

Blueprint Intergovernmental Agency Citizen's Advisory Committee Agenda Modification Summary

Date: September 7, 2017

Requested By: Blueprint Staff

Contact: Benjamin H. Pingree

Type of Item: Modification

ADDITIONS / CHANGES:

Requested By:	Item No.	Subject	Comments
Autumn Calder	13	Adoption of the Proposed Fiscal Year 2018 Operating Budget	MA
Autumn Calder	14	Adoption of the Fiscal year 2018 Net Sales Tax Allocation Plan and Fiscal Year 2018-2020 Capital Improvement Plan	MA

CONSENT ITEM(s) Pulled for Discussion:

Requested By:	Item No.	Subject	Comments
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DELETED ITEMS:

Requested By:	Item No.	Subject	Comments
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ADDITIONAL/SUPPLEMENTAL AGENDA MATERIAL:

Requested By:	Item No.	Subject	Comments
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MA = Material attached

MPP = Material previously provided

MTBP = Material to be provided

RP/RI = Replacement pages/Replacement item

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

TITLE: Adoption of the Proposed Fiscal Year 2018 Blueprint
Intergovernmental Agency Operating Budget

Date: September 19, 2017

Requested By: Blueprint and OEV Staff

Contact: Blueprint and OEV

Type of Item: Public Hearing

STATEMENT OF ISSUE:

This item requests the Blueprint Intergovernmental Agency Board of Directors' (IA Board) approval and adoption of the proposed Fiscal Year (FY) 2018 Operating Budget. The first public hearing was advertised and held at the September 7, 2017 Citizens Advisory Committee (CAC) meeting. The second and final public hearing will be advertised and conducted at the September 19, 2017 IA Board Meeting.

SUPPLEMENTAL INFORMATION:

Budget Process

In accordance with Blueprint's Budget Policy, the Director shall develop a proposed operating budget for the upcoming fiscal year. Once the budget has been developed and approved by the Intergovernmental Management Committee, the Director shall place the proposed budget on the agenda for the next Citizens Advisory Committee Meeting. Concurrently, the Director shall schedule an opportunity for public comment on the proposed budget. This agenda and action supports and fulfills that policy in full.

The first public hearing will be advertised and held during the Blueprint CAC meeting on September 7, 2017. On September 19, 2017, the Board is scheduled to hold a second public hearing on the recommended budget prior to the Board's adoption of the budget and approval of the Budget Resolution, which is included as Attachment #1. The action on September 19, 2017 will formally appropriate the funds for the FY 2018 Operating Budget, which commences October 1, 2017.

The Blueprint Infrastructure Program and the Office of Economic Vitality are within the Blueprint Intergovernmental Agency. This item addresses the FY 2018 Operating Budget for both programs.

Blueprint Infrastructure Program Operating Budget

The proposed FY 2018 Blueprint Infrastructure Program Operating Budget is included as “Exhibit A” to Attachment #1. Attachment #2 is the Budget Narrative, which provides additional information on the budget line items.

A 1.6% (\$50,070) overall increase from the FY 2017 operating budget is proposed for FY 2018. The following sections contain a summary of the main components and the following are the key highlights of the proposed FY 2018 Operating Budget:

- Service enhancements to meet expanding programmatic needs
- Costs reduced or held to less than 1% increase of FY 2017 expenditures in all areas except personnel services
- Increase to personnel services which currently reflect an (up to) 3% merit pay increase for all employees, with the final amount to be determined by the Board of County Commissioners and Tallahassee City Commission for their respective employees, as well as the addition of one (1) new, full-time Senior Accountant position (as recommended by the FY 2016 Comprehensive Annual Financial Report)
- Continuation of key service provisions provided by the City of Tallahassee (Allocated Costs in Blueprint Operating Budget)
- GEC reduction of 14.5%

Personnel Costs

Over the next year, the Blueprint Infrastructure Program will continue the transition from the 2000 program to the 2020 program. This entails coordination in closing out the 2000 program projects and ramping up coordination efforts for the 2020 program and implementation of advance funded 2020 projects. The Blueprint General Engineering Consultant (GEC) contract was renewed for one year in September 2016 (to February 2018) in order to continue work on current projects (Capital Circle Northwest/Southwest, Cascades Trail Segments 3 and 4, Cascades Park, and Magnolia Multi Use Trail). Some of these projects will extend into most of calendar year 2018 and will require GEC involvement. In addition to the Blueprint 2000 projects, there will be a need to focus on implementing the 2020 projects that have been initiated by the IA Board, specifically the Northeast Gateway/Welaunee Boulevard, several greenways projects, the Southwest Area Transportation Plan, and Capital Circle Southwest right-of-way acquisition. A coordinated process will be utilized to initiate the 2020 program as directed by the IA Board, and this will require a combination of GEC and Blueprint staff.

Total Personnel Costs are proposed to increase by 17%, primarily as a result of the creation of a new full-time Senior Accountant position, but also due to merit pay increases for employees consistent with those approved by the City and County for their employees.

Senior Accountant Position

The increase in personnel costs is due in large part to the creation of one full-time Senior Accountant position. The FY 2016 Comprehensive Annual Financial Report for Blueprint included the following recommendation as a result of its findings:

Since 2003 Blueprint 2000 (Blueprint) has grown from \$60 million to over \$360 million in assets with an operating budget of approximately \$34 million. Blueprint's funding is anticipated to dramatically increase in the year 2020 when the collection of a new sales tax begins and new projects are initiated. In addition, the Office of Economic Vitality has been added to Blueprint. Currently, the accounting function for Blueprint is performed by the City's accounting staff. With the increasing complexity of governmental accounting and grant management, Blueprint has required more attention from the City's accounting staff than originally anticipated. The staffing required to provide accounting services to the City, as well as, Blueprint, the Consolidated Dispatch Agency and the Capital Region Transportation Planning Agency, exceeds the current capacity of the City's accounting staff. The City should consider hiring an accountant to handle the accounting function for Blueprint within the next year. With the increased activity anticipated from the influx of funding, it is important that Blueprint's accountant has the experience, knowledge and time required to perform this critical function.

