759,289 for capital investment, including a \$1,000,000 recoverable grant and a \$759,289 construction grant. The motion was seconded by Mayor Dailey.**

Commissioner Williams-Cox spoke in favor of the funding request and development on the southside of Tallahassee.

Commissioner Caban stated that he would be abstaining from the vote on the item due to a conflict. (See attached Form 8B.) He spoke in favor of the funding request and the economic growth the Project could bring to the southside of Tallahassee. He also spoke about the potential jobs the Project would bring to that area of Tallahassee.

Commissioner Matlow requested direction on what actions should be taken if he witnessed two commissioners speaking about the Non-Competitive Project Funding Request and believes there may have been a sunshine violation. Attorney Dawson advised Commissioner Matlow to contact the Florida Commission on Ethics if he believes he witnessed any ethical violations.

Commissioner Matlow inquired as to the definition and parameters of a “recoverable grant.” Director Bowers explained that OEV had not issued a recoverable grant before and that Staff would work to clarify the details and procedures for awarding a recoverable grant and insuring repayment following Board direction on the item.

Commissioner Matlow questioned Mr. Demirel about the details of the funding proposal application, the organizational structure of his holding companies, and other financial investors of the SoMo Walls Project.

Commissioner Matlow stated that he would not be supporting the funding request to construct a distillery in the southside.

Mayor Dailey stated that he did not violate any Sunshine Laws when talking with Commissioner Richardson and apologized to Mr. Demirel for the inadvertent release of documents marked confidential with the meeting materials that were originally posted to the City’s website.

Commissioner Maddox inquired as to whether he had a conflict of interest from acting on the agenda item as a result of his campaign being supported by Grow Tallahassee, which is associated with Mr. Demirel. Attorney Dawson explained the Florida Commission on Ethics has found that campaign contributions are not deemed to create a conflict of interest unless such donations were made with the understanding that official conduct would be influenced by the donation. Commissioner Maddox then spoke about the details of the proposal stating that the Project has a current MWSBE utilization of 34% and projected economic impact of \$17.8 million with 79 construction jobs and 47 permanent jobs. Commissioner Maddox concluded by stating that he intended to support the funding request.

Commissioner O'Keefe inquired as to whether OEV intended to place a lien against the mortgage if the recoverable grant were awarded. Director Bowers stated that OEV did not intend to place a lien but would explore options such as a performance bond. Commissioner O'Keefe inquired as to the risk assessment for the recoverable grant. Director Bowers explained that Staff had not taken steps to determine risk nor had Staff developed the recovery mechanism for the funds since Staff wanted Board direction on the request.

Commissioner O'Keefe expressed concerns about the funding request citing the timing of the request, the financial risk of the Project, and Board's inability to review the financial documents of the Applicant. Commissioner O'Keefe stated that he would not be supporting the item.

Commissioner Minor spoke in favor of the Project stating that he wants to see development of the southside but wants to balance the financial interest of the Agency and the need for the Project.

**Commissioner Minor made a substitute motion to fund the request the full amount as a recoverable grant to be backed by a Performance Bond with the full amount to be repaid over a reasonable time. The substitute motion was seconded by Commissioner Welch.**

Commissioner Welch spoke in favor of the Project but expressed concern about the amount of the funding request.

Commissioner Proctor spoke in favor of the Project and expressed concern about the treatment of the Applicant and the Project.

Commissioner Richardson spoke in favor of the Project and the economic development of the southside.

Commissioner Matlow suggested that the recoverable grant be backed by a personal guarantee from the Applicant and inquired as to whether OEV could fund the proposal as one of the entities owned by the Applicant which will also be located on the property is a campaign media production company. Attorney Dawson explained that OEV policy does prohibit the use of OEV funds to support any political campaign but explained that the funding request proposal that is before the Board was not for any political activity.

Commissioner O'Keefe asked whether the project would continue if the Board decided not approve the funding request. Director Bowers explained that type of determination is for the business owner and that Staff did not make that determination in its review.

**The Substitute Motion Failed 2-9 (weighted 10-55)**

**Commissioners Minor and Welch voted in favor. Commissioner Caban abstained from the vote due to a conflict. (See Form 8B.) Commissioners Richardson and Proctor voted via Webex.**

**The Main Motion Passed 6-5 (weighted 36-29)**

**Commissioners Matlow, Porter, O’Keefe, Minor and Welch voted in opposition. Commissioner Caban abstained from the vote due to a conflict. Commissioners Richardson and Proctor voted via Webex.**

*Item 9: Consideration of Non-Competitive Project Funding Request by Foodies Take Out and Delivery*

Commissioner Maddox expressed concern about some of the missing documents in the Applicant’s proposal which he believes explains the low score of the proposal.

**Commissioner Maddox moved to table the item until the next regular IA Board meeting scheduled for November 2, 2023. The motion was seconded by Commissioner Minor. The motion was withdrawn.**

Ron Soloman spoke in favor of the Non-Competitive Project Funding Request as a business owner user.

Hinton Battle spoke in favor of the noncompetitive project funding request.

Dustin Rivest spoke on behalf of his proposal application stating that the proposal was not being recommended for funding because of the low score awarded using the scoring matrix. He expressed concern stating that he did not receive a clear explanation on the necessary documents to submit and the allocation of points and stated that the comments that were provided to him were all positive and that the project was supported by the EVLC members present during the EVLC meeting.

Director Bowers gave a presentation on the Foodies, Inc., noncompetitive economic development funding request. He stated that the Foodies project’s goal was to onboard 100 local restaurants to the Foodies online order and delivery service. The Applicant requested \$100,000 for the equipment and marketing services to be provided to the restaurants during the onboarding process. He explained that only \$55,000 of this request aligns with Blueprint IA Policy #114. He further explained that the Project aligned with OEV’s Strategic Plan’s Core Strategy of business recruitment, retention, and expansion by allowing local restaurants to retain 20 - 30% of revenue generated from delivery orders. He stated that the Project would foster entrepreneurship and business formation. The Project also aligns with OEV’s Targeted Industry Study by providing professional services and information technology service as Foodies.com is an application-based service provider to restaurants grounded in IT. The Project anticipates an economic impact of \$250,000 of reinvestment power per month in Tallahassee. Lastly, Director Bowers explained that the application lacked the requested documentation, including: filed tax returns, bank statements, audited financial statements; demonstrated capital investment; quantifiable economic impact; a demonstrated ability to create and retain jobs; and demonstrated support from local stakeholders.

Commissioner Welch spoke in favor of supporting the funding request stating that he believed this is the type of noncompetitive economic development funding request that

he believes was envisioned when the policy was created. He stated that he believes this Project would positively impact local restaurant owners.

**Commissioner Welch moved to approve the funding request at \$55,000 for capital investment. The motion was seconded by Commissioner Caban.**

Commissioners Williams-Cox and Richardson spoke in favor of the Project but expressed concern with providing funding when the application was incomplete. Commissioner Williams-Cox suggested requesting that the Applicant submit the necessary documents to complete that application before the funding is awarded.

Commissioner O'Keefe spoke in favor of the funding the Project proposal.

Commissioner Caban spoke in favor of the funding the Project but expressed a desire to have the Applicant to submit the necessary paperwork to ensure that the proper precedent was set.

Commissioner Matlow also spoke in favor of funding the project and stated that there is a need to clarify the requirements for the noncompetitive economic development funding request application and program. Commissioner Matlow discussed the requirement for an EVLC review of the proposal.

Commissioner Minor spoke in favor of funding the project and expressed a desire to have the Applicant submit the necessary paperwork to ensure that the proper precedent was set.

**Commissioner Welch amended his motion to approve the funding request at \$55,000 for capital investment and allow Foodies, Inc., 60 days to submit the requested documents necessary to complete the proposal application. The amended motion was seconded by Commissioner Caban.**

Commissioner Maddox spoke about the insufficiencies in the proposal's application and expressed a concern about the setting a precedent about funding incomplete proposals. He spoke in favor of the Project but cautioned the Board about consistency in noncompetitive economic development proposal reviews and funding awards. Commissioner Maddox requested to have the updated score brought back to the Board following the submission of the missing documentation.

**The amended motion passed 11-0 (weighted 65-0)**

**Commissioners Richardson and Proctor voted via Webex. Mayor Dailey was absent at the time of the vote.**

## **VI. DIRECTOR DISCUSSION ITEMS**

Commissioner Cummings read a letter from FAMU President, Dr. Larry Robinson requesting that Staff be directed to meet with FAMU Staff to work with them about a \$15 million funding request for Bragg Memorial Stadium.

**Commissioner Williams-Cox moved to direct Staff to work with FAMU to evaluate their \$15 million funding request for the Bragg Memorial stadium. The motion was seconded by Commissioner Maddox.**

**The motion passed 8-3 (weighted 44-19)**

**Commissioners Matlow, Porter, and O'Keefe voted in opposition. Mayor Dailey was absent at the time of the vote. Commissioners Richardson and Proctor voted via Webex.**

Commissioner Williams-Cox spoke about a proposal from Bethel Baptist concerning affordable housing locations.

Commissioner O'Keefe stated that he would like to wait to take any action towards affordable housing until the Affordable Housing agenda item is returned from Staff.

Commissioner Caban stated that he would support the motion to allow Staff to bring back an agenda item but expressed a concern about the Agency becoming involved with affordable housing without seeing a complete agenda item on the issue and determining whether Blueprint is the proper entity to handle such issues as opposed to the City or the County.

Commissioner Matlow spoke against the motion to direct Staff to review the proposal stating that he believes such action is premature since Staff is currently working on an agenda item to analyze affordable housing programming options and that the Agency does not have any policies in place for an affordable housing program or funding.

**Commissioner Williams-Cox moved to direct Staff to review the affordable housing funding request from Bethel Baptist Church and bring back an agenda item. The motion was seconded by Commissioner Minor.**

**Passed 8-3 (weighted 44-19)**

**Commissioners Matlow, Porter, and O'Keefe voted in opposition. Mayor Dailey was absent at the time of the vote. Commissioners Richardson and Proctor voted via Webex.**

Commissioner Caban praised Staff for their professionalism and the work that they do for the Agency.

**Commissioner Matlow moved to direct Staff not to enter into any contracts for recoverable grants without requiring the recipient to execute a personal guarantee. The motion was seconded by commissioner O'Keefe.**

Commissioner Williams-Cox spoke against the motion stating that she didn't want to limit Staff's ability to evaluate the best options for awarding recoverable grants and receiving the repayment. She also spoke against using Staff's time to create policies for recoverable grants when it isn't likely that OEV will be awarding many recoverable grants in the future.

Attorney Dawson explained that because the recoverable grant was not a loan she was not confident that it would be appropriate or enforceable to include a provision for a personal guarantee in the funding contract.

Commissioner Caban spoke against the motion stating that he wants to allow OEV to evaluate and prepare agreements for individual funding awards on an individual bases without a blanket policy.

**The motion failed 3-8 (weighted 19-44).**

**Commissioners Matlow, Porter, and O'Keefe voted in favor. Commissioners Proctor and Richardson voted via Webex. Mayor Dailey was out of the room at the time of the vote.**

**Commissioner O'Keefe moved to direct Staff to bring back an agenda item to hire an attorney that directly serves the IA Board Members. The motion was seconded by Commissioner Porter.**

Commissioner Williams-Cox spoke against the motion stating that the Blueprint Attorney does answer to the Board and Staff works at the direction of the Board.

