

**Citizens Advisory  
Committee Meeting**

**December 5, 2019  
4:30 pm  
Myers Park Community Room**

**Chair: J.R. Harding**

**Agenda**

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6. Recommendation of Approval of a Local Funding Agreement with the Florida Department of Transportation for Pedestrian Crosswalk Improvements on South Monroe Street 115
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#### **IV. GENERAL BUSINESS/PRESENTATIONS**

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#### **V. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

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

#### **VII. ADJOURN**

NEXT CAC MEETING: January 16, 2020 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

December 5, 2019

<b>Title:</b>	Improving the Blueprint Citizens Advisory Committee Agenda and Meeting Processes
<b>Category:</b>	Information
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Cristina Paredes, Director, Office of Economic Vitality

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## STATEMENT OF ISSUE:

This agenda item provides proposed recommendations for improving the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) agenda development and meeting processes. This agenda item also requests the CAC set a date for a half-day retreat to discuss Blueprint and Office of Economic Vitality (OEV) projects and programs. Suggestions for topics for inclusion on the CAC retreat agenda are encouraged as part of the discussion of this agenda item.

## FISCAL IMPACT

This item does not have a fiscal impact.

## CAC RECOMMENDED ACTION:

For consideration and discussion by the CAC.

## **SUPPLEMENTAL INFORMATION:**

### ***Blueprint Citizens Advisory Committee Role***

Advisory Committee: The CAC serves as an advisory committee to the Blueprint Intergovernmental Agency Board of Directors (IA Board), which is comprised of all current City and County Commissioners. The CAC considers agenda items related to the implementation of Blueprint infrastructure projects and the economic development program, funded by the penny sales tax. In their role as an advisory committee, the CAC makes recommendations for consideration by the IA Board regarding the Blueprint Infrastructure and Office of Economic Vitality projects and programs. The CAC Bylaws, Policies and Procedures (Bylaws) are included as Attachment #1, which describes the responsibilities of CAC members. The CAC meetings are conducted under the requirements of the Florida “Government in the Sunshine” law and are open to the public and press.

Community Liaisons for Blueprint Projects and Programs: CAC members are expected to share information and discussions related to Blueprint projects and programs with the organizations they represent, as applicable. As noted in the Bylaws, the 14 CAC members represent diverse interests and Tallahassee-Leon County organizations. Eleven of the 14 CAC members are directly nominated for CAC membership by their member organizations. One of the goals of structuring the CAC membership in this manner is to engage community organizations in the Blueprint and OEV project and programs development and implementation processes, and have CAC members share this progress with their respective organizations. Staff stands ready to assist CAC members in keeping their organizations updated on current and upcoming Blueprint and OEV initiatives.

### ***Enhancing Communication and Coordination***

IA Board Action Follow-Up: The recommendations of the CAC are an important component of the IA Board’s decision-making process. As was provided following the September 5 IA Board meeting, CAC members will receive an email providing an update on the IA Board’s actions related to all agenda items, including those considered by the CAC at the previous meeting, following each IA Board meeting. The CAC email provided following the September 5, 2019 IA Board meeting is included as Attachment #2. This email will be provided one to two weeks following the IA Board meeting and will include a link to the meeting video, which will allow CAC members to watch the discussion by the IA Board on a particular item.

More Robust CAC Recommendation Section for IA Board Agenda Items: Currently, this section in IA Board agenda items states whether or not the item was presented to the CAC and the action taken by the CAC. Moving forward, this section will include a summary of the CAC discussion, including questions asked by CAC members and staff responses, as IA Board members may have similar questions. An example of the updated CAC recommendation section is included as Attachment #3.

Joint Meeting with Technical Coordinating Committee: The Blueprint Technical Coordinating Committee (TCC) is a companion committee to the CAC for the Infrastructure program. The TCC



is comprised of City and County staff from various departments who provide guidance to Blueprint staff on infrastructure project implementation. Unlike the CAC, the TCC is not an advisory committee to the IA Board. However, their technical expertise is considered as project recommendations are formulated for IA Board consideration. A joint meeting of the TCC and CAC is proposed for 2020 to allow the two committees to share information and understand the role of the other in the review and guidance of Blueprint infrastructure projects. An effort will be made to combine a previously scheduled CAC/TCC meeting rather than adding an additional meeting to the 2020 calendar.

Upcoming Public Engagement Events and Project Meetings: Public engagement is a vital component of the Blueprint infrastructure project processes from initial planning to construction completion, as well as a key component of OEV's strategy to support our business community and help grow the local economy. In particular, numerous Blueprint 2020 infrastructure projects are scheduled to begin over the next few years, and the Blueprint team is working to engage the community with these planned improvements. Moving forward, CAC members will receive more frequent emails with updates about upcoming Blueprint and OEV events and scheduled community outreach. CAC members are encouraged to attend events and share engagement opportunities with interested community members. If CAC members have suggestions regarding organizations or groups where the Blueprint team could discuss the Blueprint program and/or upcoming projects, please share and we will connect with them.

### ***Improving the Meeting Processes***

CAC Voting Sheet: The addition of voting sheets will not replace the verbal votes on agenda items but will assist staff in tracking votes for all items and accurately reflecting the votes of CAC members for the public record. The voting sheets will be distributed at each CAC meeting and each member will record their votes for each item. At the conclusion of the CAC meeting, members will sign and return their voting sheets.

### ***CAC Retreat***

The CAC retreat will provide time to deeply discuss current and upcoming projects, programs, and initiatives. The purpose of the retreat will be to discuss in-depth specific topics related to the Blueprint Intergovernmental Agency, which include the Blueprint Infrastructure program and Office of Economic Vitality. A portion of the retreat will be dedicated to a deep dive of the Blueprint 2020 program as well as the remaining Blueprint 2000 projects. A review of the Sunshine Law and applicability to CAC members will also be included. Suggestions for agenda items for the CAC retreat will be discussed at the December 5 meeting.

## **NEXT STEPS**

**IA Board Update:** Based on CAC feedback at the December 5 meeting, a summary of the recommendations for improving the agenda item and CAC meeting processes will be shared with the IA Board at their January 30 meeting as part of an After Action Report related to the Capital Cascades Trail Segment 3 project.

## CAC RECOMMENDED ACTION:

For consideration and discussion by the CAC.

Attachments:

1. Blueprint Citizens Advisory Committee Bylaws
2. October 9, 2019 Email to CAC Members
3. CAC Recommendation Section Example



**BLUEPRINT 2000 CITIZENS ADVISORY COMMITTEE  
BYLAWS, POLICIES AND PROCEDURES**

**ADOPTED February 7, 2002**

**1.1 PREAMBLE**

The Blueprint 2000 Citizens Advisory Committee (CAC) has been created in accordance with the provisions of the Interlocal Agreement, dated October 27, 2000 as may be amended from time to time, between the Tallahassee City Commission and Leon County Board of Commissioners, and the one cent sales tax extension referendum approved by the voters in the November 2000 General Election. The intent of these Bylaws, Policies and Procedures is to provide guidance for the operation of the CAC to ensure the accomplishment of objectives identified in the Interlocal Agreement and as assigned by the Intergovernmental Agency, consistent with the language and intent of the referendum approved by the voters.

**1.2 CAC PURPOSE AND FUNCTION**

- (1) The CAC shall fulfill its responsibilities to the citizens of Leon County in accordance with the referendum approved in the November 2000 General Election.
- (2) The role of the CAC is to serve in an advisory capacity to the Blueprint Intergovernmental Agency Board of Directors (“Board of Directors” or “Board”).
- (3) The CAC shall be responsible for the review of and revisions to work plans for the Blueprint Projects and the Blueprint 2020 Infrastructure Projects that the Blueprint Director prepares, in accordance with guidance from the Director of PLACE, to implement the projects adopted in the Interlocal Agreement, as may be amended from time to time.
- (4) The CAC shall be responsible for the review of the annual financial and performance audits.
- (5) To carry out its function as an advisory committee to the Blueprint Intergovernmental Agency Board of Directors, the CAC shall:
  - a. Transmit to the Blueprint Intergovernmental Agency Board and share with other committees all significant findings and comments on matters related to Blueprint Projects and Blueprint 2020 Infrastructure Projects;
  - b. Conduct any other functions assigned to the CAC by the Intergovernmental Agency Board.

### 1.3 CAC MEMBERSHIP

- (1) It is the intention of Blueprint Intergovernmental Agency that the CAC be representative of the diversity of the community in general. CAC membership is established in the Interlocal Agreement, as may be amended from time to time, setting the minimum standards for the CAC. The Interlocal Agreement, dated October 27, 2000, required at least 12 members on the committee, the Bylaws provided for at least 13 CAC members. The Second Amended and Restated Interlocal Agreement, dated December 9, 2015, requires 14 CAC members serving three year staggered terms, which shall be selected as follows:

1. Four members shall be selected by Blueprint Intergovernmental Agency Board from a list of applicants that shall include at least one from each of the following categories:

- a. At least one financial expert with bonding experience
- b. At least one planner
- c. At least one natural scientist/biologist

The Board shall take into consideration as part of the selection process those individuals that formerly served on the Economic and Environmental Citizens Committee (EECC).

2. Three members shall be selected by the Board from a list of three names for each position provided by the CAC and shall include one member from the civil rights community, one member from the elderly community and one member from the disability community.

3. The remaining seven members shall be selected as follows:

- a. Board Member of the Greater Tallahassee Chamber of Commerce
- b. Board Member of the Capital City Chamber of Commerce
- c. Board Member of the Big Bend Minority Chamber of Commerce
- d. Chairperson of the Planning Commission or Designee thereof
- e. Representative from the Council of Neighborhood Associations
- f. Representative from the Big Bend Environmental Forum
- g. Representative from the Network of Entrepreneurs and Business Advocates in Tallahassee

- (2) CAC memberships are attained through the appointment of members by the Blueprint Intergovernmental Agency Board of Directors, with the exception of the member described above at (1)3.(d), which shall either be the Chairperson of the Planning Commission or a Designee selected by the Chairperson of the Planning Commission. In order to be eligible for appointment by the Board from the remaining categories listed above interested persons must submit applications directly to Blueprint staff who will review an applicant's qualifications and present its recommendations to the CAC. The CAC will review the

applicant's qualifications and make its recommendations at one of its publicly noticed meetings. Blueprint staff will prepare an agenda item to present to the Board for final agency action that will include both Blueprint staff's recommendation(s) and the CAC's recommended action(s). All CAC members serve at the pleasure of the Intergovernmental Agency Board of Directors.

- (3) CAC memberships are appointed for three-year terms. If a member wishes to no longer serve on the CAC, or is removed from the Committee, the Intergovernmental Agency Board of Directors shall appoint a replacement from the organization or membership category from which the member was nominated.
- (4) The initial terms for members appointed by the Intergovernmental Agency Board of Directors in September 2000 shall be staggered in one, two, and three year terms so that memberships will not expire concurrently.
- (5) Memberships are subject to a two consecutive-term limitation. However, in the case of the initial appointments or fulfillment of partial terms, all members shall still be eligible to serve two full terms in addition to fulfillment of partial terms or of the initial appointments.
- (6) In the event more than one person is nominated by an organization, or more than one organization provides a nomination, the steps for review and recommendation by Blueprint staff and the CAC will follow the process outlined above.

#### **1.4 VACANCIES**

A member's position shall become vacant when:

- a. A member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. However, attendance at emergency or special called meetings may be used to offset absences from regularly scheduled meetings. Special exceptions on the removal of members for absences may be made by the Chairperson of the Committee when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Committee to maintain quorum; or
- b. when a member no longer meets eligibility requirements; or
- c. when a member's term expires; or
- d. when a member resigns.

## 1.5 VOTING

- (1) Each member of the CAC shall have one vote.
- (2) Proxy votes and absentee ballots shall not be permitted

## 1.6 CAC OFFICERS, ELECTIONS, AND DUTIES

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

## **1.7 CAC MEETINGS AND AGENDAS**

- (1) Regular meetings shall be held at dates, times, and places as approved by the CAC; every effort will be made to provide an advance calendar for meetings to be held during the upcoming year at the last meeting of the calendar year. Regular meeting dates and times may be changed to accommodate holidays or for other valid reasons.
- (2) A schedule of meeting dates shall be provided to the City Communications Department and County Public Information Office.
- (3) Every effort will be made to forward the agenda and supporting information for each CAC meeting to each CAC member seven (7) days prior to a regular CAC meeting.
- (4) Blueprint 2000 staff shall prepare an official agenda for every CAC meeting.
- (5) The Intergovernmental Agency Board of Directors, Blueprint staff, or a CAC member may place additional items on the CAC agenda, with the approval of the majority of the voting members present.

## **1.8 OFFICIAL ACTIONS**

- (1) All official actions of the CAC shall be by motion and open vote.
- (2) All official and formal positions of the CAC, regardless of whether adopted or rejected, shall be recorded in the minutes. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

## **1.9 CONDUCT OF MEETING**

- (1) All CAC meetings shall be conducted under the requirements of the Florida “Government in the Sunshine” law and be open to the public and press.
- (2) Public input will be allowed for each CAC Discussion Agenda Item following CAC discussion and prior to CAC vote. A “Citizens to be Heard” item will be added to the end of the CAC Agenda. In order to keep the CAC meeting on schedule, the Chairperson may limit the number of speakers, the amount of time allotted to each speaker, or in extreme cases, allow for no public input. Citizens will be required to fill out a Speaker Request Form.
- (3) In the absence of rules covered in this document, Roberts Rules of Order shall be followed at all CAC meetings.
- (4) A quorum for CAC meetings shall consist of a majority of current members appointed to the Committee.

- (5) Any CAC member who has a conflict of interest on any particular matter shall declare the conflict of interest before discussion and if a vote is taken shall be excused from voting on that issue.
- (6) As related to members who cannot physically attend the CAC meeting, the CAC will utilize, as appropriate, the intent of the “Telephonic Participation in Agency Meetings Policy” (Policy 105) as adopted by the Intergovernmental Agency Board on February 16, 2004. The following specific items are noted:
  - a. A member participating telephonically will not count in the determination of a quorum;
  - b. A member participating telephonically shall be able to vote as required and in accordance with the Bylaws;
  - c. Only two members may participate telephonically at any meeting.

#### **1.10 ADMINISTRATION**

- (1) A special meeting may be called by the CAC Chairperson, Intergovernmental Agency Board of Directors, or Director of PLACE. Each member of the CAC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which the meeting is called.
- (2) An emergency meeting may be called by the CAC Chairperson, Intergovernmental Agency Board of Directors, or Director of PLACE when an emergency exists which requires immediate action by the CAC. When such a meeting is called, each member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (3) If after reasonable diligence, it becomes impossible to give notice to each CAC member, such failure shall not affect the legality of the emergency meeting, if a quorum is present.
- (4) The Blueprint staff shall serve as the staff of the CAC.
- (5) The Blueprint staff is responsible for the minutes of all CAC meetings and all notices and agendas for the meetings.
- (6) The Blueprint staff shall transmit CAC recommendations to the Intergovernmental Agency Board of Directors.

#### **1.11 AMENDMENT**

- (1) These bylaws may be amended by a two-thirds vote of those eligible voting members present at a regularly scheduled CAC meeting.



- (2) Amendments to the CAC bylaws shall become effective immediately after the approval of the Intergovernmental Agency Board of Directors.

#### **1.12 EFFECTIVE DATE**

- (1) These bylaws shall become effective immediately upon approval by the Intergovernmental Agency Board of Directors.

Revised:

September 9, 2003  
March 1, 2010  
June 17, 2013  
September 12, 2016

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**From:** [Megan Doherty](#)  
**To:** [Allen Stucks](#); [Bill Berlow](#); [Claudette Cromartie](#); [Elva Peppers](#); [Hugh Tomlinson](#); [JR Harding \(2\)](#); [Kathy Bell](#); [Linda Vaughn](#); [Niel Fleckenstein](#); [Peter Okonkwo](#); [Petronio, Daniel](#); [Sean McGlynn](#); [RobertV@hgslaw.com](#); [Jim McShane](#)  
**Cc:** [Autumn Calder](#); [Cristina L. Paredes](#); [Ben Pingree](#); [Daniel Scheer](#); [Susan Emmanuel](#); [Darryl Jones](#); [Drew Dietrich](#); [Shelonda Meeks](#); [Angela Ivy](#); [Kirsten Mood](#); [Junious Brown](#); [Joshua Logan](#); [Tres Long](#); [Julia Jones](#); [Joan Austin](#); [Pio Intern](#); [Shanea Wilks](#); [LaTanya Raffington](#); [Daniel Lucas](#); [Richard Fetchick](#); [Tatiana Daguillard](#); [Violeta Wall](#); [Marcus Robinson](#)  
**Subject:** Blueprint CAC Follow Up and Upcoming Events  
**Date:** Wednesday, October 9, 2019 4:57:00 PM  
**Attachments:** [MED Week Save The Date \(12\).png](#)  
[Item #9- 2020 Meeting Schedule.pdf](#)  
[image003.png](#)  
[9.5.2019 IA Board Mtg. Summary of CAC and IA Actions.pdf](#)

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Good afternoon CAC members,

Happy Wednesday – we hope you are all doing well. This email includes updates on the actions of the IA Board at their September 5 meeting, the 2020 CAC meeting calendar, upcoming events, and a thank you for your continued engagement with the Blueprint CAC.

### **Summary of September 5 IA Board Actions**

As a follow-up to the September meeting of the Blueprint Intergovernmental Agency, we wanted to provide an update on the IA Board's actions related to the agenda items considered by the CAC at your previous meeting. Please find attached a list of agenda items considered by the IA Board at their September 5 meeting – listed below each item is the CAC

Recommendation to the IA Board, if applicable, and the corresponding IA Board action. You can also review the full agenda and video of the meeting below to watch the discussion by the IA Board on a particular item:

- September 5 Blueprint Intergovernmental Agency Board of Directors Meeting – Agenda and Video: <http://go.boarddocs.com/fla/talgov/Board.nsf/goto?open&id=BFHR4P6BE0DC>

### **2020 Meeting Dates**

The Blueprint Intergovernmental Agency Board and Committee Meeting Calendars were also approved at the September 5 meeting. The CAC meetings are listed below, and the 2020 meeting dates for the Blueprint IA Board and all committees are attached. Meeting times for the CAC remain on Thursdays from 4:30 – 6:30 pm. Currently, all meetings are planned for the Blueprint offices.

- Thursday, January 16
- Thursday, February 27
- Thursday, May 7
- Thursday, June 25
- Thursday, September 3
- Thursday, November 19

### **Upcoming Events**

Please find attached a list of upcoming public engagement events for the 27<sup>th</sup> Annual Big Bend MED Week! We invite you to attend as your schedules permit and we appreciate your engagement these efforts.

### **CAC Agenda Item Process**

Thank you for your continued engagement with the Blueprint CAC as the representatives for your respective organizations and the larger Leon County community. We wanted to acknowledge the comments and suggestions regarding the agenda item process for the CAC. Thank you to the members who have provided suggestions for how this process can be improved. Blueprint staff is looking forward to providing an update and continuing this conversation at the December 5, 2019 CAC meeting. If you would like to contribute to this conversation, please reply to Blueprint staff only to ensure compliance with the Florida Sunshine Law.

Please do not hesitate to let us know how we can continue to assist you in your role as a CAC member. Have a great day,

***Megan Doherty***

Planning Manager • Blueprint Intergovernmental Agency

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[BlueprintIA.org](http://BlueprintIA.org)



Florida has a very broad public records law. Most written communications to or from public offices are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

Summary of  
Citizen Advisory Committee Recommendations and  
Blueprint Intergovernmental Agency Board of Directors (IA Board) Actions  
for the September 5, 2019 IA Board Meeting

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**AGENDA MODIFICATIONS**

Items #3 and #10 were pulled from the Consent Agenda for discussion.

**PRESENTATIONS**

- **Citizens Advisory Council Chairman's Report: Chair JR Harding**

Chair JR Harding provided a summary of the August 22, 2019 CAC meeting.

**CONSENT AGENDA ITEMS**

1. Approval of the June 27, 2019 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

*CAC RECOMMENDED ACTION:* Not considered by the CAC

*IA BOARD ACTION:* Option 1: Approve the June 27, 2019 Blueprint Intergovernmental Agency Board of Directors meeting minutes.

2. Approval of the August 20, 2019 Blueprint Intergovernmental Agency Board of Directors Workshop Minutes

*CAC RECOMMENDED ACTION:* Not considered by the CAC

*IA BOARD ACTION:* Option 1: Approve the August 20, 2019 Blueprint Intergovernmental Agency Board of Directors workshop minutes.

3. Acceptance of the Status Report on Blueprint Infrastructure Projects

*CAC RECOMMENDED ACTION:* Option 1: Recommend the IA Board accept the September 2019 status report on Blueprint Infrastructure Agency infrastructure projects.

*IA BOARD ACTION:* Approve Option 1 as amended for the Northeast Gateway project: to extend the PD&E traffic study to include the alternative routes of Roberts Road, possibly Thornton Road as well, and the traffic impact on the Fleishman Road, to Olson Road, to Raymond Diehl Road, to Killlearn Center Boulevard.

Option 1. Accept the September 2019 status report on Blueprint Infrastructure Agency infrastructure projects.

4. Acceptance of the Status Report on the Tallahassee-Leon County Office of Economic Vitality

*CAC RECOMMENDED ACTION:* Option 1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.

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

5. Acceptance of the Fiscal Year 2017 – 2018 Draft Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency

*CAC RECOMMENDED ACTION:* Option 1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency.

*IA BOARD ACTION:* Option 1: Accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

6. Reappointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee

*CAC RECOMMENDED ACTION:* Option 1: Recommend the IA Board reappoint Hugh Tomlinson to serve a second three-year term on the Blueprint Intergovernmental Agency Citizens Advisory Committee.

*IA BOARD ACTION:* Option 1: Reappoint Hugh Tomlinson to serve a second three-year term on the Blueprint Intergovernmental Agency Citizens Advisory Committee.

7. Acceptance of the Status Report on Local Workforce Development

*CAC RECOMMENDED ACTION:* Option 1: Recommend the IA Board accept the Status Report on Tallahassee-Leon County Office of Economic Vitality role in Workforce Development.

*IA BOARD ACTION:* Option 1: **Accept the status report on OEV's role in** workforce development.

8. Ratification of the August 20, 2019 Blueprint Intergovernmental Agency Workshop

*CAC RECOMMENDED ACTION:* Not considered by the CAC

*IA BOARD ACTION:* Option 1: Ratify the following action items as approved by the IA Board at the August 20, 2019 Workshop:

- Action #1: Accept the report on the 20-Year Projection of Sales Tax Revenues, Other Sources of Funds, and Uses of Funds for the Office of Economic Vitality.
- Action #2: Accept the FY 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and OEV).

9. Approval of the 2020 Blueprint Intergovernmental Agency Meeting Schedule

*CAC RECOMMENDED ACTION:* Option 1: Not considered by the CAC

*IA BOARD ACTION:* Option 1: Approve the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.

10. **Acceptance of the Report on the Office of Economic Vitality's Support of Local Business Growth and Formation, Approval to Submit a Grant Application for the Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council, and Approval to Contract with Buxton Company to Support Local Business Growth Outreach**

*CAC RECOMMENDED ACTION:*

- Option 1: Recommend that the IA Board accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2: Recommend that the IA Board authorize staff to pursue a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.
- Option 3: Recommend that the IA Board authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.

*IA BOARD ACTION:*

- Option 1: Accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2: Authorize staff to pursue a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.
- Option 3: Authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.

## GENERAL BUSINESS/PRESENTATIONS

11. Acceptance of the Capital Cascades Trail Segment 3 Status Report on Public Engagement, Acquisition Processes, and 3D-B Regional Stormwater Facility

*CAC RECOMMENDED ACTION:* CAC members reviewed and discussed the design alternatives for the Segment 3DB Pond but did not provide a recommendation regarding the alternatives for IA Board consideration.

*IA BOARD ACTION:*

- Option 1: Accept the status report on the Capital Cascades Trail Segment 3 public engagement, acquisition processes and 3D-B Regional Stormwater Facility.
- Option 2: Direct Blueprint staff to enhance community-gathering spaces along Capital Cascades Trail Segment 3D-B including expansion of the St. Marks Trailhead and creation of the Regional Stormwater Facility overlook space and to reuse the live oak tree wood as available.
- Additional direction: Develop a comprehensive after action report, reflecting on what occurred and how future processes can be improved.

12. Acceptance of the Report on the Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program

*CAC RECOMMENDED ACTION:*

- Option 1: Recommend the IA Board accept the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing.
- Option 2. Recommend the IA Board direct staff to bring back an agenda item providing a cost analysis of potential updates to the Blueprint Relocation Policy and Procedure Manual and Eminent Domain Incentive Offer Program.

*IA BOARD ACTION:*

- Option 1: Accept the Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program.
- Option 2: Direct staff to bring back an agenda item to update the Blueprint Relocation Policy and Procedure Manual and Incentive Offer Program consistent with Updates A through D.
  - A. Increase moving cost schedule
  - B. Increase maximum relocation housing payment
  - C. Increase maximum business reestablishment expenses
  - D. Update incentive offer program to match FDOT

13. Consideration of a Blueprint Affordable Housing Policy and Approval of a Proposed Revision to the Blueprint Real Estate Policy to Support Affordable Housing

*CAC RECOMMENDED ACTION:* Option 1: Item not considered by the CAC



*IA BOARD ACTION:* Continued this item to the December 12, 2019 IA Board meeting.

14. Acceptance of the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Status Report with Cost Considerations to Advance the Projects

*CAC RECOMMENDED ACTION:* Option 1: Recommend the IA Board accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects.

*IA BOARD ACTION:* Continued this item to the December 12, 2019 IA Board meeting.

### **PUBLIC HEARING 6:00 PM**

15. Second and Final Public Hearing on the Proposed Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Five-Year Capital Improvement Program Budget for the Blueprint Intergovernmental Agency

*CAC RECOMMENDED ACTION:* Option 1: Conduct the first public hearing to adopt the Proposed Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Five-Year Capital Improvement Program Budget for the Blueprint Intergovernmental Agency.

#### *IA BOARD ACTION:*

- Option 1: Conduct the Public Hearing to adopt the FY 2020 Blueprint Intergovernmental Agency Operating Budget as presented and approve the FY 2020 Operating Budget Resolution (Resolution No. XXX)
- Option 2: Conduct the public hearing to approve and adopt the Fiscal Year 2020-2024 Capital Improvement Program as presented and approve the FY 2020 Capital Improvement Program Budget Resolution (Resolution No. XXX)
- Option 3: Direct Blueprint staff to request significant benefit district project funding from the City of Tallahassee (\$1,280,000) toward the Northeast Connector: Bannerman Road Project.
- Additional direction: Create a procurement policy that explains the procedure for spending money from unallocated funds to projects.

**Sept. 5, 2019 IA Board agenda item:**

**Action by the EVLC and CAC:** This item was presented to the Blueprint Citizen Advisory Committee (CAC) and Economic Vitality Leadership Council (EVLC) during their August 2019 meetings. Both committees affirmed the staff recommendation to provide a \$200,000 match and submit a United States Department of Commerce Economic Development Administration revolving loan grant application for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council; and to contract with Buxton Company as a supplier of customer analytic information to support local business growth and outreach in the amount of \$30,000.

**Updated CAC Section Example:**

The CAC received a presentation on this item at their August 22, 2019 meeting and discussed the following topics related to the agenda item:

- CAC members inquired as to the tracking of the types of businesses that utilized the loan fund. The ARPC will manage the loan fund and OEV will receive reports on the types of loans reported, including business category.
- Regarding the types of loans, OEV provided clarification that these are high-risk loans for which local businesses are typically unable to qualify for a traditional loan. Staff further clarifies that the ARPC does look for opportunities to collateralize these loans.
- CAC members inquired as to whether the loan funds would be disbursed within Leon County exclusively or be available within the entire ARPA area. Staff noted OEV was working to keep the funds within Leon County but it was unlikely they could guarantee that funds would not be used by communities outside of Leon County. The first step is to secure the loan and then details could be finalized. Later, staff noted that at a minimum, the OEV dollars committed would remain in Leon County but it was likely amounts above that \$225,000 would benefit local businesses.
- Regarding the process, staff noted that the requested authorization was the first step in the process of applying for the grant. If awarded the federal grant, OEV would deploy a full court press effort to let local businesses know about the RLF opportunity.

# **Blueprint Intergovernmental Agency Citizens Advisory Committee**

## **Agenda Item #1**

### **December 5, 2019**

<b>Title:</b>	Approval of the August 22, 2019 Blueprint Intergovernmental Agency Citizen Advisory Committee Summary Meeting Minutes
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item presents the summary meeting minutes of the August 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) meeting and requests the CAC review and approval of the minutes as presented.

## **FISCAL IMPACT**

This item does not have a fiscal impact.

## **CAC OPTIONS:**

- Option 1: Approve the August 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.
- Option 2: Do not approve the August 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.

## **CAC RECOMMENDED ACTION:**

- Option 1: Approve the August 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.

*Attachment:*

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting on August 22, 2019

# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** December 5, 2019  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for August 22, 2019 CAC Meeting

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## Committee Members present:

JR Harding	Alan Stucks
Bill Berlow	Daniel Petronio
Sean McGlynn	Peter Okonkwo
Elva Peppers	Kathy Bell
Neil Fleckenstein	Claudette Cromartie
Robert Volpe	Hugh Tomlinson
Linda Vaughn	Jim McShane

## I. AGENDA MODIFICATIONS

Supplemental information was supplied for agenda items 5, 9, and 11 as well as the membership roster and term limits for the Blueprint Intergovernmental Agency (BPIA) Citizens Advisory Committee (CAC).

## II. INFORMATIONAL ITEMS/PRESENTATIONS

- Appointment of Robert Volpe, Planning Commission Chair  
This item was informational only.
- Reappointment of Hugh Tomlinson, Network of Entrepreneurs and Business Advocates  
This item was informational only.

Ben Pingree outlined the structure and role of the CAC and other supporting committees of the Intergovernmental Agency Board (IA Board) and clarified the terms used in staff recommendations, specifically the difference between acceptance and approval. Acceptance of a report meant that it was taken at face value by the committee and moved forward to the IA Board for action. Each committee could also make recommends to the IA Board beyond that provided by staff. Ultimately however, the approval authority to provide direction on a subject or project was vested in, and lay with, the IA Board.

Regarding distribution of the presentation slides ahead of the meeting, Ben Pingree stated that, staff would do their best to comply with the request. He reminded the CAC that the presentation was in process, and therefore a draft, right up until the meeting.

### III. CONSENT

**Speakers:**

Steve Urse, 1118 Waverly Road, spoke on the agenda format as well as the timing of permits of the work on FAMU Way.

**ACTION TAKEN: Allen Stucks moved, seconded by Bill Berlow, to approve the consent agenda. The motion passed 13-0.**

1. Approval of the June 13, 2019 Blueprint Citizens Advisory Committee Meeting Minutes  
**Option #1: Approve the June 13, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.**
2. Reappointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee  
**Option #1: Recommend the IA Board reappoint Hugh Tomlinson to serve a second three-year term on the Blueprint Intergovernmental Agency Citizens Advisory Committee.**
3. Acceptance of the Status Report on Blueprint Infrastructure Projects  
**Option #1: Recommend the IA Board accept the September 2019 status report on Blueprint Infrastructure Agency infrastructure projects.**
4. Acceptance of the Status Report on the Tallahassee-Leon County Office of Economic Vitality  
**Option #1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.**
5. Acceptance of the Fiscal Year 2017-2018 Draft Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency  
**Option #1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency**
6. Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development  
**Option #1: Recommend the IA Board accept the Status Report on Tallahassee-Leon County Office of Economic Vitality role in Workforce Development.**

### IV. GENERAL BUSINESS

7. Acceptance of the Report on the Office of Economic Vitality's Support of Local Business Growth and Formation, Authorization to Pursue a United States Department of Commerce Economic Development Administration Revolving Loan Grant for the Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council, and Authorization to Contract with Buxton Company to Support Local Business Growth Outreach

Cristina Paredes, Richard Fetchick, and Drew Dietrich provided a brief update on the material provided to the CAC members, local business outreach efforts by OEV staff, the Revolving Loan Fund, and shared benefits of partnering with Buxton Analytics on local business growth.

Claudette Cromartie questioned how many loans were issued through the Revolving Loan Fund in the previous year and in what categories. Richard Fetchick stated that it was a fully deployed regional fund with 13 loans for approximately \$650,000. Cristina Paredes stated that the Apalachee Regional Planning Council (ARPC) managed and tracked the metrics of the loan program. The OEV investment into the program would leverage management resources as well as a year-end report on the types and amounts of loans, the financial infusion into the Capital region, and the overall impact.

Neil Fleckenstein spoke of his years with the ARPC and the benefit of the program for people who were unable to secure traditional loans, as well as the proportion of those loans that went to businesses that were ultimately successful. Historically, the majority of the loans were deployed outside of Leon County. Richard Fetchick stated that OEV was working closely with the ARPC to focus on Leon County. Cristina Paredes stated that at a minimum, the \$200,000 would be infused back into the Tallahassee-Leon County community. Interest earned on the loans was split equally between the Economic Development Administration and the ARPC, as well as funding a full time administrative position with the ARPC.

Hugh Tomlinson stated that he could support the Regional Loan Program yet strongly encouraged the reinvestment of Leon County tax revenue into the Tallahassee-Leon County community.

**Jim McShane moved, seconded by Claudette Cromartie, Options 1-3.**

**Option 1: Recommend that the IA Board accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.**

**Option 2: Recommend that the IA Board authorize staff to pursue a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.**

**Option 3: Recommend that the IA Board authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.**

**The motion passed 13-0.**

8. Status Report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Projects

Megan Doherty provided a brief presentation on the Fairgrounds improvements and Northeast Park projects, as well as cost considerations for advancing these projects ahead of their current prioritization.

**Neil Fleckenstein moved, seconded by Claudette Cromartie, to accept Option 1.**

**Option 1: Recommend the IA Board accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects.**

Neil Fleckenstein spoke of the work by staff and the IA Board to prioritize and rank the 2020 project list which informed the implementation plan and the existing prioritization schedule. He questioned if there were extenuating circumstances or compelling information that supported elevating the Fairgrounds and Northeast Park projects ahead of others that were ranked higher in the criteria. Ben Pingree stated that the prioritization allowed for flexibility with leveraging or other unanticipated opportunities. That was not the case, nor was there compelling information for the reordering other than the direction to staff by the IA Board to evaluate the opportunity.

**The motion passed 13-0.**

#### **IV. GENERAL BUSINESS: PUBLIC HEARING**

##### **11. First Public Hearing on the Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Capital Improvement Program Budget**

Ben Pingree provided a brief overview of the fiscal year 2020 budget item, the five-year capital improvement program, and the 20-year look ahead for the Agency.

There were no speakers on the public hearing.

#### **IV. GENERAL BUSINESS – continued**

##### **9. Acceptance of the Capital Cascades Trail Segment 3 Status Report on Public Engagement, Acquisition Processes, and 3D-B Regional Stormwater Facility**

###### **Speakers:**

Lucia Somers, 1611 Milton Street, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.

Max Epstein, 1001 San Luis Road, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.



Steven Kurtz, 1611 Milton Street, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.

Linda Miklowitz, 2542 Arthur's Court, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.

Brian Lupiani, 607 McDaniel Street, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.

Jonathan Lammers, 3164 Lakeshore Drive, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.

Steven Urse, 1118 Waverly Road, spoke in opposition to the proposed 3DB Regional Stormwater Facility due to cultural and environmental impacts to the Boynton Stills neighborhood.

Autumn Calder and Joshua Logan provided a brief presentation on the community outreach and right-of-way acquisition processes for Capital Cascades Trails Segment 3 and 3DB Regional Stormwater Facility. A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Claudette Cromartie questioned if any of the property owners obtained their own appraisals. Kirsten Mood confirmed that independent appraisals were conducted by Blueprint and in some cases, yes, the owners pursued appraisals independently as well.

Hugh Tomlinson questioned how many, of the 36 total parcels, progressed to eminent domain. Autumn Calder stated that all of the improved parcels, those with homes or businesses on them, were acquired through willing seller acquisitions. There were four vacant parcels which went to eminent domain suits and all were to determine heirs. Blueprint paid for the attorneys on behalf of the unknown heirs through the search to determine who was due the money from acquisition.

Claudette Cromartie questioned the statistics on the people who relocated within the Bond area. Kirsten Mood stated that the information was available through the relocation consultants.

Bill Berlow questioned the possibility of using smart pond technology in the 3DB Regional Stormwater Facility. Joshua Logan stated that Blueprint consulted with vendors and a Bio Activated Media filtration system will be installed at the outflow of the pond to increase nutrient removal.

Hugh Tomlinson questioned if the trailhead could be located closer to the trees and the pond at the proposed trailhead location. Joshua Logan stated that a few factors

negatively impacted that option: the proposed locations of both were tied to the placement of the boxed culverts and the St. Marks Trail; a cellphone tower was adjacent to the trailhead site which reduced the land size meaning less available stormwater capacity and as well. Blueprint investigated the cost of relocating the tower however, estimates of \$2 to \$4-million made it cost prohibitive to the project.

Neil Fleckenstein questioned if there were alternative sites that could be considered that may not have been formally evaluated as of yet. Autumn Calder stated that any site west or south of the Central Drainage Ditch reduced the benefit of nutrient removal. To maintain that benefit any possible site would need to be east of the currently proposed site. Furthermore, as the 3DB Regional Stormwater Facility was currently designed, it achieved more nutrient removal than Smokey Hollow Pond, Boca Chuba Pond, and Lake Anita combined.

Sean McGlynn stated that the pond would have minimal effect on Wakulla Springs and was only halfway to Lake Munson, which was impaired. Ponds in sequence were the key to stormwater treatment and that area provided much land for alternative pond sites. What was needed, he stated, was a large road, not necessarily nice like FAMU Way, which with its grandeur and scale did not leave enough space for the 3DB Regional Stormwater Facility where it was currently proposed. It would be better with the trees, and the pond would not help Wakulla Springs.

Linda Vaughn stated that felt as though folks were locked into the idea that the proposed location of the pond was the best option. She was challenged by that idea and in listening to Sean McGlynn, it sounded as though alternatives were available to be explored. Joshua Logan stated that the proposed location was the final opportunity to treat flow prior to the confluence of the St. Augustine Branch and Central Drainage Ditch.

Bill Berlow expressed concern that recent alternative sites had not yet been thoroughly evaluated. However, his greatest concern, beyond the engineering, was the diminished faith in the process that was expressed by citizens and the long-term impact of that on possible extensions of the sales tax.

Neil Fleckenstein requested clarification reconciling the comment by Sean McGlynn regarding the possibility of treatment by additional stormwater ponds and the fact that the proposed 3DB Regional Stormwater Facility would treat 474-acres that were currently untreated. He questioned if that 474-acres could be treated by downstream ponds or if it would go untreated. Joshua Logan stated that one goal of stormwater treatment was not to treat the same water twice. Treatment at the confluence of the Central Drainage Ditch and St. Augustine Branch increased the overall water quality flowing south to Lake Munson.

Autumn Calder further stated that volume was also an issue in treatment. The 3DB Regional Stormwater Facility provided treatment for 100% of the 1500-acre basin ahead of mixing with the Central Drainage Ditch, a 4500-acre basin. The ability to treat water from the St. Augustine Branch once it comingled with the larger basin was reduced.

Sean McGlynn reiterated that Lake Munson was an impaired water body therefore, clean water added to the lake would come out dirty. Until Lake Munson was drained and dredged the efforts would not help Wakulla Springs. He emphasized his support for Alternative 3 and strongly suggested that Blueprint forego a pond at the proposed location.

Bill Berlow questioned what might happen to the grant funding, if the pond were constructed in a hypothetical alternative location. Ben Pingree stated that the grant would be lost. There could be opportunity in the future to apply for others if the location and facility qualified.

**Claudette Cromartie moved, seconded by Linda Vaughn, to recommend Alternative #3, which eliminated the pond and extended the existing box culvert to the Central Drainage Ditch, thereby preserving oak trees on site.**

Kathy Bell questioned if there would be any water quality or permitting issues or other unmet requirements with Florida Department of Environmental Protection by choosing not to treat the stormwater. Autumn Calder stated that she was unaware of any because the objective of the project was to correct previous stormwater issues. However, options to treat stormwater upstream would be challenging at best, therefore Blueprint, the City, and County would have to find ways to treat the comingled water downstream in the Central Drainage Ditch, some of which would occur in Segment 4, south of Orange Avenue into Black Swamp. However, the opportunity to treat water from the St. Augustine Branch would be lost if the 3DB Regional Stormwater Facility was not constructed.

Robert Volpe stated that while three alternatives were presented, the CAC, as a recommending body, could choose none of them or suggest an additional alternative. Considering alternatives 1-2, the significant increase in cost and large retaining wall did not seem viable. The CAC could recommend that the IA Board not consider alternatives 1 or 2 at all rather than the definitive all or nothing of alternative 3.

Neil Fleckenstein questioned if Alternative 3 was the outcome, what the next step would be. Autumn Calder stated that if the IA Board chose not to construct 3DB Regional Stormwater Facility, Blueprint would shift focus from treatment of the water in St. Augustine Branch because the opportunity would be lost, and toward treatment in Segment 4. Mr. Fleckenstein questioned the percentage of total volume of water represented by the St. Augustine Branch. Joshua Logan calculated that in a major storm event, it could quickly be well over 1000 cubic feet per second (seven gallons per second) from the St. Augustine Branch. Combining that with the Central Drainage Ditch, which was three times the size, plus additional water collected in the system south of Orange Avenue. Autumn Calder stated that Blueprint staff fully understood the hydrology of the system. The study of the 3DB Regional Stormwater Facility went back to 2016 and taking the full Cascades system into consideration, it was nearly 20 years of planning around treatment of the St. Augustine Branch.

Allen Stucks called the question. **The motion failed 5-6.** Elva Peppers and Jim McShane departed the meeting during discussion.

**Robert Volpe moved to recommend to the IA Board that they not consider Alternative 1 or 2. It failed due to lack of a second.**

Neil Fleckenstein questioned if there were other alternatives which had not yet been adequately evaluated but could be put forward. Autumn Calder stated that Blueprint also considered the benefit of small, pocket treatments but it would not provide adequate water treatment.

Sean McGlynn suggested an alum system. Autumn Calder noted that Blueprint installed an alum system in Smokey Hollow Pond at Cascades Park. It did not address the nitrogen issues that

There being no consensus on a recommendation to the IA Board, the CAC took no further action on the item.

10. Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing

**Speakers:**

Max Epstein, 1001 San Luis Road, spoke in favor of Blueprint adopting federal guidelines for relocation payments.

Steve Kurtz, 1611 Milton Drive, spoke against Blueprint's current relocation policy.

Jonathan Lammers, 3164 Lakeshore Drive, spoke against Blueprint's current relocation policy.

Kirsten Mood provided a brief presentation on the Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Blueprint's support of affordable housing. The presentation also covered changes made to the Right-of-Way Manual used by the Florida Department of Transportation (FDOT) and the differences between the two that resulted from those modifications

Bill Berlow noted the discrepancies and questioned how closely they aligned previously. Autumn Calder stated that prior to the updates by FDOT, approximately 80% of the policies were in agreement. She clarified that the dollar amounts were consistent across both.

**Allen Stucks moved, seconded by Claudette Cromartie, Options 1 and 2.**

**Option 1: Recommend the IA Board accept the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing.**

**Option 2: Recommend the IA Board direct staff to bring back an agenda item providing a cost analysis of potential updates to the Blueprint Relocation Policy and Procedure Manual and Eminent Domain Incentive Offer Program.**

**The motion passed 11-0.**

**IV. CITIZENS TO BE HEARD**

Michael Rosenthal, 4045 Kilmartin Drive, spoke in

**V. ITEMS FROM MEMBERS OF THE COMMITTEE**

Niel Fleckenstein acknowledged the amount of work by staff to prepare the material and commented on the challenge of reviewing such a lengthy agenda, especially without item 9. It was difficult to make an informed decision or recommendation on complex subjects without material or ample time to review it. JR Harding concurred and encouraged a lessons learned debrief on comments from committee members and the public.

**VI. ADJOURN**

**The meeting adjourned by consensus at 7:40 pm.**

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# Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #2

December 5, 2019

**Title:** Acceptance of the Status Report on Blueprint Infrastructure Projects

**Category:** Consent

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

**Lead Staff/Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint Infrastructure Program

## STATEMENT OF ISSUE:

This agenda item seeks a recommendation of acceptance by the Citizens Advisory Committee's (CAC) to the Blueprint Intergovernmental Agency Board of Directors on the status report on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects.

## FISCAL IMPACT:

This item does not have a fiscal impact.

## CAC OPTIONS:

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board of Directors accept the December 2019 Status Report on Blueprint Infrastructure Projects.
- Option 2: Other Direction.

## CAC RECOMMENDED ACTION

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board of Directors accept the December 2019 Status Report on Blueprint Infrastructure Projects.

# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

**December 12, 2019**

**Title:** Acceptance of the Status Report on Blueprint Infrastructure Projects

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Daniel Scheer, Blueprint Design and Construction Manager

## STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board acceptance of the status report on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects. Attachment #1 includes a five-year project-phasing schedule that details active Blueprint 2000 and 2020 projects. Attachment #2 is the completed October and November 2019 community engagement activities completed by Blueprint.

## FISCAL IMPACT:

This item does not have a fiscal impact.

## RECOMMENDED ACTION:

Option 1: Accept the December 2019 Status Report on Blueprint Infrastructure Projects.

## SUPPLEMENTAL INFORMATION:

### PROJECTS UNDER CONSTRUCTION OR RECENTLY COMPLETED

#### *Capital Cascades Trail – Segment 3*

Pond 3D-B Regional Stormwater Facility (RSF) - The City has awarded a construction contract to **Allen's** Excavation for FAMU Way Phase 3, which includes the CCT Segment 3 Regional



Stormwater Facility (RSF) near Lake Bradford Road and the St. Marks Trail Head. Notice to Proceed for construction was issued on August 19 for the FAMU Way Phase 3 elements of the project. The construction notice to proceed for the RSF and trailhead components is anticipated for February 2020.

The design team is developing concepts for an expanded community gathering space to be included near the pond for public input and consideration. Initial concepts will be shared at a Blueprint Public Engagement community breakfast on December 14, 2019. Blueprint will have an interactive exhibit for the community to explore the proposed community gathering space and be able to offer comments/recommendations on the final layout of that new space. Also at the community breakfast, information on the Coal Shute Pond enhancements along FAMU-Way will also be available.

## **PROJECTS UNDER DESIGN & RIGHT-OF-WAY ACQUISITION**

### ***Greenway and Bike Routes***

In early 2020, Blueprint staff will present a prioritization update for the Blueprint Greenways projects considering the **CRTPA's** Bicycle Pedestrian Master Plan, leveraging opportunities, and the approved Blueprint FY 2020-2024 Capital Improvement Plan.

To ensure the greenway and bike route projects would be ready for construction beginning in 2020, the IA Board directed staff to proceed in planning, design, and permitting the following projects:

- Integrated Tallahassee - Leon County Bike Route and Greenways Implementation Plan – *update to IA Board in January 2020 with consideration of CRTPA Bicycle and Pedestrian Master Plan and Tallahassee-Leon County Planning Department One-Stop Shop for Trail Connectivity effort.*
- Capital Circle Southwest Greenway & Debbie Lightsey Nature Park – *Design services procured (George & Associates); complete design in summer 2020*
- Lake Jackson & Lake Jackson South Greenways – *Design services procured (Gresham-Smith); complete design in winter 2020*
- Thomasville Road Trail – *In FY 2020, Blueprint will coordinate with the CRTPA implementation of this project. The first phase of this project will be a feasibility study funded by the CRTPA in FY 2020.*
- University Greenway - *Due to the close proximity to the Airport Gateway project area, it is anticipated this project will move forward with the Airport Gateway project beginning in FY 2020.*

In addition to the advance funding, the Five Year Blueprint Capital Projects Program includes funding for greenway and bike route projects in an allocation of \$1,155,000 in Fiscal Year (FY) 2020 and \$1,540,000 each year from 2021 – 2039.

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

At its February 13, 2018 meeting, the Leon County Board of County Commissioners approved a concept to reduce rainwater impacts on the Amphitheater stage. Leon County Tourism is the fiscal agent for the overall project. Blueprint is assisting Leon County Tourism with managing

the design, construction, and construction, engineering, and inspection (CEI) services for the Amphitheater canopy extension. Staff anticipates design of structural elements to proceed in fall 2019 and fabrication/construction to proceed in the early part of 2020. No action has been taken with regard to the sound wall component of the project as the IA Board removed the Sound Wall from the Cascades Park Project at the meeting on September 20, 2018.

A new speaker system is included within **Blueprint's** amphitheater project description. The speakers will be installed until after the canopy extension project is complete as the new canopy extension frame will support them. A report to determine if the existing amphitheater superstructure could support both the new awning and speaker system was completed in November of 2018. This determination was a key first step prior to proceeding with the overall project.

The proposed construction window for the canopy extension is set for May and June of 2020. Anticipated construction duration is to be four to six weeks and will be coordinated with the City Parks, Recreation and Neighborhood Affairs and Visit Tallahassee to avoid conflicts with scheduled performances at the Amphitheater.

**Blueprint's** September 2019 project update to the IA Board indicated that design would begin this fall and fabrication would begin in 2020. The key reasons for the delays experienced during 2019 for the construction of this project, are as follows:

- The retro-fit awning extension should be conducted by the original manufacturer, Pfeifer-Fabritec, to ensure that critical warranty provisions for the existing amphitheater, still valid, are not invalidated by work conducted by another vendor. Collaboration with the original contractor provides for familiarity with the existing structure and the use of in-kind materials to mitigate costs and maintain warranties.
- Staff has solicited and has been continually negotiating a scope for project construction with Pfeifer-Fabritec. Pfeifer-Fabritec is not familiar with working directly on public contracts and the legal requirements therein. This has led to a lengthy, iterative contract negotiation process. This ongoing negotiation has led to a delay in the authorization to proceed. Staff expectation is that the contract with Pfeifer-Fabritec will be fully executed by the end of the year.
- As we are heading into upcoming concert series timeframe, and as not impacting concerts at the amphitheater is a priority for any project construction, our construction timeframe will be impacted slightly to insure no negative impact to the **facility's** conduct of business.

Simultaneously, Blueprint has procured Construction Engineering Inspection Services (CEI) for the project and is now under contract to witness and inspect the installation of the fabricated system on the existing structure at time of installation. Additional actions to support the proposed weatherization project including evaluation of the amphitheater foundation, structural integrity of the meridian plaza for crane, and drainage and electrical weatherization improvements on the stage have been ongoing during 2019.

### ***Magnolia Drive Multiuse Trail***

The project limits are between Adams Street and Apalachee Parkway with the segment between Adams Street and Monroe Street completed. Design is currently at 90% for the remaining phases. Right-of-way acquisition and utility coordination for the project are continuing and Staff anticipates construction of segments 1 and 4, Monroe Street to Pontiac Drive, to begin in early 2020. Per the funding agreement for the project, Leon County will provide the procurement of construction and CEI services for all phases. FDOT is currently constructing an intersection reconfiguration at Apalachee Parkway in order to improve motorist and pedestrian safety. The project should be complete in early 2020.

### ***Orange/Meridian Placemaking***

The permanent portions of the Orange Avenue/Meridian Street Placemaking Project include enclosing the East Ditch between Meridian Street, revisions to the existing Leon County Stormwater facility and creation of a public gathering space with trails and parking on the parcel at the southwest corner of Orange Avenue and Meridian Street. Blueprint negotiated with Genesis-Halff, Inc. and a design services contract awarded.

### ***Capital Cascades Trail Segment 4***

The Capital Cascades Trail (CCT) Segment 4 is the final project in the Capital Cascades Trail. Segment 4 will continue the trail and stormwater elements of the CCT south along the Central Drainage Ditch with the goal to provide significant stormwater treatment and flood control improvements south of Orange Avenue downstream of the Saint Augustine Branch. The project will also provide greenway linkages to both commercial and residential areas. The project provides amenities and multimodal options for the southside urban areas of Tallahassee. The Project will include stormwater improvements to enhance water quality in Lake Henrietta and in Munson Slough, addressing specific issues of concern including sediment loads and trash accumulation at Lake Henrietta and flood stage elevations south of Orange Avenue. Staff is developing the request for qualifications for professional services and will procure design services for the project this winter; construction is anticipated to begin in 2022.

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

State Funding for right-of-way acquisition and construction is included in the current FDOT Five-Year Work Program and presented below. Note: Construction funding for the Crawfordville to Springhill Road segment has moved up to FY 2021.

#### Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2021 in the amount of \$55,741,000

#### Crawfordville Road to Springhill Road

- Right-of-Way: Funded from FY 2018 - FY 2020 in the amount of \$16,314,823
- Construction: Funded in FY 2024 in the amount of \$33,879,000

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

Right-of-way acquisition is funded and underway by FDOT and scheduled to continue through FY 2020. The Draft FY 2020 – 2024 FDOT Work Program does not identify funding for construction.

## **PROJECTS IN PLANNING OR PRELIMINARY DESIGN**

### ***Market District Planning and Park Programming***

This project includes creating a new urban park along Maclay Boulevard, regional mobility, and connectivity in and around the Market District. The FY 19 budget allocated \$1,000,000 for planning and design to start the project, and the project is anticipated to be fully funded by FY 2022. Staff anticipates public outreach to begin in the spring of 2020 to support the development of a concept plan for the park space.

The City of Tallahassee Underground Utilities and Public Infrastructure (Stormwater) is leading the project in the Market District that includes repurposing the existing stormwater ponds, and beautification and transportation improvements on Maclay Boulevard and Maclay Commerce Drive. The City awarded a contract to DPB and Associates for design and planning services. To minimize cost and maximize time savings, Blueprint will prepare a task order for site planning and programming, public outreach, and preliminary design services to DPB and Associates under the **City's** existing contract in accordance with the Blueprint Procurement Policy for Intergovernmental Management Committee (IMC) review and approval. Blueprint will procure the remaining project elements including pedestrian enhancements and connectivity in areas peripheral (from Maclay Road to Timberlane Road) to the multi-purpose stormwater project separately and in coordination with Leon County and City of Tallahassee.

### ***NE Connector Corridor – Bannerman Road***

Staff has negotiated a contract with RS&H for IMC approval to perform the planning and design services for the project. The services include the update to the Leon County 2012 Bannerman Road Corridor Plan, a feasibility study of widening Bannerman Road from Tekesta Drive to Meridian Road, design and permitting. Once the contract is fully executed, initial data collection and public outreach will begin. Staff anticipates that the feasibility study will be complete in the summer of 2020 with presentation to the IA Board in early fall 2020. Design and property acquisition are planned for completion in 2023, at which time the project will be advertised for construction.

### ***Airport Gateway***

The Southwest Area Transportation Plan (SATP) final draft is now complete. The SATP provides the planning analysis, public engagement, and existing data collection for various segments of the Airport Gateway project, including North and South Lake Bradford Roads, Springhill Road, and Orange Avenue. Stuckey Avenue and the new roadway are not included in the SATP.

The FY 19 budget allocated \$1,000,000 and the FY 20 budget allocated \$3,500,000 to the project to fund planning, design, and joint use stormwater needs. The project is anticipated to be fully funded by FY 2022. Concurrent with the conclusion of the SATP, Blueprint will procure pre-engineering and design services for the Airport Gateway project in early 2020. Staff is currently developing the scope supporting the procurement of the initial phase of the project implementation to include design of improvements along Springhill Road, Stuckey Avenue, and the new proposed connector roadway on **FSU's** southwest campus. Staff is currently exploring the opportunity for a joint use stormwater pond with the Tallahassee International Airport and FDOT that will meet **Blueprint's** requirements for Springhill Road improvements as well as **FDOT's** Capital Circle widening project and future Airport needs.



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

The PD&E study for the Northeast Gateway began in November 2018. The engineering and environmental analyses are underway, including finalizing the detailed traffic analysis. The traffic analysis provides traffic volume projections out to year 2045, and it covers the area bordered by Thomasville Road/Capital Circle NE to the west, Pisgah Church Road to the north, Proctor Road/Crump Road to the east, and Mahan Drive to the south. Staff and the project consultant will develop roadway and intersection concepts based on the technical analysis and the public comments received. The tentative project schedule includes completion of the PD&E study in fall 2020 with final design and permitting completion in 2022. A detailed update on the traffic analysis can be found in Agenda Item #14.

### ***CCT Segment 3 History and Culture Trail (HCT)***

Staff is finalizing the RFQ package for the historic and interpretive elements for the HCT along Capital Cascades Trail Segment 3. Once the procurement is complete, the selected firm will work closely with members of the History and Culture Trail Working Group and Blueprint to develop and refine thematic concepts, identify new opportunities along the trail, and identify locations for interpretive signage and artistic installations. The selected firm will also co-facilitate meetings with the Working Group to ensure concept development is performed with collaboration with local citizens; design and develop the written content for the interpretive kiosks. At the February 28, 2019 IA Board meeting, the IA Board approved the concept of honoring Dr. Charles U. Smith through the HCT project. The project design scope will include this concept. Staff anticipate advertisement of the RFQ for design services in the winter of 2019 with construction in the spring of 2021.

### ***Monroe-Adams Placemaking***

The proposed FY 2020 allocation of \$1,000,000 will fund preliminary engineering and design services for this placemaking project. Recently, a potential leveraging opportunity emerged as the result of a scheduled FDOT resurfacing project. A detailed update on Blueprint's results from working with FDOT, City, and CRTPA to engage in a cost-sharing opportunity to improve the pedestrian crosswalks consistent with the goals of the Placemaking project by delineating the crosswalks through the installation of pattern pavement can be found in Agenda Item #4.

### ***Alternative Sewer Solutions Study***

Consistent with IA Board direction at the June 13, 2017 meeting, Leon County is managing the first phase of this project: The Comprehensive Wastewater Treatment Facilities Plan (CWTFP). The consultant, Jim Stidham and Associates, is leading the CWTFP, including the public input opportunities, and the project will take 12-18 months to complete.

### ***Coal Chute Pond & Cascades Trail Segment 3 Amenities***

The Skateable Art Design-Build RFQ for Coal Chute Pond has closed and is being evaluated by the technical review committee. The new restroom facilities at the FAMU-Way playground are in final design. Construction of these enhancements is expected to begin in the Summer of 2020.

Blueprint is currently finalizing the design of the enhanced amenities along FAMU-Way, including the Coal Chute Pond area. The amenities in this area were refined through a public involvement process with Florida A&M University, Florida State University, and surrounding

neighborhoods and businesses in mid-April whereby over 300 citizens submitted their amenities preferences.

In the Capital Cascades Trail Segment 3 agenda item presented to the IA Board at its September 20, 2018 meeting, Blueprint provided an update on the KCCI 2019 class project and inclusion in the Coal Chute Pond area. Coal Chute Pond along Capital Cascades Trail Segment 3 is an ideal location for this installation because of it falls within the History and Culture Trail Project footprint and because of its proximity to university campuses, residential neighborhoods, and Railroad Square Art Park. Consistent with the goal of the History and Culture Trail to provide historical and cultural amenities along Cascades Trail Segment 3, the History and Culture Trail (HCT) Project Budget identifies \$30,000 of funding for the KCCI project. The IA Board approved budget for the HCT project is \$942,000 and includes interpretive panels and sculptural elements. Within the confines of the \$30,000 budget, the KCCI project will enhance the Coal Chute Pond area by adding musical instruments to complement spaces, programmed by Blueprint, at the site. Blueprint Staff and the KCCI team are working with City of Tallahassee representatives to ensure the design minimizes maintenance costs.

## **UPDATES ON NON-PROJECT SPECIFIC ITEMS**

### ***History and Culture in Blueprint Projects***

The IA Board provided staff direction at the June 27 meeting to produce an agenda item memorializing community history and culture as part of each Blueprint Infrastructure Project. Staff is researching comparable communities and best practices to develop options for IA Board consideration. Staff anticipates that this item will be ready for IA Board review by the January 2020 meeting.

### ***Capital Cascades Trail Segment 3 After Action Report***

At the September 5, 2019 meeting, the IA Aboard directed staff to prepare an after action report reflecting on the Capital Cascades Trail Segment 3 project. The IA Board specified that the after action report should include a review of the Capital Cascades Trail Segment 3 project, an assessment of project-specific communication and coordination for parallel projects, recommendations for the assessment of local historical structures, and recommendations for expanding and improving public outreach based on lessons learned from this project. This after action report is scheduled to come before the IA Board at their January 30, 2020 meeting.

### ***Status Report on North Monroe Street Corridor***

The November 12, 2019 Board of County Commissioners meeting included an agenda item on the Consent agenda providing a status report on recent and anticipated projects along the North Monroe corridor. This agenda item, developed by Blueprint Infrastructure, highlighted recent collaborations with FDOT resulting in improvements to the corridor consistent with local priorities. Consistent with the goals of the Blueprint 2020 North Monroe Gateway project, the agenda item also described two opportunities to collaborate with FDOT to continue implementation of the North Monroe Gateway project; first, through the design and construction of landscaping improvements in the medians from Interstate 10 to John Knox Road and secondly, through collaboration on an upcoming sidewalk project. The current FDOT FY 2020 – 2024 Work Program includes \$520,000 in funding for the design of a sidewalk on the west side of North Monroe from John Knox to Lakeshore Drive. Blueprint will continue to

coordinate with the CRTPA to add specific improvements along the North Monroe corridor, such as sidewalk improvements, to the local Project Priority Lists with the goal of integrating these improvements into the FDOT Five-Year Work Program. The full agenda item linked in the **'Attachments'** section.

### ***Sale of Surplus Property***

In 2018, the IMC declared two parcels as surplus property in accordance with the Blueprint Real Estate Policy. The City of Tallahassee advertised an Invitation for Bids on 4750 Capital Circle Southeast, appraised at \$282,000, which closed May 28, 2019. Blueprint is proceeding with a sale to the highest bidder at its winning bid price of \$290,000.

The City of Tallahassee also advertised an Invitation for Bids on 1231 Stearns Street, appraised at \$275,796, which closed May 28, 2019. After bid opening, the high bidder for the sale of 1231 Stearns Street notified Blueprint in writing that, after learning about an easement on the property recorded in the Official Records of Leon County several months before the Invitation for Bids issued, the high bidder would not honor its bid of \$700,000 but would lower its bid to \$330,000. The text of the Invitation for Bids provided that all information therein was subject to verification by the bidder.

Following the high **bidder's** request to lower its bid, Blueprint consulted with the City and County Attorneys to confirm that bidders may not modify their bids after public bid opening and that negotiations should begin with the second highest bidder if the high bidder is unwilling to honor the submitted bid of \$700,000. Accordingly, Blueprint received IMC approval to proceed with a sale to the second highest bidder at its bid price of \$300,000. All bidders, including the high bidder were notified in writing of the award to the second highest bidder through the BidSync system. No protests were filed within the protest period following this written notification. Blueprint is working towards resolving title issues and closing with the second highest bidder at its bid price of \$300,000.

## **SUMMARY OF PUBLIC ENGAGEMENT**

Calendars displaying October and November 2019 community engagement activities completed by Blueprint, as well as upcoming activities in December 2019, is included as Attachment #2.

Action by the TCC and CAC:

### **OPTIONS:**

- Option 1: Accept the December 2019 Status Report on Blueprint Infrastructure Projects.
- Option 2: IA Board direction.

