



## **Citizens Advisory Committee Meeting**

**June 7, 2018  
4:30 pm  
Blueprint Offices  
350 S. Calhoun Street, Ste. 450**

**Chair: Hugh Tomlinson**

### **Agenda**

#### **I. AGENDA MODIFICATIONS**

Page

#### **II. INFORMATIONAL ITEMS/PRESENTATIONS**

- Blueprint Project Updates
- OEV Project Updates
- Overview of FY 2019-2024 Implementation Plan for the Blueprint Intergovernmental Agency Infrastructure and Economic Development Programs (Presentation Only)

#### **CONSENT**

- |   |    |
|---|----|
| 1. Approval of the April 19, 2018 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes          | 3  |
| 2. Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects                          | 11 |
| 3. Acceptance of the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality           | 26 |
| 4. Acceptance of FY 2017 Comprehensive Annual Financial Report (CAFR) and Appropriation of FY 2017 Operating Fund Balance | 49 |
| 5. Acceptance of the Blueprint Intergovernmental Agency Annual Performance Report   | 53 |
| 6. Acceptance of the Capital Cascades Trail Segment 3 Project Update  | 57 |

#### **IV. GENERAL BUSINESS/PRESENTATIONS**

7. Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Phases 2 and 3 62

#### **V. CITIZENS TO BE HEARD**

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.

#### **VI. ADJOURN**

### **NEXT CAC MEETING: Thursday, September 6, 2018 at 4:30 PM**

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 Susan Emmanuel, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item**

**TITLE:** Approval of the April 19, 2018 Blueprint Intergovernmental Agency  
Citizens Advisory Committee Meeting Minutes

**Date:** June 7, 2018

**Requested By:** Blueprint & OEV Staff

**Contact:** Blueprint & OEV

**Type of Item:** Consent

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**STATEMENT OF ISSUE:**

This Agenda Item presents the summary meeting minutes of the April 19, 2018 Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) meeting and requests the CAC review and approval of the minutes as presented.

**OPTIONS:**

- Option 1: Approve the April 19, 2018 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.
- Option 2: Do not approve the April 19, 2018 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.

**RECOMMENDED ACTION:**

- Option 1: Approve the April 19, 2018 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.

**Attachments**

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting on April 19, 2018

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# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** April 19, 2018  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for April 19, 2018 CAC Meeting

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## **Committee Members present:**

Hugh Tomlinson, Chair	Bill Berlow
Peter Okonkwo	Allen Stucks
Claudette Cromartie	Kent Wimmer
Keith Dantin	Neil Fleckenstein
JR Harding	Elva Peppers

## **Committee Members absent:**

Gina Kinchlow	George Smith
Gordon Hansen	Kathy Bell

## **I. AGENDA MODIFICATIONS**

There were no modifications beyond moving the one voting item to the beginning of the meeting with Informational Presentations following.

## **II. GENERAL BUSINESS/PRESENTATIONS**

### **7. Approval of the February 15, 2018 CAC Meeting Minutes**

Bill Berlow requested that the minutes be amended to reflect that the Committee did not accept the staff report on the Airport Gateway Project because they felt it was incomplete.

**Option #1: Approve the February 15, 2018 CAC Meeting Minutes.**

**Allen Stucks moved approval of Option #1, as amended. It was seconded by Claudette Cromartie.**

**The motion passed 10-0.**

### III. INFORMATIONAL ITEMS/PRESENTATIONS

- Review of the Blueprint Citizens Advisory Committee Role and Responsibilities
  - Autumn Calder and Patrick Kinni provided a brief that included:
    - The Ballot Referendum language to extend the one cent surtax
    - Membership categories on the Committee
    - Bylaws, purpose and function
      - To serve in an advisory capacity to the Intergovernmental Agency Board (Board)
      - Review work plans, financial and performance audits, and others as assigned such as Magnolia Drive and Debbie Lightsey Nature Trail
        - Kent Wimmer requested clarification on the process for presenting new items to the Board. Autumn Calder stated that the work plan included the 27 projects which Blueprint was directed to complete by the Board. Suggestions for new projects that fit within the scope of those approved by the Board could be reviewed and analyzed by Blueprint.
        - Comments and recommendations could be made through the motions and minutes of the Committee. Adding items from outside the vetted and approved projects would be beyond the scope of the Committee. Members could certainly make a recommendation to the Board through public comment at any of the Intergovernmental Agency Board Meetings.
    - Presentation is on file at Blueprint Intergovernmental Agency
  - Overview of the Blueprint 2020 Program
    - Autumn Calder provided a brief overview that included:
      - Funding allocations of the 2020 sales tax revenue
        - 10% City Projects
        - 10% County Project
        - 2% L.I.F.E. Projects
        - 78% to Blueprint Intergovernmental Agency
          - 12% Economic Development
          - 66% Blueprint Infrastructure Program Projects
      - Presentation is on file at Blueprint Intergovernmental Agency
  - Blueprint Infrastructure Program – Presentation on 2020 Project Prioritization
    - Autumn Calder provided a brief overview that included:
      - Prioritization of the 27 Board approved projects
      - Implementation Plan – the work plan for the first five to ten years of the program
    - Presentation is on file at Blueprint Intergovernmental Agency
  - Blueprint Economic Development Program – Office of Economic Vitality (OEV) Organization and Programs
    - Al Latimer provided a brief overview that included:
    - Strategic Direction
      - New business formation
      - Business recruitment, retention, and expansion

- Peter Okonkwo questioned the business engagement process. Cristina Paredes shared that OEV staff met with business on site to evaluate their operations, culture of employees, growth potential, and their supplier market. All in an effort to learn more about the company and how to better support the business community.
- Businesses are identified through a variety of methods from requests from within or recommendations from the Chambers of Commerce or others in the business community. Staff's goal for 2018 was to meet with the top employers in the Targeted Industries: Manufacturing and Logistics, Applied Sciences and Innovation, Healthcare, and Professional Services specifically in the IT and Research areas.
- Claudette Cromartie questioned outreach efforts for closed businesses. Al Latimer stated that OEV and their eco-system partners worked closely with those businesses in transition and on classification as well.
- Allen Stucks asked about recruitment goals. Al Latimer stated that OEV's goal was an average pipeline of 32-35 projects annually.
  - Talent Development
  - Technology Transfer and commercialization
  - Creative economy
- The governance and accounting structure
- A divisional overview of the Minority, Women, and Small Business Enterprise, Engagement and Operations, as well as Research and Analytics
  - Leon County averaged approximate 11.75% retention of students in full time employment. With 60% of those graduates being employed in federal, state, or local government.
  - Kent Wimmer questioned the overall percentage of residents employed by government. Ed Young noted that it was a similar split.
- Presentation is on file at Blueprint Intergovernmental Agency
- Review of Florida Sunshine Act, Public Records Law, and Code of Ethics
  - Patrick Kinni provided a brief overview that included:
    - Sunshine Law provided a right to access of governmental proceedings. Not all advisory panels were subject to the Sunshine Law, however, the Board designated the CAC as such. Meaning that members of the CAC could not engage in private discussions outside of a noticed about Committee business.
    - Proxy Rule allowed members to discuss board business with staff or non-board member, however they may not be used to communicate information between board members.
    - Voting in Advance or in Absentia was not permissible in local government.
    - Meeting requirements:
      - Meetings of public boards or commissions must be open to the public
      - Reasonable notice of such meetings must be provided; and
      - Minutes of the meetings must be prepared and open to public inspection.

- Public Records Law provides a right of access to records of the government, as well as private entities acting on their behalf. The CAC was subject to that law. This included:
  - All “documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics, or means of transmission” (includes electronic communications like text messages, emails).
    - This included records, emails, or text messages received by Committee members. Please forward the record to a staff person and it would be archived on your behalf.
    - JR Harding clarified that any Committee member was obligated to forward even the record of print, electronic, or digital conversation with any informed citizen. Patrick Kinni confirmed noting that it too was a public record. He further indicated to call or email the office and staff would assist with the process.
    - Bill Berlow questioned if a summary of oral conversation was required to be compliant. Patrick Kinni state that oral communication was exempt; clarifying that phone call would be exempt where a phone message would be a public record.
  - Made or received pursuant to law or ordinance or in connection with the transaction of official business
  - By any agency [including a private entity acting on behalf of a public agency].
  - Which are used to perpetuate, communicate, or formalize knowledge.
- Restrictions on access to records:
  - Public records cannot be withheld at the request of the sender/creator
  - A requestor is not required to show a “legitimate” or “noncommercial interest” as a condition of access
  - A request cannot be denied because it is “overbroad”
  - Unless authorized by another statute, an agency may not require that public records requests be in writing or require the requestor to identify himself or herself
- Standards of conduct – Public Officials, including Board Appointed Committee Members, are prohibited from:
  - Soliciting and Accepting Gifts
  - Accepting Unauthorized Compensation
  - Misusing Their Public Position
  - Disclosing or Using Certain Information
  - Doing business with their agency
  - Engaging in conflicting employment or contractual relationships
- Voting Conflicts of Interest – Requires that no member of a Board appointed committee shall vote in an official capacity upon any measure



which would inure to the special private gain or loss of themselves, any principal or entity by whom they are retained, other than an agency, or to any relative or business associate.

- Members must announce the nature of the conflict before the vote; abstain from voting; and file a memorandum of voting conflict
- Members may participate in the discussion
- 
- Presentation is on file at Blueprint Intergovernmental Agency
- Preview and Discussion of the Year Ahead
  - Autumn Calder provided a brief overview of Blueprint that included:
    - Genesis of the program and historical record of project descriptions
      - Kent Wimmer questioned which projects were identified for phases one or two under the Greenways Masterplan. Autumn Calder stated that the Greenways Masterplan was tied to funding with the allocated amount put toward the implementation of the plan as a whole. The individual projects within the Masterplan were not yet prioritized. That would be completed in the Greenways Masterplan Implementation process.
      - Sidewalk projects would be implemented by the City and County through the annual allocation from the 78%.
      - Decisions on the bike routes would follow the completion of the CRTPA's Bike and Pedestrian Masterplan.
    - Projects under construction:
      - Capital Cascades Trail Segment 3 with an anticipated completion late 2018.
      - Northeast Gateway (Welaunee Boulevard) Dove Pond with an anticipated completion fall of 2018.
    - Projects in planning
      - Welaunee PD&E with an expected completion early 2020
      - Capital Cascades Trail Segment 3 Master Planning for Amenities with an expected completion late 2018
      - Capital Cascades Trail Segment 4 Master Planning with an expected completion mid 2019
      - Southwest Area Transportation Plan with an expected completion mid 2019
    - Implementation Plan
  - Kent Wimmer asked for staff guidance on how to share the message and story of Blueprint and OEV through their constituencies. It was a welcome suggestion that staff would consider. JR Harding requested a one page fact sheet that could provide a summary of that information that could be quickly and easily shared. He further suggested that any such product that staff created should also be available electronically to provide a variety of access points for the citizens of Tallahassee-Leon County.
  - Presentation is on file at Blueprint Intergovernmental Agency

**IV. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

There were no speakers to be heard.

**V. ADJOURN**

**Kent Wimmer moved to adjourn. It was seconded by Claudette Cromartie. The meeting adjourned at 6:48 pm.**



### Blueprint Intergovernmental Agency Citizen's Advisory Committee

**TITLE:** Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

**Date:** June 7, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** Consent

#### STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) with a status report on the active Blueprint capital projects. This agenda item will be submitted to the Board of Directors (IA Board) for consideration at their June 21, 2018 meeting.

#### CAC ACTION REQUESTED:

Recommend the IA Board approve Option 1.

#### OPTIONS:

1. Recommend that the Blueprint Intergovernmental Board of Directors accept the June 2018 status report on Blueprint infrastructure projects.
2. Recommend that the Blueprint Intergovernmental Board of Directors accept the June 2018 status report on Blueprint infrastructure projects.
3. Blueprint Citizens Advisory Committee Direction.

#### RECOMMENDED ACTION:

1. Recommend that the Blueprint Intergovernmental Board of Directors accept the June 2018 status report on Blueprint infrastructure projects.

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

**TITLE:** Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

**Date:** June 21, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** Consent

### **STATEMENT OF ISSUE:**

This item provides an update on active Blueprint Intergovernmental Agency (Blueprint) infrastructure projects. A schedule of the seven active Blueprint 2000 projects and nine active Blueprint 2020 projects are included as Attachment #1, and this five-year timeline incorporates all Intergovernmental Agency Board (IA Board) direction to date. The five-year timeline presented herein is consistent with the proposed Blueprint 2020 Project Implementation Plan.

### **SUPPLEMENTAL INFORMATION:**

#### **Projects Under Construction**

##### **Capital Circle Northwest/Southwest (Tennessee Street to Orange Avenue)**

- Construction is complete and has been accepted by Blueprint. The Joint Participation Agreement with the City for utility relocations is anticipated to be closed out in June of 2018. Final turnover of the project to the FDOT will subsequently follow.

##### **Capital Cascades Trail Segment 3D (Pinellas to Gamble Streets)**

- Roadway and trail construction began in April 2017 and is expected to be complete in late 2018.

#### **Projects Under Design & Right-of-Way Acquisition**

##### **Capital City Amphitheater Weatherization**

- At their February 13, 2018 meeting, the Leon County Board of County Commissioners approved a concept to reduce rainwater impacts on the Amphitheater stage. The concept was also subsequently approved by the City. Leon County Tourism is the fiscal agent for the overall project. Blueprint will assist with managing the design, construction and CEI of the Amphitheater canopy extension, which is anticipated to be complete by the end of 2018. The concept also includes drainage improvements to the back of the stage and the purchase of additional speakers.