Blueprint concurred with this finding and as a result is moving forward with the formalizing the job description and duties. This full-time position will handle accounting services for the Blueprint Intergovernmental Agency.

Merit Pay Increase

The Director of PLACE recommends that pay increases be determined by the jurisdiction in which the employee's benefits are provided (i.e., if the employee receives City benefits, then City salary adjustments would control). Pay increases for City or County employees will be approved consistent with the final budget of each jurisdiction. The operating budget reflects an increase of 3%, but will be adjusted according to action by the City and County, respectively.

Allocated Costs

The City of Tallahassee provides several services to Blueprint including Technology, Human Resources, City Auditor, City Attorney, Records Management, and Purchasing. Blueprint provides a payment to the City of Tallahassee based on the services provided from each department. The FY 2018 Operating Budget includes a new accounting position (see earlier section) therefore, the cost for accounting is no longer included in the City's allocated costs. As a result, the proposed FY 2018 allocated costs represent a 38% decrease from the FY 2017 Operating Budget.

General Engineering Consultant (GEC)

As part of the transition to the 2020 program, staff has been working to reduce GEC costs, and the proposed FY 2018 again proposes a reduction of 14.5%. However, utilization of the Blueprint GEC and additional operating costs may fluctuate based on workload, priorities, and/or specialized project needs as directed by the IA Board. The following table indicates operating allocations for the last seven years.

Fiscal Year	Blueprint Operating Budget	GEC Allocations	Total Budget
FY 2012	\$1,166,506	\$2,821,537	\$3,988,043
FY 2013	\$1,166,506	\$2,432,842	\$3,599,348
FY 2014	\$1,387,570	\$1,687,322	\$3,074,892
FY 2015	\$1,471,532	\$1,362,612	\$2,834,144
FY 2016	\$1,887,931	\$1,244,508	\$3,187,526
FY 2017	\$2,357,230	\$860,458	\$3,217,688
Draft FY 2018	\$2,532,253	\$735,505	\$3,267,758

Office of Economic Vitality Operating FY 2018 Budget

The proposed FY 2018 Office of Economic Vitality budget is provided as Attachment #1, Exhibit A and includes funding for three divisions: Engagement and Operations, Research & Business Analytics, and the Minority Women and Small Business Enterprise Program. The proposed FY 2018 Office of Economic Vitality (OEV) budget is \$1.28 million. In accordance with the terms of the First Addendum to the Second Amended and Restated Interlocal Agreement (related to Blueprint 2020), as approved July 13, 2016, funding for OEV is split evenly between the City and County. Funding for OEV is generated within the Leon County and City of Tallahassee annual budgets, respectively, until FY 2020 when OEV funding shall be derived from the local option sales tax extension proceeds.

An 8.84% (\$104,002) overall increase from the FY 2017 OEV budget is proposed for FY 2018. The following sections contain a summary of the main components and the following are the key highlights of the proposed FY 2018 Operating Budget:

- Service enhancements within OEV to meet expanding programmatic needs
- Operating expenses held constant at FY 2017 levels
- Increase to personnel services which reflect 1) an up to 3% merit pay increase for all employees and associated health and retirement costs, with the final amount to be determined by the Board of County Commissioners and Tallahassee City Commission for their respective employees, as well as 2) updating the FY 18 budget to be reflective of actual staffing costs after onboarding new staff during the FY 17 period.
- Expansion of programs tied to the Business Recruitment and Incentives Fund

Efforts supported by these resources include retention and expansion (CapitalLOOP), engagement activities, state-of-the-art software for research needs, a localized sites and buildings database, as well as other resources that allow for the maintaining of a data center and dashboard. The data center and dashboard platforms provide digestible information on the economy and business analytics to assist company leaders make informed decisions about the Tallahassee-Leon County community. Funding is also provided for the MWSBE Division to increase engagement, communication and awareness of procurement opportunities for goods and services. Funding allocations include professional development and educational training, which will enhance skill levels and learn best practices that can be utilized to improve economic vitality in Tallahassee – Leon County. Additionally, relationships with industry leaders will be built and/or strengthened.

In FY 2017, the County and the City appropriated \$1 million (\$500,000 each) to support the Business Recruitment and Incentive (BRI) Fund that is designed to leverage and maximize job creation opportunities. This appropriation empowers staff's responsiveness for future job creation opportunities through a dedicated and readily available fund. Furthermore, the establishment of this fund allows staff to manage a central fund for the issuance of local incentive payments. At this point in time funding within the BRI Fund will be sufficient to implement these programs for the next two budget years (Attachment #3). Currently \$631,972 has been allocated through Fiscal Year 2019 for these efforts – including funding for the Urban Vitality Job Creation Program, which is pending Board approval. However, in order to continue to remain competitive in business expansion and attraction efforts, the Board may wish to consider appropriating additional funds in the future to the BRI until the Blueprint 2020 sales tax dollars are available. Additional appropriations will allow staff to continue to work competitive projects. It should be noted that a marketing and communications plan for OEV is underway and will be refined at the conclusion of the Target Industry Study. Staff anticipates bringing a recommendation to the Board in March to dedicate funding from the BRI fund to support the implementation of the marketing and communications plan, which will be executed upon completion of the Target Industry Study on December 31, 2017. This marketing plan will assist OEV in maximizing its resources to better position and promote Tallahassee-Leon County as a business generator.

Action by TCC and CAC: This item was presented to the TCC and the CAC at their September 5, 2017 and September 7, 2017 meetings, respectively.

OPTIONS:

- Option 1: Conduct the public hearing to adopt the FY 2018 Blueprint Intergovernmental Agency Operating Budget as presented and approve the FY 2018 Operating Budget Resolution (Resolution No. 2017-XX).
- Option 2: Revise and conduct the public hearing to adopt the FY 2018 Blueprint Intergovernmental Agency Operating Budget and approve the modified FY 2018 Operating Budget Resolution (Resolution No. 2017-XX).