### **Attachments:**

1. Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines
2. Blueprint Community Engagement Calendar for October and November 2019
3. November 12, 2019 Board of County Commissioners Agenda Item – Status Report on the North Monroe Corridor (Digitally linked)

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

Attachment #1  
Page 1 of 2

Date Submitted: December 12, 2019

Program	Project	Phase	2019	2020				2021		2022		2023		2024	
			4th Q	1st Q	2nd Q	3rd Q	4th Q	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	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													
		Right-of-Way Acquisition													
		Construction													
	Cascades Park Alum	Design													
		Construction													
	Cascades Park Amphitheater Weatherization	Design													
		Construction													
Blueprint 2020	Alternative Sewer Solutions Study (Phase 1)	Comprehensive Wastewater Treatment Facilities Plan													
		Prioritization/Planning													
	Bike/Greenways Implementation Plan	Design													
		Right-of-Way Acquisition													
		Construction													
	Debbie Lightsey Nature Park & Capital Cir Southwest Greenway	Planning/Pre-Engineering													
		Design													
		Right-of-Way Acquisition													
	Lake Jackson South Greenway	Construction													
		Design													
		Right-of-Way Acquisition													
	Orange Avenue (FDOT Project)	Construction													
		PDE													
		Planning/Pre-Engineering													
	Orange/Meridian Placemaking	Design													
		Construction													
		Planning/Pre-Engineering													
	Southwest Area Transportation Plan (CRTPA Project)	Planning													
		Planning/Pre-Engineering													
	Market District Park Element	Design													
		Construction													
		Design													
	Market District Trail Connectivity	Right-of-Way Acquisition													
		Construction													
		Design													
	Monroe-Adams Corridor	Right-of-Way Acquisition													
		Construction													
		Design													
	Lake Lafayette and St Marks Regional Park	Planning/Pre-Engineering													
		Design													



Program	Project	Phase	2019	2020				2021		2022		2023		2024	
			4th Q	1st Q	2nd Q	3rd Q	4th Q	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos
	Airport Gateway	Planning/Pre-Engineering													
		Design													
		Right-of-Way Acquisition													
		Construction													
	Northeast Connector - Bannerman Road	PDE Re-evaluation & Feasibility Study													
		Design													
		Right-of-Way Acquisition													
		Construction													
	Northeast Gateway Boulevard Welaunee	Roadway - PDE													
		Roadway - Design													
		Construction													
		Dove Pond - Const.													

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

	Planning/Pre-Engineering
	PD&E
	Design
	Right-of-Way Acquisition
	Construction

# October 2019

October 2019							November 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 6:30pm Providence NA Meeting (Providence Community Center) - Autumn Calder	22 5:30pm Neighborhood Leadership Academy (Planning Dept.) - Susan Emmanuel	23	24 3:00pm ULI Project Hop (Autumn Calder)	25 5:30pm NE Gateway Community Outreach Event (Northtown Getdown at Bannerman)	26 8:00am NE Gateway Community Outreach Event (Tallahassee) 11:00am NE Gateway Community Outreach
27	28 3:30pm FSU Class presentation (BEL 115) - Autumn Calder 5:30pm Midtown Working Group	29	30 10:00am History and Culture Trail Working Group (Tatiana)	31	Nov 1	2

# November 2019

November 2019							December 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	8	9	8	9	10	11	12	13	14
17	18	19	20	21	15	16	15	16	17	18	19	20	21
24	25	26	27	28	22	23	22	23	24	25	26	27	28
					29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1 5:00pm Green & Gold Tailgate Party (College of 5:30pm NE Gateway Community Outreach	2
3	4	5 4:30pm Holland & Picht Podcast Ep 13 - Autumn Calder (1621 Metropolitan Blvd, Tallahassee, FL 32308,	6 5:30pm CRTPA Midtown Study Public Meeting - Megan Doherty	7	8	9
10	11	12	13 6:30pm Friends of Lake Jackson Presentation (3840 N Monroe St #301, Tallahassee, FL 32303) - Susan	14 6:00pm Canceled: Canceled: Keep It Rural Presentation on NE Gateway (MLC Community Center) -	15	16 7:30am BP - Community Breakfast (Smith Williams) - 8:00am HOLD for NE Gateway Outreach
17	18	19	20	21	22	23 8:00am NE Gateway Community Outreach (Bradley's Country Store Fun Day)
24	25	26	27	28	29	30

# December 2019

December 2019							January 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2 1:00pm BP TCC Meeting	3 5:00pm HOLD NE Gateway Traffic Modeling Public Meeting (Montford Middle) - Blueprint	4	5 4:00pm BP CAC Meeting	6	7
8	9	10	11	12 3:00pm BP IA Board Meeting	13	14 7:30am HOLD CCT Seg 3 Amenities Community Breakfast (TBD) - Autumn Calder
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Jan 1, 20	2	3	4

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #3  
December 5, 2019**

<b>Title:</b>	Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation that the Blueprint Intergovernmental Agency Board of Directors (IA Board) accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.

## **FISCAL IMPACT**

This item has no fiscal impact.

## **CAC OPTIONS:**

- Option 1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
- Option 2: Recommend the IA Board do not accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.

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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

**December 12, 2019**

**Title:** Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality

**Category:** Consent

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality  
Drew Dietrich, Deputy Director, Office of Economic Vitality  
Darryl Jones, Deputy Director, Office of Economic Vitality

## STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Board of Directors (IA Board) with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality (OEV) since the September 5, 2019 meeting. This report highlights activities within the Business Vitality and Intelligence Division, including marketing and communications, (Attachment #1) and Minority, Women, and Small Business Enterprise Division (Attachment #2). Attachment #3 highlights the 2019 Third Quarter Economic Dashboard and November Monthly Data Driver. Given the shift to six meetings per year, OEV will be transitioning quarterly status reporting to a semi-annual reporting basis, in order to provide a more detailed and comprehensive overview of department activities and programs.

## FISCAL IMPACT:

This item does not have a fiscal impact.

## STRATEGIC PLAN:

This status report 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.

## RECOMMENDED ACTION:

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

## SUPPLEMENTAL INFORMATION:

### Background

This agenda item provides the IA Board with a quarterly status report on the activities and operations of the Office of Economic Vitality since September 5, 2019. Staff continue to research and track industry standards and best practices and listen to the needs of existing businesses to best position Tallahassee-Leon County as Florida's Capital for Business.

### Business Vitality and Intelligence

The Business Vitality and Intelligence Division 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, engagement, and serving as business ambassadors. The Division manages all project attraction and expansion, international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and events.

In addition, the Division collects, analyzes, and disseminates economic, demographic, and business information. This work supports the Strategic Plan and drives data-driven decision making. The Division also conducts research and analyses in support of other City and County Departments and works closely with the business community at large. Attachment #3 includes the 2019 Third Quarter Economic Dashboard and November Monthly Data Driver.

The November Data Driver features Susan S. Fiorito, Ph. D., Dean of the Jim Moran College of Entrepreneurship at Florida State University. Her topic focuses on Global Entrepreneurship, and discusses in particular the health of the entrepreneurship ecosystem in the United States. Notable data highlights from the November Data Driver include an increase in County Total Taxable Sales by \$382.4 M, which represents an 11.3% increase Year over Year, and City and County employment rates increasing 2.9% Year over Year.

The Third Quarter Economic Dashboard serves as a supplement to the Data Center and provides a snapshot of the local economy by focusing on the 13 key and most commonly requested economic indicators in a format that is easy to read and follow. Employment has increased 14 quarters in a row, comparing the same quarter of the prior year. The Unemployment Rate was the lowest since Q2 2007. Single-Family Construction Permits in Leon County increased 25% from Q1 2019, and were 60% higher than the average during 2010 to 2018. MSA Initial Claims for Unemployment Compensation in Q2 2019 were the fewest for any Q2 since before 2010. Tallahassee International Airport Passengers in Q2 2019 were the most for any Q2 since 2008.

The OEV staff diligently monitors key economic metrics and tracks current economic trends and conditions that are important to the local economy. The online Data Center, found at [www.OEVforBusiness.org/data-center](http://www.OEVforBusiness.org/data-center), continues to serve as the community's most



comprehensive database of nearly 80 economic indicators, and is updated continuously to ensure visitors can retrieve the most accurate data.

For more detailed information on the work of the Business Vitality and Intelligence Division to position Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz), see Attachment #1.

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

Per the Strategic Plan, the Minority, Women, and Small Business Enterprise (MWSBE) Division expands procurement opportunities for MWSBEs with public and private partners and builds capacity for MWSBEs through non-traditional business financing and through resource partners. The MWSBE Division continues to inform its certified businesses of capacity building, networking, and procurement opportunities available through partnerships and local governments. The MWSBE certification guarantees that staff provide certified business with the "Four Es"—engage, educate, equip and ultimately empower them. The MWSBE Division will present certified business with greater opportunities in the economic development ecosystem.

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

### **Future Reporting Structure**

The Office of Economic Vitality will be transitioning to reporting on a semi-annual basis. The Office of Economic Vitality currently reports to the IA Board quarterly, which matched the four times per year meeting schedule of the IA Board. As the IA Board will be transitioning to the six times per year meeting schedule, staff reviewed the current reporting structure and content to determine the best manner in which to report to the IA Board. Based on the scope of programs overseen by the Office of Economic Vitality, moving toward semi-annual reporting will provide for a more detailed and comprehensive reporting structure. Transitioning to a semi-annual reporting structure follows best practices, and allows greater flexibility for the IA Board to direct policy on emerging trends or new project activity that may arise. Staff will begin the transition in 2020, delivering the first semi-annual report at the March 12, 2020 IA Board meeting. The report will reflect the activities and programs completed since the beginning of the fiscal year, October 1st, 2019. Staff will deliver the second semi-annual report at the September 17<sup>th</sup> IA Board meeting, reflecting activities and programs completed since the March 12, 2020 report. Additionally, staff will continue to provide updates to the IA Board at each meeting, highlighting current projects and activities. Staff will also continue holding a strategic planning retreat each year to review and update the strategic plan, to ensure it matches best practices and the current needs of the community.

In conjunction with the shift in reporting, the Office of Economic Vitality will engage in a Strategic Planning retreat with the Economic Vitality Leadership Council. The retreat will focus on the current status of the Strategic Plan, both to measure progress, and highlight next steps in the plan, and to identify new opportunities for the Office of Economic Vitality to optimize programs and activities to align with current needs and trends and align with the City's 5-year plan and County's strategic plan. This will be followed by a Strategic Planning Workshop at the IA Board on March 12, 2020, where the Office of Economic Vitality will present the findings from

the Economic Vitality Leadership Council retreat, report on the progress of the strategic plan, and provide staff recommendations on any updates or changes to the current scope of the plan, and its implications for the programs and activities undertaken by the Office of Economic Vitality.

## CONCLUSION:

The Office of Economic Vitality is focused on providing superior service for local businesses, accomplishing the objectives outlined in the strategic plan in innovative and proactive ways, with a strong emphasis on outstanding service and customized solutions. The Office of Economic Vitality also provides cross-departmental coordination for collection and use of data and implementation of projects and initiatives throughout the planning, land management, and economic development spectrum, all of which is conducted in an open, inclusive, and transparent manner.

The Office of Economic Vitality is committed to keeping pace with the rapidly evolving business environment, adapting programs to best suit local business, and match the expectations of a dynamic and growing community. Staff continue to research and track industry standards and best practices, listen to and track feedback from local business. The Office of Economic Vitality will integrate this knowledge into adaptively managing future programs and resources, to ensure that staff are meeting the needs of our business community, and position Tallahassee-Leon County as Florida's Capital for Business. As a part of this adaption, OEV will be transitioning its reporting format from the current quarterly basis, to a semi-annual reporting format. As the IA Board will be convening six times per year, OEV will be better able to provide a detailed and comprehensive report on activities and programs by focusing on two reports per year.

**Action by the EVLC and CAC:** The Blueprint Citizen Advisory Committee (CAC) and Economic Vitality Leadership Council (EVLC) considered this item during their August 2019 meetings. Both committees recommended that the IA Board Accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.

## 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. IA Board Direction.

### Attachments:

- 1. Business Vitality and Intelligence Quarterly Update
- 2. Minority Women and Small Business Quarterly Update
- 3. 2019 Third Quarter Economic Dashboard and November 2019 Monthly Data Driver



## MEMORANDUM

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**TO:** Ben Pingree, PLACE Director  
**FROM:** Cristina Paredes, Director  
**SUBJECT:** Economic Vitality and Project and Workforce Activity Report  
**DATE:** December 6, 2019

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This memo highlights Business Vitality and Intelligence completed actions, current activities, and future initiatives, including; project activity, business retention and expansion efforts, resiliency efforts within the community, workforce development, as well as engagement and communication efforts.

- **Completed Actions:** Work conducted since the September 5, 2019, Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting that aligns with the OEV strategic plan (see page 2).
- **Current Activities:** Projects and programs overseen by the department, that are either recurring in nature or result in deliverables for the next IA Board meeting (see page 10).
- **Future initiatives:** Events and items of concern the department will focus on between the beginning of the fiscal year and the next reporting period at the March 12<sup>th</sup>, 2020 IA Board meeting (see page 12).

These efforts focus on positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

## **Completed Actions:**

Work conducted since the September 5, 2019, IA Board meeting that aligns with the OEV strategic plan.

### **International Award Received:**

*Strategic Plan, Business Retention and Expansion, 1.C.1*

In October, the Office of Economic Vitality was selected as an International Economic Development Council Excellence in Economic Development Silver Award recipient for the following program: Hurricane Michael – Resiliency, Recovery and Mitigation, Population 200,000 - 500,000, for the Tallahassee-Leon County Open4Business Map. The map has been perfected over the course of three hurricane seasons to allow user input and staff validation within a cutting-edge ESRI GIS online mapping application. OEV worked with local radio stations and through social media to raise public awareness about the map as well as recovery resources. The communication benefits are realized by creating an online interface that allows the community to provide input and discover information that evolves continually during a storm event.

### **Outcomes:**

- Enhanced communication in the wake of a hurricane
- Better information access
- Quicker recovery of residents and businesses through access to products and sales
- Knowledge of more and less resilient sectors of the local economy.
- During its 2018 deployment, the map reached 20,000 people with over 2,400 impressions made on Facebook. It was also shared on LinkedIn and Twitter.

This award highlights the globally innovative nature of OEV, and that their commitment to providing outstanding service to businesses and citizens of Tallahassee-Leon County.

### **Engagements:**

*Strategic Plan, Business Retention and Expansion, 1.C.1*

Staff track progress towards meeting the needs of the local business community, while maintaining a customer-focused approach to business development. These efforts have led to a number of positive outcomes, including:

- connecting companies outside of Tallahassee with new research opportunities at Innovation Park;
- assisting two major business expansions within the manufacturing industry;
- promoting shop local promotional activities for Small Business Saturday;
- supporting Domi Station and entrepreneurs with the launch of the Third Act pilot program and Choose TLH talent recruitment campaign;
- analyzing and reviewing the 2020 round of Elevate Fund Workforce applications
- managing several ongoing collaborations with regional and local ecosystem partners to support the vitality of North Florida.

OEV Vitality and Intelligence conducted 31 business consultations, which include data requests, lead responses, project assistance, and site selection analysis. The division produced six economic data publications which include contribution analyses for new and existing businesses. Project activity includes approximately 40 prospective projects in the pipeline, which are active projects considering Tallahassee-Leon County. Lastly, staff conducted 34 public engagements, which

includes meetings and face-to-face engagements with local businesses, partner organizations, and individuals in our community.

Metrics	Q4 2019
# Business consultations	31
# Economic Data Publications	6
# Project Activity	40
# Public engagements	34

Based on Strategic Plan priority areas, staff participated in several public engagements and outreach efforts with a local, regional, and international focus during the period of September – December. These are highlighted below:

- CareerSource: Strategic Plan, Creative Economy, 1.E.1.e**  
 Sector Roundtables and Talent Innovation Summit- Vitality staff routinely collaborate with CareerSource Capital Region and have been participating in their sector roundtables with audiences of 20-30 as well as their Talent Innovation Summit hosted on September 25<sup>th</sup>, which has over 100 attendees.
- Florida –Georgia Workforce Alliance: Strategic Plan, Creative Economy, 1.E.1.e**  
 On October 4, staff participated with CareerSource Capital Region in the sector strategy and action meeting along with ten other economic and workforce boards on the Florida-Georgia border. The objective of the Alliance is to better coordinate workforce and economic development activities across the border region to benefit citizens and businesses Staff participates in these meetings to maximize access and support regional workforce development efforts to meet the demands of employers. The next meeting is set for early 2020 to continue workforce discussions.
- International Economic Development Council: Strategic Plan, Allocation of Resources, 3.F**  
 OEV Director presented on the Magnetic Capital of World business development efforts at the 2019 IEDC Conference held in Indianapolis, Indiana with ROI Team. . This platform provided an opportunity for OEV and ROI to discuss the strategic approach to build a new business cluster in Tallahassee-Leon County around applied science and advance manufacturing efforts. The IEDC Annual conference is the industry leading event for economic development professionals, and has over a thousand attendees each year.
- City of Tallahassee Neighborhood Leadership Academy: Strategic Plan, Marketing and Communications, 3.H**  
 Staff engaged in an open discussion with 30 neighborhood leadership participants on a variety of topics, including economic inclusion, and the impact of infrastructure and redevelopment projects on the local businesses and greater Tallahassee community, which was held on October 22<sup>nd</sup> at the Renaissance Center/
- Government Technology Roundtable: Strategic Plan, Talent Pipeline, 1.F.1.c**  
 Staff hosted a roundtable of 10 government technology leaders in our local economy on October 23<sup>rd</sup>, 2019. The forum was an opportunity to have open dialogue and to identify issues of concern and importance to their respective businesses, and also build brand awareness for this sector via Florida Trend magazine.

- **Real Estate Trends: Strategic Plan, Business Retention and Expansion, 1.C.1.a –**  
Staff attended the FSU Real Estate Trends conference on October 25<sup>th</sup> at the Turnbull center, along with approximately 300 other attendees, to learn about new emerging trends in real estate, identify best practices, and how to apply this knowledge for Tallahassee-Leon County, to grow and enhance the existing assets and tax base for the benefit of local businesses, neighborhoods, and constituents alike.
- **Florida Economic Development Council's North Florida Regional Forum: Strategic Plan, Creative Economy, 1.F.1.a**  
OEV Director presented on the progress that Tallahassee-Leon County is making in economic development efforts based on the strategic plan and the launch of Magnetic Capital of World business development efforts to the Florida Economic Development Council. In addition, staff meet with several regional organizations to discuss the collaboration efforts to support growth and vitality of the North Florida and explore how these efforts can be tackled collectively as a region.
- **Shop Tally Stakeholder Forum: Strategic Plan, Marketing and Communications, 3.H.1**  
OEV supported the Shop Tally stakeholder forum held on November 8<sup>th</sup> 2019, and provided an overview of the Tallahassee-MSA retail market, and further emphasized the importance of shopping locally, and how money spent in Tallahassee-Leon County have a tremendous impact on helping local business thrive. The audience included 25 local business leaders, entrepreneurs, elected officials, and non-profits.
- **Flagler Entrepreneurship Class: Strategic Plan, Talent Pipeline, 1.F.2.a**  
Staff gave a presentation to 15 students at Flagler College on November 8<sup>th</sup>, 2019 regarding entrepreneurship, job opportunities, and the many resources and tools that students can use when looking to start a business, fund an idea, or enter the workforce.
- **Tallahassee Start-Up Week: Strategic Plan, Business Formation, 1.A.10.a, b**  
Staff helped host Tallahassee Start-Up week November 18<sup>th</sup>-22<sup>nd</sup>, promoting entrepreneurship as well as facilitating a discussion with individuals on funding and launching start-ups in Tallahassee-Leon County, in collaboration with 15 individuals and organizations who are passionate about seeing start-ups succeed locally.
- **SBA / SBDC FAMU School of Business and Industry Entrepreneurial Summit: Strategic Plan, Talent Pipeline, 1.F.2.a**  
Staff created a presentation on Opportunity Zones specifically tailored to this event. The presentation took place alongside the regional director of Small Business Administration (SBA) for Southeast United States and Keith Bowers of Small Business Development Center (SBDC), and addressed over 200 FAMU students about OEV resources and opportunity zones, delivered on September 24, 2019.
- **SBDC Retreat Data Presentation: Strategic Plan, Creative Economy, 1.E.3.a**  
The FAMU SBDC requested that staff provide a “deep dive” into online OEV and Planning data products, as well as further ESRI Business Analyst exploration. Staff designed and implemented an hour-long training to that effect, which was delivered on September 27, 2019. This will enable SBDC small business advisors to better serve local businesses interested in exploring market opportunities.
- **CareerSource Career Pathways Council: Strategic Plan, Talent Pipeline, 1.F.1.a**  
Kim Moore, chair of the Career Pathways Council, requested an OEV data presentation for participating members. The Council is charged with bringing together workforce

development partners to discuss and explore emerging workforce needs and best practices. Staff, building from the SBDC training, modified the “deep dive” presentation for a workforce-centric format and delivered this presentation on October 10, 2019. Participants cited the presentation and OEV data as a key tool for exploring workforce needs, and to be built into career training modules for students.

- **Requests for information:** *Strategic Plan, Six Cornerstones, Engagement Collaboration and Alignment, 2.B.1*

During the reporting period, staff provided four businesses and eight business assistance partners and nonprofit organizations detailed information pulls, including occupational and industry data, impact analyses, and letters of support.

### **Government Technology Roundtable**

*Strategic Plan, Talent Pipeline, 1.F.1.c*

OEV hosted a roundtable discussion with Capital-area Government Technology (GovTech) firms to facilitate an interview with the Florida Trend Magazine, for which Tallahassee will be featured in an upcoming edition, in a discussion of Tallahassee as an Epicenter of a GovTech Industry. Takeaways from the discussion include:

- Being located in a State Capital makes it easy to communicate new IT solutions to state government.
- Proximity to Florida’s Capitol also allows them an opportunity to regularly prove themselves to state government leadership and impress other states looking for similar solutions.
- Tallahassee’s lower cost of living, compared to states in the west, allows it to be more competitive with salaries.
- Traveling in and out of Tallahassee remains a major issue for companies operating out of Tallahassee. The group cited a desire to have more direct flights and need to reduce ticket costs.

### **Tallahassee Startup Week**

*Strategic Plan, Business Formation, 1.A.10.a, b*

Tallahassee Startup Week was held November 18-23, 2019. It included contributions by Domi, Jim Moran College and Institute, TCC Center for Innovation, Innovation Park, and OEV, among others. Staff collaborated with Matt Johnson of JVP (A local venture capital firm) to develop a design-thinking inspired workshop entitled *Solving Startup Financing in Tallahassee*.

The event was held on Tuesday November 19, 9-12 PM at the Jim Moran Building, and engaged 20 participants in a multi-phase approach to inventing creative solutions to the real and perceived business financing gaps in our community.

Design Thinking (taught by local expert Ken Baldauf at FSU Center for Innovation) employs an “Empathize-Ideate-Build” format; drawing from that format, the workshop featured the stories of entrepreneur John Wilcox and funder Matt Johnson. It then facilitated small-group activities that culminated in a newly-created startup resource idea for Tallahassee, presented as a pitch deck. Major take-aways from the workshop included:

- Creating a Tallahassee-centric fund that could feature dilutive, non-dilutive, and grant



funding. This funding could be supplied via a public-private partnership wherein public and/or targeted philanthropic money matches private equity, with due diligence analysis supplied by private equity partners.

- The importance of a physical (not a digital-only) touchpoint that could act as a first pass “entrepreneur-triage” vetting initial capital seekers and pairing them to grants, bank loans, or other options in lieu of the dedicated public-private fund.

Finally, the importance of increased appetite for startup financing by traditional lenders, paired with a vetting conduit supplied by ecosystem partners (e.g. Domi, AERO members, OEV, etc.) could further financial opportunities and connections. This set of ideas will need to be further workshopped and eventually brought to key potential partners. Staff will follow up with participants toward setting a second workshop to that effect during the first quarter of 2020.

The full schedule for the week may be viewed at this link:

<https://techstarsstartupweektallaha2019.sched.com/editor/schedule>

### ***Census Complete Count Committee***

#### ***Strategic Plan, 2.B.1, Six Cornerstones***

The 2020 Census will provide a complete enumeration of Leon County residents as part of the national effort. All households, including students, rural, and group quarters will be counted. These numbers figure into potential redistribution of representation seats in the U.S. House of Representatives and eligibility for federal dollars allocated to all agencies and programs thereunder. Headed by Tallahassee-Leon County Planning Department and supported by Leon County Communications, Tallahassee Communications, and OEV, the newly-appointed committee held its first meeting on Monday October 14. Staff will continue to attend and contribute during the next three meetings and any associated public awareness campaigns that occur leading up to, during, and after the 2020 Census.

### **Business Development and Project Activity:**

#### ***Strategic Plan, Business Retention and Expansion, 1.C.1.a***

Staff actively responds to companies seeking to retain, expand, or establish their presence in Tallahassee-Leon County. Over the past two years, staff has worked on a total of 67 projects which have resulted in four companies expanding or relocating into the community and the creation of 173 jobs for a total economic impact of \$115 million.

In 2019, OEV has hosted nine site visits for prospective businesses to our community. OEV works with Research on Investment (ROI) to identify prospective companies who have a synergy with the research and resources available in Tallahassee-Leon County for targeted industry sectors. ROI has reached out to approximately 1,200 companies to supply OEV with additional leads for prospective companies.

As a result of these efforts, OEV received two company visits:

- *Project Whirlwind* - The company, one of the largest privately held companies in the world, sent its lead technology scouts to Tallahassee-Leon County to gauge the market for any opportunities. The visit gave OEV the opportunity to showcase the broad range of



research and entrepreneurial resources available in Tallahassee-Leon County, and build a connection to one of the most innovative companies in the world.

- *Project Galaxy* – A company focused on magnetic materials, has begun collaborative research with the MagLab. Project Galaxy had conducted a visit earlier in the year, and is now actively working with the MagLab, a relationship born from the connections established during their initial visit.

Both of these opportunities were generated as a direct result of OEV's partnership with ROI, who were instrumental in setting up these visits.

### **Economic Indicator Products:**

*Strategic Plan, 2.B.1, Six Cornerstones*

#### *Monthly Data Driver*

The Monthly Data Driver has released six consecutive months of employment, unemployment, taxable sales, commercial vacancy, Small Business Administration loan, and commercial utility starts data. Since June, this monthly release has complemented the online data center's presentation of important monthly data (employment / unemployment) at the City and County level, as well as featuring a contribution from the following ecosystem partners:

- June: Keith Bowers, FAMU SBDC
- July: Julie Harrington, FSU CEFA
- August: Mike Campbell, FSU JMI
- September: Shelly Bell, Lively Technical Center
- October: Kimberly Moore, TCC Workforce Innovation
- November: Antonio Montoya, DOMI Station (\*anticipated)

Over the past six months, the new indicators – Small Business Administration Loans and New Utility Starts – have expanded the on-the-ground perspective of business activity in Tallahassee. These indicators fluctuate widely on a monthly basis: Total SBA Loan volume ranged from \$5,000 to \$745,000 per month, and unique utility starts from 27 to 67. As such, they illustrate that while major macro-economic indicators such as unemployment are stable, the situation as experienced by individual businesses can vary widely each month. See [Attachment 1](#) for the November edition of the Data Driver.

#### *Quarterly Economic Dashboard*

*QED* is OEV's premier benchmarking tool to demonstrate our community's short-term economic productivity. *QED* gives the reader 13 pertinent economic conditions for the Tallahassee metro area or Leon County such as employment, median home prices, airport passengers, and taxable sales. Local real estate, banking, and investment firms regularly distribute its content.

#### Highlights from the current *QED*:

- Employment in Q2 2019 was up 1.4% from Q2 2018, with year-over-year employment levels having increased 14 quarters in a row.
- The Tallahassee metro area's monthly average employment of 188,925 in the first six months of 2019 was 1.7% higher than the January-June 2018 monthly average.
- Single-family construction permits in Leon County increased 25% from Q1 to Q2 2019, and were 60% higher than the Q2 average during 2010 to 2018.

- Initial claims for unemployment compensation for the Tallahassee metro area in Q2 2019 were the fewest for any Q2 since before 2010.
- Passengers at TLH in Q2 2019 were the most for any Q2 since 2008.

See Attachment 2 for the Q3 QED.

### *Cost of Living Index*

The Cost of Living Index allows OEV to make accurate cost of living comparisons between Tallahassee-Leon County and any of the 267 other participating urban areas across the United States. The third quarter indexed values for Tallahassee are 97.9 overall – meaning total cost of living was 2.1% lower than the national aggregate.

Costs overview:

- Groceries: 109.6
- Housing: 94.4
- Utilities: 86.2
- Transportation: 93.4
- Healthcare: 101.9
- Miscellaneous goods & services: equal (100) to the national average.

Yearly composite scores for the Cost of Living Index – which are what OEV features in its outward-facing publications - will be released in February 2020.

### ***New Staff***

#### *Strategic Plan, Business Retention and Expansion, 1.C.1*

The Office of Economic Development welcomed a new team member, T.J. Lewis, this past quarter. T.J. will be filling the role of Business Development Manager for the department, focusing on business retention and expansion. T.J. joins us from the Tallahassee-Leon County Planning Department, and brings a tremendous depth of experience to the team, particularly in land development and real estate. T.J. has hit the ground running, engaging with local businesses, and elevating OEV's role in supporting the growth and prosperity of our community enterprises.

### **Strategic Communication:**

#### *Strategic Plan, 3.A.3, Six Cornerstones*

Frequent and sustained staff activities throughout the community, the ongoing success of programs and community-wide initiatives, along with efforts to support local businesses and attract new businesses to the community are often recorded via earned media. These include activities on the following channels:

#### *Social Media:*

##### *Facebook*

- Increased page likes from 673 to 749 (net gain of 76 likes)
- 72 total Facebook posts.
- Cumulative organic reach of 14,071.
- Additional paid reach of 2,190.
- 20 posts achieved an engagement rate exceeding 10%.
- During this time period, our highest performing post was a photo that congratulated Johnson+Milner LLC for being named Minority Business Enterprise of the Year during MED

Week. This post garnered 118 reactions, 27 comments, 5 shares and reached more than 1,400 people organically.

#### *Twitter*

- Increased number of page followers from 360 to 399 (an increase of 39)
- 62 total Tweets.
- Cumulative organic reach of 66.3k.
- 25 Tweets reached over 1,000 Twitter users.
- Our top-5 tweets in this time period generated nearly 16,000 impressions. Each had a different focus but generally delivered positive news about an upcoming event or an award.

*Earned Media:* During this reporting period (August 7, 2019- November 5, 2019) the following stories were published by local media partners:

- A day-by-day guide to our coverage, photos, videos from Tallahassee Chamber Conference
  - Date: August 19, 2019
  - Source: Tallahassee Democrat
- Hemp Summit Coming to Tallahassee
  - Date: August 28th, 2019
  - Source: Tallahassee Democrat
- Beth Corum becomes new Chair of the Tallahassee Chamber of Commerce Board of Directors
  - Date: October 1st, 2019
  - Source: Tallahassee Democrat
- Sold-out 850 Hemp Summit focuses on the crop as an economic engine for community impacted by Hurricane Michael
  - Date: October 2nd, 2019
  - Source: WCTV
- MetroNet bringing high-speed fiber-optic option to Tallahassee
  - Date: October 19th, 2019
  - Source: Tallahassee Democrat

## **Current Activities:**

Projects and programs overseen by the department, that are either recurring in nature or result in deliverables for the next IA Board meeting.

### ***Project Activity***

#### ***Strategic Plan, Business Retention and Expansion, 1.C.1.a***

Staff is actively monitoring trends in applied science and manufacturing, as these fields represent the majority of new projects, to better inform businesses as they make expansion decisions and to provide tailored business assistance, such as workforce incentives. Currently, staff is working 40 active projects – a targeted recruitment activity resulting from marketing and executive outreach which can result in a new business installation in Tallahassee-Leon County. These projects represent companies in the light manufacturing, business and professional services, and applied science sectors that could potentially launch a presence in Tallahassee. Business assistance is necessary for multi-year incentive programs, such as the Targeted Business Program and Qualified Target Industry Tax Refund Program, which mandate support and evaluation for up to ten years. Demonstrating OEV's commitment to these companies' success encourages a pro-business environment in Tallahassee-Leon County.

### **Strategic Communications:**

#### ***Strategic Plan, 3.A.3, Six Cornerstones***

Staff utilizes a variety of communications and marketing strategies that inform and engage both the internal and external audiences as efficiently and economically as possible in order to execute the strategic communications and marketing plan approved by the IA Board at the September 19, 2018 meeting. Below summarizes are current activity this upcoming quarter:

- **Billboards:** Advertising on I-10 in Jefferson County with Magnetic Capital of the World messaging and one billboard on Capital Circle N.E. at I-10 denoting top rankings enjoyed by Tallahassee-Leon County for a twelve month period.
- **Quarterly Economic Dashboards:** Published in both the Tallahassee Democrat and Tallahassee Reports. The next dashboard will be published on January and will also be published in the Capital Outlook.
- **E-Marketing:** Monthly Data Driver, has been added to the e-marketing campaign to relay information regarding local events of interest, including MED Week, Manufacturing Month, partner activities and achievements. In addition a monthly "Events" newsletter is also distributed electronically and allows OEV to provide its audience with timely and relevant information in regarding hosted and sponsored events as well as support our partners in the economic ecosystem.
- **Small Business Saturday:** To help promote Small Business Saturday, and support shop local initiatives, Staff produced three videos highlighting the broad range of local businesses that call Tallahassee-Leon County home. The videos are released in conjunction with the week of Thanksgiving, leading up to Small Business Saturday on November 30<sup>th</sup>. In conjunction with the videos, Staff will be local businesses promoting small businesses online and through social media all week, and encouraging residents to shop local.
- **Social Media:** Promotes programs, engagement opportunities, MWSBE certification, and

training opportunities, and breaking partner news across all social media platforms. Topics during this reporting period included MED week activities, grant information and MWSBE opportunities.

- *Florida Trend Spotlight:* The January 2020 issue of Florida Trend will focus its attention on Tallahassee-Leon County. This special section will identify the area's economic development initiatives, as well as take a look at major business sectors and workforce throughout the region. The special section is a great opportunity to highlight the growth, diversity, vibrancy, and innovation within our community that has occurred since the last focus was produced in 2017.
- *Incremental Developers Alliance:* Madison Street Strategies met with staff to examine the IDA's nationally renowned small developer training workshop and gauge next steps. Staff are exploring possibilities to bring this training to Tallahassee, with partners, in mid-2020.

### **Data Capabilities**

#### *Strategic Plan, 2.B.1, Six Cornerstones*

Staff on-lined Buxton, CoStar, and Salesforce software platforms during this period. Buxton focuses on retail and market analytics; CoStar provides a comprehensive real estate inventory; and Salesforce tracks all levels of engagement for the department. These platforms allow Staff to provide best in class services for local businesses and nonprofit organizations. Staff now has the ability to track, analyze and report on all spectrums of business retention, expansion, and relocation. By utilizing these platforms, Staff can provide information to local businesses that would not have been available otherwise, increase efficiency and effectiveness of staff time, provide a superior level of service for the community, to ultimately create greater opportunities for businesses to create jobs, invest capital, and expand their business.

### **Targeted Industry Sectors: Strategic Plan, Business Recruitment, 1.D.3.b**

#### *Applied Science & Manufacturing*

Applied Sciences and Manufacturing are two key target industries, as identified by the *Target Industry Analysis and Selection Study*. Staff engage these businesses to recruit and assist with expansions, as well as monitor general economic activity within the sector. During Quarter 3 of FY 2019, there was an increase of 291 jobs, \$56,668 in average compensation, and 269 job postings. 706 employers have posted a job opening for one of the seventy occupations found in OEV's AIM category over the past 12 months. Nonetheless, total employment is less than the national average would suggest for AIM occupations.

#### *GovTech*

Government-facing technology is a key target industry, as identified by the *Target Industry Analysis and Selection Study*. Colloquially referred to as "GovTech," this industry has been identified as strong sector for Tallahassee-Leon County, with a number of successful and growing enterprises. In conjunction with OEV's Business Retention & Expansion efforts, staff met with several companies who maintained similar industry sectors, employment needs, and market strategy, particularly as it relates to technology focused government services. Based on the feedback from those meetings, OEV will use these engagements to create new sector marketing efforts, to help grow this sector, both by supporting the expansion of existing companies, fostering the growth of start-ups, and recruiting new companies Tallahassee-Leon County.

## **Future Initiatives:**

Events and items of concern the department will focus on between now and the next reporting period at the March 12<sup>th</sup>, 2020 IA Board meeting.

### **Strategic Planning**

#### *January Economic Vitality Leadership Council Workshop*

Staff will engage in a strategic planning workshop with the Economic Vitality Leadership Council to review the current status of the strategic plan, progress towards the stated goals, and an evaluation of any changes to strategic direction in order to adapt to new or changed economic needs and conditions. Staff will bring recommendations and feedback from the workshop to the March 12<sup>th</sup> meeting for the IA board to review.

### **Targeted Industries**

#### *Magnetics Conference 2020*

In partnership with the Magnetics Taskforce, staff will be attending the Magnetics 2020 conference, held February 11<sup>th</sup> – 12<sup>th</sup> in Orlando, FL. This is a global leading events that focuses on the latest economic development and technical advancements in magnetics markets and technologies. The conference will bring together magnetic experts from around the world, and affords OEV the unique opportunity to network with companies and thought leaders who may foster the next research collaboration or business relocation with Tallahassee- Leon County.

### **Strategic Communications**

#### *Website*

Staff continues to enhance the website to ensure it remains the community's prime resource for data and economic vitality programs. Work on the redesign of the website to include MWSBE microsite, enhance data integration, and Magnetic Capital of World and target industry information, and quality of place information is underway.

#### *Resiliency*

Staff is working with local Emergency Operations personnel to conduct a readiness workshop, prior to the start of the 2020 hurricane season, to help businesses identify risk learn about business continuity, disaster response, and the cost benefit of preparing for hurricanes and other business interruption. Additionally, staff is working with state-level Emergency Operations personnel to discuss Tallahassee-Leon County's practices and successes.

### **Talent Pipeline**

#### *2020 Leon Works*

OEV is actively working with Leon County government and other local partners to organize and put on the 2020 Leon Works, which will be held April 3rd at the Donald L. Tucker Civic Center. The event will provide a tremendous opportunity to connect local employers with local students, and provide a regional significant event that further enhances the talent pipeline for our region.

#### *Florida–Georgia Workforce Alliance*

As stated previously, CareerSource Capital Region collaborates with workforce boards on the Florida-Georgia border to coordinate workforce efforts and develop a thriving talent market to

meet the demands of employers. Staff participates in these meetings to maximize access and support regional workforce development efforts. The next meeting is set for early 2020.

### **Business Support**

#### *Elevate Florida's Capital: Workforce Development Grant*

The Elevate Fund grant program specifically addresses requests for workforce training grants that address gaps between existing workforce development/training programs. The FY 2020 grant applications were released October 1<sup>st</sup>, with applications due November 1<sup>st</sup>. The FY 2020 recipients are evaluated by committee, with recipients awarded the first week in December. Following the FY 2020 award cycle, Staff will evaluate the impact and role of this grant, particularly as it relates to the OEVS strategic plan. The Elevate Fund will be evaluated along with other department programs during the January EVLC workshop. Following the workshop, staff will bring recommendations regarding this program and any next steps.

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## MEMORANDUM

**TO:** Ben Pingree, PLACE Director  
**THRU:** Cristina L. Paredes, Director  
**FROM:** Darryl Jones, Minority Women, and Small Business Programs Deputy Director  
**SUBJECT:** September 5-December 12, 2019 Quarterly Update  
**DATE:** December 12, 2019

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. Still, at the core of our responsibilities is to provide a framework by which the City of Tallahassee, Leon County Government, and the Blueprint Intergovernmental Agency can successfully engage with local minority and women-owned and small businesses to meet our governments' shared supplier diversity goals through contracting and subcontracting on their projects.

### Minority, Women, and Small Business Enterprises

Below are the MWSBE metrics currently tracked by staff to quantify program impact to certified MWSBEs. Staff is working with the Business Intelligence team to review and revise these metrics as well as incorporate any recommendations from the Disparity Study to best quantify program impact and value.

Metrics	FY 2018	FY 2019	FY 2020 Year to Date
# Business consultations	40	69	13
# Business referrals for assistance	130	35	4
# MWBE certified businesses	208	86	6
# Certification applications received	104	99	6
# Speaking engagements	21	16	0
# Industry Academies	8	4	2
# Industry Academy attendees	100	80	74

Definitions: Business Consultations: meetings by staff with individual business owners

Business Referrals: Recommendations to the partner organization to allow certified MWBE to build capacity.

### Business Engagement and Outreach

OEV works to expand these opportunities to as many businesses as possible to increase opportunities. To that end staff works to 1) expand the number of businesses that are aware of the benefits of the County MWSBE program, 2) familiarize businesses with the process by which they may certify, and 3) assist a business gain full certification (which, in turn, enables their participation in the County procurement processes via bid award). To ensure these efforts are achieved, staff engages in the following programs:

- One on One Certification Assistance: Staff regularly meets with vendors who need one on one assistance with the certification process and applications. In FY 2019, staff has met

with 69 businesses seeking assistance and thus far this year 13 businesses have been assisted.

- **Monthly Certification Workshops:** These workshops are held the second Monday of each month in partnership with CareerSource Capital Region for persons seeking live assistance with the online certification application.
- **B2B Connections:** This is a new program launched this fall and is designed to facilitate new relationships between prime vendors and other industry leaders, and certified MWSBE firms. The MWSBE certification process is promoted during these events to recruit new MWSBE firms. To date, over 130 businesses have participated.
- **Industry Academies:** Held in the spring, the academies focus on insurance and risk management, bonding options, business financing, and secured microloans, and succession planning and held in conjunction with partner organizations. This spring over 80 businesses attended these academies.
- **Business Assistance Referrals:** Staff routinely refers businesses that need assistance with planning and financial assistance to the FAMU Small Business Development Center (SBDC) and Jim Moran Institute. These referrals allow businesses to build capacity. This year staff has referred 35 businesses to partner organizations for additional assistance.
- Annual Programs through the local observations of Small Business Week (partnership with FAMU SBDC) and Minority Enterprise Development (MED) Week to promote the impact and importance of minority, women, and small businesses.
- Over the past year, 30 new and (re)certifications have come as a result of B2B and other networking events, industry academies, other vendor referrals, and individual staff outreach efforts.

Recently, several RFP aspirational goals for the City of Tallahassee and Leon County have been reduced due to the unavailability of certified MWSBEs to respond to prime contractor demands for the government's procurement activity. A significant number of certified MWBSBs are acquiring more lucrative procurement opportunities in the western Panhandle because of Hurricane Michael. Working through the B2Gnow database, staff has completed an analysis of the diversity of certified businesses available to meet the supplier diversity demands of prime vendors in their attempts to comply with City, County and Blueprint's aspirational targets. The chart below describes the industries and the number of firms currently certified. Staff analysis has identified minority and women owned firms in our market that are not certified. Recruitment of those certified businesses is critical to meeting the supplier diversity demands of the City of Tallahassee, Leon County Government and Blueprint IA.

Business Type	Count
Advertising, Public Relations and Promotions	9
Marketing	9
Air Condition and HVAC	3
Architectural, Engineering, Design, and Drafting	23
Surveying	7
Planning	2
Asphalt	4
Concrete	16
Masonry	4
Computer Services and Supplies	6
General Consulting	25
General Contracting	9
Landscaping	21

Excavation	7
Janitorial	19
Miscellaneous Services	51
Miscellaneous Supplies	7
Other Construction Services	34
Painting	11
Printing, Copying, Typesetting and Graphic Services	8
Trucking and Hauling	11
Accounting and Auditing Services	7
Electrical Services and Supplies	2
Sales, Rental and Servicing	8
Maintenance of Traffic	7
Engineering	2
Food Services	1
Plumbing	2
Steel Erection	2
Consultants, Professional Services	4
Underground Utilities	1
Planning, Engineering	1
Transportation Planning	2

Staff's analysis, in cooperation with the business intelligence colleagues, discovered some important facts about the certified database that required remedying:

- 1.) OEV certified businesses fail to self-describe the full range of services their companies provide, therefore lessening the number of procurements they would be engaged. This lapse is even more impactful for MWSBEs when prime contractors are utilizing the City of Tallahassee's BidSync procurement system.
- 2.) Staff has to re-engage with businesses whose certifications have expired to strengthen the diversity of available subcontractors in our database.
- 3.) Create new methods to recruit more certified MWSBEs.
- 4.) Attract targeted firms to meet the City, the County and Blueprint's growing needs for subcontracting in construction and infrastructure.

To remedy these issues, first, staff has communicated to certified vendors the importance of self-describing the variety of expertise and services provided by their businesses to ensure the highest opportunity of engagement in our three government procurement systems. Also, staff invites certified vendors to attend the monthly technical assistance workshops provided by the division to increase their utilization of BidSync. Additionally, the businesses owners with expired certification cited lack of opportunity as their reason. Staff has since communicated to this audience the diversity of procurement opportunity made available through certifying with our office—MOUs with the Leon County Sheriff's Office and the Tallahassee Housing Authority. Florida A&M University, Tallahassee Memorial Hospital, and the Leon County School Board all use our certified database to meet their supplier diversity goals. Those expired businesses have been strongly encouraged to re-engage with the Office of Economic Vitality.

Finally, the MWSBE division is remedying the lack of available subcontractors and the diminishing

diversity of professions to meet our governments' procurement demands by creating a new program called Business-to-Business (B2B) Networking Mixers. These activities (4) are designed to broker relationships with prime vendors and industry leaders with certified MWSBEs and recruit potentially certifiable MWSBEs. At these mixers will also be procurement managers for all three governments and other supplier diversity program managers and private developers with supplier diversity goals. In consultation with prime vendors, staff has discovered that vendors are reluctant to do business with firms they are unaware.

OEV staff is actively recruiting businesses in professional services and construction trades through our three chambers of commerce and professional associations. Also, monthly procurement workshops for certified MWBEs on bid preparation have consistently sold out this quarter. Staff is also working cooperatively with North American Properties and the Washington Square developers on meeting their supplier diversity goals. Negotiations to create an MWSBE utilization plan for both developers are underway. These negotiations will include job fairs, networking events, and posting bid opportunities to our certified database. Part of our long term plan through the Office of Economic Vitality is to recruit more MWSBEs in a variety of constructing trades through its Business-to-Business (B2B) Sessions to meet the City of Tallahassee, Leon County, Blueprint and private developers' supplier diversity goals.

#### *Procurement Evaluations:*

Staff has completed 10 MWBE evaluations of bids for the City of Tallahassee. The total dollar amount for the bids is \$12,093,135, of which \$2,021,810 (17%) was identified for MWBE subcontracting. Staff has completed ten MWBE evaluations of RFPs for the City of Tallahassee. There is no dollar amount associated with RFP evaluations.

Staff has completed 10 MWBE analysis of bids for Leon County. The total dollar amount of the bids is \$9,537,537 of which \$1,583,444 (17%) was identified for MWBE subcontracting. Staff has completed no MWBE analyses of RFPs for Leon County. There is no dollar amount associated with RFP analyses.

#### *Disparity Study and Development of Consolidated Policies*

The OEV staff and MGT of America, our Disparity Study consultant have been engaged with local industry stakeholders and public sector leaders on the Consolidated MWSBE Policy and Procedures manual. This preliminary engagement with our principal constituencies is important to ensure the successful compliance and utilization of our new policies and procedures. This disparity study and its deliverables and new policies will have significant impact on our local economy—specifically prime contractors and certified MWSBEs. To date, we have met with our industry stakeholders three times, to include our MWSBE Citizen Advisory Committee and the former MWSBE Program Evaluation Committee on our consolidated MWSBE policies. The external stakeholders involved included primes and certified MWSBEs and business advocates and representatives from all three local chambers of commerce. The external stakeholder meetings have also been publicly noticed. External stakeholder feedback has influenced a number of recommendations that will be found in our policy recommendations to the IA Board. Chief among them will be the scoring of bids and RFPs—adding additional considerations for joint ventures, job creation for targeted populations, plus, mentor-protégé and apprenticeship participation by both primes and certified MWSBEs. Industry stakeholders are confident that incentivizing these tools for business expansion and job creation will increase the likelihood of utilization. These recommendations and others will be a part of an agenda item for the January

2020 IA Board meeting.

To date the OEV staff completed following meetings to engage both internal and external stakeholders in the development of these consolidated policies:

- Six meetings with the internal stakeholder (members of the leadership team of the City of Tallahassee and the Leon County Government)
- Four external stakeholder meeting (representatives and businesses within the industry with an interest in MWSBE policies).

Staff will be meeting with both internal and external stakeholders over the next month to finalize the Consolidated MWSBE Policy and Procedures agenda item for the IA Board's review at the January 30, 2020 meeting.

#### *B2GNow! Contract Compliance Software*

B2GNow System updates continue to progress towards finalization to ensure the expansion and implementation of all aspects of the System's Certification and Contracts Modules relative to MWSBE Certifications, MWBE contractual participation, and payment reporting with the integration City of Tallahassee data. The Online Certification Directory has been expanded to include vendor profile information for the Federal Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise Programs. This expansion includes the DBE and ACDBE certifications for vendors in the local market area of Gadsden, Jefferson, Leon, and Wakulla counties. Additionally, the vendor profile information for DBE and ACDBE certified vendors that are out-of-market are reflected within the Online Certification Directory as a part of the City of Tallahassee participating as a member of the Florida Department of Transportation's United Certified Partner (UCP) Program. This process is a coordinated effort between staff, the Florida Department of Transportation, and B2GNow. Staff and the B2GNow team continue to work towards resolutions to the data import challenges that were previously occurring.














The next steps of the data integration and implementation process of the B2GNow System involves the modification of internal processes that will support the utilization of the system organization-wide. B2GNow has a recommended model for system utilization relative to activities associated with the post-awarding of contracts. Current user roles have been updated; and, new roles may be added and activated as the implementation process continues, if necessary. The next steps involve the identification of staff users and their required access levels. Additional discussion will include the best methodology and resources required for the validation and updating (if necessary) of imported contractual data. Staff will be meeting with internal stakeholders to discuss this aspect of the implementation due to the volume of contractual activity associated with the City of Tallahassee. Contractual activity for the City of Tallahassee occurs at a greater level, due to the procurements required by City of Tallahassee Utilities, Star Metro, and the Tallahassee International Airport.

Staff highly anticipates the modification of internal process and B2GNow utilization will enhance the tracking of MWBE expenditures and; permit the inclusion of non-MWBE expenditures within the procurement processes of all governments as recommended in Disparity Study findings. This will allow for OEV's B2GNow Contract Compliance Software to expand its tracking and reporting of MWBE and non-MWBE activity. The OEV staff will be analyzing the full implication and

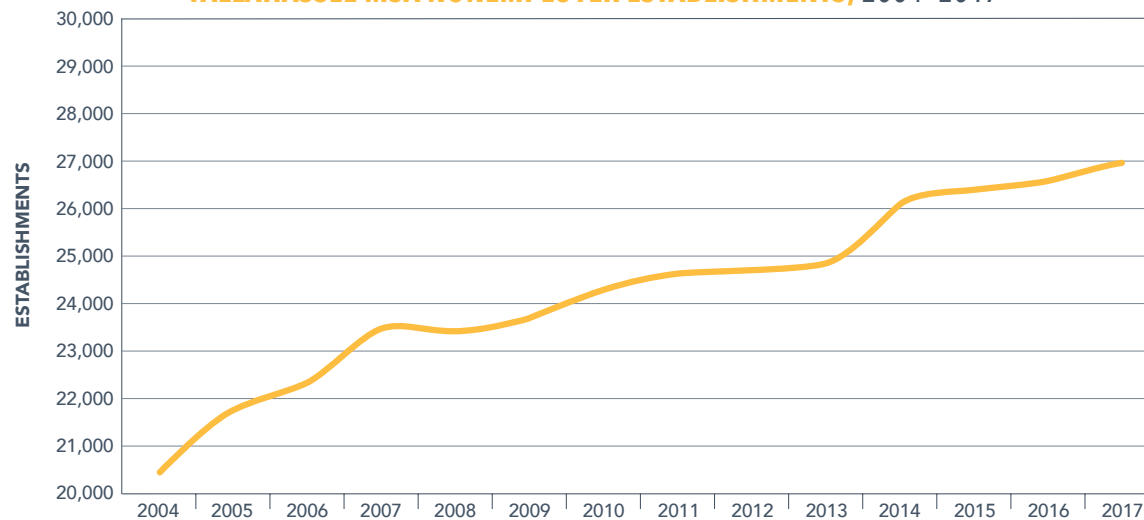
requirements of capturing the voluminous procurement data associated with the shared utilization of this software by all three governmental entities—City of Tallahassee, Leon County, and the Blueprint IA.

The **OFFICE OF ECONOMIC VITALITY** is the source for Tallahassee-Leon County economic information and data. We track **85+ KEY ECONOMIC INDICATORS**, construction and development trends – both commercial and residential – some of which are featured below. Whether your business needs assistance, you are looking for the perfect site for your business or need help from our expert analysts, we are here to help.

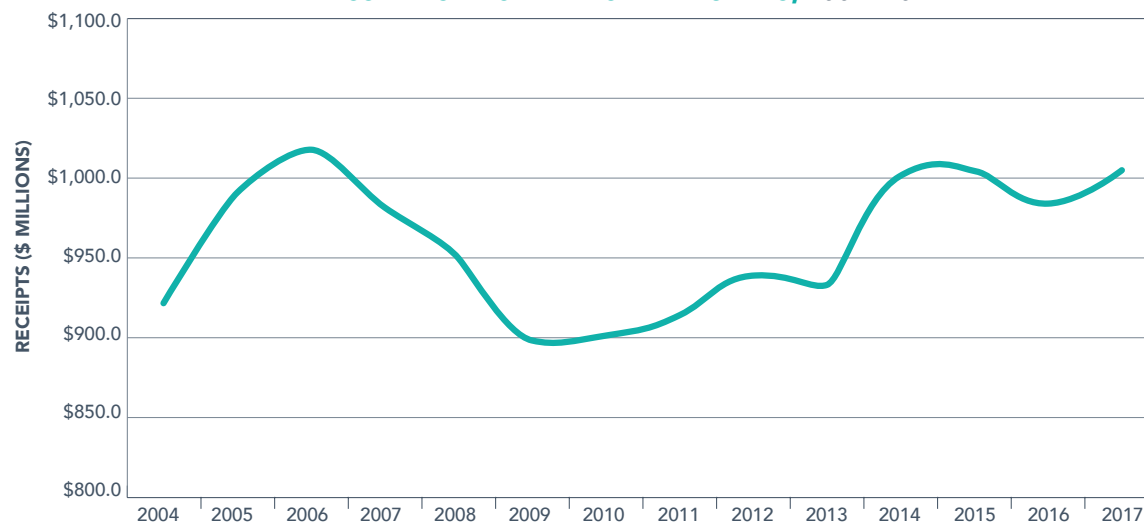
Contact us at **(850) 219-1060** or email us at **INFO@OEVFORBUSINESS.ORG**.

INDICATOR	MOST RECENT	SINCE LAST YEAR	WHAT DOES THIS MEAN?
<b>EMPLOYMENT</b> 	<b>188,866</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>+1.4%</b> <i>Up 2,678 from Q2 2018</i>	<b>EMPLOYMENT</b> was down 0.1% from Q1 2019 while year-over-year employment levels have increased 14 quarters in a row. MSA monthly average of 188,925 in the first 6 months of 2019 was 1.7% higher than the January - June 2018 monthly average.
<b>UNEMPLOYMENT CLAIMS</b> 	<b>1,433</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>-0.6%</b> <i>9 fewer than in Q2 2018</i>	<b>MSA INITIAL CLAIMS FOR UNEMPLOYMENT COMPENSATION</b> in Q2 2019 were the fewest for any Q2 since before 2010.
<b>NEW SINGLE-FAMILY CONSTRUCTION PERMITS</b> 	<b>200</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>+18.3%</b> <i>31 more than in Q2 2018</i>	<b>NEW SINGLE-FAMILY CONSTRUCTION PERMITS</b> in Leon County increased 25% from Q1 2019, and 60% higher than the Q2 average of 125 during 2010 to 2018.
<b>MEDIAN SINGLE-FAMILY HOME SALES PRICE</b> 	<b>\$229,950</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>+5.5%</b> <i>Up \$11,950 from Q2 2018</i>	<b>MEDIAN SALES PRICE</b> was up 7% from Q1 2019, has risen in 11 of the past 20 quarters in the MSA, and has been lower than the statewide median sales price since Q4 2013.
<b>TOURISM: TOTAL VISITORS</b> 	<b>629,614</b> <i>Q3 FY 2019</i>	<b>+2.7%</b> <i>Up 16,302 from Q3 of FY 2018</i>	<b>TOTAL VISITORS</b> in Leon County typically decrease on average about 10% from Q2 to Q3. Q3 2019 was down 0.6% from Q3 2017 and 4.8% higher than Q3 2016.
<b>TALLAHASSEE PASSENGERS</b> 	<b>219,447</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>+6.5%</b> <i>13,459 more than in Q2 2018</i>	<b>TLH PASSENGERS</b> in Q2 2019 were the most for any Q2 since 2008. During 2015-2019, passengers in Q2 averaged 193,763.
<b>UNEMPLOYMENT RATE</b> 	<b>3.1%</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>-0.4 pts.</b> <i>Down from 3.5% in Q2 2018</i>	<b>MSA 3-month average UNEMPLOYMENT RATE</b> has decreased for 31 consecutive quarters, comparing same quarter of the prior year.
<b>AVERAGE WEEKLY WAGE</b> 	<b>\$854</b> <i>1<sup>st</sup> Quarter 2019</i>	<b>+1.4%</b> <i>\$12 more than in Q1 2018</i>	<b>MSA AVERAGE WEEKLY WAGE</b> 4-quarter moving average has increased in all but 1 of the past 20 quarters, comparing same quarter of the prior year.
<b>MORTGAGE FORECLOSURES</b> 	<b>124</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>-0.8%</b> <i>1 less than in Q2 2018</i>	<b>Although MORTGAGE FORECLOSURES</b> in Leon County rose 5% from Q1 2019, while Q2 2019 had the fewest foreclosures for any Q2 since before 2004.
<b>OFFICE VACANCY RATE</b> 	<b>4.1%</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>-0.5 pts.</b> <i>Down from 4.6% in Q2 of 2018</i>	<b>OFFICE VACANCY</b> from Q1 2018 to Q2 2019 averaged 4.3%, a drop of 1.8 points from the annual average vacancy rate of 6.1% during 2013-2017.
<b>INDUSTRIAL VACANCY RATE</b> 	<b>2.1%</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>-0.4 pts.</b> <i>Down from 2.5% in Q2 of 2018</i>	<b>INDUSTRIAL VACANCY</b> from Q1 2018 to Q2 2019 averaged 2.5%, a drop of 4.7 points from the average annual vacancy rate of 7.2% during 2013-2017.
<b>LABOR FORCE</b> 	<b>194,916</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>+1.1%</b> <i>Up 2,069 from Q2 2018</i>	<b>MSA average monthly LABOR FORCE</b> was down 0.4% from Q1 2019, while 1.1% higher than Q2 2018. Labor Force has grown 15 of the past 20 consecutive quarters, comparing same quarter of the prior year.
<b>TAXABLE SALES</b> 	<b>\$1.34B</b> <i>2<sup>nd</sup> Quarter 2019</i>	<b>+8.1%</b> <i>Up \$109.5M from Q2 2018</i>	<b>MSA TAXABLE SALES</b> were up 1.6% from Q1 2019 and 8.1% higher than Q2 2018, and have gone up in 68 of the past 72 months, comparing sales to the same month of the previous year.

### TALLAHASSEE MSA NONEMPLOYER ESTABLISHMENTS, 2004–2017



### TALLAHASSEE MSA NONEMPLOYER RECEIPTS, 2004–2017



OEV's inaugural monthly jobs report in June featured Keith Bowers, Director for the Florida Small Business Development Center at Florida A&M University, who wrote about the role of the **"gig economy."** This quarter we'll focus on the "gig economy" with additional data.

One way to depict local entrepreneur and gig activity is through Census Nonemployer Statistics, an annual series with data for **businesses that have no paid employees and are subject to federal income tax.** Most nonemployers are self-employed individuals operating as sole proprietorships, including solo entrepreneurs, which may or may not be the owner's principal source of income. The majority of all business establishments in the U.S. are nonemployers but due to their small economic impact, these firms are excluded from most other Census Bureau business statistics.

In 2017, the Tallahassee metro area had **26,981 nonemployer establishments—about 71 such establishments per 1,000 residents.** There were 15% more nonemployer establishments in 2017 than in 2008. Receipts in 2017 exceeded \$1 billion, up 12% from 2009. In the past five years, the average annual increase in total receipts for these establishments amounted to **\$13.4 million per year.**

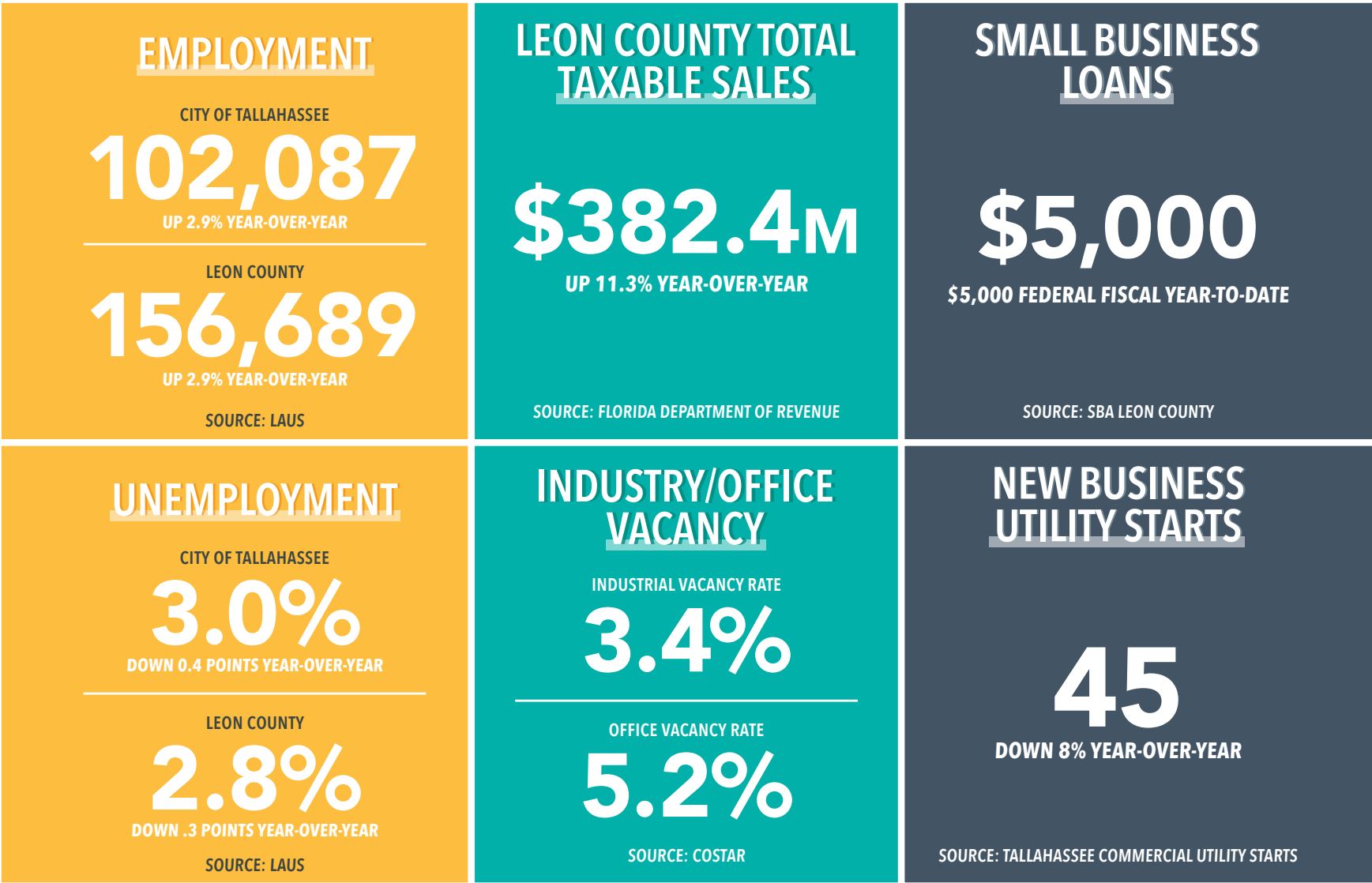
Sources for Dashboard Data: Florida Department of Economic Opportunity, Labor Market Information, Local Area Unemployment Statistics (LAUS); Bureau of Labor Statistics, Quarterly Census of Employment and Wages (QCEW); Florida Department of Economic Opportunity, Reemployment Assistance Data; Florida Legislature's Office of Economic and Demographic Research; City of Tallahassee Growth Management Department and Leon County Department of Development Support & Environmental Management; Leon County Clerk of Courts; Tallahassee Board of Realtors; Visit Tallahassee; Tallahassee International Airport; CoStar Property.