Commissioner Richardson spoke against the motion stating that Attorney Dawson has been an excellent Blueprint Attorney and has been working at the direction of the Board and has exhibited the highest level of ethics and professionalism.

Commissioner Porter stated that she would like the Board to evaluate the structure of the Agency but did not wish to support the motion for a new attorney position.

**Commissioner Porter withdrew her second and the motion was withdrawn.**

**VII. ADJOURN**

**The meeting adjourned at 10:16pm**

*The next Blueprint Intergovernmental Agency Board of Directors' Meeting is scheduled for **November 7, 2023 at 3:00p.m.***



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Nick Maddox, hereby disclose that on September 21, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Family Promise of the Big Bend, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

During the Budget Workshop section of the agenda, a motion was made for an agenda item to discuss removal of sections for the Airport Gateway Project. The removal of some sections and the reallocation of funds to other sections could result in special gains for Family Promise of the Big Bend. I am currently employed by Family Promise of the Big Bend. I therefore declared a conflict and abstained from voting on the motion.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

10/02/2023

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Christian Caban hereby disclose that on September 21, 20 23:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of Gina Demirel (Ginn Associates Architects), by whom I am retained; or (I am her client)
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

10/2/2023  
Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

### FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Caban Christian	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Blueprint IA Board
MAILING ADDRESS 301 South Monroe Street	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Tallahassee	COUNTY Leon County
DATE ON WHICH VOTE OCCURRED 9/21/2023	NAME OF POLITICAL SUBDIVISION Blueprint Board
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

#### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

#### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

#### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict.

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

#### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

# Blueprint Intergovernmental Agency Board of Directors Meeting Minutes *Public Hearing*

**Date:** November 7, 2023  
**To:** Board of Directors  
**From:** Artie White, PLACE Director  
**Subject:** Minutes to Board of Directors' Meeting of September 26, 2023

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## **MEMBERS PRESENT**

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

### **I. AGENDA MODIFICATIONS**

*There were no agenda modifications.*

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

Stanley Sims spoke about his grandmother in Havana, Florida.

Margaret Moore spoke in favor of maintaining the virtual participation option.

### **III. PUBLIC HEARING**

Blueprint Director, Autumn Calder, gave an overview of the budget process to date. She discussed the three workshops held by the Board and summarized the direction provided by the Board including the acceptance of budget recommendations A-J; maintaining the Airport Gateway funding at \$82 million; and allocating \$12 million for the Northeast Park. The proposed budget includes FY 2024 Operating Budget and the FY 2024 – 2028 Capital Improvement Program for the Agency.

OEV Director, Keith Bowers provided an overview of the OEV budget stating that OEV will be positioned to provide an estimated \$17.7 million to support local businesses, entrepreneurs, targeted industries, and local workforce development through FY 2028. For FY 2024 the proposed allocation of \$3.72 million will fund OEV's capital projects and ensure that the funds committed to business expansion, incentive agreements, and economic development projects.

Commissioner Matlow asked for clarification on the two public hearings to allow public comment an input on the budget stating that he believe the public should have more

time to review the updated proposed budget and provide comments. PLACE Director, Artie White explained that the first of two hearings is intended for a preliminary review of the proposed budget to allow the public to review items and the Citizens Advisory Committee to elevate issues of concern to the Board for analysis and direction and the second public hearing to review the proposed budget and provide public comment following incorporation of direction from the Board. Commissioner Matlow suggested a policy review that would allow the public more time to review the final proposed budget following Board direction.

Commissioner Proctor inquired about how much money would be allocated to OEV as the 12% of the tax revenue. Director Bowers stated approximately \$7.8 million. Commissioner Proctor then asked what will happen to the remaining funds originally proposed for the Airport Gateway Project since the budget had been capped at \$82 million. Director Calder explained that the funds would be reallocated to other projects based on future IA Board action. Lastly, Commissioner Proctor wanted to ensure that the 5% cost of living adjustment (COLA) for all Blueprint and OEV staff members was included in the proposed budget. Director Calder assured him the COLA was consistent with the City and the County and was included in the proposed budget.

Commissioner O'Keefe inquired about the \$1 million to be recovered from the SoMo Walls Project asking where the \$1.7 million being allocated and \$1 million being returned was reflected in the 5 year budget. Director Bowers explained that the \$1.7 million is included in the FOLF budget item and that the \$1 million recoverable funds are not indicated on the 5 year budget yet because an agreement to award the funding has not been reached and the money has not been dispensed.

Commissioner Caban inquired about the excess funds available in the budget now that the Board has reduced the funding for the Airport Gateway and Northeast Park. Director Calder explained that the reduction in funding for the Northeast Park will be reflected in a reduced Bond amount so that will not appear as surplus funds in the budget. The available funds from the Airport Gateway budget reduction will be reallocated to other projects based on future IA Board direction. PLACE Director White advised that although the project budget for the Airport Gateway was capped at \$82 million the Board did not address the scope of the Project and that Staff would have to come back before the Board for direction at some point in the future with concepts and budget options.

Commissioner Richardson expressed a desire to ensure that the promises made to the Providence Neighborhood involving the Airport Gateway Project were honored even with the adjustments to the budget. Commissioner Proctor also spoke about the promises made to Providence Neighborhood stating that the promises were made by FSU and not Blueprint and that he wants to ensure that the Airport Gateway Project does not destroy the community.

Commissioner Proctor also inquired about which projects were included in the 24 advanced projects and details about the bond. Director Calder explained that \$26 million of the \$176 million necessary for all the projects would be generated in FY 24 from tax revenue and the remainder would be covered by the SIB loan and bonds.

Commissioner Matlow requested clarification on the bond funding for the Northeast Park and the Airport Gateway. Director Calder explained that the proposed budget includes \$12 million for the Northeast Park budget and the Airport Gateway project at \$82 million. Director Calder indicated that before bond issuance, the IA Board would provide direction and approval of the final bond amount. Commissioner Matlow stated that the IA Board would need to discuss the priorities for the additional bond funds or reduce the bond amount and fund projects later in the program.

Commissioner Willaims-Cox explained that Staff could not bond or finance any of the projects because the Board had not approved the final budget. She encouraged the Board to accept the proposed budget so that Staff could continue progressing projects.

Commissioner O'Keefe inquired as to whether the Board would receive an agenda item about the bond amount and details prior to the bond issuance in 2026. Director Calder responded that the Board would receive an agenda item and the bond resolution prior to any bond issuance in 2026.

**Mayor Dailey moved to accept Staff recommendations for option 1, 2, and 3. The motion was seconded by Commissioner Richardson.**

**Option #1: Conduct the Public Hearing to adopt the FY 2024 Blueprint Intergovernmental Agency Operating Budget as presented and approve the FY 2024 Operating Budget Resolution (Resolution No. 2023-01).**

**Option #2: Conduct the Public Hearing to approve and adopt the FY 2024-2028 Blueprint Intergovernmental Agency Capital Improvement Program as presented and approve the FY 2024 Capital Improvement Program Budget Resolution (Resolution No. 2023-02).**

**Option #3: Direct Blueprint staff to make direct transfers to Leon County and the City of Tallahassee for annual allocations of funds for Blueprint 2020 projects being implemented by those jurisdictions.**

**The motion passed 8-4 (weighted 46-24).**

**Commissioners Matlow, Porter, O'Keefe, and Proctor voted in opposition.**

#### **IV. ADJOURN**

**The meeting adjourned at 3:53pm**

*The next Blueprint Intergovernmental Agency Board of Directors' Meeting is scheduled for **November 7, 2023.***

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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #2

November 7, 2023

<b>Title:</b>	Acceptance of an Evaluation of the Economic Impact Analysis Requirement for Non-Competitive Economic Development Project Proposals
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Artie White, Director, PLACE Keith Bowers, Director, Office of Economic Vitality Kevin Gehrke, Business Development Manager, Office of Economic Vitality

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## STATEMENT OF ISSUE:

As directed by the Blueprint Intergovernmental Agency (IA) Board at the August 24<sup>th</sup>, 2023, meeting, this item provides an overview of the Non-Competitive Economic Development Project Proposals Policy (Policy 114) requirements, the purpose and use of the current independent market analyses required for grant requests exceeding \$100,000, and how the recent independent market analysis and other documents required by policy are utilized by OEV staff in determining the return on investment of Non-Competitive Economic Development Project Proposals. As requested by the IA Board, this item provides an evaluation of increasing the threshold from \$100,000 to \$275,000 for the requirement, performed at the applicant's expense, for Non-Competitive Economic Development Project Proposals.

## FISCAL IMPACT

This item does not have a fiscal impact.

## RECOMMENDED ACTION:

Option 1: Accept the report and maintain the \$100,000 threshold for requiring a recent independent economic impact analysis for Non-Competitive Economic Development Project Proposals performed at the applicant's expense.

## **SUPPLEMENTAL INFORMATION:**

### *Overview of the Non-Competitive Economic Development Project Proposals Policy*

OEV utilizes a variety of IA Board-approved programs and incentives to induce and sustain economic growth. These programs support the core goals of economic development, including job growth and capital investment in the community. As described in more detail below, the Non-Competitive Economic Development Project Proposals grant is one of these programs.

As approved by the IA Board on September 27, 2021, OEV's Non-Competitive Economic Development Project Proposals Policy (Policy 114 included as Attachment #1) prescribes the criteria used to analyze projects seeking OEV funding and support that are not competitive. 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."*

For a project to be eligible for this program, the entity proposing the project must not seek to expand or locate its operations in a different country, state, or municipality in Florida. These projects are non-competitive as they do not rely upon the assistance of the local economic development organization and/or the provision of incentives to win the project among competing jurisdictions in other cities or states.

The Non-Competitive Policy provides criteria for evaluating and determining the funding of non-competitive economic development proposals from the economic development portion of the sales tax proceeds. Those full criteria are attached in the policy but include:

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 statements and reports, organization chart, and 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.



### *Criteria for Non-Competitive Economic Development Project Proposals*

OEV staff evaluates Non-Competitive Economic Development Project Proposals utilizing the criteria and requirements outlined in Policy 114 (Attachment #1) once directed by the IA Board. The criteria set forth in the Policy help identify whether the project demonstrates alignment with OEV's Strategic Plan and Targeted Industries Study, 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 in section 114.05, Criteria for Evaluation of Project Proposals (Attachment #1). One specific document required of applicants is deliverable 7.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).”* As requested by the IA Board at the August 24, 2023 IA Board meeting, this item evaluates the implications of increasing the threshold from \$100,000 to \$275,000 for the requirement of recent independent market analysis performed at the applicant’s expense for Non-Competitive Economic Development Project Proposals requests.

### *Scoring Non-Competitive Economic Development Project Proposals*

Proposals are scored based on the Non-Competitive Economic Development Project Proposals scoring matrix (Attachment #2). The scoring matrix evaluates recommendations based on the criteria outlined in Policy 114. Proposals are scored based on the quality of the required material provided. While some items are identified as “threshold requirements” with a simple yes or no grade, others are given a weighted score based on the importance of the contribution to the project. These scores are graded as either “Fully Compliant,” “Partially Compliant,” or “Not Compliant” to show the application's quality and the contribution to the project's overall feasibility. The maximum points attainable can total either 95 or 100, depending on whether the applicant has any history of previous grants or assistance rewards from OEV. If the applicant has a favorable performance history with a previous OEV grant or award, an additional 5 points may be obtained. In addition to the scoring matrix, submission response notes are developed to provide feedback as to the quality of each submission and correlate to the score provided. The matrix provides a clear and quantifiable rationale for measuring compliance with Policy 114. It ensures that all proposals OEV reviews are done equitably, consistently, and transparently.