Option 3: IA Board Direction.

RECOMMENDED ACTION:

Option 1: Conduct the public hearing to adopt the FY 2018 Blueprint Intergovernmental Agency Operating Budget as presented and approve the FY 2018 Operating Budget Resolution (Resolution No. 2017-XX).

Attachments

1. FY 2018 Operating Budget Resolution (Resolution No. 2017-XX).
2. FY 2018 Budget Narrative
3. Business Recruitment and Incentive Fund Revenues and Expenditures
4. Notice of Public Hearing



**Blueprint Intergovernmental Agency FY 2018 Operating Budget
RESOLUTION NO. 2017-XX**

WHEREAS, the Blueprint Intergovernmental Agency’s Budget Policy 102.06.B.2., requires the Board of Directors (“Board”) to adopt an annual operating budget and appropriate funding for the upcoming year; and

WHEREAS, the Board has acknowledged the receipt of sales tax revenue to fund expenses for the Fiscal Year 2018 beginning October 1, 2017, and ending September 30, 2018.

NOW, THEREFORE, BE IT RESOLVED, that the Leon County-City of Tallahassee Blueprint Intergovernmental Agency Board, hereby approves and adopts the Operating Budget for Fiscal Year 2018 as set forth in “Exhibit A”, and authorizes the carryover of any fund balance, including all incomplete project balances, requisitions, and encumbrances from prior years which will automatically be re-appropriated.

**Blueprint Intergovernmental Agency
FY 2018 Operating Budget Summary**

Expenses	
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Personnel Expenses	
Blueprint Infrastructure Program	\$1,777,891
Office of Economic Vitality & MWSBE	\$1,118,140
Operating Expenses	
Blueprint Infrastructure Program	\$634,817
Office of Economic & MWSBE	\$163,260
Insurance Liability Premium	\$32,800
Capital Outlay	\$2,000
Allocated Cost	\$84,745
General Engineering Consultant	\$735,505
Total Recurring Operations	\$4,549,158
Transfers to Capital Projects	\$10,538,106
Operating Reserve	\$0
Debt Service Transfer	\$18,634,222
Total Transfers	\$29,172,328
Total Expenses	\$33,721,486
Source of Funds	
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Sales Tax Proceeds	\$32,440,086
City Revenue	\$640,700
County Revenue	\$640,700
Total Revenues	\$33,721,486

Adopted this ____ day of September, 2017.

Leon County-City of Tallahassee
Blueprint Intergovernmental Agency

Attest:

By: _____
Commissioner Mary Ann Lindley
Chair, Board of Directors

By: _____
James O. Cooke, Treasurer-Clerk
City of Tallahassee

Approved as to Form:

By: _____
Maribel Nicholson-Choice
Attorney for the Board of Directors

BLUEPRINT INTERGOVERNMENTAL AGENCY PROPOSED FY 2018 OPERATING BUDGET

(See Attachment 5 for Proposed Office of Economic Vitality Budget)

	FY 2016 Actual	FY 2017 Amended Budget	FY 2018 Proposed	Percent Change
511000 Salaries	\$695,953	\$885,803	\$1,061,297	
Salaries Enhancements	\$0	\$13,000	\$13,000	
511500 Temp Wages	\$130,839	\$202,197	\$213,810	
512000 Overtime	\$326	\$3,000	\$3,000	
512400 Other Salary Items	\$4,398	\$15,000	\$15,000	
515000 Pension-current	\$86,857	\$135,000	\$208,863	
515100 Pension-MAP	\$41,316	\$70,000	\$59,857	
515500 Social Security	\$5,668	\$7,000	\$7,000	
515600 Mandatory Medicare FICA	\$11,502	\$13,000 \$0	\$15,389 \$0	
516000 Health Benefits & Life	\$68,776	\$125,000	\$131,250	
516100 Health Benefits Retirees	\$17,691	\$18,500	\$19,425	
516020 Health Benefits OPEB	\$0	\$0	\$0	
516100 Flex Benefits	\$13,711	\$30,000	\$30,000	
512000 County's Worker Comp	\$0	\$0		
Total Personnel Services	\$1,077,037	\$1,517,500	\$1,777,891	17.16%
521010 Advertising	\$3,889	\$10,000	\$10,000	
521030 Reproduction	\$11,640	\$5,534	\$6,350	
521040 Uncl. Professional Fees	\$25,363	\$148,650	\$154,000	
521100 Equipment Repairs	\$0	\$1,500	\$1,500	
521160 Legal Services	\$35,000	\$49,507	\$30,000	
521170 Construction Services	\$14,570	\$5,575	\$0	
521180 Uncl. Contractual Services	\$22,442	\$37,500	\$37,500	
521190 Computer Software	\$29,708	\$48,036	\$47,456	
522080 Telephone	\$33,026	\$31,506	\$39,840	
523020 Food	\$3,111	\$3,500	\$3,500	
523030 Gasoline	\$283	\$2,000	\$2,000	
523050 Postage	\$370	\$1,400	\$800	
523060 Office Supplies	\$16,199	\$17,900	\$17,900	
523080 Uncl. Supplies	\$8,923	\$12,065	\$5,500	
523100 Vehicle Non-Garage	\$3,537	\$4,000	\$4,000	
524010 Travel and Training	\$7,357	\$33,500	\$48,000	
524020 Journals and Books	\$731	\$2,750	\$4,600	
524030 Membership Dues	\$3,721	\$4,175	\$7,278	
524040 Certificates and Licenses	\$0	\$2,000	\$2,000	
524050 Rental of Office Space	\$162,548	\$193,121	\$198,593	
524070 Rental of Office Machines	\$3,712	\$3,989	\$4,000	
524080 Uncl. charges	\$13,872	\$11,260	\$10,000	
Misc. Operating Expenses	\$400,002	\$629,468	\$634,817	0.85%
540040 Liability Insurance Premium	\$27,216	\$32,800	\$32,800	
Total Other Svcs/Charges	\$27,216	\$32,800	\$32,800	0.00%