Source for Highlight Data: US Census Bureau, 2004-2017 Nonemployer Statistics.



# November 2019: Data Driver

The Office of Economic Vitality is the source for Tallahassee-Leon County economic information and data. We track key economic indicators and development trends, a selection of which is provided below. These monthly statistics provide a general picture of macroeconomic, large employer, and startup activity. This month, the “My Take” segment features Susan Fiorito, Dean of the **Jim Moran College of Entrepreneurship at Florida State University**.



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CONTRIBUTOR

Susan Fiorito, Dean of the Jim Moran College of Entrepreneurship, served as Faculty Senate President and FSU Trustee. She has taught nearly 40 years, spending one year in Scotland on sabbatical. Her doctorate focused on the financial performance and marketing strategies of small stores. Her research focused on retail, small business buying, is published in respected journals as well as a text on retail buying.

MONTHLY STATISTIC

83.6

THE UNITED STATES' GLOBAL  
ENTREPRENEURSHIP INDEX (GEI) SCORE

The GEI is an annual index that measures the health of the entrepreneurship ecosystems in 137 countries, ranking the performance of each against each other. This provides a picture of how each country performs in both the domestic and international context. **The US is ranked #1.**

MY TAKE: JIM MORAN COLLEGE OF  
ENTREPRENEURSHIP

Entrepreneurship in the US is thriving, a strong driver of economic growth. According to the GEI, a healthy entrepreneurial ecosystem includes things like the attitudes, abilities, and aspirations of the local population, plus the regional social and economic infrastructure such as broadband connectivity, human capital, networking, transportation to external markets and startup skills – **all things we are fortunate to find here in Tallahassee and Leon County.**

The Jim Moran College of Entrepreneurship is in the perfect location to prepare its students for success in starting their own businesses or in being innovative and resourceful while working in established businesses. With its mission of, **"Inspiring innovation, instilling compassion and igniting an entrepreneurial mindset in the next generation of leaders,"** the college offers students case study learning while providing opportunities for innovative, hands-on application. The curriculum is designed by full-time faculty who all have their own entrepreneurial experience, tenure-track or specialized faculty in retail and product development, plus Entrepreneurs in Residence from colleges across campus. Many of these faculty got their start and/or continue as entrepreneurs right here in Tallahassee.


In addition to their coursework, all students are required to have an internship experience, and many of them benefit from **internships, mentoring** and **guidance** from the entrepreneurs and subject matter experts in our community.

The **thriving Tallahassee ecosystem** supports the real-world education that is essential to the success of our students, and we are especially excited when our graduates decide to stay in the area to work or to start their own businesses.

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# **Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #4**

**December 5, 2019**

<b>Title:</b>	Recommendation of Acceptance of the Blueprint Intergovernmental Agency Annual Performance Report
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Cristina Paredes, Director, Office of Economic Vitality Susan Emmanuel, Public Information Officer

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## **STATEMENT OF ISSUE:**

This item presents the Blueprint Intergovernmental Agency Annual Performance Report (Report) covering June 2018 – September 2019 and requests the Citizens Advisory Committee (CAC) recommend acceptance of the Report from the Blueprint Intergovernmental Agency Board of Directors (IA Board).

## **FISCAL IMPACT**

This item has no financial impact.

## **CAC OPTIONS:**

- Option 1: Recommend the IA Board accept the Blueprint Intergovernmental Agency Annual Performance Report.
- Option 2: Do not recommend the IA Board accept the Blueprint Intergovernmental Agency Annual Performance Report.
- Option 3: CAC direction.

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board accept the Blueprint Intergovernmental Agency Annual Performance Report.

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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

**December 12, 2019**

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

**Category:** Consent

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality  
Susan Emmanuel, Public Information Officer

## STATEMENT OF ISSUE:

This item presents the Blueprint Intergovernmental Agency Annual Performance Report (Report) covering June 2018 – September 2019 and requests acceptance of the Report from the Blueprint Intergovernmental Agency Board of Directors (IA Board).

## FISCAL IMPACT:

This item does not have a fiscal impact.

## RECOMMENDED ACTION:

Option 1: To Be Provided

## SUPPLEMENTAL INFORMATION:

The Blueprint Intergovernmental Agency (Agency) By-Laws, Procedures, and Policies state that the IA Board shall consider the Agency Performance Report. The Blueprint Intergovernmental Agency Annual Performance Report covering June 2018 – September 2019 is included as Attachment #1. During this reporting period, the Agency made substantial progress towards the completion of several projects and the establishment of significant programs. The following lists the **Agency's** key accomplishments during this time period:

- The Orange-Meridian community space, a new public gathering place with a stage, places to sit under existing trees, formalized parking, and a restroom, was opened to the public in September 2019.
- Capital Cascades Trail Segment 3D-A (Pinellas St. to Gamble St.) was completed, which includes the key regional connection of the Capital Cascades Trail to the St. Marks Trail. With this connection, downtown Tallahassee is now connected via a separated multi-use path to the gulf coast of Florida in St. Marks.
- The PD&E study for the Northeast Gateway: Welaunee Boulevard project kicked off in March 2019, taking the first step towards improving regional mobility and enhanced connectivity in northeast Tallahassee and Leon County.
- The 2019 Disparity Study was completed and revealed evidence of disparity to support not only a continued race and gender-conscious Minority & Women Small Business Enterprise (MWSBE) Program but a single, consolidated MWSBE Program that serves Leon County and the City of Tallahassee.
- The Office of Economic Vitality (OEV) launched the MWSBE Business to Business (B2B) program, connecting primes and subcontractors across a variety of business sectors.
- OEV partnered with the Minority Enterprise Development (MED) Week Committee to bring the 27<sup>th</sup> Annual MED Week 2019 to the community.

## SUMMARY OF PUBLIC ENGAGEMENT

Not applicable for this agenda item.

Action by TCC and CAC: This item was presented to the TCC and CAC at their respective meetings on December 2 and December 5, 2019.

## OPTIONS:

- Option 1: Accept the Blueprint Intergovernmental Agency Annual Performance Report.
- Option 2: Do not accept the Blueprint Intergovernmental Agency Annual Performance Report.
- Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

Option 1: Accept the Annual Performance Report for the period covering June 2018 – September 2019.

Attachment:

1. Blueprint Intergovernmental Agency Annual Performance Report: June 2018 – September 2019



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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #5

December 5, 2019

<b>Title:</b>	Recommendation of Acceptance of the Southwest Area Transportation Plan Final Report
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff/Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Megan Doherty, Blueprint Planning Manager

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## STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) for the Southwest Area Transportation Plan (SATP) Final Report. The SATP examined transportation issues on four corridors in southwest Leon County: Orange Avenue, Springhill Road, North Lake Bradford, and South Lake Bradford. Based on technical analyses and public input, the SATP Final Report identifies recommended alternatives for improving these corridors, which will be integrated into the planning and design phase of the Blueprint 2020 Airport Gateway project scheduled to begin in 2020.

## FISCAL IMPACT

This item does not have a fiscal impact.

## CAC OPTIONS:

- Option 1: Recommend the IA Board accept the Southwest Area Transportation Plan Final Report.
- Option 2: Recommend the IA Board do not accept the Southwest Area Transportation Plan Final Report
- Option 3: CAC direction.

## **CAC RECOMMENDED ACTION:**

Option 1: Recommend the IA Board accept the Southwest Area Transportation Plan Final Report.

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

**December 12, 2019**

**Title:** Acceptance of the Southwest Area Transportation Plan Final Report

**Category:** Consent

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Megan Doherty, Blueprint Planning Manager

## **STATEMENT OF ISSUE:**

This agenda item seeks acceptance from the Blueprint Intergovernmental Agency Board of Directors (IA Board) for the Southwest Area Transportation Plan (SATP) Final Report. The SATP examined transportation issues on four corridors in southwest Leon County: Orange Avenue, Springhill Road, North Lake Bradford, and South Lake Bradford. Based on technical analyses and public input, the SATP Final Report identifies recommended alternatives for improving these corridors, which will be integrated into the planning and design phase of the Blueprint 2020 Airport Gateway project scheduled to begin in 2020. The SATP was jointly funded by Blueprint and the Capital Region Transportation Planning Agency (CRTPA) and project managed by the CRTPA.

## **FISCAL IMPACT:**

This item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

Option 1: Accept the Southwest Area Transportation Plan Final Report.

## **SUPPLEMENTAL INFORMATION:**

The Southwest Area Transportation Plan (SATP) is a joint project between the Capital Region Transportation Planning Agency (CRTPA) and the Blueprint Intergovernmental Agency (Blueprint) that addresses transportation issues in southwest Tallahassee and Leon County. Blueprint partnered with the CRTPA in funding this project with the goal of creating 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. In September 2016, the IA Board identified \$350,000 in funding to support this project, which represented 50% of the estimated SATP budget. The approved FY 2017 and FY 2018 Blueprint Infrastructure program capital budgets each included an allocation of \$175,000 for the Blueprint share of the SATP, and the full project budget has been expended. The CRTPA managed this project, which was conducted by the Kimley-Horn consulting team.

The SATP Final Report, which is comprised of four corridor plans and a public involvement summary, will be used as a starting point for the development of the Blueprint 2020 Airport Gateway project and will inform the identification of multimodal transportation improvements included in the Blueprint 2020 Orange Avenue Widening project. Based on technical analyses and public input, the SATP Final Report includes corridor plans identifying recommended transportation improvements for the following roadways:

- Orange Avenue (Capital Circle Southwest to Monroe Street)
- Springhill Road (Capital Circle Southwest to Orange Avenue)
- North Lake Bradford Road (Orange Avenue to Stadium Drive)
- South Lake Bradford Road (Capital Circle Southwest to Orange Avenue)

The Orange Avenue Corridor Plan was approved by the CRTPA Board at their April 16, 2019 meeting, and the Springhill Road, North Lake Bradford, and South Lake Bradford corridor plans were approved by the CRTPA Board at their September 16, 2019 meeting. The SATP was developed with considerable public involvement and technical analysis to best represent the community's vision for the transportation infrastructure improvements for roadway segments identified in the Blueprint 2020 Airport Gateway and Orange Avenue Widening projects. The SATP Final Report provides planning analysis, public engagement, and collection and analysis of existing traffic data for the corridors included in these projects. Note, two roadways included in the Airport Gateway project - Stuckey Avenue and the new roadway through Innovation Park and the southwest Florida State University campus – were not included in the SATP.

### **SATP FINAL REPORT – CORRIDOR PLANS**

The Executive Summary for the SATP is included as Attachment #1. Through a combination of data collection, traffic analyses, and stakeholder and public outreach, the SATP Final Report includes a set of recommended alternatives identified for each corridor. The alternatives for each corridor detail pedestrian, bicycle, transit, and vehicular improvements for consideration as these corridors advance in the planning and design processes through the Airport Gateway and Orange Avenue Widening projects.

The following section summarizes the recommended improvements and considerations that will be carried forward into the planning and design of the Airport Gateway project and shared with FDOT for the purposes of information the ongoing PD&E for the Orange Avenue Widening project.

### *Orange Avenue*

The existing Orange Avenue corridor is comprised of a three-lane section (two directional lanes and a middle turn lane) from Capital Circle Southwest to east of Wahnish Way and then transitions to a five-lane section from east of Wahnish Way to Monroe Street. Future traffic volumes indicate that the roadway segment from South Lake Bradford Road to South Monroe Street is expected to operate over capacity by the year 2040 and the entire corridor is expected to be over capacity by the year 2045. The coupling of the existing crash rates and types and the projected future capacity constraint supports the opportunity for widening the corridor to four lanes. A more detailed traffic analysis will be conducted during FDOT's PD&E study and will determine the ultimate capacity needs along the corridor. Based on technical analyses and public input, the locally recommended alternative would be to widen the corridor to four-lanes, add a 12-foot multi-use path on one side of the corridor, and add a 6-foot sidewalk on the other. Transit enhancements should be included to increase the comfort and safety of transit users. A moderately landscaped median should also be included in the typical section for the corridor to serve as a pedestrian refuge. Potential intersection realignment and improvements are proposed for consideration near South Lake Bradford Road, Orange Avenue, and Paul Dirac Road. The Orange Avenue corridor plan is included as Attachment #2.

### *Springhill Road*

The existing Springhill Road corridor is comprised of a two-lane section from Capital Circle Southwest to Orange Avenue and then transitions to a five-lane section from Orange Avenue to North Lake Bradford Road. Future traffic volumes indicate that the roadway segment from Capital Circle, Southwest to North Lake Bradford Road is expected to operate under capacity by the year 2045. However, the coupling of the existing crash rates and types support the planning for the future widening of the southern segment corridor to four lanes. Stakeholder interviews and public outreach determined that multi-modal improvements for Springhill Road are highly desired, including safe and better connected pedestrian and bicycle facilities such as continuous sidewalks, a multi-use path along the entirety of the corridor, and pedestrian crossings near high traffic areas. The Springhill Road corridor plan is included as Attachment #3.

### *North Lake Bradford Road*

The existing North Lake Bradford Road corridor is comprised of a five-lane section from Springhill Road to North Lake Bradford Road and then transitions to a two-lane section from Springhill Road to Stadium Drive. Future traffic volumes indicate that the roadway segment from Springhill Road to Gaines Street is expected to operate over capacity by the year 2045. Stakeholder interviews and public outreach determined that safer and more connected pedestrian and bicycle facilities such as continuous sidewalks on the eastern side of the corridor, wider sidewalks, a multi-use path along the entirety of the corridor, and pedestrian crossings near schools and high traffic areas are desired. Recommendations regarding motorists includes the construction of a raised median to improve and control access management from Springhill

Road to Gaines Street and narrowing the travel lanes to be consistently 11-feet. Transit improvements, such as enhancements to existing stops and more frequent transit service, were also identified by respondents. The North Lake Bradford Road corridor plan is included as Attachment #4.

#### *South Lake Bradford Road*

The existing South Lake Bradford Road corridor is a two-lane Leon County roadway extending from Orange Avenue to Capital Circle Southwest. South Lake Bradford Road at Capital Circle Southwest will be realigned with the Tallahassee International Airport entrance as part of the planned widening of this roadway to six lanes. Future traffic volumes indicate that the roadway segment from Capital Circle Southwest to Orange Avenue is expected to operate under capacity by the year 2045. Public and stakeholder input indicated the desire to maintain the rural atmosphere of the road and recommended considerations for the future design include ribbon curbs, roundabouts, and reduced lane widths. These measures could encourage drivers to travel at slower speeds while maintaining the existing character of the roadway. Public outreach also identified possible multi-modal improvements for South Lake Bradford Road, including the need for safe and more connected pedestrian facilities such as continuous sidewalks, multi-use path along the entirety of the corridor, and pedestrian crossings near high traffic areas. The South Lake Bradford Road corridor plan is included as Attachment #5.

## **SUMMARY OF PUBLIC ENGAGEMENT**

Blueprint public outreach performed during the Airport Gateway substantial amendment process in 2017 and 2018 brought forward community concerns and opportunities within the entire Airport Gateway project area. Over 27 public meetings were held and hundreds of public comments were received. Blueprint provided this information as input into the SATP public engagement process. Building on this public involvement, the scope for the SATP included further public outreach including focused neighborhood and targeted stakeholder meetings and public open houses. Stakeholder interviews began in January 2018 and broader public outreach and engagement continued over 21 months through September 2019. Early on, after the stakeholder meetings were completed, the public outreach was divided into two phases to better address parallel projects occurring within the project area. Phase I of the outreach focused solely on Orange Avenue to gather input to provide to FDOT for their PD&E study, which began fall 2019. The need for citizen and stakeholder input was critical for ensuring that the PD&E addressed all possible impacts per the facilities most desired by the public. Once Orange Avenue outreach and the Orange Avenue Plan were completed, Phase II began, focusing on gathering input for South Lake Bradford Road, North Lake Bradford Road, and Springhill Road. The input gathered will be utilized as a starting point for the preliminary engineering and planning studies. The SATP Public Involvement Summary is included as Attachment #6.

## **NEXT STEPS**

The Orange Avenue Corridor Plan was approved by the CRTPA Board at their April 16, 2019 meeting, and the Springhill Road, North Lake Bradford, and South Lake Bradford corridor plans were approved by the CRTPA Board at their September 16, 2019 meeting. Should the IA Board accept the SATP Final Report, the recommended pedestrian, bicycle, transit, and vehicular



improvements identified for each corridor will advance in the planning and design processes through the Airport Gateway and Orange Avenue Widening projects as follows:

#### *Blueprint 2020 Airport Gateway Project*

The Airport Gateway Project is intended to create a unique gateway entrance into Downtown, Florida State University, and Florida A&M University from the Tallahassee International Airport. The project map as amended by the IA Board at the March 1, 2018 meeting is included as Attachment #7. The project will result in seven miles of improved roadways, create 12 miles of connected sidewalks, trails, and other multimodal facilities, and a network of two corresponding options for travelers from the Airport to downtown. In 2018, the Airport Gateway Project was estimated to cost \$61,600,000, which includes the FSU contribution of \$3,000,000 for the new roadway.

Consistent with the Airport Gateway implementation plan approved by the IA Board at the June 27, 2019 meeting, Blueprint has scheduled preliminary project efforts for the Airport Gateway to begin at the conclusion of the SATP in order to incorporate its findings into the project planning process. In early 2020, Blueprint will advertise, negotiate and award a contract for the preliminary engineering and planning studies associated with Airport Gateway Project. The first stage of the Airport Gateway Project will consist of preliminary engineering and planning studies and full survey of the entire project area. This will allow Blueprint to analyze in detail the conceptual typical sections previously approved by the IA Board on March 1, 2018, and relevant typical sections as developed through the SATP. Key points of analysis include an assessment of potential right-of-way impacts, environmental and community impacts, traffic impacts and utility impacts. The right of way impacts will be further evaluated to include a review of impacts to neighborhood affordable housing stock. Blueprint will provide an update to the IA Board when these project activities begin in spring 2020.

#### *Blueprint 2020 Orange Avenue Widening Project*

The Orange Avenue Widening project is intended to increase vehicular capacity and pedestrian and bicycle access and mobility along Orange Avenue from Adams Street to Springhill Road. The adopted project map and description is included as Attachment #8. Blueprint and the CRTPA continue to coordinate with FDOT regarding its current PD&E Study of Orange Avenue from Monroe Street to Capital Circle Southwest. Following approval by the CRTPA Board in April 2019, the Orange Avenue Corridor Report was conveyed to FDOT to inform local preferences for future improvements to this roadway. The PD&E is expected to conclude in late 2020/early 2021.

### **OPTIONS:**

- Option 1: Accept the Southwest Area Transportation Plan Final Report.
- Option 2: Do not accept the Southwest Area Transportation Plan Final Report.
- Option 3: IA Board Direction.

## RECOMMENDED ACTION:

Option 1: Accept the Southwest Area Transportation Plan Final Report.

### Attachments:

1. Southwest Area Transportation Plan Executive Summary
2. Orange Avenue Corridor Plan (*Digital File Link*)
3. Springhill Road Corridor Plan (*Digital File Link*)
4. North Lake Bradford Road Corridor Plan (*Digital File Link*)
5. South Lake Bradford Road Corridor Plan (*Digital File Link*)
6. Southwest Area Transportation Plan Public Involvement Summary (*Digital File Link*)
7. Blueprint 2020 Airport Gateway Project Map
8. Blueprint 2020 Orange Avenue Widening Project Map







# Southwest Area

## TRANSPORTATION PLAN

### Executive Summary

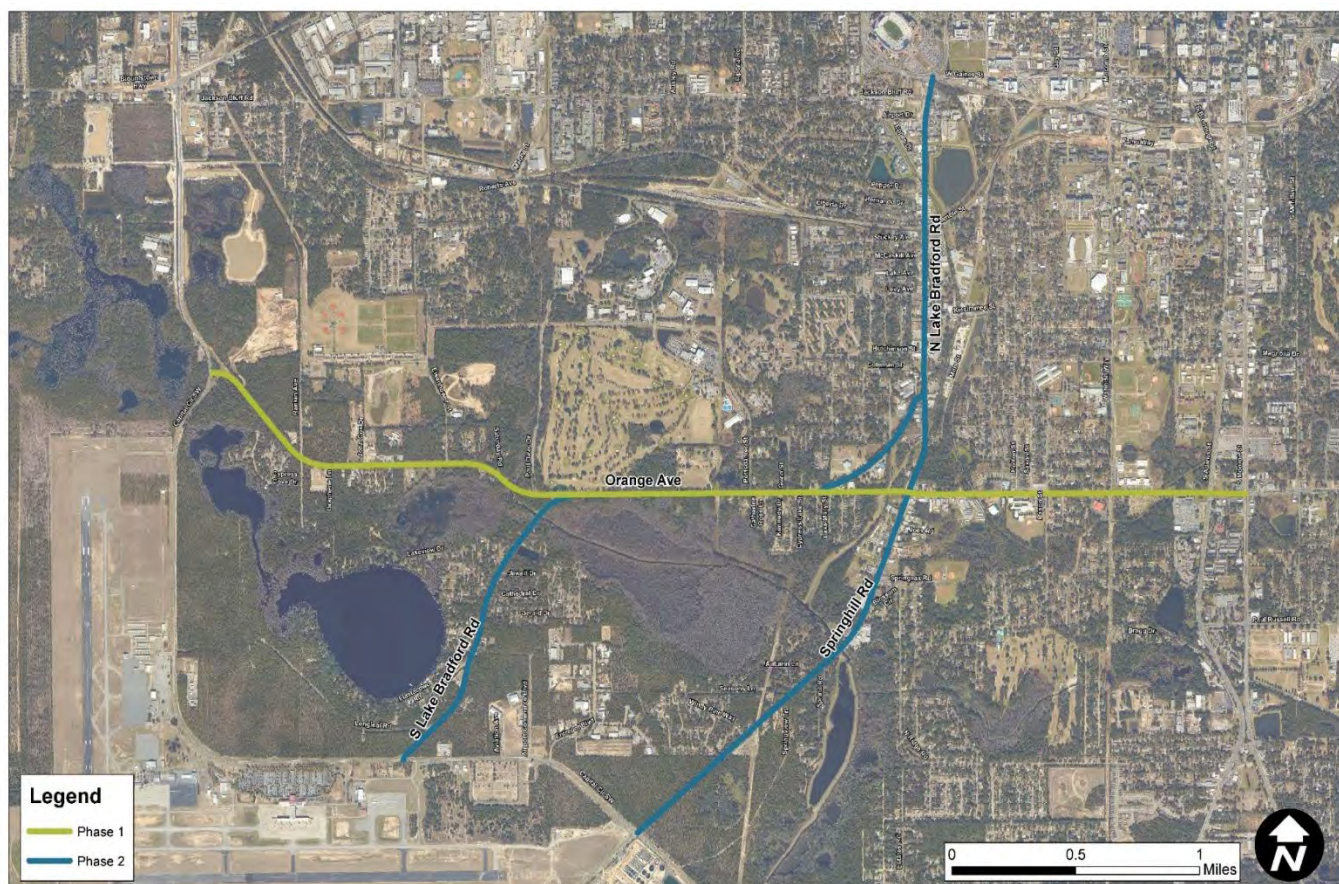
NOVEMBER 2019

## Project Overview

The purpose of the Plan is to identify transportation improvements for the Southwest Area Transportation corridors, which includes Orange Avenue, South Lake Bradford Road, North Lake Bradford Road, and Springhill Road. The Southwest Area Transportation Plan is a project being led by the Capital Region Transportation Planning Agency (CRTPA) and Blueprint Intergovernmental Agency (Blueprint). The improvement opportunities identified include operational and multimodal improvements, and future transportation enhancements. The recommendations from the Southwest Area Transportation Plan will be a starting point for the development of the Blueprint 2020 Airport Gateway Project and will inform the identification of multimodal improvements included in the Blueprint 2020 Orange Avenue Widening project as well as the Florida Department of Transportation's (FDOT) Orange Avenue Project Development and Environment (PD&E) study which began in late 2018.

The Southwest Area Transportation Plan is broken into two phases. Phase 1 focused on Orange Avenue, to align with FDOT's PD&E, and Phase 2 focused on North Lake Bradford Road, South Lake Bradford Road, and Springhill Road. **Figure 1** shows the Southwest Area Transportation Plan corridors and the phased approach to public outreach and plan development. Each corridor included in the Southwest Area Transportation Plan has a corridor plan outlining existing conditions and recommendations specific to that corridor.

*Figure 1. Southwest Area Transportation Plan Corridors and Phases*



## Project Goals

The objective for the Southwest Area Transportation Plan is to create a holistic, multimodal transportation vision for the area that is consistent with the 2040 Regional Mobility Plan, FDOT plans, Blueprint 2020 sales tax extension projects, and the Tallahassee-Leon County Comprehensive Plan. The corridor plans also reflect input from local land owners, residents, business owners, and public officials regarding the guiding elements for future development of the transportation network in the area. Transportation is a fundamental part of daily life. This transportation vision affects everyone in many ways and plays a critical role in shaping a region's physical and social infrastructure. Reliable access to efficient and safe modes of transportation is critical in the development of livable communities and goes a long way toward improving the region's economic equity, environmental footprint, and overall quality of life. Below is an outline of the Goals of this plan.

### Goals

---

1. Balanced Transportation System and Safety.
2. Compatibility with Local Planning Efforts.
3. Increased Multi-modal Connectivity to Support Current and Future Development.
4. Improved Community Cohesion and Connectivity.
5. Improved Economic Opportunities.

## Summary of Recommended Opportunities

Through a combination of data collection, traffic analyses, and stakeholder and public outreach as part of the Southwest Area Transportation Plan, a set of preferred opportunities for the Southwest Area Transportation Plan corridors were developed for consideration and inclusion in CRTPA's short-term and long-term planning efforts, FDOT's Orange Avenue PD&E, Blueprint's Airport Gateway Project, and FDOT's upcoming 3R (resurfacing, reconstruction and rehabilitation) project. The following recommendations consider the traffic analysis of current and projected traffic capacity, summarized in **Table 1**.

Table 1: Segment Analysis by Corridor

Corridor	Traffic Analysis
<b>Orange Avenue</b>	<ul style="list-style-type: none"> <li>• CCSW to South Lake Bradford Road – May exceed capacity by 2045</li> <li>• South Lake Bradford Road to Springhill Road – May exceed capacity by 2040</li> <li>• Springhill Road to Wahnish Way – currently exceeding capacity</li> </ul>
<b>South Lake Bradford Road</b>	<ul style="list-style-type: none"> <li>• Will not exceed capacity by 2045</li> </ul>
<b>North Lake Bradford Road</b>	<ul style="list-style-type: none"> <li>• Will exceed capacity by 2045 north of Springhill Road</li> </ul>
<b>Springhill Road</b>	<ul style="list-style-type: none"> <li>• Will not exceed capacity by 2045</li> </ul>

## Orange Avenue

The improvements along Orange Avenue include the need for safe and more connected pedestrian facilities such as continuous sidewalks, a multi-use path along the entirety of the corridor, and pedestrian crossings near high traffic areas. Public and stakeholder input also indicated the desire for better bicycle facilities and transit amenities to accommodate the variety of user types often seen along Orange Avenue. Future traffic volumes indicate that the roadway segment from South Lake Bradford Road to South Monroe Street is expected to operate over capacity by the year 2040 and the entire corridor is expected to be over capacity by the year 2045. The crash rates over the last five years show rates that are above the statewide average for similar facilities and majority of crash types are rear-end crashes which are indicative of congestion. The coupling of the existing crash rates and types and the projected future capacity constraint supports the opportunity for widening the corridor to four lanes. **Figure 2 and 3** show the opportunities for Orange Avenue from Capital Circle, Southwest to Monroe Street.



*Figure 2: Rural Typical Section of Orange Avenue*



Figure 3: Suburban Typical Section of Orange Avenue



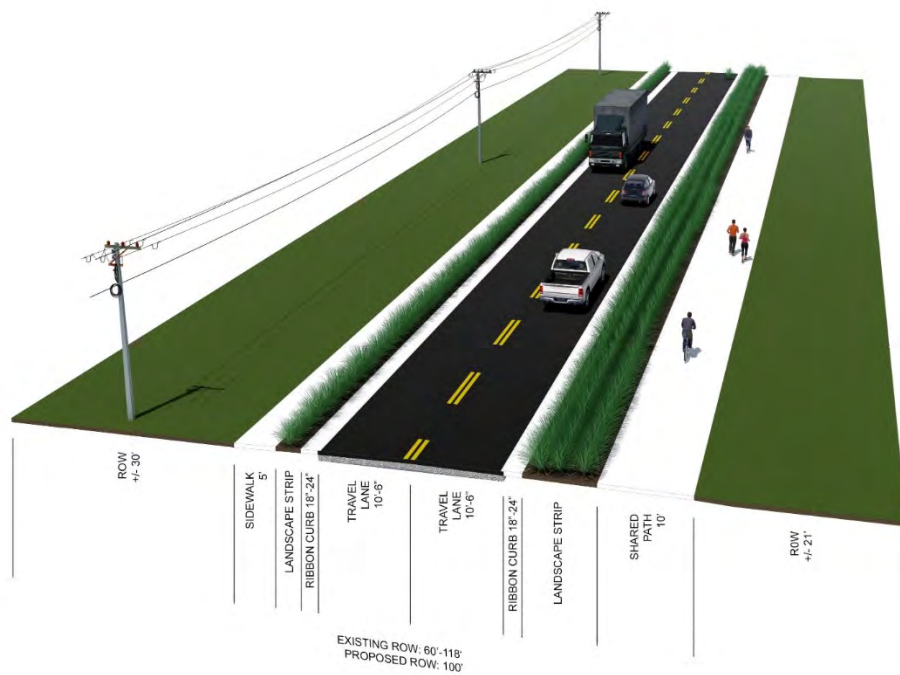
## South Lake Bradford Road

Public and stakeholder input indicated the desire to maintain the rural character of the road and recommended opportunities in this corridor plan are consistent with a rural corridor. Ribbon curbs, roundabouts, and reduced lane widths are suggested to address the community's request as well as accommodate different user types to maintain the rural residential character, discourage non-local traffic, and slow through traffic speeds. Future traffic volumes indicate that the roadway segment from Capital Circle, Southwest to Orange Avenue is expected to operate under the two-lane capacity by the year 2045. **Figure 4** shows an example of a roundabout that may be constructed to slow travel speeds along South Lake Bradford Road. **Figure 5** shows the opportunity for ribbon curb and multimodal facilities along the corridor.

Figure 4: Example Roundabout Location



*Figure 5: South Lake Bradford Typical Section*



## North Lake Bradford Road

Through extensive public outreach and stakeholder input, a variety of possible multi-modal improvements were identified for North Lake Bradford Road. The improvements include the need for safer and more connected pedestrian facilities such as continuous sidewalks on the eastern side of the corridor, wider sidewalks, a multi-use path along the entirety of the corridor, and pedestrian crossings near schools and high traffic areas. Public and stakeholder input also indicated the desire for better bicycle facilities and transit amenities to accommodate the variety of user types often seen along North Lake Bradford Road. Future traffic volumes indicate that the roadway segment from Springhill Road to Gaines Street is expected to operate over capacity by the year 2045. The crash rates over the last five years show rates that are above the statewide average for similar facilities. Majority of crash types are rear end crashes, which can often be indicative of congestion and poor access management. The access density along the corridor is well above the spacing requirements for this type of roadway. The coupling of the existing crash rates, the high access density, and the projected future capacity constraint supports the need for improvements. **Figure 6 and 7** show the opportunities for the two segments of North Lake Bradford Road.

With the Airport Gateway Project set to begin design in late 2020, it is recommended that specific improvements be determined through survey, design, and additional analyses during those efforts. It is also recommended that improvements outside of the curb and gutter be considered through these analyses as well. Location for medians and access management may be addressed during FDOT's 3R project where they are conducting an access management study. These two projects will better determine the location and types of improved facilities for North Lake Bradford Road.



Figure 6: North Lake Bradford Road from Orange Avenue to Springhill Road Typical Section

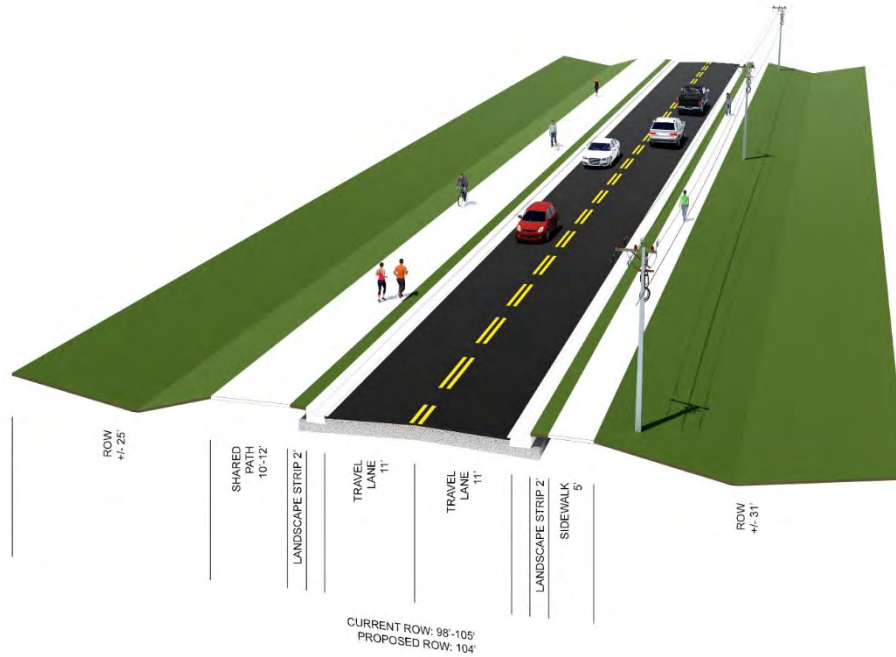


Figure 7: North Lake Bradford Road from Springhill Road to Gaines Street Typical Section



## Springhill Road

Through extensive public outreach and stakeholder input, a variety of possible multi-modal improvements for Springhill Road have been identified and are recommended. The improvements include the need for safe and more connected pedestrian facilities such as continuous sidewalks, a multi-use path along the entirety of the corridor, and pedestrian crossings near high traffic areas. Public and stakeholder input, as well as the desire for multi-use paths along the corridor, indicated the need for better pedestrian and bicycle facilities to accommodate the variety of user types often seen along Springhill Road. Future traffic volumes indicate that the roadway segment from Capital Circle, Southwest to North Lake Bradford Road is expected to operate under capacity by the year 2045. The crash rates over the last five years show rates that are above the statewide average for similar facilities and majority of crash types are rear-end crashes which crashes are indicative of distracted driving and trailing cars too close. The coupling of the existing crash rates and types support the planning for the future widening of the southern segment corridor to four lanes.

The recommended opportunities identified are based on both preliminary analyses along with public and stakeholder input. With the Airport Gateway Project set to begin design in late 2019, including a design survey for the corridors, it is recommended that specific improvements be refined through survey, design, and additional analyses. It is recommended that these opportunities be considered for implementation by Blueprint, and that the location of pedestrian crosswalks, landscaping, and a multi-use path be refined through the Airport Gateway Project's implementation. **Figure 8** shows the preferred alternative which was presented during the Airport Gateway amendment process. **Figures 9 and 10** show the opportunities for Springhill Road developed during this planning process.

*Figure 8: Airport Gateway Amendment Rendering*



Figure 9: Springhill Road from CCSW to Orange Avenue Typical Section

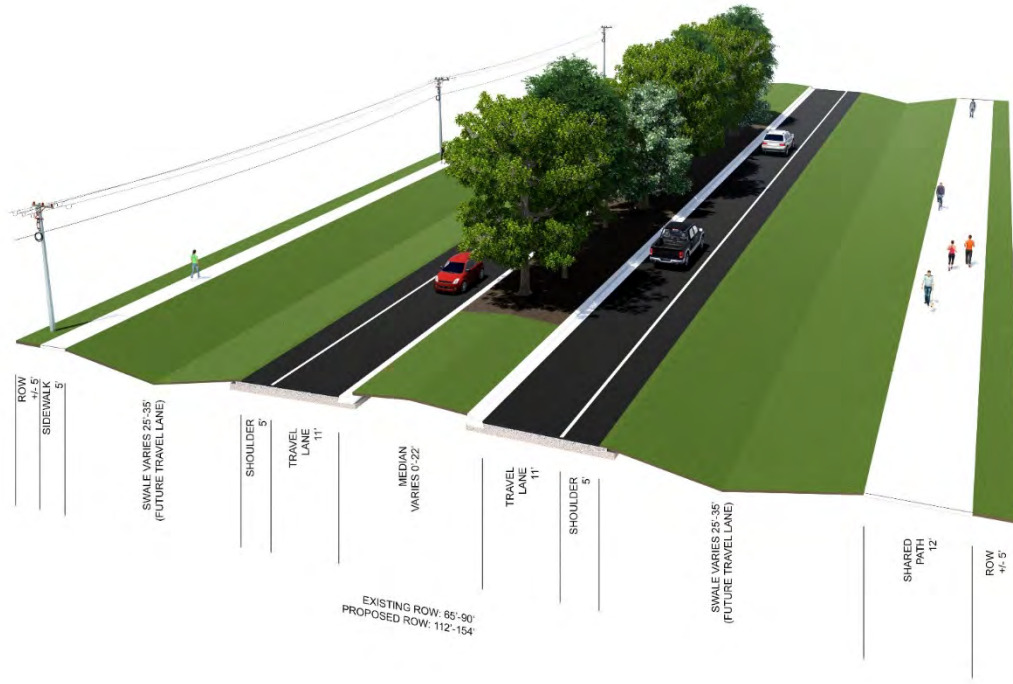


Figure 10: Springhill Road from Orange Avenue to North Lake Bradford Road Typical Section



## Traffic Analysis

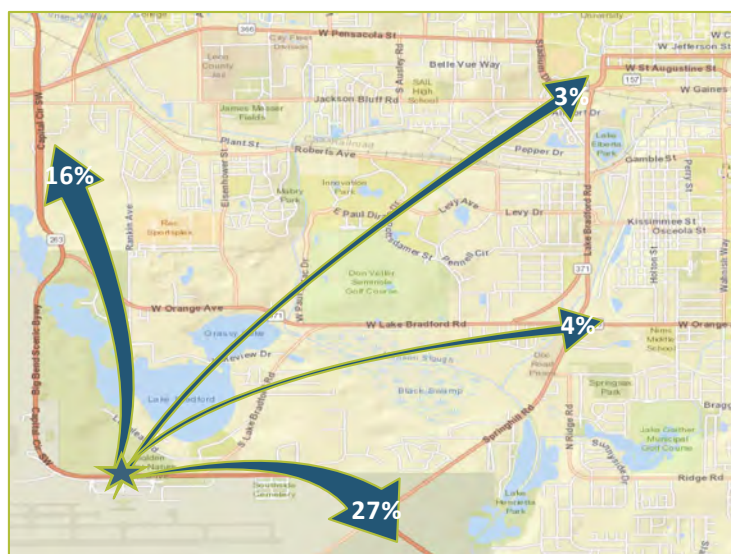
Traffic data was collected and analyzed throughout the Southwest Area Transportation Plan study area. Traffic analyses were used to develop options and inform corridor plan development. The analyses focused on travel trends to and from the Tallahassee International Airport to the northern terminus of North Lake Bradford Road. The following section describe the existing traffic trends along with the existing and future traffic operational and segment analyses.

### Existing Traffic Trends Analysis

Origin-destination (O-D) data was collected from 11/2/2017 to 11/14/2017 using Bluetooth technology. Bluetooth data was collected anonymously by device media access control (MAC) addresses as they passed into or through the signal range of Bluetooth collection units placed strategically in and around the southwest area of Tallahassee. Records are not otherwise associated with the owner of the vehicle or device detected by the collection units. Data was collected specifically for analyses of travel patterns in the area. The data identifies trends and travel patterns rather than a quantifiable volume of trips.

The overall traffic patterns of trips originating in the south end of the study area at the airport are shown in **Figure 11**. Traffic trends indicate that 25% of the trips that reach the northern point of North Lake Bradford Road use South Lake Bradford Road and 75% use Springhill Road.

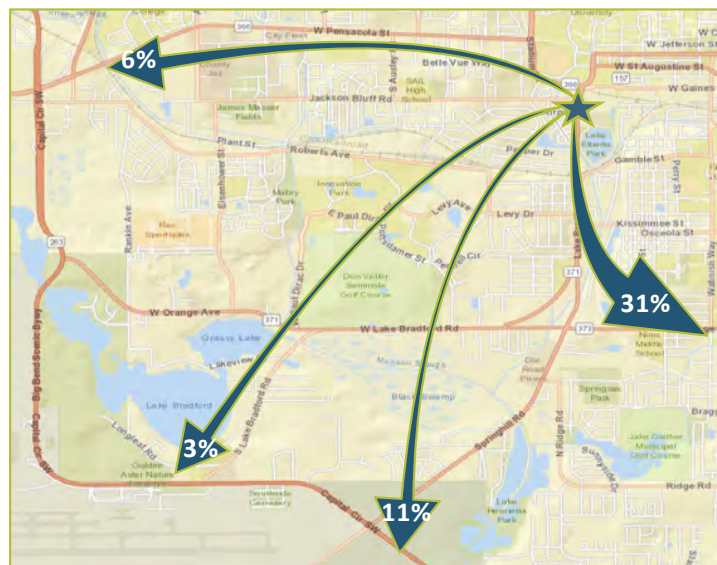
*Figure 11: Traffic Patterns Originating from South of Corridor*



The percentage of traffic that originates at the northern portion of this study area primarily utilizes two separate routes to reach the airport (shown as 3% on **Figure 12**). Fifty percent (50%) of the 3% trips that travel to the airport, travel south on Springhill Road to Capital Circle, Southwest and 50% use South Lake Bradford Road.



Figure 12: Traffic Patterns Originating from North of Corridor

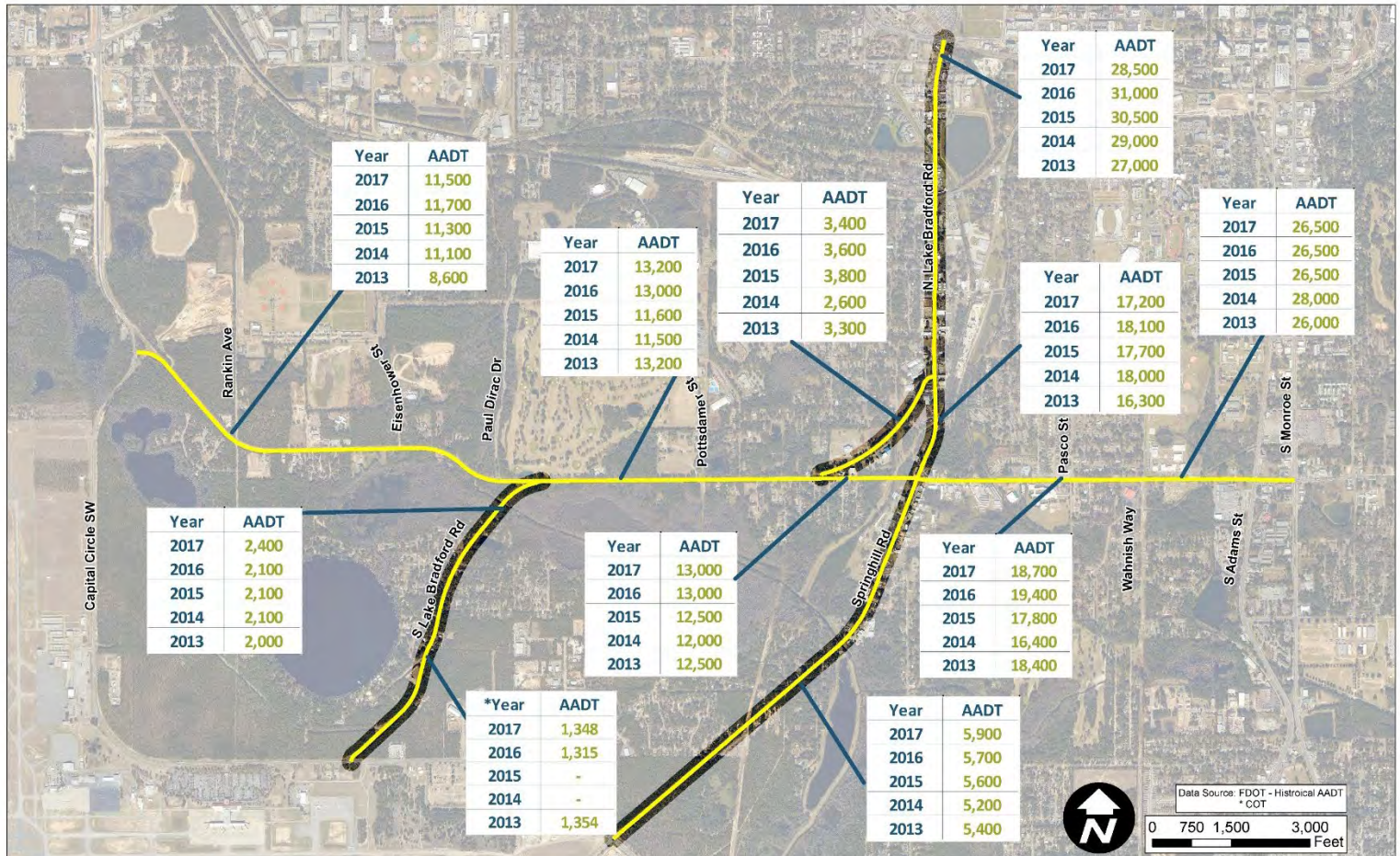


## Capacity Analysis

### Historical Traffic Volumes and Trends

Annual Average Daily Traffic (AADT) volumes along the corridors were obtained from FDOT's online traffic website. The last five years of data were used to determine the annual growth of the traffic. Annual growth rates were calculated for multiple count stations along the corridors. An annual growth rate of 1% was chosen to provide an overall conservative approach and applied to the 2017 volumes to project to the 2045 horizon year. **Figure 13** shows the historical traffic volumes throughout the Southwest Area Transportation Plan study area.

Figure 13. Historical AADT Traffic Data



## Existing Conditions

### Existing Land Uses

The existing land uses surrounding the four corridors of the Southwest Area Transportation Plan vary between areas, though much of the area is single family detached housing and mobile homes. A significant amount of vacant properties can also be found along these corridors along with some retail and warehouse parcels. The corridor is also surrounded by areas that would support the need for multimodal facilities and improved transportation options including Innovation Park, Florida A&M University, and the nearby schools.

### Demographics

The demographics in the project area differ from overall Tallahassee demographics. The corridors included in the Southwest Area Transportation Plan have a higher percentage of residents below the poverty line compared to all Tallahassee residents, as well as lower median household income. These demographics support the need for better connectivity to the overall transportation system and safer multimodal options for a variety of user types in the area.

There are also multiple established neighborhoods along the Southwest Area Transportation Plan corridors, including Providence, Callen, and Bond, and the Neighborhood Associations in this area are very active and engaged. When selecting transportation opportunities, consideration should be given to how the recommendation will impact connectivity and cohesiveness among these neighborhoods and the larger Tallahassee area.

## Environmental Analysis

### Cultural

Throughout the entire Southwest Area Transportation Plan corridors, there are State Historic Preservation Office (SHPO) structures present. Though many of these structures exist along the corridor, most of them are not eligible for listing in the National Register of Historic Places (NRHP).

An abundance of recreational areas is also located along the project corridors. Parks including the Seminole Golf Course, Lake Henriette Park, Jack Gaither Community Center, FSU Reservation, Springsax Park, and other local recreation areas are located adjacent to the corridors. Schools, including Pineview Elementary, Bond Elementary, Nims Middle School, FAMU DRS, and FSU/FAMU sites are in close proximity to the project area. In selecting opportunities to move forward, consideration should be given to the impacts of any potential connections of residential, community centers, recreational, and educational facilities.

### Natural

There are a significant number of wetlands south of the Orange Avenue corridor as well as near Springhill Road. Wetlands are also present further north along North Lake Bradford Road and surrounding South Lake Bradford. Stormwater treatment associated with any transportation improvements in the study area should be designed to maintain the natural predevelopment hydroperiod and water quality, as well as to protect the natural functions of adjacent wetlands.



## Stakeholder and Public Input

Public involvement was a critical component of the development of the Southwest Area Transportation Plan. From individual stakeholder meetings to neighborhood association meetings, and public meetings with dozens of attendees, a variety of techniques were used to engage the public and collect valuable input. Early on, after the stakeholder meetings were completed, the public outreach was divided into two phases to better address parallel projects occurring within the project area. Phase I of the outreach focused solely on Orange Avenue to gather input to provide to Florida Department of Transportation (FDOT) for their Project Development and Environment (PD&E) study, which began Fall 2019. The need for citizen and stakeholder input was critical for ensuring that the PD&E addressed all possible impacts per the facilities most desired by the public. Once Orange Avenue outreach and the Orange Avenue Plan Corridor Plan were completed, Phase II began, focusing on gathering input for South Lake Bradford Road, North Lake Bradford Road, and Springhill Road. These three corridors are a part of Blueprint's Airport Gateway Project and the input gathered during the Southwest Area Transportation Plan will be utilized by Blueprint to further refine concepts during the completion of the Airport Gateway Project.

Through the many meetings that were conducted during the development of the Southwest Area Transportation Plan, extensive feedback was collected regarding safety concerns, suggestions for better multimodal facilities and connections, and general comments on transportation needs in the area. Below is a summary of the types of outreach conducted for the Southwest Area Transportation Plan and some of the input collected.

- Technical Team Meetings
  - Staff from CRTPA, Blueprint, City of Tallahassee, Leon County, FDOT
- Stakeholder Meetings
  - Leon County School Board (1/10/2018)
  - Florida State University (1/17/2018)
  - Innovation Park (1/17/2018)
  - Greater Tallahassee Chamber of Commerce (1/18/2018)
  - Big Bend Homeless Coalition (1/22/2018)
  - Tallahassee Museum (1/23/2018)
  - U.S. Forest Service (1/23/2018)
  - Southside CRA Advisory Board (1/24/2018)
  - Big Bend Minority Chamber of Commerce (1/25/2018)
  - Pineview Elementary School (1/30/2018)
  - Florida A&M University (1/31/2018)
  - Capital City Chamber of Commerce (2/1/2018)
  - Joint City County Bike Work Group (2/1/2018)
  - R. Frank Nims Middle School (3/22/2018)
- Neighborhood Association Meetings
  - Callen Neighborhood Association (1/10/19)
  - Jake Gaither Neighborhood Association (11/15/18)
  - College Terrace Neighborhood Association (8/30/18)
  - Liberty Park Neighborhood Association (7/19/18)



- Providence Neighborhood Association (8/20/18)
- Lake Bradford Estates Neighborhood Association (2/21/19 and 6/3/19)
- District Forums
  - Four district forums throughout the planning study
- Open House
  - Final meeting for all four corridors

The input that was received through the different engagement opportunities included:

- Connection between the Tallahassee-St. Marks Historical Railroad State Trail and Orange Avenue
- Transportation amenities such as lighting, transit facilities, and placemaking
- Improve Springhill Road by increasing it to four lanes and adding sidewalks
- Maintain rural feel and slow speeds on South Lake Bradford Road
- Upgraded pedestrian and bicycle access to North Lake Bradford Road
- Safety concerns related to increased traffic, especially with regard to children
- Provide landscaping



**Figure 14** shows a map summarizing the many pieces of information gathered during the public engagement activities.

Figure 14: Public Engagement Input



## Next Steps

Through the extensive public outreach and stakeholder input, a variety of opportunities were identified for the corridors in the Southwest Area Transportation Plan. Each of the corridors have succeeding steps to further refine the preferred opportunities including FDOT's PD&E for Orange Avenue, FDOT's access management Study for North Lake Bradford Road, and Blueprint's Airport Gateway and Orange Avenue Widening Projects. Through these next steps, the corridors included in the Southwest Area Transportation Plan will have new connectivity and multimodal opportunities along with placemaking and beautification that serves the transportation network.

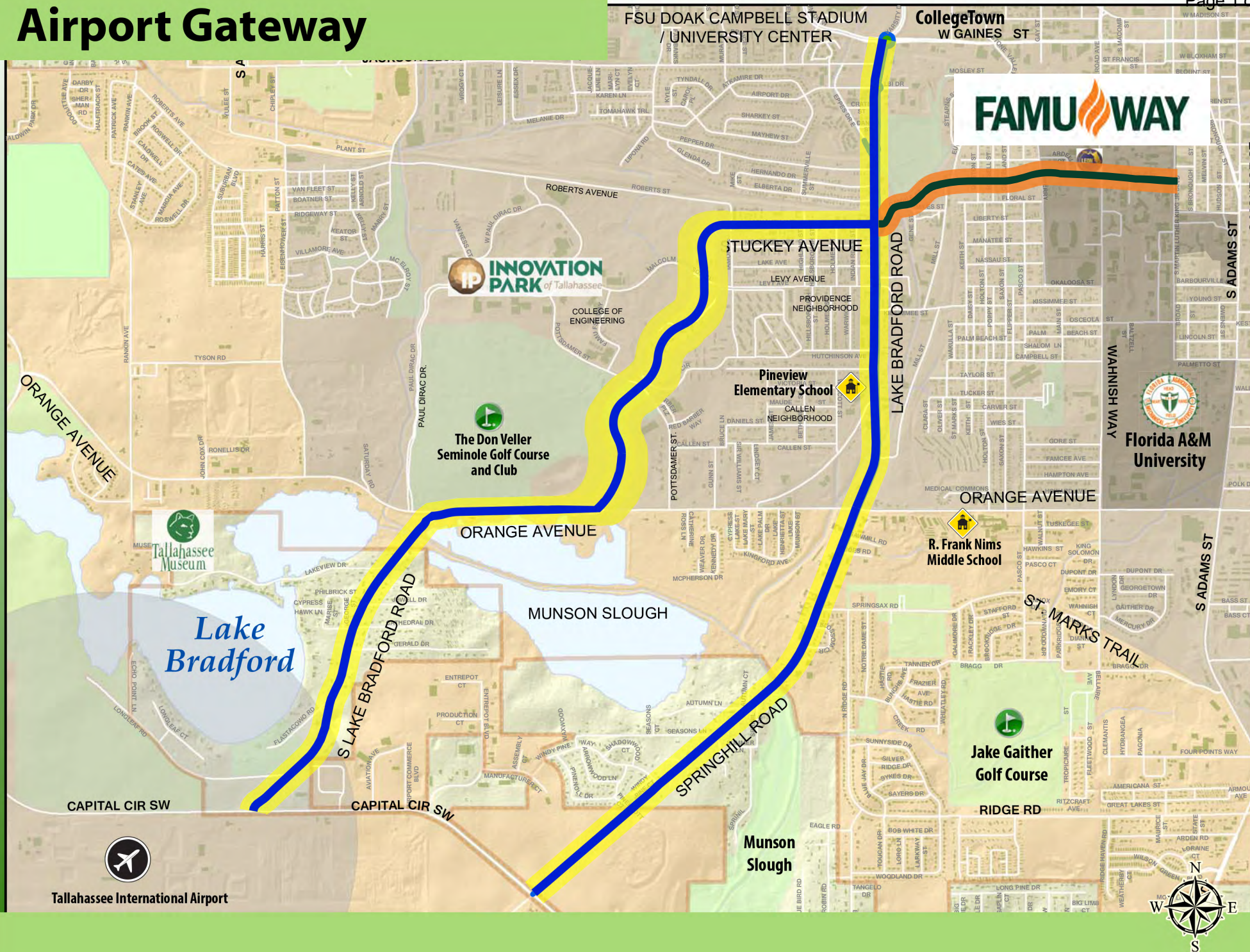
## Item 5, Attachments

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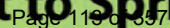


# Airport Gateway



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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #6

December 5, 2019

<b>Title:</b>	Recommendation of Approval of a Local Funding Agreement with the Florida Department of Transportation for Pedestrian Crosswalk Improvements on South Monroe Street
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff/Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Megan Doherty, Blueprint Planning Manager

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## STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) of enter into a Locally Funded Agreement with the Florida Department of Transportation (FDOT) for pedestrian crosswalk improvements on South Monroe Street, to be completed in conjunction with a FY 2021 FDOT resurfacing project on this roadway. The proposed improvements include the installation of brick-style patterned pavement from Yaeger Street to Perkins Street, which are consistent with the improvements identified within the Blueprint 2020 Monroe-Adams Placemaking project.

## FISCAL IMPACT

This item has fiscal impact. Based on the costs estimate developed by FDOT, the proposed improvements for five intersections on South Monroe Street will cost \$84,324.45 Funding is available in the Monroe-Adams Placemaking project account to fund these improvements.

## CAC OPTIONS:

Option 1: Recommend the IA Board authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.

Option 2: Recommend the IA Board do not authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.

Option 3: CAC direction.

### **CAC RECOMMENDED ACTION:**

Option 1: Recommend the IA Board authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.

# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

December 12, 2019

**Title:** Approval of a Local Funding Agreement with the Florida Department of Transportation for Pedestrian Crosswalk Improvements on South Monroe Street

**Category:** Consent

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Megan Doherty, Blueprint Planning Manager

## STATEMENT OF ISSUE:

This agenda item seeks authorization from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to enter into a Locally Funded Agreement with the Florida Department of Transportation (FDOT) for pedestrian crosswalk improvements on South Monroe Street, to be completed in conjunction with a FY 2021 FDOT resurfacing project on this roadway. The proposed improvements include the installation of brick-style patterned pavement from Yaeger Street to Perkins Street (Attachment #1), which are consistent with the improvements identified within the Blueprint 2020 Monroe-Adams Placemaking project (Attachment #2).

## FISCAL IMPACT:

This item has fiscal impact. Based on the costs estimate developed by FDOT (Attachment #3), the proposed improvements for five intersections on South Monroe Street will cost \$84,324.45. Funding is available in the Monroe-Adams Placemaking project account to fund these improvements.

## RECOMMENDED ACTION:

Option 1: Authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.

## SUPPLEMENTAL INFORMATION:

This agenda item requests IA Board authorization to enter into a Locally Funded Agreement with the FDOT for pedestrian crosswalk improvements on South Monroe Street. FDOT has a planned resurfacing project scheduled for FY 2021 on South Monroe Street from Paul Russell Road to Perkins Street. The resurfacing project overlaps with the boundaries of the Blueprint Monroe-Adams Placemaking project from Yaeger Street to Perkins Street. Blueprint identified an opportunity to improve 11 crosswalks at five intersections within the Placemaking project boundary as part of this resurfacing project. Through the proposed Agreement, Blueprint will fund the high-emphasis patterned pavement treatment at these crosswalks to improve safety for pedestrians crossing South Monroe Street and the corridor aesthetics. An example of the proposed improvements is included as Attachment #4.

### *Blueprint 2020 Monroe-Adams Placemaking Project*

The Blueprint Monroe Adams Placemaking project has an estimated cost of \$7 million and is intended to create a walkable, mixed-use district along South Monroe and South Adams Street with comfortable streets for pedestrians, transit users, and cyclists. The sales tax project approved by voters has its foundation in the 2011 Placemaking plan, which identified improvements to key cross streets connecting the South Adams and South Monroe Street corridors. Specifically, the placemaking improvements are intended to improve the appearance, comfort, and safety of public streets and private property along Harrison Street, Pershing Street, Jennings Street, Perkins Road, and Kestner Street, as well enhance the walkability and aesthetics of South Monroe Street and South Adams Street.

The proposed improvements are consistent with the improvements identified within the Blueprint 2020 Monroe-Adams Placemaking project and will be completed in conjunction with a FY 2021 FDOT resurfacing project on this roadway. As approved by the IA Board at their September 5, 2019 meeting, the FY 2020 budget includes a \$1,000,000 capital funding allocation for this project. Upon approval from the IA Board, a portion of this funding will be used for the patterned pavement pedestrian crosswalk improvements on South Monroe Street from Yaeger Street to Perkins Street. The City of Tallahassee Underground Utilities and Public Infrastructure Department has agreed to maintain the improved crosswalks and will execute a maintenance agreement with FDOT pending the approval of funding for the crosswalk improvements.

## SUMMARY OF PUBLIC ENGAGEMENT

The first phase of funding for this project was approved within the FY 2020 Capital Improvement Plan by the IA Board, and public engagement for this project will begin in 2020 concurrent with the project kickoff.

**Action by the TCC and CAC:** This item was presented to the TCC and CAC at their December 2 and December 5, 2019 meetings, respectively.

## OPTIONS:

- Option 1: Authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.
- Option 2: Do not authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.
- Option 3: IA Board Direction.

## RECOMMENDED ACTION:

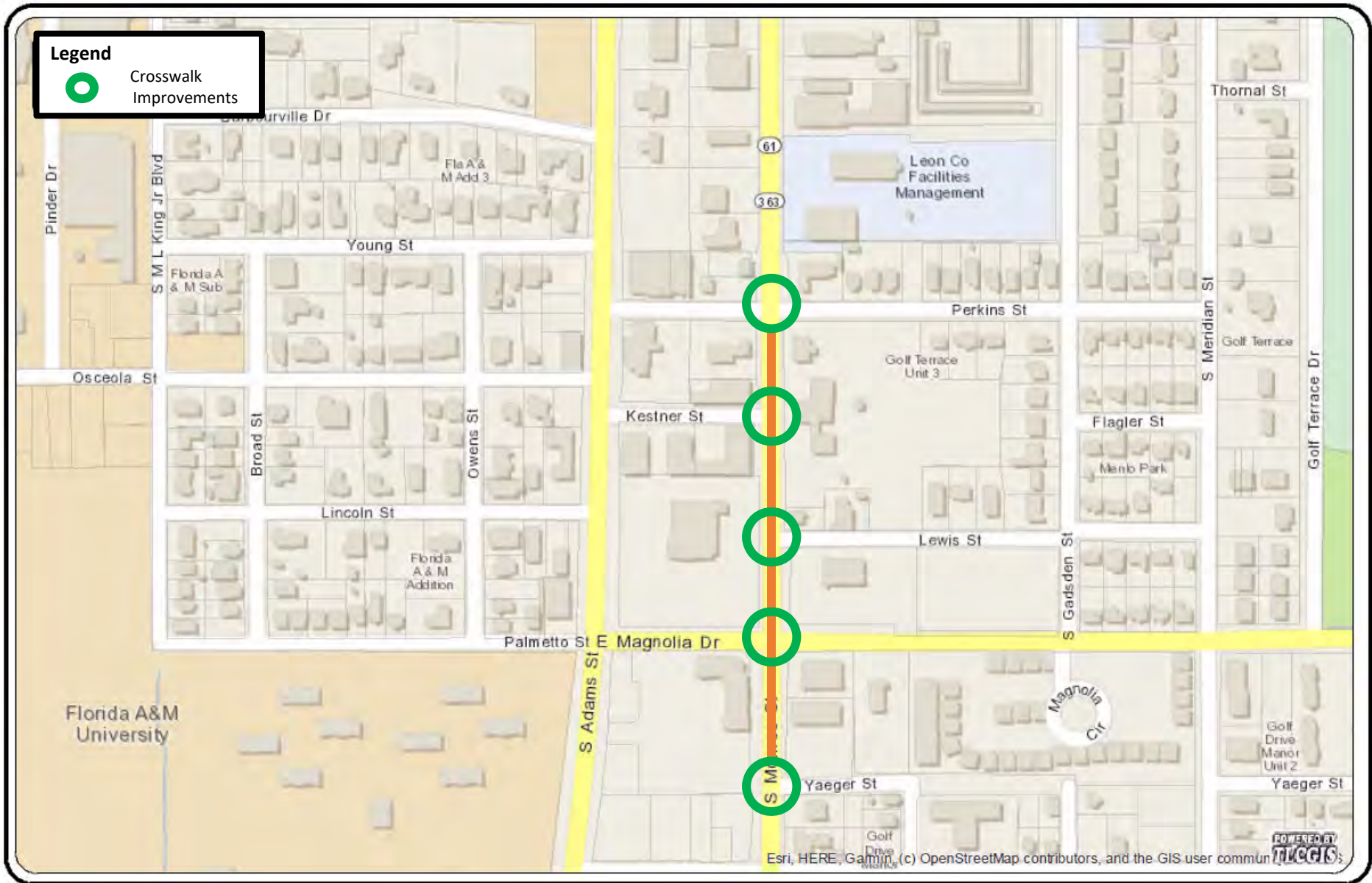
- Option 1: Authorize the Intergovernmental Management Committee to approve execution of a Locally Funded Agreement with the Florida Department of Transportation for the construction of pedestrian crosswalk improvements on South Monroe Street.