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, the applicant will enter into an agreement with specific terms, conditions, tasks, or deliverables. The Future Opportunity Leveraging Fund (FOLF) would be used to fund the proposed capital investment.

### *Determining a Non-Competitive Project Funding Request Recommendation*

OEV considers both the permanent and total impact when comparing various projects, as one project may have a very high total impact due to a high temporary construction output, and another may have a lower total impact with the permanent impact output being larger. Projects with high ROI on the permanent impact leverage the taxpayers’ investment and are the more desirable projects. Having the external economic impact

study performed is important to establishing the ROI. OEV understands the importance of all funding requests and the positive influence the resulting influx of capital would have on the applying organization. However, utilizing non-biased analytical data when evaluating projects for recommendation provides a systematic and data-driven approach to analyzing funding requests.

#### *Overview of the Recent Independent Market Analyses Requirement*

As noted above, Policy 114 requires Non-Competitive Economic Development Project Proposal applicants requesting over \$100,000 to submit 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. The applicant can select any qualified vendor to conduct the analysis; however, the primary local vendor for this type of analysis is Florida State University's Center for Economic Forecasting and Analysis (CEFA). Economic Impact Reports from CEFA indicate the direct impacts of the proposed project and the indirect and induced impacts produced using the IMPLAN® model. OEV can then determine the project's estimated Return on Investment (ROI), comparing the requested funding to the estimated impact, allowing for an analytical method to develop a funding recommendation. The typical cost OEV is charged for this analysis is approximately \$1,500. CEFA has stated that they quote a similar price to these local organizations requesting a similar analysis. The cost to applicants for the economic analysis completed by CEFA is lower than the industry standard, which would typically range from \$3,500 for a single facility or event to \$8,500 for an analysis of an entire community population of greater than 100,000 people.

#### *Overview of Economic Impact Analysis - IMPLAN® model*

The IMPLAN® model used by CEFA is the leading provider of economic impact data and analytical applications. Created in the 1970s, it has been redeveloped to serve as a solution provider to understand better the regional impact of a specific economic development activity. Using an input-output modeling technique, it tracks the interdependence among various industries of an economy.

To complete the IMPLAN® model analysis, CEFA requires various input measures. These include a breakdown of the costs associated with the development, i.e., land, design, financing, construction, etc., type(s) of industry involved, and the number of jobs created for each industry. Once the inputs of a specific project are determined, these values can be used to estimate the development's direct, indirect, and induced benefit effects. Direct benefits relate to the short-term business activity associated with project construction and the ongoing business activity associated with the businesses located within the project's region. Indirect benefits will result when local firms directly impacted by the project, in turn, purchase materials, supplies, or services from other firms. Induced benefits relate to the consumption and spending of employees of firms that are directly or indirectly affected by the project. These include all goods and services usually associated with household consumption (i.e., housing, retail purchases, local services, etc.). In addition, the analysis estimates the impact on jobs, wages, taxes, and economic output of both temporary construction activity and permanent business functions, resulting in an estimated total impact on the community.

As stated, these values are estimates of the expected outcome of the development project being studied, as there are several assumptions made by the analyst and software depending on the input data and scope of the project. OEV uses the results, as stated, to determine the estimated impact and ROI of funding requests. OEV and CEFA have developed a standard reporting method of analyses to help ensure the consistency of an equitable and transparent analysis.

### *Benefits of Requiring the Recent Market Analysis*

Having an analytical study of the economic impacts also allows OEV to assess the risk associated with the proposed project. Being able to calculate the ROI of projects and comparing projects as to which has the best return and high number of jobs will help ensure the taxpayers see the best use of their money. These are decisions made based on third-party, non-biased data, which is key to keeping the trust of the community.

The determination of the limit at which point an independent analysis is required was based on two criteria: the risk of loss and the ability of OEV staff to determine the feasibility and sustainability of a project. First, with the limit set to \$100,000, the risk of financial loss to the FOLF is minimized if the project is unsuccessful. Second, each proposal is required to go through the scoring process, internal review, and EVLC consideration before it is presented to the IA Board for final approval, adding three layers of risk mitigation and reducing the chance of loss due to project failure.

Another benefit of requiring an applicant to provide a recent market analysis at their cost is that it demonstrates their commitment to the project and shows that they have “skin in the game” by expending their own funding before requesting public funds.

With the cost of the IMPLAN® analysis through CEFA being approximately \$1,500, this is a relatively low price for the information provided as compared to the industry average being around \$3,500 for one event. With the minimum limit at which a study is required being \$100,000, at most, this cost will be 1.5% of the funding request. This cost is relatively inexpensive for generating a transparent, non-biased analysis of the project's regional impact. A quantifiable demonstrated impact is needed to determine a proper project ROI.

### *Evaluation of Options*

As part of the evaluation of the implications of increasing the threshold from \$100,000 to \$275,000 for the requirement of recent independent market analysis performed at the applicant's expense for Non-Competitive Economic Development Project Proposals requests, OEV staff reviewed several alternatives and identified the pros and cons for the different options. These alternatives, with their respective pros and cons, are as follows:

1. Accept the report and maintain the \$100,000 threshold for requiring a recent independent economic impact analysis for Non-Competitive Economic Development Project Proposals performed at the applicant's expense.
  - a. Pros: The market analysis provides a non-biased economic impact analysis that OEV uses to evaluate a project's job, wage, and economic impact, allowing for an ROI to be determined. The typical cost is \$1,500 and demonstrates the commitment to the projects on behalf of the applicant.

This approach does not affect requests from smaller businesses (requests less than \$100,000).

- b. Cons: Some applicants may feel as though the cost (approximately \$1,500) of a market analysis is a financial burden and barrier to entry into the program.
2. Increase the threshold for requiring a recent market analysis from \$100,000 to \$275,000.
  - a. Pros: Increasing the threshold may remove cost barriers for applicants to participate in the Non-Competitive Economic Development Proposal Project program while requiring larger requests to pay for their own analysis.
  - b. Cons: OEV would not have access to key data valuable in evaluating the proposal. Applicants for grant funding would have less demonstrated commitment to their projects.
3. IA Board Direction.

## **NEXT STEPS:**

If the IA Board provides alternative direction, staff will update Policy 114 accordingly, provide legal review, and return the proposed revision to Policy 114 to the IA Board for final approval.

## **CONCLUSION:**

This item detailed the importance of using unbiased analytical data when analyzing and evaluating Non-Competitive Economic Development Proposals. Currently, the IA Board receives an approximately \$6 return for each \$1 invested into the community through various incentive programs. Maintaining a high ROI is essential to ensure the One-Penny Sales Tax Initiative's economic development portion is used most efficiently to support economic growth and stability in Tallahassee-Leon County. Utilizing an established economic development method as a pragmatic means to determine the viability of Non-Competitive Economic Development Project Proposals will continue to ensure consistency and provide a systematic data-driven approach when analyzing and evaluating Non-Competitive Economic Development Project Proposals. Based on the benefits of requiring applicants requesting over \$100,000 to provide a market analysis at their cost (which is typically approximately \$1,500), OEV staff recommends maintaining the requirement. This would ensure that OEV staff has independent data for evaluating Non-Competitive Economic Development Project Proposals, that the data is from an independent 3rd party, and that the applicant demonstrates financial commitment to their proposed project.

## **OPTIONS:**

- Option 1: Accept the report and maintain the \$100,000 threshold for requiring a recent independent economic impact analysis for Non-Competitive Economic Development Project Proposals performed at the applicant's expense.
- Option 2: IA Board Direction.


## **RECOMMENDED ACTION:**

- Option 1: Accept the report and maintain the \$100,000 threshold for requiring a recent independent economic impact analysis for Non-Competitive Economic Development Project Proposals performed at the applicant's expense.

### **Attachments:**

1. Policy 114 – Evaluation of Non-Competitive Economic Development Project Proposals
2. Non-Competitive Economic Development Project Proposals Scoring Matrix

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 <p><b>BLUEPRINT</b> INTERGOVERNMENTAL AGENCY</p>		<p><b>DATE</b> September 27, 2021</p>
		<p><b>NO.</b> 114</p>
<b>TITLE</b>	<p><b>OFFICE OF ECONOMIC VITALITY</b> <b>Evaluation of Non-Competitive Economic Development</b> <b>Project Proposals Policy</b></p>	<p><b>ORG. AGENCY</b> Blueprint Intergovernmental Agency</p>
		<p><b>FINAL</b></p>
114.01	<p><u>STATEMENT OF POLICY</u></p> <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	<p><u>AUTHORITY</u></p> <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	<p><u>DEFINITIONS</u></p> <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

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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

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- 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/OEV-Strategic-Plan-2022.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**

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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 (EVLIC).

**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**

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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.



**NON-COMPETITIVE ECONOMIC DEVELOPMENT PROJECT  
PROPOSALS  
SCORING MATRIX**

CRITERIA FOR EVALUATION OF PROPOSALS	Points Possible	Items Submitted			Total
		Fully Complete (100% Score)	Partially Complete (50% Score)	Not Usable (0% Score)	
<b>Applicant Submission Response</b>					
1) The project's demonstrated alignment with OEV's Strategic Plan as outlined at <a href="https://oeforbusiness.org/wp-content/uploads/OEV-Strategic-Plan-2022.pdf">https://oeforbusiness.org/wp-content/uploads/OEV-Strategic-Plan-2022.pdf</a> , and as may be amended.	Information Provided?				
2) The project's demonstrated alignment with OEV's Targeted Industry Study.	Information Provided?				
3) Demonstrates a capital investment into the community for the general public purpose of improving the local economy.	15				
4) 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.	15				
5) The project's feasibility and the likelihood that the project will 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?	15				
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?	Information Provided?				N/A
7) 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	10				
<b>Supporting Organizational, Financial and Management Documents</b>					
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).	Information Provided?				
b. Copy of the Articles of Incorporation of the applicant (non-profit and for-profit corporations only).	Information Provided?				
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, and resumes of management/leadership team responsible for project activities and deliverables).	5				
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).	Information Provided (As Needed)?				N/A
e. Proposed budget and proposed Scope of Work for the project.	10				
f. Detailed deliverables for the project.	10				
<b>Feasibility &amp; Viability Determination</b>					
8) The project's demonstrated ability to create or retain jobs with at least a livable wage.	5				
9) 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.	10				
10) The applicant's performance under previous grant or assistance awards, including whether the applicant as a grantee submitted required performance reports, data, or deliverables.	5				
<b>Totals:</b>		100			0

<p><i>* FOR OEV LEGAL REVIEW ONLY</i></p> <p>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.</p>	
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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #3

**November 7, 2023**

<b>Title:</b>	Approval of New Appointments and Reappointments to the Blueprint Citizens Advisory Committee
<b>Category:</b>	General Business
<b>Intergovernmental Management Committee</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Artie White, Director, PLACE Autumn Calder, Director, Blueprint Megan Doherty, Planning Manager, Blueprint Mike Alfano, Principal Planner, Blueprint

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## STATEMENT OF ISSUE:

This item seeks item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) direction and approval for two appointments and two reappointments to the Blueprint Intergovernmental Agency Citizens Advisory **Committee's** (CAC). The current CAC roster is included as Attachment #1.