	FY 2016 Actual	FY 2017 Amended	FY 2018 Proposed	Percent Change
550030 Office Equipment	\$93,863	\$0	\$0	
550040 Computer Equipment	\$22,895	\$9,387	\$2,000	
550050 Vehicle Equipment	\$0	\$40,000	\$0	
550060 Unclassified Equipment	\$0	\$0	\$0	
Total Capital Outlay	\$116,758	\$49,387	\$2,000	-95.95%
560010 Human Resource Expense	\$10,557	\$10,474	\$13,368	
560020 Accounting Expense	\$27,526	\$39,660	\$0	
560030 Purchasing Expense	\$41,814	\$35,804	\$28,947	
560040 Information Systems Exp.	\$4,776	\$5,014	\$5,307	
560050 Risk Management	\$0	\$0	\$0	
560120 Indirect Costs	\$37,263	\$37,123	\$37,123	
Allocated Costs	\$121,936	\$128,075	\$84,745	-33.83%
612400 Inter-fund Transfer				
Gen. Eng. Consultant				
LOA 1 (GEC Administration Field)	\$86,774	\$8,846	\$27,723	
LOA 1 (GEC Administration Home)	\$19,149	\$32,752	\$24,110	
LOA 2 (Segment 2 Field (Park))	\$69,047	\$160,600	\$87,618	
LOA 2 (Segment 2 Home (Park))	\$91,458	\$19,922	\$0	
LOA 2/15 (Connector Bridge Field)	\$232,642	\$14,744	\$0	
LOA 2/15 (Connector Bridge Home)	\$340	\$0	\$0	
LOA 2/14 (Segment 3 Field)	\$151,293	\$224,223	\$174,916	
LOA 2/14 (Segment 3 Home)	\$278	\$12,452		
LOA 2/16 (Segment 4 Home)	\$7,788	\$73,391	\$131,214	
LOA 2/16 (Segment 4 Field))	\$0	\$0	\$50,100	
LOA 5 (Capital Circle NW/SW)	\$394,716	\$255,685	\$20,784	
LOA 9 (Capital Circle SW)	\$19,395	\$39,417	\$36,797	
LOA 13 (Magnolia Dr)	\$4,220	\$0	\$0	
LOA 17 (Franklin Blvd Field)	\$19,052	\$18,426	\$0	
LOA 18 (NE Gateway/Welaunee)*	\$0	\$0	\$182,242	
	\$1,096,153	\$860,458	\$735,505	-14.52%
Total Operating	\$2,839,102	\$3,217,688	\$3,267,758	1.56%
612400 Other Transfers				
Transfer to Capital Projects	\$12,309,497	\$10,587,988	\$10,538,106	
611300 Debt Service Transfer	\$14,696,250	\$14,692,725	\$14,692,538	
SIB Loan	\$4,453,937	\$3,941,685	\$3,941,685	
Available for Future Years	\$1,676,285	\$0	\$0	
Total Budget	\$35,975,071	\$32,440,086	\$32,440,086	0.00%
Source of Funds				
Transfer from Fund Balance	\$2,190,660			
Sales Tax Proceeds	\$33,570,104	\$32,440,086	\$32,440,086	
Interest Revenues	\$185,507			
Miscellaneous	\$28,800			
Total	\$35,975,071	\$32,440,086	\$32,440,086	

*NE Gateway/Welaunee GEC expenses will be reimbursed when sales tax revenues are received in 2020.

Tallahassee - Leon County Office of Economic Vitality
FY 2018 Proposed Budget

Account	Account Description	FY 2016 Actual	FY 2017 Amended Budget	FY 2018 Proposed Budget	Percent Change
Personnel Services					
511000	Salaries	236,875	654,863	697,898	
511300	Salary Enhancements		11,708	11,708	
511500	Temporary Wages			21,000	
512400	Other Salary Items	5,803	3,840	3,840	
514100	Unemployment Compensation		95,721	95,721	
515000	Pension- Current	25,781	88,218	137,346	
515100	Pension- MAP	12,683	42,695	39,361	
515500	Social Security	3,146			
515600	Mandatory Medicare	3,202	8,659	10,120	
516000	Health Benefits	33,137	93,674	98,358	
516100	Flex Benefits	974	14,760	2,788	
Total Personnel Services		321,601	1,014,138	1,118,140	10.26%
Operating Expenses					
521010	Advertising	46,619	21,100	9,700	
521030	Reproduction	474	10,000	15,000	
521040	Uncl. Professional Fees		47,000		
521140	Contractual Engineering Services	15,000			
521170	Construction Services	10,650			
521180	Uncl. Contractual Svcs	124,260	30,150	32,950	
521190	Computer Software	27,842		45,560	
522080	Telephone	1,532	2,000	1,000	
523020	Food	1,345			
523030	Gasoline			300	
523050	Postage		1,750	500	
523060	Office Supplies	2,528	2,500	2,500	
523070	Uniforms & Clothing				
523080	Uncl. Supplies	2,736			
524010	Travel & Training	45,857	30,650	25,600	
524020	Journals & Books			550	
524030	Memberships	2,225	5,035	7,100	
524080	Uncl. Charges	937	13,075	19,500	
540040	Insurance	2,755		3,000	
Total Operating Expenses		284,760	163,260	163,260	0.00%
Capital Outlay					
Total Capital Outlay		40,247		--	
Allocated Accounts					
Total Allocated Accounts				--	
Total Expenses		646,608	1,177,398	1,281,400	8.83%
Revenues					
	City Revenue		588,699	640,700	
	County Revenue		588,699	640,700	
Total Revenues			1,177,398	1,281,400	8.83%

Tallahassee - Leon County Office of Economic Vitality
FY 2018 Proposed Budget

<u>Account</u>	<u>Account Description</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2018 Proposed Budget</u>	<u>Percent Change</u>
Balance				--	