### Attachments:

1. Project Area Map: South Monroe Street from Yaeger Street to Perkins Street
2. Blueprint 2020 Project Description: Monroe-Adams Placemaking
3. FDOT Cost Estimate for Crosswalk Improvements on South Monroe from Yaeger Street to Perkins Street
4. Image Example: Proposed Crosswalk Improvements

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**Land Information**

**DISCLAIMER**

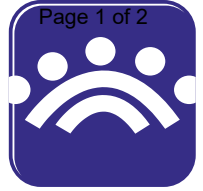
This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.



<b>Scale:</b>	Tallahassee/Leon County GIS Management Information Services
<b>Not To Scale:</b>	Leon County Courthouse 301 S. Monroe St, P3 Level
<b>Date Drawn:</b>	Tallahassee, FL 32301 850/606-5504
<b>November 13, 2019</b>	<a href="http://www.tlccgis.org">http://www.tlccgis.org</a>

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# Community Enhancement Districts

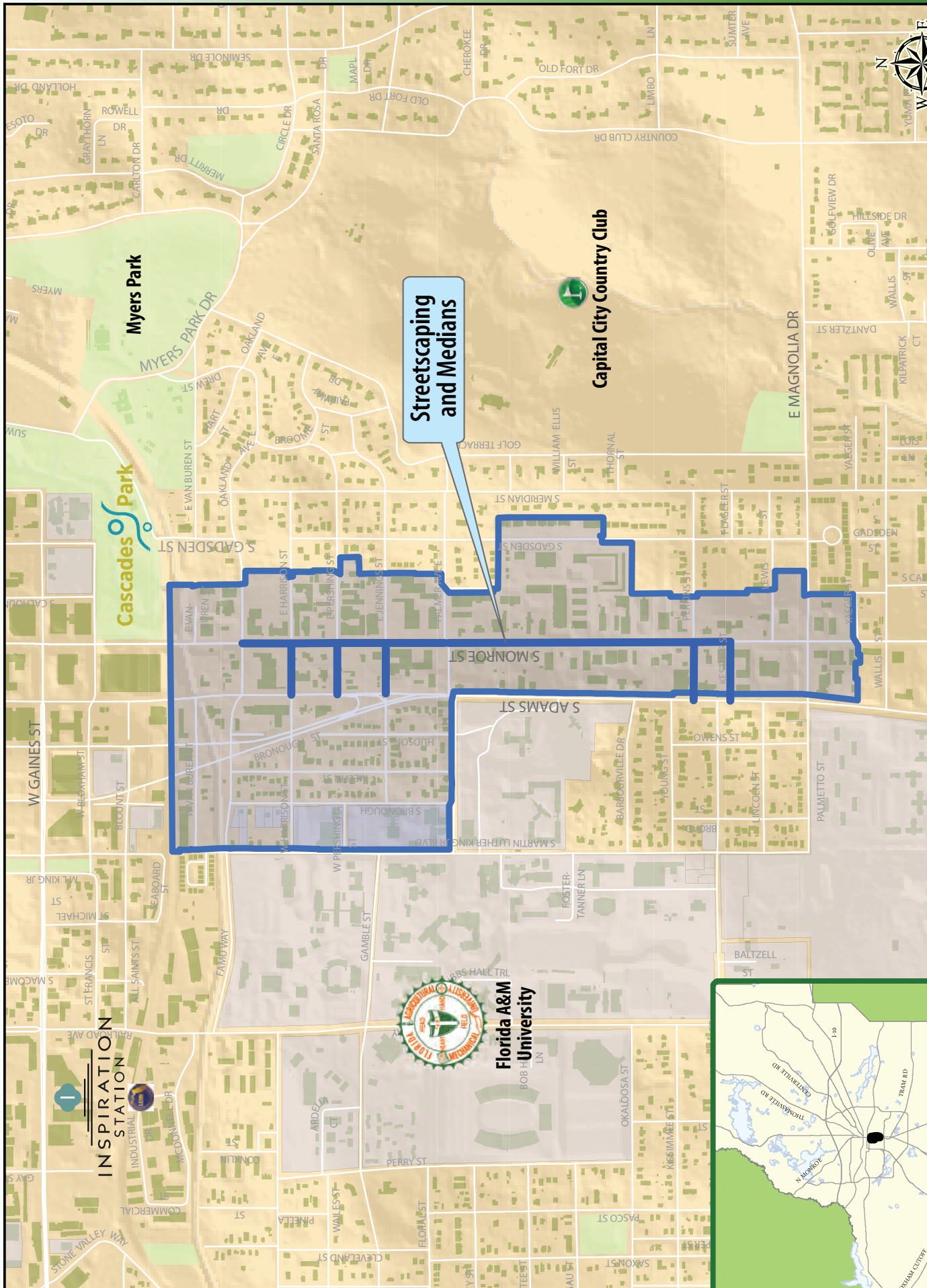
## Monroe-Adams Corridor Placemaking



### Project Highlights

- Installation of South Monroe Street medians from FAMU Way/Oakland Avenue to Magnolia Avenue.
- Streetscape improvements may include:
  - Sidewalks
  - Lighting
  - Signage
  - Landscaping
  - Underground utilities
  - Intersection crossings at South Monroe Street and Adams Street.
- Street parking (where possible) on Harrison Street, Pershing Street, Jennings Street, Perkins Road, and Kestner Street .
- Estimated Cost: \$7 million

This project provides infrastructure that is essential for creating a walkable, mixed-use district. These improvements will create safe, comfortable streets for pedestrians, transit users, and cyclists. The placemaking improvements will also improve the appearance, comfort, and safety of public streets and private property creating a pedestrian environment. This pedestrian environment may increase patronage at local businesses and encourage urban infill and mixed-use buildings.



# Monroe-Adams Corridor Placemaking



Florida Department of Transportation – Cost Estimate for Eleven (11) Pedestrian Crosswalk Improvements at Five Intersections on SR61 South Monroe Street from Yaeger Street to Perkins Street

Quantity	Unit	Pay Item #	Pay Item Description	Unit Price	Total	
315	SY	327-70-5	MILLING EXIST ASPH PAVT, 2" AVG DEPTH	\$4.00	\$1,260.00	\$71,704.00
34.68	TN	337-7-81	ASPHALT CONCRETE FRICTION COURSE, TRAFFIC B, FC-12.5, PG 76-22	\$175.00	\$6,069.00	
515	SY	523-1	PATTERNED PAVEMENT, VEHICULAR AREAS	\$125.00	\$64,375.00	
1	LS	101-1	Mobilization	7%	\$5020.00	\$8,605.00
#	LS/Days	102-1	Maintenance of Traffic	5%	\$3,585.00	
						\$80,309.00
		995-25	Initial Contingency	5%	\$4,015.45	\$84,324.45

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Example of Crosswalk Improvements at Five Intersections on SR61 South Monroe Street from Yaeger Street to Perkins Street



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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #7

**December 2, 2019**

**Title:** Authorization to Proceed with Procurement of Continuing Service Agreement Contracts for Design Services

**Category:** Consent

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

**Lead Staff / Project Team::** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint Infrastructure Program

### STATEMENT OF ISSUE:

This agenda item seeks recommendation from the Citizens Advisory Committee (CAC) to proceed in accordance with Blueprint Procurement Policy 101.07, Leon County Purchasing Policy No. 96-1, and City of Tallahassee Commission Procurement Policy #242CP, advertisement and award of design Continuing Service Agreement (CSA) contracts. These CSAs provide an opportunity to quickly fill design needs when peer reviews are necessary or when an existing project contract is not yet in place. All activities associated with the CSAs will be in direct support of IA Board approved project implementation schedules and allocations. For larger more comprehensive projects, consultants will continue to be selected through an independent, competitive process in accordance with existing Blueprint policies.

### FISCAL IMPACT:

No fiscal impact at this time. Funds necessary to proceed with the requested procurement activities will be included with each individual project budget, and actual expenditures will be determined at the time specific work scopes are defined. There is no guaranteed work associated with the CSA. The proposed maximum design threshold is \$100,000 per work order. Total cumulative costs are estimated at \$1,500,000 over three years. An additional \$1,000,000 would be expended if the two-year extension is granted.



## **OPTIONS:**

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board proceed with the procurement of Continuing Service Agreement contracts for design services.
- Option 2: Do not recommend that the Blueprint Intergovernmental Agency Board proceed with the procurement of Continuing Service Agreement contracts for design services.
- Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board proceed with the procurement of Continuing Service Agreement contracts for design services.



# **Blueprint Intergovernmental Agency Board of Directors**

## **Agenda Item #X**

**December 12, 2019**

Title: Authorization to Proceed with Procurement of Continuing Service Agreement Contracts for Design Services

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Daniel Scheer, Design and Construction Manager, Blueprint

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### **STATEMENT OF ISSUE:**

This agenda item seeks authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to proceed with advertisement, negotiation, and award of design Continuing Service Agreements (CSAs) in accordance with Blueprint Procurement Policy 101.07 and City of Tallahassee Commission Procurement Policy No. 242. These CSAs provide opportunity to quickly fill design needs when peer reviews are necessary or when an existing project contract is not yet in place. All activities associated with the CSAs will directly support IA Board approved project implementation schedules and allocations. For larger, more comprehensive projects, Blueprint will continue to select consultants through an independent, competitive process in accordance with Blueprint and City policies.

### **FISCAL IMPACT:**

This agenda item has no fiscal impact at this time. Funds necessary to proceed with the requested procurement activities will be included with each individual project budget, and actual expenditures will be determined at the time specific scopes of work are defined. There is no guaranteed work associated with the CSAs. The proposed maximum design threshold is \$100,000 per work order. Total cumulative costs are estimated at \$1,500,000 over three years. An additional \$1,000,000 could be expended if the two-year extension is granted.

## **RECOMMENDED ACTION:**

Option 1: Authorize staff to advertise, negotiate, and award Continuing Service Agreements for design services with IMC approval.

## **SUPPLEMENTAL INFORMATION:**

The objective of this agenda item is to secure a pre-qualified list of vendors to deliver minor design services in direct support of Blueprint infrastructure projects through the use of Continuing Services Agreements (CSAs). CSAs ensure efficient delivery of services and enhanced accuracy in cost estimating and budgeting. The solicitations advertising the CSAs will be specifically targeted for local small businesses, including minority and women firms certified with the Minority Women Small Business Enterprise Division of the Office of Economic Vitality. Vendors that meet qualification requirements will be placed on an approved list for the Agency to use for minor design services with negotiated fees associated with IA Board approved projects. All services will be procured in accordance with Blueprint Procurement Policy 101.07 and City of Tallahassee Commission Procurement Policy No. 242.

The design vendors will be selected on their technical qualifications with preference provided for local, small businesses per City and Blueprint Procurement Policies. Vendors that meet qualification requirements will be placed on the approved list for the Agency to use for minor design services associated with IA Board Approved projects. The CSAs are proposed to cover an initial three-year term, with two optional one-year extension periods, for a possible maximum of five years. The proposed maximum design threshold is \$100,000 per task order. Total cumulative costs are estimated at \$1,500,000 over three years. An additional \$1,000,000 would be expended if the two year extension is granted.

Awards of CSAs do not constitute authorization for the expenditure of Blueprint funds. IA Board authorization for the expenditure of funds and funding allocations are found in the Capital Improvement Project budget approved by the IA Board during the annual budget process. The CSAs are only contractual vehicles for the accomplishment of approved and funded design services on a Blueprint project.

In accordance with Blueprint and City Procurement Policies and Florida law, the qualification-based ranking of professional architectural, engineering, landscape architectural, or surveying and mapping services firms is required to purchase professional services over \$35,000. As such, this agenda item seeks authorization to issue a Request for Qualifications (RFQ) advertising CSAs for minor design services on Blueprint projects. Once the vendors are ranked, the IMC has authority to award a CSA to the highest ranked vendors.

The IA Board approved Blueprint 2020 implementation plan includes the design of 27 infrastructure projects. The vendors selected will have the opportunity to provide minor design services for projects like the Bike Route and Greenways Master Plan as well as

many more as needs arise. For larger, more comprehensive projects, consultants are selected through an independent, competitive process. These CSAs provide an opportunity to quickly fill design needs when peer reviews are necessary or when an existing project contract is not yet in place.

## **NEXT STEPS**

With IA Board authorization, it is anticipated that advertisement of the CSAs for design services will be in February 2020 with CSAs fully executed by early summer 2020. The final CSAs with the selected vendors will be approved by the Intergovernmental Management Committee (IMC). No guaranteed work associated with the CSAs. Task orders will be developed and fees negotiated as services are needed. In accordance with Blueprint Budget and Procurement Policy, where the IA Board has allocated funding for the work in the Capital Improvement Project budget, the Director of PLACE may approve task orders up to \$25,000 and the IMC may approve task orders above \$25,000 and up to the CSA threshold of \$100,000. Consistent with policy, task orders developed through the CSAs will be reviewed and approved by the Director of PLACE or the IMC as appropriate.

## **SUMMARY OF PUBLIC ENGAGEMENT**

The intent of the CSA is to offer opportunities to smaller firms within the Tallahassee-Leon County community. Blueprint has engaged with local consulting firms regarding this upcoming opportunity and attended business networking events, such as the OEV MWSBE B2B events, and heard from local firms of interest in these types of CSAs.

Action by the TCC and CAC: This item was presented to the TCC at their December 2, 2019 meeting. This item was presented to the CAC at their December 5, 2019 meeting.

## **OPTIONS:**

- Option 1: Authorize staff to advertise, negotiate, and award Continuing Service Agreements for design services with IMC approval.
- Option 2: Do not authorize staff to advertise, negotiate, and award Continuing Service Agreements for design services with IMC approval.
- Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Authorize staff to advertise, negotiate, and award Continuing Service Agreements for design services with IMC approval.

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# Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #8

**December 5, 2019**

**Title:** Recommendation of Acceptance of the Status Report on the Emerging Florida Hemp Sector in the Capital and Northwest Florida Region

**Category:** Consent

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality  
Drew Dietrich, Deputy Director, Office of Economic Vitality  
Richard Fetchick, Business Intelligence Manager, Office of Economic Vitality



## STATEMENT OF ISSUE:

This agenda item seeks a recommendation of acceptance by the Citizens Advisory Committee (CAC) to the Blueprint Intergovernmental Agency Board of Directors (IA Board) on the status report on activities surrounding the emerging hemp sector in the Capital and Northwest Florida Region. As a new industry for Florida, this agenda item discusses new legislation, highlights from the 850 Hemp Summit, Hemp-based business development opportunities, and how regional collaboration will continue to inform efforts to jointly develop the sector between Leon County and rural surrounding counties.

## FISCAL IMPACT:

This item has no fiscal impact, although associated business development activities may translate to incentive requests, brought before the IA Board as needed, for new or expanding businesses.

## CAC OPTIONS:

Option 1: Recommend the Blueprint Intergovernmental Agency Board accept the Status Report on the Florida Hemp Sector in the Capital and Northwest Florida Region.



Option 2: Recommend the Blueprint Intergovernmental Agency Board do not accept the Status Report on the Florida Hemp Sector in the Capital and Northwest Florida Region.

## **CAC RECOMMENDATION:**

Option 1: Recommend the Blueprint Intergovernmental Agency Board accept the Status Report on the Florida Hemp Sector in the Capital and Northwest Florida Region.



# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

December 12, 2019

**Title:** Recommendation of Acceptance of the Status Report on the Emerging Florida Hemp Sector in the Capital and Northwest Florida Region

**Category:** Consent

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

**Lead Staff/Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality  
Drew Dietrich, Deputy Director, Office of Economic Vitality  
Richard Fetchick, Business Intelligence Manager, Office of Economic Vitality

## STATEMENT OF ISSUE:

This agenda item provides a status report on activities surrounding the emerging hemp sector in the Capital and Northwest Florida Region. As a new industry for Florida, this agenda item discusses new legislation, highlights from the 850 Hemp Summit, Hemp-based business development opportunities, and how regional collaboration will continue to inform efforts to jointly develop the sector between Leon County and rural surrounding counties.

## FISCAL IMPACT:

This item has no fiscal impact, although associated business development activities may translate to incentive requests, brought before the IA Board as needed, for new or expanding businesses.

## RECOMMENDED ACTION:

Option 1: Acceptance of the Status Report on the Florida Hemp Sector in the Capital and Northwest Florida Region.

## **STRATEGIC PLAN:**

This agenda item supports initiatives found within the Office of Economic Vitality (OEV) Strategic Plan, including Business Formation and Business Recruitment. Hemp fiber processing, oil-extraction, and other value-adds are Manufacturing operations (NAICS 31-33), and as such constitute a Tallahassee-Leon County target industry. By working with potential businesses seeking to establish processing facilities in the area, OEV staff are fulfilling the directives to pair entrepreneurs with “access to affordable space and availability of capital” and to “identify and develop a full inventory of all available products (sites and buildings), along with the workforce, resources and other factors that create the total picture a company may consider in choosing to relocate or expand to Tallahassee-Leon County” (Strategy d.1).

## **SUPPLEMENTAL INFORMATION:**

This agenda item explores the establishment of the emerging hemp sector in Florida, industry research and projections, and next steps occurring in the near to mid-term horizon in OEV strategic actions related to growing the sector.

In June 2019, Governor DeSantis signed legislation to move ahead with commercial hemp production (Florida Statute 581.217), overseen by the Florida Department of Agriculture and Consumer Services (FDACS). It should be noted that in 2017, legislation was signed into law to authorize the state to conduct hemp research projects. Hemp is a highly versatile commodity: it can be used in a raw fibrous state, pressed for oil, and transformed into food products, construction materials, medicine, jewelry, paper, pellets, and thousands of other end products. Market research on Hemp suggests that the current national market equaled \$820 million in sales during 2017, and is projected to grow to \$1.9 billion by 2022. Attachment #1, Hemp Sector Market Analysis, further summarizes markets and growth potential. Currently, farming of hemp is not yet allowed until FDACS finalizes the rules to govern the licensing process and is approved by the U.S. Department of Agriculture (USDA). It is anticipated the planting will be allowed to start in early 2020.

Responding to the creation of the State’s Hemp Program and to potentially address significant farm destruction caused by Hurricane Michael, the Apalachee Regional Planning Council (ARPC) and regional partners organized the state’s first hemp summit, titled the “850 Hemp Summit” (Attachment #2). It was enabled through an OEV Sponsorship, and took place at the FSU Turnbull Conference Center on October 2, 2019. The Summit was designed to introduce cultivators, manufacturers, and retailers to the potential of industrial hemp, priming them for business planning and opportunity once the state implements the rules governing the hemp cultivation programs. With over 240 registrations, the Summit brought together interested farmers, cultivation and production experts, economic development professionals and state policymakers to discuss the current status of the State’s rulemaking process as well as challenges and opportunities for this emerging market within the Capital and North Florida region.

Due to the interest expressed regarding the original event, ARPC also organized and held a second 850 Hemp Summit in Marianna, FL on November 13, 2019 to specifically target farmers looking to experiment with hemp cultivation during the following growing year. This event also emphasized the need for rural-urban collaboration in the form of farmer-to-processing facility cooperatives and arrangements.

The emerging hemp sector is regional in nature and allows for numerous collaboration opportunities between rural/agriculture-focused economies surrounding Leon County (e.g. Jackson, Gadsden) and the urban center of Tallahassee. Like medical marijuana, it will involve a “farm-to-retail” pipeline that connects growers to processors and ultimately shops such as Tallulah Juice Bar. OEV, in an effort to position itself competitively to attract hemp and other manufacturing, can continue the development of its strategic sites inventory. Additionally, OEV will continue to support capacity building, entrepreneurship, and attraction efforts. Opportunity Florida, Gadsden County Economic Development Council, ARPC, and OEV, in working to nurture the Hemp industry in the region, have already held two successful events that helped broaden the discussion around this emerging industry, and will continue to evaluate the Hemp industry and the growth that can result from the development of Hemp products and businesses in the region. OEV, in conducting its business outreach, will continue to ensure that entrepreneurs and businesses meet with the resources, sites, and workforce they need as the supply chain matures in North Florida. This falls in line with OEV Strategic Plan cornerstones supporting Business Formation (Strategy a), Business Expansion (Strategy c), Business Recruitment (Strategy d), and Talent Pipeline (Strategy f).

### Next Steps

The inaugural 850 Hemp Summit encouraged early hemp entrepreneurs and investors to pursue next steps to establish a business in Florida, pending the implementation of the rules by the FDACS. The Summit also fostered a collective identity of hemp production in the region. Importantly, farming of hemp is not yet allowed until FDACS finalizes the rules to govern the licensing process and is approved by the U.S. Department of Agriculture (USDA). It is anticipated the planting will be allowed to start in early 2020.

Locally, OEV can assist businesses at any stage of the emerging hemp sector – from agriculture to retail – to find space, locate talent, navigate permitting, and pursue incentives where appropriate. Whereas interested farms within Leon County exist and have attended the Summit events, most cultivation will locate outside of Tallahassee. Thus, manufacturing and transportation (processing, warehousing, and shipping) will occupy the main focus for business development by OEV. Within these sectors, OEV, City, and County partners are working to on-line additional properties, including the Strategic Sites Inventory and potentially reactivate underutilized facilities.. Attachment 3 provides a map of identified strategic sites within the Urban Services Area.

To stimulate and capture this business growth opportunity, OEV will assist regional partners by referring potential businesses to Gadsden County Development Council, North Florida Economic Development Partnership, and Opportunity Florida when opportunities best align

with rural county assets. Leon County is well positioned to serve as a distribution hub for these products, transforming hemp into food, CBD, supplement, clothing, and other products, and shipping these products nationally and internationally.

In light of the success of the first series of 850 Hemp Summits, OEV will coordinate with ARPC to determine the need for future capacity building events. These may include a refresher seminar and networking opportunities after the FDACS rules are adopted.

In summary, OEV supports all manufacturing, transportation and logistics, and high-wage job creation in the County. As the Hemp industry emerges, OEV will continue to court and incentivize expansions within the County through land, labor, and capital inputs that provide jobs and stability to residents. OEV will coordinate with regional economic development partners to assist businesses at all phases of the supply chain, looking to welcome new employers from growers to retail showrooms to the Tallahassee MSA.

## CONCLUSION:

The emerging Hemp Sector is a viable industry within the regional economy – farming, manufacturing, and retail. OEV collaborated as an organizer and title sponsor at the inaugural 850 Hemp Summit, organized in response to evolving state legislation and market opportunities. Through connections to regional economic development partners, OEV was able to support a preliminary exploration of the sector and strengthen ties to partners for further business development. OEV will work with regional EDOs to ensure that new and existing businesses find the space, equipment, and workforce needed to bring State Hemp Program opportunities to life in the Capital Region. In working to develop its sites, OEV is committed to bringing new businesses, products, and jobs to Leon County. It will leverage land, labor, capital, and regional connections to assist the expansion and installation of Hemp businesses that provide stable, higher-income jobs to Leon County residents through a number of existing programs available through the Office of Economic Vitality.

## OPTIONS:

- Option 1: Acceptance the Status Report on the Florida Hemp Sector in the Capital and Northwest Florida Region
- Option 2: Do not accept the Status Report on the Florida Hemp Sector in the Capital and Northwest Florida Region.
- Option 3: IA Board Direction.

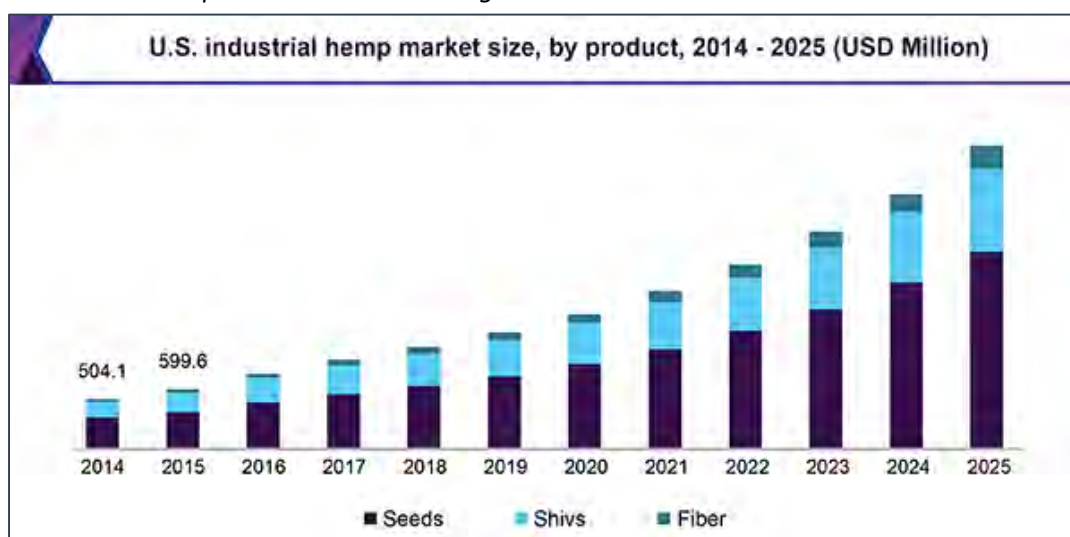
### Attachments:

1. Hemp Sector Market Analysis
2. 850 Hemp Summit



## Attachment 1 – Hemp Sector Market Analysis

1. The global industrial hemp market is projected to grow from USD \$4.6 Billion in 2019 to \$26.6 billion by 2025. ([Cision PR Newswire](#), from a [Research and Markets Report](#))
2. The Asia Pacific region accounted for largest market share in 2018, producing and consuming hemp fiber for textiles, paper, cosmetics, personal care, and food supplements. ([Cision PR Newswire](#), from a [Research and Markets Report](#))
3. Large hemp product businesses include: Hempco (Canada), Ecofibre (Australia), Hemp Inc. (US), GenCanna (US), HempFlax BV (Netherlands), Konoplex Group (Russia), Hemp Oil Canada (Canada), BAFA (Germany), Hemp Poland (Poland), Dun Agro (Netherlands), Colorado Hemp Works (US), Canah International (Romania), South Hemp Tecno (Italy), Plains Industrial Hemp Processing (Canada), and MH Medical Hemp (Germany). ([Cision PR Newswire](#), from a [Research and Markets Report](#))
4. Growing demand for hemp-based food products including cooking oil, dairy alternatives, flour, salad dressing, bread, and cookies is expected to drive market growth in the US:



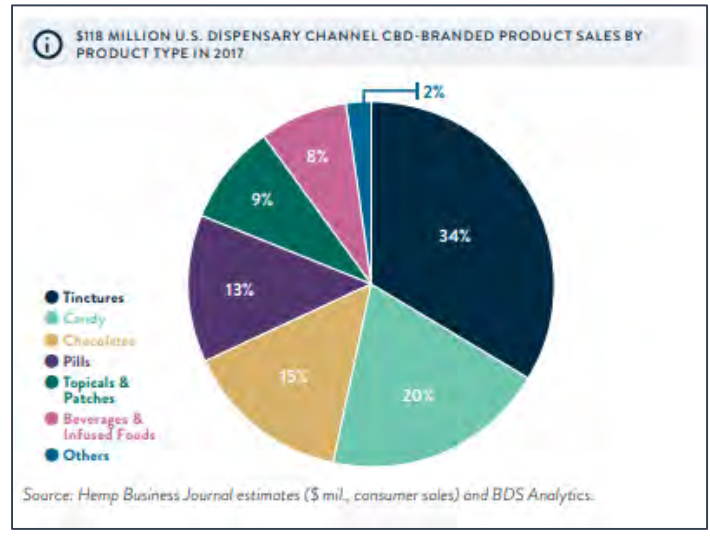
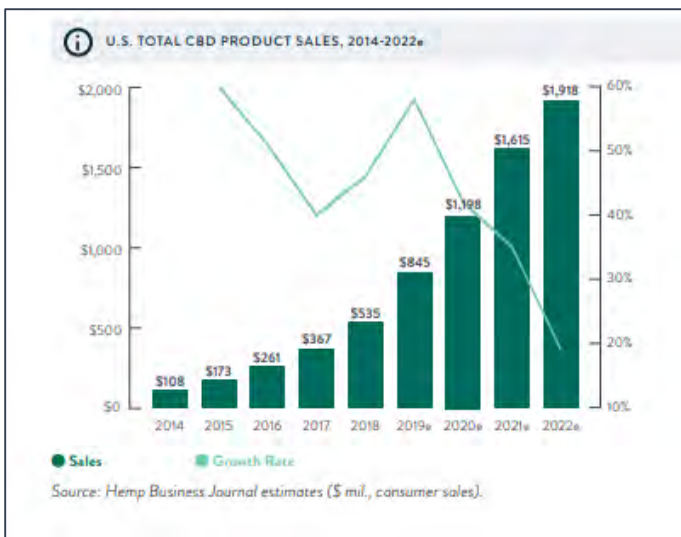
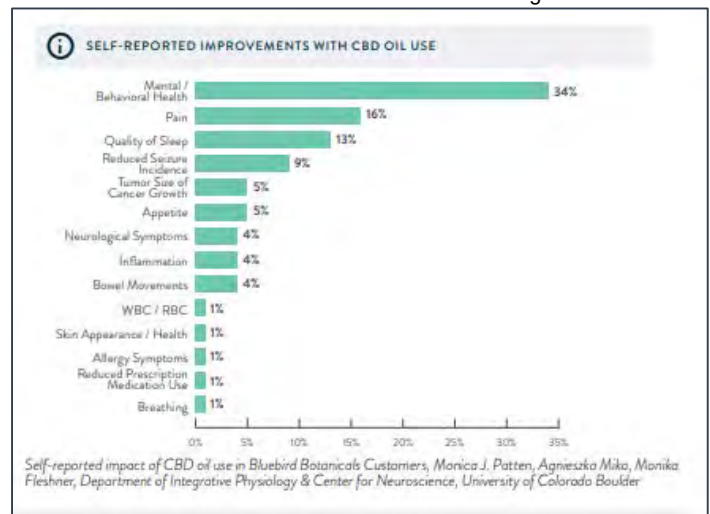
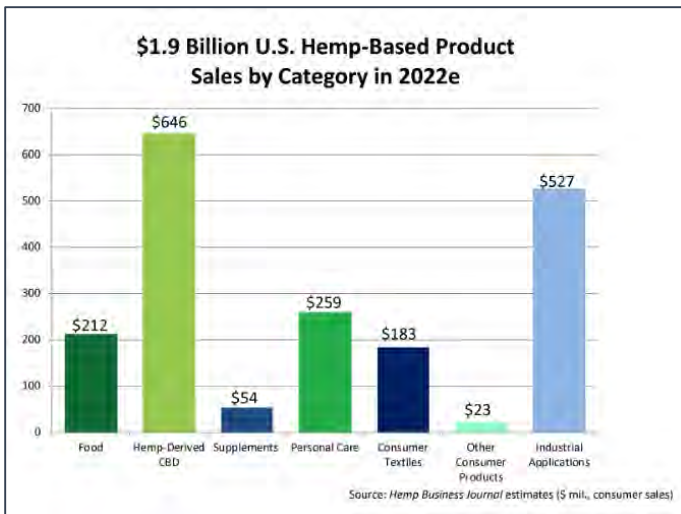
[Grand View Research, Industrial Hemp Market Size Report \(2018\)](#)

5. CBD can be found in tinctures and CBD oils, candies, vape pens, baked goods, capsules and tablets, beverages, skin care and pain creams, cosmetics, bath bombs, patches, sprays, adult products (lubricants), tampons, and suppositories. [Venture Beat](#), 2019
6. Hemp Business Journal predicts that CBD sales will grow from \$535 million in 2018 to \$1.918 billion in 2022. [CBD Report](#), 2018

Hemp Business Journal, [State of Hemp 2014-2022](#)





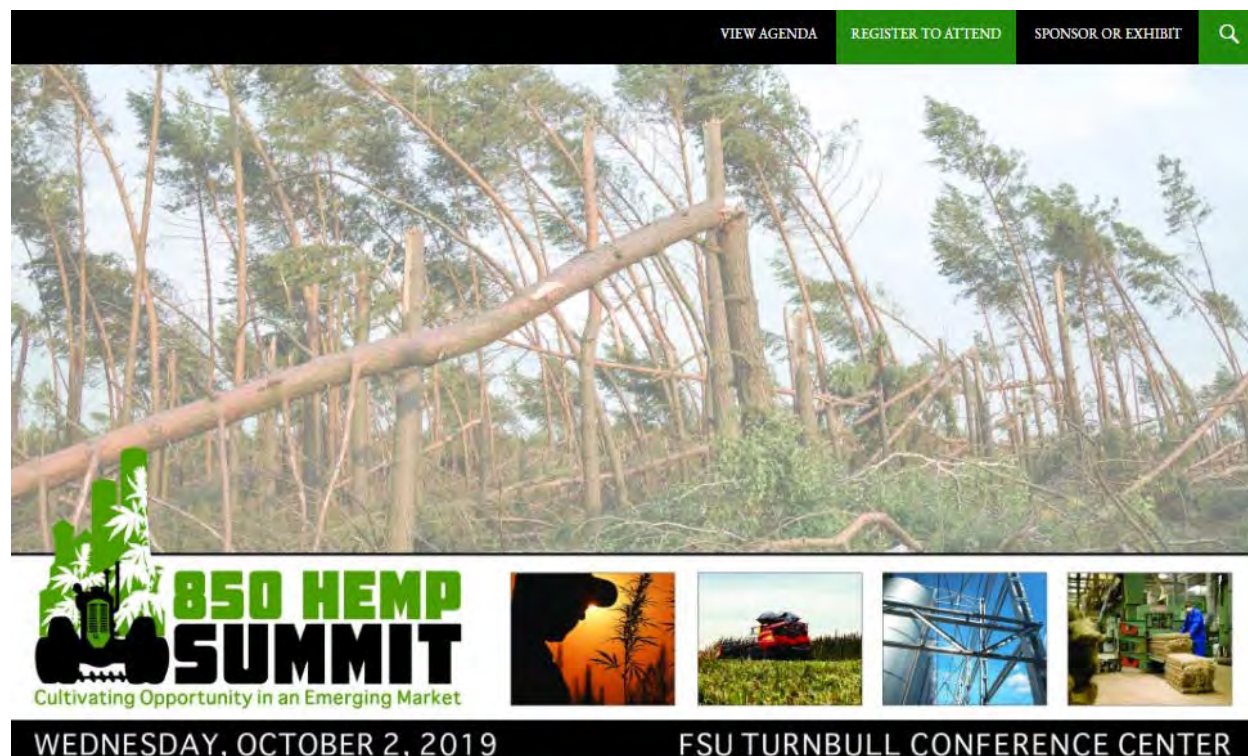


## Attachment 2 – Hemp Summit

Materials and Agenda from the Hemp Summit

This attachment provides snapshots of the aesthetic, stated goals, and agenda of the inaugural 850 Hemp Summit.

The inaugural 850 Hemp Summit aimed to “bring together farmers, stakeholders, cultivation and production experts, economic development professionals and policymakers to discuss the current status, challenges and opportunities for this emerging market within our region.”



A new logo was created solely to advertise 850 Hemp Summit events, as evinced by the above graphic. The event webpage can be viewed at: <http://tmcshows.com/850hempsummit/>

The agenda spanned a full day of activities, covering rules & regulations, hemp cultivation research, practical hemp growing tips, history of hemp, processing hemp, moderated panel discussions, and next steps. The full agenda is reproduced below:

### **WEDNESDAY, NOVEMBER 13, 2019**

*(Please note: Marianna is on Central Time.)*

7:15 a.m. – 9:30 a.m. CST (8:15 - 9:30 EST) – OPEN REGISTRATION

7:15 a.m. – 8:15 a.m. CST (8:15 - 9:15 EST) – BREAKFAST BUFFET

7:15 a.m. – 4:00 p.m. CST (8:15 - 5:00 EST) – EXHIBIT HALL OPEN

8:30 a.m. – 8:45 a.m. CST (9:30 - 9:45 EST)

### **WELCOME & OPENING SESSION REMARKS**

Chris Rietow, Executive Director, Apalachee Regional Planning Council

Commissioner Jim Peacock, Jackson County Commission

Commissioner Kristin Dozier, Leon County Commission

8:45 a.m. – 9:45 a.m. CST (9:45- 10:45 EST)

**STATE OF HEMP INDUSTRY IN FLORIDA 2019 & BEYOND: RULES & REGULATIONS  
FOR AN EMERGING INDUSTRY**

Moderator: Roy Baker, Business Development Coordinator, Opportunity Florida  
Steve Hall, General Counsel, Florida Dept. of Agriculture and Consumer Services  
Allan Charles, Senior Attorney, Florida Department of Agriculture and Consumer Services  
Bryan Benson, Operations and Program Manager, Division of Plant Industry FDACS  
Keily Stiff, Advisory Committee, Processor

9:45 a.m. – 10:45 CST (10:45 - 11:45 EST)

**GROWING NORTH FLORIDA: INDUSTRIAL HEMP RESEARCH AND AVAILABILITY OF  
SEEDS AND CLONES**

Moderator: Ethan Carter, Jackson County Row Crop IPM Agent, IFAS  
Scott Burgett, COO and Co-Owner, Green Earth Cannaceuticals  
David Hasenauer, CEO, Green Point Research, LLC  
Dr. Jerry Fankhauser, UF/IFAS, Industrial Hemp Research Project

10:45 a.m. – 11:00 CST (11:45 - 12:00 EST)

**BREAK**

11:00 a.m. – 12:00 noon CST (12:00 - 1:00 EST)

**GROWING HEMP**

Moderator: Ethan Carter, Jackson County Row Crop IPM Agent, IFAS  
Dillon White, Owner, Fat Boy Farms, Oregon  
Harris Morgan, Director of Farming, Pretoria Fields Collective

12:00 noon – 1:00 p.m. CST (1:00 - 2:00 EST)

**LUNCH** (*sponsored by FLCBank*)

**THE HISTORY OF HEMP AND OPPORTUNITIES FOR THE FUTURE**

1:00 p.m. – 2:25 p.m. CST (2:00-3:00 EST)

**THE BUSINESS OF PROCESSING HEMP AND OPPORTUNITIES IN NORTH FLORIDA**

Moderator: Commissioner Kristin Dozier, Leon County Commission  
Danny Persaud, CEO, Danika Farms  
Keily Stiff, FDACS Hemp Advisory Committee, Red Hills Hemp, CEO  
Albert Etheridge, Co-Founder and COO, Pretoria Fields Collective  
Allen Witters, Founder and Senior Director, Gravitas Infinitum

2:25 p.m. - 2:35 p.m. CST (3:25-3:35 EST)

**BREAK**

2:35 p.m. – 3:15 p.m. CST (3:35-4:15 EST)

**MODERATED DISCUSSION WITH HEMP PANELISTS**

3:15 p.m. - 3:30 CST (4:15-4:30 p.m. EST)

**NEXT STEPS AND OPEN DISCUSSION**

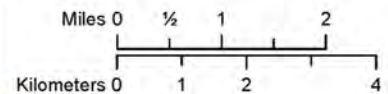
3:30 p.m. CST (4:30 EST)

**NETWORKING AND CLOSING**



# Strategic Sites Inside Urban Service Area

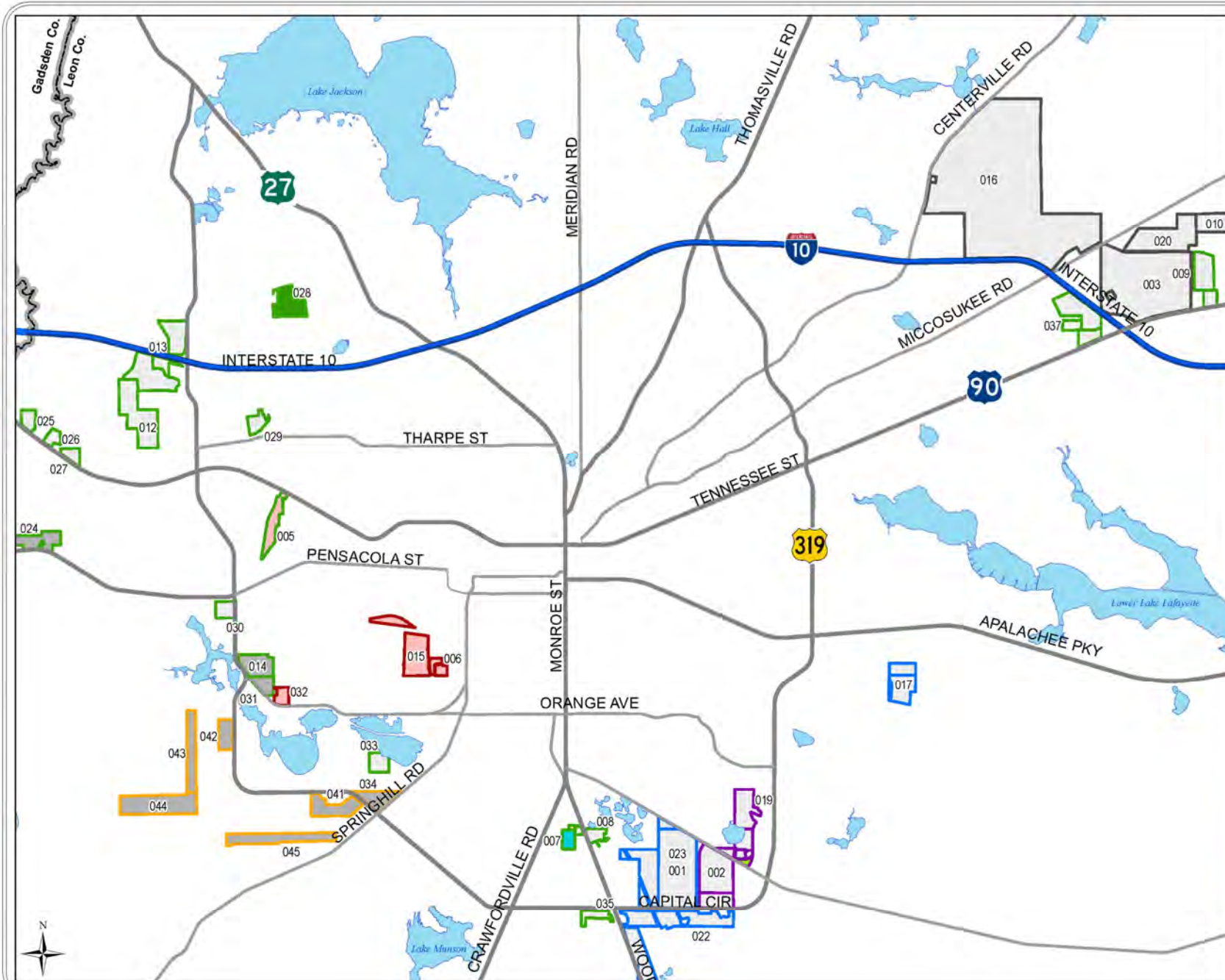
- Additional Plan Areas**
- Not in additional plan area (26)
  - Airport Master Plan (7)
  - Campus Master Plan (3)
  - Southeast Sector Plan (10)
  - Southeast Sector Plan & Southwood DRI (11)
  - Welaunee Critical Area Plan (4)
- Existing Land Use (2018)**
- Single Family Detached/Mobile Home (1)
  - Government Operation (1)
  - Schools/Colleges/Universities (4)
  - Open Space Resource Protection (1)
  - Open Space Recreation/Parks (1)
  - Transportation/Communications/Utilities (10)
  - Vacant (43)



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Tallahassee-Leon County  
OFFICE OF  
**ECONOMIC  
VITALITY**

May 2, 2019 DL



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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #9

December 5, 2019

<b>Title:</b>	Election of Blueprint Citizens Advisory Committee Vice-Chair
<b>Category:</b>	General Business
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Infrastructure Program Megan Doherty, Planning Manager, Blueprint Infrastructure Program

### STATEMENT OF ISSUE:

The CAC is required to elect a Vice-Chair to serve during 2020 who will ascend to the position of Chair at the first meeting in 2021.

### FISCAL IMPACT:

This item does not have a fiscal impact.

### RECOMMENDED ACTION:

Election of a CAC Vice-Chair to serve during 2020 and as Chair during 2021 as per the Bylaws.

### SUPPLEMENTAL INFORMATION:

J.R. Harding served as the 2019 Chairman, and Elva Peppers served as the 2018 Vice-Chair. Ms. Peppers will ascend to Chair effective January 1, 2020.

See below for Section 1.6 of the CAC Bylaws relating to elections. If no CAC meeting is held in November or December, or if quorum is not obtained, the election will occur at the first meeting of 2020.



## 1.6 CAC OFFICERS, ELECTIONS, AND DUTIES

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

## RECOMMENDED ACTION:

Election of a CAC Vice-Chair to serve during 2020 and as Chair during 2021 as per the Bylaws.

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #10  
December 5, 2019**

<b>Title:</b>	Northeast Gateway: Welaunee Boulevard – Traffic Modeling Summary Report
<b>Category:</b>	General Business
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item provides the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) with the Traffic Modeling Summary Report (Report) for the Northeast Gateway: Welaunee Boulevard project. This Report will be shared at the Traffic Modeling Information meeting scheduled for Tuesday, December 3, 2019 at Montford Middle School (789 Pimlico Drive) from 5:30 – 7:30 pm. A thorough presentation will be provided at the December 5, 2019 CAC meeting. Following the public meeting and including input from the Blueprint Technical Coordination Committee and CAC, an agenda item including a recommendation will be developed for consideration by the Blueprint Intergovernmental Agency Board of Directors (IA Board).

## **CAC RECOMMENDED ACTION:**

No recommended action at this time. However, the CAC may wish to provide a recommendation following the presentation and discussion at the CAC meeting on December 5, 2019 for consideration by the IA Board at their December 12, 2019 meeting.

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## TRAFFIC MODELING SUMMARY REPORT

Northeast Gateway: Welaunee Boulevard

Project Development and Environment Study

*Leon County, Florida*

November 2019

Prepared For:



Prepared By:



## EXECUTIVE SUMMARY

The purpose of this Traffic Modeling Summary Report is to outline the assumptions, methodologies, analyses, and findings from the traffic modeling component of the Project Traffic Analysis Report (PTAR) for the Northeast Gateway: Welaunee Boulevard Project Development and Environment (PD&E) Study.

Phase I of the Northeast Gateway project, as originally defined, is to evaluate extending Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10. In addition, Phase I of the project includes an extension of Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension. Following direction from the Blueprint Intergovernmental Agency Board at their September 5<sup>th</sup>, 2019 meeting, the parameters of the traffic modeling efforts were expanded, and additional corridors beyond the project as it was originally defined were evaluated.

To perform the traffic modeling, the Capital Region Transportation Planning Agency Model (CRTPA Model 2007) was used as the framework for developing a study-specific model that best represents the existing and future conditions within the northeast area.

Initially, 17 logical and feasible modeling corridors were screened to determine whether each was feasible for Phase I of the Northeast Gateway project. Following this initial screening, four modeling corridors were determined to remain feasible and were carried further for evaluation, which included Corridor 1, 2, 3, and 4 as shown in **Figure 3** on page 10 of this report. In addition to these four, the No Build Scenario was also carried forward for evaluation as it remains a required alternative throughout the PD&E process.

The remaining five corridors were analyzed for Opening Year 2025, Interim Year 2035, and Design Year 2045 utilizing various industry proven methods. The performance of each corridor was evaluated based on the ability to meet the purpose and need of the project as well as the ability to best preserve neighborhoods and residential areas. Based on these evaluations, the description and performance of each corridor is detailed in **Table I** on the following page.

The traffic modeling performed for this PD&E study is one of several tools that will be used as part of the comprehensive traffic analysis being conducted for this study. The next step in the traffic component of this study is to perform a detailed analysis of traffic conditions by forecasting future traffic volumes and evaluating segment and intersection operations on a daily and peak hour basis. These analyses will aid in the development of recommendations on roadway and intersection elements, such as lane geometry, turn lane locations, and lengths as well as intersection control and configurations.

**Table I. Descriptions and Performance of Modeling Corridor**

Modeling Corridor	Description	Performance
No Build Scenario	The No Build Scenario represents the existing roadway network without the proposed improvements associated with the Northeast Gateway project.	The No Build Scenario does not meet the purpose and need of the project and provides no benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
1	Corridor 1 is a combination of Corridors 2 and 3. This corridor is an extension of Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10 to connect at the existing intersection of Centerville Road and Roberts Road. In addition, this corridor includes extending Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension. This corridor may include a realignment of the western end of Roberts Road and a connection to Pimlico Drive, north of Montford Middle School.	Corridor 1 meets the purpose and need of the project and provides the most significant benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
2	Corridor 2 is the original Phase I of the Northeast Gateway project. This corridor extends Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10. In addition, this includes an extension of Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension.	Corridor 2 meets the purpose and need of the project and provides benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
3	Corridor 3 is an extension of Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10 to connect at the existing intersection of Centerville Road and Roberts Road. This corridor may include a realignment of the western end of Roberts Road and a connection to Pimlico Drive, north of Montford Middle School.	Corridor 3 meets the purpose and need of the project and provides significant benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
4	Corridor 4 is an extension of Welaunee Boulevard eastward from its existing termini, east of Fleischmann Road, to connect with an extension of Thornton Road. This corridor does not cross over I-10.	Corridor 4 meets the purpose and need of the project and provides limited benefit to the roadway network in Opening Year 2025 and an even more limited benefit in Interim Year 2035. This corridor does not meet the purpose and need of the project in Design Year 2045.



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## INTRODUCTION

The purpose of this Traffic Modeling Summary Report is to outline the assumptions, methodologies, analyses, and findings from the traffic modeling component of the Project Traffic Analysis Report (PTAR) for the Northeast Gateway: Welaunee Boulevard Project Development and Environment (PD&E) Study.

The traffic modeling component of this PD&E study is the first step in the comprehensive traffic analysis that is being conducted as part of this study. While traffic modeling is a natural component in the progression of a PD&E study, through project coordination and public feedback, the Blueprint Intergovernmental Agency Board provided direction at their September 5<sup>th</sup>, 2019 meeting to expand the parameters of the traffic modeling efforts, which allowed the project team to evaluate additional corridors beyond the project as it was originally defined. This led to the development and evaluation of various logical and feasible roadway network scenarios, which were developed and evaluated utilizing the tools and methodologies outlined in this report.

### Project Description

Phase I of the Northeast Gateway project, as originally defined, is to evaluate extending Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10. In addition, Phase I of the project includes an extension of Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension.

### Purpose and Need

The purpose of the project is to improve regional mobility and enhance connectivity for motorized and non-motorized users. In addition, the Northeast Gateway will reduce transportation pressures on surrounding roadways resulting from existing, ongoing, and proposed development on adjacent properties.

The project is needed to provide an alternative route for existing users of Centerville and Miccosukee Roads—two scenic roadways that are locally protected and designated as Canopy Roads. Ongoing and proposed development of the 7,000-acre Welaunee Critical Area Plan, which is nearly entirely located between Centerville and Miccosukee Roads, will result in increased congestion on these two Canopy Roadways, should a new transportation facility not be developed. In addition, the project is anticipated to provide relief to U.S. 319 (Thomasville Road) and U.S. 90 (Mahan Drive)—the first phase of a new regional gateway into Tallahassee.

## TRAVEL DEMAND MODELING

### What is a Travel Demand Model?

A travel demand model is a planning tool that utilizes computer programs to replicate real-world travel patterns and forecasts future travel needs. Travel demand modeling includes elements such as roadway networks and land use data within a Transportation Analysis Zone (TAZ). Land use data associated with each TAZ includes socioeconomic data, such as population and employment data, to calculate the expected demand on surrounding transportation facilities.

In general, a travel demand model operates based on the assumption that a trip will default to the quickest and most direct route to its destination based on travel time and roadway characteristics. It should be noted that traffic modeling provides a macroscopic view of forecasted daily traffic volumes and patterns, which may vary from actual daily traffic volumes and patterns. Forecasted daily traffic volumes represent total trips and do not distinguish between passenger cars and heavy vehicles nor do they distinguish mode choice, such as vehicle driver versus a transit rider.

### Base Travel Demand Model

The Capital Region Transportation Planning Agency Model (CRTPA Model 2007) was used as the basis and framework to model and evaluate various land use and roadway network scenarios within the surrounding area of influence as part of the traffic modeling efforts.

The CRTPA 2007 Model is the adopted base year travel demand model for Florida's Capital Region and contains the roadway network and socioeconomic dataset associated with the 2035 Existing + Committed (E+C) scenario. The E+C scenario represents the existing roadway network with the addition of future roadways and developments that have been committed to. For the traffic modeling performed for this PD&E study, the E+C scenario was used as the basis for developing a robust, study-specific model.

Within the framework of this base model, additional modeling inputs such as roadway facility type, area type, and laneage have been established. Maps depicting these attributes are shown in **Appendix A**. Daily model traffic volumes for the 2007 Base Year model, without any modifications, are shown in **Appendix B**.

### Development of a Study-Specific Model

As previously mentioned, the 2035 E+C scenario was used as the basis for developing a study-specific model to perform the traffic modeling for this study and has been modified as detailed below.

#### Analysis Years

Traffic modeling analyses were conducted for Opening Year 2025, Interim Year 2035, and Design Year 2045. Since 2035 was the latest year within the model, the socioeconomic data associated with the 2035 E+C scenario was extrapolated to develop the dataset for 2045. To obtain datasets for 2025 and 2035, the data associated with the 2007 Base Year model and 2045 Design Year model was interpolated.

The 2025, 2035, and 2045 datasets obtained through interpolation and extrapolation were considered raw datasets, as they were further modified based on the assumptions outlined in the sections below.

---

### Roadway Network Assumptions

The roadway network from the 2035 E+C scenario was retained for the 2025, 2035, and 2045 modeling scenarios and included additional potential future roadways that may be privately or publicly funded by an organization other than Blueprint Intergovernmental Agency.

In the 2025 modeling scenario, an extension of Dempsey Mayo Road was included that extends from Miccosukee Road to Centerville Road.

In the 2035 and 2045 modeling scenarios, extensions of Dempsey Mayo Road, Edenfield Road, and Thornton Road were included. The Edenfield Road and Thornton Road extensions extends from Miccosukee Road to the proposed Welaunee Boulevard. In addition, both 2035 and 2045 modeling scenarios were evaluated with and without a potential future interchange at I-10 and Welaunee Boulevard.

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### Land Use Assumptions

The socioeconomic data associated with the 2035 E+C scenario was used as the basis for developing socioeconomic datasets for the 2025, 2035, and 2045 modeling scenarios. As previously mentioned, the raw dataset for 2045 was extrapolated while the others were obtained through interpolation. Additional modifications made to these raw datasets were developed in coordination with the Tallahassee-Leon County Planning Department (TLCPD) and landowners in the area.

Further modifications to the raw datasets were made within the immediate project area and surrounding area of influence, such as the Welaunee area. **Figure 1** depicts the Welaunee area, which is commonly referred to as the Toe, Heel, and Arch. The Toe refers to the area south of I-10 bounded by Miccosukee Road, Fleischmann Road, and Centerville Road. The Heel refers to the area north of I-10, near the I-10 and U.S. 90 (Mahan Drive) interchange, bounded by Mahan Road and Miccosukee Road. The Arch refers to the area north of I-10 bounded by Centerville Road, Roberts Road, and Crump Road.

**Table 1** through **Table 3** shows the socioeconomic data associated with each zone that has been modified. Modified socioeconomic data is listed by TAZ. **Figure 2** depicts the TAZ boundaries and respective TAZ number. The values within these tables represent the number of single-family dwelling units, multi-family dwelling units, and total employees within each zone. A single-family dwelling unit is considered a detached, single-family home. A multi-family dwelling unit is considered a building that is designed to house several families, such as an apartment building. Total employees represent the non-residential land uses within a zone.

Additional noteworthy areas that were reviewed and incorporated into these modeling efforts included major ongoing and approved planned developments in the vicinity of Bannerman Road as well as anticipated growth at Roberts Elementary School and Montford Middle School.



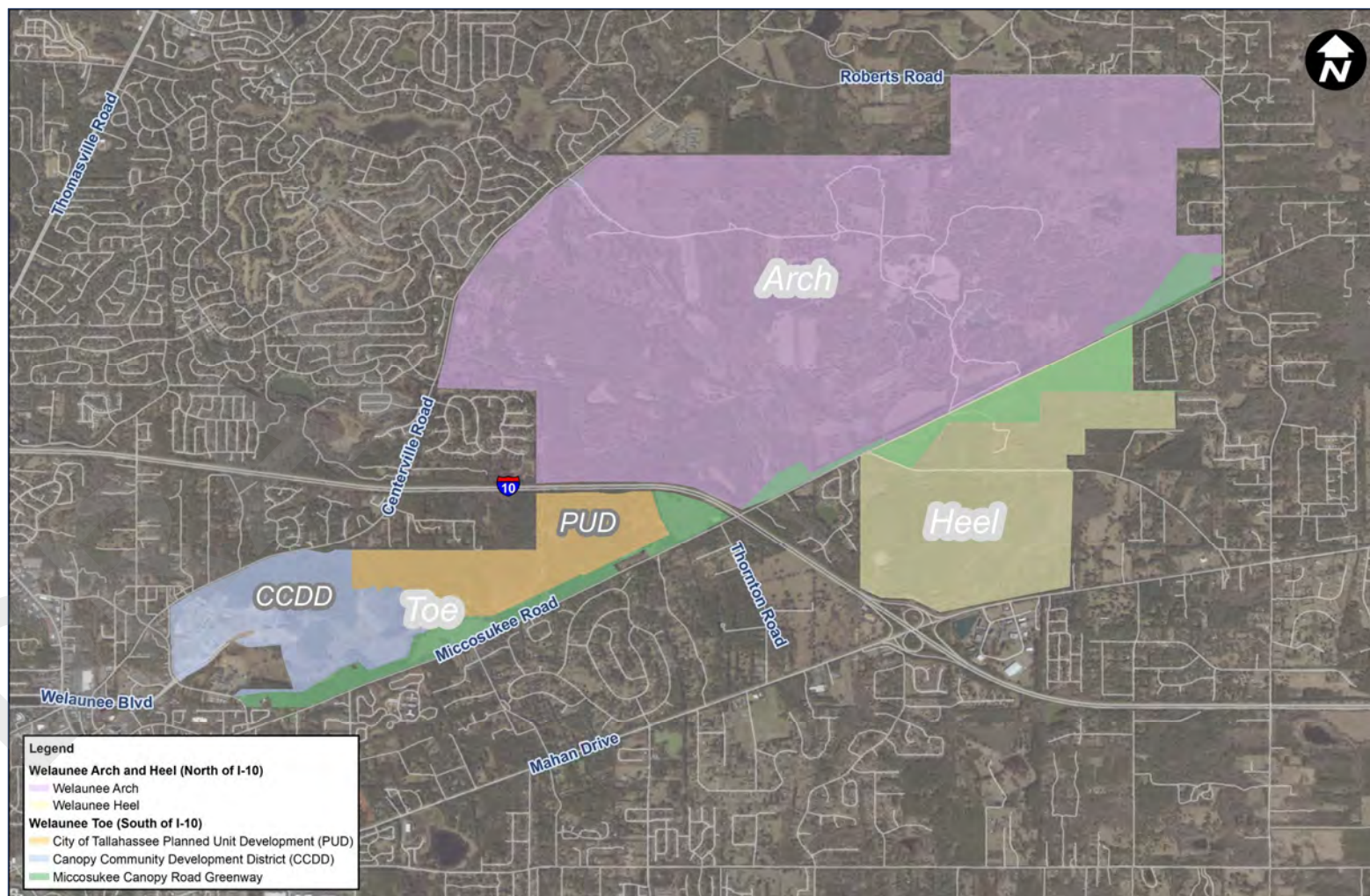


Figure 1. Welaunee Area



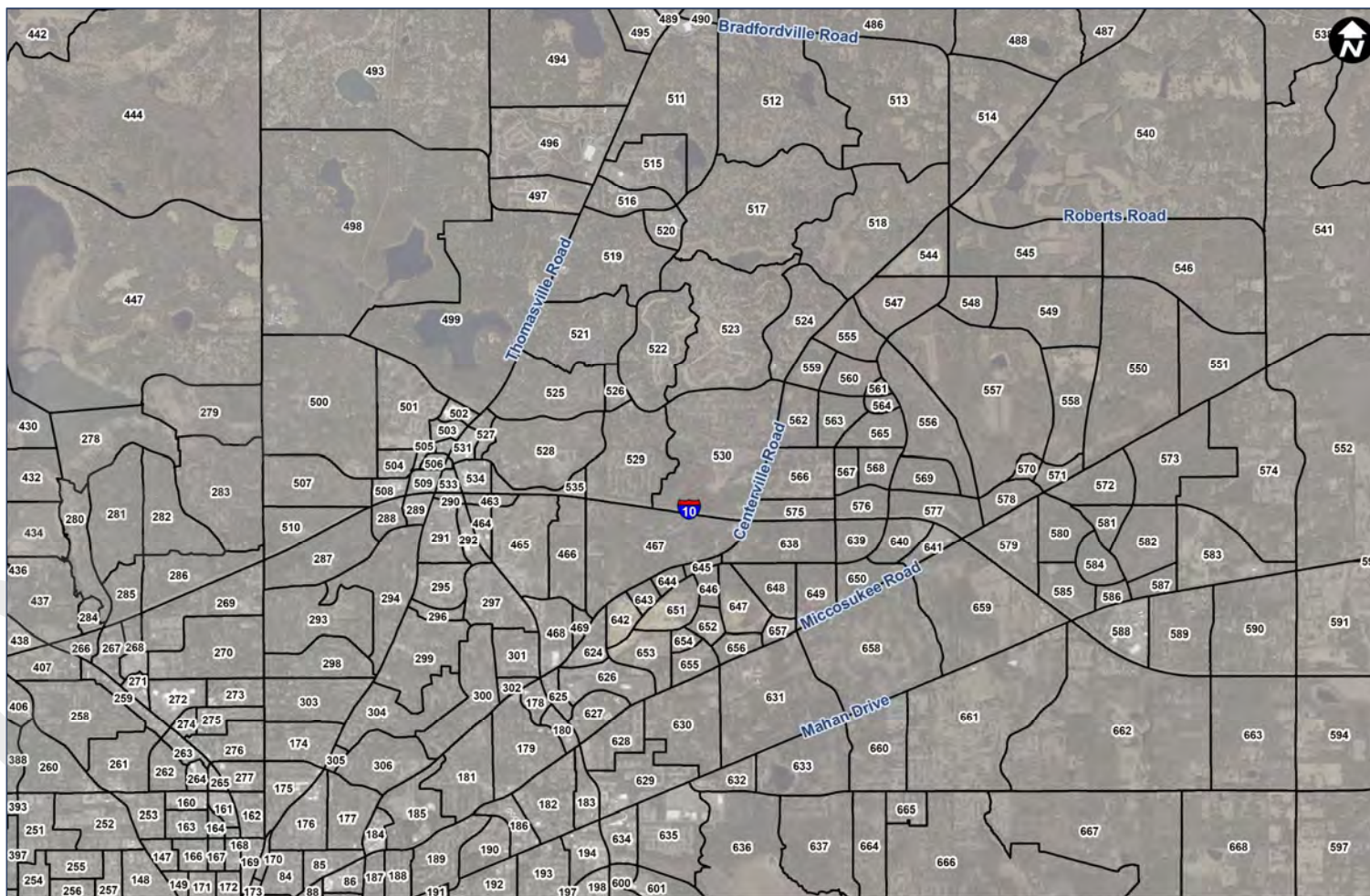


Figure 2. Transportation Analysis Zone (TAZ) Map

**Table 1. Welaunee Toe 2025, 2035, and 2045 Modified Land Use Data**

Transportation Analysis Zone (TAZ)	2025			2035			2045		
	Single- Family Dwelling Units	Multifamily Dwelling Units	Total Employees	Single- Family Dwelling Units	Multifamily Dwelling Units	Total Employees	Single- Family Dwelling Units	Multifamily Dwelling Units	Total Employees
<b>Canopy Community Development District (CCDD)</b>									
642	69	68	126	81	119	172	92	169	216
643	160	0	10	193	0	6	225	0	0
644	24	0	9	35	0	5	45	0	0
645	0	0	7	0	0	4	0	0	0
646	16	0	13	23	0	7	30	0	0
647	2	0	63	3	0	31	3	0	0
651	71	0	103	77	141	181	83	282	258
652	425	0	93	511	0	97	596	0	100
653	1	98	103	2	93	224	2	87	345
654	17	0	6	24	0	3	30	0	0
655	29	2	17	39	2	9	48	2	0
<i>Subtotal</i>	<i>814</i>	<i>168</i>	<i>550</i>	<i>984</i>	<i>354</i>	<i>736</i>	<i>1,154</i>	<i>540</i>	<i>919</i>
<b>City of Tallahassee Planned Unit Development (PUD)</b>									
639	0	0	0	63	63	133	194	194	408
640	0	0	0	91	91	100	280	279	307
641	0	0	0	0	0	0	1	0	0
648	0	0	0	0	0	0	252	0	43
649	0	0	0	0	0	0	189	0	28
650	0	0	0	35	35	15	210	207	87
<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>189</i>	<i>188</i>	<i>247</i>	<i>1,126</i>	<i>680</i>	<i>873</i>
<b>TOTAL</b>	<b>814</b>	<b>168</b>	<b>550</b>	<b>1,173</b>	<b>542</b>	<b>983</b>	<b>2,280</b>	<b>1,220</b>	<b>1,792</b>

**Table 2. Welaunee Heel 2025, 2035, and 2045 Modified Land Use Data**

Transportation Analysis Zone (TAZ)	2025			2035			2045		
	Single- Family Dwelling Units	Multifamily Dwelling Units	Total Employees	Single- Family Dwelling Units	Multifamily Dwelling Units	Total Employees	Single- Family Dwelling Units	Multifamily Dwelling Units	Total Employees
572	0	0	0	0	0	63	0	0	125
573	0	0	0	1	0	85	1	0	169
580	0	0	0	0	0	56	0	0	113
581	0	0	0	0	0	28	0	0	54
582	0	0	0	1	0	75	1	0	150
584	0	0	0	0	0	34	0	0	67
585	0	0	5	131	113	201	261	156	396
586	0	0	0	0	0	14	0	0	28
587	0	0	0	1	0	21	2	0	41
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>133</b>	<b>113</b>	<b>575</b>	<b>265</b>	<b>156</b>	<b>1143</b>

**Table 3. Welaunee Arch 2025, 2035, and 2045 Modified Land Use Data**

Transportation Analysis Zone (TAZ)	2025			2035			2045		
	Single-Family Dwelling Units	Multifamily Dwelling Units	Total Employees	Single-Family Dwelling Units	Multifamily Dwelling Units	Total Employees	Single-Family Dwelling Units	Multifamily Dwelling Units	Total Employees
545	7	0	0	7	0	-1	7	0	2
546	24	0	0	24	0	-3	24	0	5
547	0	0	0	0	0	0	0	0	0
548	0	0	0	0	0	0	0	0	0
549	0	0	0	0	0	0	0	0	0
550	0	0	0	0	0	0	0	0	1
551	0	0	0	0	0	0	0	0	0
555	0	0	0	0	0	0	125	0	0
556	0	0	0	0	0	0	635	0	0
557	0	0	0	0	0	0	400	0	0
558	0	0	0	0	0	0	183	0	30
559	0	0	0	0	0	0	101	0	131
560	0	0	0	0	0	0	100	0	217
561	0	0	0	0	0	0	50	0	13
562	0	0	5	0	0	0	376	0	0
563	0	0	0	0	0	0	330	0	0
564	0	0	0	0	0	0	50	0	0
565	0	0	0	0	0	0	325	0	0
567	0	0	0	0	0	0	175	0	0
568	0	0	0	63	0	50	250	0	199
569	0	0	0	88	0	56	350	0	224
570	0	0	0	0	0	0	50	0	21
571	0	0	0	0	0	0	50	0	37
576	0	0	0	25	125	91	101	500	363
577	0	0	0	38	125	128	152	500	513
578	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>31</b>	<b>0</b>	<b>5</b>	<b>244</b>	<b>250</b>	<b>321</b>	<b>3,834</b>	<b>1,000</b>	<b>1,756</b>

## MODELING CORRIDORS

### No Build Scenario

A No Build Scenario was evaluated, which represents the existing roadway network without the proposed improvements associated with the Northeast Gateway. The No Build Scenario remains a viable alternative throughout the PD&E process. Forecasted traffic volumes associated with the No Build Scenario for 2025, 2035, and 2045 are shown in **Appendix C**. The No Build Scenario was utilized as the basis for comparison of all corridors.