### **Magnolia Drive Multiuse Trail**

- On August 1, 2015, the IA Board directed staff to render design, permitting and construction services for providing a 12-foot-wide multiuse trail along Magnolia Drive from Monroe Street to Apalachee Parkway. The project is currently being designed. Right-of-way acquisitions are anticipated to begin in August of 2018. Project construction is anticipated to begin in the Summer of 2019. Per the direction of the IA Board at the March 1, 2018 meeting, Blueprint is coordinating with Leon County and City Electric Utilities to design for undergrounding electric utility lines throughout the entire project corridor.

### **Capital Cascades Trail – Segment 3 (Gamble Street to Central Drainage Ditch)**

- Per direction from the IA Board in September of 2016, right-of-way acquisition and design services are underway, and the multi-agency Stormwater Working Group and the Technical Coordinating Committee (TCC) have recommended a preferred design for the Segment 3D regional stormwater facility (RSF). The project notice to proceed for design was issued on February 15, 2018 with final construction plans and permits to be complete by late August, 2018. A master plan for the amenities around the proposed stormwater management facility, including the new trailhead for the St. Marks Trail, has been presented to the TCC and CAC. The intent is to advertise the RSF project concurrently with the FAMU Way Phase 3 Project offered by City Underground Utilities and Public Infrastructure in November of 2018. Construction of the trail and sidewalk amenities will be advertised for construction in 2019. Additional information is included in Agenda Item #6.

### **Capital Circle Southwest (Crawfordville Road to Orange Avenue)**

- **Funding** – Funding for right-of-way acquisition and construction is included in the current FDOT Five-Year Work Program. Funding details for each segment are as follows:

#### Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2021 in the amount of \$56,371,402

#### Crawfordville Road to Springhill Road

- Right-of-Way: Funded from FY 2018 thru FY 2020 in the amount of \$16,313,600
- Construction: Funded in FY 2022 in the amount of \$32,903,420

- **Design** – FDOT has completed 90% construction plans and in October 2017 held a public meeting to review these plans. Based on feedback received from that public meeting, FDOT is moving forward with final design.

### **Woodville Highway (Southside Gateway)**

- **Right-of-Way:** Right-of-way acquisition is underway through FDOT and is scheduled to continue through FY2020. FDOT has not yet funded construction.

Supplemental information providing the status of the right-of-way acquisition for the Blueprint Capital Cascades Trail Segment 3D Stormwater Facility Project, the City FAMU Way Phase 3

Road Extension Project, and the FDOT CCSW Springhill Road to Orange Avenue Road Improvement Project is included as Attachment 2.

### **Projects in Planning or Preliminary Design**

#### **Blueprint 2020 Implementation Plan**

- A workshop to discuss the Blueprint 2020 Implementation Plan is scheduled for June 21, 2018 at 1:00 PM.

#### **Southwest Area Transportation Plan**

- Blueprint is working in partnership with the CRTPA to create a vision for southwest Tallahassee that is consistent with local priorities, plans, and future projects and that provides a guide for implementing safe and efficient transportation facilities.
- Public outreach is underway, and a public forum, focused on Orange Avenue, is scheduled for June 28, 2018. The project is expected to be complete in early 2019.
- At the March 1, 2018 IA Board meeting, Commissioner Dozier moved to direct the County Administrator and the City Manager, through the Planning Department, to update the SW Sector Plan to incorporate cross streets, housing issues, etc., and to seek approval and to work with the respective bodies to bring the plan current. The motion passed 12-0.

#### **Northeast Gateway (Welaunee Boulevard)**

- **Welaunee Boulevard:** Building upon collaboration with FDOT and in accordance with IA Board direction on September 12, 2016 to proceed with a PD&E study for the extension of Welaunee Blvd. to the Shamrock Road Extension, staff has prepared the PD&E scope of services consistent with FDOT's State Environmental Impact Report (SEIR) and the Statewide Acceleration and Transformation Process. Blueprint issued Requests for Qualifications in March 2018 and completed the Consultant Selection Process in late May; pending IA Board approval, Blueprint anticipates an issuing of the Notice to Proceed (NTP) in July 2018. The PD&E Study is expected to be completed within 12 to 15 months of NTP with final design and permitting complete within 12 months, approximately late 2020. Additional information is included in Agenda Item #7.
- **Dove Pond Regional Stormwater Management Facility (RSF):** Upon approval from the IA Board on June 13, 2017, construction began on the Dove Pond RSF on November 15, 2017 with a contract time to complete of 178 calendar days. The total original contract amount is \$3,845,140, of which Blueprint is responsible for not greater than \$2 million. The current contract amount is \$4,157,710 (includes change orders). As of April 27, 2018, the project is 65% complete with 88% of contract time used. The Contractor has submitted a request for additional construction days pending Community Development District approval; the request will move the completion date from mid-May 2018 to late September 2018.

Once completed, Dove Pond RSF will have a total capacity of 820 acre-feet and will also provide stormwater treatment for portions of Welaunee Boulevard as well as other public infrastructure.



### **Capital Circle Southwest Greenway and Debbie Lightsey Nature Park**

- An RFP for design services was issued in May 2018 and selection of a consultant to complete the design for the park and trails is currently underway.

### **Alternative Sewer Solutions Study**

- Consistent with IA Board direction and approval on June 13, 2017, staff developed the Alternative Sewer Solutions Study which allows for implementation of sewage treatment and disposal options delineated in the staff-developed Comprehensive Wastewater Treatment Facilities (CWTF) Plan. The CWTF Plan describes which wastewater treatment and disposal facilities are appropriate in unincorporated Leon County and which facilities can be implemented for reasonable costs and service interruption. Leon County is managing the CWTF Plan and issued a RFP for services in May 2018. The CWTF Plan is expected to be completed in December 2019.

*Action by TCC and CAC:* This item was presented to the TCC and the CAC at their June 4, 2018 and their June 7, 2018 meetings, respectively.

## **OPTIONS:**

- Option 1: Accept the June 2018 status report on the Blueprint infrastructure projects.
- Option 2: Do not accept the June 2018 status report on the Blueprint infrastructure projects.
- Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Accept the June 2018 status report on the Blueprint infrastructure projects.

### *Attachment:*

1. Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines
2. Supplemental Information: Summary of Status of the right-of-way acquisition for the Blueprint Capital Cascades Trail Segment 3D Stormwater Facility Project, the City FAMU Way Phase 3 Road Extension Project, and the FDOT CCSW Springhill Road to Orange Avenue Road Improvement Project.



## Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines

Date Submitted: March 1, 2018

Program	Project	Phase	2018				2019				2020				2021		2022	
			1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos
Blueprint 2000	Capital Cascades Trail Segment 3 - Van Buren Street	Design																
		Construction																
	Capital Cascades Trail Segment 3D	Design																
		Construction																
	Capital Cascades Trail Segment 3 - Amenities <sup>1</sup>	Design																
		Construction																
	Capital Cascades Trail Segment 4	Planning																
		Design																
		Construction																
	Cascades Park Alum	Design																
Blueprint 2020	Cascades Park Amphitheater	Design																
	Weatherization	Construction																
	Magnolia Drive	Design																
		Construction																
	2020 Prioritization Implementation Plan	Plan Development																
	Alternative Sewer Solutions Study (Phase 1)	Comprehensive Wastewater Treatment Facilities Plan																
	Bike/Greenways Implementation Plan	Plan Development																
	Debbie Lightsey Nature Park & Capital Cir Southwest Greenway	Design																
	Lake Jackson South Greenway	Construction																
	Orange Avenue	PDE																
Blueprint 2020	Southwest Area Transportation Plan	PDE																
	Thomasville Greenway	Plan Development																
	University Greenway	PDE																
		PDE																
	Welaunee Boulevard	Roadway - PDE																
		Roadway - Design																
		Dove Pond - Const.																

1. Amenities may include Coal Chute Park, Skate Feature and, History and Culture Trail. The proposed trailhead will be constructed as part of Pond 3D-B.

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## Supplemental Information

Summary of Status of the Right of Way Acquisition for the Blueprint Capital Cascades Trail Segment 3D Stormwater Facility Project, the City FAMU Way Phase 3 Road Extension Project and the FDOT CCSW Springhill Road to Orange Avenue Road Improvement Project

This supplemental information provides a summary of the status of right of way acquisition, being managed by Blueprint, for Blueprint's Capital Cascades Trail Segment 3D Stormwater Facility, the City's FAMU Way Phase 3 Road Improvement Project and FDOT District 3's CCSW Springhill Road to Orange Avenue Road Improvement Project, as follows:

1. Capital Cascades Trail Segment 3D Stormwater Facility contains the stormwater components for the western portion of Capital Cascades Trail – Segment 3, which extends from Gamble Street to the Central Drainage Ditch. Right of way is being acquired on this project for the construction of a stormwater facility to be designed and built by Blueprint Intergovernmental Agency. The construction of this facility is anticipated to occur during the construction of the City's FAMU Way Road Extension Project, Phase 3, which will be built and managed by the City of Tallahassee. Construction on both projects is anticipated to begin during the 4<sup>th</sup> quarter of 2018.

There are thirteen (13) privately owned parcels, which Blueprint is acquiring for the construction of the pond. To date offers to purchase each of these parcels have been presented to all the owners and it is expected that all parcels, except Parcel 220, will proceed to closing based on voluntary settlements with the owners. Due to multiple title issues with Parcel 220 this parcel will need to be placed into an eminent domain lawsuit to allow Blueprint to acquire title to the property and thus avoid delays in the project's construction schedule.

At the June 21, 2018 Intergovernmental Agency meeting the Board will be asked to approve a condemnation resolution authorizing Blueprint to acquire title to Parcel 220 through the use of its eminent domain power.

2. FAMU Way Road Extension Project, Phase 3 – The City's Phase 3 FAMU Way Project extends FAMU Way from Gamble Street to the Central Drainage Ditch, which is a continuation of the construction of FAMU Way Phases 1 and 2, which began at Pinellas Street. This project includes parcels needed for both the City's road project and parcels needed for both the City's road project and Blueprint's pond project ("joint parcels"), discussed above. There are nine (9) joint parcels and twelve (12) City parcels Blueprint needs to acquire for the two projects.

Approximately 1/3 of the offers have been presented to owner(s) and negotiations are underway with those owners. In addition, the remaining offers are in various stages of preparation and it is anticipated that all offers will be delivered to the remaining property owners by mid-July, 2018.

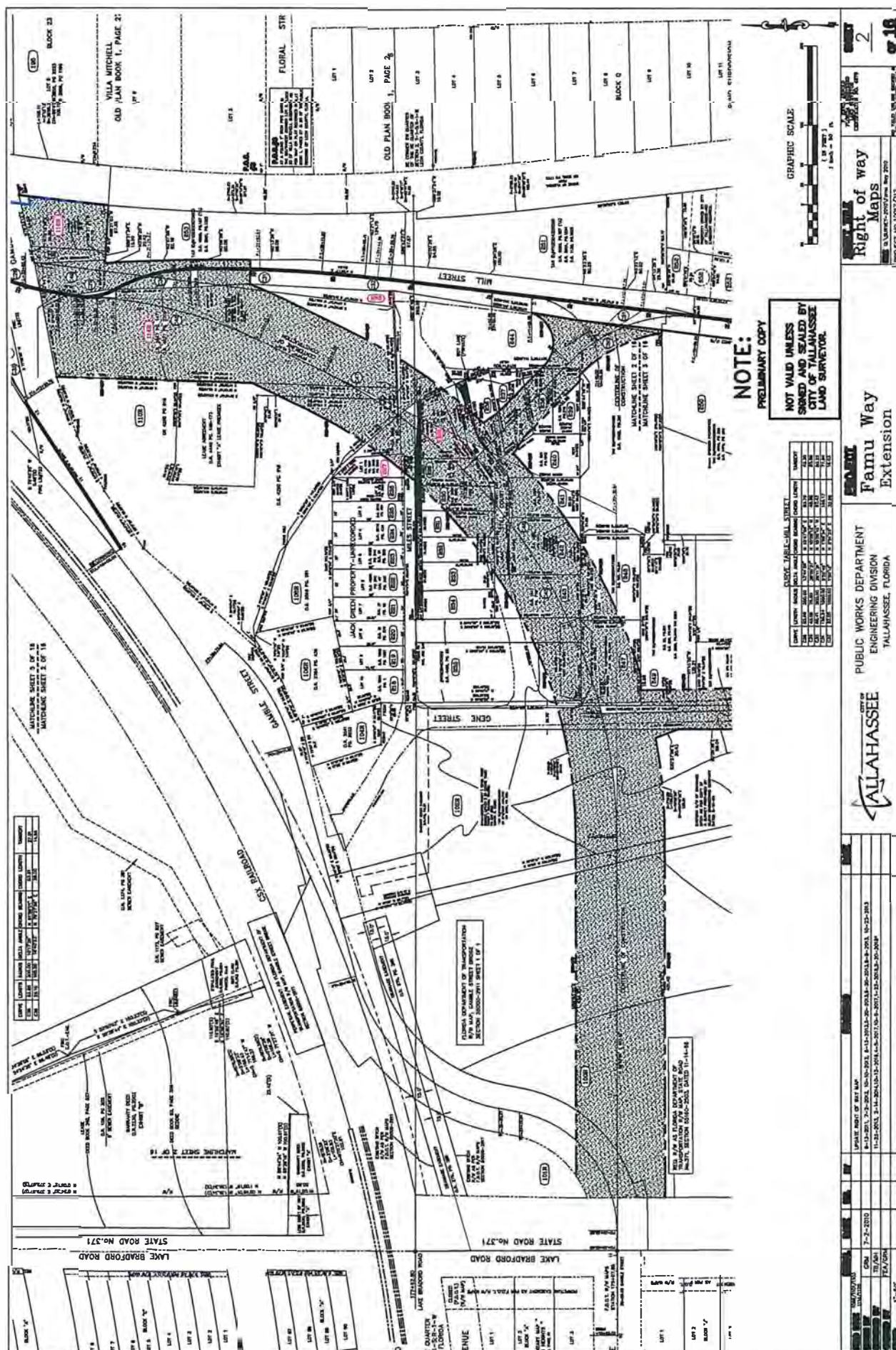
Offers that have not been accepted or because of title issues cannot be accepted, whether the parcel is needed for both projects or only the City project, will require acquisition using the City's eminent domain powers. Thus, any parcels, which have not settled through voluntary settlements, will require approval by the City Commission of condemnation resolutions to avoid delays in the construction of the projects.