Fiscal Year 2018 Budget Narrative

- 511000 **Salaries-** Includes all permanent, full time positions. Changes from the previous year include the new Senior Accountant position as outlined in the agenda item, increase in the salary allocation for the Blueprint Attorney reflecting the increase in scope of responsibility for both Blueprint and OEV, and the pay increases as determined by the jurisdiction in which the employee's benefits are provided (i.e., if the employee receives City benefits, then City salary adjustments would control).
- 511300 **Salary Enhancements-** This cost is related to pay increases to employees relating to promotions.
- 511500 **Temp Wages-** Wages for temporary employees: Assistant Legal Counsel, 2 part-time IT support staff members, EDMS Technician, Graduate Intern during the school breaks, and Summer Youth Intern.
- 512000 **Overtime-** Administrative staff and para-professional overtime compensation.
- 512400 **Other Salary Items-** These costs are determined by the City and County to cover the cost of their respective senior management fringe benefit packages.
- 516100 **Flex Benefits-** Benefits for all full time, permanent City of Tallahassee employees to offset healthcare and insurance expenditures.
- 521010 **Advertising-** Public hearing notices, news releases, etc.
- 521030 **Reproduction-** Printing of Annual Financial Reports, letterhead, agenda items, copies, etc.
- 521040 **Uncl. Professional Fees** – GEC Audit, Annual Financial Audit, Performance Audit, Bond Services and Counsel, strategic communications services, and misc. The increase from 2016 reflects the estimated cost of the audits recommended in the *Blueprint 2000 Audit of Revenue and Expenditure Controls* and the strategic communications services.
- 521100 **Equipment Repairs** - Recording equipment, Office equipment repairs and maintenance.
- 521160 **Legal Services** - Outside General Counsel Attorney services for IA and Blueprint
- 521180 **Uncl. Contract Services** –FSU Graduate Intern contract, consultant IT support and misc. services.
- 521190 **Computer Software** - Annual software maintenance and licenses.
- 522080 **Telephone-** Blueprint office telephone / internet services, telephone equipment maintenance, cell phones and tablets.
- 523020 **Food** - Five CAC meetings, workgroup meetings, lunch meetings, and one evening IA meeting.
- 523060 **Office supplies** – Office supplies, printer toner, paper, and general office needs.
- 523080 **Uncl. Supplies-** Office space supplies (lights, kitchen supplies, etc.), service awards, computer peripherals, and safety supplies such as work boots and vests.
- 523100 **Vehicle - Non Garage** - Repairs and service on four vehicles. The age of vehicles ranges from 1 to 18 years old.
- 524010 **Travel and Training** –Continuing education training and professional development of staff and professional association conferences.
- 524020 **Journals and Books** – Professional books and subscriptions to support staff development and access to relevant information.
- 524030 **Membership Dues** – Legal, engineering, planning, and other professional association dues for 12 staff members.
- 524040 **Certifications and Licenses-** Cost for professional license renewals.

- 524050 **Rental of Office Space-** The amount reflected is based on our lease with Leon County for 315 South Calhoun Street, including parking, security, after hours air conditioning and tenant improvements for both the Blueprint and OEV spaces.
- 524070 **Rent Expense of Office Machines-** Lease for two copiers.
- 524080 **Uncl. Charges** – Office photographs, promotional items, office events.
- 540040 **Liability Insurance** - Workers Compensation and General Liability premiums.
- 550060 **Uncl. Equipment-** Office assets (equipment and Furniture above \$1,000)
- 560010-40 Blueprint's share of Allocated Costs to the City of Tallahassee for services provided by the City.
- 612400 General Engineering Consultant (GEC) and transfer of sales tax revenue to Capital Projects Budget.

Business Recruitment and Incentives Fund

	FY 2017	FY 2018	FY 2019	FY 2020
Revenue				
Leon County	500,000			
City of Tallahassee	500,000			
Remaining from Previous Year		827,228	625,628	368,028
Subtotal	1,000,000	827,228	625,628	368,028
Expenditures				
Qualified Target Industry Tax Refund				
Project Gold (10 jobs)	2,800	2,800	2,800	-
Project Presidential (160 jobs)	-	36,000	36,000	36,000
Pending Board Approval: <i>Project Campus (120 jobs)</i>	-	42,000	98,000	28,000
Subtotal	2,800	80,800	136,800	64,000
Targeted Business Program				
Red Hills Surgical Center	19,972	20,000	20,000	20,000
Project Gold	-	75,800	75,800	75,800
Pending Board Approval: <i>Project Campus</i>	-			107,240
Subtotal	19,972	95,800	95,800	203,040
Targeted Industry Analysis				
Targeted Industry Study	135,000			
Lead Generation	15,000			
Creative Economy Study				
Subtotal	150,000			
Marketing and Community Outreach				
<i>Marketing and Communications Plan</i>				
Subtotal	-	-	-	-
Local Economic Inclusion Programs				
Pending Board Approval: <i>Urban Vitality Job Creation Pilot Program</i>	-	25,000	25,000	25,000
Subtotal	-	25,000	25,000	25,000
Total Expenditures	172,772	201,600	257,600	292,040
Fund Balance	827,228	625,628	368,028	75,988

Note: Funding for lead generation to recruit businesses identified in the Targeted Industry Study and is set to begin in January 2018.

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

TITLE: Adoption of the Fiscal Year 2018 Blueprint Intergovernmental Agency Net Sales Tax Allocation Plan and Fiscal Year 2018-2022 Capital Improvement Plan

Date: September 19, 2017

Requested By: Blueprint Staff

Contact: Blueprint

Type of Item: Public Hearing

STATEMENT OF ISSUE:

This item requests the Blueprint Intergovernmental Agency Board of Director’s (Board) approval and adoption of the proposed Fiscal Year (FY) 2018-2022 Net Sales Tax Allocation Plan (NSTAP) and FY 2018-2022 Capital Improvement Plan (CIP). The first public hearing was advertised and held at the September 7, 2017 Citizens Advisory Committee (CAC) meeting. The second and final public hearing to approve and adopt the proposed budget and approve the FY 2018 Capital Budget Resolution, included as Attachment #1, will be advertised and conducted at the September 19, 2017 Intergovernmental Agency Board Meeting.