### Initial Screening of Corridors

For the traffic modeling efforts, 17 initial modeling corridors were developed and screened. These corridors were logical and feasible roadways that enhanced connectivity within the existing roadway network and included various routes and connections throughout the northeast. General alignments for each modeling corridor can be found in **Appendix D**. Each modeling corridor was screened to determine whether the corridor was feasible for Phase I of the Northeast Gateway project.

### Feasible Corridors

Following the initial screening of modeling corridors, four corridors remain feasible for Phase I of the Northeast Gateway in addition to the No Build Scenario. **Table 4** lists the remaining corridors that underwent further study and evaluation, which are also depicted in **Figure 3**.

**Table 4. Descriptions of Feasible Corridors**

Modeling Corridor	Description
No Build Scenario	The No Build Scenario represents the existing roadway network without the proposed improvements associated with the Northeast Gateway project.
1	Corridor 1 is a combination of Corridors 2 and 3. This corridor is an extension of Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10 to connect at the existing intersection of Centerville Road and Roberts Road. In addition, this corridor includes extending Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension. This corridor may include a realignment of the western end of Roberts Road and a connection to Pimlico Drive, north of Montford Middle School.
2	Corridor 2 is the original Phase I of the Northeast Gateway project. This corridor extends Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10. In addition, this includes an extension of Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension.
3	Corridor 3 is an extension of Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10 to connect at the existing intersection of Centerville Road and Roberts Road. This corridor may include a realignment of the western end of Roberts Road and a connection to Pimlico Drive, north of Montford Middle School.
4	Corridor 4 is an extension of Welaunee Boulevard eastward from its existing termini, east of Fleischmann Road, to connect with an extension of Thornton Road. This corridor does not cross over I-10.



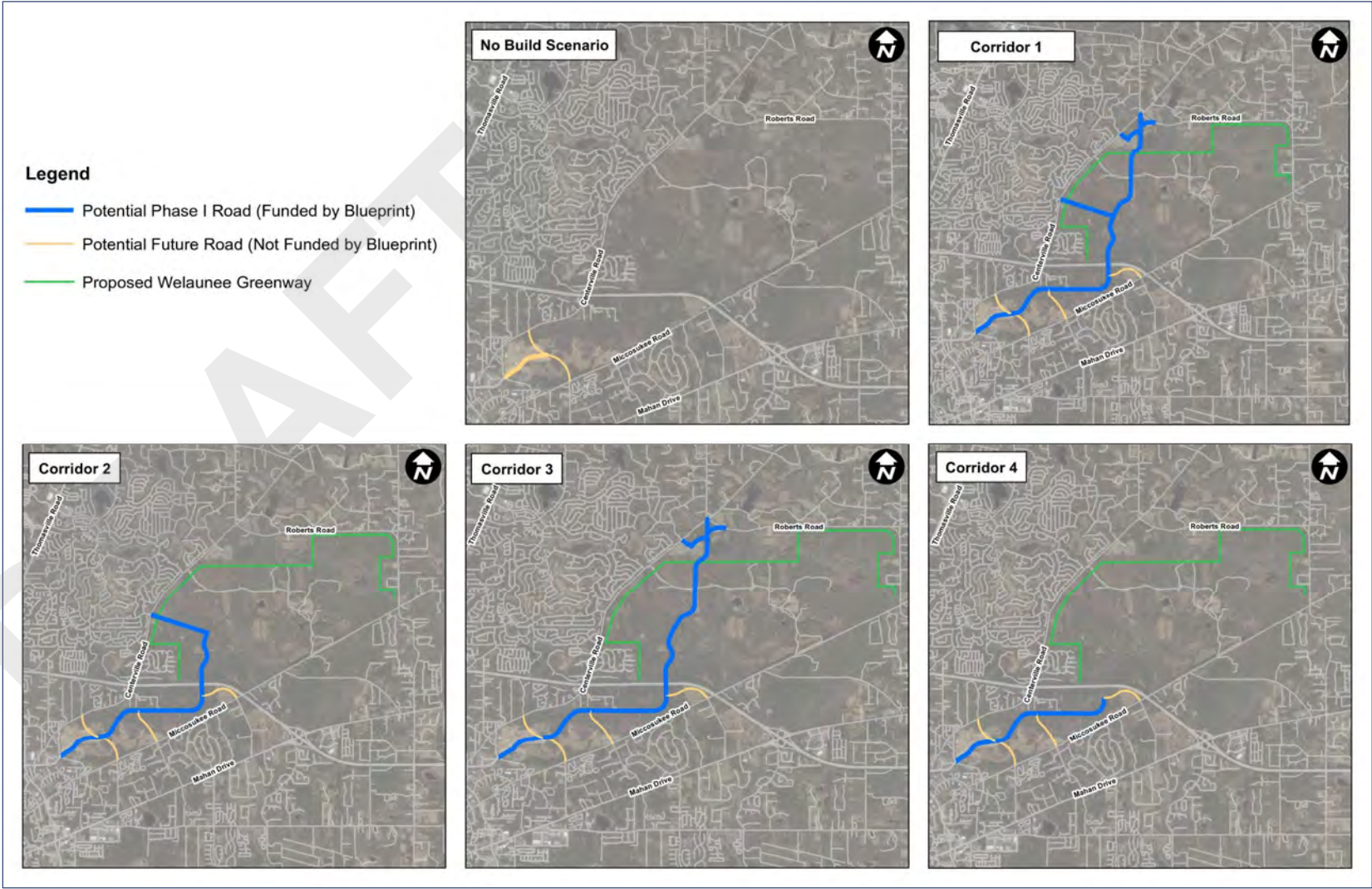


Figure 3. Study Corridors



## EVALUATION OF FEASIBLE CORRIDORS

### Study Area

The modeling study area extends beyond the immediate project area and includes an evaluation of 29 roadways that serve the northeast area. The study area is bounded to west by Thomasville Road and Capital Circle NE, to the north by Bradfordville Road and Pisgah Church Road, to the east by Proctor Road and Crump Road, and to the south by Mahan Drive. **Figure 4** depicts the roadways studied and evaluated as part of the traffic modeling analyses.

Since the travel demand model is a regional model, these segments include major roadways such as arterials and collectors, but do not include local roads such as residential streets, as these are not within the model. An arterial is a major thoroughfare with the primary purpose of moving traffic from one location to another. The characteristics of arterials may vary slightly depending on whether the roadway is classified as a principal or minor arterial as well as an urban or rural arterial. For example, Thomasville Road is classified as a principle arterial while Centerville Road is classified as a minor arterial. A collector is intended to serve as the primary connection between local roads and arterials. The characteristics of collectors may also vary depending on whether the roadway is classified as a major or minor collector. For example, Killarney Way and Thornton Road are classified as major collectors while McLaughlin Drive and Edenfield Road are classified as minor collectors.

To provide additional context, a typical trip that sets out to reach a freeway will begin on a local road, continue to a collector road then an arterial, which would provide access to a freeway. For more detail on the functional classification of roadways in the northeast area, including those studied, the City of Tallahassee's Roadway Functional Classification map can be found in **Appendix E**.

### Evaluation Criteria

Criteria was developed to evaluate each feasible corridor from both a regional and local perspective. Primary evaluation criterion was based on a corridor's ability to satisfy the purpose and need of the project, which includes providing regional mobility, relieving surrounding roadway facilities, protecting the Canopy Roads, enhancing connectivity, and providing support for a potential future interchange at I-10 and Welaunee Boulevard. Secondary evaluation criterion was based on a corridor's ability to preserve neighborhoods and residential areas by improving the balance and distribution of traffic.

### Evaluation Methods and Findings

To determine a corridor's ability to meet the criteria defined above, several evaluation methods were employed to ensure that the findings were based on a wholistic approach. The findings of each corridor are presented both numerically and graphically and are detailed in **Table 5**. As previously mentioned, the traffic modeling analyses are performed through a model to model comparison. Therefore, all corridors were evaluated in comparison to the No Build Scenario for the respective year being analyzed. For example, forecasted daily model volumes for 2025 Corridor 1 were evaluated in comparison to the forecasted daily model volumes for the 2025 No Build Scenario. Forecasted daily model volumes for the 2025, 2035, and 2045 No Build Scenarios can be found in **Appendix C**.

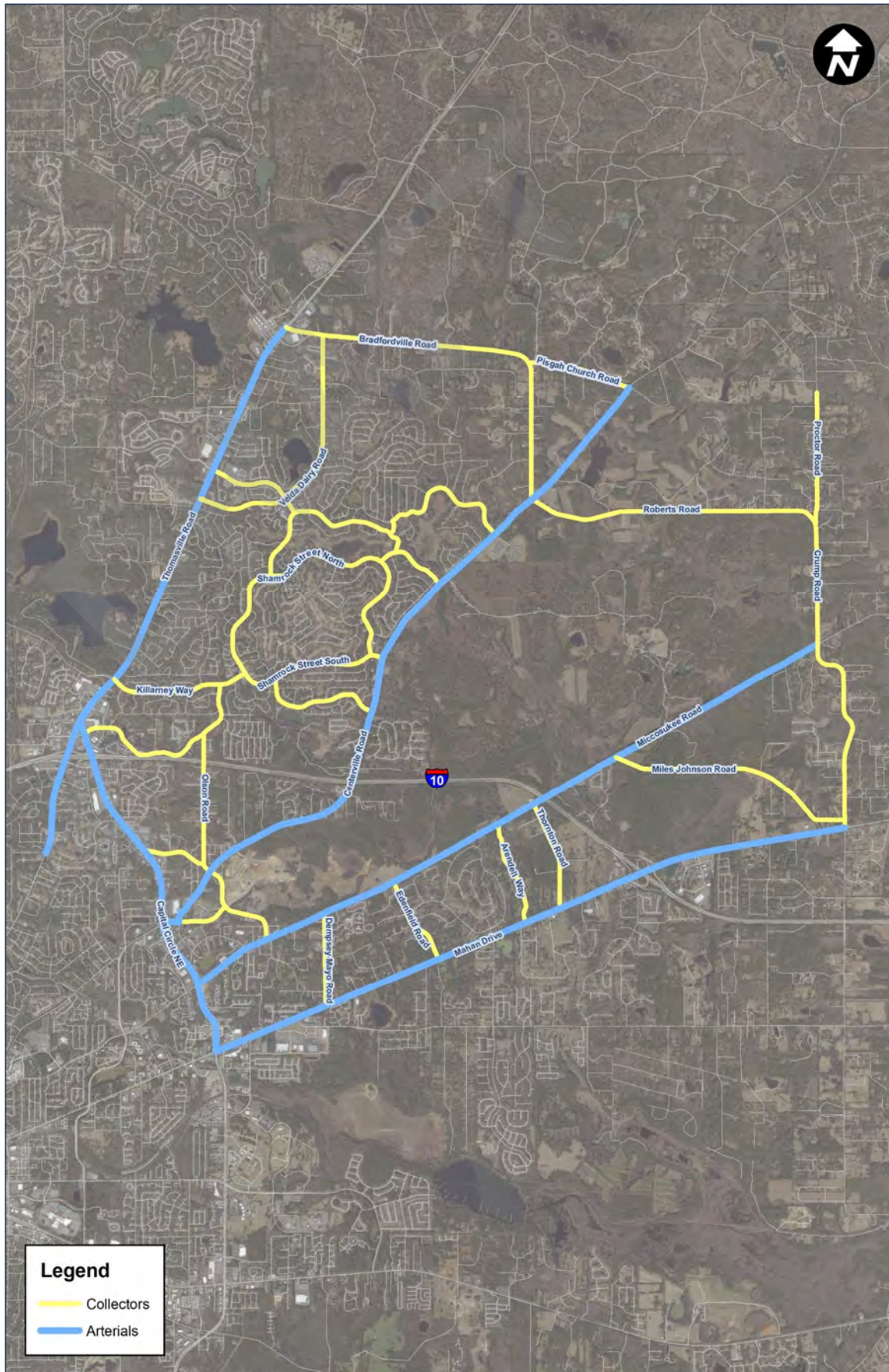


Figure 4. Modeling Roadways Studied



**Table 5. Feasible Corridor Evaluation Methods**

Evaluation Method	Evaluation Years	Description of Evaluation Method	Evaluation Method Metrics	Format	Location of Method Results
<b>Quantitative Evaluation</b>	2025 2035 2045	This evaluation method represents the net change between forecasted daily model volumes for an individual corridor and the No Build Scenario for that respective year. The purpose of this method is to estimate the potential future change in traffic patterns resulting from each corridor.	This evaluation method is presented in a color-coded table format, which shows forecasted daily model volumes by roadway segment, and is color-coded based on whether a roadway segment increases, decreases, or stays the same in comparison to the No Build Scenario. In this table, yellow signifies an increase and green signifies a decrease or no change in forecasted daily model volumes along the respective segment.	Table	<b>Appendix F</b>
<b>Quantitative Evaluation</b>	2025 2035 2045	This evaluation method is similar to the evaluation method presented above but is presented in a map format over an aerial background. This evaluation method represents the net change between forecasted daily model volumes for an individual corridor and the No Build Scenario for that respective year. The purpose of this method is to estimate the potential future change in traffic patterns resulting from each corridor.	This evaluation method is presented in a color-coded map format, which shows forecasted daily model volumes by roadway segment, and is color-coded based on whether a roadway segment increases, decreases, or stays the same in comparison to the No Build Scenario. In this map, yellow signifies an increase, bright green signifies a decrease, and dark green signifies a decrease or no change in forecasted daily model volumes along the respective segment.	Map	<b>Appendix G</b>
<b>Qualitative Evaluation</b>	2025 2035 2045	This evaluation method goes a step further than the quantitative evaluation method by evaluating the estimated impact associated with the net change between forecasted daily model volumes for an individual corridor and the No Build Scenario for that respective year. The purpose of this method is to estimate the potential significance behind future changes in traffic patterns resulting from each corridor.	This evaluation method is presented in a color-coded map format, which shows forecasted daily model volumes by roadway segment. In contrast, this method is color-coded based on whether a corridor has no to low impact or a moderate impact on a roadway segment in comparison to the No Build Scenario. In this map, yellow signifies a moderate impact and green signifies no to low impact. A moderate impact represents a forecasted daily model volume increase of 5% or more in comparison to the No Build Scenario. A no to low impact represents a forecasted daily model volume decrease or increase of less than 5%.	Map	<b>Appendix H</b>
<b>Volume to Capacity Evaluation</b>	2025 2035 2045	This evaluation method builds upon the Quantitative Evaluation by evaluating roadway segments that are overcapacity during the peak hour as they exist today to determine whether an individual corridor shows help to relief segments that have existing deficiencies. The purpose of this method is to estimate the magnitude of benefit to study area roadways with existing deficiencies.	This evaluation method analyzes volume to capacity (v/c), which is the ratio of traffic on a roadway segment to the capacity of that segment. A v/c ratio of 1.0 indicates that a roadway segment is operating at capacity, while a v/c ratio of less than 1.0 indicates that a roadway segment is operating below capacity. In summary, this evaluation method is presented in a color-coded table format, which shows forecasted daily model volumes by roadway segment, and is color-coded based on whether a roadway segment increases, decreases, stays the same in comparison to the No Build Scenario as well as whether the segment has a v/c of 1.0 or greater and decreases or has a v/c of 1.0 or greater and increases. In this table, yellow signifies an increase, green signifies a decrease or no change, bright green signifies a segment that has an existing deficiency and is relieved, and red signifies a segment that has an existing deficiency but is not relieved.	Table	<b>Appendix I</b>

Utilizing the criteria and methods outlined above, a traffic modeling summary matrix was developed to summarize the performance of the No Build Scenario and the four feasible corridors in 2025, 2035, and 2045, which is depicted in **Figure 5**.

Traffic Modeling Summary Matrix															
Criteria	Opening Year 2025 Modeling Corridor					Interim Year 2035 Modeling Corridor					Design Year 2045 Modeling Corridor				
	No Build Scenario	1	2	3	4	No Build Scenario	1	2	3	4	No Build Scenario	1	2	3	4
Evaluation of Primary Arterials															
Relieves Centerville Road	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Relieves Miccosukee Road	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Relieves Thomasville Road	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Relieves Mahan Drive	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Potential for a Future I-10 Interchange	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Evaluation of Secondary Arterials and Noteworthy Connectors															
Relieves Killlearn Estates Roadways	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Relieves Killlearn Center Boulevard	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Relieves Olson Road	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

Figure 5. Traffic Modeling Summary Matrix

## PEER REVIEW AND ADDITIONAL COORDINATION

### Peer Review

As part of the traffic modeling efforts performed for this study, independent peer reviews of the modeling methodology, assumptions, input parameters, and results were conducted by Michael-Baker International and HNTB to ensure a reasonable, holistic approach was employed consistent with industry standards.

### Additional Coordination

In addition to the independent peer review, ongoing coordination has occurred with Leon County Government, City of Tallahassee, Hopping Green & Sams (legal representatives for Powerhouse, Inc.), Dantin Consulting (engineering representative for Killearn Homes Association), and Keep It Rural.

It should be noted that the parties mentioned above include only those that have been coordinated with directly regarding the traffic modeling component of this PD&E study. Further coordination with stakeholders and City and County leadership as well as community engagement opportunities occurred and will continue to take place as the project progresses.

## SUMMARY

Based on the extensive traffic modeling analyses performed for this PD&E study, **Table 6** details the performance of each corridor.

The traffic modeling performed for this PD&E study is one of several tools that will be utilized in the comprehensive traffic analysis being conducted for this study. The next step in the traffic component of this study is to perform a detailed analysis of traffic conditions by forecasting future traffic volumes and evaluating segment and intersection operations on a daily and peak hour basis. These analyses will aid in the development of recommendations on roadway and intersection elements, such as turn lane locations and lengths as well as intersection configurations.

**Table 6. Summary of the Performance of Feasible Corridors**

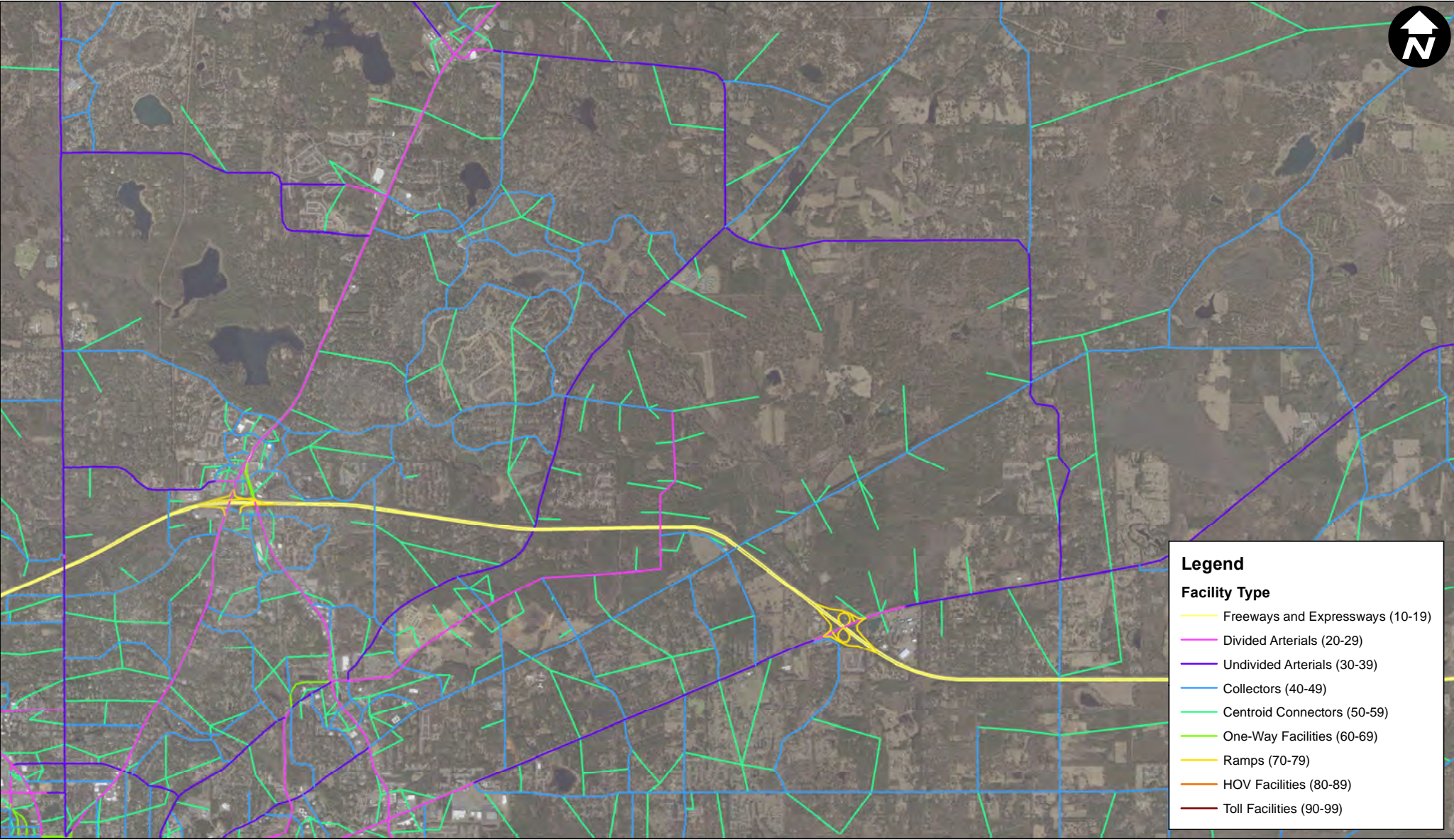
Modeling Corridor	Description	Performance
No Build Scenario	The No Build Scenario represents the existing roadway network without the proposed improvements associated with the Northeast Gateway project.	The No Build Scenario does not meet the purpose and need of the project and provides no benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
1	Corridor 1 is a combination of Corridors 2 and 3. This corridor is an extension of Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10 to connect at the existing intersection of Centerville Road and Roberts Road. In addition, this corridor includes extending Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension. This corridor may include a realignment of the western end of Roberts Road and a connection to Pimlico Drive, north of Montford Middle School.	Corridor 1 meets the purpose and need of the project and provides the most significant benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
2	Corridor 2 is the original Phase I of the Northeast Gateway project. This corridor extends Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10. In addition, this includes an extension of Shamrock Street South eastward from Centerville Road to connect at an intersection with the Welaunee Boulevard extension.	Corridor 2 meets the purpose and need of the project and provides benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
3	Corridor 3 is an extension of Welaunee Boulevard from its existing termini, east of Fleischmann Road, to the northeast over I-10 to connect at the existing intersection of Centerville Road and Roberts Road. This corridor may include a realignment of the western end of Roberts Road and a connection to Pimlico Drive, north of Montford Middle School.	Corridor 3 meets the purpose and need of the project and provides significant benefit to the existing roadway network in Opening Year 2025 and through Design Year 2045.
4	Corridor 4 is an extension of Welaunee Boulevard eastward from its existing termini, east of Fleischmann Road, to connect with an extension of Thornton Road. This corridor does not cross over I-10.	Corridor 4 meets the purpose and need of the project and provides limited benefit to the roadway network in Opening Year 2025 and an even more limited benefit in Interim Year 2035. This corridor does not meet the purpose and need of the project in Design Year 2045.



# **APPENDIX A:**

## **MODELED ROADWAY FACILITY TYPE, AREA TYPE, AND NUMBER OF LANES**

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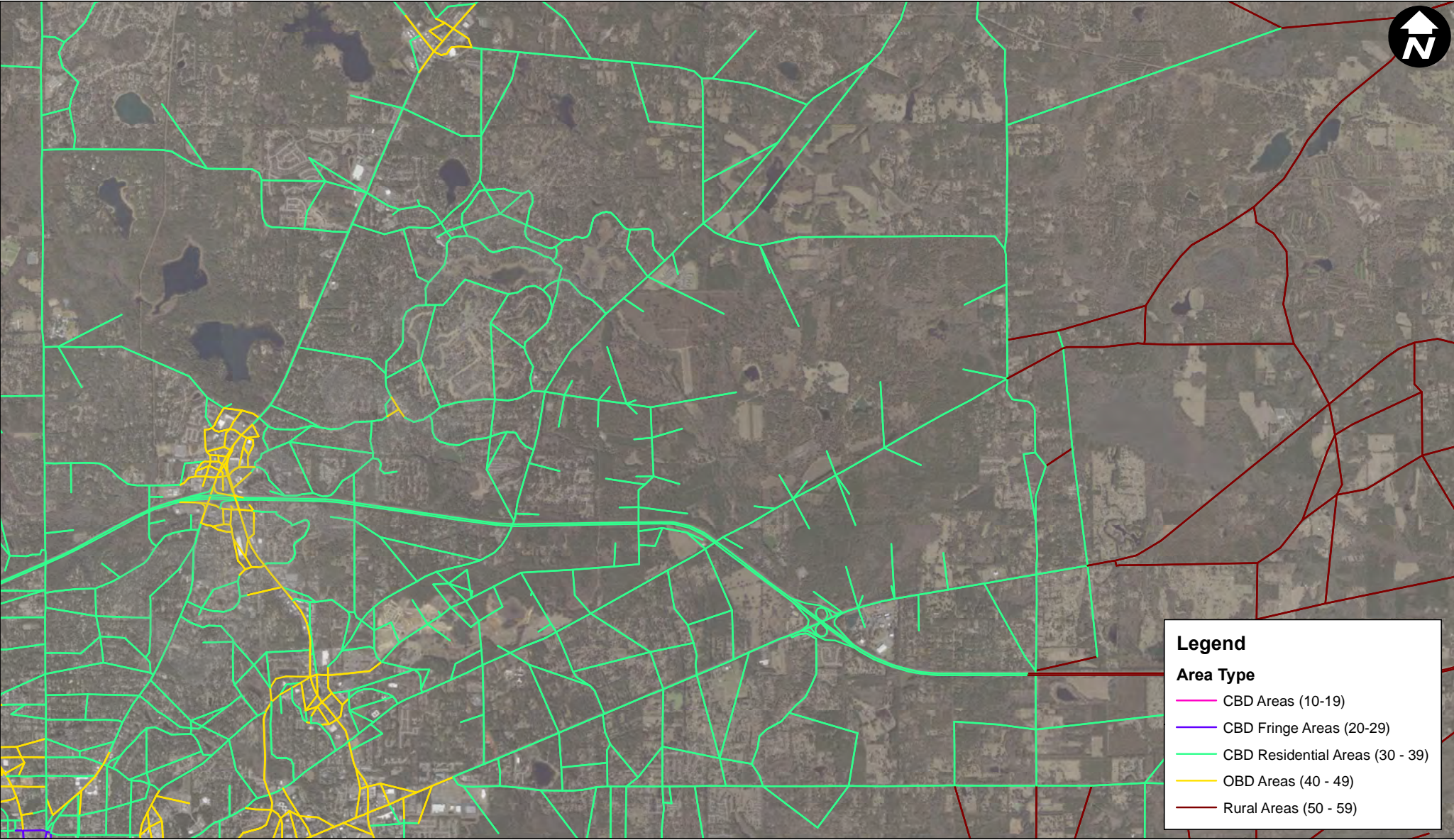


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

# Modeling Inputs: Facility Type

*Note: 2025 Corridor 1 modeling network shown.*



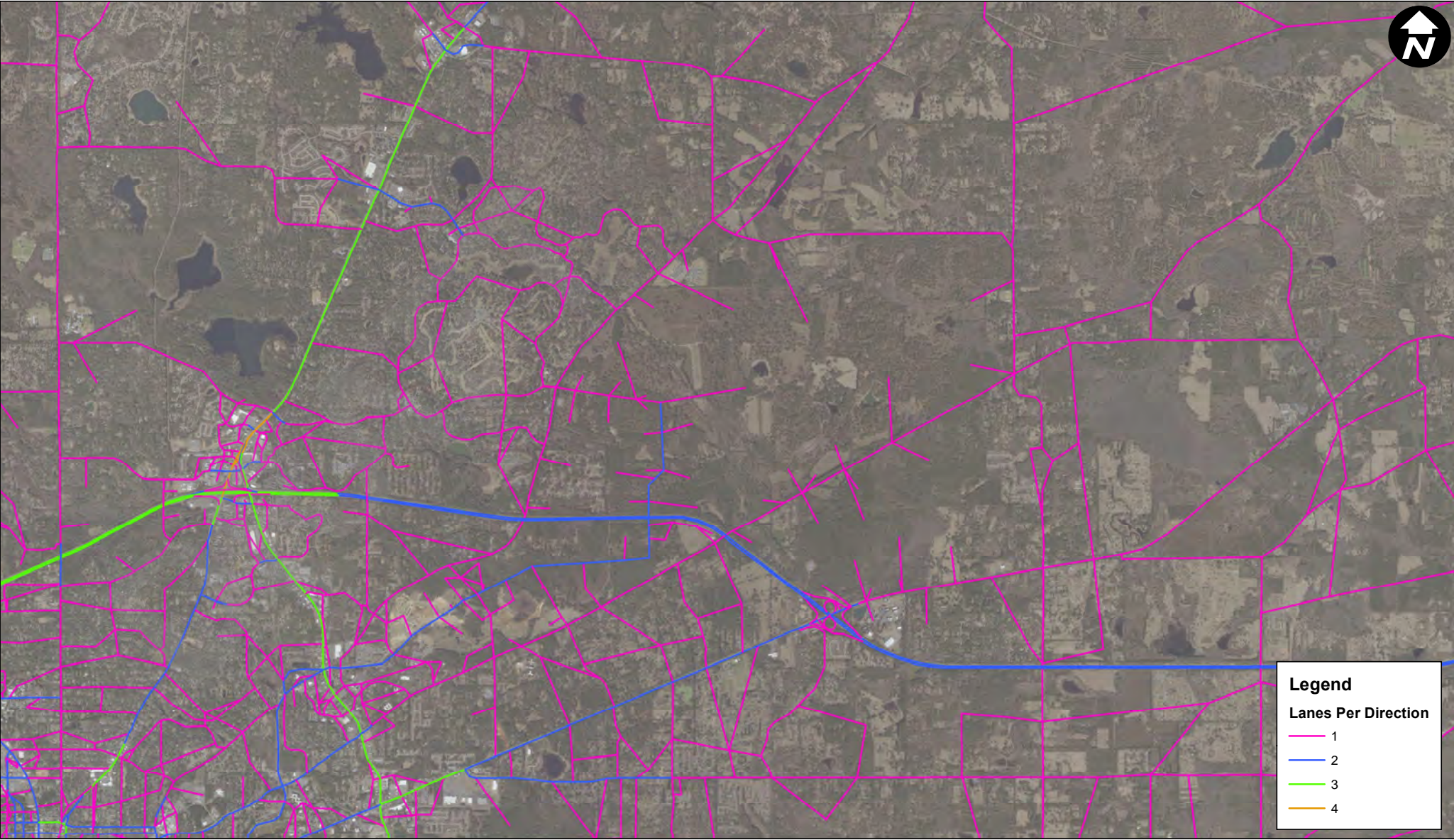


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

Modeling Inputs: Area Type

*Note: 2025 Corridor 1 modeling network shown.*





Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

Modeling Inputs: Number of Lanes

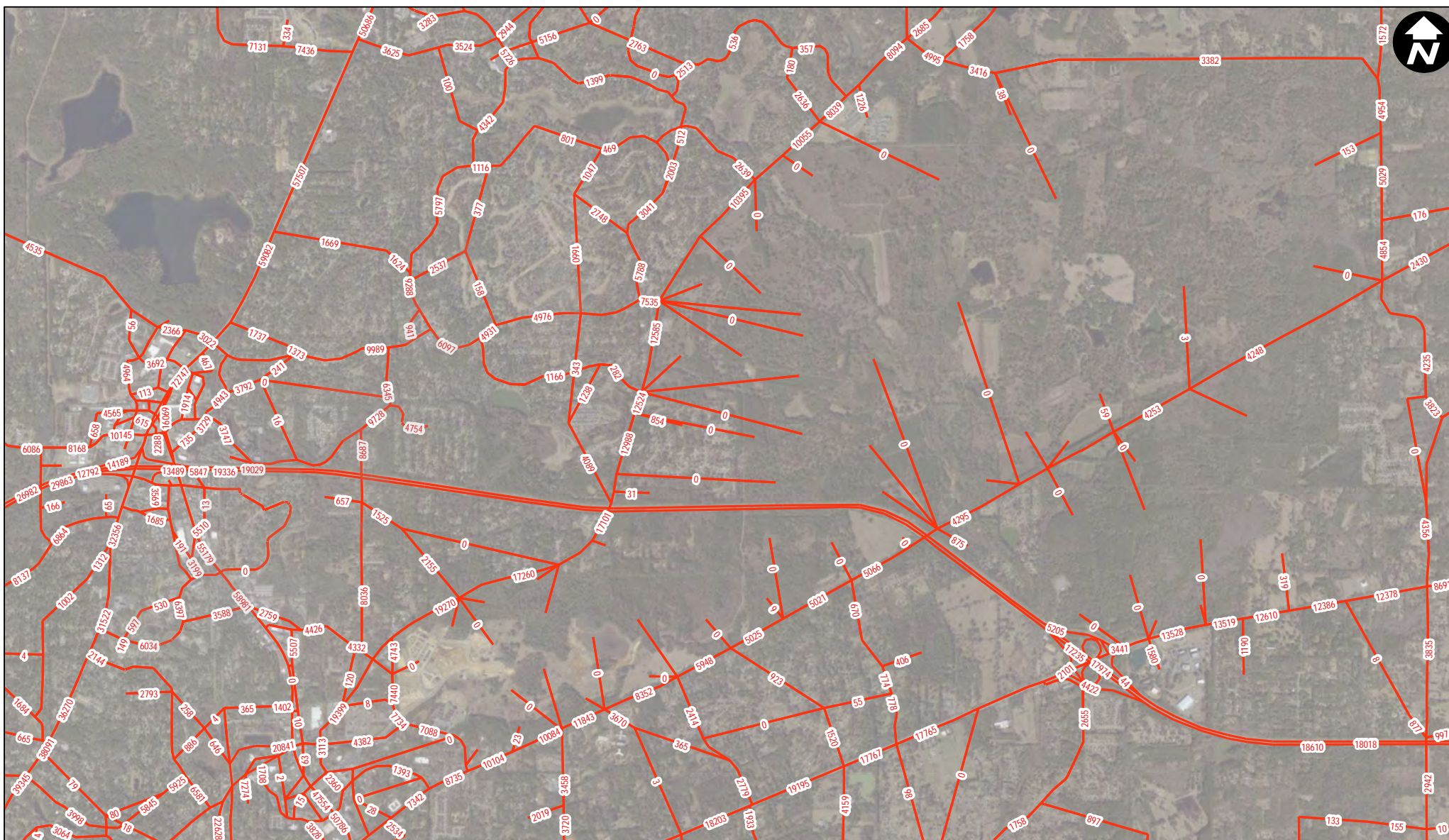
*Note: 2025 Corridor 1 modeling network shown.*

## APPENDIX B:

### 2007 BASE YEAR MODEL VOLUMES

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## 2007 Base Network

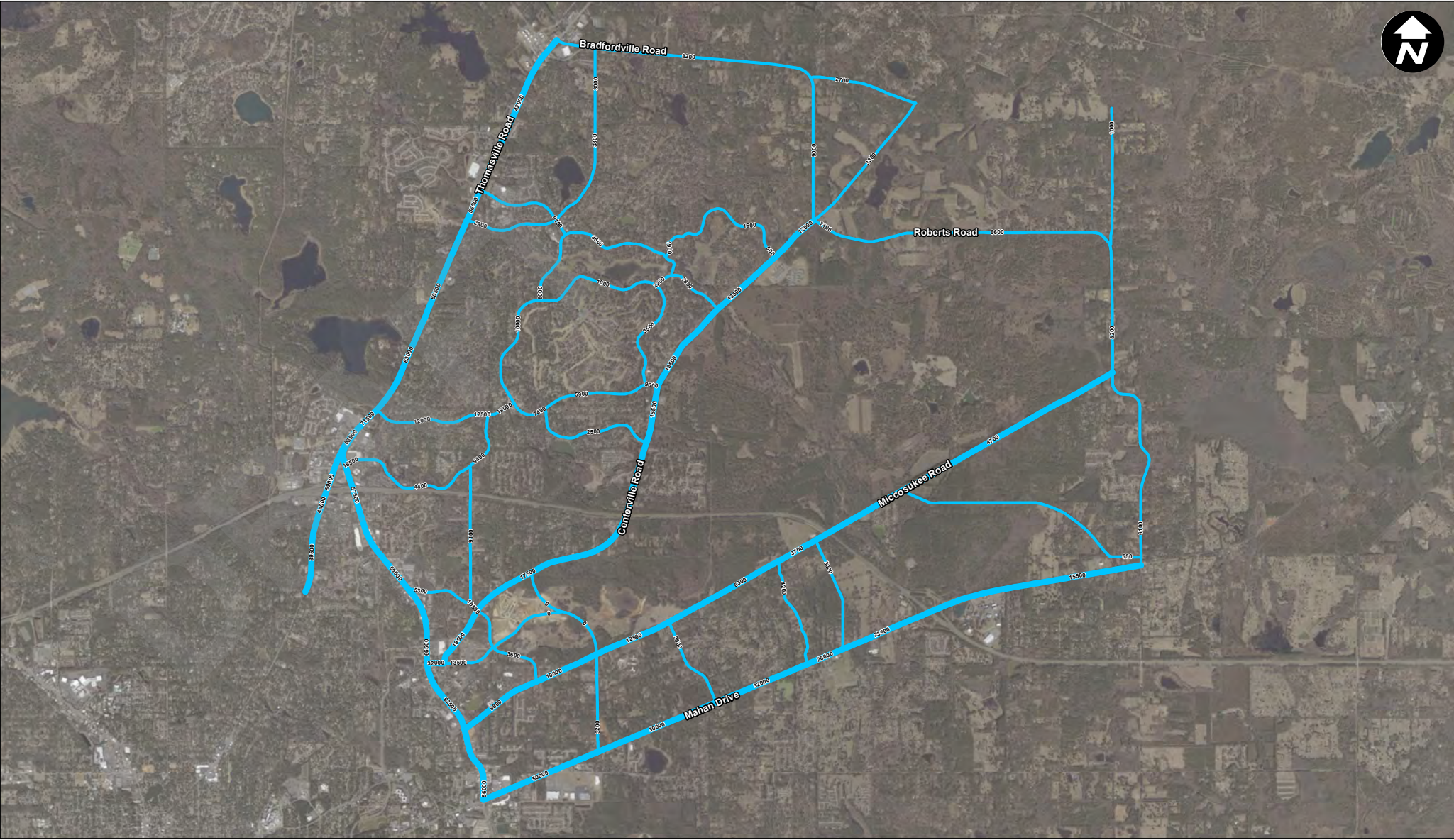
<b>Year:</b>	2007
<b>Name:</b>	Base Network
<b>Capacity:</b>	N/A



## APPENDIX C:

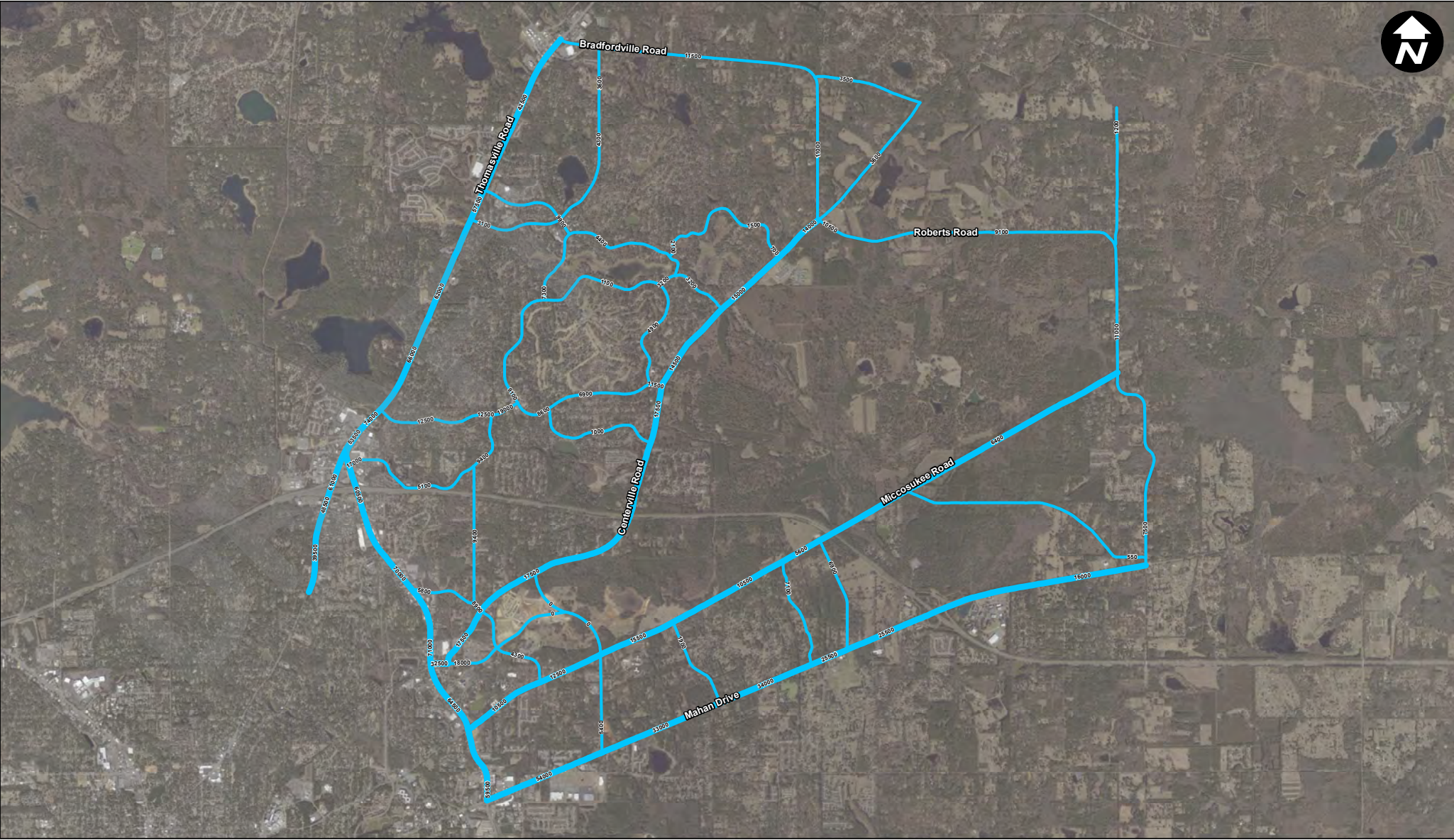
### 2025, 2035, AND 2045 NO BUILD SCENARIO FUTURE DAILY MODEL VOLUMES

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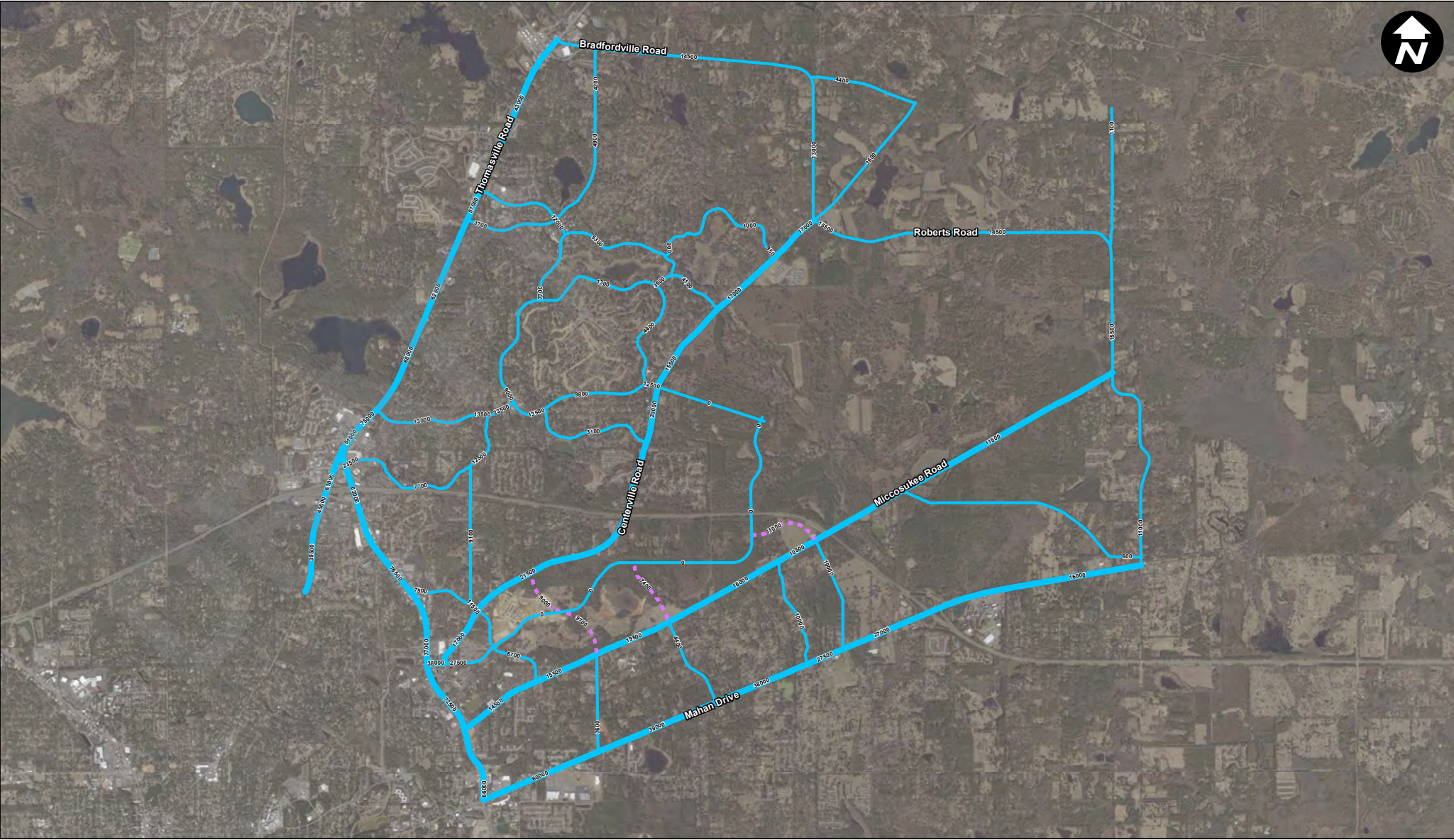
<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p>Modeling Corridors Future Traffic Volumes</p>	<p>Modeling Information Year: 2025 Name: No Build Scenario</p>
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<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p>Modeling Corridors Future Traffic Volumes</p>	<p>Modeling Information Year: 2035 Name: No Build Scenario</p>
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<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p>Modeling Corridors Future Traffic Volumes</p>	<p>Modeling Information Year: 2045 Name: No Build Scenario</p>
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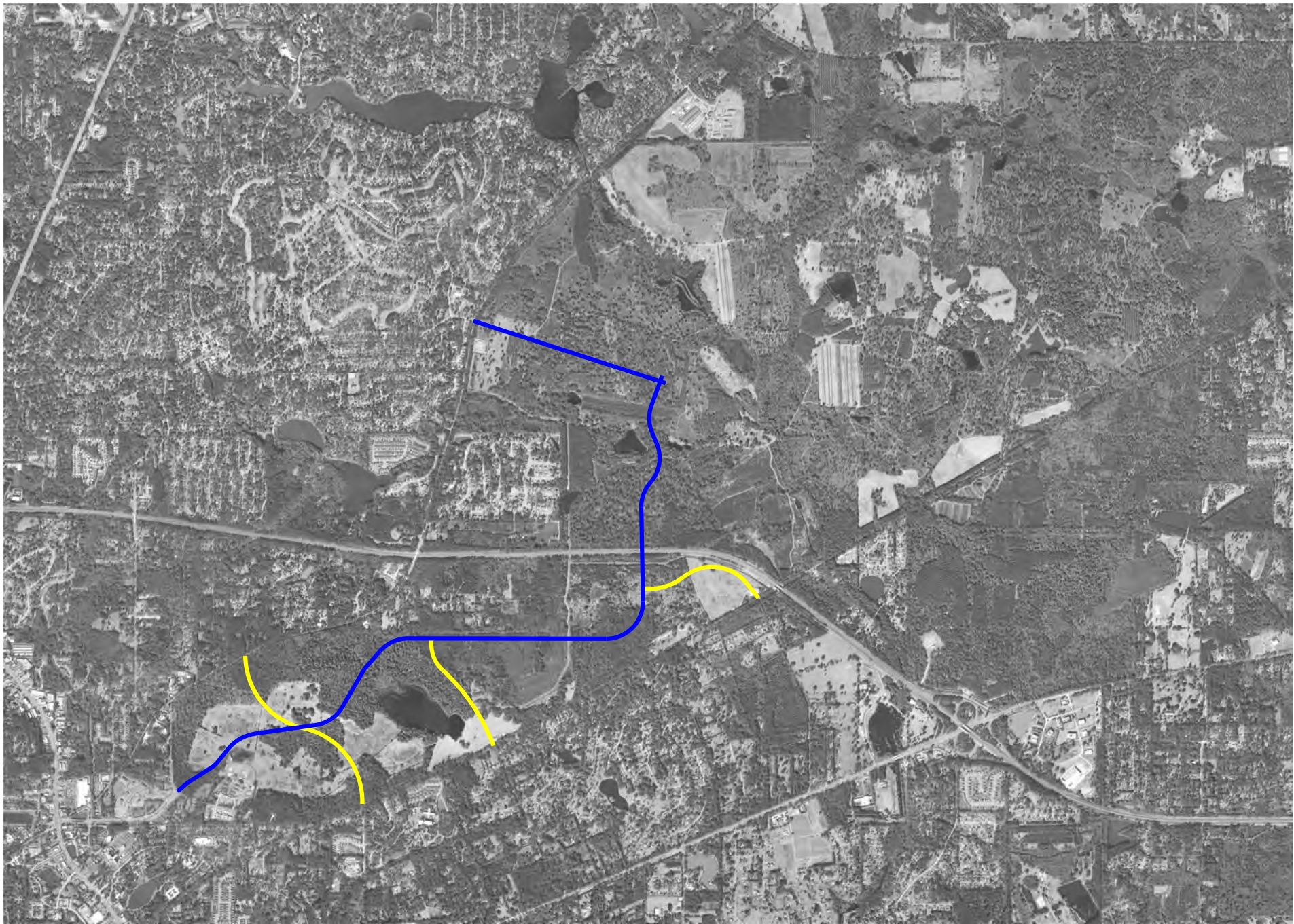
## APPENDIX D:

### INITIAL 17 MODELING CORRIDORS

DRAFT

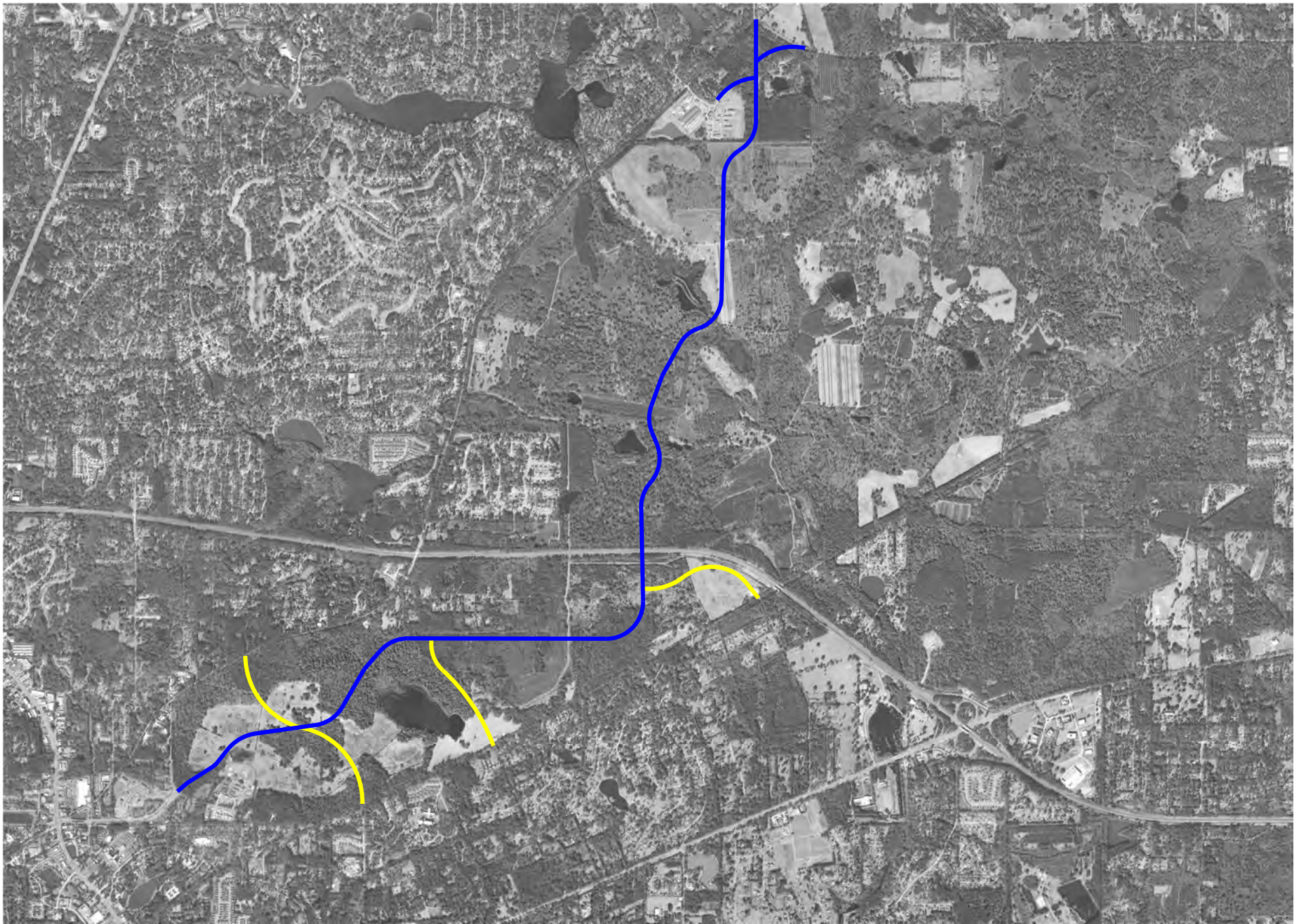


**Corridor 1**



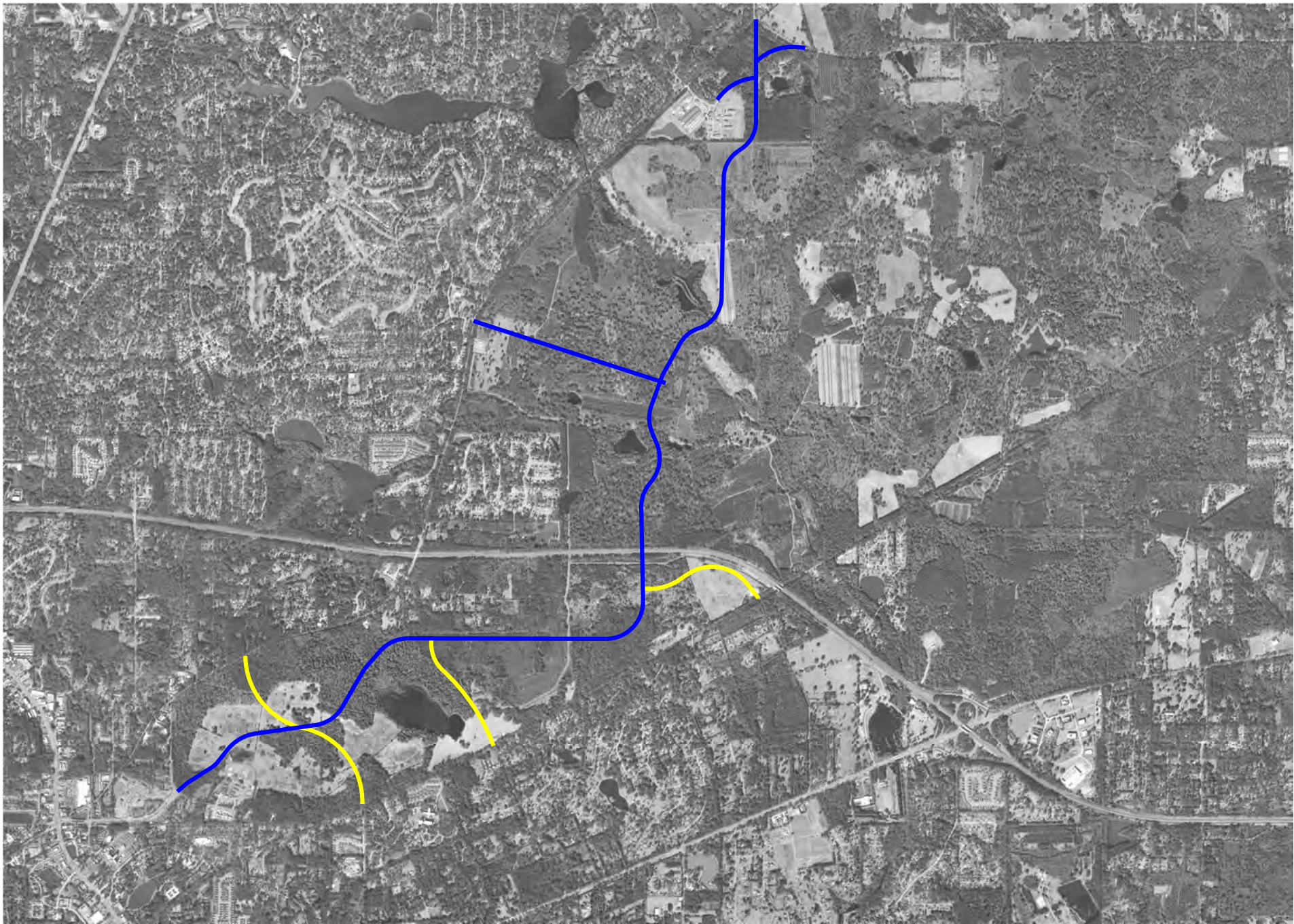


**Corridor 2**





**Corridor 3**



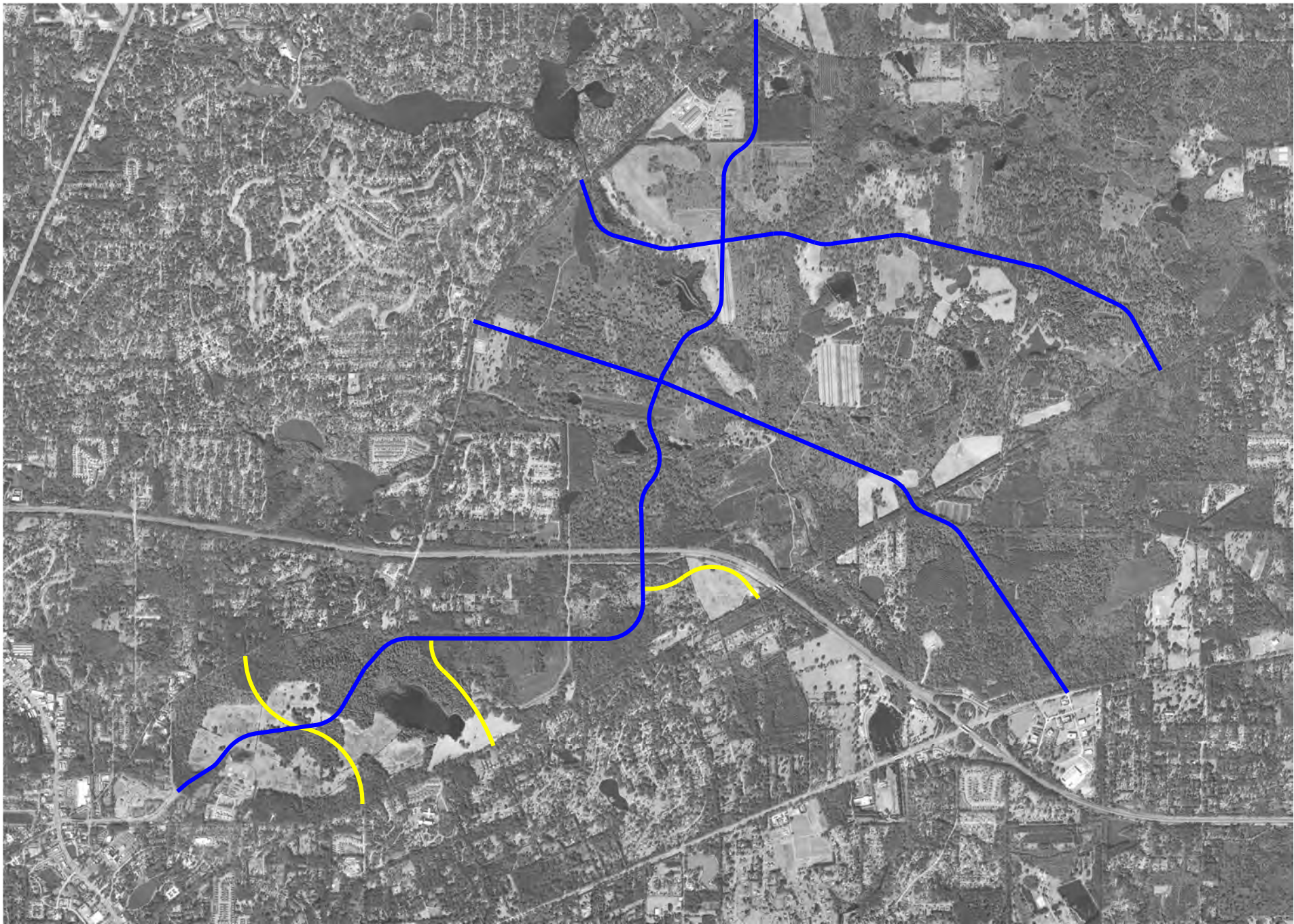


**Corridor 4**



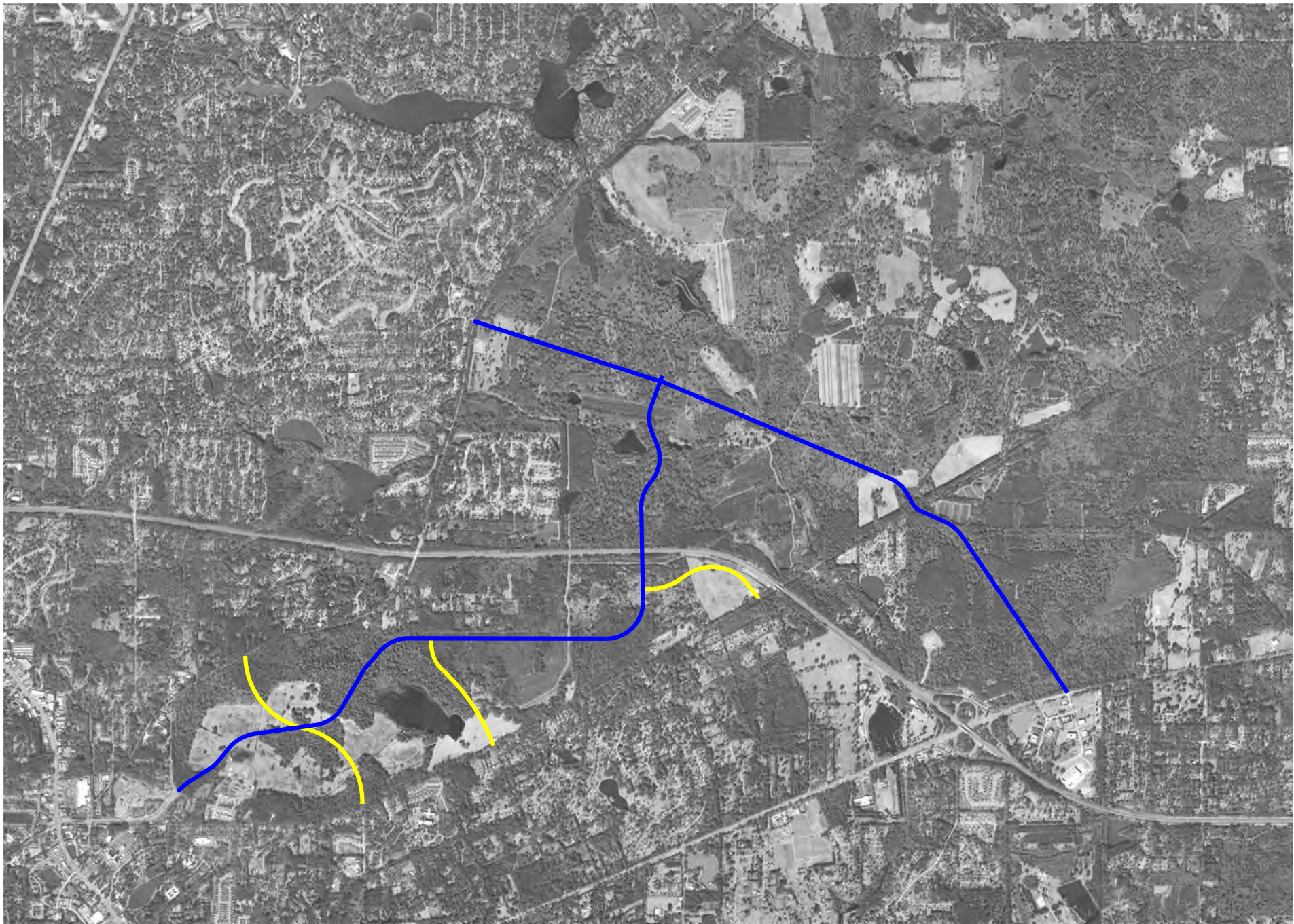


**Corridor 5**



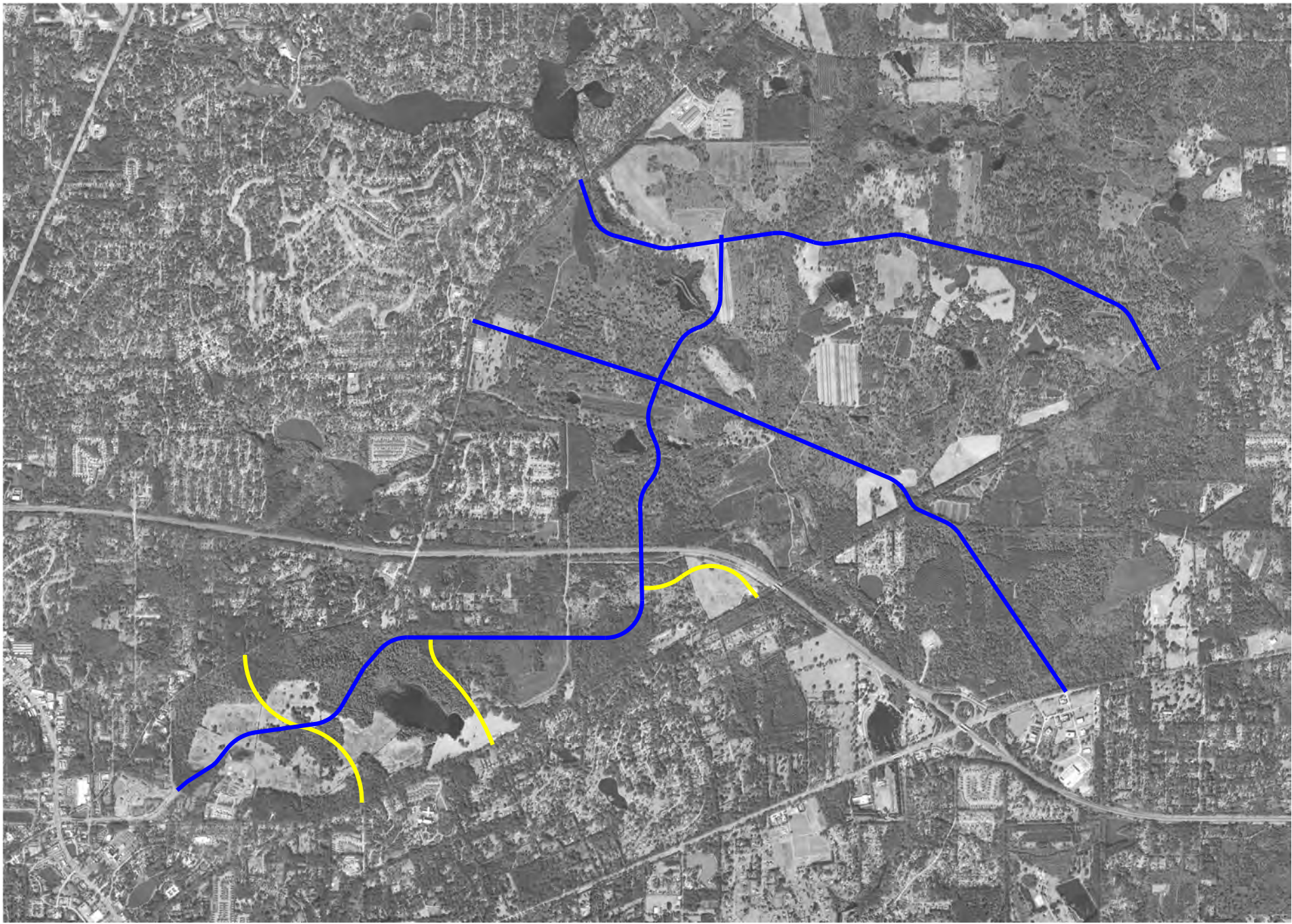


**Corridor 6**



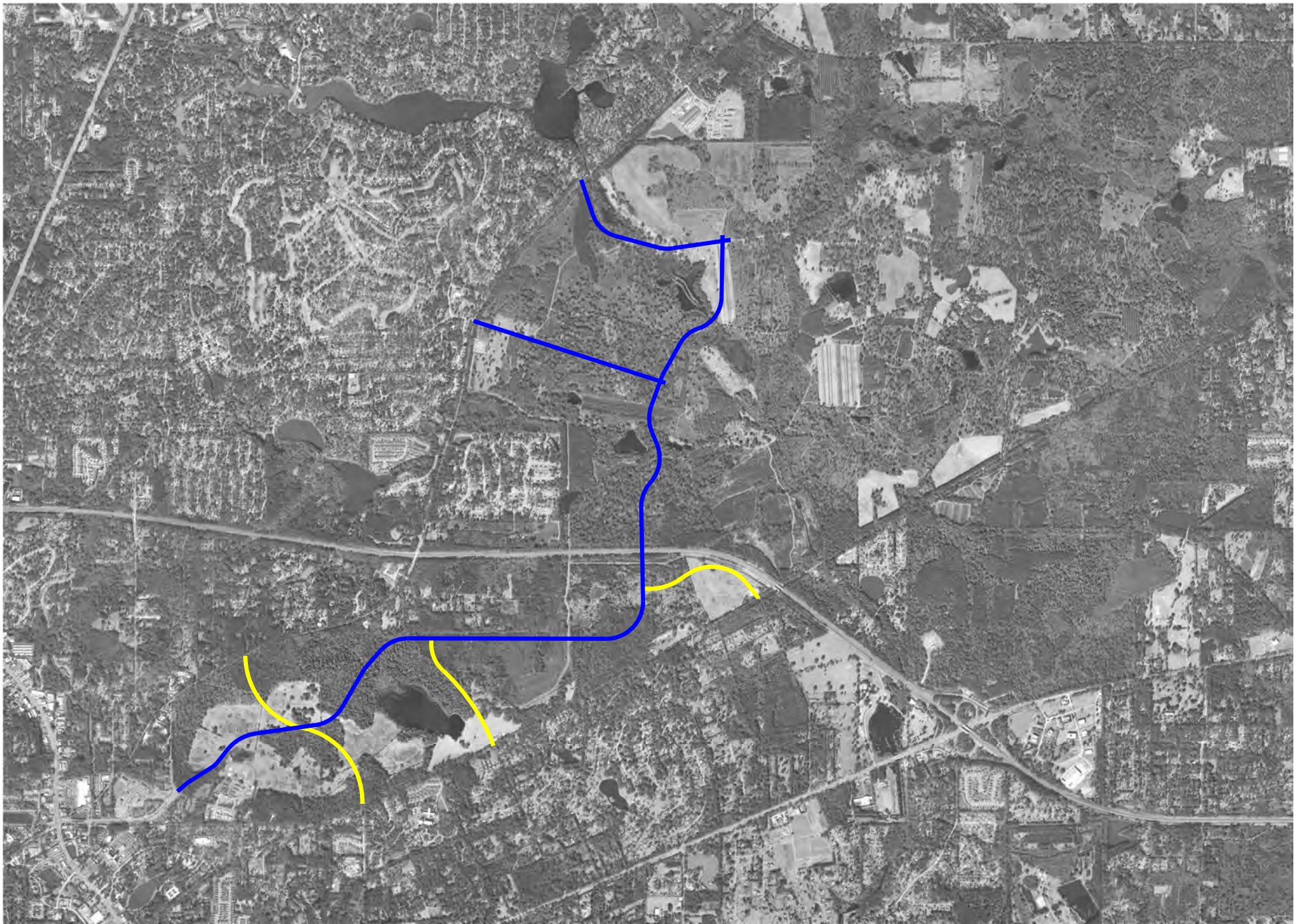


**Corridor 7**



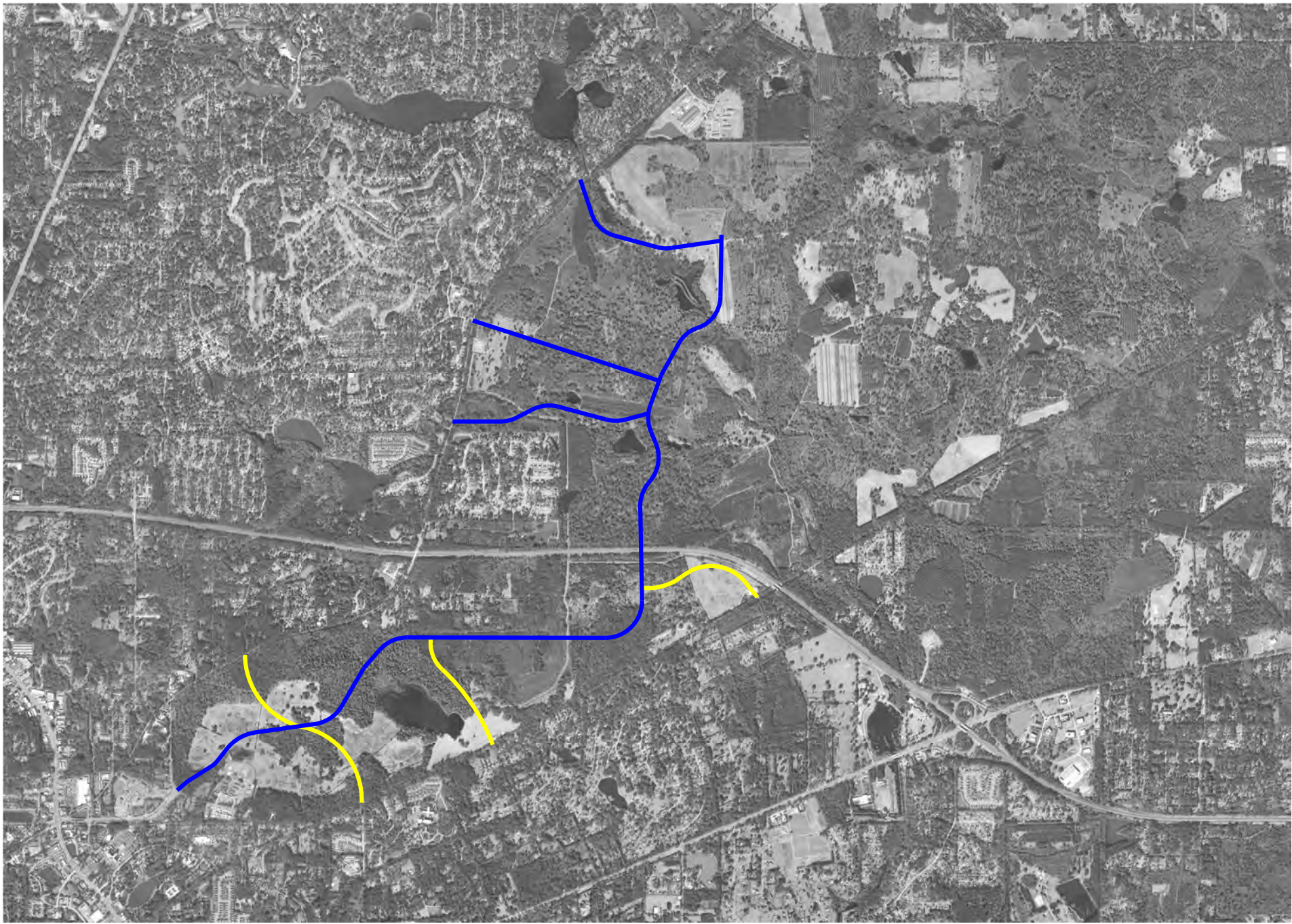


**Corridor 8**



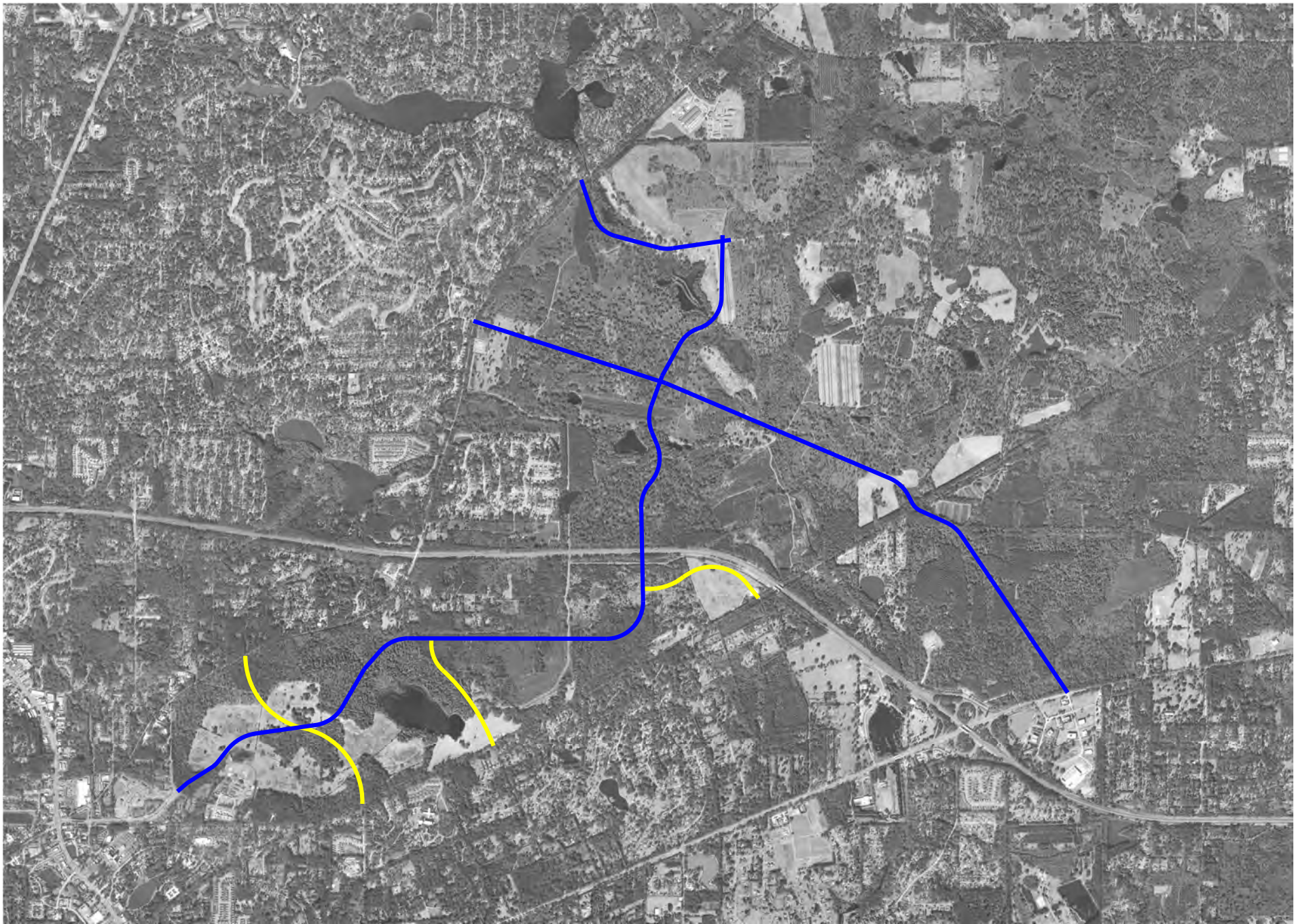


**Corridor 9**



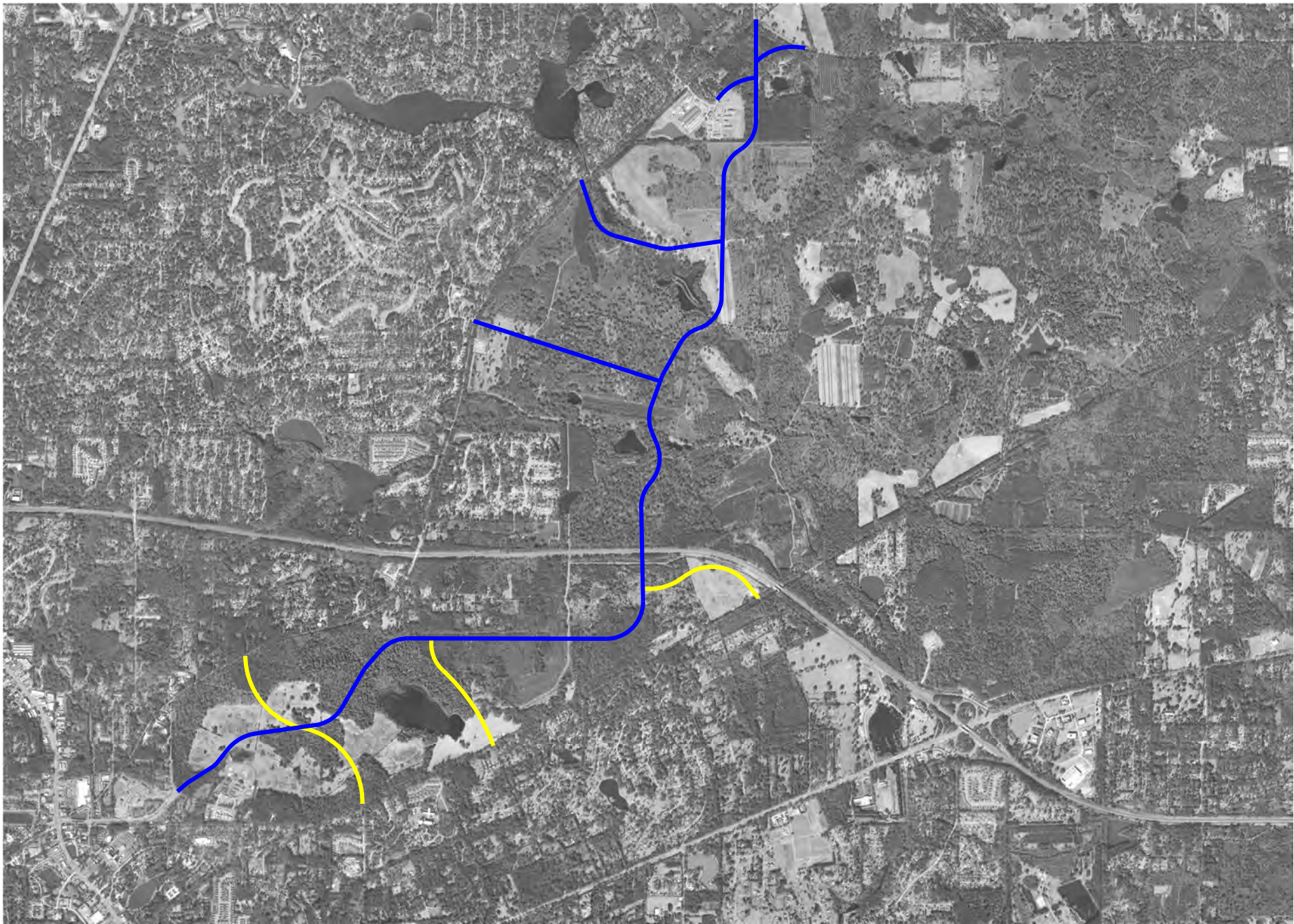


**Corridor 10**



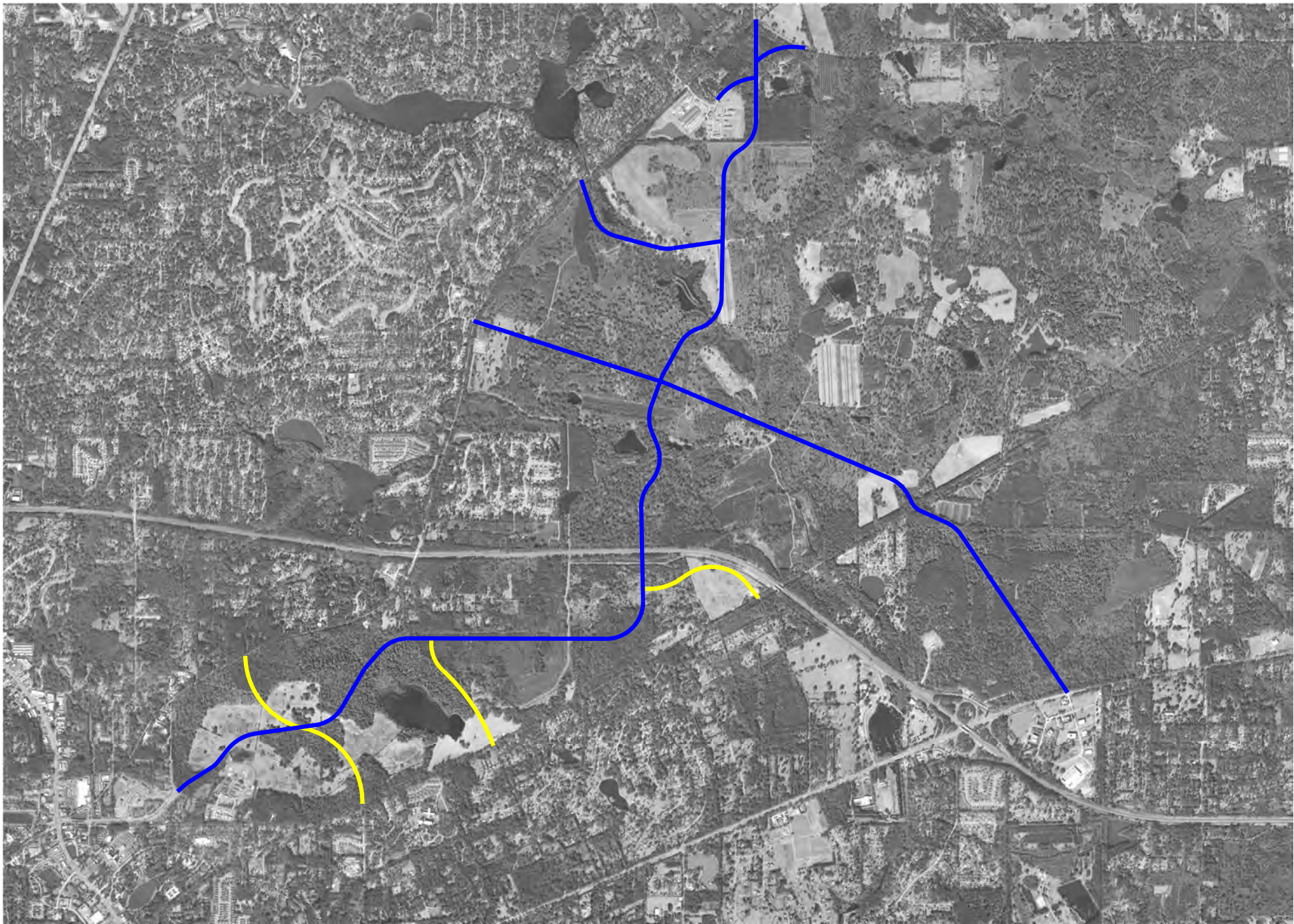


**Corridor 11**



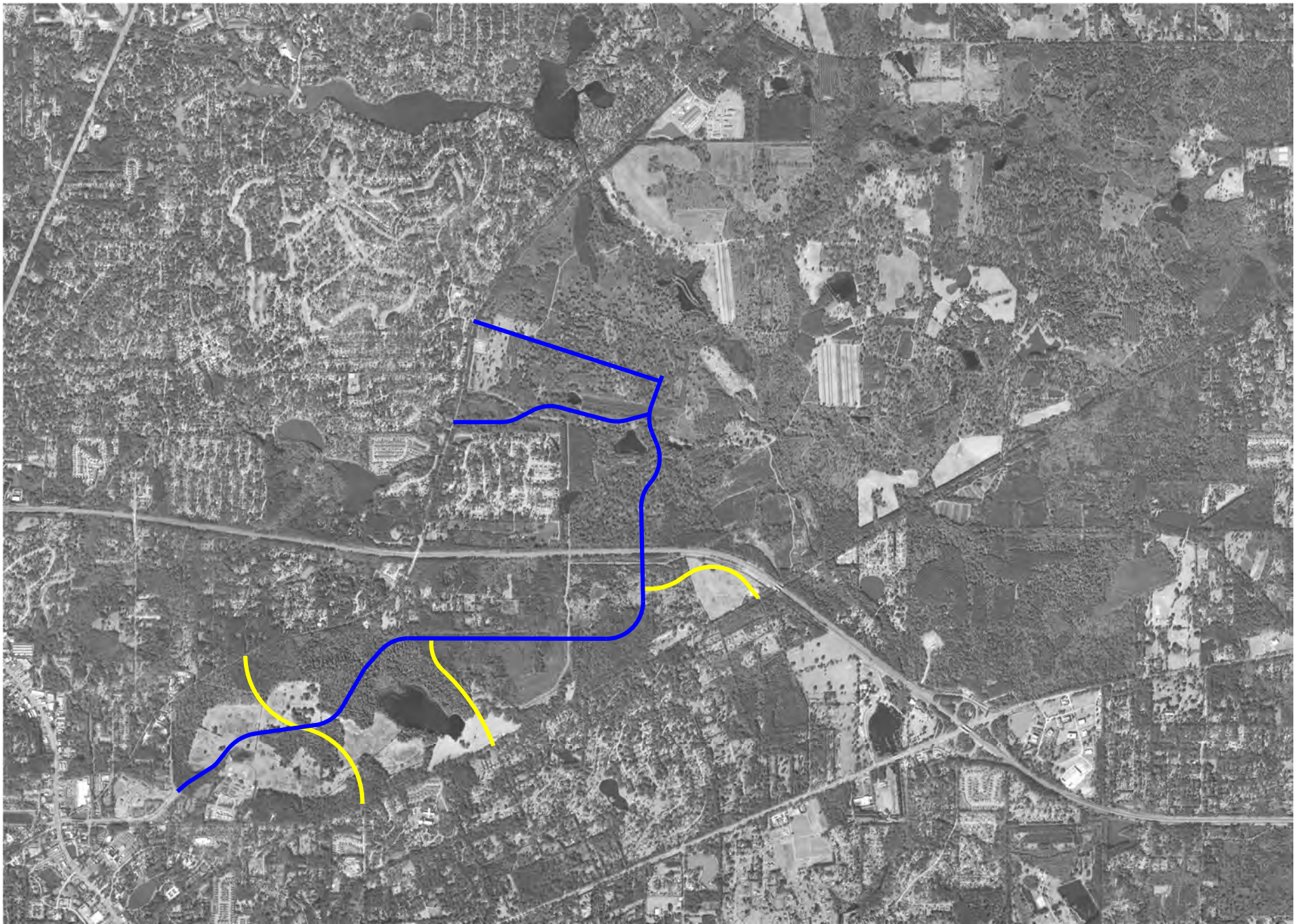


**Corridor 12**



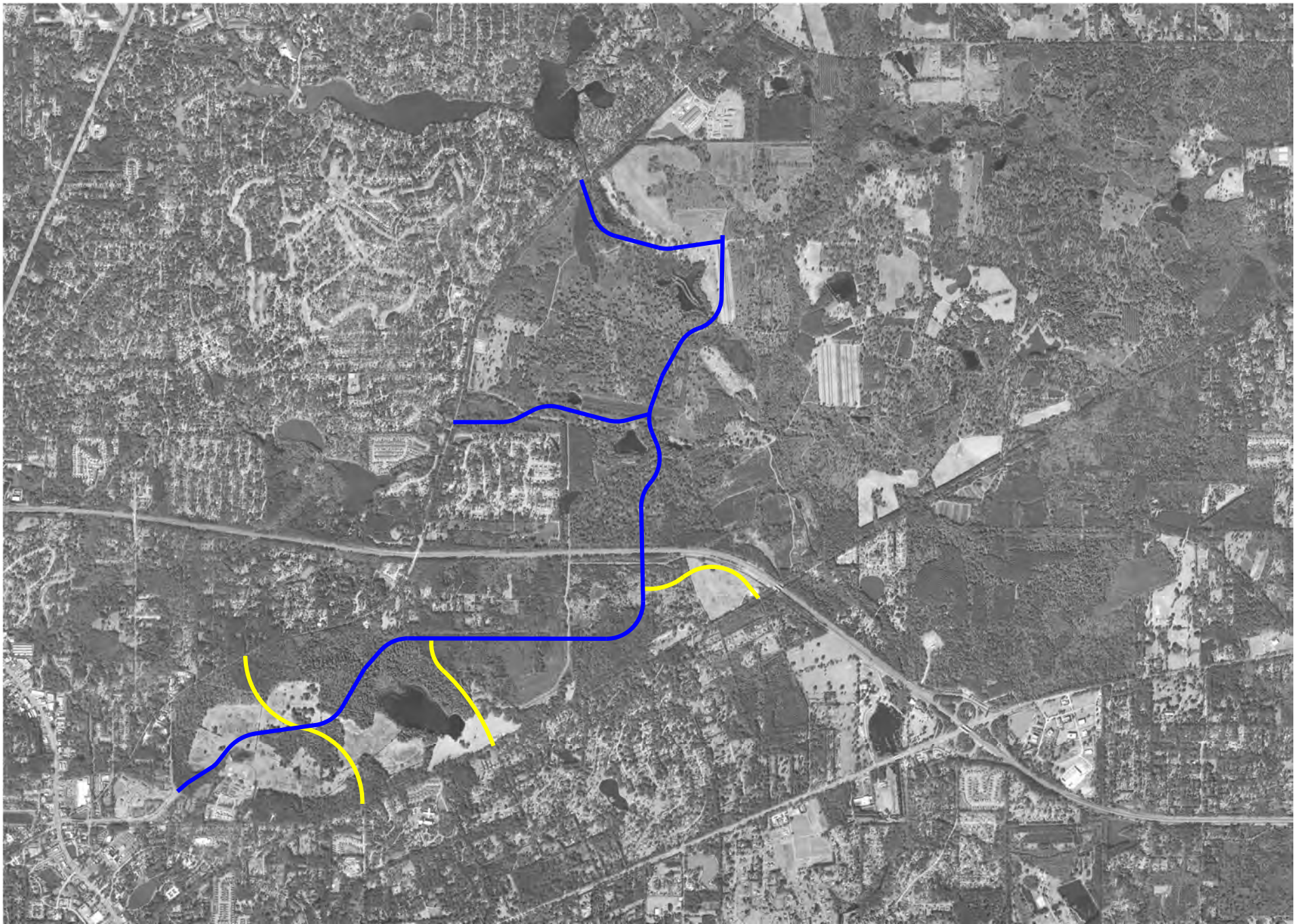


**Corridor 13**





**Corridor 14**



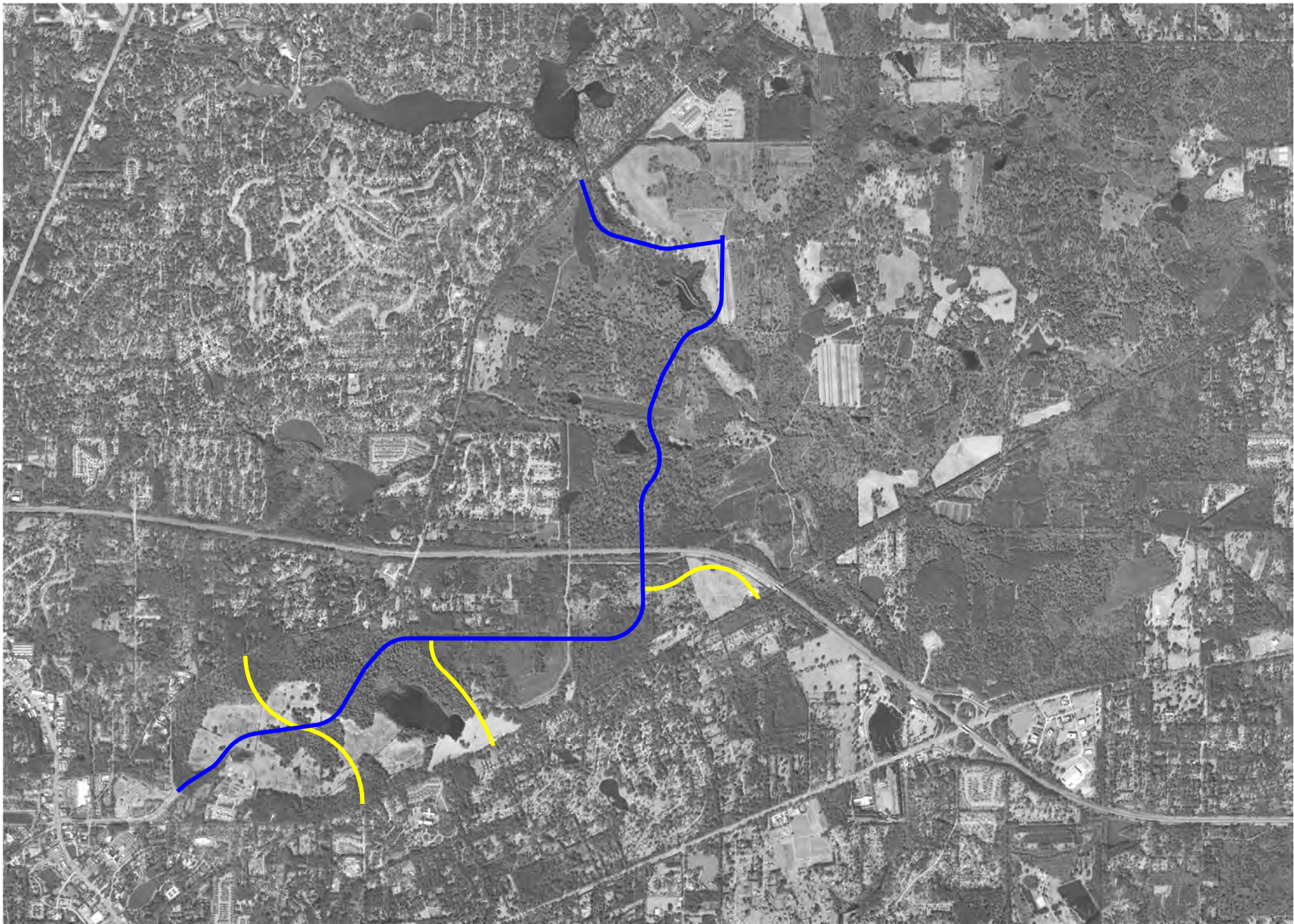


**Corridor 15**



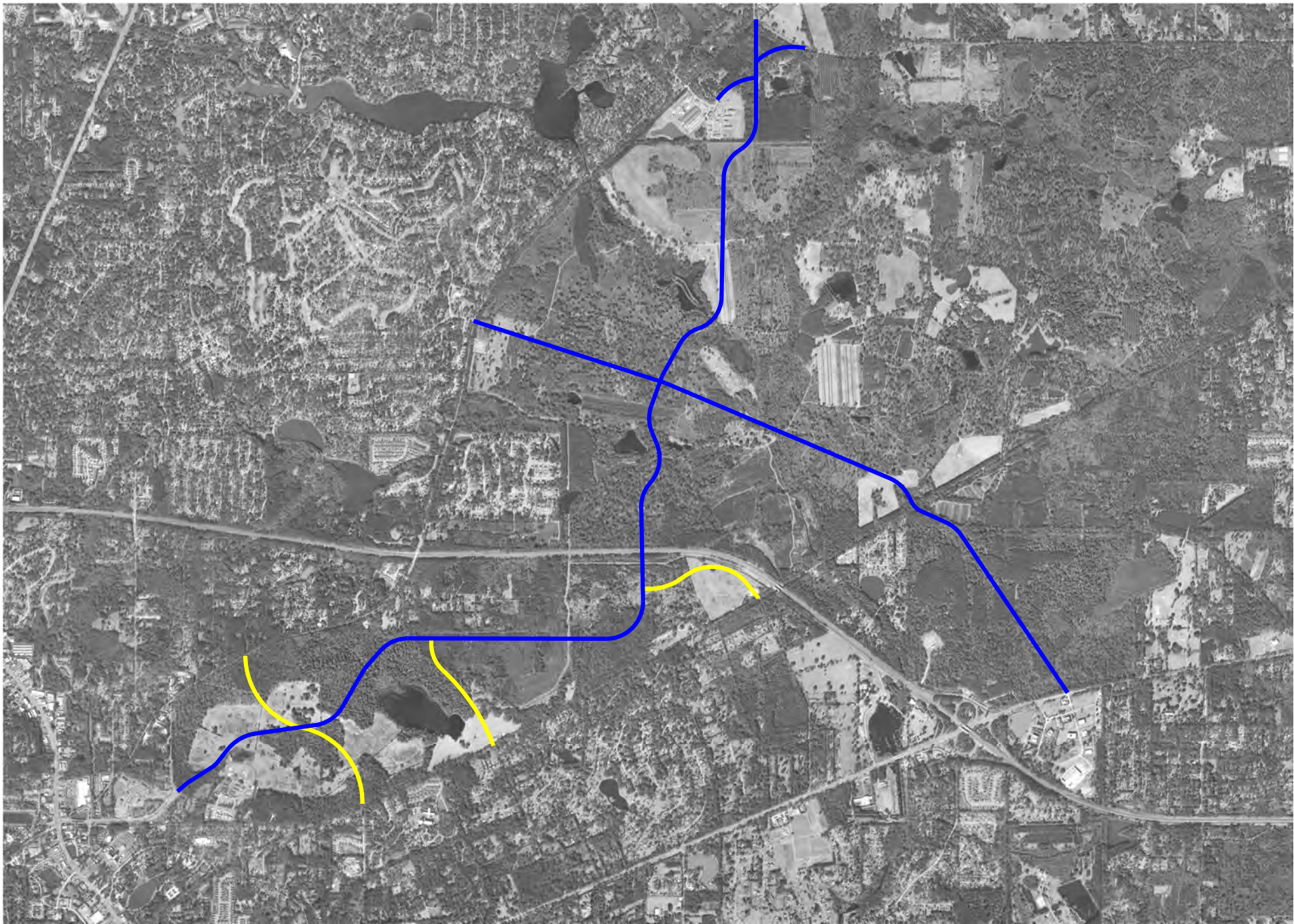


**Corridor 16**





**Corridor 17**

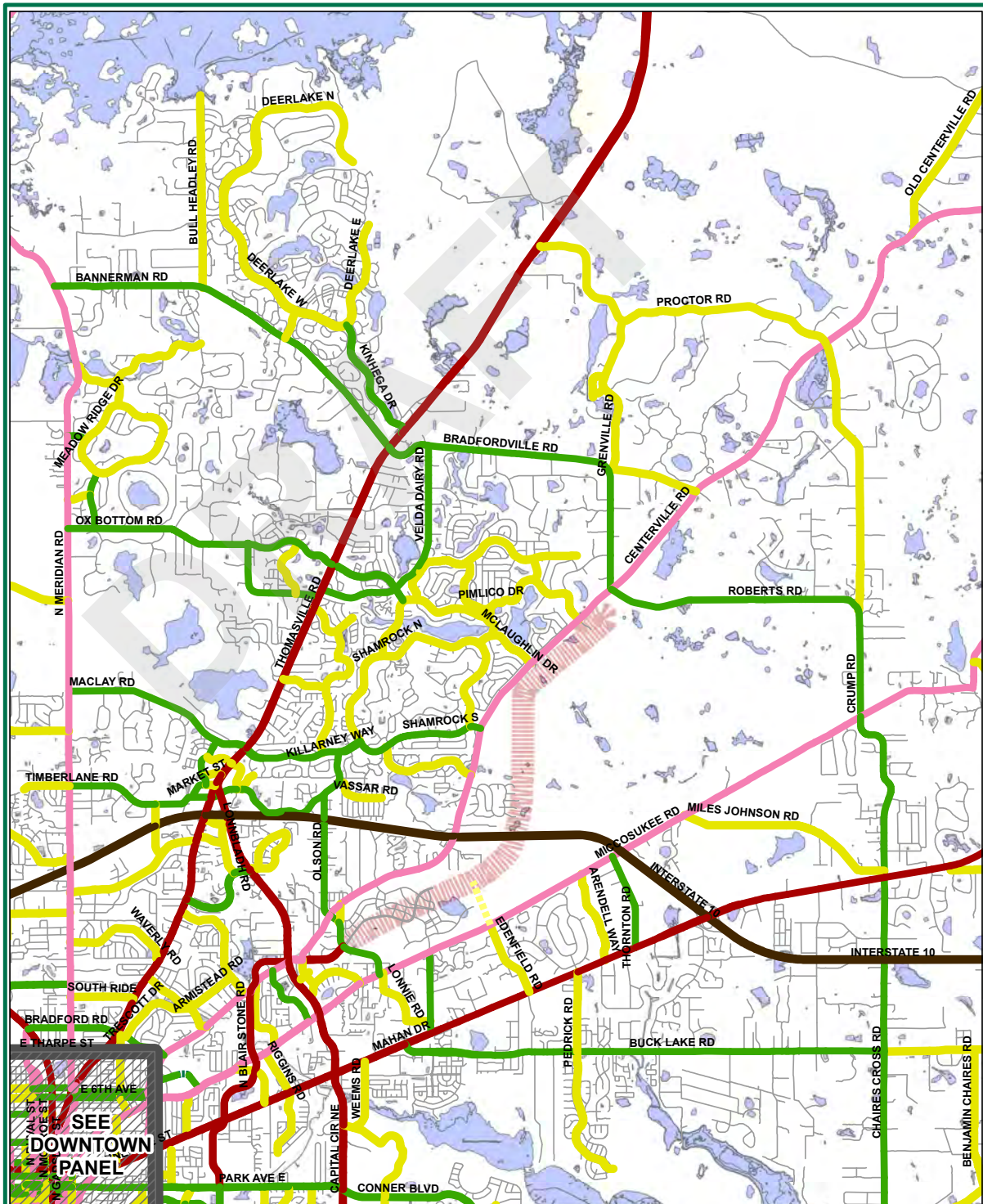


# APPENDIX E:

## CITY OF TALLHASSEE'S ROADWAY FUNCTIONAL CLASSIFICATION MAP

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## ROADWAY FUNCTIONAL CLASSIFICATION

TALLAHASSEE URBAN AREA

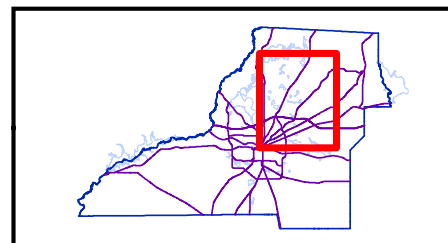
### NORTHEAST

Effective date: 12/24/2010



Legend	
GIS Function Class Layer	
Function Class	
<span style="color: yellow;">—</span>	Minor Collector
<span style="color: green;">—</span>	Major Collector
<span style="color: pink;">—</span>	Minor Arterial
<span style="color: red;">—</span>	Principle Arterial
<span style="color: brown;">—</span>	PA Limited Access
<span style="color: black;">—</span>	Proposed Local
<span style="color: yellow;">---</span>	Proposed Minor Collector
<span style="color: green;">---</span>	Proposed Major Collector
<span style="color: pink;">---</span>	Proposed Minor Arterial
<span style="color: red;">---</span>	Proposed Principle Arterial

Reference Features	
<span style="color: grey;">—</span>	Unclassified
<span style="color: blue;">—</span>	Water Features



General Location Map

Date Printed: Jan. 5, 2011

## APPENDIX F:

### QUANTITATIVE EVALUATION (TABLE FORM)

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Future Traffic Pattern Changes for Evaluation Matrix for Opening Year 2025								
Roadway and Limits		Segment ID	2025 No Build Scenario	AADT by Modeling Corridor				
				1	2	3	4	
Arendell Way								
Miccosukee Road to Mahan Drive		1	4,200	4,200	4,300	4,200	4,300	
Bradfordville Road								
Thomasville Road to Pigsah Church Road		3	8,200	9,300	9,200	9,300	9,200	
Pigsah Church Road to Centerville Road		2	9,000	9,000	8,600	9,000	8,600	
Capital Circle NE								
Mahan Drive to Miccosukee Road		5	56,000	60,000	60,500	60,000	60,500	
Miccosukee Road to Centerville Road		4	62,500	62,000	65,500	62,500	64,000	
Centerville Road to Lonnbladh Road		8	66,500	67,000	69,500	68,000	69,000	
Lonnbladh Road to Hermitage Boulevard		6	65,000	66,000	67,500	66,000	66,500	
Hermitage Boulevard to Thomasville Road		7	57,500	56,500	58,000	58,000	57,500	
PRIMARY	Centerville Road							
	Capital Circle NE to Welaunee Boulevard		9	32,000	32,500	31,500	33,000	32,000
	Welaunee Boulevard to Olson Road		10	19,500	18,000	20,500	19,500	18,000
	Olson Road to Charleston Road		14	17,500	15,000	17,500	16,000	17,500
	Charleston Road to Shamrock Street		11	15,500	13,500	16,500	14,000	16,500
	Shamrock Street to McLaughlin Drive		12	13,500	11,000	13,500	11,000	14,000
	McLaughlin Drive to Pimlico Drive		13	13,500	8,500	13,500	8,500	13,500
	Pimlico Drive to Bradfordville Road		15	12,000	7,000	12,500	7,100	12,500
	Bradfordville Road to Pisgah Church Road		74	3,300	3,800	3,200	3,800	3,100
	Clarecastle Way							
Pimlico Drive to N. Shannon Lake Drive		69	1,900	3,500	2,400	3,500	1,900	
Crump Road								
Mahan Drive to Miccosukee Road		17	6,100	5,800	5,900	5,800	5,900	
Miccosukee Road to Roberts Road		16	8,200	6,800	7,400	6,800	7,500	
Dempsey Mayo Road								
Mahan Drive to Miccosukee Road		18	3,200	3,600	3,300	3,600	3,200	
Miccosukee Road to Welaunee Boulevard		202		7,200	6,600	7,200	4,000	
Welaunee Boulevard to Centerville Road		201		8,300	7,100	7,000	7,100	
Edenfield Road								
Mahan Drive to Miccosukee Road		19	3,500	3,500	3,300	3,500	3,800	
Miccosukee Road to Welaunee Boulevard		301					3,100	
Fleischmann Road								
Miccosukee Road to Centerville Road		20	3,600	3,500	4,500	3,400	4,800	
Gardenview Way								
Shamrock Street South to Centerville Road		21	2,500	800	750	800	850	
Kerry Forest Parkway								
Thomasville Road to Shannon Lakes North		22	9,100	8,500	8,600	8,300	9,000	
Killarney Way								
Thomasville Road to Kilkenny Drive		25	12,000	11,500	12,500	12,000	12,500	
Kilkenny Drive to Raymond Diehl Road		23	12,500	11,500	12,500	12,000	12,500	
Raymond Diehl Road to Shamrock Street South		24	19,000	17,000	18,500	17,000	18,500	
Lonnbladh Road								
Capital Circle NE to Olson Road		26	5,300	5,200	5,400	5,100	5,100	
PRIMARY	Mahan Drive							
	Capital Circle NE to Dempsey Mayo Road		27	50,000	51,500	52,500	52,000	52,000
	Dempsey Mayo Road to Edenfield Road		28	30,000	26,000	26,500	26,000	26,000
	Edenfield Road to Arendell Way		29	32,000	28,500	29,000	28,000	28,500
	Arendell Way to Thornton Road		30	26,000	24,000	24,500	23,500	24,000
	Thornton Road to Summit Lake Drive		31	23,500	22,000	22,000	21,500	22,000
	Summit Lake Drive to Crump Road		32	15,500	15,500	16,000	15,500	15,500
	McLaughlin Drive							
Shamrock Street North to E. Shannon Lakes Drive		34	2,200	1,700	2,700	2,000	2,000	
E. Shannon Lakes Drive to Centerville Road		33	2,800	5,000	2,700	4,700	3,000	
PRIMARY	Miccosukee Road							
	Capital Circle NE to Fleischmann Road		36	9,800	11,000	11,000	11,000	11,500
	Fleischmann Road to Dempsey Mayo Road		37	10,000	12,500	13,000	12,500	12,500
	Dempsey Mayo Road to Edenfield Road		38	12,500	11,000	10,500	11,000	9,000
	Edenfield Road to Arendell Way		39	6,300	5,900	5,800	5,800	6,000
	Arendell Way to Thornton Road		40	3,700	3,400	3,600	3,500	3,500
	Thornton Road to Crump Road		35	4,700	2,800	3,900	3,700	4,400
	Miles Johnson Road							
Miccosukee Road to Crump Road		76	550	550	550	550	550	
Olson Road								
Centerville Road to Lonnbladh Road		42	10,500	8,800	9,700	8,900	10,500	
Lonnbladh Road to Raymond Diehl Road		41	9,100	9,500	10,000	9,300	9,200	
Pimlico Drive								
Clarecastle Way to Santa Anita Drive		70	1,600	2,100	1,500	2,100	1,300	
Santa Anita Drive to Centerville Road		43	500	450	450	450	500	
Centerville Road to Welaunee Boulevard		801						
Pisgah Church Road								
Bradfordville Road to Centerville Road		77	2,700	2,700	2,700	2,700	2,700	

Future Traffic Pattern Changes for Evaluation Matrix for Opening Year 2025								
Roadway and Limits		Segment ID	2025 No Build Scenario	AADT by Modeling Corridor				
				1	2	3	4	
Proctor Road								
Crump Road to Centerville Road		78	1,000	1,000	1,100	1,000	1,100	
Raymond Diehl Road								
Capital Circle NE to Village Square Boulevard		45	16,500	16,000	16,000	16,000	16,500	
Village Square Boulevard to Delaney Drive		46	13,000	12,000	12,000	12,500	12,000	
Delaney Drive to Olson Road		44	4,400	3,700	3,600	3,700	3,700	
Olson Road to Killarney Way		47	9,400	8,100	9,000	8,200	8,900	
Roberts Road								
Centerville Road to Realignment		48	7,100		7,400		7,400	
Realignment of Roberts Road		901						
Realignment to Crump Road		49	6,600	5,200	5,700	5,200	5,700	
Shamrock Street								
W. Shannon Lakes Drive to McLaughlin Drive (North)		50	1,000	1,100	1,100	1,100	1,000	
McLaughlin Drive to Shamrock Street South (East)		51	3,500	3,300	4,000	3,500	3,200	
Killarney Way to W. Shannon Lakes Drive (West)		52	10,000	9,000	9,800	9,300	10,000	
Killarney Way to Gardenview Way (South)		54	7,400	6,500	7,100	6,500	7,000	
Gardenview Way to Shamrock Street East (South)		53	5,900	5,200	5,700	5,100	5,600	
Shamrock Street East to Centerville Road (South)		55	9,600	9,200	10,000	9,500	9,500	
Centerville Road to Welaunee Boulevard (Extension)		601						
Shannon Lakes Drive								
Kerry Forest Parkway to McLaughlin Drive (North)		56	3,500	4,400	3,700	4,400	3,400	
Shamrock Street North to Kerry Forest Parkway (West)		57	8,000	6,700	7,600	7,000	7,900	
PRIMARY	Thomasville Road							
	Hermitage Boulevard to Metropolitan Boulevard		60	39,500	37,500	36,000	37,500	37,500
	Metropolitan Boulevard to I-10 Westbound Ramp		59	44,000	41,500	40,000	41,500	42,000
	I-10 Westbound Ramp to Killearn Center Boulevard		65	59,000	56,500	58,000	53,000	56,500
	Killearn Center Boulevard to Village Square Boulevard		66	53,500	49,500	53,500	50,000	51,500
	Village Square Boulevard to Killarney Way		64	71,500	71,000	72,000	71,000	72,500
	Killarney Way to High Grove Road		58	63,000	63,000	63,000	62,500	63,500
	High Grove Road to Velda Dairy Road		63	60,500	58,000	58,000	58,000	58,500
	Velda Dairy Road to Kerry Forest Parkway		62	56,500	52,000	51,500	51,500	52,500
	Kerry Forest Parkway to Bradfordville Road		61	42,000	41,500	41,000	41,500	41,500
	Thornton Road							
	Mahan Drive to Miccosukee Road		67	3,000	2,400	2,400	2,400	2,400
	Miccosukee Road to Welaunee Boulevard		401					750
Velda Dairy Road								
Thomasville Road to Kerry Forest Parkway		71	2,900	2,800	3,000	2,800	2,500	
Kerry Forest Parkway to Kimmer Rowe Drive		72	3,800	3,900	4,000	3,800	3,800	
Kimmer Rowe Drive to Bradfordville Road		73	3,000	3,100	3,200	3,100	3,100	
Welaunee Boulevard								
Centerville Road to Fleischmann Road		68	13,500	16,500	12,000	15,000	14,500	
Fleischmann Road to Dempsey Mayo Road		1001		11,500	5,600	10,000	5,700	
Dempsey Mayo Road to Edenfield Road		1002		7,300	1,300	7,400	4,100	
Edenfield Road to Thornton Road		1003		6,900	750	6,700	750	
Thornton Road to Gardenview Way		1004						
Gardenview Way to Shamrock Street		1008						
Shamrock Street to McLaughlin Drive		1014						
McLaughlin Drive to Pimlico Drive		1011						
Pimlico Drive to Bradfordville Road		1015						
Sum of Green Segments (Decreases or No Change)				58	46	58	54	
Sum of Yellow Segments (Increases)				19	31	19	23	

PRIMARY



Future Traffic Pattern Changes Evaluation Matrix for Interim Year 2035											
Roadway and Limits		Segment ID	2035 No Build Scenario	AADT by Modeling Corridor							
				1	2	3	4				
PRIMARY	Arendell Way										
	Miccosukee Road to Mahan Drive	1	7,100	7,900	7,500	7,600	7,000				
	Bradfordville Road										
	Thomasville Road to Pigsah Church Road	3	11,500	12,500	11,000	12,500	11,500				
	Pigsah Church Road to Centerville Road	2	11,000	12,500	11,000	13,000	11,000				
	Capital Circle NE										
	Mahan Drive to Miccosukee Road	5	59,500	63,500	64,000	63,500	65,000				
	Miccosukee Road to Centerville Road	4	64,500	66,000	65,500	65,500	69,000				
	Centerville Road to Lonnbladh Road	8	71,000	68,500	70,000	70,000	72,000				
	Lonnbladh Road to Hermitage Boulevard	6	70,000	68,500	69,000	69,000	70,000				
Hermitage Boulevard to Thomasville Road											
7							60,500	57,500	58,000	56,500	59,500
PRIMARY	Centerville Road										
	Capital Circle NE to Welaunee Boulevard	9	32,500	33,000	33,000	35,500	33,500				
	Welaunee Boulevard to Olson Road	10	17,500	19,000	16,500	17,000	17,500				
	Olson Road to Charleston Road	14	17,500	15,000	16,000	15,000	17,500				
	Charleston Road to Shamrock Street	11	17,500	13,500	17,000	13,500	17,000				
	Shamrock Street to McLaughlin Drive	12	14,500	12,500	18,500	10,500	14,000				
	McLaughlin Drive to Pimlico Drive	13	15,000	9,200	16,000	9,300	14,500				
	Pimlico Drive to Bradfordville Road	15	14,000	7,600	15,000	8,400	13,500				
	Bradfordville Road to Pigsah Church Road	74	3,600	4,600	3,500	4,600	3,000				
	Clarecastle Way										
Pimlico Drive to N. Shannon Lake Drive											
69							2,100	3,800	3,000	3,400	1,600
Crump Road											
Mahan Drive to Miccosukee Road											
17							7,500	6,200	6,900	6,200	7,500
Miccosukee Road to Roberts Road											
16							11,000	6,000	7,700	6,100	10,500
Dempsey Mayo Road											
Mahan Drive to Miccosukee Road											
18							5,400	5,600	5,200	5,800	4,900
Miccosukee Road to Welaunee Boulevard											
202								6,300	5,900	5,800	4,300
Welaunee Boulevard to Centerville Road											
201								7,600	10,000	8,400	9,300
Edenfield Road											
Mahan Drive to Miccosukee Road											
19							1,900	3,300	3,500	4,100	4,400
Miccosukee Road to Welaunee Boulevard											
301								3,500	3,700	4,100	5,000
Fleischmann Road											
Miccosukee Road to Centerville Road											
20							4,300	3,400	4,400	4,400	5,200
Gardenview Way											
Shamrock Street South to Centerville Road											
21							1,000	900	950	900	1,000
Kerry Forest Parkway											
Thomasville Road to Shannon Lakes North											
22							9,900	9,700	9,900	9,500	9,200
Killarney Way											
Thomasville Road to Kilkenny Drive											
25							12,500	11,500	13,000	12,000	13,000
Kilkenny Drive to Raymond Diehl Road											
23							12,500	11,500	11,500	12,000	13,000
Raymond Diehl Road to Shamrock Street South											
24							19,000	17,500	18,500	17,500	20,000
Lonnbladh Road											
Capital Circle NE to Olson Road											
26							5,800	6,300	6,900	6,400	6,300
PRIMARY	Mahan Drive										
	Capital Circle NE to Dempsey Mayo Road	27	54,000	53,500	55,000	55,000	56,500				
	Dempsey Mayo Road to Edenfield Road	28	33,000	26,500	27,000	27,000	27,500				
	Edenfield Road to Arendell Way	29	34,000	29,500	30,500	30,500	31,000				
	Arendell Way to Thornton Road	30	25,500	23,000	23,500	23,000	24,000				
	Thornton Road to Summit Lake Drive	31	25,500	24,500	25,500	24,500	24,000				
	Summit Lake Drive to Crump Road	32	16,000	15,000	15,500	15,000	16,000				
	McLaughlin Drive										
	Shamrock Street North to E. Shannon Lakes Drive	34	3,200	2,400	3,400	2,300	2,700				
	E. Shannon Lakes Drive to Centerville Road	33	3,200	5,800	4,600	5,800	2,800				
PRIMARY	Miccosukee Road										
	Capital Circle NE to Fleischmann Road	36	10,500	13,000	12,500	10,000	13,000				
	Fleischmann Road to Dempsey Mayo Road	37	12,500	13,000	12,500	13,000	13,500				
	Dempsey Mayo Road to Edenfield Road	38	15,500	10,000	9,400	10,000	11,000				
	Edenfield Road to Arendell Way	39	10,500	7,400	7,200	7,400	9,100				
	Arendell Way to Thornton Road	40	5,600	5,400	5,000	4,700	5,200				
	Thornton Road to Crump Road	35	6,400	4,500	4,100	4,400	6,900				
	Miles Johnson Road										
	Miccosukee Road to Crump Road	76	550	550	550	550	550				
	Olson Road										
Centerville Road to Lonnbladh Road	42	8,900	8,600	10,500	9,000	9,700					
Lonnbladh Road to Raymond Diehl Road	41	9,400	9,900	8,100	9,700	9,800					
Pimlico Drive											
Clarecastle Way to Santa Anita Drive	70	1,500	2,200	1,800	2,200	1,200					
Santa Anita Drive to Centerville Road	43	700	400	400	800	550					
Centerville Road to Welaunee Boulevard	801		1,100		1,100						
Pigsah Church Road											
Bradfordville Road to Centerville Road	77	3,500	3,500	3,500	3,500	3,500					