3. FDOT CCSW Road Improvement Project (Springhill Road to Orange Avenue) – This is an FDOT District 3 project, which will extend improvements on Capital Circle SW from just east of Springhill Road to just north of Orange Avenue for approximately 4 miles. Blueprint is managing the acquisition of the Right of Way for this project, which is being designed, constructed and managed by FDOT District 3. There are twenty (20) parcels to be acquired, approximately ½ of those parcels are privately owned and the remaining properties are owned either by Federal, state or local governments.

Offers have been presented on all privately-owned parcels and several offers have been accepted or the owners have reached settlement with Blueprint through negotiations. These settlements are currently being prepared for closings, which will begin occurring within the next few weeks. Blueprint will continue to work with the remaining owners and local governments to acquire the remaining property interests. The FDOT District 3 Clear Date for this project is scheduled for May 2019, thus if Blueprint is unable to reach a timely voluntary settlement with the remaining private property owners it will seek IA Board approval for authorization to file a condemnation lawsuit to acquire the parcels through its eminent domain powers.

## **ATTACHMENTS:**

1. Exhibit "A" - Right of Way Map Sheet 2 of the Capital Cascades Trail Segment 3D Stormwater Facility and FAMU Way Phase 3 Road Extension Project, which depicts the parcels to be acquired for both projects.
2. Composite Exhibit "B" - Key Map Sheets 1 to 4 of 26 sheets of the FDOT CCSW Road Improvement Project, which generally depicts the location of the parcels to be acquired for the project.



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## **Blueprint Intergovernmental Agency Citizen's Advisory Committee**

**TITLE:** Status Report on the Operations of the Tallahassee-Leon County  
Office of Economic Vitality

**Date:** June 7, 2018

**Requested By:** OEV Staff

**Contact:** OEV Staff

**Type of Item:** Consent

### **STATEMENT OF ISSUE:**

This item provides the Blueprint Intergovernmental Agency with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality and provides an overview of Engagement and Operations, Minority Women and Small Business Programs, and Research and Business Analytics. This agenda item will be submitted to IA Board for consideration at their June 21, 2018 meeting.

### **CAC ACTION REQUESTED:**

Recommend the IA Board approve Option 1.

### **OPTIONS:**

- Option 1: Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.
- Option 2: Do not accept the Tallahassee-Leon County Office of Economic Vitality Status Report.
- Option 3: Blueprint Citizens Advisory Committee Direction.

### **RECOMMENDED ACTION:**

- Option 1: Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.

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

**TITLE:** Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality

**Date:** June 21, 2018

**Requested By:** OEV Staff

**Contact:** Office Economic Vitality

**Type of Item:** Consent

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**STATEMENT OF ISSUE:**

This agenda item provides the Blueprint Intergovernmental Agency (“the Board”) with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality (OEV) and provides an overview of Engagement and Operations (Attachment #1), Minority Women and Small Business Programs (Attachment #2), and Research and Business Analytics and (Attachment #3).

**STRATEGIC PLAN:**

The status report on the operations directly supports all four goals of the Economic Development Strategic Plan:

- Implement a new collaborative economic development program of work.
- Better promote the area as a business generator.
- Better identify, understand and align all available assets.
- Responsibly allocate resources to achieve today’s goals and refine the foundation for future growth.

**SUPPLEMENTAL INFORMATION:**

**Background**

This agenda item provides the Board with a quarterly status report on the activities operations and activities since March 1, 2018. It should be noted that staff continues to research and track industry standards and best practices and listen to the needs of existing businesses in order to best position Tallahassee-Leon County as Florida’s Capital for Business.

**Engagement and Operations**

Engagement and Operations (E+O) works to position the Office of Economic Vitality as the front door for the community’s economic development needs by routinely engaging in business development and engagement activities. Attachment #1 highlights the accomplishments of E+O since the March 1, 2018 Blueprint Intergovernmental Agency Board of Directors (Board) meeting, including project activity, business retention and expansion efforts through the

CapitalLOOP initiative, Opportunity Zone (new federal incentive program) the Magnetic Technologies Taskforce, workforce development as well as engagement and communication efforts. Staff continues to research and track industry standards and best practices and listen to business needs in order to continue positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

For more detailed information regarding the actions of the Engagement and Operations, please see Attachment #1.

#### **Minority Women and Small Business Program**

Per OEV's Work Plan, the Minority, Women and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners, build capacity for MWSBEs through non-traditional business financing, and capacity building through resource partners. MWSBE programs continues to inform its certified businesses of capacity building, networking and procurement opportunities available through partnerships, local governments, and Blueprint. The certification guarantees that staff will provide "Four Es" for certified businesses--*engage*, *educate*, *equip* and ultimately *empower* them, which will present them with greater opportunities within the economic development ecosystem.

For more detailed information regarding the actions of the Minority Women and Small Business Program, please see Attachment #2.

#### **Research and Business Analytics**

The Research & Business Analytics Division works diligently to monitor key economic metrics, current economic trends to support OEV's Strategic Plan, and enable informed business decision making. Continuously measuring how our economy is performing and progressing is very important as we all collectively work to improve our region's economic competitiveness. The division also undertakes a variety of research and analyses in support of other City and County departments, and works closely with the business community at large. Attachment #3 details the accomplishments that have been made during the past quarter including updates to the Data Center, Second Quarter 2018 *Quarterly Economic Dashboard*, Cost of Living Index, Competitiveness Report, Ongoing & Proposed Developments Database and GIS Story Map, and coordination efforts for the 2020 U.S. Census.

For more detailed information regarding the actions of the Research and Business Analytics, please see Attachment #3.

## **CONCLUSION:**

As discussed throughout this item, OEV has positioned itself as the front door for the community's economic development needs. As directed by the Board, these efforts include the development of the first-ever strategic plan to guide our community's economic development efforts and objectively evaluate our progress over time toward goal achievement, as well as a Target Industry Study to leverage economic vitality opportunities with a laser-like approach.

This office also provides an enhanced level of service for cross departmental coordination for collection and utilization of data, implementation of projects and initiatives throughout the planning, land management and economic development spectrum, which is conducted in an

open, inclusive and transparent manner. Staff continues to research and track industry standards and best practices and listen to business needs in order to continue positioning Tallahassee-Leon County as Florida's Capital for Business.

## **ACTION BY CAC:**

## **OPTIONS:**

1. Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.
2. Do not accept the Tallahassee-Leon County Office of Economic Vitality Status Report.
3. Intergovernmental Agency Direction.

## **RECOMMENDED ACTION:**

Option #1.

### *Attachments:*

1. Engagement and Operations Quarterly Update
2. Minority Women and Small Business Quarterly Update
3. Research and Business Analytics



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## MEMORANDUM

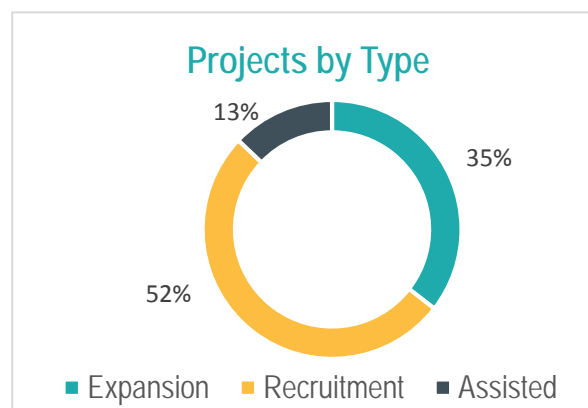
**TO:** Ben Pingree, PLACE Director  
**THRU:** Al Latimer, Director  
**FROM:** Cristina Paredes, Engagement and Operations Deputy Director  
**SUBJECT:** Division Quarterly Update  
**DATE:** May 11, 2018

Engagement and Operations (E+O) works to position the Office of Economic Vitality as the front door for the community's economic development needs by routinely engaging in business development and engagement activities. This memo highlights E+O accomplishments since the March 1, 2018 Blueprint Intergovernmental Agency Board of Directors (Board) meeting, including project activity, business retention and expansion efforts through the CapitalLOOP initiative, incentives, partnership with the International Trade Administration, the Magnetic Technologies Taskforce, workforce development (Leon Works) as well as engagement and communication efforts. This memo also reflect on lessons learned and staff's goal to continue incorporating best practices as year two of the Strategic/Work Plan is being implemented. Staff continues to research and track industry standards and best practices and listen to business needs in order to continue positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

### *Active Project Status Report*

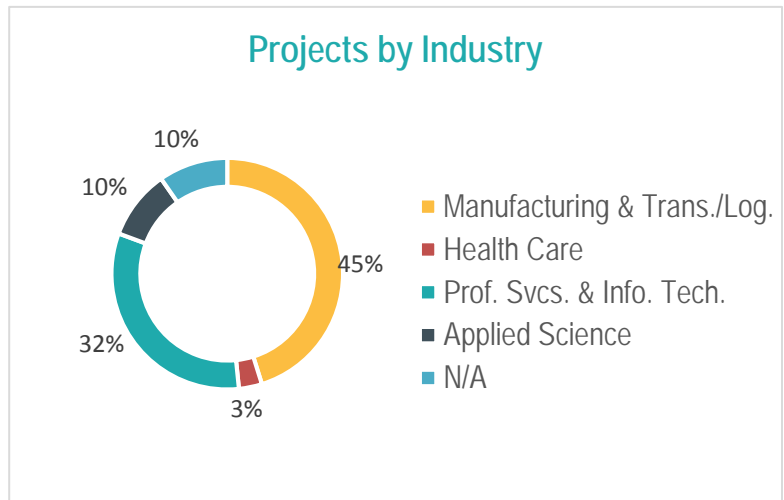
Staff continues to actively respond to companies seeking to retain, expand or establish their presence in Tallahassee-Leon County. At the time of writing this item, staff has worked on a total of 31 projects over the course of the year that have resulted in four companies expanding or relocating into the community and the creation of 153 jobs.

Staff is pleased to report that on March 20, 2018, Proof Brewing Company (previously known as Project Fox) formally announced their expansion in Tallahassee-Leon County by adding acquiring a new facility to expand their manufacturing and distribution operations. This expansion will create 20 new, full-time jobs within at an average wage 115% above Leon County's annual wage. Renovation is currently underway and it is anticipated to be complete in early 2019. The capital investment by Proof Brewing Company is \$4.36 million with a total economic output of



\$23.05 million. In addition, the company was approved for the Target Business Program local incentive by the Competitive Projects Cabinet, with 70% reimbursement of City ad valorem taxes and reimbursement of the County ad valorem taxes equal to the amount reimbursed by the City over seven years which as an estimated value of \$97,414. Staff is currently still working with the company to provide assistance where needed throughout the development of the project. Proof Brewing Company is also working closely with Community Redevelopment Agency and City staff as well.

Currently, staff is working 13 active projects, all of which are receiving customized care. The projects represent companies in light manufacturing, healthcare and life sciences, business and professional services, and applied science. It should be noted that several projects were closed this quarter due to company not choosing to move forward or learning that Tallahassee-Leon County was not selected.



To ensure a continuum of care beyond a company's formal announcement that it will expand or relocate to Tallahassee-Leon County, staff remain engaged with each firm to provide additional assistance as needed as previously mentioned with the Proof Brewing Company. Assistance is required for multi-year incentive programs, such as the Targeted Business Program and Qualified Target Industry Tax Refund Program, which mandates support for up to 10 years. Demonstrating OEV's commitment to these companies' success encourages a pro-business environment in Tallahassee-Leon County.

Staff continues to promote Tallahassee – Leon County as Florida's Capital for Business as well as numerous local assets and advantages, including a diverse and competitive workforce, global research and higher education institutions, strategic capital investments in infrastructure, and the connectivity and availability of land. Beyond just introducing new job opportunities for citizens of Tallahassee-Leon County, new and expanding industries also provided a diversity of ideas and approaches that can lead to better solutions. In order to secure increased economic vitality outcomes and a strong return on investment, staff continuously researches and tracks industry standards and best practices for economic development organizations. Metrics, such as jobs created, business consultations, leads generated, and project activity align with the Strategic Plan (A.1.d.3) to create a customer-centric approach as well as generate a more efficient process for the client and staff to determine a company's eligibility to participate in programs that may affect their decision to remain, expand, or locate their business operation in Tallahassee-Leon County.

### *CapitalLOOP: Business Retention and Expansion*

The CapitalLOOP business retention and expansion initiative was created to reflect industry best practices and be more tactical, collaborative, and outcome focused on engagement with local companies. As identified in the Economic Development Strategic Plan, companies that participate in comprehensive outreach programs with economic development organizations are statistically more likely to grow and expand. Since launching CapitalLOOP on March 1, 2017, staff has conducted 83 face-to-face business consultations. As a direct result of CapitalLOOP, staff has been able to generate nine project leads and provide assistance through customer referrals, coordination through planning/permitting navigation and facilitated one company expansion. Staff remains committed to ensuring CapitalLOOP's success through continued and strategic engagement of business leadership, and routine analysis to continue driving value to the existing local business environment. These concerted efforts demonstrate that OEV is making a compelling case about our regional economic competitiveness and that, more and more, Tallahassee-Leon County is Florida's Capital for Business (#FLCapital4Biz).