SUPPLEMENTAL INFORMATION:

The NSTAP is based on a cash flow forecast of projected sales tax revenues through the entire Blueprint 2000 program and the first two years, nine months of the Blueprint 2020 program. The CIP will implement the approved NSTAP. Beginning in FY 2014, the Blueprint Intergovernmental Agency (Agency) has held projected sales tax revenues constant at \$32,440,000 million in an effort to ensure responsible budgeting and to account for unanticipated changes in market conditions. This strategy has enabled Blueprint to ensure all projects are funded as needed without overextending the Agency. For the capital budget, Blueprint has continued to hold revenue projections constant through the outlying years (2018-2022) and has not included revenues that will be received through interest. Table 1 below displays the past five years of actual sales tax receipts for the Blueprint program.

Table 1. Five-Year Blueprint Sales Tax Revenues, 2012 – 2016

	2016	2015	2014	2013	2012
Blueprint Sales Tax Revenues (80% of total receipts*)	\$33,570,000	\$32,491,000	\$31,044,000	\$29,574,000	\$28,232,000
*Remaining 20% of sales tax receipts split evenly between City of Tallahassee and Leon County per Interlocal Agreement					

Accounting Summary

The Accounting Summary Budget is included as “Exhibit A” to Attachment #1 and provides up to date (as of April 30, 2017) information regarding funding sources, Board allocations to date, Agency encumbrances and expenditures for all Blueprint projects and remaining fund balances. Additional levels of detail for each project can be provided should the Board, CAC or citizens desire to see the information in greater detail.

Existing and Estimated Net Sales Tax Revenues

“Exhibit A” to Attachment #1 also provides an up to date (as of April 30, 2017) accounting of sales tax revenues as well as the estimated net revenues for FY 2018 through 2022. The estimated sales tax revenues do not include interest income, and it assumes that operating costs will remain the same through the remainder of the Blueprint 2000 program and into the beginning of the Blueprint 2020 program.

Proposed 2017-2020 Net Sales Tax Allocation Plan

The NSTAP is included on page 3 of “Exhibit A” and is the basis for funding allocations in FY 2018. In short, only funding identified in year 2018 will be allocated towards any projects. Funding identified in the outlying years (2019-2022) is merely an estimate of future allocations. For FY 2018, staff is currently recommending the allocations identified in Table 2.

Table 2. Proposed Fiscal Year 2018 Capital Program Allocations

Allocations	
Water Quality & Stormwater Improvements/City	\$2,112,306
Lake Lafayette Floodplain	\$253,052
Headwaters of St. Marks	\$832,697
Capital Circle NW/SW (N2)	\$2,650,000
Cascades Park	\$62,877
Capital Cascade Segments 3 & 4	\$4,660,524
Magnolia Drive Multi-use Trail	\$916,650
Orange Avenue Corridor Study	\$175,000
Welaunee Boulevard: Dove Pond, PD&E and Design	\$2,225,000
2020 Sales Tax Project Planning	\$300,000
Total FY18 Capital Projects Allocations	\$14,188,106

FY2018 Capital Project Allocations

- Water Quality (City) – The Blueprint 2000 program includes a \$25,000,000 project for the City to implement water quality enhancement projects. The proposed FY 2018 allocation is the programmed annual allocation.
- Lake Lafayette Floodplain – In June 2015, the Board approved the use of \$1,050,000 of Blueprint funds to match a grant under the Florida Forever Program. \$750,000 was allocated in FY 2016 and \$46,948 in FY2017. To meet the remaining commitment, \$253,052 is proposed to be allocated in FY2018.
- Headwaters of St. Marks – The properties purchased in the St. Marks Headwaters Floodplain were funded by Blueprint using a Florida Communities Trust (FCT) grant funding as match; a requirement of the grant was the implementation of an FCT approved management plan. Leon County has been working towards the fulfillment of the FCT Management Plan commitments utilizing Blueprint funds previously allocated in 2012. Consistent with previous Board direction, the FY 18-20 Blueprint 2000 funds identified in Attachment #3 are anticipated to be used for the remaining tasks in the management plan. Blueprint will continue to work with Leon County staff to refine the budget needs based on the cost estimates and schedule for the improvements at St. Marks Headwaters. After cost estimates are complete, remaining funds are recommended to be applied to the Fred George Basin project, another previously funded Blueprint and FCT grant sensitive lands project. The funds would be used to complete the management plan and support infrastructure that will ensure that stormwater entering the sink complex has been treated to significantly reduce any potential impacts to groundwater, which is consistent with the project definitions in the original Blueprint 2000 Project Definitions Report. The allocation of the FY 18 and future FY 19 and 20 funds will complete these projects, ensure compliance with the FCT management plans, and fully open these environmentally significant properties to the public.
- Capital Circle NW/SW (N2) – Blueprint anticipates that this \$2.65 million in expenditure authority will permit the Agency to fully complete and close out this segment of Capital Circle.
- Cascades Park –When the alum grant contract with the Department of Environmental Protection was signed with 2011, the City of Tallahassee credited the Cascades Park project with the full grant amount of \$419,919. The alum system was constructed and the allowable cost reimbursed by DEP was only \$359,042.22. As such, the balance of \$62,876.78 must be returned to the City of Tallahassee.
- Capital Cascades Segments (3 and 4) – The proposed allocation of \$4,660,524 will be used to design and construct Capital Cascades Trail Segment 3D. For FY2018, this project will also include improvements to the Van Buren Street roadway, which connects the Under the Over and Anita Favors Thompson Plaza to Capital Cascades Crossing and Trail. Approximately \$1 million is allocated to provide public parking for surrounding South Adams businesses and visitors to the Capital Cascades Trail and FAMU Way, and improve the aesthetics of this roadway connecting local infrastructure investments.
- Magnolia Drive Multi-Use Trail – On April 1, 2014, the IA approved funding up to \$7,983,300 to design and construct the project. At the time, only \$6,150,000 was

available in the Blueprint Land Bank budget. In FY 2016, an additional \$916,650 was allocated to the project and the proposed FY 2018 allocation of \$916,650 will complete Blueprint funding for this project.