Future Traffic Pattern Changes Evaluation Matrix for Interim Year 2035							
Roadway and Limits	Segment ID	2035 No Build Scenario	AADT by Modeling Corridor				
			1	2	3	4	
Proctor Road							
Crump Road to Centerville Road	78	1,200	1,100	1,300	1,100	1,700	
Raymond Diehl Road							
Capital Circle NE to Village Square Boulevard	45	17,000	16,500	17,000	17,000	18,000	
Village Square Boulevard to Delaney Drive	46	14,000	12,500	13,000	13,000	14,500	
Delaney Drive to Olson Road	44	5,100	4,100	5,000	3,900	4,600	
Olson Road to Killarney Way	47	9,400	8,300	9,000	8,300	9,800	
Roberts Road							
Centerville Road to Realignment	48	10,500		5,700		9,600	
Realignment of Roberts Road	901		6,200		6,300		
Realignment to Crump Road	49	9,100	4,400	7,500	4,500	8,000	
Shamrock Street							
W. Shannon Lakes Drive to McLaughlin Drive (North)	50	1,100	1,200	1,200	1,200	1,100	
McLaughlin Drive to Shamrock Street South (East)	51	4,900	4,700	5,700	4,100	4,600	
Killarney Way to W. Shannon Lakes Drive (West)	52	9,100	8,900	9,700	9,300	10,000	
Killarney Way to Gardenview Way (South)	54	8,600	7,500	8,100	7,100	8,600	
Gardenview Way to Shamrock Street East (South)	53	6,900	6,300	6,700	5,600	6,800	
Shamrock Street East to Centerville Road (South)	55	11,500	11,500	12,500	10,000	11,000	
Centerville Road to Welaunee Boulevard (Extension)	601		4,800	7,600			
Shannon Lakes Drive							
Kerry Forest Parkway to McLaughlin Drive (North)	56	4,400	5,700	6,000	5,300	3,900	
Shamrock Street North to Kerry Forest Parkway (West)	57	7,300	6,800	7,700	7,200	7,600	
PRIMARY	Thomasville Road						
	Hermitage Boulevard to Metropolitan Boulevard	60	39,500	39,500	40,000	39,000	39,000
	Metropolitan Boulevard to I-10 Westbound Ramp	59	48,500	44,000	39,500	44,500	43,500
	I-10 Westbound Ramp to Killearn Center Boulevard	65	61,000	59,000	57,000	59,000	59,000
	Killearn Center Boulevard to Village Square Boulevard	66	53,500	51,500	53,000	51,500	51,000
	Village Square Boulevard to Killarney Way	64	74,000	71,500	73,000	71,500	73,500
	Killarney Way to High Grove Road	58	66,000	64,000	65,000	63,500	65,500
	High Grove Road to Velda Dairy Road	63	62,000	59,000	59,000	58,500	60,000
	Velda Dairy Road to Kerry Forest Parkway	62	57,500	52,500	52,500	52,000	52,500
	Kerry Forest Parkway to Bradfordville Road	61	42,500	41,500	41,500	41,000	41,500
Thornton Road							
Mahan Drive to Miccosukee Road	67	6,900	8,000	8,300	8,500	5,400	
Miccosukee Road to Welaunee Boulevard	401		8,700	7,700	7,200	2,400	
Velda Dairy Road							
Thomasville Road to Kerry Forest Parkway	71	3,100	2,800	2,700	2,700	3,200	
Kerry Forest Parkway to Kimmer Rowe Drive	72	4,300	4,300	4,700	4,100	4,200	
Kimmer Rowe Drive to Bradfordville Road	73	3,600	3,200	3,900	3,300	3,500	
Welaunee Boulevard							
Centerville Road to Fleischmann Road	68	18,000	21,500	21,500	23,500	19,500	
Fleischmann Road to Dempsey Mayo Road	1001		18,000	18,000	19,500	13,000	
Dempsey Mayo Road to Edenfield Road	1002		15,000	9,900	17,500	9,600	
Edenfield Road to Thornton Road	1003		12,000	6,100	13,500	4,000	
Thornton Road to Gardenview Way	1004		17,000	8,900	15,500		
Gardenview Way to Shamrock Street	1008		15,500	7,500	14,000		
Shamrock Street to McLaughlin Drive	1014		11,000		14,000		
McLaughlin Drive to Pimlico Drive	1011		11,000		14,000		
Pimlico Drive to Bradfordville Road	1015		14,500		16,000		
Sum of Green Segments (Decreases or No Change)			56	47	53	53	
Sum of Yellow Segments (Increases)			21	30	24	24	

Future Traffic Pattern Changes Evaluation Matrix for Design Year 2045								
Roadway and Limits		Segment ID	2045 No Build Scenario	AADT by Modeling Corridor				
				1	2	3	4	
Arendell Way								
Miccosukee Road to Mahan Drive		1	10,000	10,000	9,700	9,900	9,500	
Bradfordville Road								
Thomasville Road to Pigsah Church Road		3	14,500	15,500	14,500	15,500	14,500	
Pigsah Church Road to Centerville Road		2	13,000	16,000	14,000	16,000	9,400	
Capital Circle NE								
Mahan Drive to Miccosukee Road		5	66,000	73,500	74,000	71,500	73,000	
Miccosukee Road to Centerville Road		4	72,500	78,500	78,500	78,000	73,500	
Centerville Road to Lonnbladh Road		8	77,000	71,000	72,500	73,000	77,000	
Lonnbladh Road to Hermitage Boulevard		6	76,500	71,000	73,000	73,500	77,500	
Hermitage Boulevard to Thomasville Road		7	63,000	60,000	61,000	61,000	64,500	
PRIMARY	Centerville Road							
	Capital Circle NE to Welaunee Boulevard		9	38,000	40,500	42,000	46,500	39,000
	Welaunee Boulevard to Olson Road		10	17,000	18,000	19,500	20,500	19,000
	Olson Road to Charleston Road		14	21,500	17,000	18,500	20,000	21,500
	Charleston Road to Shamrock Street		11	20,000	15,500	17,000	16,500	21,000
	Shamrock Street to McLaughlin Drive		12	15,500	14,000	20,000	12,500	15,000
	McLaughlin Drive to Pimlico Drive		13	17,000	10,500	17,500	13,000	15,000
	Pimlico Drive to Bradfordville Road		15	17,000	9,500	17,000	13,000	15,000
	Bradfordville Road to Pigsah Church Road		74	3,600	4,500	3,400	4,500	2,700
	Clarecastle Way							
Pimlico Drive to N. Shannon Lake Drive		69	900	3,000	1,900	2,000	1,000	
Crump Road								
Mahan Drive to Miccosukee Road		17	11,000	6,700	9,200	9,200	11,000	
Miccosukee Road to Roberts Road		16	15,500	9,000	10,500	9,300	15,000	
Dempsey Mayo Road								
Mahan Drive to Miccosukee Road		18	7,600	9,000	8,400	8,600	7,800	
Miccosukee Road to Welaunee Boulevard		202		9,600	9,000	9,100	5,900	
Welaunee Boulevard to Centerville Road		201		9,400	9,700	9,000	13,000	
Edenfield Road								
Mahan Drive to Miccosukee Road		19	4,400	5,300	5,200	5,100	5,400	
Miccosukee Road to Welaunee Boulevard		301		6,800	7,400	6,700	7,000	
Fleischmann Road								
Miccosukee Road to Centerville Road		20	6,700	5,300	5,200	5,500	6,000	
Gardenview Way								
Shamrock Street South to Centerville Road		21	3,100	1,200	1,200	1,700	3,200	
Kerry Forest Parkway								
Thomasville Road to Shannon Lakes North		22	12,000	11,500	12,000	11,500	11,500	
Killarney Way								
Thomasville Road to Kilkenny Drive		25	13,000	13,500	13,000	12,500	14,500	
Kilkenny Drive to Raymond Diehl Road		23	13,500	13,500	13,000	12,000	15,000	
Raymond Diehl Road to Shamrock Street South		24	23,500	20,500	21,000	19,500	23,500	
Lonnbladh Road								
Capital Circle NE to Olson Road		26	7,500	8,200	9,000	9,700	8,600	
PRIMARY	Mahan Drive							
	Capital Circle NE to Dempsey Mayo Road		27	60,000	59,000	57,500	58,000	58,500
	Dempsey Mayo Road to Edenfield Road		28	39,000	28,500	28,500	29,000	29,000
	Edenfield Road to Arendell Way		29	38,000	31,500	31,500	32,000	32,500
	Arendell Way to Thornton Road		30	27,500	23,500	23,000	24,000	23,500
	Thornton Road to Summit Lake Drive		31	27,000	26,500	26,000	26,500	27,000
	Summit Lake Drive to Crump Road		32	16,000	15,000	15,000	15,000	16,000
McLaughlin Drive								
Shamrock Street North to E. Shannon Lakes Drive		34	3,500	2,400	4,500	2,800	3,700	
E. Shannon Lakes Drive to Centerville Road		33	4,100	6,600	5,100	6,400	3,700	
PRIMARY	Miccosukee Road							
	Capital Circle NE to Fleischmann Road		36	14,500	13,500	14,500	14,500	16,500
	Fleischmann Road to Dempsey Mayo Road		37	15,500	14,000	15,000	15,000	16,000
	Dempsey Mayo Road to Edenfield Road		38	19,500	12,000	13,000	13,000	15,000
	Edenfield Road to Arendell Way		39	16,000	10,000	11,000	10,500	14,000
	Arendell Way to Thornton Road		40	10,500	7,000	7,200	6,600	9,900
	Thornton Road to Crump Road		35	11,500	6,200	7,300	5,400	11,500
Miles Johnson Road								
Miccosukee Road to Crump Road		76	600	600	600	600	600	
Olson Road								
Centerville Road to Lonnbladh Road		42	11,500	11,500	12,500	12,500	12,000	
Lonnbladh Road to Raymond Diehl Road		41	9,100	8,200	8,700	8,700	9,200	
Pimlico Drive								
Clarecastle Way to Santa Anita Drive		70	1,000	1,900	1,400	1,600	1,000	
Santa Anita Drive to Centerville Road		43	950	550	600	1,100	850	
Centerville Road to Welaunee Boulevard		801		1,400		1,400		
Pigsah Church Road								
Bradfordville Road to Centerville Road		77	4,400	4,200	4,300	4,200	4,300	

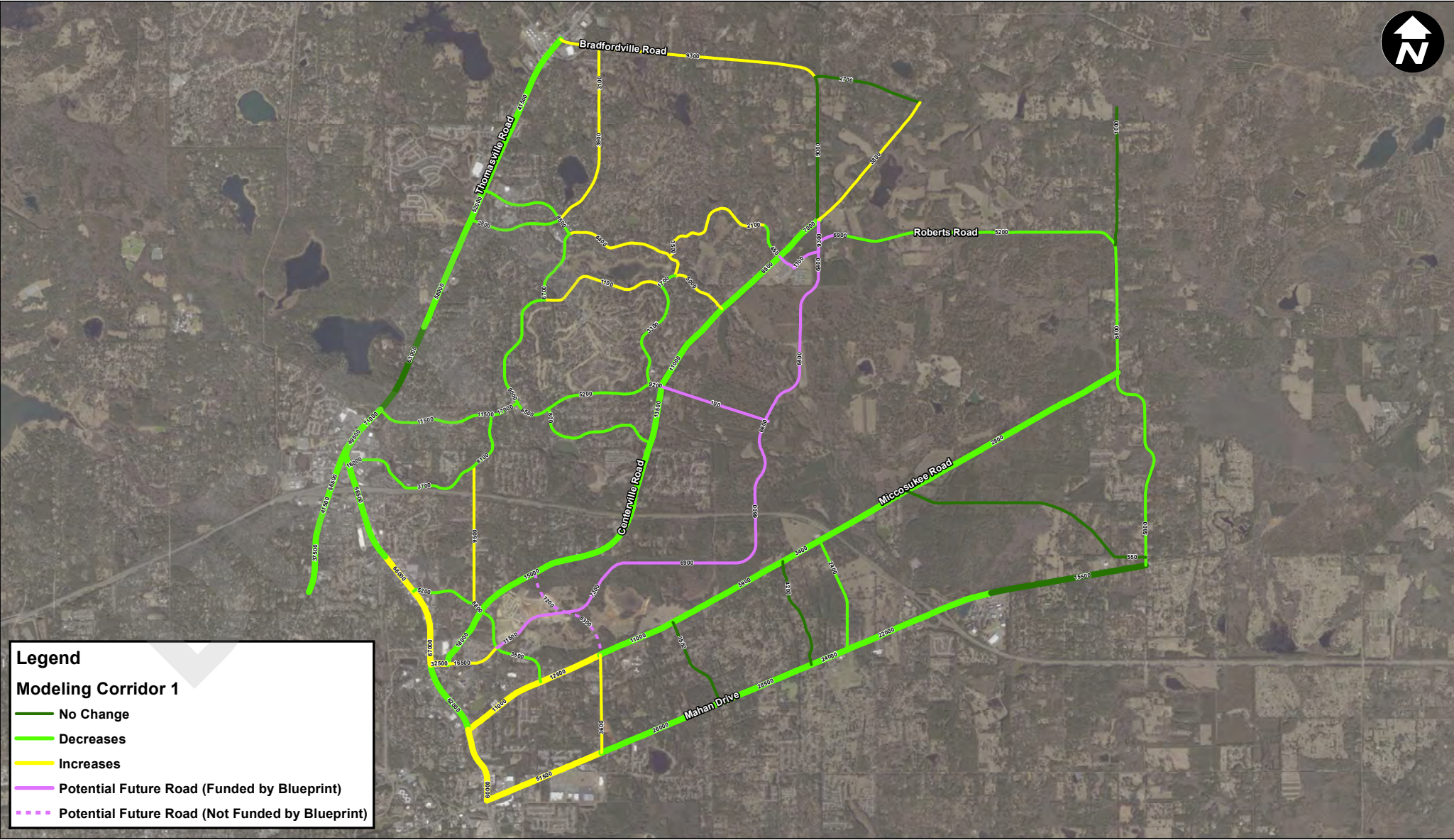
Future Traffic Pattern Changes Evaluation Matrix for Design Year 2045							
Roadway and Limits	Segment ID	2045 No Build Scenario	AADT by Modeling Corridor				
			1	2	3	4	
Proctor Road							
Crump Road to Centerville Road	78	1,100	1,200	1,700	1,200	1,900	
Raymond Diehl Road							
Capital Circle NE to Village Square Boulevard	45	23,500	17,500	18,500	18,500	24,000	
Village Square Boulevard to Delaney Drive	46	16,500	14,000	14,500	14,500	16,000	
Delaney Drive to Olson Road	44	7,700	5,300	6,000	6,100	6,400	
Olson Road to Killarney Way	47	12,500	9,300	10,500	10,500	11,500	
Roberts Road							
Centerville Road to Realignment	48	15,500		9,700		14,000	
Realignment of Roberts Road	901		9,000		9,200		
Realignment to Crump Road	49	14,500	7,200	7,900	7,400	12,500	
Shamrock Street							
W. Shannon Lakes Drive to McLaughlin Drive (North)	50	1,300	1,300	1,400	1,400	1,200	
McLaughlin Drive to Shamrock Street South (East)	51	4,400	4,800	6,700	4,100	4,900	
Killarney Way to W. Shannon Lakes Drive (West)	52	9,000	8,600	9,400	9,200	8,400	
Killarney Way to Gardenview Way (South)	54	13,500	11,500	11,000	9,700	14,000	
Gardenview Way to Shamrock Street East (South)	53	9,800	9,900	9,300	7,500	9,900	
Shamrock Street East to Centerville Road (South)	55	12,500	15,500	16,500	11,500	13,000	
Centerville Road to Welaunee Boulevard (Extension)	601		11,500	15,000			
Shannon Lakes Drive							
Kerry Forest Parkway to McLaughlin Drive (North)	56	5,300	6,900	7,700	6,300	5,300	
Shamrock Street North to Kerry Forest Parkway (West)	57	7,700	7,000	7,700	7,400	6,900	
PRIMARY	Thomasville Road						
	Hermitage Boulevard to Metropolitan Boulevard	60	39,500	41,000	40,500	40,500	40,500
	Metropolitan Boulevard to I-10 Westbound Ramp	59	45,000	46,000	45,500	45,000	45,000
	I-10 Westbound Ramp to Killearn Center Boulevard	65	61,000	58,000	59,500	59,000	63,500
	Killearn Center Boulevard to Village Square Boulevard	66	51,000	51,500	52,000	52,000	52,000
	Village Square Boulevard to Killarney Way	64	75,000	75,000	74,500	74,000	78,000
	Killarney Way to High Grove Road	58	68,000	66,500	66,500	66,500	70,000
	High Grove Road to Velda Dairy Road	63	62,500	60,000	60,000	60,000	62,500
	Velda Dairy Road to Kerry Forest Parkway	62	57,000	52,500	52,000	53,000	54,000
	Kerry Forest Parkway to Bradfordville Road	61	43,000	41,000	41,000	41,000	42,000
Thornton Road							
Mahan Drive to Miccosukee Road	67	19,000	11,000	11,000	10,500	10,000	
Miccosukee Road to Welaunee Boulevard	401		11,500	11,000	10,500	9,200	
Velda Dairy Road							
Thomasville Road to Kerry Forest Parkway	71	3,700	3,300	3,800	3,100	3,800	
Kerry Forest Parkway to Kimmer Rowe Drive	72	4,900	4,300	5,600	4,500	5,100	
Kimmer Rowe Drive to Bradfordville Road	73	4,200	3,400	4,700	3,800	4,600	
Welaunee Boulevard							
Centerville Road to Fleischmann Road	68	27,500	38,000	36,500	34,500	31,000	
Fleischmann Road to Dempsey Mayo Road	1001		35,500	33,000	32,000	28,000	
Dempsey Mayo Road to Edenfield Road	1002		43,500	31,500	36,500	24,000	
Edenfield Road to Thornton Road	1003		30,500	27,000	30,500	13,500	
Thornton Road to Gardenview Way	1004		30,500	25,500	28,000		
Gardenview Way to Shamrock Street	1008		22,500	16,500	18,000		
Shamrock Street to McLaughlin Drive	1014		12,000		15,000		
McLaughlin Drive to Pimlico Drive	1011		12,000		15,000		
Pimlico Drive to Bradfordville Road	1015		15,500		18,500		
Sum of Green Segments (Decreases or No Change)			54	49	55	43	
Sum of Yellow Segments (Increases)			23	28	22	34	



# APPENDIX G:

## QUANTITATIVE EVALUATION (MAP FORM)

DRAFT

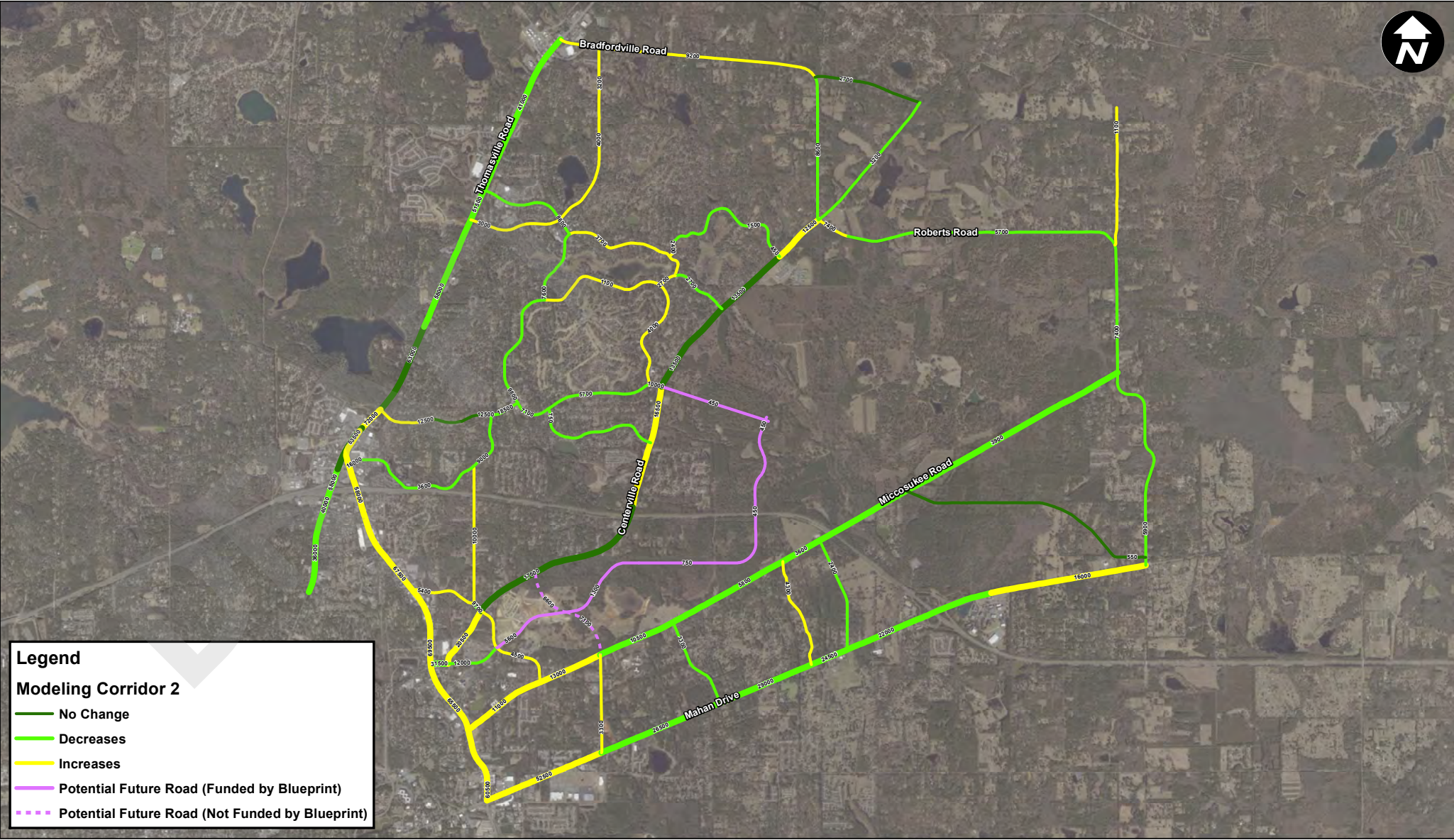


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

**Modeling Information**  
Year: 2025  
Name: Corridor 1



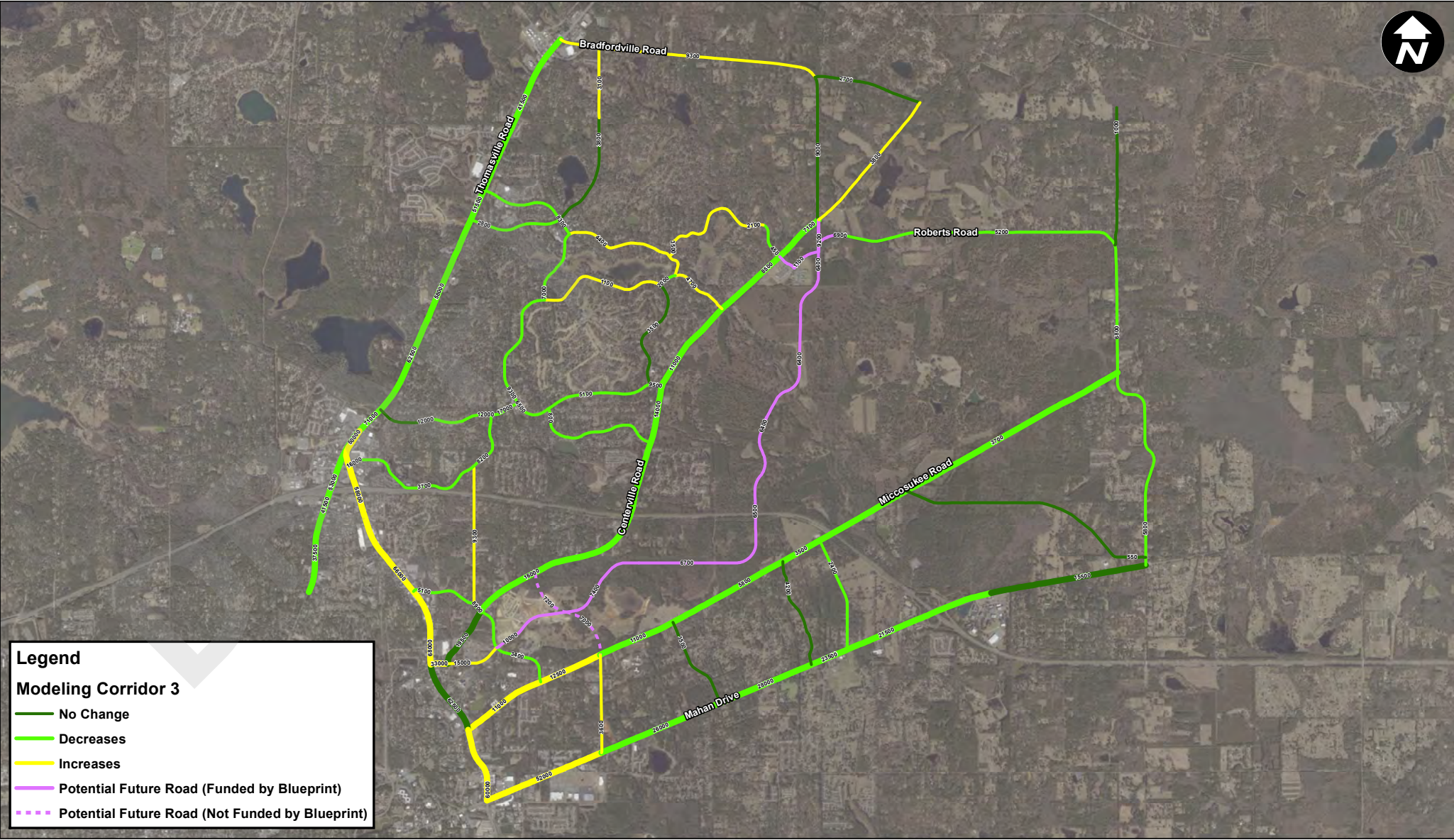


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

Modeling Information  
Year: 2025  
Name: Corridor 2





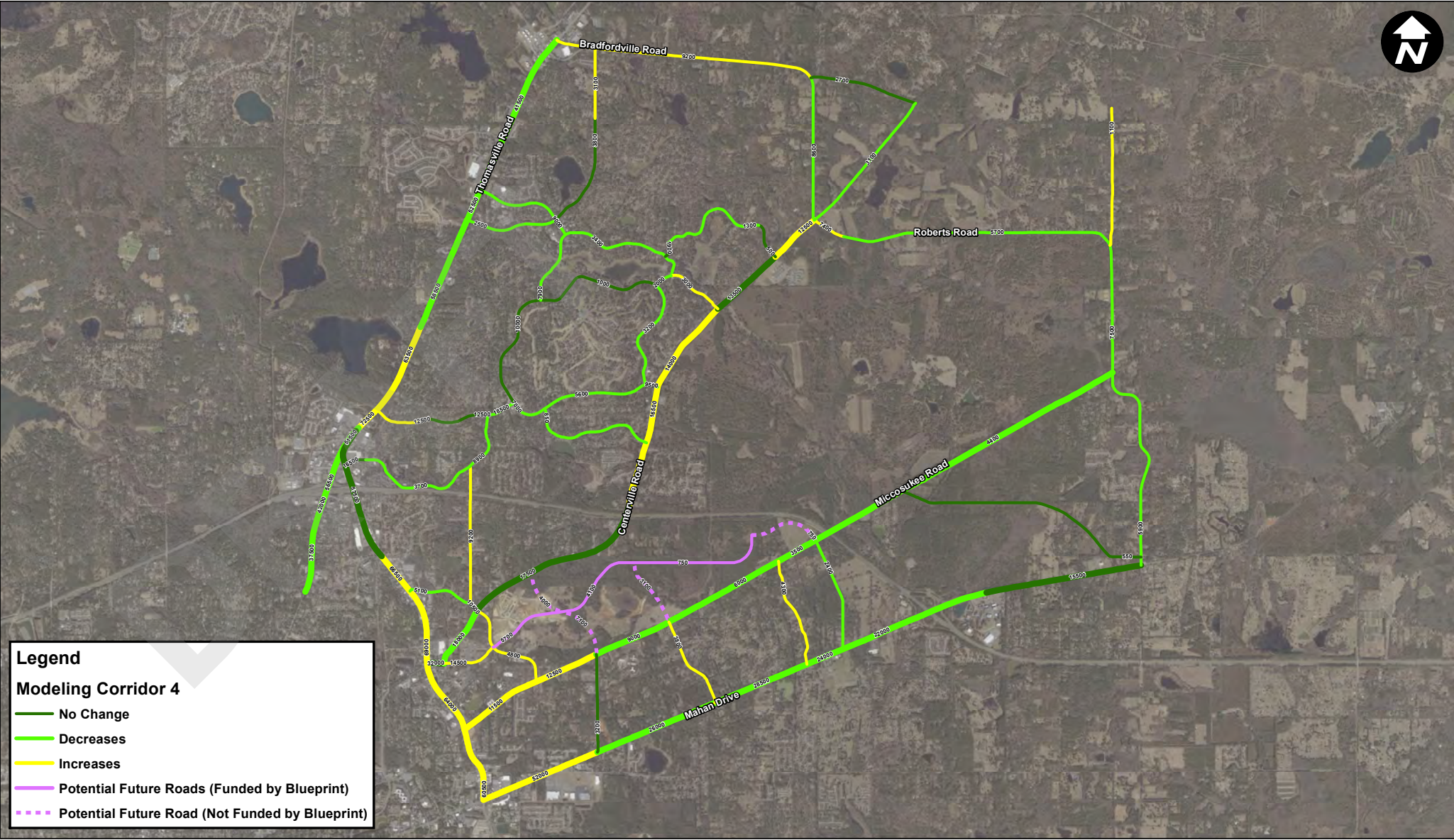
**Legend**

**Modeling Corridor 3**

- No Change
- Decreases
- Increases
- Potential Future Road (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p><b>Modeling Corridors</b> <b>Future Traffic Pattern Changes</b></p>	<p><u>Modeling Information</u> Year: 2025 Name: Corridor 3</p>
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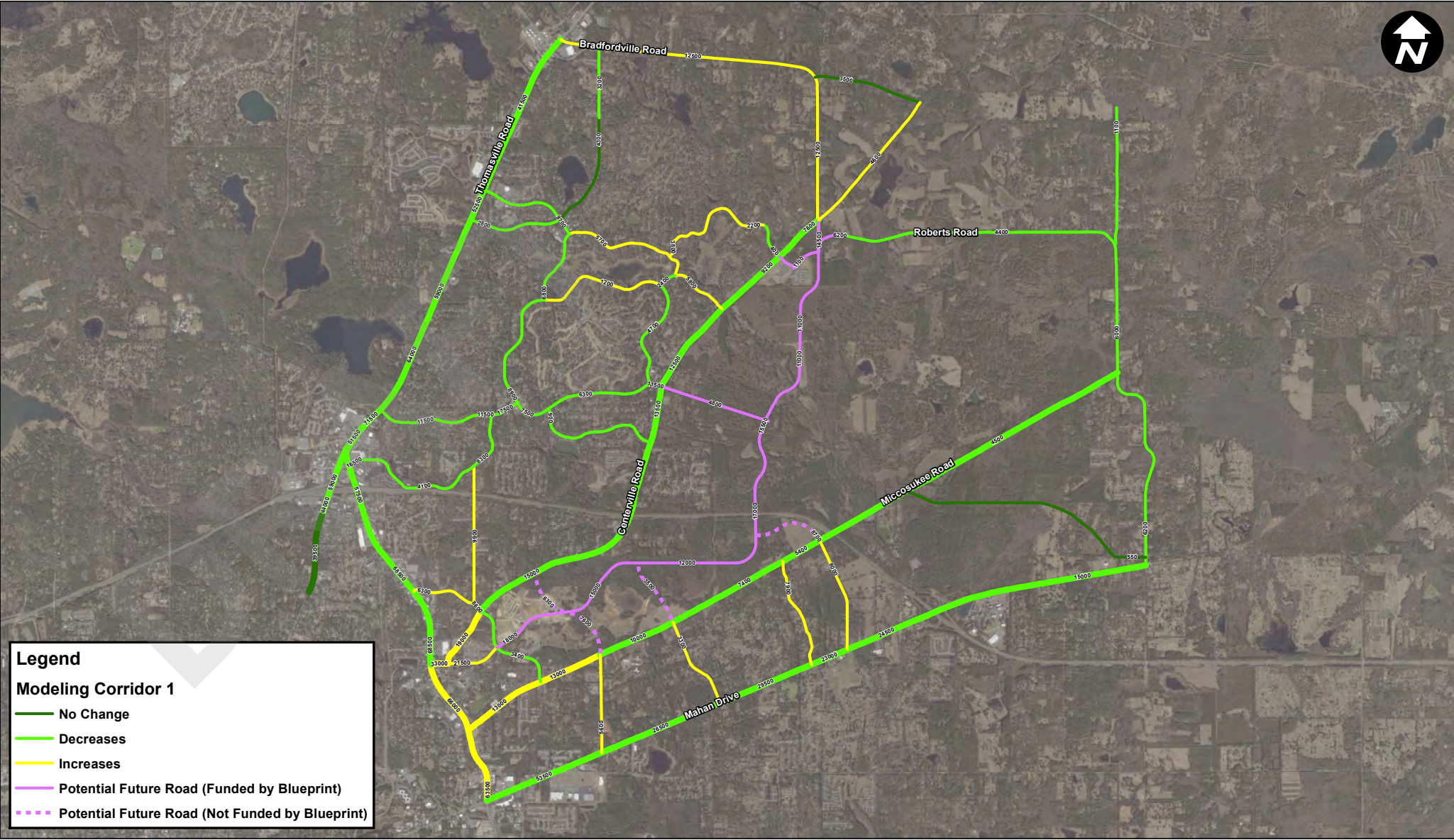


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

**Modeling Information**  
Year: 2025  
Name: Corridor 4





**Legend**

**Modeling Corridor 1**

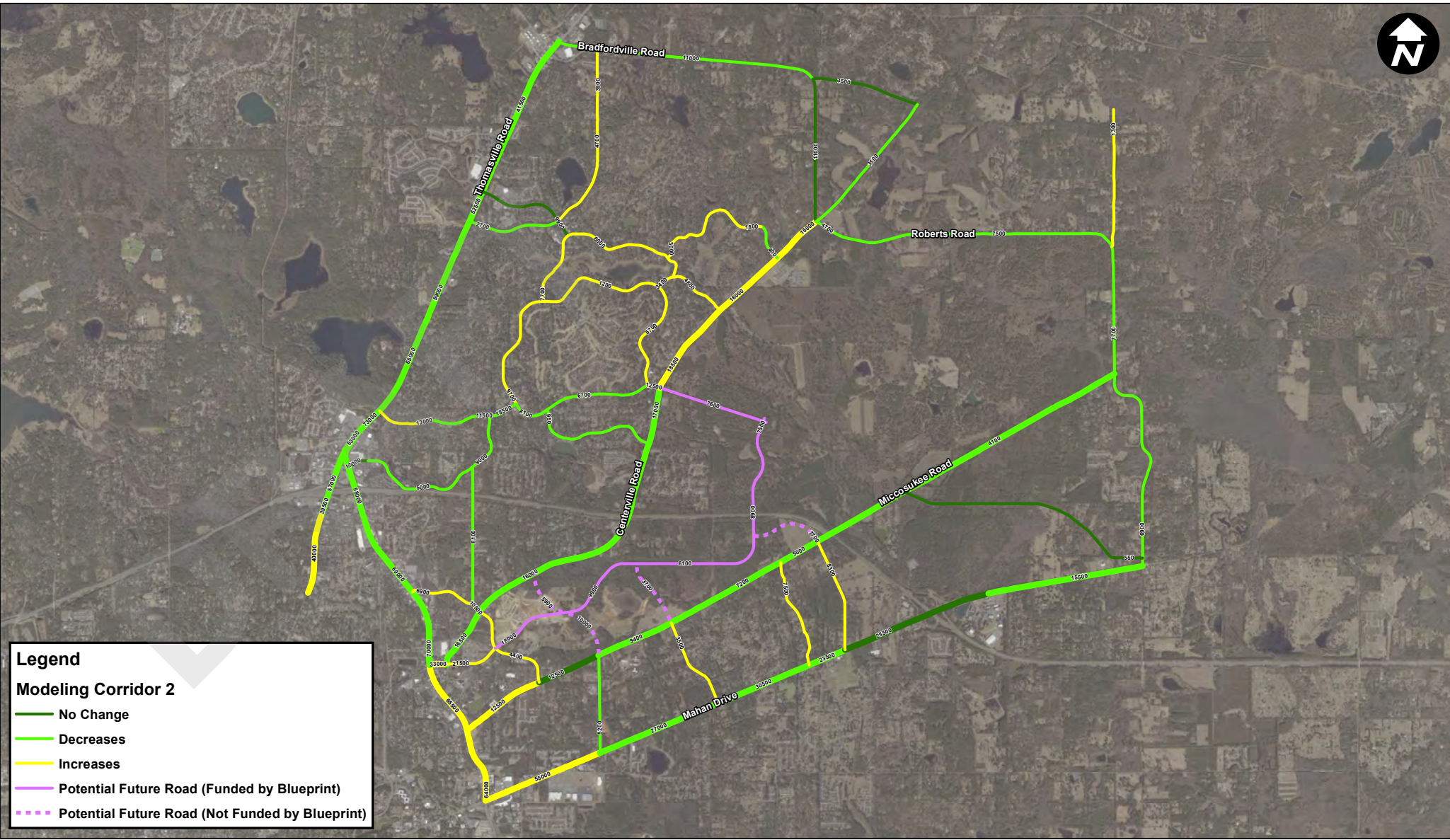
- No Change
- Decreases
- Increases
- Potential Future Road (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

Modeling Information  
Year: 2035  
Name: Corridor 1





**Legend**

**Modeling Corridor 2**

No Change

Decreases

Increases

Potential Future Road (Funded by Blueprint)

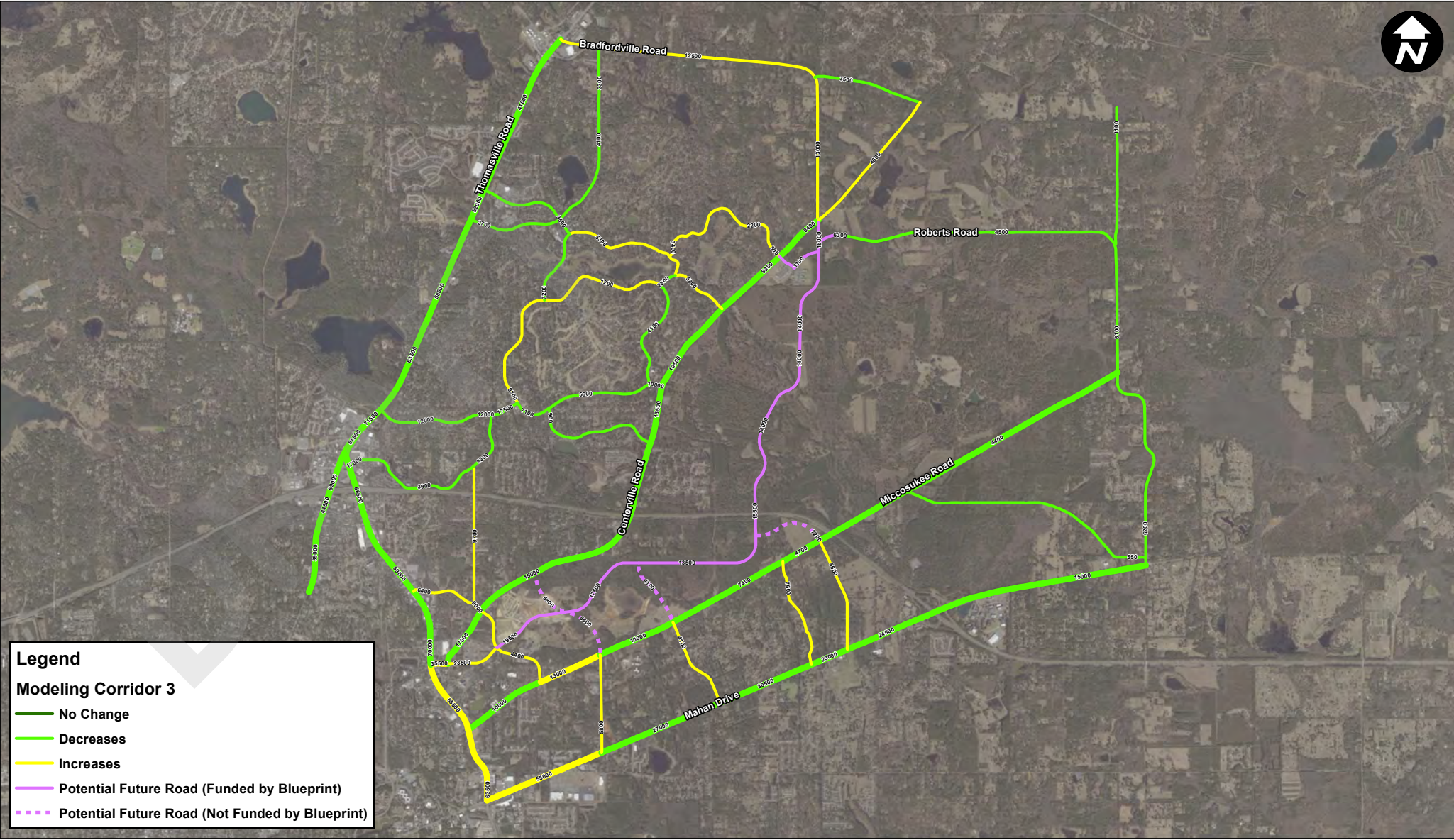
Potential Future Road (Not Funded by Blueprint)

Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

**Modeling Information**  
Year: 2035  
Name: Corridor 2



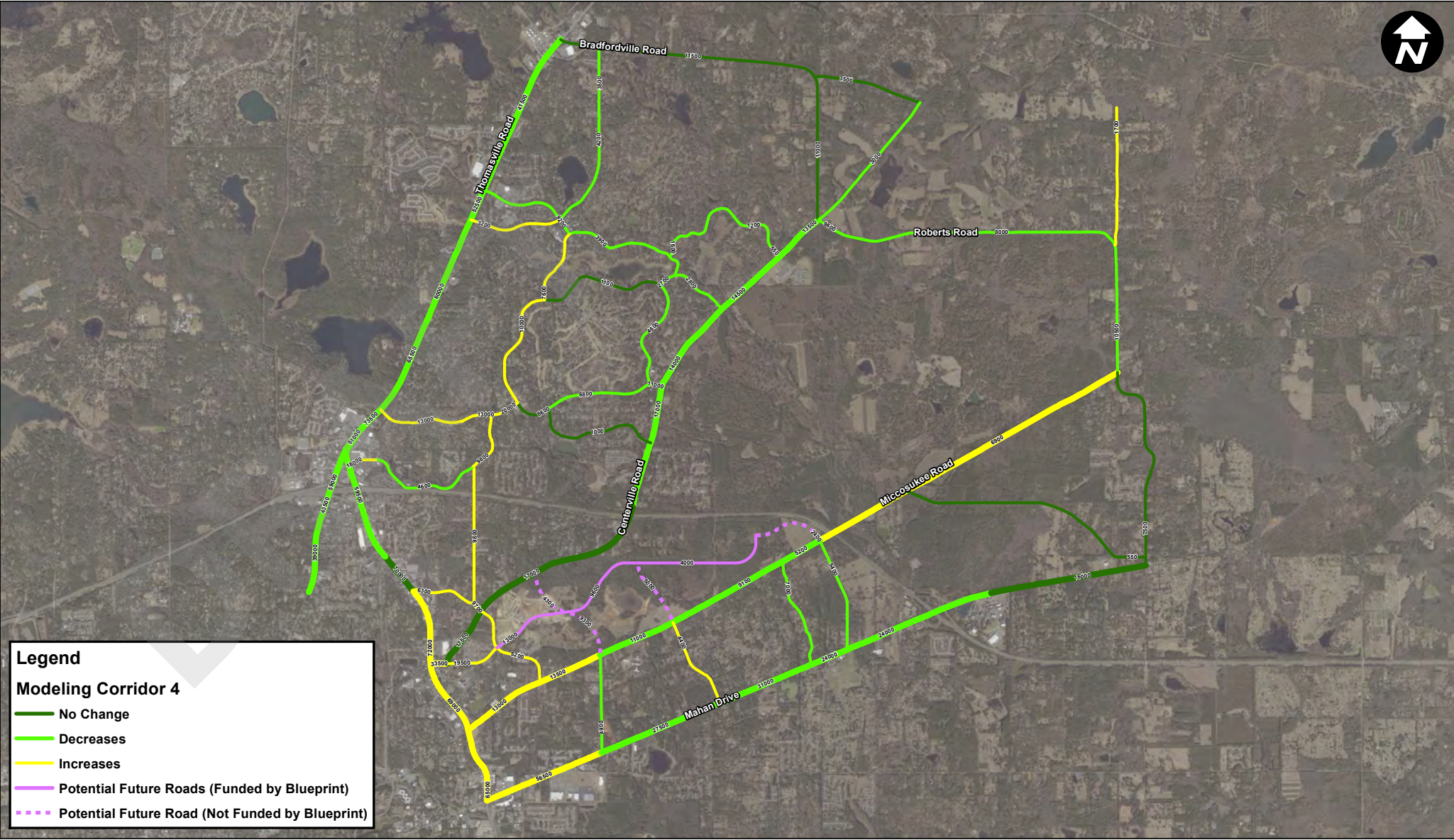


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

**Modeling Information**  
Year: 2035  
Name: Corridor 3





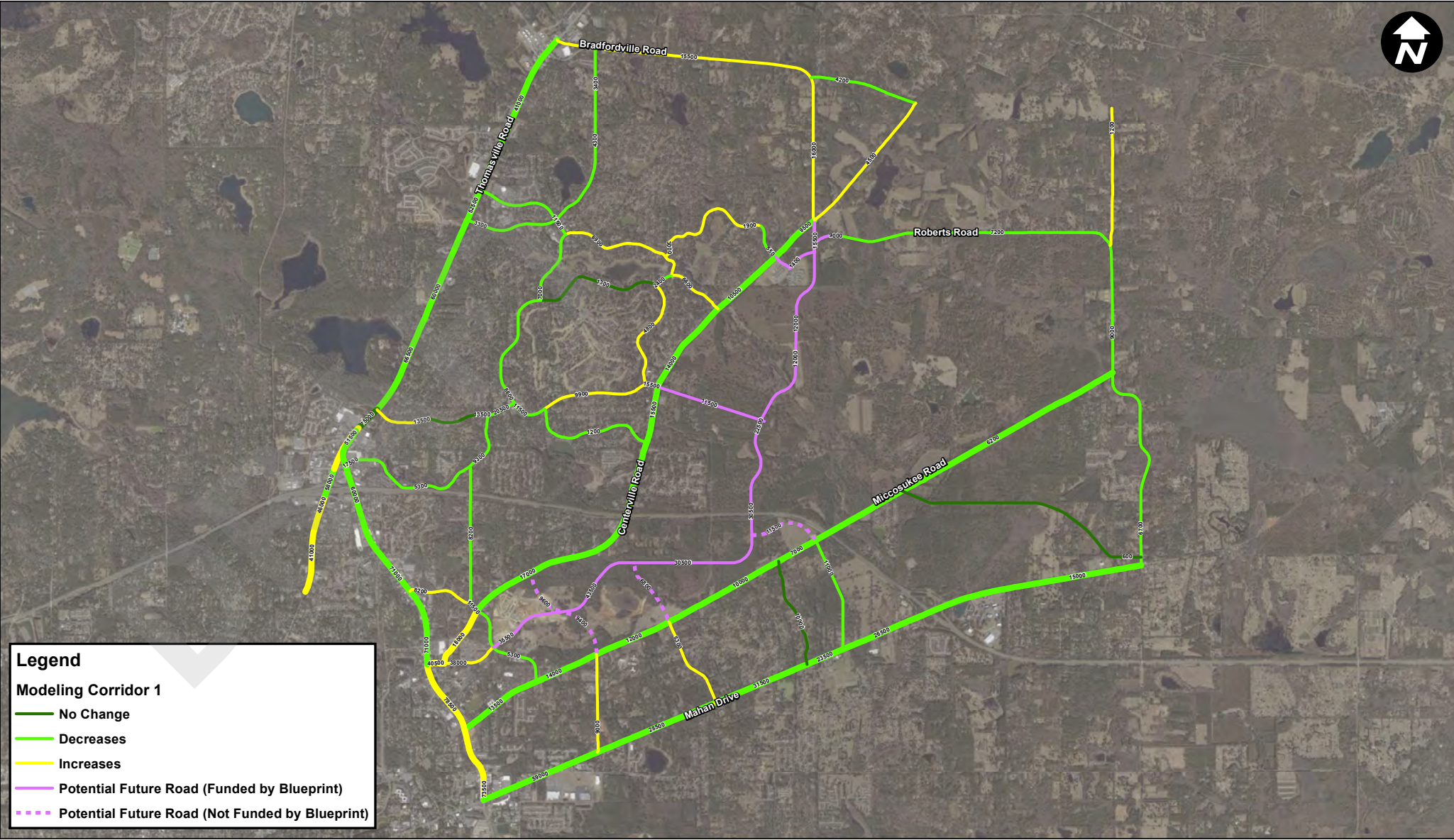
**Legend**

**Modeling Corridor 4**

- No Change
- Decreases
- Increases
- Potential Future Roads (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p><b>Modeling Corridors</b> <b>Future Traffic Pattern Changes</b></p>	<p><u>Modeling Information</u> Year: 2035 Name: Corridor 4</p>
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**Legend**

**Modeling Corridor 1**

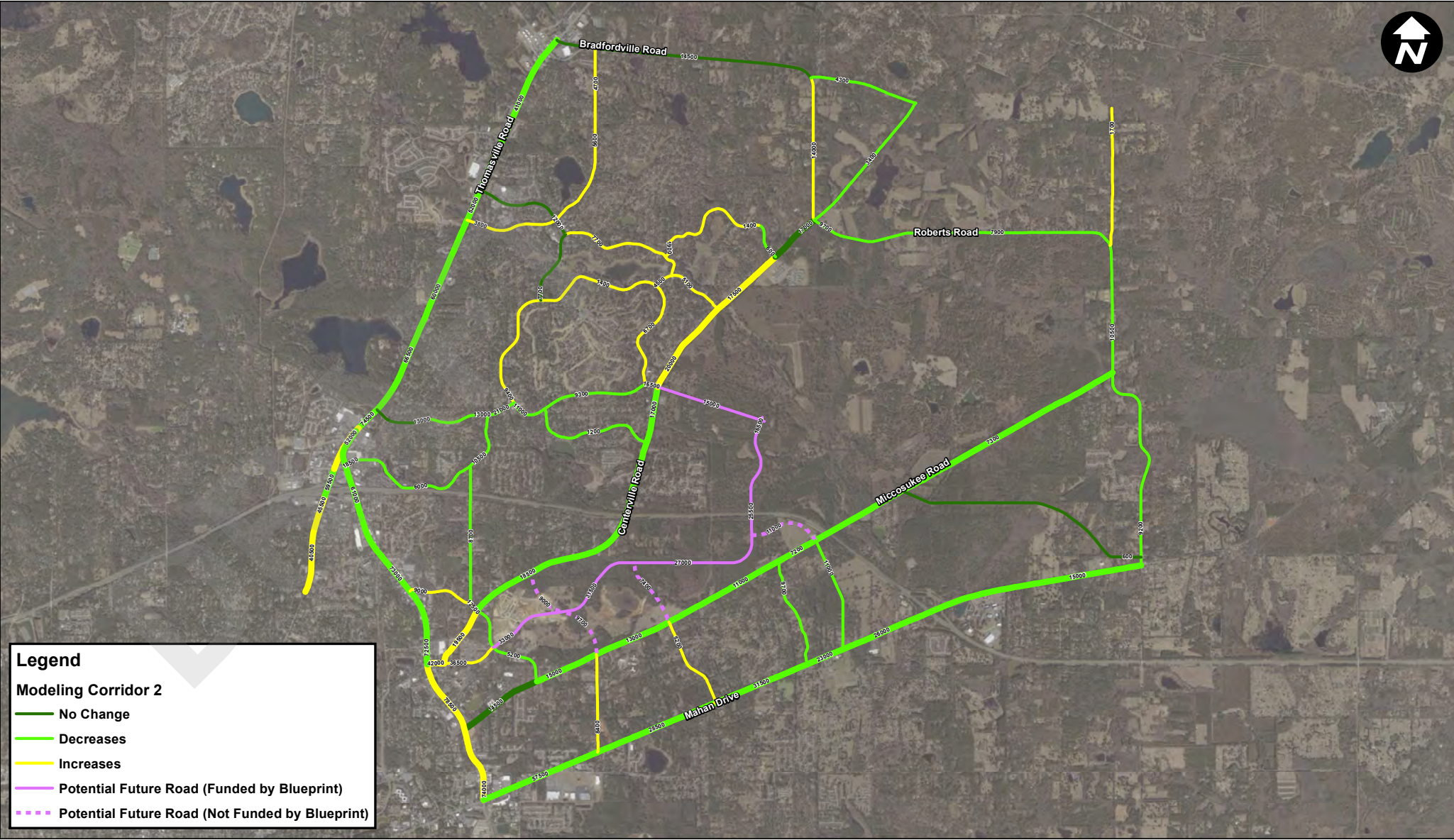
- No Change
- Decreases
- Increases
- Potential Future Road (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

Modeling Information  
Year: 2045  
Name: Corridor 1





**Legend**

**Modeling Corridor 2**

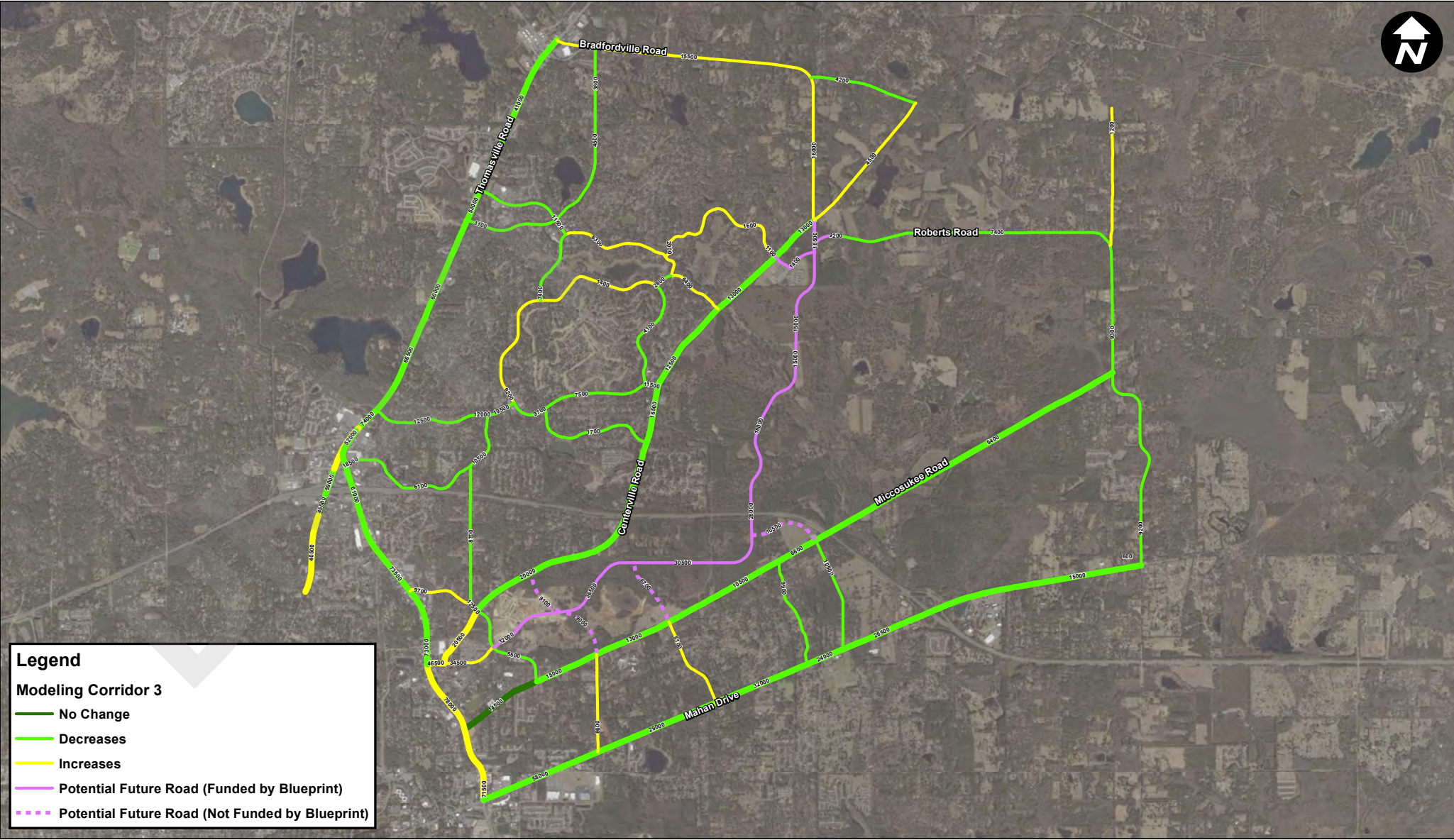
- No Change
- Decreases
- Increases
- Potential Future Road (Funded by Blueprint)
- - - Potential Future Road (Not Funded by Blueprint)

Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

Modeling Information  
Year: 2045  
Name: Corridor 2





**Legend**

**Modeling Corridor 3**

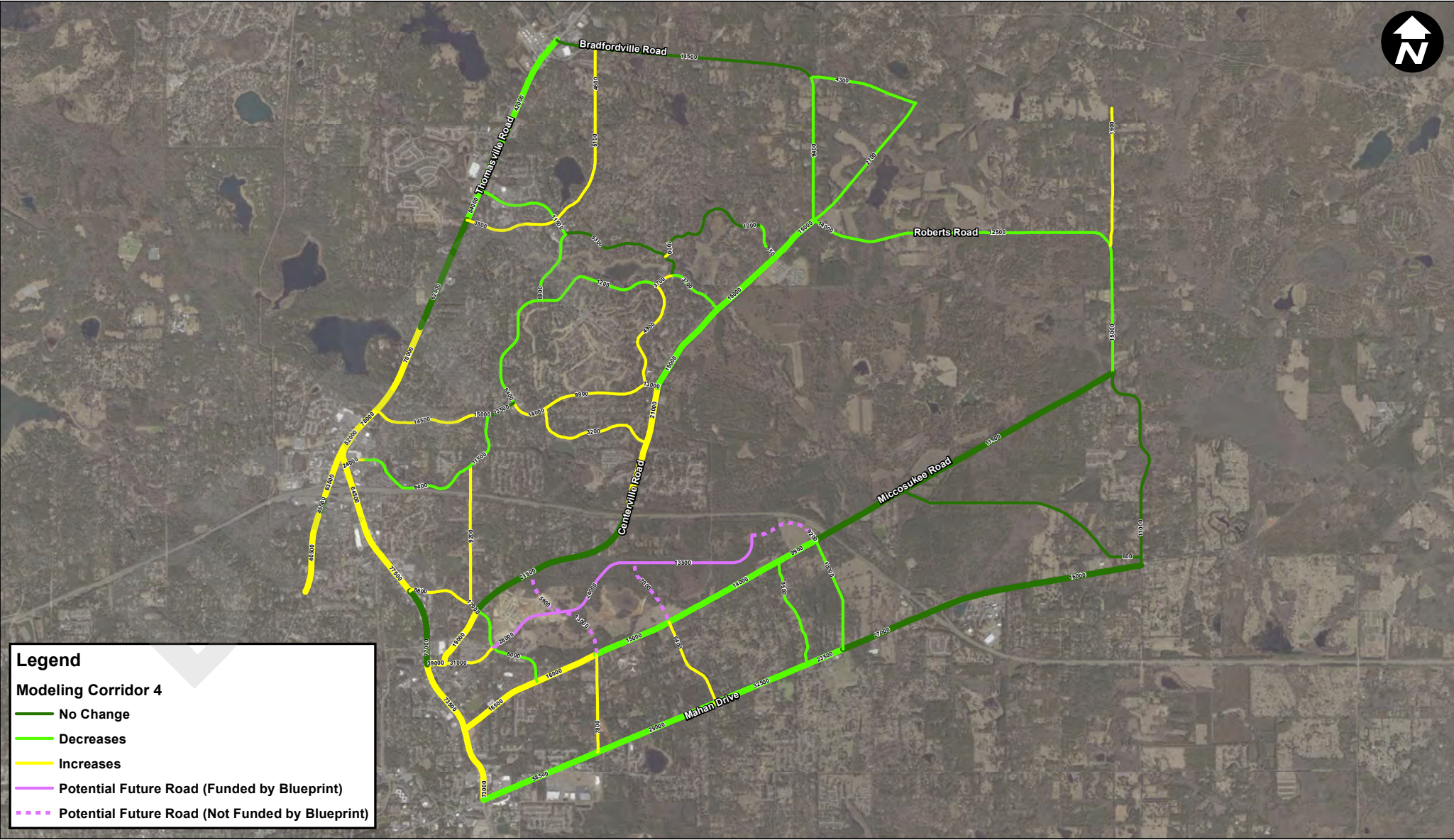
- No Change
- Decreases
- Increases
- Potential Future Road (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors**  
**Future Traffic Pattern Changes**