### *New Federal Incentives Program: Opportunity Zones*

The Opportunity Zones Program was officially enacted as part of President Trump's comprehensive tax reform plan via the Tax Cuts and Jobs Act which was passed in late December 2017. This act requests the Governor of each state to nominate up to 25 percent of eligible low-income census tracts as Opportunity Zones. Opportunity Zones are census tracts designated to provide a new tool for tax incentives, including a temporary deferral on capital gains taxes, when investors reinvest those gains in qualified Opportunity Funds. The funds must in turn invest in low-income communities from these designated census tracts (Opportunity Zones). These zones exist to spur new and small businesses, encourage development in blighted properties as well as a number of other activities intended to revitalize and enhance local economic ecosystems. The U.S. Department of Treasury is developing rules regarding the necessary qualifications of Opportunity Funds and eligible investments, which is being administrated by the Internal Revenue Service (IRS). To become a Qualified Opportunity Fund, an eligible taxpayer self certifies. There is no prior approval by the IRS required. This program is still new and it is anticipated that Treasury Department and the IRS will be providing further details over the next few months, such as additional legal guidance.

This spring the Florida Department of Economic Opportunity is worked with the Governor's Office to provide data on low-income census tracts as part of the nomination process. Staff met with the Governor's office in early March to present a map of the areas in Tallahassee-Leon County that could be eligible for the Opportunity Zone designation. On April 19 Governor Scott recommended that 18 census tracts in the Tallahassee area be designated as Opportunity Zones. Once approved, the Opportunity Zone designations last for a period of 10 years. At the time of writing this, these areas have not yet been approved by the Treasury Department and it is anticipated that more information will become available within the next month. Staff is continuing monitoring the approval of the Florida opportunity zones as well as any additional guidance that may be published. [Click here](#) for a link to the map with the census tracts recommended for inclusion in the Opportunity Zone program:

<https://deolmsgis.maps.arcgis.com/apps/webappviewer/index.html?id=4e768ad410c84a32ac9aa91035cc2375>

#### *International Trade Administration*

The partnership with the International Trade Administration (ITA) is a direct result of Tallahassee-Leon County's participation in the 8<sup>th</sup> Americas Competitiveness Exchange on Innovation and Entrepreneurship, during which staff and ITA identified opportunities to connect local businesses to the global market through international trade and export. The objective of this partnership is to support local businesses seeking to become "export ready" for the global economy. Companies who engage in exporting can be more profitable and on average these companies experience faster sales growth, create more jobs, and pay employees more than in non-exporting firms. There is also a competitive advantage for United States companies (who is known throughout the world for high quality, innovative goods and services, and sound business practices) as less than one percent of America's 30 million companies export, which is significantly lower than all other developed countries. In addition, most companies that export have an easier time riding out fluctuations in the U.S. economy and are more likely to stay in business due to the fact that 70% of the world's purchasing power is outside of the United States. In order to best engage companies, a representative from the ITA will host consultations at the Office of Economic Vitality and are on a first come, first serve basis, and will be recurring on the last Wednesday and Thursday every other month. The next ITA visit will be in July. It should be noted that last month, ITA also met with staff and held an internal training session on benefits of foreign trade and foreign direct investments in order to equip the Office of Economic Vitality with the necessary information that could be valuable during business retention and expansion visits.

#### *Magnetic Technologies*

At the time of writing this memo, the RFP for business attraction services for magnetic technologies was released May 6, 2018 with response due on June 4, 2018. In addition, the Business Development Manager for Applied Sciences will be re-advertised in early June.

#### *Leon Works and Workforce Development*

The 2018 Leon Works Expo will be held on November 2 and the Office of Economic Vitality will be leading the planning and execution of this event. Staff will be working with workgroup, which now includes regional partners, to implement a few changes to the expo such as strategic alignment and regionalism. The strategic alignment discussion will revolve around aligning the Expo to the target industries and high wage/occupancy jobs identified by the Office of Economic Vitality as well as CareerSource Capital Region. As for regionalism, staff and the workgroup will focus on incorporating the rest of the Capital Region, including schools and business exhibitors, in order to build a robust talent pipeline with the skilled careers. Leon County Government has allocated \$25,000 for the event until 2020 when the Office of Economic Vitality will begin funding it from the economic development portions of the sales tax proceeds.

### *Tourism Strategic Planning*

Staff worked closely with and supported Visit Tallahassee and the Tourist Development Council during its strategic planning process this spring. This opportunity to collaborate during this process demonstrates strong support for one of the cross-cutting strategies identified in the Economic Development Strategic Plan: Engagement, Collaboration & Alignment. Themes that emerged during the community feedback sessions focused on raising awareness of Tallahassee-Leon County's unique assets, leveraging placemaking initiatives like the Cascades Park Amphitheater to elevate the visitor experience, and capitalizing on the large number of visitors each year who travel to Tallahassee-Leon County routinely for business such as those who travel to Danfoss and the National High Magnetic Field Laboratory. Tourism and economic development organizations are similarly charged with building capacity within a community's borders and encouraging outside investment from beyond its borders to better position its assets and encourage future growth. The opportunity for staff and Tourism to more closely align its strategy for asset promotion, community brand recognition, and competitive positioning provides a holistic approach to raising awareness of all Tallahassee-Leon County has to offer to audiences within and beyond our local borders.

### *Ready Business Seminar*

On April 26, 2018, OEV and Leon County Government staff partnered with the Federal Alliance for Safe Homes (FLASH), Federal Emergency Management Agency (FEMA), and the National Weather Service to host the Ready Business Workshop. The free, day-long event help equip local business leaders with the resources they need to identify their risk of being impacted by a hurricane and develop a plan to ensure business continuity post-disaster. More than 100 Tallahassee-Leon County-based businesses registered to attend the workshop to learn how to identify their risk of being impacted by a hurricane, develop a disaster preparedness and recovery plan, and how to take action and review their process to gain recognition as a Ready Business. Participants who already had a disaster plan were invited to have experts from FLASH and FEMA review the plan and provide suggestions for strengthening their recovery strategy. In addition, the Small Business Development Center (SBDC) at Florida A&M University provided information about the Emergency Bridge Loan Program, which provides critical funds to businesses impacted by disaster and in need of financing to ensure their business has the highest chance of reopening and realizing profits post-disaster. The SBDC serves as liaison for this important program and staff assist with reviewing loan applications after disaster strikes. OEV anticipates continuing this valuable partnership to continue driving value to local businesses through assistance.

### *International Economic Development Week*

The week of May 7-11 was designated as International Economic Development Week as well as National Small Business Week. Tallahassee-Leon County joined communities across the country and globe in celebrating National Economic Development Week. Staff organized several local activities throughout the week to highlight businesses and economic development efforts. The week kicked off with a social media campaign asking local businesses to say why they choose #FLCapital4Biz as well as launching the Capturing Champion series which highlighted minority- and women-owned business owners and capture their stories on how they started and continue to thrive in the local

business environment. On Tuesday, the #DataTALKS video series launched on Facebook and Twitter. This series will occur every six weeks as staff promotes economic Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz) by highlighting key economic trends and data. On Wednesday, MWSBE hosted a certification bootcamp to provide information to contractors and subcontractors in the construction trades on local and state WMBE certifications, Disadvantaged Business Enterprise (DBE) certifications, and SBA 8(a) Business Development Certification Program. The workshop covered how certifications expand the projects for which MWSBE businesses qualify, increasing their bid portfolios exponentially. Staff also hosted a meet and greet with over 30 commercial realtors to facilitate a conversation on partnership opportunities between economic developers and commercial realtors in Tallahassee-Leon County. On Friday, the Small Business Development Center at FAMU hosted the annual Small Business Luncheon to celebrate the accomplishments of small business owners and entrepreneurs in our community. The week ended with a celebration of local businesses at Happy Motoring with over 70 people representing local businesses in attendance. This casual networking event highlighted the impact of local businesses and economic success stories in our community, as well as a drawing of the #FLCapital4Biz social media campaign winner which was William McCluskey at Proper Channel.

### *Engagement and Communications*

Staff continues to promote the Office of Economic Vitality's identity; leverage public awareness, engagement, and participation; build positive relationships with the media; and partner with local businesses and ecosystem partners to foster collaborative relationships through its marketing and communications efforts.

Face-to-Face Engagement: Recognizing the most effective strategy for marketing and communication takes place face-to-face, in staff engaged with business leaders around the community at public meetings and community presentations for organizations including, but not limited to, TalTech Alliance, Leadership Tallahassee, the Greater Tallahassee Chamber of Commerce, Tallahassee Builders' Association, NEBA and Commercial and Residential Real Estate organizations. These engagements provide opportunities to build and communicate a unique brand that expresses the overall business image, that Tallahassee-Leon County is *Florida's Capital for Business* (#FLCapital4Biz) and also allows staff to make connections with business leaders who, in turn, participate in our business retention and expansion efforts through the CapitalLOOP initiative.

Earned Media: Staff efforts have earned significant recognition over the past quarter through earned media opportunities. Earned media from local outlets helps expand OEV's sphere of influence in the local community as initiatives and successes, which help drive economic vitality in Florida's Capital for Business, are highlighted about its initiatives. During the past quarter alone, the following stories were promoted by local media partners as well as one publication that with a national audience:

- *Proof Brewing Relocating to Former Coca Cola Building* (Tallahassee Democrat)
- *Master of Magnetism: Search for Science and Innovation* (Tallahassee Democrat)
- *OEV working 13 active projects* (Tallahassee Democrat)

- *Major Retail Chain Announces Store Closing* (WCTV)
- *No batteries required: Local startup General Capacitor ups capacity* (Tallahassee Democrat)
- *E.D. Week, Many Chances to Learn, Network* (Tallahassee Democrat)
- *Municode Completes Acquisition of Texas Based Company* (Tallahassee Democrat)
- *Capital of Magnetics* (DeltaSky Magazine)

Staff continues to strategically engage all local and regional media partners to further promote programs, initiatives, and other positive news regarding the local economy that help drive business development in Tallahassee-Leon County.

E-Marketing: The Office of Economic Vitality's monthly newsletters provide readers with the latest information on the local economy, breaking economic development news, entrepreneurial opportunities, and other updates that keep stakeholders engaged and informed. During the last quarter, staff issued three electronic monthly newsletters and 20 e-announcements promoting upcoming opportunities, success stories, events, and critical resources for business growth. Since March 2018, OEV's subscriber list has increased by 6.36% (102), out of a total of 1603. The boost in readers is attributed to providing quality information in a format that is easy to navigate, easy to read, and scheduled at intervals that allow readers to stay informed without becoming overwhelmed. Open rates for OEV e-mailings have also increased by nearly 32% -- from 27.36% in December 2017 to 59.31% in May 2018.



Social Media: These efforts have seen explosive growth since launching in June 2017. As a direct result of promoting programs, engagement opportunities, CapitalLOOP, MWSBE certification and training opportunities, and breaking partner news, staff has redefined the OEV image in the minds of those who know the community best – its internal audience – and created a fresh perspective among prospects on what Tallahassee-Leon County has to offer and what it is working to become. During 2018 Economic Development Week alone, OEV saw a surge in social media activity and, as a result, total reach and engagement of its audience. On Facebook, from May 6-12, the total number of people reached increased by 343% (4,674), OEV's page views increased by 130%, page likes increased by 44%, post engagement increased by 338%, video views increased by 33,400%, and page followers increased by 63%.

Throughout 2018, staff will continue adding information related to local economic growth, promoting opportunities available to local businesses, and underscoring the strong assets in our local community to help drive business engagement, retention and expansion, and attraction efforts. Staff will continue evaluating other high-performing economic development organizations' approaches to ensure alignment with industry best practices

and will continue focusing on promoting messages that business decision makers find relevant, timely, and useful for continued business development opportunities.





## MEMORANDUM

**TO:** Ben Pingree, PLACE Director  
**THRU:** Al Latimer, Director  
**FROM:** Darryl Jones, Minority Women and Small Business Programs Deputy Director  
**SUBJECT:** Division Quarterly Update  
**DATE:** May 11, 2018

Per OEV's Work Plan, the Minority, Women and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners, build capacity for MWSBEs through non-traditional business financing, and capacity building through resource partners. MWSBE programs continues to inform its certified businesses of capacity building, networking and procurement opportunities available through partnerships, local governments, and Blueprint. The certification guarantees that staff will provide "Four Es" for certified businesses--*engage*, *educate*, *equip* and ultimately *empower* them, which will present them with greater opportunities within the economic development ecosystem.

### *Programmatic Efficiencies*

MWSBE has been greatly informed about the needs of minority and women owned businesses through more than 100 business interactions through certification, re-certification, presentations, Disparity Study focus groups, outreach activities of this office in the last quarter. In late February, the Deputy Director of the Office of Economic Vitality for Minority, Women and Small Business Enterprise to Orlando, Orange County, Tampa and Pinellas County MWSBE programs to review their operations in order to learn best practices and how other jurisdictions that support supplier diversity activities. Also included on this trip was Roderick McQueen, Small Business Enterprise Director of Leon County Schools. From this visit, the following MWSBE operations and activities will be created:

- Monthly Certification Workshops at Career Source for first time applicants
- Community Partners Workshop with supplier diversity agencies
- Post Certification Workshops on navigating procurement systems for the City of Tallahassee and Leon County

- Create networking opportunities for contractors and subcontractors semi—annually as a precursor to OEV’s mentor-protégé program for MWSBEs as required by the Strategic Plan.