## FISCAL IMPACT

This item does not have a fiscal impact.

## RECOMMENDED ACTION:

- Option 1: Approve the reappointment of Christopher Daniels to the Blueprint Citizens Advisory Committee to fill the at-large member position.
- Option 2: Approve the reappointment of Mary Glowacki to the Blueprint Citizens Advisory Committee to fill the Planning Expert member position.
- Option 3: Approve the appointment of Byron Greene to the Blueprint Citizens Advisory Committee to represent the Capital City Chamber of Commerce.
- Option 4: Appoint one eligible applicant to the CAC to fill the Natural Scientist/Biologist position from the slate of three nominees. The nominees are (in alphabetical order): Maria Therese Brown, Chuck Goodheart, and Christina Omran.

## **SUPPLEMENTAL INFORMATION:**

### *Blueprint Citizens Advisory Committee*

Blueprint CAC membership positions and terms are established in the Second Amended and Restated Interlocal Agreement and further defined in the CAC Bylaws. CAC members may serve two consecutive three-year terms. However, in the case of the fulfillment of partial terms, all members shall still be eligible to serve two full terms in addition to fulfillment of partial terms.

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

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

Per the CAC Bylaws, CAC memberships are attained through the appointment of members by the Blueprint Intergovernmental Agency Board of Directors, with the exception of the member described in section 1.3(1)(3)(d), which shall either be the Chairperson of the Planning Commission or a Designee selected by the Chairperson of the Planning Commission. Members are either nominated by organizations that hold a seat on the CAC or through direct application to the Agency. All prospective committee members, excepting the Planning Commission designee, are required to submit an application to the Agency, which is then reviewed by staff to ensure the application is consistent with the requirements of the CAC bylaws for that specific CAC seat.

Applications are then provided to the CAC at a publicly noticed meeting for consideration and recommendation to the IA Board. Finally, CAC applications are submitted to the IA Board as an agenda item, including the recommendation from the CAC, for their consideration and appointment.

## **REAPPOINTMENTS**

Chris Daniels, currently holding the at-large CAC seat, and Mary Glowacki, currently holding the planning expert seat, have requested to serve second, three-year terms on the Blueprint Citizens Advisory Committee. Blueprint is recommending that the IA Board reappoint these members to the CAC.

## **APPOINTMENTS**

Two positions on the Blueprint CAC have their **members'** terms expiring and are ineligible for reappointment. Peter Okonkwo, who filled the role of the Capital City Chamber of Commerce representative; and, Elva Peppers, who filled the role as the Natural Scientist/Biologist, have completed two consecutive three-year terms.

Consistent with previous practice, the Capital City Chamber of Commerce provided a nominee to represent their organization on the CAC and, as such, Blueprint is recommending that the IA Board appoint Byron Greene to this seat. Mr. **Greene's** application materials are included at Attachment #2.

Blueprint prominently advertised the vacant Natural Scientist/Biologist position on the Blueprint website from August 18, 2023 to September 29, 2023, and received three applications. Blueprint has reviewed the **applicants'** materials and determined that all three meet the criteria for the position of being a Natural Scientist/Biologist. The eligible applicants are (in alphabetical order): Maria Therese Brown, Chuck Goodheart, Christina Omran. The **applicants'** application materials are included at Attachments #3-5. Blueprint staff is recommending the IA Board appoint one of these eligible applicants to the CAC, from the slate of three nominees, to fill the Natural Scientist/Biologist Position.

Table 1, below, includes a summary of the CAC positions under consideration for appointment and reappointment:

Table 1. Blueprint Citizens Advisory Committee, Positions Requiring Action

Vacancy / Seat Category	Term Expiration	Eligible Applicant(s)
Chris Daniels/At-Large Member  <i>Eligible for Reappointment</i>	11/30/2023	1. Chris Daniels
Mary Glowacki/ Planning Expert  <i>Eligible for Reappointment</i>	11/30/2023	1. Mary Glowacki
Peter Okonkwo / Capital City Chamber of Commerce Representative  <i>Not Eligible for Reappointment</i>	11/30/2023	1. Byron Greene
Elva Peppers / Natural Scientist- Biologist  <i>Not Eligible for Reappointment</i>	11/30/2023	1. Maria Therese Brown 2. Chuck Goodheart 3. Christina Omran

Action by the CAC: The CAC reviewed these appointments at their October 26, 2023 meeting and recommended the IA Board approve the reappointment of Christopher Daniels and Mary Glowacki, the appointment of Byron Green, and consider the applications of Maria Therese Brown, Chuck Goodheart, and Christina Omran to fill the Natural Scientist/Biologist position.

## OPTIONS:

- Option 1: Approve the reappointment of Christopher Daniels to the Blueprint Citizens Advisory Committee to fill the at-large member position.
- Option 2: Approve the reappointment of Mary Glowacki to the Blueprint Citizens Advisory Committee to fill the Planning Expert member position.
- Option 3: Approve the appointment of Byron Greene to the Blueprint Citizens Advisory Committee to represent the Capital City Chamber of Commerce.
- Option 4: Appoint one eligible applicant to the CAC to fill the Natural Scientist/Biologist position from the slate of three nominees. The nominees are (in alphabetical order): Maria Therese Brown, Chuck Goodheart, and Christina Omran.
- Option 5: IA Board Direction



## **RECOMMENDED ACTION:**

- Option 1: Approve the reappointment of Christopher Daniels to the Blueprint Citizens Advisory Committee to fill the at-large member position.
- Option 2: Approve the reappointment of Mary Glowacki to the Blueprint Citizens Advisory Committee to fill the Planning Expert member position.
- Option 3: Approve the appointment of Byron Greene to the Blueprint Citizens Advisory Committee to represent the Capital City Chamber of Commerce.
- Option 4: Appoint one eligible applicant to the CAC to fill the Natural Scientist/Biologist position from the slate of three nominees. The nominees are (in alphabetical order): Maria Therese Brown, Chuck Goodheart, and Christina Omran.

### Attachments:

1. Current Blueprint Citizens Advisory Committee Roster
2. CAC Application Materials for Capital City Chamber of Commerce Nominee Byron Greene
3. CAC Application Materials for Natural Scientist/Biologist position applicant Maria Therese Brown
4. CAC Application Materials for Natural Scientist/Biologist position applicant Chuck Goodheart
5. CAC Application Materials for Natural Scientist/Biologist position applicant Christina Omran

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## **Citizens Advisory Committee**

A Citizens Advisory Committee shall be established to serve in an advisory capacity to the Blueprint 2000 Intergovernmental Agency. In February 2001, the committee was expanded from nine members to twelve. In November 2007, a member from the Education Community was added to the Citizen Advisory Committee. In September 2016, three additional members from the Business Community were added to the Citizen Advisory Committee.

It is the responsibility of the Citizen Advisory Committee to review work plans, financial audits, and performance audits and to make recommendations to the Blueprint 2000 Intergovernmental Agency.

### [Citizen's Advisory Committee Bylaws](#)

#### **Membership (as of October 19, 2023)**

**LaRoderick McQueen, Chair**, Planning Commission Designee  
**Ashley Leggett, Vice-Chair**, Financial Expert  
**Peter Okonkwo**, Capital City Chamber of Commerce  
**Jim McShane**, Big Bend Minority Chamber of Commerce  
**Kathy Bell**, Tallahassee Chamber of Commerce  
**Christopher Daniels**, At-Large Representative  
**Mary Glowacki**, Planner  
**Adner Marcelin**, NAACP / Civil Rights Community Representative **Sean McGlynn**, Big Bend Environmental Forum  
**Leroy Peck**, Council of Neighborhood Associations  
**Elva Peppers**, Natural scientist/biologist  
**Hollie Myers**, Network of Entrepreneurs and Business Advocates  
**Fred Varn**, Tallahassee Senior Citizen Advisory Council  
**Whitney Doyle**, Disability Community Representative

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Please return via email to:  
michael.alfano@blueprintia.org

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

Via fax: (850) 219-1098

Questions? Please call: 219-  
1060

# BLUEPRINT

## INTERGOVERNMENTAL AGENCY

### CITIZEN ADVISORY COMMITTEE APPLICATION

**Nominating Organization (if applicable):** Capital City Chamber of Commerce

**Name:** J. Byron Greene

**Business or Home Address:** 8108 Preservation Court

Tallahassee, Florida 32312

**Email:** bgreene11@comcsast.net

\*\*\*\*\*

**Work or Cell Phone:** 850.591.9285

**Occupation:** University Administrator

**Employer:** Florida A&M University

**Address:** Tallahassee, Florida 32307

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

**Sex:**  Male  Female

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

\_\_\_\_\_  
\_\_\_\_\_

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

Conflicts: \_\_\_\_\_

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

~~A Native of Tallahassee and seek /serve to enhance the quality of life for our community and increase opportunities for people to live, work, and play in ways that satisfy their senses of being and place. I have been involved with community and non-profit organizations that seek to positively impact the lives of our citizens. For more than a decade I have served on various boards, committees, or task forces.~~

~~I have cultivated a fairly extensive set of leadership experiences through board service, developing effective communication and execution skillsets. In addition, I have developed the ability to build and lead working teams that are diverse to focus upon a common goal.~~

~~Please see the attached document for insight of my experiences.~~

**Education:**

Tallahassee Community College and Flagler College

(College/University attended)

A.S. Acctg. Technology and B.A. Business Administration

(Degree received, if applicable)

(Graduate School Attended)

(Degree received, if applicable)

**References (at least one):**

Steve Evans - Florida Tax Watch

850.445.3513

(Name/Business Address)

(Phone)

Todd Sperry - Oliver Sperry

850.544.2822

(Name/Business Address)

(Phone)

Sue Dick - Tallahassee Chamber of Commerce

850.509.0974

(Name/Business Address)

(Phone)

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

Signature: J. Byron Greene

Date: 8/8/23

## **B. Greene – General Profile**

Byron Greene has over 25 years in higher education and has successfully led a 14 institutional alliance, through the National Science Foundation, focused on increasing the number of degree recipients at the undergraduate and graduate level for underrepresented minorities pursuing degrees in science, technology, engineering, and mathematics disciplines.

A native of Tallahassee, Byron also seeks to positively impact the local quality of life through community engagement. Byron is also a champion of community engagement and dedicates his personal time to the arts; education; and economic vitality as a vehicle to enriching the quality of life.

In addition, he has been successful in attaining leadership roles within his board service. Byron's community commitment is evidenced by his numerous community and civic endeavors in the Tallahassee area including:

- **Leadership Tallahassee – Class 40 – Team Member**
- **Capital City Chamber of Commerce – Board (Chair)**
- **Institute for Nonprofit Innovation and Excellence – Board Member (Chair)**
- **Downtown Redevelopment Committee – Citizens Advisory Board (Vice Chair)**
- **House of Deputies Episcopal Church – Legislative Committee (Vice Chair)**
- **Sewanee University– Board of Trustees**
- **Tallahassee Community College Foundation – Board Member**
- **WFSU Public Media – Council Member**
- **Tallahassee Community Remembrance Project – Co Convener**
- **Ladies Learning to Lead Former Board Member**
- **Tallahassee Symphony Orchestra – Former Board Member (Executive Committee)**
- **Grace Mission Episcopal Outreach Ministry (Former Board)**
- **Southeast Evaluation Association – Former Board**
- **Knight Creative Communities Institute – 2014 Catalyst Class**

Byron holds a Bachelors of Arts degree in Business Administration from Flagler College. He lives in Tallahassee with his wife Pamela They have two adult children Brooks (son) and Clarke (daughter).