- Orange Avenue Corridor Study – This project was added to the Capital Budget in FY 2017 with an allocation of \$350,000 over two years; \$175,000 was allocated in FY 2017 and \$175,000 is proposed to be allocated in FY 2018. This project, subsequently named the Southwest Area Transportation Plan, is being undertaken in partnership with the CRTPA and will be a precursor to the FDOT Orange Avenue Project Development and Environment (PD&E) Study, which is in FDOT Fiscal Year Work Plan for state funding in 2019. Once 2020 sales tax revenues are collected, this money will be paid back to the Blueprint 2000.
- Northeast Gateway: Welaunee Boulevard – The proposed \$2,225,000 will be used to advance fund the PD&E and design of Welaunee Boulevard Phase 1, as well as provide funding for the construction of Dove Pond. The PD&E will include Segments 2 and 3 in the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. The design will include the roadway from the eastern edge of the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. Advance funds will be paid back to the Blueprint 2000 program using Blueprint 2020 sales tax revenues.
- 2020 Sales Tax Extension - The “2020 Sales Tax Extension” was added to the Capital Budget in FY 2017 with annual allocations of \$300,000 in FY 2017, 18 and 19. As directed by the Board in the April 1, 2015 meeting, the project will be used to fund professional fees to design and permit the Bike Route System, Sidewalks, Greenways Master Plan and StarMetro Enhancements 2020 projects. This strategy will position Blueprint to have “shovel ready” projects once the 2020 program commences. Advance funds will be paid back to the Blueprint 2000 program using Blueprint 2020 sales tax revenues.

Proposed 2018-2022 Capital Improvements Plan (CIP)

The proposed 2018-2022 CIP is included on page 4 of “Exhibit A” and reflects the projected expenditures for the remaining two years, three months in the Blueprint 2000 program and the first two years, nine months of the Blueprint 2020 program. This draft incorporates the direction given by the Board to date regarding the prioritization of projects. It also reflects the local contributions The Agency is projecting \$26,530,000 of investment into the local economy in FY 2018 and \$119,550,000 into the local economy from October 1, 2018 to September 30, 2022.

Action by TCC and CAC: This item was presented to the TCC and the CAC at their September 5, 2017 and September 7, 2017 meetings, respectively.

OPTIONS:

- Option 1: Conduct the public hearing to approve and adopt the Fiscal Year 2018-2022 Blueprint Capital Improvement Plan as presented to implement the Fiscal Year 2018-2022 Net Sales Tax Allocation Plan and approve the Fiscal Year 2018 Capital Budget Resolution.

Option 2: Conduct the public hearing and revise and adopt the Fiscal Year 2018-2022 Blueprint Capital Improvement Plan as presented to implement the Fiscal Year 2018-2022 Net Sales Tax Allocation Plan and approve the Fiscal Year 2018 Capital Budget Resolution.

Option 3: Board Guidance.

RECOMMENDED ACTION:

Option 1: Conduct the public hearing to approve and adopt the Fiscal Year 2018-2022 Blueprint Capital Improvement Plan as presented to implement the Fiscal Year 2018-2022 Net Sales Tax Allocation Plan and approve the Fiscal Year 2018 Capital Budget Resolution.

Attachments:

1. FY 2018 Capital Budget Resolution (Resolution No. 2017-XX).
2. Notice of Public Hearing



**Blueprint Intergovernmental Agency FY 2018 Capital Budget
RESOLUTION NO. 2017-XX**

WHEREAS, the Blueprint Intergovernmental Agency's Budget Policy 102.06.B.2, requires the Board of Directors ("Board") to adopt an annual capital budget and appropriate funding for the upcoming year; and

WHEREAS, the Board has acknowledged the receipt of bond proceeds and sales tax revenue to fund expenses for the Fiscal Year 2018 beginning October 1, 2017, and ending September 30, 2018,

NOW, THEREFORE, BE IT RESOLVED, that the Leon County-City of Tallahassee Blueprint Intergovernmental Agency Board, hereby approves and adopts the budget for Fiscal Year 2018 as set forth in "Exhibit A", and authorizes the carryover of any fund balance, including all incomplete project balances, requisitions, and encumbrances from prior years which will automatically be re-appropriated.

**Blueprint Intergovernmental Agency
FY 2018 Capital Budget Summary**

Net Sales Tax Allocation	\$10,538,106
Unallocated Sales Tax Revenues	\$3,650,000
Total for Allocation to Capital Projects	\$14,188,106
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Capital Project Allocations	
Water Quality (City)	\$2,112,306
Lake Lafayette Floodplain	\$253,052
Headwater of St. Marks	\$832,697
Capital Circle NW/SW	\$2,650,000
Cascades Park	\$62,877
Capital Cascades Segments (3 and 4)	\$4,660,524
Magnolia Drive Multiuse Trail	\$916,650
Orange Avenue Corridor Study	\$175,000
Northeast Gateway (Welaunee Boulevard)	\$2,225,000
2020 Sales Tax Extension	\$300,000
Total	\$14,188,106

Adopted this ____ day of September, 2017.