Also as a part of the strategic plan/work plan, MWSBE continues to create profitable links between certified MWSBEs and procurement opportunities beyond those most readily available through City of Tallahassee, Leon County, and Blueprint. MWSBE has formalized its relationship with the Leon County Sheriff’s Office. A subsequent agenda item will be seeking the Board’s approval on the creation of Memoranda of Understanding with Florida A&M University, the Tallahassee Housing Authority, and Tallahassee Memorial Hospital.

Also, the staff has collaborated with the Jim Moran Institute, the FAMU Small Business Development Center on the “Capturing Champions” media campaign. These public service announcements were aired during Small Business and Economic Development Week. The goal of the ten (10) profiles is to heighten awareness of the Office of the MWSBE certification program and programs of our collaborators. The Champions are:

- |                          |                                    |
|--------------------------|------------------------------------|
| • Dr. Makeba Earst       | All about Smiles Dental Center     |
| • Carlos Wilder          | CTW Broadcasting*                  |
| • Princess Ousley        | Elite Business Strategies*         |
| • Jay Morrell            | Earley’s Kitchen*                  |
| • Hurb Roberts           | LawnKeepers*                       |
| • Bonnie Johnson         | BKJ, Inc. *                        |
| • Calvin Singleton       | Concrete Services Unlimited, Inc.* |
| • Christie Hale-Sparkman | Hale Contracting, Inc.*            |
| • Lillie and Dave Thomas | Chief Cornerstone Construction*    |
| • Edna Hall              | Faith Funeral Home                 |

NOTE: \* Certified MWSBE

MWSBE’s Industry Academy courses, as required by the Work Plan have been well received by MWSBEs. More than 100 encounters with small businesses were documented. Career Source, the FAMU Small Business Development Center, Wells Fargo Bank, City of Tallahassee Procurement Services, and the Blue Print Office all facilitated our academies to provide the education and the tools our MWSBEs require. The Disparity Study is currently analyzing data and is hosting focus groups with targeted constituencies as well as those open to the public.

MGT gave a presentation to the MWSBE Citizen Advisory Committee on the disparity study on the following topics:

- An Overview of the Disparity Study and Team
- Disparity Study Project update
- Disparity Study time line and schedule
- Next Steps in the Study
- MWSBE CAC involvement in study
- Community Outreach
- Discussed the CAC’s role as the Disparity Study Advisory Committee

*B2GNow! Contract Compliance Software*

The B2GNow Contract Compliance Monitoring System is currently being utilized to track certified MWSBE Certifications and participation expenditures. The system is also being utilized to conduct certified vendor outreach as a means of providing programmatic information including bid opportunities as well as business development and networking events. B2GNow also has the capability of tracking MWBE, non-MWBE, and Disadvantaged Business Enterprise/Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) participation within the City of Tallahassee's and Leon County's contracts.

As previously reported during the September 19, 2017 Intergovernmental Agency (IA) Meeting, the B2GNow Integration and Implementation Work Group met with B2GNow staff to determine organizational needs and provide feedback regarding the required systematic updates relative to certifications, contractual monitoring and contractual participation by minority-owned, women-owned, and small business enterprises. Prior updates include change to the system portal to reflect the current alignment of the MWSBE function as a part of OEV. The most recent updates include: full implementation of the online certification module. The means MWSBE, as well as DBE/ACDBE Certification applicants may apply online and receive their certification determination documents digitally. Hard copy applications continue to be accepted; however, online application submission is a more efficient process resulting in the reduction of paper consumption.

B2GNow system updates continue to move forward towards finalization to ensure the implementation of all aspects of the certification and contracts modules relative to MWSBE certifications, contractual participation, and payment reporting for Leon County and the City of Tallahassee. Additional updates are in process relative to the contracts module. Additional time is required for data mapping and integration challenges due to B2Gnow, City, and County staff navigating the process of integrating the data from the different financial systems of the City and County organizations into the system.

Certification Type	New	Recertification	Total YTD
MWBE	24	18	42
SBE	7	4	11
Total MWSBE Certifications	31	22	53

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## MEMORANDUM

**TO:** Ben Pingree, PLACE Director  
**THRU:** Al Latimer, Director  
**FROM:** Edward Young, Deputy Director, Research and Business Analytics  
**SUBJECT:** Division Quarterly Update  
**DATE:** May 9, 2018

### Research & Business Analytics

The Research & Business Analytics Division works diligently to monitor key economic metrics, current economic trends to support OEV's Strategic Plan, and enable informed business decision making. Continuously measuring how our economy is performing and progressing is very important as we all collectively work to improve our region's economic competitiveness. The division also undertakes a variety of research and analyses in support of other City and County departments, and works closely with the business community at large.

The following highlights some of the accomplishments that have been made during the past quarter including updates to the Data Center, Second Quarter 2018 *Quarterly Economic Dashboard*, Cost of Living Index, Competitiveness Report, Ongoing & Proposed Developments Database and GIS Story Map, and coordination efforts for the 2020 U.S. Census.

### *Data Center*

To effectively communicate and convey the most important insights of Tallahassee-Leon County's economic indicators, staff continues to develop and maintain the 80+ data points within the Data Center. The Data Center includes the ability to visualize economic data sets (where possible) that are already contained within the on-line Statistical Digest (PDF and Excel formats). Combining the power of data science with easy-to-navigate visual analysis transforms the data from an underutilized asset to a competitive advantage.

All data sets are organized into the following categories (Top Economic Indicators and/or Economic Factors, Community & Environment, Demographics, Residential & Commercial Development, Education, and Innovation). Since December, the Data Center has been continually updated and includes the following new visualizations:

- *Vehicle Registrations in Leon County* illustrates licensed drivers, motor vehicle registrations (by type) and title transactions in Leon County.
- *Housing Units Authorized in Tallahassee MSA* shows the overall level of residential building permits for new construction which illustrates the precipitous decline during the 2007-2009 recession, followed by improved new construction activity over the past eight years.
- *Market Statistics for Tallahassee Metro Area* tracks the average lease rate and vacancy rate for the Tallahassee Metro Areas office, industrial and retail market. This indicator shows a general decline in vacancy rates across all markets as well as an increase in lease rates in the Office and Industrial markets and a relatively flat growth in lease rates in the Retail market.

#### *Quarterly Economic Dashboard*

To more effectively communicate and highlight local economic indicators for the community, the Second Quarter 2018 *Quarterly Economic Dashboard* (see Exhibit #A) was released in April 2018. The Dashboard includes thirteen key economic development indicators and provides a regular and consistent snapshot of the performance and health of the local economy. Each update compares data for the most recent period with the last period, its corresponding year-over-year trend data and a concise narrative to illustrate the current trends of each indicator. In addition, the last page of the dashboard includes a Quarterly Focus which includes more in-depth analysis on rotational economic points of interest.

Employment levels have started out strong locally in the first quarter 2018, up between two and three percent compared to the same month in 2017. The unemployment rate continues to decline and first time unemployment claims continue to be nine to seventeen percent below corresponding 2017 levels.

The Quarterly Focus presented in the 2<sup>nd</sup> Quarter 2018 Economic Dashboard focuses on the growth in exports from the Tallahassee MSA. Tallahassee's merchandise exports increased nearly 90% from 2011 to 2016, reaching \$223.1 million in 2016. More than 80% of Tallahassee's merchandise exports in 2016 were in machinery and chemical manufacturing. With over 95 percent of the world's population and two-thirds of the global purchasing power outside America's borders, success today requires global access.

#### *Cost of Living Index*

Staff recently completed the data collection required for participation in the Second Quarter 2018 Cost of Living Index (COLI). In the 2017 Annual Average Cost of Living Index (COLI) published in January 2018 by the Council for Community and Economic Research (C2ER), Tallahassee attained an annual overall composite index of 96.6, or 3.4% below the average cost of living for all participating areas. The average for all participating areas is an index of 100, and each participant's index is read as a percentage for all places. Data for the First Quarter 2018 Cost of Living Index will be release May 31, 2018.

This research tool allows OEV to make accurate cost of living comparisons between Tallahassee-Leon County and any of the 269 other participating urban areas across the United States. The Index can be used to benchmark to other communities and can answer research questions like: How does a new job offer in another community compare, how does our community compare in cost in the state and country, and will this community fit my business and lifestyle needs?

#### *Competitiveness Report*

At the March Intergovernmental Agency meeting, staff indicated that an update would be provided at this meeting on the progress towards a comparative analysis of local economic indicators. A summary of the proposed approach to conduct a “Competitiveness Report”, the format and comparative communities (and rationale for selection of each) follows. A draft report is anticipated to be completed and distributed at the September Intergovernmental Agency meeting.

OEV’s *Economic Development Strategic Plan* (approved in 2016) included high-level research comparing Leon County to five other counties with certain similarities. In seeking to identify the best and most achievable economic development strategies for Tallahassee-Leon County, staff believes a list of potential comparison communities should begin with those already identified in the Strategic Plan.

In order to acquire comparable data for each prospective comparison community, staff recommends the metropolitan statistical area (MSA) as the relevant unit of analysis for a regional indicator report rather than county-level data. This approach is consistent with the review of similar reports. Also, some comparative statistics required to assemble the report are more readily available at the MSA level than the county level. MSAs are defined by the Office of Management and Budget (OMB) and used by the United States Census Bureau and other federal agencies for statistical purposes. By definition, an MSA is a geographical region with a relatively high population density at its core and close economic ties throughout the area; typically, MSAs are anchored by a single large city that has a large amount of influence over a region.

For comparisons of formats, staff reviewed recent regional indicator reports applying peer community comparisons from several communities, all larger than Tallahassee. These reports ranged from a 4-page dashboard of peer rankings for various indicators to a lengthy, 60-page comparison of each indicator for each peer community. Staff believes creating an index of peer communities (along with national rates) would concisely present the comparison, employing diverse indicators blended together by category. The purpose of this comparative index is to illuminate Tallahassee’s relative advantages and challenges. Staff is in the process of establishing the methodology, to reduce possibility of distortion through overemphasis or truncation of certain metrics.

In reviewing indicator reports, staff noted various metrics appearing frequently among the reports. These indicators commonly fall into several categories (with general examples of metrics):

- Regional Assets (population, demographics, geography, natural features)
- Economic Vitality (jobs, wages, business growth)

- Innovation (firm creation, R&D activity, patents)
- Infrastructure (drive times, bike/ped commuting, transit)
- Talent (graduation rates, educational attainment)
- Civic Quality (crime, health care access)
- Outcomes (poverty rate, unemployment rate, net migration)

In order to ascertain a reasonable list of peer communities, staff recommends assessing other communities exhibiting features similar to Tallahassee—the more comparative factors a prospective peer community exhibits, the greater likelihood it is similar to Tallahassee. These comparative factors include, but are not limited to, the following:

- State capital
- Cited by Strategic Plan
- Southeast region
- Similar size (50-150% of Tallahassee metro area population)
- College/university town: student ratio (>50% of 18-24 year-olds enrolled in college)

Below is a proposed list of comparative metropolitan areas, with respective populations and student ratios (among those where >50% of 18-24 year-olds enrolled in college) indexed relative to Tallahassee. Gross Domestic Product for each MSA has also been indexed relative to Tallahassee to compare relative scale of the regional economies.

#### Proposed Comparative Metropolitan Areas

Pop. Size Rank	Metropolitan Area	Population Index	Student Ratio Index	GDP Index
1	Greenville, SC	2.29	0.73	3.54
2	Little Rock, AR	1.93	0.61	3.54
3	Madison, WI	1.69	0.87	4.00
4	Pensacola, FL	1.26	0.59	1.61
5	Lansing, MI	1.25	1.03	2.14
6	<b>Tallahassee, FL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
7	Montgomery, AL	0.99	0.53	1.67
8	Trenton, NJ	0.99	0.84	1.03
9	Lincoln, NE	0.85	0.92	1.64
10	Gainesville, FL	0.73	1.10	1.14
11	Athens, GA	0.53	1.08	0.76

#### Why aren't these metro areas suitable comparatives?

Metro Area	State Capital	Southeast Region	College Town	Similar Pop. Size	Comment
Albany, NY	<input type="checkbox"/>		<input type="checkbox"/>		2.3x larger population; capital with similar student ratio
Ann Arbor, MI			<input type="checkbox"/>	<input type="checkbox"/>	Comparable in population size and student ratio only
Augusta, GA		<input type="checkbox"/>			Regional metro area; not otherwise similar
Austin, TX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5.2x larger population, marginally similar student ratio
Baton Rouge, LA	<input type="checkbox"/>	<input type="checkbox"/>			Capital in region, not otherwise similar



Metro Area	State Capital	Southeast Region	College Town	Similar Pop. Size	Comment
Birmingham, AL		<input type="checkbox"/>			3x larger population, in region, not otherwise similar
Boulder, CO			<input type="checkbox"/>	<input type="checkbox"/>	Comparable in population size and student ratio only
Charleston, WV	<input type="checkbox"/>			<input type="checkbox"/>	Capital of comparable population size only
Columbia, SC	<input type="checkbox"/>	<input type="checkbox"/>			Capital in region, not otherwise similar
Gulfport, MS		<input type="checkbox"/>		<input type="checkbox"/>	Metro in region of comparable population size only
Harrisburg, PA	<input type="checkbox"/>			<input type="checkbox"/>	Capital of comparable population size only
Jackson, MS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Capital in region, marginally comparable in population, dissimilar student ratio
Jacksonville, FL		<input type="checkbox"/>			3.8x larger population; dissimilar student ratio
Nashville, TN		<input type="checkbox"/>			4.8x larger population, dissimilar student ratio
New Orleans, LA		<input type="checkbox"/>			3.3x larger population, dissimilar student ratio
Olympia, WA	<input type="checkbox"/>			<input type="checkbox"/>	Capital of comparable population size only
Spartanburg, SC		<input type="checkbox"/>		<input type="checkbox"/>	Metro in region of comparable population size only
Springfield, IL	<input type="checkbox"/>			<input type="checkbox"/>	Capital of comparable population size only
Topeka, KS	<input type="checkbox"/>			<input type="checkbox"/>	Capital of comparable population size only

### *Major Ongoing & Proposed Developments Database and GIS Story Map*

Staff continuously updates the Major Ongoing & Proposed Developments Report that provides key insights and highlights into the major developments that are in various stages of development in Tallahassee-Leon County. This information is utilized by a wide audience including City and County administration, market research firms, private investors and the community at large to gain a better understanding of development patterns and trends occurring in our market. The report currently tracks 129 major projects including more than 10,000 residential units (nearly 2,600 units are currently under construction) and over 5 million square feet of commercial space (1.2 million square feet of which are currently under construction). The Major Ongoing & Proposed Developments Report is available at: [www.OEVforbusiness.com/data-center/major-developments](http://www.OEVforbusiness.com/data-center/major-developments).