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Please return via email to:  
michael.alfano@blueprintia.org

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

Via fax: (850) 219-1098

Questions? Please call: 219-  
1060

# BLUEPRINT

**INTERGOVERNMENTAL AGENCY**  
**CITIZEN ADVISORY COMMITTEE APPLICATION**

Nominating Organization (if applicable): \_\_\_\_\_

Name: MARIA THERESE BROWN

Business or Home Address: 2650 MUNICIPAL WAY  
TALLAHASSEE, FLA.

Email: \_\_\_\_\_

\*\*\*\*\*

Work or Cell Phone: (352) 613-9523

Occupation: RETIRED

Employer: - N/A -

Address: - N/A -

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

Sex:  Male  Female

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

NONE

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

Conflicts: NONE

This Application may be subject to Public Records disclosure pursuant to Ch. 119, Florida Statutes.

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

FLORIDA MEAT INSPECTION - 1995-1996, FLORIDA  
Went USDA.

VALDOSTA STATE PRISON - TEACH/GSAMS - 2000-2005  
ABE/SEO.

FLORIDA PESTICIDE LAB - 1997?

MADISON COUNTY COMMUNITY HEALTH - ENVIRONMENTAL  
SPEC. III - 2006

VIETNAM VETERAN - 1974-76, USAF

Education:

UNIVERSITY OF SOUTH FLA (TAMPA)  
(College/University attended)  
BACHELORS DEGREE NATURAL SCIENCE -  
(Degree received, if applicable)  
EMPHASIS OF WILDLIFE  
(Graduate School Attended)  
N/A  
(Degree received, if applicable)

References (at least one):

Arise Telemarketing (954)364-3380  
(Name/Business Address) (Phone)  
VIRTUAC SOLUTIONS,  
3450 LAKESIDE DRIVE, MIRAMAR, FLA.  
(Name/Business Address) (Phone)  
WORKED LAST 9 years with them, then retired  
(Name/Business Address) (Phone)

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

Signature: Maria Brown Date: 9/29/23

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

Via fax: (850) 219-1098

Questions? Please call: 219-1060

# BLUEPRINT

Attachment #4  
Page 1 of 4

## INTERGOVERNMENTAL AGENCY CITIZEN ADVISORY COMMITTEE APPLICATION

Nominating Organization (if applicable): \_\_\_\_\_

Name: CHUCK GOODHEART

Business or Home Address: 1233 LUTTERLOH ROAD  
TALLAHASSEE, FL 32305

Email: \_\_\_\_\_

\*\*\*\*\*  
Work or Cell Phone: 850-510-5675

Occupation: CITY OF TALLAHASSEE RETIRED

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

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

Sex:  Male  Female

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

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

Conflicts: \_\_\_\_\_

This Application may be subject to Public Records disclosure pursuant to Ch. 119, Florida Statutes.

SEE ATTACHED SHEETS

Education:

NORTH FLORIDA COMMUNITY COLLEGE - A.D. - DRAMA

STEPHEN F. AUSTIN STATE UNIVERSITY - B.S. BOTANY/FORESTRY  
(College/University attended)

B.S.

(Degree received, if applicable)

STEPHEN F. AUSTIN STATE UNIVERSITY  
(Graduate School Attended)

ADDITIONAL EDUCATION: (Degree received, if applicable)  
CERTIFIED PUBLIC MANAGER  
DAIR CARMELIA

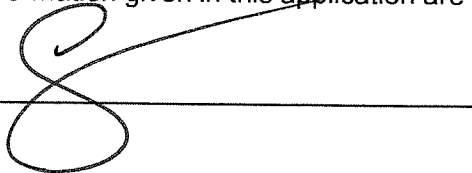
References (at least one):

MICHAEL WILL 1338 AVONDALE WAY, TALLAHASSEE 32317 850-544-2065  
(Name/Business Address) (Phone)

SUSAN TANSKI - BLUEPRINT STUFF 850-554-4477  
(Name/Business Address) (Phone)

(Name/Business Address) (Phone)

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

Signature: 

Date: 09/25/2023

Revised 7/27/2023

This Application may be subject to Public Records disclosure pursuant to Ch. 119, Florida Statutes.

Chuck Goodheart

Select relevant experience

- Staff to canopy road committee
- Staff to Tallahassee environmental ordinance drafting committee
- Member Greenways and Trails Council . 2 terms
- Board member, Leon county food coop
- First Urban Forester for the city of Tallahassee, serving in the Public Works, Environmental Management and Planning Departments
- Conducted an inner city tree survey and developed a city tree planting plan.
- Worked with Tallahassee Builders Association to conduct tree protection seminars for development professionals
- Instructor for ISA certified arborist and Florida Nursery Growers Certified Horticulturist
- Red hills international horse trials ground steward and operations committee member including responsibilities for emergency management and emergency response plans
- City operations manager responsible for all city services and facilities for the Red Hills Horse Trials.
- Developed first greenspace acquisition program for the city of Tallahassee
- Developed the canopy road management plan
- Created and implemented a canopy road evaluation methodology
- Developed the two stage environmental analysis concept for permitting applications
- Developed the native forest concept for environmental permitting
- Contributed planting and tree protection provisions for the tree and landscape sections of the city environmental management ordinance
- Authored grants to purchase and develop several city parks including E.K Phipps and Lafayette Heritage Trail.
- Worked with Florida Fish and Wildlife Conservation Commission to create the Piney Z lake urban fishery.
- Developed funding and implemented constructing all mountain bike, hiking and multi-use trails in the city parks system
- Supervised arbor day programs and planting projects for Tallahassee and Leon County
- Project manager for creating 3 single track bike trails and two marked multi-use trails at the J.R. Alford Greenway, including an archaeological survey prior to commencing work.
- Conducted gopher tortoise relocations for the city of Tallahassee parks and developed a relocation area at E.K. Phipps Park.

- Conducted gopher tortoise surveys at E.K.Phipps park to evaluate population characteristics.
- Conducted a comprehensive environmental analysis of the City of Tallahassee airport property.
- Attained funding for and implemented annual invasive species treatments in city of Tallahassee parks and on public lands
- Managed E.K.Phipps park and became Park Management Specialist responsible for all regional parks and trails.
- Private business owner Johnnies Ice Cream and Tea Shoppe mobile vending.

• FLORIDA CERTIFIED BURNER, PRESCRIBED FIRE

Please return via email to:  
michael.alfano@blueprintia.org

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

Via fax: (850) 219-1098

Questions? Please call: 219-  
1060

# BLUEPRINT

**INTERGOVERNMENTAL AGENCY**  
**CITIZEN ADVISORY COMMITTEE APPLICATION**

**Nominating Organization (if applicable):** \_\_\_\_\_

**Name:** Christina Omran, PWS, FCCM, CEPIT

**Business or Home Address:**  
\_\_\_\_\_

**Email:** christina.omran@gmail.com

\*\*\*\*\*

**\* Work or Cell Phone:** \_\_\_\_\_

**Occupation:** Executive Director

**Employer:** State

**Address:** \_\_\_\_\_

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

**Sex:**         Male                       Female

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

\_\_\_\_\_  
\_\_\_\_\_

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

Conflicts: \_\_\_\_\_

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

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Boards/committees served: Society of Wetland Scientists, Florida Communities Trust, Florida Commission on the Status of Women, Florida Association of Environmental Professionals

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Draft resume attached with application.

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**Education:**

Florida State University

(College/University attended)

Urban Planning, Environmental Studies

(Degrees received, if applicable)

Florida State University

(Graduate School Attended)

Aquatic Environmental Science, Oceanography

(Degree received, if applicable)

References (at least one):

Elva Peppers (850) 566-6213

(Name/Business Address) (Phone)

Blake Miller, PMP (850) 591-5397

(Name/Business Address) (Phone)

Danielle Irwin (904) 537-5013

(Name/Business Address) (Phone)

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

Signature: Christina Omran

Date: 9/8/23



---

**Contact Information:**

✉ Christina.Omran@Gmail.com

**Skills & Abilities:**

- Motivate a team.
- Initiate and write polices.
- Recruit and hire talent.
- Manage program budgets.
- Provide training for compliance and teambuilding.
- Improve data and file systems.
- Coordinate public outreach.

**Certifications:**

- Florida Certified Contract Manager – October 2021
- Professional Wetland Scientists #3415 – September 2021
- Certified Environmental Professional IT No. 37274345 – May 2022
- 40 CFR 262.34 RCRA Hazardous Waste Generator #1391
- Environmental Systems Research Institute Spatial Analysis – April 2018
- Federal Emergency Management Agency IS-240.b., IS-241.b., IS-242.b. – June 2018
- Occupational Safety and Health Administration Hazardous Waste Operations and Emergency Response – April 2017
- Florida Stormwater, Erosion, and Sediment Control Inspector – March 2015
- Urban and Regional Planning Certification – December 2013

**Computer Proficiency:**

- Bentley Microstation FDOT Geopak Suite
  - Microsoft Office: Word, Excel, PowerPoint, Project, Access, Teams, SharePoint
  - GIS Software: ArcMap, ArcCatalog, Story Map
  - EPA ECHO Database
- 

***Christina Omran, PWS, FCCM, CEPIT***  
**Education:**

*Florida State University*

- Professional M.S., Aquatic Environmental Science
- B.S., Environmental Studies
- Professional Certificate: Urban and Regional Planning



**Professional Experience:**

- State of Florida 02/2020 – Present

**Position & Role: Executive Director**

Study and make mission-oriented recommendations to the Governor, Cabinet, and Legislature on issues affecting women including updating the strategic plan. Manage social media platforms, content, and campaigns. Administer the annual Florida Women’s Hall of Fame program and nomination cycle. Manage the budget resulting in cost-savings for the agency. Coordinate and plan statewide events.

**Position & Role: Operations Manager, Deputy Section Director**

Lead section-wide, strategic data modernization project utilizing the Analyze, Design, Develop, Implement, and Evaluate (ADDIE) process. Serve as Florida Community Trust director and agency spokesperson. Coordinate meeting materials, agendas, online content updates, leadership reports, and legal review. Notice public meetings. Oversee the Standard Operating Procedures manual.

**Position & Role: Senior Management Analyst Supervisor**

Lead two federal grant programs. Motivate nine direct reports and twenty-four indirect reports. Assist with emergency management practices. Represent the department at conferences and other professional events. Create online and social media content. Collaborate with Florida’s Local Workforce Development Boards, CareerSource Florida, and the Executive Office of Governor. Advise management regarding training strategies, data quality issues, financial reconciliation issues, and legislative bill recommendations.

**Position & Role: Program Lead, Teambuilder**

Provide technical and results-driven recommendations on Section 401 and Section 404 (Clean Water Act) requirements, including Chapter 62-302, F.A.C. Surface Water Criteria. Facilitate rulemaking meeting for public stakeholders and committee members. Review draft permits, proposed constructed wetlands, consent orders, enforcement orders, etc. for all Chapter 62-611, F.A.C. wetlands. Motivate staff and organize team-building events. Respond to public requests for information. Serve as an Onsite Sewage Treatment and Disposal Systems Variance Board Representative.

**Contact Information:**

✉ Christina.Omran@Gmail.com

**Skills & Abilities:**

- Motivate a team.
- Initiate and write polices.
- Recruit and hire talent.
- Manage program budgets.
- Provide training for compliance and teambuilding.
- Improve data and file systems.
- Coordinate public outreach.