Leon County-City of Tallahassee
Blueprint Intergovernmental Agency

By: _____
Commissioner Mary Ann Lindley
Chair, Board of Directors

Attest:

By: _____
James O. Cooke, Treasurer-Clerk
City of Tallahassee

Approved as to Form:

By: _____
Maribel Nicholson-Choice
Attorney for the Board of Directors

Existing and Estimated Net Sales Tax Revenues
As of April 30, 2017

Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Total Thru April 2017	remaining budget for 2017	2018	2019	2020	Total 9/1/2015-12/31/2019	Total
Actual/Estimated Sales Tax Revenues (80% of total Revenues)				24,204,841.08	31,620,198.20	30,988,776.90	29,592,970.88	27,826,546.20	27,125,783.80	27,553,785.61	28,233,375.47	29,574,498.32	30,736,030.64	32,490,925.24	33,570,103.90	17,044,001.17	370,561,837.41	15,396,084.83	32,440,086.00	32,440,086.00	8,110,021.50	88,386,278.33	458,948,115.74
Miscellaneous Revenues				855.00	58,801.55	300,791.58	(22,444.65)					46,357.07	63,690.96	28,800.00	28,800.00	16,800.00	522,451.51						522,451.51
Transfer from Other funds						278,985.95											278,985.95						278,985.95
306 Interest thru 04/30/17	12,898.42	94,961.31	75,899.77	126,255.57	726,613.45	1,600,979.61	1,836,736.75	1,015,334.01	1,822,752.09	724,828.88	126,869.15	192,960.91	165,443.75	180,127.39	185,506.88	7,790.80	8,895,958.74						8,895,958.74
Bond/Loan Proceeds	3,500,000.00	5,527,642.79														1,191,040.00	9,027,642.79						9,027,642.79
Operating Reserve		(2,000,000.00)															(2,000,000.00)						
Debt Service reserve																				808,960.00			808,960.00
Operating Expenses	(118,434.91)	(574,807.50)	(807,195.51)	(838,116.68)	(812,116.29)	(956,574.88)	(997,458.65)	(1,048,013.39)	(1,047,792.95)	(974,244.59)	(927,114.39)	(1,121,906.20)	(1,304,671.02)	(1,523,702.39)	(1,726,501.75)	(1,036,093.17)	(15,814,744.27)	(1,283,786.83)	(3,267,758.00)	(3,200,000.00)	(800,000.00)	(8,551,544.83)	(24,366,289.10)
Total Debt Service		(3,569,392.00)		(4,996,954.00)	(8,240,791.26)	(14,390,676.06)	(18,164,179.56)	(16,393,038.97)	(19,567,941.26)	(19,567,291.26)	(19,370,162.90)	(19,280,237.63)	(19,277,484.96)	(19,279,235.04)	(19,150,187.17)	(12,512,441.25)	(213,760,013.32)	(6,121,968.75)	(18,634,222.50)	(18,635,585.00)	(2,183,976.92)	(45,575,753.17)	(259,335,766.49)
Net revenues available from operating fund	3,394,463.51	(521,595.40)	(731,295.74)	18,496,880.97	23,352,705.65	17,822,283.10	12,245,624.77	11,400,827.85	8,332,801.68	7,737,078.64	8,062,967.33	9,411,672.47	10,383,009.37	11,896,915.20	14,098,761.86	2,329,017.55	157,712,118.81	7,990,329.25	10,538,105.50	19,282,992.10	5,126,044.58	42,937,471.43	200,649,590.24
Projects funds																							
Loan Proceeds																							
FDOT Advance Repayment								1,761,773.00	7,509,000.00	3,000,000.00	3,000,000.00	5,000,000.00	3,000,000.00	777,229.00			24,048,002.00						24,048,002.00
Appropriation of Advance Repayments												(3,000,000.00)	(3,000,000.00)	(777,229.00)			(6,777,229.00)						(6,777,229.00)
Admin. Fees																	164,462.62						164,462.62
miscellaneous revenues														6.65	5.12		11.77						11.77
Nonbudgeted expenses						(799,213.90)				(12,008.22)		(2,115.26)					(813,337.38)						(813,337.38)
309 Interest thru 04/30/17	17,034.65	262,569.56	342,086.98	375,575.63	24,279.35	184,815.76	6,104,164.44	2,124,703.03	379,908.77	1,571,323.62	1,643,809.43	1,043,837.25	741,768.12	823,596.73	825,122.67	358,075.79	16,822,671.78						16,822,671.78
Net revenues available from projects funds	17,034.65	262,569.56	342,086.98	375,575.63	24,279.35	(614,398.14)	6,104,164.44	3,886,476.03	7,888,908.77	4,559,315.40	4,643,809.43	3,066,182.55	990,187.01	940,572.91	949,917.20	418,321.46	33,855,103.23						33,444,581.79
Net Available for all projects	3,411,498.16	(259,025.84)	(389,208.76)	18,872,456.60	23,376,985.00	17,207,884.96	18,349,789.21	15,287,303.88	16,221,710.45	12,296,394.04	12,706,776.76	12,477,855.02	11,373,196.38	12,837,588.11	15,048,679.06	2,747,339.01	191,567,222.04	7,990,329.25	10,538,105.50	19,282,992.10	5,126,044.58	42,937,471.43	234,094,172.03
Needed for already appropriated projects																	195,154,517.11						195,154,517.11
Net Available from sales tax revenues including estimated income/loss for remaining year of 2016																	(3,587,295.07)	7,990,329.25	10,538,105.50	19,282,992.10	5,126,044.58	42,937,471.43	38,939,654.92
																	<u>4,403,034.18</u>						

Does not include future interest earnings
Does not include any future grants

Year	2020 (0 Months)	2021	2022
Estimated Sales Tax Revenues (100% of total Revenues)	28,350,000.00	37,800,000.00	37,800,000.00
Economic Development 12%	(2,582,510.25)	(3,443,347.00)	(3,443,347.00)
City of Tallahassee 10%	(2,835,000.00)	(3,780,000.00)	(3,780,000.00)
Leon County 10%	(2,835,000.00)	(3,780,000.00)	(3,780,000.00)
L.I.F.E 2%	(567,000.00)	(756,000.00)	(756,000.00)
Blueprint Infrastructure Operating Expenses	(2,400,000.00)	(3,200,000.00)	(3,200,000.00)
OEV Operating Expenses	(819,489.75)	(1,092,653.00)	(1,092,653.00)
Total Debt Service	-	-	-
Net revenues available from operating fund	16,311,000.00	21,748,000.00	21,748,000.00
Net Revenues Available for all projects	16,311,000.00	21,748,000.00	21,748,000.00