### *OEV Coordination Efforts for the 2020 U.S. Census*

The Deputy Director for Research & Business Analytics serves as the liaison to the U.S. Census Bureau for Leon County and the City of Tallahassee. The first of three primary responsibilities leading up to the 2020 Census is the Local Update of Census Addresses (LUCA). Materials to conduct the update were received in early March and staff has until approximately June 29<sup>th</sup> (120 calendar days from receipt) to complete the update. LUCA is the only opportunity offered to tribal, state, and local governments to review and comment on the Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. Participation ensures the Census Bureau has an accurate list of housing units for Tallahassee and Leon County to facilitate the best count possible. OEV staff is currently working in collaboration with Tallahassee-Leon County GIS personnel to complete this update utilizing existing staff resources. The two subsequent Census 2020 activities, Participant Statistical Areas Program (PSAP) and Census 2020 Complete Count Committee (CCC), will commence in early 2019.

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### Blueprint Intergovernmental Agency Citizen's Advisory Committee

**TITLE:** Acceptance of FY 2017 Comprehensive Annual Financial Report (CAFR) and Appropriation of FY 2017 Operating Fund Balance

**Date:** June 7, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** Consent

#### STATEMENT OF ISSUE:

This item presents the Fiscal Year (FY) 2017 Comprehensive Annual Financial Report (CAFR) and requests the Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the appropriation of FY 2017 unexpended funds to the FY 2018 budget for allocation to the Capital Cascades Trail Segment 4 project. This agenda item will be submitted to IA Board for consideration at their June 21, 2018 meeting.

#### CAC ACTION REQUESTED:

Recommend the IA Board approve Option 1.

#### OPTIONS:

- Option 1: Recommend that the Blueprint Intergovernmental Board of Directors accept the FY 2017 CAFR, approve the additional appropriation to the FY 2018 Budget of \$2,970,371, and allocate all funds to the Capital Cascades Segment 4 project.
- Option 2: Recommend the Blueprint Intergovernmental Board of Directors accept the FY 2017 CAFR and approve the additional appropriation to the FY 2018 Budget of \$2,970,371 for transfer to the Capital Projects Fund
- Option 3: Blueprint Citizens Advisory Committee Direction.

#### RECOMMENDED ACTION:

- Option 1: Recommend that the Blueprint Intergovernmental Board of Directors accept the FY 2017 CAFR, approve the additional appropriation to the FY 2018 Budget of \$2,970,371, and allocate all funds to the Capital Cascades Segment 4 project.

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## Blueprint Intergovernmental Agency Board of Directors Agenda Item

**TITLE:** Acceptance of FY 2017 Comprehensive Annual Financial Report (CAFR) and Appropriation of FY 2017 Operating Fund Balance

**Date:** June 21, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint

**Type of Item:** Consent

### STATEMENT OF ISSUE:

This item presents the Fiscal Year (FY) 2017 Comprehensive Annual Financial Report (CAFR) and requests the Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the appropriation of FY 2017 unexpended funds to the FY 2018 budget for allocation to the Capital Cascades Trail Segment 4 project.

### SUPPLEMENTAL INFORMATION:

The Blueprint Intergovernmental Agency FY 2017 CAFR has been completed. In addition to the financial statements, the CAFR includes the opinion of the external auditors, their management letter, and the auditor's reports on compliance and internal controls. It should be noted, as in previous years, the annual audit is nearing completion and the Agency expects to receive an unmodified opinion from the external auditors, Thomas, Howell, Ferguson and Law, Redd, Crona, and Munroe, P.A.s.

At the end of FY 2017, \$2,970,371 remained unexpended and is available for transfer to the Capital Projects Fund. Staff is requesting the Board approve an increase in the FY 2018 adopted budget of \$2,970,371.00 for transfer to the Capital Projects Fund as shown below. This is consistent with previous Board actions regarding unexpended funds. This recommendation will allow the Board to expend these funds in the current or future fiscal years on approved capital projects.

\$32,440,086.00	Approved FY 2018 Operating & Capital Budgets
\$ 79,513.00	FY 2017 Carryover for Encumbrances
<u>\$ 2,970,371.00</u>	FY 2017 Unexpended Balance transfer to the Capital Projects Fund
\$35,489,970.00	Total FY 2018 Amended Budget

#### *Allocation to Capital Cascades Trail Segment 4 Project*

Capital Cascades Trail Segment 4 is the final project to be funded from the Blueprint 2000 program. The last segment will create a new trail connection from FAMU Way & Gamble Street

to the confluence with Munson Slough. Once Segment 4 is complete, the Capital Cascades Trail will provide access from Mahan Drive in downtown Tallahassee to Lake Henrietta Park in southwest Leon County.

The proposed allocation of \$2,970,371 to the Capital Cascades Trail Segment 4 project will provide for the procurement of master plan and design services for this project in FY2018, expediting the completion of the final project of the Blueprint 2000 program.

*Action by TCC and CAC:* This item was not presented to the TCC or CAC.

## **OPTIONS:**

- Option 1: Accept the FY 2017 CAFR, approve the additional appropriation to the FY 2018 Budget of \$2,970,371, and allocate all funds to the Capital Cascades Segment 4 project.
- Option 2: Accept the FY 2017 CAFR and approve the additional appropriation to the FY 2018 Budget of \$2,970,371 for transfer to the Capital Projects Fund
- Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Accept the FY 2017 CAFR, approve the additional appropriation to the FY 2018 Budget of \$2,970,371, and allocate all funds to the Capital Cascades Segment 4 project.

### Attachments:

1. Management Letter (to be provided at June 21, 2018 Board meeting)
2. FY 2017 CAFR document (to be provided at June 21, 2018 Board meeting)

### Blueprint Intergovernmental Agency Citizen's Advisory Committee

**TITLE:** Acceptance of the Blueprint Intergovernmental Agency Annual ' Performance Report

**Date:** June 7, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** Consent

#### STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) with the Annual Performance Report (Report) covering January 2017 – May 2018. This agenda item will be submitted to the Board of Directors (IA Board) for consideration at their June 21, 2018 meeting.

#### CAC ACTION REQUESTED:

Recommend the IA Board approve Option 1.

#### OPTIONS:

1. Recommend that the Blueprint Intergovernmental Board of Directors accept the Annual Performance Report for the period covering January 2017 – May 2018.
2. Do not recommend that the Blueprint Intergovernmental Board of Directors accept the Annual Performance Report for the period covering January 2017 – May 2018.
3. Blueprint Citizens Advisory Committee Direction.

#### RECOMMENDED ACTION:

1. Recommend that the Blueprint Intergovernmental Board of Directors accept the Annual Performance Report for the period covering January 2017 – May 2018.

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

**TITLE:** Acceptance of the Blueprint Intergovernmental Agency Annual Performance Report

**Date:** June 21, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint

**Type of Item:** Discussion

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### **STATEMENT OF ISSUE:**

This item presents the Blueprint Intergovernmental Agency Annual Performance Report (Report) covering January 2017 – May 2018 and requests acceptance of the Report from the Blueprint Intergovernmental Agency Board of Directors (IA Board).

### **SUPPLEMENTAL INFORMATION:**

The Blueprint Intergovernmental Agency By-Laws, Procedures, and Policies state that the Intergovernmental Agency shall meet at least once annually to consider an annual work plan and the past year's Performance Report. The Agency's Board of Directors adopted the annual work plan on September 12, 2016 and September 19, 2017. The Blueprint Intergovernmental Agency Annual Performance Report covering January 2017 – May 2018 is included as Attachment #1. Future Annual Reports will be based on fiscal year accomplishments and will be presented to the Board at the first meeting of the following calendar year.

#### **Accomplishments 2017 and 2018**

Between January 2017 and May 2018, the Agency made significant progress towards the completion of several projects and the establishment of several significant programs. The following lists the Agency's key accomplishments during this time period:

- The Smokey Hollow Barbershop was installed at the Smokey Hollow Commemoration at Cascades Park in April 2018.
- Magnolia Drive Phase 6 was completed, in partnership with Big Bend Cares.
- Capital Circle NW/SW was completed. This project increases capacity along the corridor by expanding the roadway from two lanes to four lanes, and it includes a multi-use trail, two parks, and extensive stormwater mitigation to protect area lakes and swamps.
- Construction of Capital Cascades Trail Segment 3D-A (Pinellas St. to Gamble St.) started in April 2017 and has an estimated completion date of late 2018. Gamble St. / FAMU Way Roundabout opened to traffic in November 2017.

- The Target Industry Study, commissioned by Tallahassee-Leon County Office of Economic Vitality, was completed. Specifically, it provides current trends, opportunities, and obstacles within the community's economic development ecosystem, which will inform and refine OEV's strategies and tactics toward achieving the Strategic Plan's goals. The identified industries and subsectors advance the private sector, diversify the regional economy, and make it more resilient to economic downturns or government policy changes.
- The Office of Economic Vitality established several programs, among them, the MWSBE Industry Academies, which work to prepare MWSBE businesses to do business with the City, County and other community partners, the Urban Vitality Job Creation Pilot Program to incentivize job growth in the Promise Zone, and the Magnetic Technologies Task Force established to work with all the stakeholders, and conduct business intelligence to identify potential customers for magnetic technologies which may benefit from a location close to the National High Magnetic Field Laboratory.

*Action by TCC and CAC:* This item was presented to the TCC and CAC at their respective meetings on June 4 and June 7, 2018.

## OPTIONS:

- Option 1: Accept the Annual Performance Report for the period covering January 2017 – May 2018.
- Option 2: Do not accept the Annual Performance Report for the period covering January 2017 – May 2018.
- Option 3: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Accept the Annual Performance Report for the period covering January 2017 – May 2018

### Attachment:

1. Blueprint Intergovernmental Agency Annual Performance Report 2017 and 2018  
(To be provided under separate cover)

### Blueprint Intergovernmental Agency Citizen's Advisory Committee

**TITLE:** Acceptance of the Capital Cascades Trail Segment 3 Project Update

**Date:** June 7, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** Consent

#### STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) with a status report on the Capital Cascades Trail Segment 3 project, including the Van Buren Street Improvements; the History and Culture Trail; the Coal Chute Pond Amenities; FAMU Way Phase 2 and 3; and the Segment 3D-B Regional Stormwater Management Facility (RSF). This agenda item will be submitted to the Board of Directors (IA Board) for consideration at their June 21, 2018 meeting.

#### CAC ACTION REQUESTED:

Recommend the IA Board approve Option 1.

#### OPTIONS:

1. Recommend that the Blueprint Intergovernmental Board of Directors accept the status report on Capital Cascades Trail Segment 3.
2. Do not recommend that the Blueprint Intergovernmental Board of Directors accept the status report on Capital Cascades Trail Segment 3.
3. Blueprint Citizens Advisory Committee Direction.

#### RECOMMENDED ACTION:

1. Recommend that the Blueprint Intergovernmental Board of Directors accept the status report on Capital Cascades Trail Segment 3.

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

**TITLE:** Acceptance of the Capital Cascades Trail Segment 3 Project Update

**Date:** June 21, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** Consent

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**STATEMENT OF ISSUE:**

The purpose of this item is to provide an overall Capital Cascades Trail (CCT) - Segment 3 Update including the Van Buren Street Improvements; the History and Culture Trail; the Coal Chute Pond Amenities; FAMU Way Phase 2 and 3; and the Segment 3D-B Regional Stormwater Management Facility (RSF).

**Background:**

On September 12, 2016, the Board approved the Capital Cascades Trail Segment 3D Project Budget at a cost not to exceed \$20,490,000 and authorized the project implementation described below.

- a. The CCT Segment 3D from Pinellas to Gamble was combined (plans, specifications, permits, etc.) with the City's FAMU Way Extension Project Phase 2 (Pinellas to Gamble).
- b. City of Tallahassee Underground Utilities & Public Infrastructure Department, in coordination with Blueprint Intergovernmental Agency, will administer the Construction Contract and provide CEI Services for the combined projects.
- c. Blueprint Intergovernmental Agency and City of Tallahassee Underground Utilities & Public Infrastructure Department will enter into a Joint Project Agreement for the funding associated with construction and construction-related services.
- d. Project funding will come from Blueprint utilizing existing available project funds and Fiscal Year 2017, 2018, and 2019 sales tax allocations.
- e. The original funding allocation did not include the "Skateable Art" feature, completing the amenities at Coal Chute Pond, or the History and Culture Trail component, all of which will be constructed after completion of the new RSF and FAMU Way Phase 3.