**Certifications:**

- Florida Certified Contract Manager – October 2021
- Professional Wetland Scientists #3415 – September 2021
- Certified Environmental Professional IT No. 37274345 – May 2022
- 40 CFR 262.34 RCRA Hazardous Waste Generator #1391
- Environmental Systems Research Institute Spatial Analysis – April 2018
- Federal Emergency Management Agency IS-240.b., IS-241.b., IS-242.b. – June 2018
- Occupational Safety and Health Administration Hazardous Waste Operations and Emergency Response – April 2017
- Florida Stormwater, Erosion, and Sediment Control Inspector – March 2015
- Urban and Regional Planning Certification – December 2013

**Computer Proficiency:**

- Bentley Microstation FDOT Geopak Suite
- Microsoft Office: Word, Excel, PowerPoint, Project, Access, Teams, SharePoint
- GIS Software: ArcMap, ArcCatalog, Story Map
- EPA ECHO Database

- *Ecology and Environment, Inc. on the behalf of the State of Florida*  
01/2016 – 02/2020

**Position & Role: Scientist, Associate Project Manager, Trainer**

Serve as a liaison between agencies to cultivate a positive working relationship and serve the state and agency during declared states of emergency. Train and retain new employees during six-month mentorships. Coordinate groundwater assessment and remediation projects supporting safer and stronger water resources for future generations. Lead technical advisory committees with data-driven and mission-oriented guidance. Write manuals and standard operating procedures. Generate budget requisition packages, purchase orders, scopes of work, and other solicitation documents.

- *Environmental and Geotechnical Specialists, Inc.*  
08/2014 – 12/2015

**Position & Role: Scientist, Project Manager, Client Relations Specialist**

Plan conferences and other professional events. Supervise drilling and other field operations. Delineate wetlands. Collect and analyze data. Execute wetland field review with the local water management district(s). Prepare reports, graphics, data packages, and permit application packages.

- *Deep Sea to Coast Connectivity, Eastern Gulf of Mexico*  
01/2013 – 12/2013

**Position & Role: Outreach/Engagement Coordinator, Research Associate**

Coordinate with other universities and research institutions regarding educational events, research, and public meetings. Lead three undergraduate students. Present an interactive outreach series focused on the physical and biological scientific research conducted in the Gulf of Mexico after the 2010 BP P.L.C. rig failure. Write grant applications, status reports, and public presentations.

- *Florida Fish and Wildlife Conservation Commission*  
08/2012 – 05/2013

**Position & Role: GIS Technician, Outreach/Engagement Coordinator**

Research listed species in Florida. Educate the public on human–bear interactions. Use Geographic Information Systems to organize data and represent areas of high human-bear interaction on regional and statewide figures. Travel to conduct public outreach.



***Society of Wetland Scientists  
Professional Certification Program, Inc***

grants the designation

# **Professional Wetland Scientist**

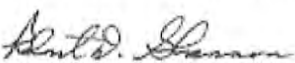
For

**Christina Omran**

In recognition of all the professional requirements approved by the Society of Wetland Scientists Certification Program, Inc. and verified by the Society's Certification Review Panel on 9/10/2021.  
Professional Wetland Scientist number 3415. Due to recertify by 9/10/2026.



  
Gillian Davies, PWS  
President

  
Robert D. Shannon, Ph.D., PWS  
Review Panel Chair

THE ACADEMY OF BOARD  
CERTIFIED ENVIRONMENTAL PROFESSIONALS

ATTESTS THAT

**Christina Omran**

IS HEREBY DECLARED TO BE A

CERTIFIED ENVIRONMENTAL PROFESSIONAL IN TRAINING

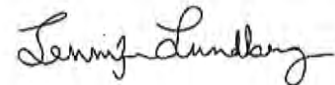
BY THE CERTIFICATION REVIEW BOARD

ACTING UNDER THE AUTHORITY OF THE BOARD OF TRUSTEES

EXPIRATION DATE: 12/31/2023



PRESIDENT, ABCEP



CHAIRPERSON, CERTIFICATION REVIEW BOARD

CERTIFICATION NUMBER: 37274345

CERTIFIED SINCE: 05/24/2022

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #4  
November 7, 2023**

**Title:** Consideration of the Use of Local Sales Surtax Revenues for Affordable Housing

**Category:** General Business

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

**Lead Staff / Project Team:** Artie White, Director, PLACE  
Keith Bowers, Director, Office of Economic Vitality  
Autumn Calder, Director, Blueprint Infrastructure  
Susan Dawson, Blueprint Attorney

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**STATEMENT OF ISSUE:**

At the August 24, 2023, Blueprint Intergovernmental Agency Board of Directors (IA Board) Budget Workshop, the IA Board directed staff to bring back an item that reviews the permissible use of sales tax dollars for affordable housing within the Blueprint Intergovernmental Agency. This item provides background information on City of Tallahassee and Leon County affordable housing programs and initiatives; programs by other Florida counties which use local sales surtax funds to support affordable housing; and the permissible uses of the infrastructure and economic development surtax funds for affordable housing.

**FISCAL IMPACT:**

This agenda item does not have a fiscal impact.

**RECOMMENDED ACTIONS:**

Option 1: Accept the report on the use of Local Sales Surtax Revenues for Affordable Housing.

## EXECUTIVE SUMMARY

At the August 24, 2023 Blueprint Intergovernmental Agency Board of Directors (IA Board) Budget Workshop, the IA Board directed staff to bring back an item providing a review of the permissible use of sales tax dollars for affordable housing within the Blueprint Intergovernmental Agency. This item presents a thorough review of the permissible use of sales tax funds for affordable housing from both infrastructure funds and economic development funds and a review of the three Florida local governments that use their sales surtax funds to support affordable housing.

The IA Board has previously taken action to address affordable housing through the Blueprint Intergovernmental Agency. On December 12, 2019, the IA Board approved a revision to the Blueprint Real Estate Policy that requires Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared as surplus. In addition, the Leon County Board of County Commissioners and the Tallahassee City Commission have a long history of programs, policies, and incentives as well as substantial collaboration, to address the shortage in affordable housing with recent efforts including holding the Joint Workshops on Affordable Housing, as discussed in this item. The City and County have made affordable housing a very high priority and have dedicated millions of dollars to support programs, policies, and efforts to increase the supply of affordable housing in the community.

Based on the analysis included herein, the recommended action is to accept the report on the use of local sales surtax revenues for affordable housing (Option #1) and to not initiate the substantial amendment process to create an affordable housing land acquisition project using infrastructure funds and not allocate economic development funds for affordable housing at this time. Using sales surtax funds for affordable housing would result in insufficient funds to complete infrastructure projects approved and in various phases of planning and construction, and result in reduced funds intended to expand and diversify the local economy and attract, expand, retain, and create jobs.

### *Overview of Possible Blueprint Infrastructure Funding for Affordable Housing*

Blueprint Infrastructure may expend local sales surtax dollars on acquisition of land for affordable housing subject to the constraints of Florida law. However, land acquisition for affordable housing is not a project specified in the Second Amended and Restated Interlocal Agreement governing the Intergovernmental Agency for the infrastructure program of work. The IA Board may support affordable housing through land acquisition by adding an affordable housing land acquisition project to the Interlocal Agreement following two public hearings, input of the CAC, TCC, and IMC, and a supermajority vote of the IA Board. Staff does not recommend initiating a substantial amendment to create a new affordable housing land acquisition project as a Blueprint Infrastructure Project at this time due to the need to fully fund the current Blueprint infrastructure projects consistent with IA Board approved project scopes and schedules.

*Overview of Possible Economic Development (12%) Funding for Affordable Housing*

Pursuant to section 212.055, Florida Statutes, the IA Board may use economic development funds for economic development projects having a general public purpose of improving the local economy, including the funding of operational costs and incentives related to economic development.

However, affordable housing is not identified as an objective in the OEV Economic Strategic Plan or the OEV Targeted Industry Study. Should the IA Board wish to use limited economic development funds for affordable housing, OEV policies can be updated by action of the IA Board to identify affordable housing as eligible projects. Using economic development funds for affordable housing is not recommended because it would reduce the amount of funding intended for the attraction, retention, and expansion of high-wage jobs for those initiatives identified in the Strategic Plan and Targeted Industry Study.

*Overview of Florida Counties Using Local Government Surtax Dollars to Support Affordable Housing*

This analysis includes an examination of the few Florida counties, Pinellas, Collier, and Alachua Counties that use their local government sales surtax funds to support affordable housing. All three counties have designated a portion of the infrastructure sales surtax funds to land acquisition as allowed by statute. All three counties presented ballot language to their voters that specifically identified that the surtax funds would be used to support land acquisition for affordable housing. Only one of the three counties, Pinellas County, has adopted by ballot that a portion of its sales surtax would be used for economic development programs. Pinellas County is not using its economic development sales surtax funds to support affordable housing. Notably, although not legally precluded, no Florida county uses economic development funds for affordable housing.

## **SUPPLEMENTAL INFORMATION:**

At the August 24, 2023 Blueprint Intergovernmental Agency Board of Directors (IA Board) Budget Workshop, the IA Board directed staff to bring back an item providing a review of the permissible use of sales tax dollars for affordable housing within the Blueprint Intergovernmental Agency.

The Leon County Board of County Commissioners and the Tallahassee City Commission have a long history of programs, policies, and incentives as well as substantial collaboration, to address the shortage in affordable housing with recent efforts including holding the Joint Workshops on Affordable Housing. The City and County have made affordable housing a very high priority and have dedicated millions of dollars to support programs, policies, and efforts to increase the supply of affordable housing in the community. Additionally, the IA Board has previously taken action to address affordable housing through the Blueprint Intergovernmental Agency. On December 12, 2019, the IA Board approved a revision to the Blueprint Real Estate Policy that requires Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared

as surplus. An overview of the current efforts of the City of Tallahassee, Leon County, and Blueprint IA are included in Attachment #1.

### **STATUTORILY ALLOWABLE USE OF LOCAL GOVERNMENT SALES SURTAX DOLLARS FOR AFFORDABLE HOUSING**

In 2014, voters approved the extension of the Leon County Penny Sales Tax to fund “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...” The Interlocal Agreement provides for the use of Leon County local government sales surtax proceeds for “[o]ther permissible uses set forth in section 212.055(2), Florida Statutes, as amended.”

#### *Overview of Permissible Blueprint Infrastructure Funding for Affordable Housing*

Section 212.055(2)(d)(1)e, Florida Statutes, includes a limited use of sales tax proceeds for affordable housing:

Any **land acquisition expenditure** for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, **if the land is owned by a local government** or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a **ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing project** on land acquired pursuant to this sub-subparagraph. [Emphasis added.]

Therefore, Blueprint may expend local government infrastructure sales surtax dollars on acquisition of land for affordable housing subject to the constraints of Florida law.

Although the Interlocal Agreement Section 8(b) – “Permissible Uses of Dedicated 2020 Surtax Proceeds” - allows for other permissible uses—such as land acquisition expenditures for affordable housing—as listed in 212.055, Florida Statutes, such use is not specifically listed in Exhibit II of the Interlocal Agreement. Exhibit II of the Interlocal Agreement details the Blueprint 2020 Infrastructure Projects. Accordingly, Exhibit II of the Interlocal Agreement must be amended to expressly provide for acquisition of land for affordable housing before local government sales surtax dollars are used for such purposes.