## **SUPPLEMENTAL INFORMATION:**

### **Van Buren Street Improvements**

Staff issued a Notice to Proceed on May 3, 2018 to Kimley-Horn and Associates to provide design, permitting and production of construction documents for the Van Buren Street Improvements Project. The design package for Van Buren Street is based upon the previous designs created as part of Cascades Trail Segment 3B and 3C. The program elements for the project include hardscape, bollards, control gate, landscape and irrigation.

The project will provide public parking for the visitors to Capital Cascades Trail and FAMU Way and surrounding South Adams businesses. The project also includes roadway reconstruction along Van Buren Street from Adams to the Duval Street Bridge, extending the existing specialty concrete at the plaza and undergrounding of the electrical distribution system to enhance the aesthetics of this infrastructure investment. The Van Buren Street Improvements will be closely coordinated with the Distinguished Young Gentleman's proposed reconstruction of the building at 206 W. Van Buren Street into an Arts Incubator Space.

Staff anticipates construction to begin in the Spring of 2019. A project update will be presented to the Blueprint Intergovernmental Agency Board in September 2018.

### **History and Culture Trail**

From the earliest stages of the Capital Cascades Trail Segment 3 Project, the Blueprint Intergovernmental Agency and the City of Tallahassee have been committed to recognizing the history of the area along FAMU Way and Capital Cascades Trail. In 2015, the City of Tallahassee contracted with FAMU history professors to capture and share stories of the neighborhoods, businesses, and people who lived in the areas along FAMU Way and the Capital Cascades Trail projects with a goal of incorporating this history into the project. Dr. David Jackson, along with Drs. Reginald Ellis, William Guzman and Darius Young with the FAMU History Department collected information from area residents and produced a historical survey that tells the story of the people, places and events that have helped shape this community. Also, five members of the FAMU Way Citizen's Committee have volunteered to serve on a working group to assist with the development of the History and Culture Trail (HCT) project. The Working Group will continue to meet to develop the concept for the entire trail and the content for the interpretations to be installed between Wahnish Way and Adams Street. Recommendations rendered from the working group will be communicated to the design team.

The HCT project will complement the Capital Cascades Trail and FAMU Way Extension Project. The concepts for the various sections of the HCT Project will be developed to ensure consistency in design, although the specific materials and elements may vary. The HCT features may include signage, sculpture, and other interpretive elements. A major task of the Working Group will be developing the content for historical and cultural interpretations, which will focus on highlighting and honoring the history of the area. Using

the history professors' survey as inspiration, the Design Works team from the Tallahassee-Leon County Planning Department developed a conceptual design for history kiosks along this section of the trail. The kiosks will display images, photographs, and historic information about the neighborhoods, businesses, and people of this area.

Staff anticipates bringing a project update and funding request for the HCT Project to the Blueprint Intergovernmental Agency Board in September 2018.

### **Coal Chute Pond Amenities**

The proposed Coal Chute Pond amenities include a multi-use trail around the perimeter of the pond, lighting, benches and/or swings, landscaping, irrigation, and a "skateable art" feature. The ideal skateable art area design will follow the Blueprint mission to create a sense of PLACE that attracts the worldwide skating community. It would be an iconic, signature park that enhances the local community, complements the area landscape features, and serves as an artistic inspiration through movement and visual flow. The design shall consider first the safety of the adjacent multiuse trail users and other users outside of the area. It should provide flowable, continuous skate lines with iconic features utilizing artistic creativity. Features should be low profile, simple to ride, and the placement of the features should create multiple series of runs to encourage use by the skate community.

The proposed project must meet the common standards for the latest skatepark design principles primarily for skateboarders, scooters, and BMX riders to develop their skills. The design shall be naturally integrated with the surrounding environment and feature a mix of street and transitional-style terrain, with elements designed for all age groups and ability levels. The design of the project should draw and engage local users to the skatepark and will challenge both beginners and experienced riders.

Staff anticipates bringing a project update and a funding request for the skateable art and other Coal Chute Pond amenities to the Blueprint Intergovernmental Agency Board in September of 2018.

### **FAMU Way Phase 2 and 3**

FAMU Way Phase 2 roadway and trail construction began in April 2017 and is expected to be complete in late 2018. The double box culvert has been installed, and the Gamble/FAMU Way Roundabout opened to traffic in November 2017.

The intent is to advertise the CCT-Segment 3D-B regional stormwater management facility and trail head (described below) concurrent with FAMU Way Phase 3, offered by City Underground Utilities and Public Infrastructure in November of 2018.

### **CCT-Segment 3D-B, Regional Stormwater Management Facility (RSF)**

The CCT-Segment 3D-B project contains the stormwater components for the western portion of Capital Cascades Trail (CCT) Segment 3, which extends from Gamble Street

to the Central Drainage Ditch. The Segment 3D-B project includes extending the double box culverts from the end of Segment 3D-A (Gamble Street roundabout) to a new in-line 5+ acre Regional Stormwater Facility (RSF) that outfalls to the Central Drainage Ditch. The RSF will improve water quality by significantly reducing total nitrogen and total phosphorus, and it will provide floodplain compensation and flood control. The multi-agency Stormwater Working Group recommended a preferred design for the Segment 3D regional stormwater facility. The design project notice to proceed was issued on February 15, 2018 with final construction plans and permits to be complete by Fall of 2018. A master plan for the amenities around the proposed stormwater management facility including the new trailhead for the St. Marks Trail has been presented to the TCC and CAC. The increase of floodplain volumes will allow for development in the SAB drainage basin, and directing stormwater to the RSF with enhanced treatment will improve water quality prior to discharging into the Central Drainage Basin. The RSF will also remove sediment and trash from the stormwater system by installing a trash collection system that will allow the City to remove the respective materials via vacuum and garbage trucks.

### **Springs Restoration Grant Application**

On March 30, 2018, staff submitted a \$1 million Springs Restoration Grant Application to the Northwest Florida Water Management District for the CCT-Segment 3D RSF, based on the water quality improvements shown. The RSF is located in southwest Leon County, within the Basin Management Action Plan (BMAP) and Medium Recharge Areas for Upper Wakulla River and Wakulla Springs. The RSF will significantly reduce the nitrogen and phosphorus loadings within the 1,500-acre St. Augustine Branch watershed and will assist in meeting applicable TMDL allocations and BMAP requirements for Upper Wakulla River and Wakulla Springs.

On May 11, the Northwest Florida Water Management District Board approved the CCT-Segment 3D RSF project application for submittal to the Florida Department of Environmental Protection (FDEP) for funding consideration. FDEP will review and select the FY 2018-2019 Springs Restoration Projects by June or July, with award announcements expected between late July and early August.

*Action by TCC and CAC:*

## **OPTIONS:**

- Option 1: Accept the status report on Capital Cascades Trail Segment 3.
- Option 2: Do not accept the status report on Capital Cascades Trail Segment 3.
- Option 3: IA Board direction.



## **RECOMMENDED ACTION:**

Option 1: Accept the status report on Capital Cascades Trail Segment 3.

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## **Blueprint Intergovernmental Agency Citizen's Advisory Committee**

**TITLE:** Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Phases 2 and 3

**Date:** June 7, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint Staff

**Type of Item:** General Business

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### **STATEMENT OF ISSUE:**

This agenda item provides the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) with an update on the Blueprint 2020 Northeast Gateway Project, including a forthcoming request at the June 21, 2018 meeting that the Blueprint Intergovernmental Agency Board of Directors' (IA Board) approve the contract for the PD&E study, including a budgetary allocation of \$300,000 to fully fund the study in FY 2018. The agenda item also requests the IA Board approve a funding strategy for the design and construction of Welaunee Boulevard, segments 2 and 3, including authorization to negotiate a funding agreement with the Canopy Community District (CDD) for future IA Board consideration.

### **CAC ACTION REQUESTED:**

Recommend the IA Board approve Option 1, 2 and 3.

### **OPTIONS:**

1. Recommend that the Blueprint Intergovernmental Board of Directors accept staff report on the Northeast Gateway Project.
2. Recommend that the Blueprint Intergovernmental Board of Directors authorize the Agency to award the contract for the PD&E Study; as well as approve the budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Northeast Gateway, Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.
3. Recommend that the Blueprint Intergovernmental Board of Directors approve the funding strategy to provide for the design and construction of Welaunee Boulevard: Segments 2-3 between the Blueprint Intergovernmental Agency (Blueprint) and the Canopy Community Development District (CDD) and authorize staff to negotiate a funding agreement relative thereto for future IA Board consideration.

4. Blueprint Citizens Advisory Committee Direction.

## **RECOMMENDED ACTIONS:**

1. Recommend that the Blueprint Intergovernmental Board of Directors accept staff report on the Northeast Gateway Project.
2. Recommend that the Blueprint Intergovernmental Board of Directors authorize the Agency to award the contract for the PD&E Study; as well as approve the budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Northeast Gateway, Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.
3. Recommend that the Blueprint Intergovernmental Board of Directors approve the funding strategy to provide for the design and construction of Welaunee Boulevard: Segments 2-3 between the Blueprint Intergovernmental Agency (Blueprint) and the Canopy Community Development District (CDD) and authorize staff to negotiate a funding agreement relative thereto for future IA Board consideration.



## Blueprint Intergovernmental Agency Board of Directors Agenda Item

**TITLE:** Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3

**Date:** June 21, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint

**Type of Item:** Discussion

### STATEMENT OF ISSUE:

This item presents an update on the Blueprint 2020 Northeast Gateway Project; requests the Blueprint Intergovernmental Agency Board of Directors' (IA Board) approval to award the PD&E study contract, as well as approve a budgetary allocation of \$300,000 to fully fund the study in FY 2018; and requests the approval of a funding strategy for the design and construction of Welaunee Boulevard, segments 2 and 3, including authorization to negotiate a funding agreement with the Canopy Community District (CDD) for future IA Board consideration.

### SUPPLEMENTAL INFORMATION:

Northeast Gateway: Welaunee Boulevard project is a Blueprint 2020 Infrastructure Project estimated at a cost of \$47.3 million. At the February 29, 2016 meeting, the IA Board directed staff to proceed with the development of a funding strategy for the Northeast Gateway: Phase 1, which includes the construction of Welaunee Boulevard north from Fleischmann Road to the proposed Shamrock Way extension intersection with Centerville Road.

Table 1 below identifies a summary of the funding strategy as presented at the February 29, 2016 IA Board meeting.

Table 1. Summary of Northeast Gateway Funding Strategy

Component	Amount	Proposed Funding Source	Notes
Welaunee Boulevard (Fleischmann Road to I-10)	\$20.9 million	Ox Bottom, SIB <sup>1</sup> (Blueprint) and Developer	Future Developer for City property pays for two lanes throughout City Property.
I-10 Overpass	\$10 million	SIB (Blueprint)	Four-lane overpass

<sup>1</sup> State Infrastructure Bank Loan (SIB)

Welaunee Boulevard (I-10 to Shamrock St.)	\$9.5 million	SIB (Blueprint) and 2020 Sales Tax	2020 proceeds used to fund final two lanes at a date to be determined. Property owner provides additional right-of-way from Shamrock St. to north property line at school right-of way.
Shamrock Street (Centerville to Welaunee)	\$4.9 million	SIB (Blueprint)	
Greenway Acquisition	\$1 million	2020 Sales Tax	
Greenway Construction	TBD	2020 Sales Tax	Construction to commence upon purchase and phased over time.
Dove Pond	\$3.0 million	Ox Bottom and Blueprint	\$2 million of Blueprint funds to be allocated from 2020 Sales Tax program. Remaining amount paid by developer. No maintenance costs for the City or County. All donated properties to City and City properties within the basin are provided capacity.

Thereafter, the IA Board at its September 12, 2016 meeting directed staff to proceed with the PD&E and design for the Blueprint components of the Northeast Gateway Phase 1, including Welaunee Boulevard north from Fleischmann Road to the proposed Shamrock Way extension intersection with Centerville Road, contingent upon execution of a joint partnership agreement (JPA) to construct the Dove Pond RSF.

The Dove Pond JPA between Blueprint and the CDD was finalized in August 2017. Consistent with IA Board direction and subsequent to approval of the Dove Pond JPA, Blueprint is moving forward with the procurement of Welaunee Boulevard PD&E and design. The following sections detail the current status of the Welaunee Boulevard and Dove Pond RSF projects.

### **STATUS UPDATE ON WELAUNE BOULEVARD AND DOVE POND RSF**

#### *Construction Update – Welaunee Boulevard*

The CDD has completed construction of the first segment of Welaunee Boulevard from the Fleischman Road Connector to north of Crestline Road. Construction of the Canopy residential development is underway, and will include non-residential and commercial development.

As detailed in the September 12, 2016 agenda item, the CDD was identified as responsible for the design of Welaunee Boulevard Segments 2 and 3. The CDD is approximately 75% complete with the design of Segment 2 and is scheduled to have design and permitting complete by July 2018.

*Figure 1. Welaunee Boulevard*



#### *Dove Pond RSF- Construction Update*

At the February 29, 2016 meeting, the IA Board agreed to allocate funding for the Dove Pond RSF in the amount equal to two-thirds of the total construction costs, but not to exceed \$2 million. Blueprint and the CDD executed the Dove Pond JPA in August 2017 for the Dove Pond RSF that included shared usage of the facility storage and treatment, cost sharing of the RSF capital costs, and construction of the facility by the CDD. Thereafter, the CDD will be responsible for maintenance of the Dove Pond RSF.