Based on the statutory limitations, infrastructure funds can be used for the acquisition of land, but the land must remain under local government ownership. The acquired land can be leased to another public entity or a private entity for the construction of affordable housing.



*Amending The Interlocal Agreement to Support Affordable Housing*

While amendments to other sections of the Interlocal Agreement require independent action of the Board of County Commissioners and the City Commission, the IA Board can amend the list of projects and programs in Exhibits I and II of the Interlocal Agreement through the substantial amendment process. The substantial amendment process, which is laid out in Interlocal Agreement's Section 10, Amendment or Deletion to Projects and Programs, provides the following:

The listed projects and programs set forth in Exhibit I, Exhibit II, Sections a, b. 1, b.2, and b.3, may only be deleted or amended to a substantial degree, if circumstances call for a substantial change and if the Board approves the change by a supermajority vote of both the members who are County Commissioners and the members who are City Commissioners, after taking into consideration the recommendations of the Citizen Advisory Committee, the Technical Coordinating Committee, and the Intergovernmental Management Committee. Such a vote will not be taken until Blueprint first holds at least two (2) noticed public hearings with respect to such proposed change.

Therefore, the IA Board may approve the use of penny sales tax dollars for affordable housing land acquisition by adding affordable housing to the Interlocal Agreement following two public hearings, input of the CAC, TCC, and IMC, and a supermajority vote. The first step in this process is for staff to prepare an agenda item for the IA Board to initiate the substantial amendment to the Interlocal Agreement creating a project for affordable housing. The agenda item would include draft language for the project description and a budget analysis.

Staff does not recommend initiating a substantial amendment to create a new affordable housing land acquisition project as a Blueprint Infrastructure Project at this time due to the need to fully fund the current Blueprint infrastructure projects consistent with IA Board approved project scopes and schedules.

*Overview of Permissible Economic Development (12%) Funding for Affordable Housing*

The Office of Economic Vitality receives 12% of the local government infrastructure surtax to implement economic development projects, programs, and incentives pursuant to Section 212.055, Florida Statutes. Pursuant to section 212.055, Florida Statutes, the IA Board may use economic development funds for economic development projects, including affordable housing, having a general public purpose of improving the local economy. While the other economic development annual allocations, capital projects, and economic vitality programs are designated for specific purposes, funding for affordable housing could be made available from the Future Opportunity Leveraging Fund. However, the objective of this fund is to "support projects that significantly advance the ability of Tallahassee-Leon County to incubate, accelerate, and commercialize entrepreneurial ventures, attract, retain, and train the workforce, and develop and

activate sites such that a demonstrable gain in employment, capital expenditure, or amenity occurs.”

*Considerations for Using Economic Development Funds for Affordable Housing*

While economic development funds could be used for affordable housing, there are several considerations for the use of these funds:

**Balancing Priorities:** While affordable housing is a top priority for both the Board of County Commissioners and the City Commission, both Commissions have also indicated that economic development is a key priority and reflected this in their respective Strategic Plans. Using limited economic development funds for affordable housing will decrease the funds available for economic development and the attraction, retention, and expansion of high-wage jobs for those initiatives identified in the Strategic Plan and Targeted Industry Study.

**Return on Investment:** OEV currently has an overall Return on Investment (ROI) of \$6.30 for every dollar invested in the community. According to local information, the development of affordable housing generally results in lower sustainable economic impacts after construction. The jobs associated with the construction phase are temporary and impacts generally end once construction is completed. Using economic development funds for affordable housing may have an impact on the overall ROI for economic development investments.

In 2021, the economic impact analysis for the Tallahassee Housing Authority’s 290-unit, \$57 million Orange Avenue redevelopment generated construction-only impacts of \$97.7 million and 1,073 temporary construction jobs. In 2018, an economic impact analysis for a proposed 110-unit affordable housing development in South City produced construction impacts only (\$29.7 million in economic output, 203 jobs). Frenchtown Redevelopment Partners Development was a project proposed in 2018 and 2020. Although presented as a mixed-use project, for the residential component, the Center for Economic Forecasting & Analysis (CEFA) at Florida State University impact analysis assumed one permanent job per 20 residential units constructed.

**Opportunity Costs:** The objective of the Future Opportunity Leveraging Fund is to support projects that significantly advance the ability of Tallahassee-Leon County to incubate, accelerate, and commercialize entrepreneurial ventures, attract, retain, and train the workforce, and develop and activate sites such that a demonstrable gain in employment, capital expenditure, or amenity occurs.

One example of how the Future Opportunity Leveraging Fund has previously been used to achieve the objective of the fund is support to DOMI Station. Domi is a non-profit business incubator and co-working space that offers programs, resources, and events that help entrepreneurs start and scale sustainable companies and was awarded \$100,000 in Future Opportunity Leveraging Fund money in 2022 through the Non-Competitive Project Program for renovations to increase the ability to provide resources for their members. Their regional network enables them to match members to seasoned mentors, investors, and industry advisors. Since its inception in 2014, Domi has generated an

economic impact of \$282 million dollars by serving over 300 startups and 375 entrepreneurs, with almost \$27.5 million in investments. In 2022 alone, Domi business member participant's overall economic impact amounted to \$99 million, and they contributed over \$1.7 million to state and local taxes.

**OEV Strategic Plan:** The OEV Strategic Plan includes a tactic to "Ensure OEV's activities are singularly aligned with the core mission and strategic plan." This tactic specifically states:

*If the action does not lead to a job creation opportunity, then it needs to be considered as a low priority on the activity list. A low priority item means the item is not OEV's core function, and effort should only be expended on it to redirect it to a more appropriate organization or entity for execution.*

*While the creation of jobs is the overarching focus, multiple facets of the jobs category must be considered. In developing the internal decision matrix around these facets, several questions should be considered, such as:*

- *Does the time devoted to the activity have a chance of leading to the creation of new full-time, private sector jobs?*
- *Does the time devoted to the activity have a chance of leading to the retention and sustainability of full-time, private sector jobs?*
- *Does the time devoted to the activity coincide with a wage that offers opportunity to residents at a variety of levels?*
- *Does the time devoted to the activity coincide with the creation of new jobs in a targeted (non-market-driven) industry?*
- *Does the time devoted to the activity coincide with the ability to provide residents with increased training and/or education?*

*While every answer to each of these questions will not be absolute, this process will help in beginning to identify whether the activity leads to the execution of the core mission of the organization: creating jobs.*

As noted above, affordable housing creates temporary jobs and do not generally create full-time jobs in one of the targeted industries. However, housing is a critical component to supply the workforce for the Targeted Industries.

**Non-Competitive Economic Development Project Proposals:** Under the current OEV Policy 114, affordable housing proposals evaluated through the Non-Competitive Project evaluation process are not eligible because affordable housing is not one of the Targeted Industries and does not meet the goals of the OEV strategic plan. Non-competitive applications must show the creation or retention of jobs that pay a livable wage in the following industries:

- Applied Sciences & Innovation
- Manufacturing & Transportation/Logistics
- Health Care
- Professional Services & Information Technology

The eligibility criteria for affordable housing proposals within the purview of the Office of Economic Vitality (OEV) are limited, primarily constrained to the utilization of the Non-Competitive Economic Development Project Proposal application. This select avenue represents a specialized mechanism, designed to cater to economic development projects, with an emphasis on fostering the creation of permanent jobs and enduring economic sustainability. The constraint is representative of the OEV's strategic vision, as outlined in Policy 114, which mandates proposals to align closely with the OEV's Strategic Plan and adhere to predefined target industries (listed above). This presents challenges associated with pursuing affordable housing within the framework of OEV's current policies.

### **FLORIDA COUNTIES USING LOCAL GOVERNMENT SURTAX DOLLARS TO SUPPORT AFFORDABLE HOUSING**

Twenty-seven Florida counties currently collect a local government infrastructure surtax under section 212.055(2), Florida Statutes. Only three (3) counties – Pinellas, Alachua, and Collier Counties are currently expending their local government infrastructure surtax on land acquisition for affordable housing use. The use of limited economic development funds for affordable housing is not legally precluded, however, no Florida county uses economic development funds for affordable housing.

#### *Pinellas County's Penny IV Affordable Housing Program*

Pinellas County's "Penny IV Funds" come from an extension of its Infrastructure Sales Surtax, a voter-approved 1.0% sales surtax for infrastructure improvement projects and economic development. Penny IV was approved in 2017 and is a 10-year surtax (January 1, 2020 – December 31, 2029) with a dedication of 4.15% for "land acquisition for affordable housing", and 4.15% for economic development consistent with §212.055(2)(d)3, F.S. Pinellas County included economic development in its voter approved referendum.

The Pinellas County Board of County Commission established a joint review committee to develop guidelines for the use of the Penny IV Funds for affordable housing and economic development capital projects and the funds are allocated on an annual basis to fund the Penny IV Affordable Housing Program and the Penny IV Economic Development Program. The functions of these two programs are separate and Pinellas County does not use its economic development funds to fund affordable housing.

Recently, the first Penny for Pinellas Affordable Housing Program recipient, Bear Creek Commons, began construction on a planned senior living complex in St. Petersburg. Bear Creek Commons is for people aged 55 and over and will feature 85 one- and two-bedroom units for households earning less than 80% of the area median income. Of those units, 18 are for seniors making 30% or less of the AMI, with 48 units capped at 60% or below. The City of St. Petersburg contributed \$4.6 million in funding and utilized \$2 million of its Penny IV funds to purchase the land.

### *Collier County's Use of Surtax Dollars to Support Affordable Housing*

In 2018, Collier County voters approved a 1% local government infrastructure surtax upon all taxable transactions occurring within the County, with \$20 million of this surtax earmarked to be used for land acquisition, consistent with §212.055(2)(d)(1)(e), F.S.

Collier County's local government infrastructure surtax was authorized by referendum election on November 6, 2018, with collections of the surtax beginning on January 1, 2019. The ballot summary listed the planned use of the surtax funds and included "acquire land and support construction for workforce housing". The surtax is divided among Collier County and its three municipalities by the Florida Department of Revenue using a formula. The distribution percentage is recalculated each year to reflect changes in population. Currently, Collier County's share of the surtax is 91.2% with the remaining 8.8% shared among the City of Naples, Marco Island, and Everglades City. Collier County did not include economic development in its referendum.

The surtax was for a period of "up to seven years or until the aggregate funds of \$490 million are collected, whichever is sooner". The surtax collections reached \$490 million this year and is set to expire two years earlier than expected, which would require the County's Ordinance authorizing the surtax to sunset on December 31, 2023. Approximately \$20 million of the surtax funds are held by the County's housing trust fund to support workforce housing projects pending options for use of the funds. To date, no funds have been spent on affordable housing projects.

### *Alachua County's Use of Surtax Dollars to Support Affordable Housing*

In 2022 Alachua County voters passed a 1% local government infrastructure surtax, to begin on January 1, 2023, through December 31, 2032, a period of 10 years. A half-cent is dedicated to acquiring and improving conservation lands, maintaining parks and recreational facilities within Alachua County. The second half-cent is dedicated for public infrastructure including road repairs, public facilities construction/renovation, and affordable housing. Alachua County did not include economic development in its referendum. Data are not currently available on affordable housing projects supported by the surtax in Alachua County as the collection just started in January of this year.