The Dove Pond RSF will have a total capacity of 820 acre-feet, approximately 270 acre-feet of which is allocated to retain off-site area stormwater runoff to prevent downstream flooding. The Dove Pond RSF project will also include karst remediation to address a known anomaly, construction of an earthen dam to attenuate stormwater to prevent flooding of the existing downstream residential areas, and construction of a wetland mitigation area. Once completed, Dove Pond RSF will also provide stormwater treatment for portions of Welaunee Boulevard, as well as other public infrastructure, as further described in the 2016 Amended/Restated Canopy Development Agreement between City of Tallahassee and CDD. Temporary stormwater ponds have been constructed on site to collect and treat stormwater runoff until the Dove Pond RSF is fully operational.

The Notice-to-Proceed (NTP) for commencement of construction was issued on November 15, 2017. The total contract amount was \$3,845,140, of which Blueprint is responsible for not greater than \$2 million.

As of April 27, 2018, the project is 65% complete with 88% of contract time used. The Contractor has submitted a request for additional construction days pending CDD approval; the request will add approximately 130 calendar days to the contract moving the completion date from mid-May 2018 to late September 2018. As a result of same, the current contract amount is \$4,157,710.

It is noteworthy that Welaunee Boulevard, Segments 2-3 will not be completed, until Dove Pond RSF is complete and permits have been converted from construction to operations, due to stormwater requirements associated therewith.

#### *Welaunee Boulevard PD&E Study Update*

Blueprint is continuing discussions with our partners at FDOT regarding the project development strategy that best positions Blueprint to leverage state and federal funding for the remainder of the Northeast Gateway project. At the February 29, 2016 meeting, the IA Board directed staff to pursue a State Infrastructure Bank (SIB) loan to fund Phase 1 of the Northeast Gateway Project, which include the Welaunee Boulevard roadway and Welaunee Greenway. Since that time, City, County and Blueprint staff have met several times with representatives from FDOT to discuss the SIB loan application and approval process.

At the September 12, 2016 meeting, the IA Board authorized the use of \$4.7 million from Blueprint 2000 funds to advance fund PD&E and design for the Blueprint components of the Northeast Gateway Phase 1 and authorized Blueprint staff to procure these professional services. The PD&E study will include Welaunee Boulevard Segments 2 and 3 in the Canopy Development area from Crestline Drive to the proposed Shamrock Way extension ending at



Centerville Road, and the 8.4 mile Welaunee Greenway. 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, as well as the 8.4 mile Welaunee Greenway. Advance funds will be paid back to the Blueprint 2000 program using Blueprint 2020 sales tax revenues.

In light of discussions with FDOT and further refinements to the Welaunee Boulevard funding plan and implementation schedule (see Table 1), Blueprint prepared the PD&E scope of services consistent with FDOT's State Environmental Impact Report (SEIR) and the Statewide Acceleration and Transformation Process. Blueprint issued Requests for Qualifications in March 2018 and completed the Consultant Selection Process in late May with anticipated Notice to Proceed (NTP) in July 2018. The PD&E Study is expected to be completed within 12-15 months of NTP, with final design and permitting complete by late 2020.

Building upon IA Board direction on September 12, 2016 to initiate the PD&E study contingent upon execution of a joint partnership agreement (JPA) to construct the Dove Pond RSF, and to meet the above schedule, this agenda item requests IA Board authorization for the Agency to award the PD&E Study contract, in accord with Blueprint Procurement Policy, Sections 101.07.2 and 3 and the Consultants Competitive Negotiation Act, Section 287.055, Florida Statutes. This agenda item also requests IA Board approval of a budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Welaunee Boulevard, Phase 1 PD&E Study in FY 2018, consistent with the funding strategy identified in Table 1.

In addition, Blueprint submitted a \$1.5 million application for FDOT's Transportation Regional Incentive Program (TRIP) funding in March 2018 for the design phase of Northeast Gateway, Welaunee Boulevard, Phase 1 project. Blueprint will be notified in fall 2018 as to whether the TRIP funding application is successful.

#### *Construction Funding Strategy Update*

On October 27 and 28, 2015, the Leon County Board of County Commissioners and the Tallahassee City Commission, respectively, directed City and County staff to work with Blueprint and the Canopy developer to develop a public-private funding partnership to complete Phase I of the Northeast Gateway Project. On May 18, 2016, the Tallahassee City Commission approved the Amended and Restated Canopy Development Agreement ("Agreement") between the City of Tallahassee and Ox Bottom Mortgage Holdings, LLC, and TOE2, Inc. The Agreement is related to the development of approximately 500 acres of property. The Agreement outlines the proposed development land uses, donation of land, as well as transportation concurrency mitigation, utilities, and stormwater. The Transportation Summary ("Exhibit E") of the Agreement, included as Figure 2 on the following page, also specifies which parties will design and construct Welaunee Boulevard within the Canopy development area. Segment 1 of Welaunee Boulevard has been constructed by the CDD pursuant to this Agreement.



Figure 2. Map of Welaunee Boulevard: Segments 1-3 from Canopy Development Agreement, 2016

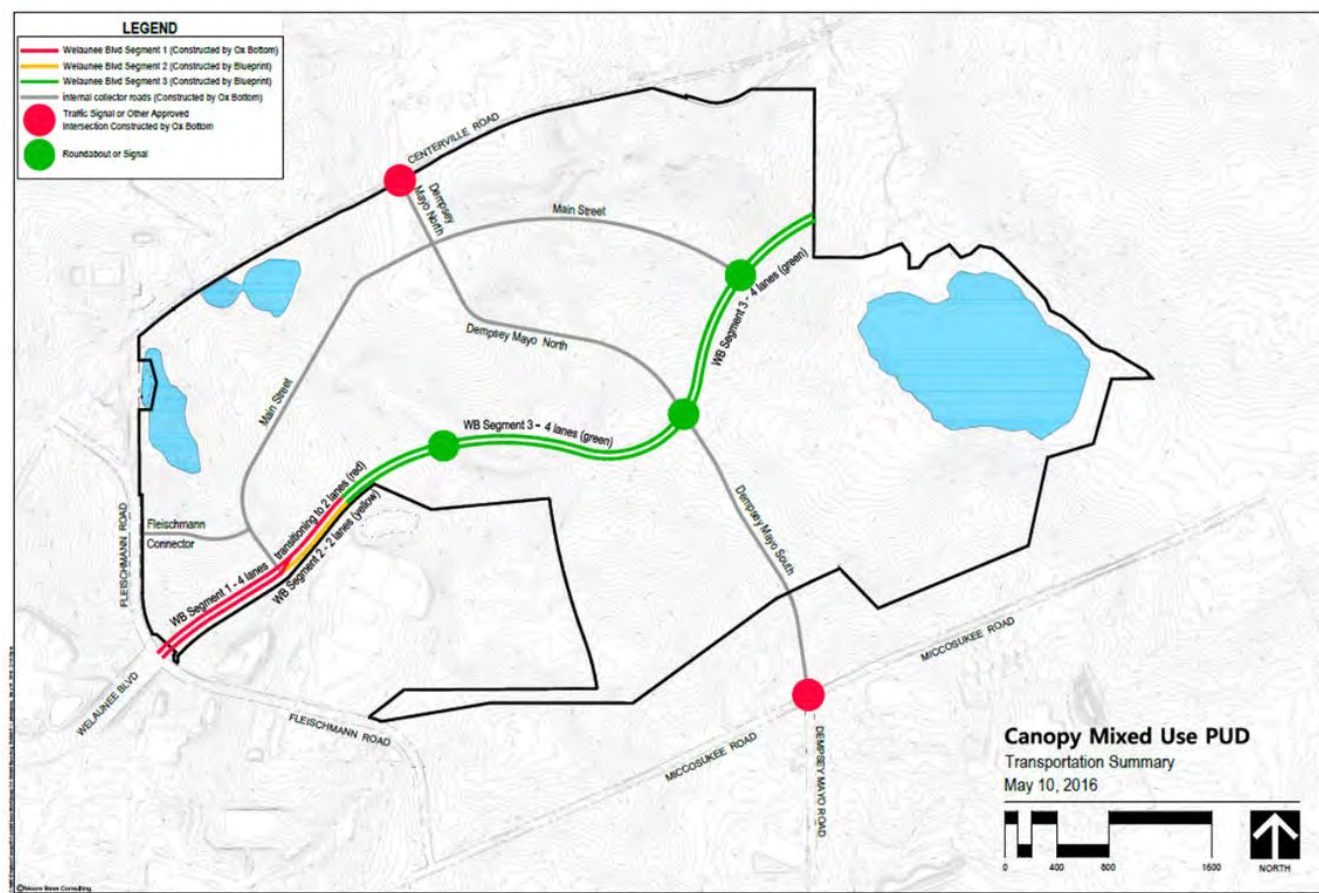


Exhibit E-1

Blueprint is not a party to the Agreement; however, the funding strategy as specified within that Agreement between the City and the CDD for construction of Welaunee Boulevard within the Canopy development was presented to the IA Board consideration at the September 12, 2016 meeting, as included in Table 2. Nevertheless, the IA Board has not formally approved this funding strategy.

Table 2. Canopy Development Welaunee Boulevard Design and Construction Responsibilities

Segment	Location Detail	Phase	Responsibility
Segment 1	4 lanes from Fleischmann Road to Main Street; 2 lanes ¼ mile east of Main Street	Design and Construction	Developer
Segment 2	Additional 2 lanes ¼ mile east of Main Street	Design	Developer
		Construction	Blueprint (2020 proceeds)
Segment 3	From the east end of Segment 2 to the eastern boundary of the Canopy project	Design	Developer
		Construction	Blueprint (2020 proceeds)

Internal Roads	Throughout the development	Design and Construction	Developer
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The CDD has approached Blueprint with a proposal to advance fund the design and construction of Segments 2 and 3 of Welaunee Boulevard. In consideration of this proposal and the opportunity to expedite the construction of Welaunee Boulevard Segments 2-3 (Fleischmann Connector to north of Dempsey Mayo Road), staff seeks formal IA Board direction to negotiate a funding agreement with the CDD. A funding agreement is proposed to fund the construction of Welaunee Boulevard as described in Table 2 within the Canopy development, including all sidewalks, bike lanes, trails, and roundabouts. However, the repayment amounts do not include the cost of design, construction-engineering inspection (CEI), or project administration, which will be funded by the CDD. Finally, repayment for each segment of Welaunee Boulevard is conditioned upon the approval of plans and final acceptance and dedication of Welaunee Boulevard to the City of Tallahassee. No repayments will be made for the above segments before these conditions are met by the CDD, nor until after receipt of Blueprint 2020 sales tax revenue. This proposed direction is consistent with the design and construction responsibilities for the Canopy Development Welaunee Boulevard segments received by the IA Board at its September 12, 2016 meeting. The proposed funding agreement would present the following opportunities:

- The CDD would fund the full cost of design and of permitting the plans for the four-lane Welaunee Boulevard roadway, Segments 1-3, ensuring design continuity for the roadway and parallel multimodal facilities; and obtaining all necessary permits and approvals for the roadway.
- The community's future transportation needs are best served by constructing a four-lane Welaunee Boulevard providing new access in northeastern Leon County to accommodate anticipated residential and commercial growth in this area of the community.
- Provides for the advanced construction of this transportation infrastructure, adding the significant community value of expediting construction of this new transportation facility.

### **NEXT STEPS**

**Summer 2018:** Pending IA Board action, Blueprint will award the PD&E Study contract. The PD&E study will begin shortly after the contract is awarded. PD&E is expected to take 12 -15 months to complete.

**Fall 2018:** Estimated completion date for the Dove Pond RSF.

**Fall/Winter 2019:** Completion of the Northeast Gateway: Phase 1 PD& E study. Presentation of final PD&E study report and conclusions for IA Board consideration and further direction, as may be required.

**Winter 2019/Spring 2020:** With IA Board approval, procurement for design services for the Northeast Gateway: Phase 1 is anticipated to begin.

**Summer 2020:** Consistent with the funding strategy approved by the IA Board at the February 29, 2016 meeting, Blueprint will submit an application for a SIB Loan to finance the Blueprint portions of the Northeast Gateway: Phase 1 project.

**2020-2021:** Application review and if applicable, negotiations with FDOT regarding the terms and conditions of the SIB Loan. Blueprint will seek direction from the IA Board regarding the SIB Loan negotiations as may be necessary.

**2021:** Pending the success of the SIB Loan application, presentation to the IA board of a project implementation strategy for Northeast Gateway: Phase 1.

*Action by TCC and CAC:* This item was presented to the TCC and the CAC at their June 4 and 6, 2018 meetings, respectively.

## OPTIONS:

- Option 1: Accept staff report on the Northeast Gateway Project.
- Option 2: Authorize Blueprint to award the PD&E Study contract; as well as approve the budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Northeast Gateway, Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.
- Option 3: Approve the funding strategy to provide for the design and construction of Welaunee Boulevard, Segments 2-3, between the Blueprint and the Canopy Community Development District (CDD), and authorize staff to negotiate a funding agreement relative thereto for future IA Board consideration.
- Option 4: IA Board Direction.

## RECOMMENDED ACTION:

- Option 1: Accept staff report on the Northeast Gateway Project.
- Option 2: Authorize Blueprint to award the PD&E Study contract; as well as approve the budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Northeast Gateway, Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.
- Option 3: Approve the funding strategy to provide for the design and construction of Welaunee Boulevard, Segments 2-3, between the Blueprint and the Canopy Community Development District (CDD) and authorize staff to negotiate a funding agreement relative thereto for future IA Board consideration.