### *Synopsis*

Of the twenty-seven Florida counties currently collecting a local government infrastructure surtax under section 212.055(2), Florida Statutes, only three (3) counties approved expending their local government infrastructure surtax on land acquisition for affordable housing use. Of those 3 Counties, Pinellas County has supported one project, Collier County has not implemented any affordable housing projects, and Alachua County just began collecting funds this year. No Florida county that has passed a referendum to use its local government surtax funds for economic development is using its economic development funds for affordable housing.

## **CONCLUSION:**

At the August 24, 2023, IA Board Budget Workshop, the IA Board directed staff to bring back an agenda item that reviews the permissible use of sales tax dollars for affordable housing within the Blueprint Intergovernmental Agency. This item presents a thorough review of the permissible use of sales tax funds for affordable housing from both infrastructure funds and economic development funds. Blueprint Infrastructure may expend penny sales tax dollars on acquisition of land for affordable housing subject to substantial amendment to the Interlocal Agreement and OEV may use economic development funds for affordable housing subject to the constraints in Florida Statutes.

Furthermore, this analysis includes an examination of the few local governments, Pinellas, Collier, and Alachua Counties, that use their local government sales surtax funds to support affordable housing. All three counties have designated a portion of the infrastructure sales surtax funds to land acquisition as allowed by statute. All three counties presented ballot language to their voters that specifically identified that the surtax funds would be used to support land acquisition for affordable housing. Only one of the three counties, Pinellas County, has adopted by ballot that a portion of its sales surtax would be used for economic development programs. Pinellas County is not using its economic development sales surtax funds to support affordable housing.

The Leon County Board of County Commissioners and the Tallahassee City Commission have a long history of programs, policies, and incentives as well as substantial collaboration to address the shortage in affordable housing as described in Attachment #1. The IA Board has previously taken action to address affordable housing through a revision to the Blueprint Real Estate Policy that requires Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared as surplus.

Based on the analysis in this item, the recommended action is to accept the report on the use of local sales surtax revenues for affordable housing (Option #1) and to not initiate the substantial amendment process to create an affordable housing land acquisition project using infrastructure funds and not allocate economic development funds for affordable housing at this time. Using sales surtax funds for affordable housing would result in insufficient funds to complete infrastructure projects approved and in various phases of planning and construction, and result in reduced funds intended to expand and diversify the local economy and attract, expand, retain, and create jobs.

The IA Board may approve the use of penny sales tax dollars for affordable housing land acquisition by adding affordable housing to the Interlocal Agreement following two public hearings, input of the CAC, TCC, and IMC, and a supermajority vote. The first step in this process is for staff to prepare an agenda item for the IA Board to initiate the substantial amendment to the Interlocal Agreement creating a project for affordable housing. The agenda item would include draft language for the project description and a budget analysis.

Affordable housing is not identified as an objective in the OEV Economic Strategic Plan or the OEV Targeted Industry Study. Should the IA Board wish to use limited economic development funds for affordable housing, OEV policies can be updated by action of the IA Board to identify affordable housing as eligible projects, affordable housing projects currently ineligible for OEV programs could be evaluated against the updated policies, and the IA Board can consider the allocation of economic development funds for affordable housing.

## **OPTIONS:**

Option 1: Accept the report on the use of Local Sales Surtax Revenues for Affordable Housing.

Option 2: IA Board Direction.

## **RECOMMENDED ACTION:**

Option 1: Accept the report on the use of Local Sales Tax Revenues for Affordable Housing.

### *Attachment:*

1. Current City of Tallahassee, Leon County Government, And Blueprint Efforts

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## **Overview of Current City of Tallahassee, Leon County Government, and Blueprint Efforts**

Together, the City of Tallahassee and Leon County have numerous programs and policies that support the provision of affordable housing within the community.

### ***City of Tallahassee***

The City of Tallahassee supports the development of new affordable housing units for low and moderate-income households, the preservation of neighborhoods through the rehabilitation of current housing stock, and rapid rehousing assistance for extremely low-income households exiting homelessness into housing stability. The City addresses this range of housing through various programs, including the inclusionary housing ordinance, the new home infill program, community land trusts, down payment assistance, construction loan program, partnerships with Habitat for Humanity, etc.

With affordable housing prioritized in its five-year Strategic Plan, the City provides various programs to rehabilitate and enhance existing housing inventory and facilitate and encourage the construction of new affordable housing units. As part of the **City's** efforts to support a strong community with vibrant neighborhoods, these programs help keep low-income homeowners in safe, healthy homes and aid others on the path to homeownership. The **City's** programs and partnership opportunities also incentivize developers to bring housing projects across the affordability spectrum to Tallahassee and help stretch public dollars, creating a more sustainable, long-term affordable housing environment.

In addition to the community members supported, the effect of City programs can be measured through the dollar amount of affordable units preserved through repair, rehabilitation, or reconstruction. In Fiscal Year 2022, the **City's** SHIP investment of more than \$500,000 leveraged with Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding preserved more than \$5.2 million in housing stock for low-income homeowners. In the same program year, \$750,000 in loans supported 34 new homebuyers for \$6.35 million in real estate sales.

The City pairs these programs with new construction, including short-term construction loans for small developers, infill construction on City-owned parcels, and new construction through the Community Land Trust and Community Housing Development organizations. The new homes built with support from these programs are affordable for those earning 80 percent or less in Area Median Income.

The City has nearly 3,000 affordable housing units that have been recently completed or in the development pipeline. This represents more affordable housing development activity in the past 3 years than our community has seen in the past 25 years, combined. This has been the result of strategic policy actions and innovative incentives to spur private development.

### ***Leon County***

Leon County is committed to increasing the stock of affordable housing for low-income households. Over the past two years, the County has provided \$5.765 million in direct funding to increase the number of affordable housing rental units and authorized

approximately \$148 million in bond financing for the development and redevelopment of affordable multifamily housing projects. Since 2020, the County has provided funding and bond financing authorization to four (4) affordable housing rental projects that will or have redeveloped and constructed more than 1,200 units. Approximately 226 of these units are set aside for extremely low and very low-income households, which earn 30% or below the area median income and 50% or below the area median income. This includes 105 extremely low and very low units that have been set aside for the Orange Avenue Apartment redevelopment project which the County has provided \$5.7 million in direct funding.

Additionally, to construct more affordable rental units for extremely low-income households, the Board amended the County's State Housing Initiatives Partnership Program-Local Housing Assistance Plan (SHIP-LHAP) in July to require proposed affordable rental development seeking SHIP funding to set aside a portion of their units for individuals and families exiting homelessness. SHIP is the primary funding source for the County's affordable housing program, and the LHAP, as adopted by the Board, governs the funded programs.

On May 23, 2023, the Board held a workshop addressing homelessness and directed staff to take specific action related to both homelessness and housing. The actions were ratified at the **Board's** meeting on June 13, 2023. In addition to actions related to addressing homelessness, actions directly related to affordable housing included:

- Continue funding Permanent Supportive Housing to place homeless individuals and families in housing,
- Direct staff to develop a draft policy to require affordable rental developments seeking County funding or bond authorization to set aside a portion of the units for individuals or families exiting homelessness,
- Direct staff to bring back an agenda item evaluating suitable and available Leon County-owned facilities that could be converted for permanent supportive housing, and also analyze the following:
  - Pursue federal and other sources of funding to convert vacant buildings (e.g., hotels, retail spaces, etc.) into permanent supportive housing.
  - Work with the City of Tallahassee to identify properties within the Urban Service Area that can be rezoned for increased density for affordable housing.

During its October 10, 2023, meeting, the Board approved an additional \$35 million in bond financing for the Lake Bradford Affordable Housing Project. The project creates an additional 156 affordable rental units. Furthermore, utilizing State Housing Initiative Partnership (SHIP) funding allocated annually to the County by the State of Florida, the **County's** Housing Program administers programs that enhance access to affordable housing and preserve affordable housing, including Down Payment Assistance, Rental Development, Emergency Home Repair, Home Rehabilitation, Home Replacement, and Homeownership Development.

### *Joint City/County Efforts*

Both the City and the County have provided on-going technical, in-kind, and financial support to the Tallahassee Housing Authority (THA) Orange Avenue Redevelopment project. The redevelopment consists of three phases that will produce a 390-unit mix of voucher-based public housing, low-income rentals, and market-rate rental units. The project is a major component of the Purpose-Built Communities (PBC) revitalization model which is being implemented in the South City community with support from the City, County, and the South City Foundation.

### *Recent Joint Workshops on Affordable Housing*

The Leon County Board of County Commissioners and the Tallahassee City Commission have a long history of collaboration on affordable housing. On October 27, 2016, the Board and City Commission held a joint workshop on the affordable housing efforts in the community which included an overview of the **City's** and **County's** respective housing programs. At that time, the Board of County Commissioners and City Commissions reaffirmed their commitment to promoting, preserving, and expanding homeownership by maintaining the existing City and County housing programs. In addition, the two Commissions established the Tallahassee-Leon County Affordable Housing Workgroup (Workgroup) to be staffed jointly by the County and City staff. On January 24, 2017, the County and City entered into a joint agreement to retain the services of the Florida Housing Coalition to provide research, analysis, and technical support to County and City staff. The Coalition provided the Workgroup expertise and guidance on funding strategies and options to support an organizational structure that could sustain the collaborative effort of the Workgroup. This Workgroup continues to meet to consider topics and issues relevant to local affordable housing efforts. In July 2021, the City and County Commissions met again at a joint workshop to discuss affordable housing and homelessness.

The City and County Commissions held a joint workshop to discuss affordable housing on February 22, 2022. The Director of City Housing & Community Resilience and the Director of the County Office of Human Services & Community Partnerships, each made presentations on their **municipality's** respective programs and projects, and jointly provided recommendations that are currently in development and planned to be provided to their respective Commissions in 2024.

### *Blueprint Intergovernmental Agency*

The IA Board has previously taken action to address and support affordable housing by voting to amend the Blueprint Real Estate Policy ("**Policy**") at its December 12, 2019, meeting. At that meeting, the IA Board approved an amendment to the Policy that requires Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared as surplus. Section 107.12 (E), of the Policy states as follows:

**Blueprint will consult the Director of the City of Tallahassee Division of Community Housing and Human Services and the Director of the Leon County Office of Human Services and Community Partnerships to determine whether potential surplus property eligible for disposition and**

**not otherwise committed to the City, County, or other entity for ongoing maintenance is suitable for donation to the City or County for use as Affordable Housing.**

This revision was accomplished without a revision to the Second Amended and Restated Interlocal Agreement (Interlocal Agreement) because Blueprint has the authority to acquire property to accomplish the existing Blueprint projects. The Interlocal Agreement also grants Blueprint the power to exercise all of the statutory privileges, benefits, powers and terms of Cities and Counties, which includes authority to convey property to another governmental entity. Accordingly, Blueprint can convey surplus property to the City or County after the property has been used for its intended purpose without amending the Interlocal Agreement.

### ***Live Local Act (SB102)***

The 2023 Live Local Act (SB102) is a comprehensive, statewide workforce housing strategy, designed to increase the availability of affordable housing opportunities for **Florida's** workforce, who desire to live within the communities they serve. The Act proscribes certain development standards for eligible affordable housing developments in any area zoned for commercial, industrial, or mixed use. Eligible projects are entitled to certain use, density, and height standards as well as standards regarding administrative approval. In addition to a multitude of new programs, incentives, and opportunities, this legislation works to refocus **Florida's** housing strategy in ways that make housing more attainable.