**Modeling Information**  
Year: 2045  
Name: Corridor 3





**Legend**

**Modeling Corridor 4**

- No Change
- Decreases
- Increases
- Potential Future Road (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Pattern Changes**

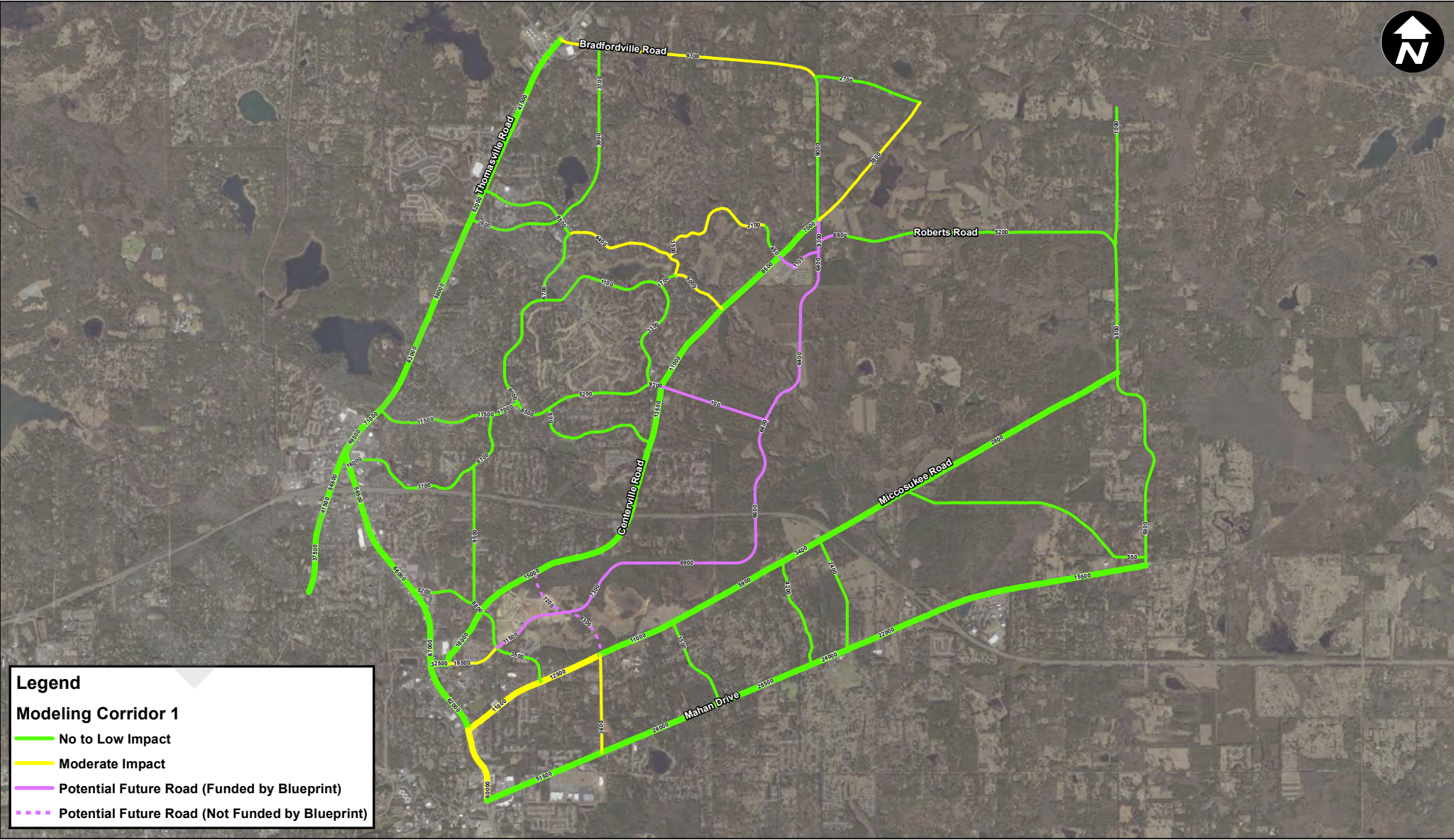
**Modeling Information**  
Year: 2045  
Name: Corridor 4

# APPENDIX H:

## QUALITATIVE EVALUATION (MAP FORM)

DRAFT



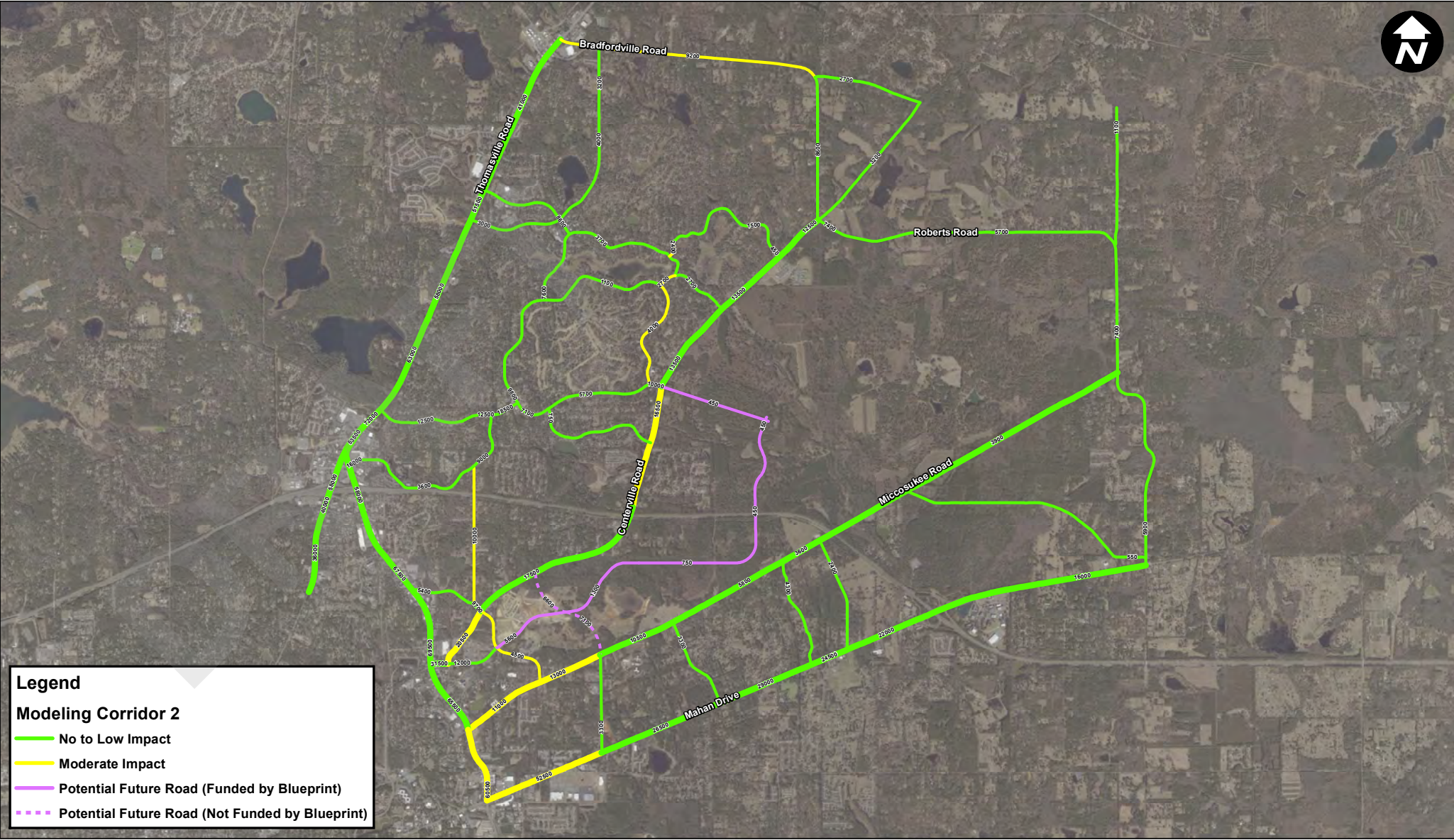


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

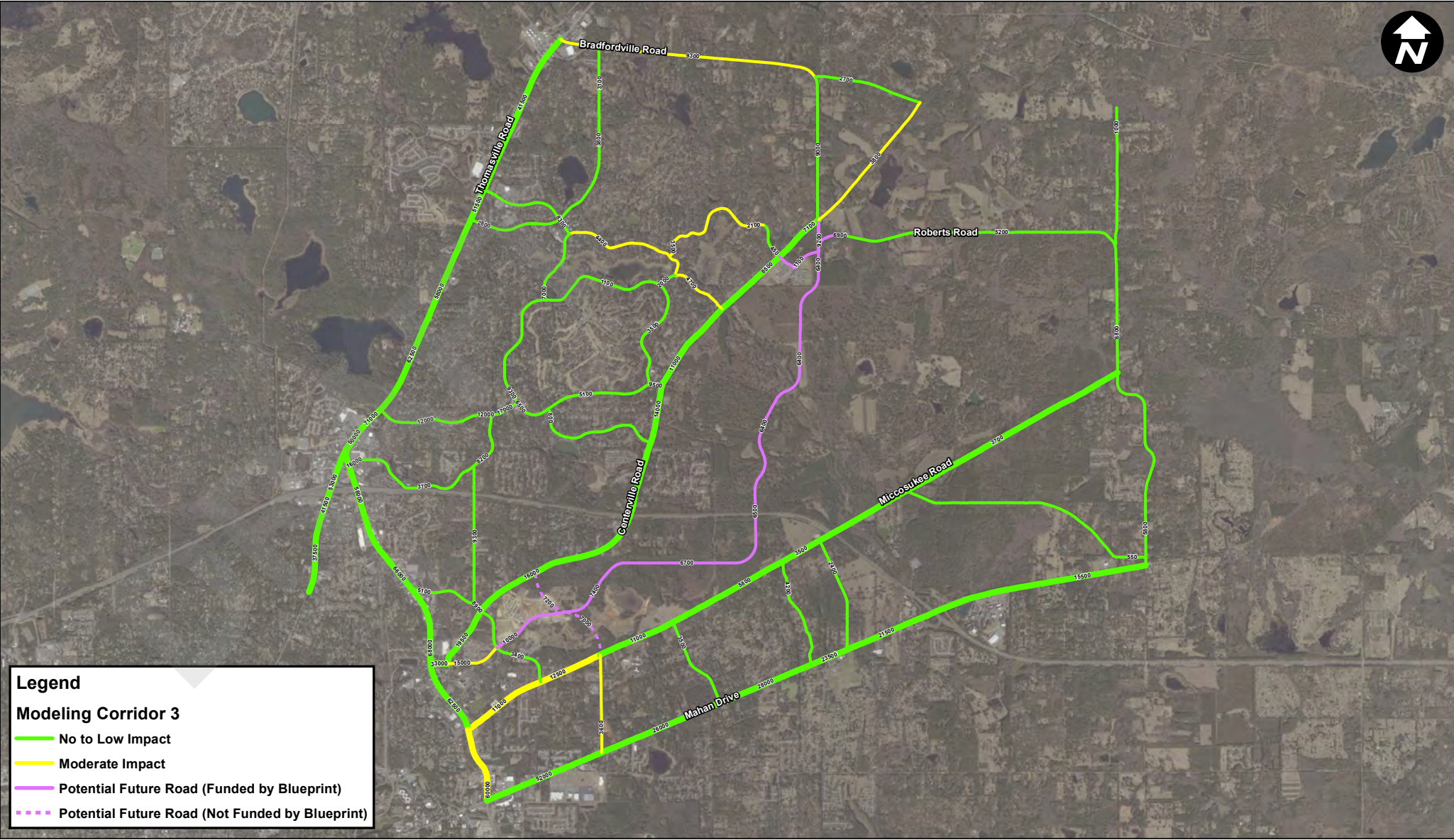
**Modeling Information**  
Year: 2025  
Name: Corridor 1





<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p>Modeling Corridors Future Traffic Impacts</p>	<p>Modeling Information Year: 2025 Name: Corridor 2</p>
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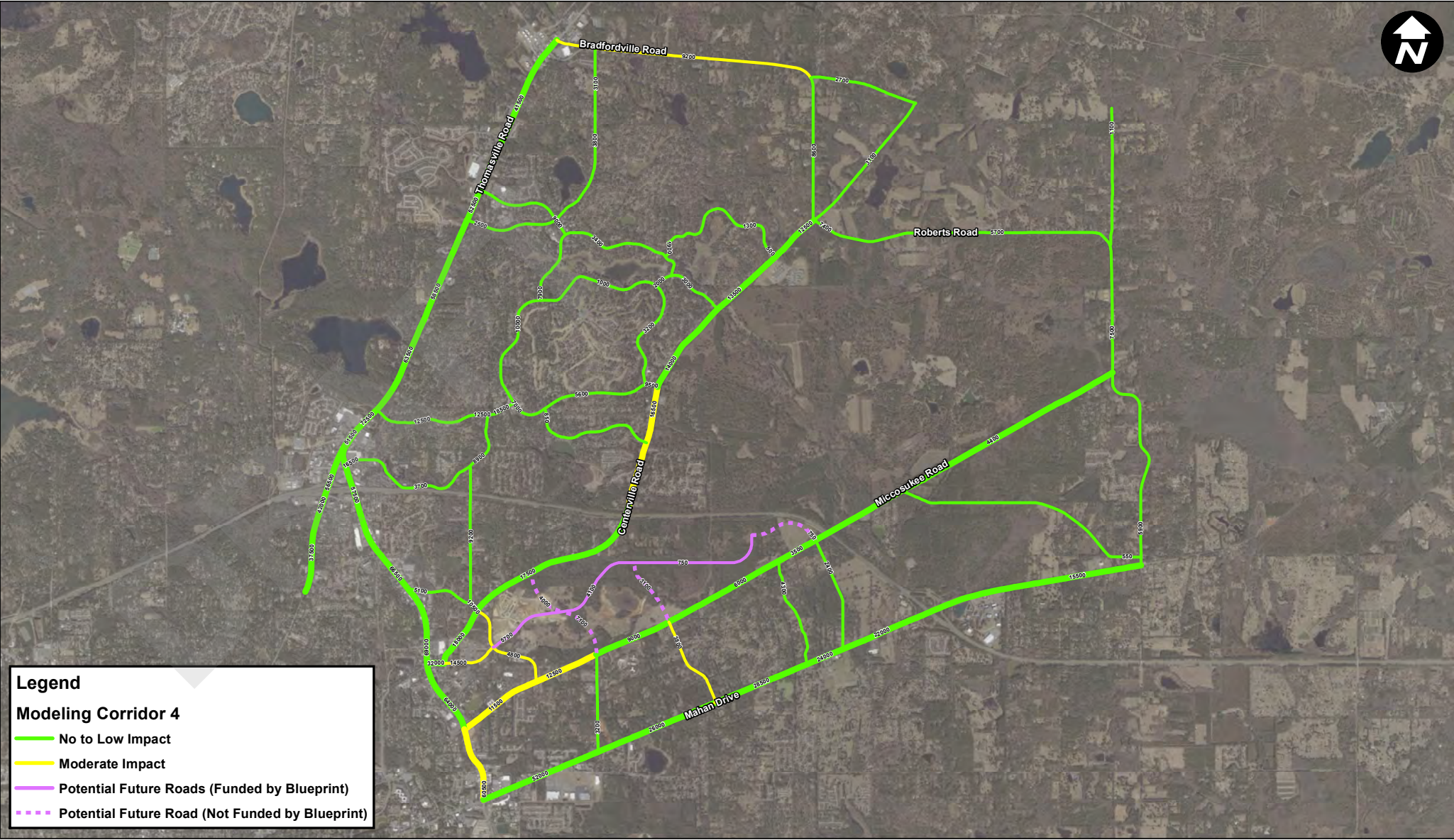


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**  
Year: 2025  
Name: Corridor 3



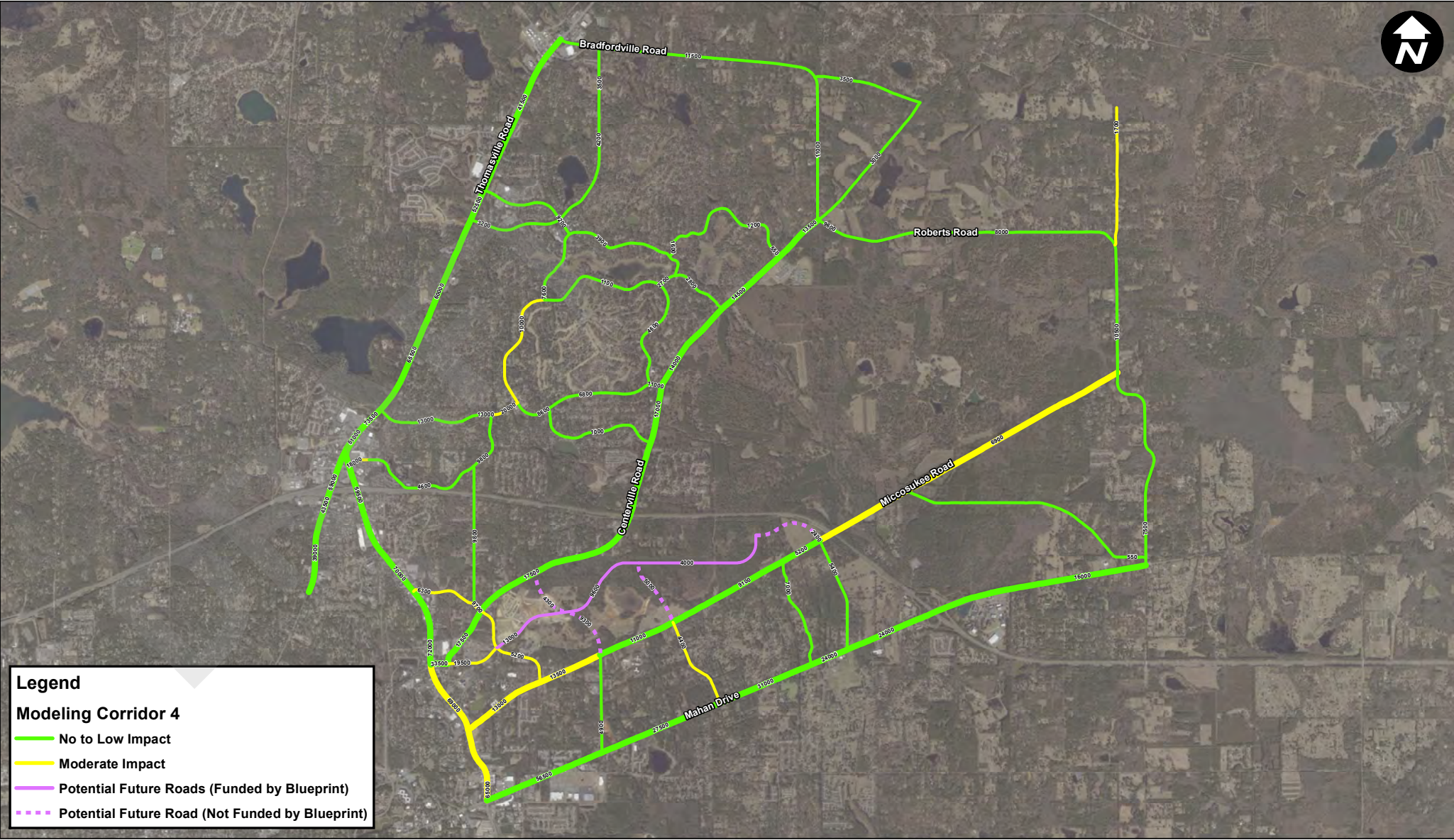


Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**  
Year: 2025  
Name: Corridor 4





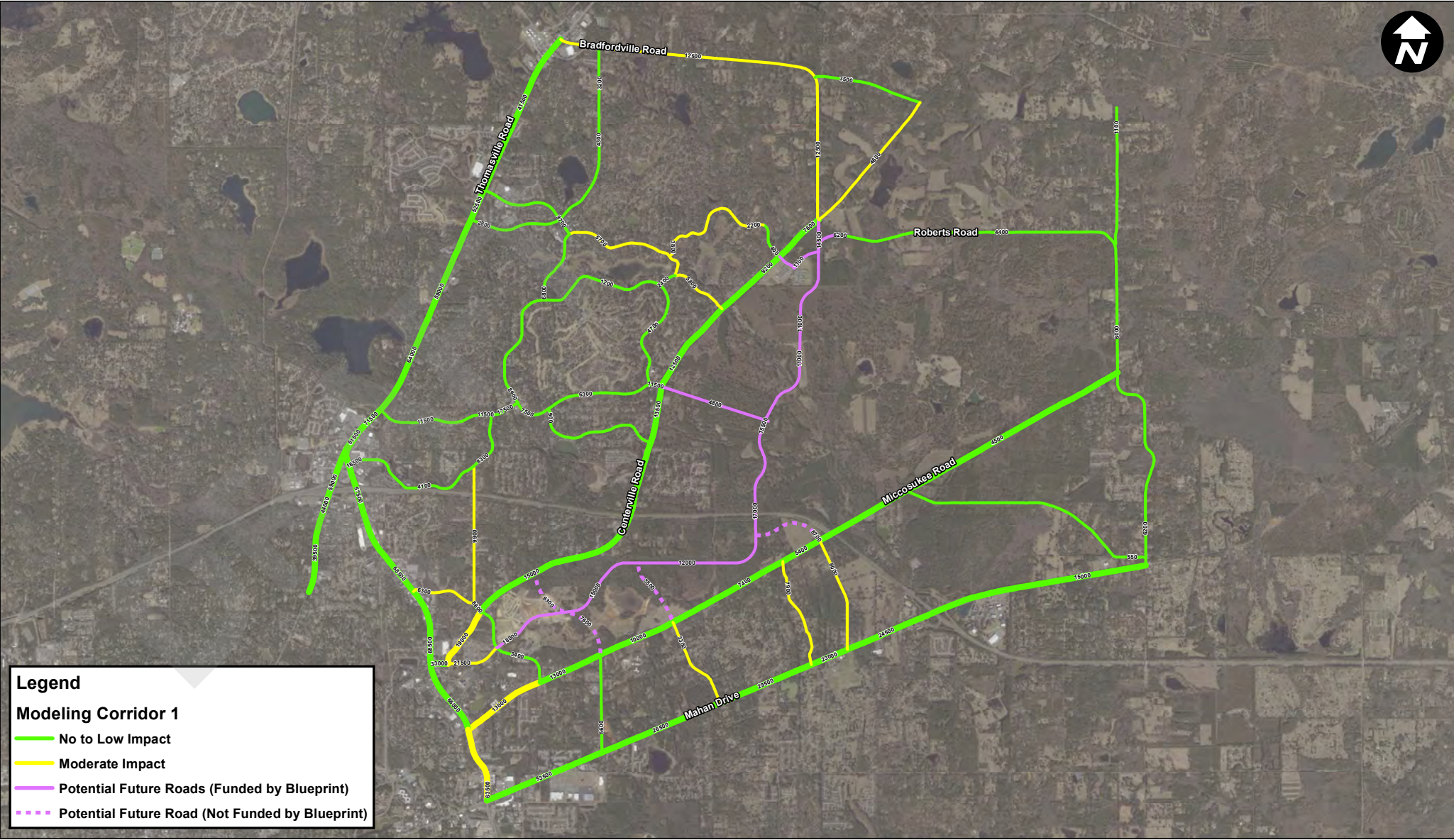
**Legend**

**Modeling Corridor 4**

- No to Low Impact
- Moderate Impact
- Potential Future Roads (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p><b>Modeling Corridors</b> <b>Future Traffic Impacts</b></p>	<p><u>Modeling Information</u></p> <p>Year: 2035 Name: Corridor 4</p>
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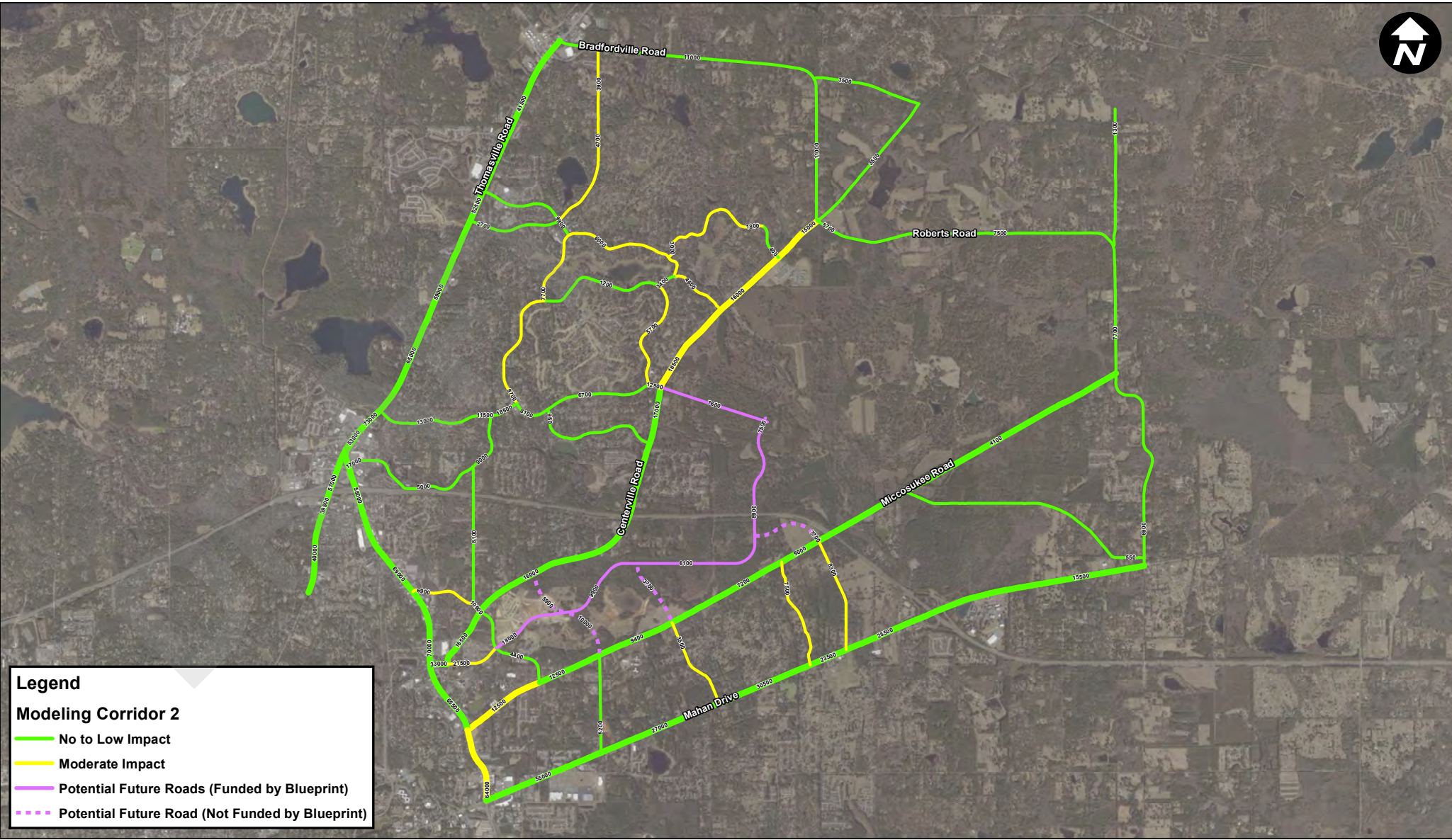
**Legend**

**Modeling Corridor 1**

- No to Low Impact
- Moderate Impact
- Potential Future Roads (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p>Modeling Corridors Future Traffic Impacts</p>	<p>Modeling Information Year: 2035 Name: Corridor 1</p>
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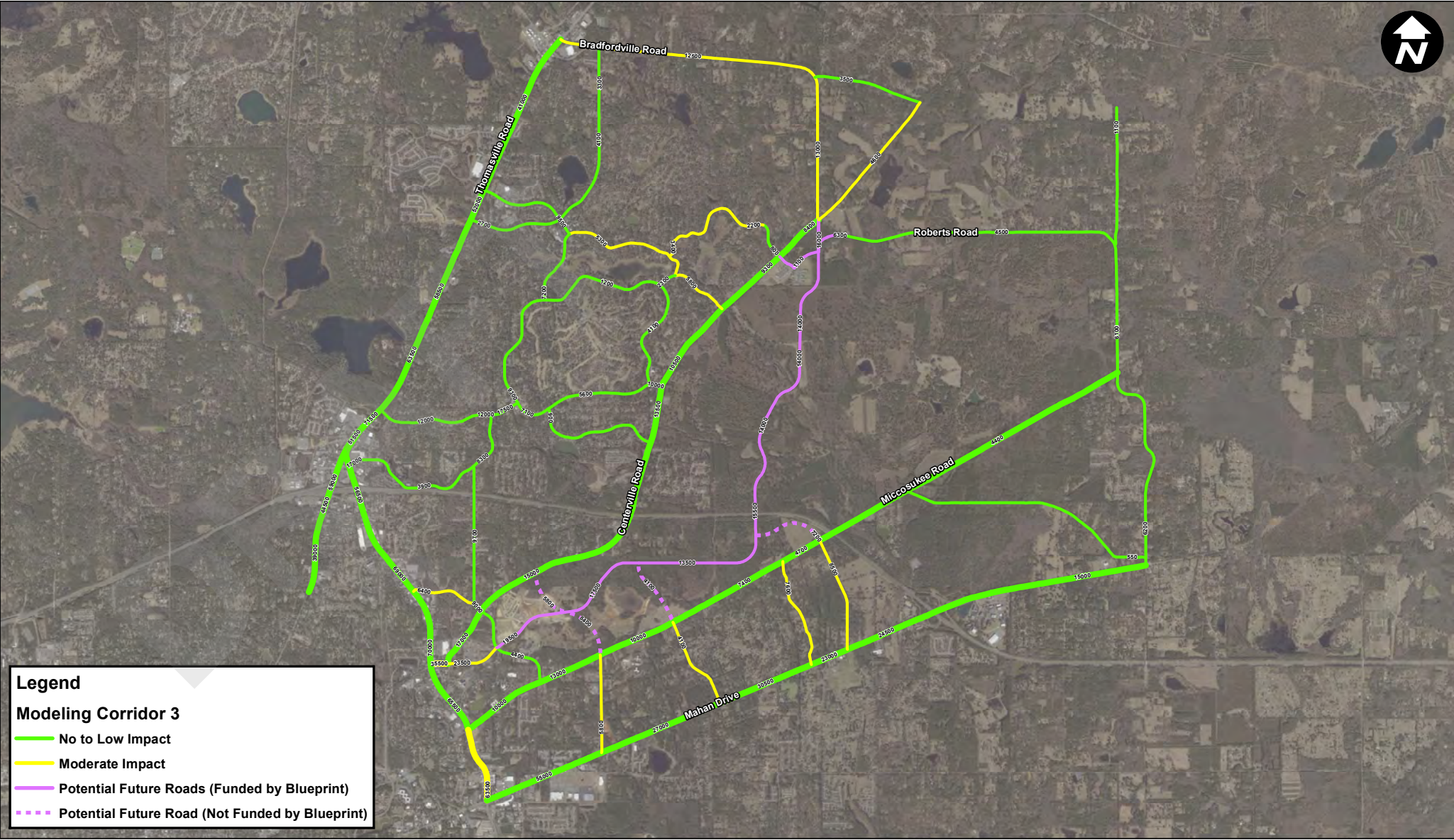
**Legend**

**Modeling Corridor 2**

- No to Low Impact
- Moderate Impact
- Potential Future Roads (Funded by Blueprint)
- Potential Future Road (Not Funded by Blueprint)

<p>Northeast Gateway: Welaunee Boulevard PD&amp;E Study From Fleischmann Road to Centerville Road at Shamrock Street Leon County, Florida</p>	<p>Modeling Corridors Future Traffic Impacts</p>	<p>Modeling Information Year: 2035 Name: Corridor 2</p>
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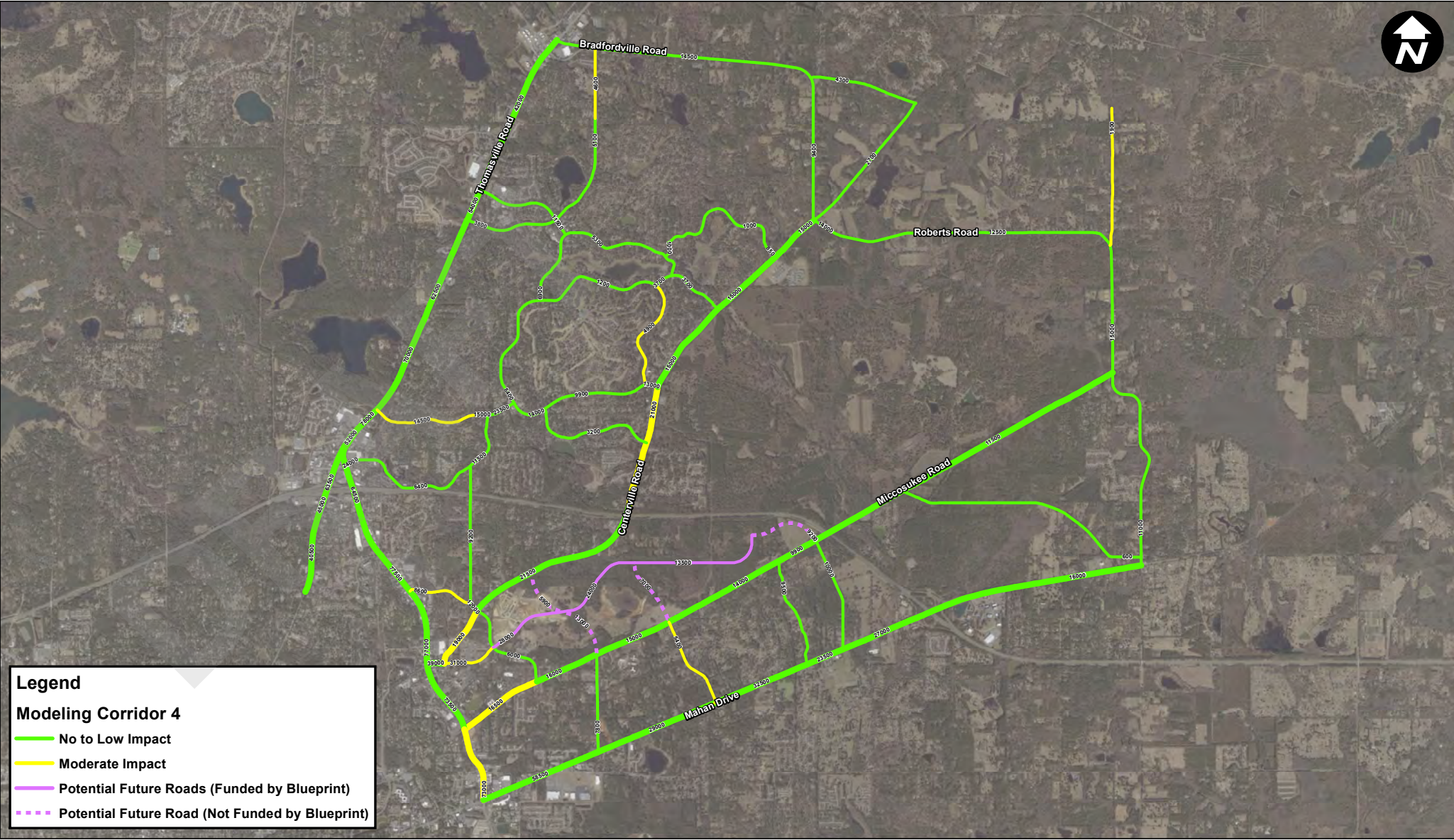
Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**

**Year:** 2035  
**Name:** Corridor 3





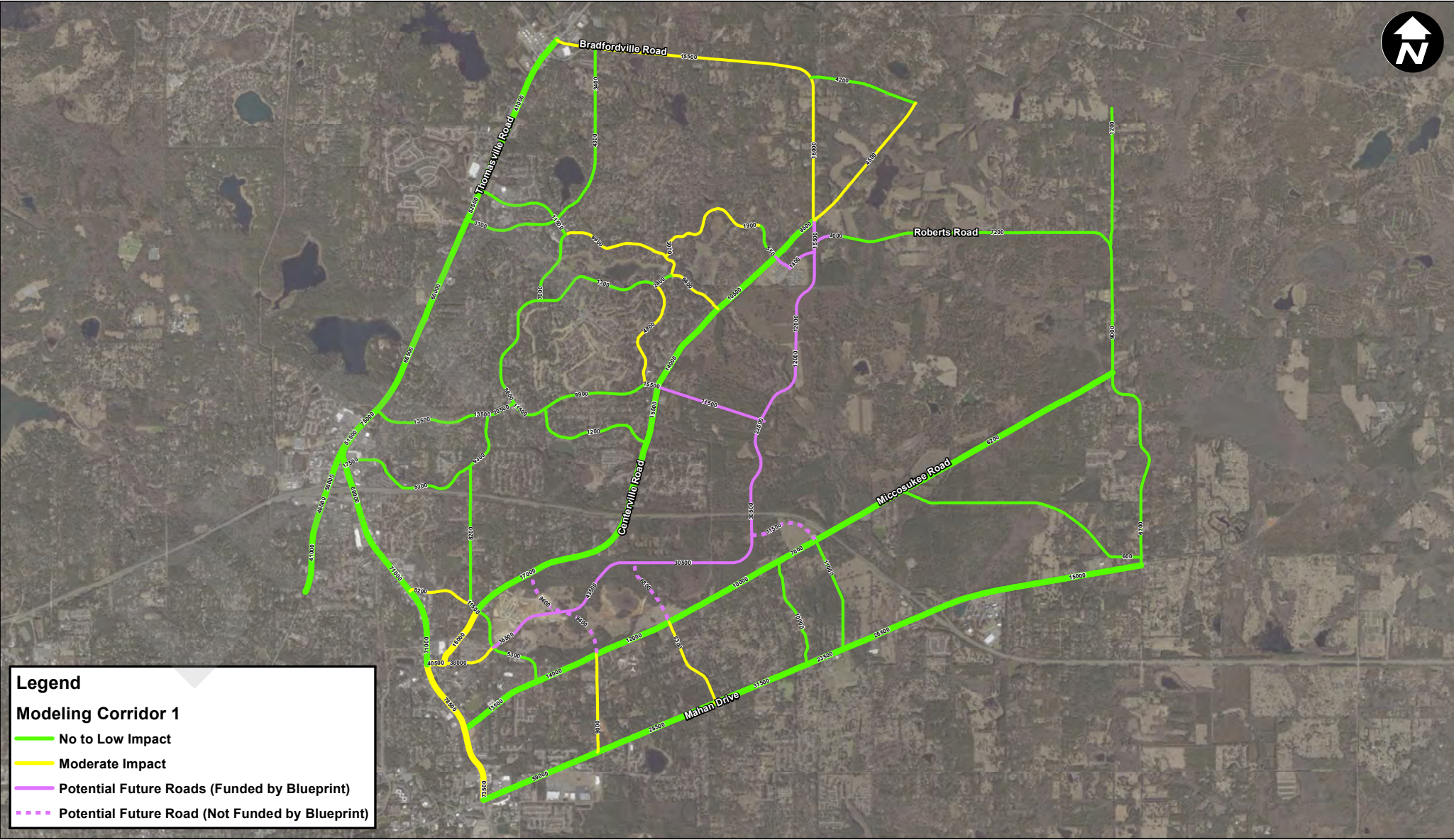
Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**

Year: 2045  
Name: Corridor 4





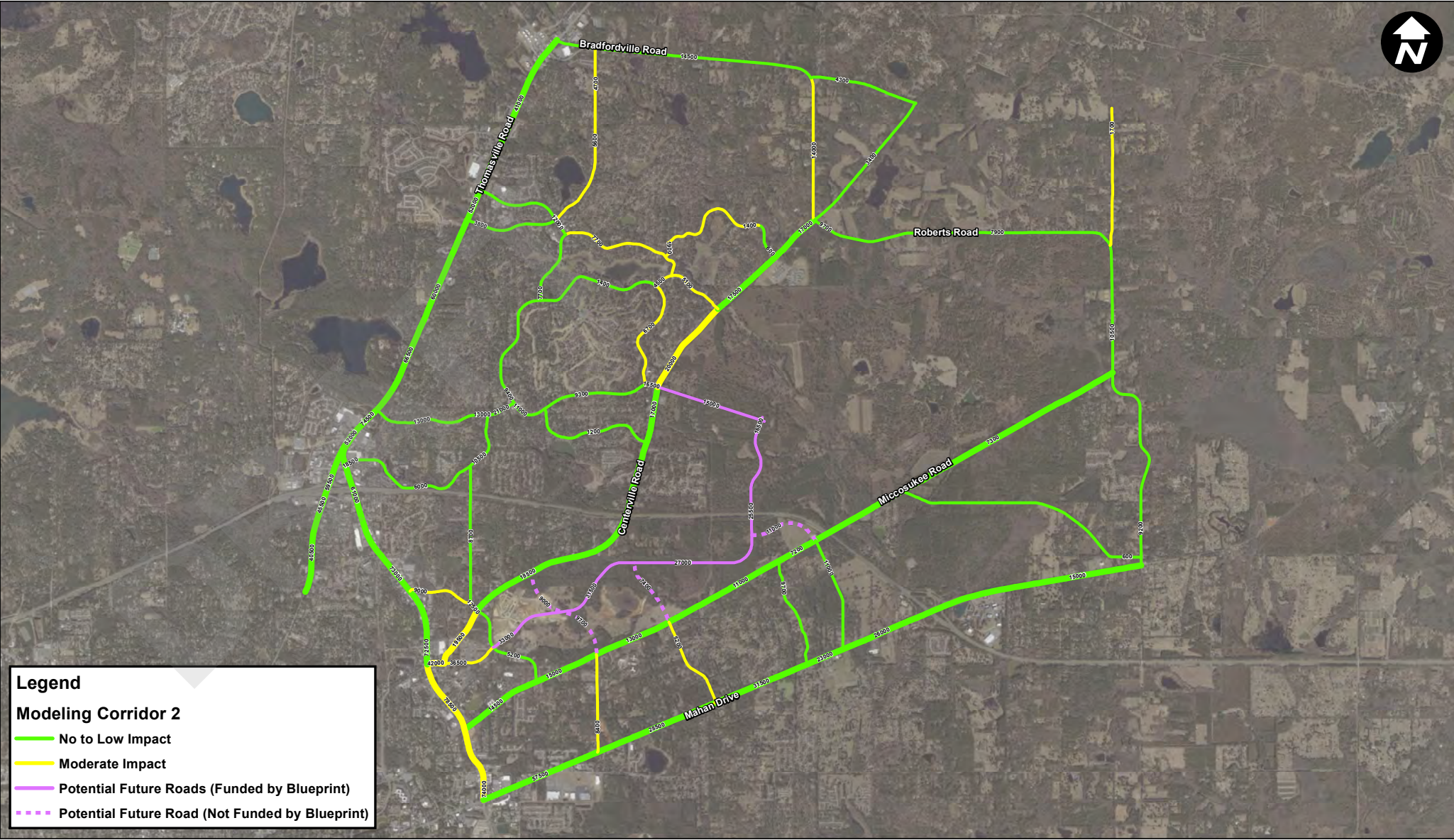
Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**

Year: 2045  
Name: Corridor 1





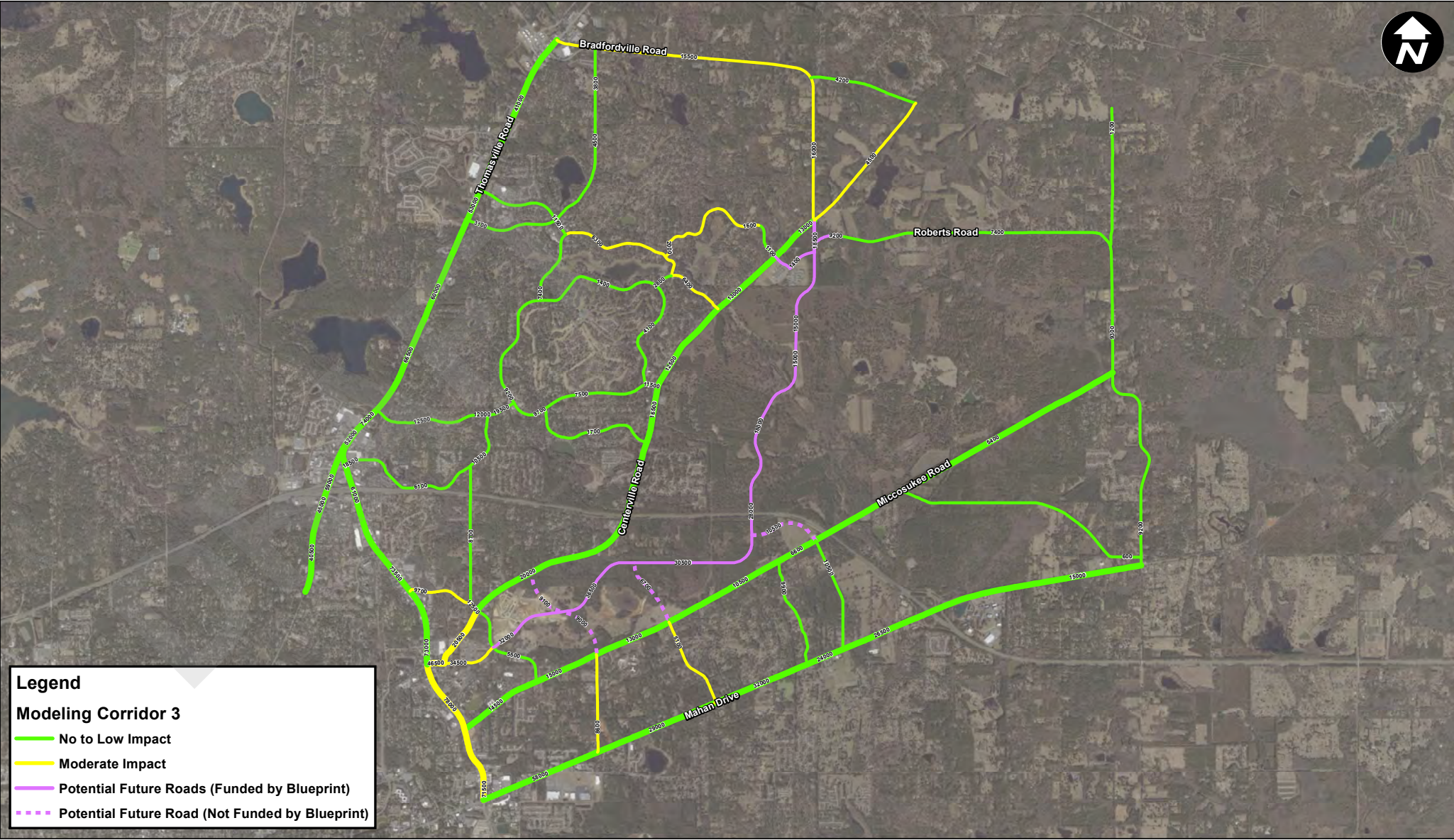
Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**

Year: 2045  
Name: Corridor 2





Northeast Gateway: Welaunee Boulevard PD&E Study  
From Fleischmann Road to Centerville Road at Shamrock Street  
Leon County, Florida

**Modeling Corridors  
Future Traffic Impacts**

**Modeling Information**

Year: 2045  
Name: Corridor 3

# APPENDIX I:

## VOLUME TO CAPACITY EVALUATION (TABLE FORM)

DRAFT

Green = Decreases or No Change

Bright Green = A segment with a V/C Ratio Greater Than 1 Decreases

Yellow = Increases  
Attachment 2  
Page 86 of 91  
Red = A Segment with a V/C Ratio Greater Than 1 Increases

Volume to Capacity Evaluation Matrix for Opening Year 2025								
Roadway and Limits		Segment ID	2025 No Build Scenario	AADT by Modeling Corridor				
				1	2	3	4	
Arendell Way								
Miccosukee Road to Mahan Drive		1	4,200	4,200	4,300	4,200	4,300	
Bradfordville Road								
Thomasville Road to Pigsah Church Road		3	8,200	9,300	9,200	9,300	9,200	
Pigsah Church Road to Centerville Road		2	9,000	9,000	8,600	9,000	8,600	
Capital Circle NE								
Mahan Drive to Miccosukee Road		5	56,000	60,000	60,500	60,000	60,500	
Miccosukee Road to Centerville Road		4	62,500	62,000	65,500	62,500	64,000	
Centerville Road to Lonnbladh Road		8	66,500	67,000	69,500	68,000	69,000	
Lonnbladh Road to Hermitage Boulevard		6	65,000	66,000	67,500	66,000	66,500	
Hermitage Boulevard to Thomasville Road		7	57,500	56,500	58,000	58,000	57,500	
PRIMARY	Centerville Road							
	Capital Circle NE to Welaunee Boulevard		9	32,000	32,500	31,500	33,000	32,000
	Welaunee Boulevard to Olson Road		10	19,500	18,000	20,500	19,500	18,000
	Olson Road to Charleston Road		14	17,500	15,000	17,500	16,000	17,500
	Charleston Road to Shamrock Street		11	15,500	13,500	16,500	14,000	16,500
	Shamrock Street to McLaughlin Drive		12	13,500	11,000	13,500	11,000	14,000
	McLaughlin Drive to Pimlico Drive		13	13,500	8,500	13,500	8,500	13,500
	Pimlico Drive to Bradfordville Road		15	12,000	7,000	12,500	7,100	12,500
	Pimlico Drive to Bradfordville Road		74	3,300	3,800	3,200	3,800	3,100
	Clarecastle Way							
	Pimlico Drive to N. Shannon Lake Drive		69	1,900	3,500	2,400	3,500	1,900
	Crump Road							
	Mahan Drive to Miccosukee Road		17	6,100	5,800	5,900	5,800	5,900
	Miccosukee Road to Roberts Road		16	8,200	6,800	7,400	6,800	7,500
	Dempsey Mayo Road							
	Mahan Drive to Miccosukee Road		18	3,200	3,600	3,300	3,600	3,200
	Miccosukee Road to Welaunee Boulevard		202		7,200	6,600	7,200	4,000
	Welaunee Boulevard to Centerville Road		201		8,300	7,100	7,000	7,100
Edenfield Road								
Mahan Drive to Miccosukee Road		19	3,500	3,500	3,300	3,500	3,800	
Miccosukee Road to Welaunee Boulevard		301					3,100	
Fleischmann Road								
Miccosukee Road to Centerville Road		20	3,600	3,500	4,500	3,400	4,800	
Gardenview Way								
Shamrock Street South to Centerville Road		21	2,500	800	750	800	850	
Centerville Road to Welaunee Boulevard		501						
Kerry Forest Parkway								
Thomasville Road to Shannon Lakes North		22	9,100	8,500	8,600	8,300	9,000	
Killarney Way								
Thomasville Road to Kilkenny Drive		25	12,000	11,500	12,500	12,000	12,500	
Kilkenny Drive to Raymond Diehl Road		23	12,500	11,500	12,500	12,000	12,500	
Raymond Diehl Road to Shamrock Street South		24	19,000	17,000	18,500	17,000	18,500	
Lonnbladh Road								
Capital Circle NE to Olson Road		26	5,300	5,200	5,400	5,100	5,100	
PRIMARY	Mahan Drive							
	Capital Circle NE to Dempsey Mayo Road		27	50,000	51,500	52,500	52,000	52,000
	Dempsey Mayo Road to Edenfield Road		28	30,000	26,000	26,500	26,000	26,000
	Edenfield Road to Arendell Way		29	32,000	28,500	29,000	28,000	28,500
	Arendell Way to Thornton Road		30	26,000	24,000	24,500	23,500	24,000
	Thornton Road to Summit Lake Drive		31	23,500	22,000	22,000	21,500	22,000
	Summit Lake Drive to Crump Road		32	15,500	15,500	16,000	15,500	15,500
	McLaughlin Drive							
	Shamrock Street North to E. Shannon Lakes Drive		34	2,200	1,700	2,700	2,000	2,000
	E. Shannon Lakes Drive to Centerville Road		33	2,800	5,000	2,700	4,700	3,000
	Centerville Road to Welaunee Boulevard		701					
	Welaunee Boulevard to Miccosukee Road		702					
PRIMARY	Miccosukee Road							
	Capital Circle NE to Fleischmann Road		36	9,800	11,000	11,000	11,000	11,500
	Fleischmann Road to Dempsey Mayo Road		37	10,000	12,500	13,000	12,500	12,500
	Dempsey Mayo Road to Edenfield Road		38	12,500	11,000	10,500	11,000	9,000
	Edenfield Road to Arendell Way		39	6,300	5,900	5,800	5,800	6,000
	Arendell Way to Thornton Road		40	3,700	3,400	3,600	3,500	3,500
	Thornton Road to Crump Road		35	4,700	2,800	3,900	3,700	4,400
	Miles Johnson Road							
Miccosukee Road to Crump Road		76	550	550	550	550	550	
Olson Road								
Centerville Road to Lonnbladh Road		42	10,500	8,800	9,700	8,900	10,500	
Lonnbladh Road to Raymond Diehl Road		41	9,100	9,500	10,000	9,300	9,200	



Green = Decreases or No Change

Bright Green = A segment with a V/C Ratio Greater Than 1 Decreases

Yellow = Increases  
Attachment 2  
Page 87 of 91  
Red = A Segment with a V/C Ratio Greater Than 1 Increases

Volume to Capacity Evaluation Matrix for Opening Year 2025						
Roadway and Limits	Segment ID	2025 No Build Scenario	AADT by Modeling Corridor			
			1	2	3	4
Pimlico Drive						
Clarecastle Way to Santa Anita Drive	70	1,600	2,100	1,500	2,100	1,300
Santa Anita Drive to Centerville Road	43	500	450	450	450	500
Centerville Road to Welaunee Boulevard	801					
Pisgah Church Road						
Bradfordville Road to Centerville Road	77	2,700	2,700	2,700	2,700	2,700
Proctor Road						
Crump Road to Centerville Road	78	1,000	1,000	1,100	1,000	1,100
Raymond Diehl Road						
Capital Circle NE to Village Square Boulevard	45	16,500	16,000	16,000	16,000	16,500
Village Square Boulevard to Delaney Drive	46	13,000	12,000	12,000	12,500	12,000
Delaney Drive to Olson Road	44	4,400	3,700	3,600	3,700	3,700
Olson Road to Killarney Way	47	9,400	8,100	9,000	8,200	8,900
Roberts Road						
Centerville Road to Realignment	48	7,100		7,400		7,400
Realignment of Roberts Road	901					
Realignment to Crump Road	49	6,600	5,200	5,700	5,200	5,700
Shamrock Street						
W. Shannon Lakes Drive to McLaughlin Drive (North)	50	1,000	1,100	1,100	1,100	1,000
McLaughlin Drive to Shamrock Street South (East)	51	3,500	3,300	4,000	3,500	3,200
Killarney Way to W. Shannon Lakes Drive (West)	52	10,000	9,000	9,800	9,300	10,000
Killarney Way to Gardenview Way (South)	54	7,400	6,500	7,100	6,500	7,000
Gardenview Way to Shamrock Street East (South)	53	5,900	5,200	5,700	5,100	5,600
Shamrock Street East to Centerville Road (South)	55	9,600	9,200	10,000	9,500	9,500
Centerville Road to Welaunee Boulevard (Extension)	601					
Welaunee Boulevard to Miccosukee Road (Extension)	602					
Miccosukee Road to Mahan Drive (Extension)	603					
Shannon Lakes Drive						
Kerry Forest Parkway to McLaughlin Drive (North)	56	3,500	4,400	3,700	4,400	3,400
Shamrock Street North to Kerry Forest Parkway (West)	57	8,000	6,700	7,600	7,000	7,900
Thomasville Road						
Hermitage Boulevard to Metropolitan Boulevard	60	39,500	37,500	36,000	37,500	37,500
Metropolitan Boulevard to I-10 Westbound Ramp	59	44,000	41,500	40,000	41,500	42,000
I-10 Westbound Ramp to Killearn Center Boulevard	65	59,000	56,500	58,000	53,000	56,500
Killearn Center Boulevard to Village Square Boulevard	66	53,500	49,500	53,500	50,000	51,500
Village Square Boulevard to Killarney Way	64	71,500	71,000	72,000	71,000	72,500
Killarney Way to High Grove Road	58	63,000	63,000	63,000	62,500	63,500
High Grove Road to Velda Dairy Road	63	60,500	58,000	58,000	58,000	58,500
Velda Dairy Road to Kerry Forest Parkway	62	56,500	52,000	51,500	51,500	52,500
Kerry Forest Parkway to Bradfordville Road	61	42,000	41,500	41,000	41,500	41,500
Thornton Road						
Mahan Drive to Miccosukee Road	67	3,000	2,400	2,400	2,400	2,400
Miccosukee Road to Welaunee Boulevard	401					750
Velda Dairy Road						
Thomasville Road to Kerry Forest Parkway	71	2,900	2,800	3,000	2,800	2,500
Kerry Forest Parkway to Kimmer Rowe Drive	72	3,800	3,900	4,000	3,800	3,800
Kimmer Rowe Drive to Bradfordville Road	73	3,000	3,100	3,200	3,100	3,100
Welaunee Boulevard						
Centerville Road to Fleischmann Road	68	13,500	16,500	12,000	15,000	14,500
Fleischmann Road to Dempsey Mayo Road	1001		11,500	5,600	10,000	5,700
Dempsey Mayo Road to Edenfield Road	1002		7,300	1,300	7,400	4,100
Edenfield Road to Thornton Road	1003		6,900	750	6,700	750
Thornton Road to Gardenview Way	1004					
Gardenview Way to Shamrock Street	1008					
Shamrock Street to McLaughlin Drive	1014					
McLaughlin Drive to Pimlico Drive	1011					
Pimlico Drive to Bradfordville Road	1015					
Sum of Bright Green Segments (Decreases and Existing & Committed V/C Ratio is Greater Than 1)			7	4	6	4
Sum of Green Segments (Decreases or No Change)			51	42	52	50
Sum of Yellow Segments (Increases)			14	25	13	18
Sum of Yellow Segments (Increases and Existing & Committed V/C Ratio is Greater Than 1)			5	6	6	5

Green = Decreases or No Change

Bright Green = A segment with a V/C Ratio Greater Than 1 Decreases

Yellow = Increases  
Attachment 2  
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Red = A Segment with a V/C Ratio Greater Than 1 Increases

Volume to Capacity Evaluation Matrix for Interim Year 2035							
Roadway and Limits		Segment ID	2035 No Build Scenario	AADT by Modeling Corridor			
				1	2	3	4
PRIMARY	Bradfordville Road						
	Thomasville Road to Pigsah Church Road	3	11,500	12,500	11,000	12,500	11,500
	Pigsah Church Road to Centerville Road	2	11,000	12,500	11,000	13,000	11,000
	Capital Circle NE						
	Mahan Drive to Miccosukee Road	5	59,500	63,500	64,000	63,500	65,000
	Miccosukee Road to Centerville Road	4	64,500	66,000	65,500	65,500	69,000
	Centerville Road to Lonnbladh Road	8	71,000	68,500	70,000	70,000	72,000
	Lonnbladh Road to Hermitage Boulevard	6	70,000	68,500	69,000	69,000	70,000
	Hermitage Boulevard to Thomasville Road	7	60,500	57,500	58,000	56,500	59,500
	Centerville Road						
	Capital Circle NE to Welaunee Boulevard	9	32,500	33,000	33,000	35,500	33,500
	Welaunee Boulevard to Olson Road	10	17,500	19,000	16,500	17,000	17,500
	Olson Road to Charleston Road	14	17,500	15,000	16,000	15,000	17,500
	Charleston Road to Shamrock Street	11	17,500	13,500	17,000	13,500	17,000
	Shamrock Street to McLaughlin Drive	12	14,500	12,500	18,500	10,500	14,000
	McLaughlin Drive to Pimlico Drive	13	15,000	9,200	16,000	9,300	14,500
	Pimlico Drive to Bradfordville Road	15	14,000	7,600	15,000	8,400	13,500
	Bradfordville Road to Pigsah Church Road	74	3,600	4,600	3,500	4,600	3,000
	Clarecastle Way						
Pimlico Drive to N. Shannon Lake Drive	69	2,100	3,800	3,000	3,400	1,600	
Crump Road							
Mahan Drive to Miccosukee Road	17	7,500	6,200	6,900	6,200	7,500	
Miccosukee Road to Roberts Road	16	11,000	6,000	7,700	6,100	10,500	
Dempsey Mayo Road							
Mahan Drive to Miccosukee Road	18	5,400	5,600	5,200	5,800	4,900	
Miccosukee Road to Welaunee Boulevard	202		6,300	5,900	5,800	4,300	
Welaunee Boulevard to Centerville Road	201		7,600	10,000	8,400	9,300	
Edenfield Road							
Mahan Drive to Miccosukee Road	19	1,900	3,300	3,500	4,100	4,400	
Miccosukee Road to Welaunee Boulevard	301		3,500	3,700	4,100	5,000	
Fleischmann Road							
Miccosukee Road to Centerville Road	20	4,300	3,400	4,400	4,400	5,200	
Gardenview Way							
Shamrock Street South to Centerville Road	21	1,000	900	950	900	1,000	
Centerville Road to Welaunee Boulevard	501						
Kerry Forest Parkway							
Thomasville Road to Shannon Lakes North	22	9,900	9,700	9,900	9,500	9,200	
Killarney Way							
Thomasville Road to Kilkenny Drive	25	12,500	11,500	13,000	12,000	13,000	
Kilkenny Drive to Raymond Diehl Road	23	12,500	11,500	11,500	12,000	13,000	
Raymond Diehl Road to Shamrock Street South	24	19,000	17,500	18,500	17,500	20,000	
Lonnbladh Road							
Capital Circle NE to Olson Road	26	5,800	6,300	6,900	6,400	6,300	
PRIMARY	Mahan Drive						
	Capital Circle NE to Dempsey Mayo Road	27	54,000	53,500	55,000	55,000	56,500
	Dempsey Mayo Road to Edenfield Road	28	33,000	26,500	27,000	27,000	27,500
	Edenfield Road to Arendell Way	29	34,000	29,500	30,500	30,500	31,000
	Arendell Way to Thornton Road	30	25,500	23,000	23,500	23,000	24,000
	Thornton Road to Summit Lake Drive	31	25,500	24,500	25,500	24,500	24,000
	Summit Lake Drive to Crump Road	32	16,000	15,000	15,500	15,000	16,000
	McLaughlin Drive						
	Shamrock Street North to E. Shannon Lakes Drive	34	3,200	2,400	3,400	2,300	2,700
	E. Shannon Lakes Drive to Centerville Road	33	3,200	5,800	4,600	5,800	2,800
Centerville Road to Welaunee Boulevard	701						
Welaunee Boulevard to Miccosukee Road	702						
PRIMARY	Miccosukee Road						
	Capital Circle NE to Fleischmann Road	36	10,500	13,000	12,500	10,000	13,000
	Fleischmann Road to Dempsey Mayo Road	37	12,500	13,000	12,500	13,000	13,500
	Dempsey Mayo Road to Edenfield Road	38	15,500	10,000	9,400	10,000	11,000
	Edenfield Road to Arendell Way	39	10,500	7,400	7,200	7,400	9,100
	Arendell Way to Thornton Road	40	5,600	5,400	5,000	4,700	5,200
	Thornton Road to Crump Road	35	6,400	4,500	4,100	4,400	6,900
	Miles Johnson Road						
	Miccosukee Road to Crump Road	76	550	550	550	550	550
	Olson Road						
Centerville Road to Lonnbladh Road	42	8,900	8,600	10,500	9,000	9,700	
Lonnbladh Road to Raymond Diehl Road	41	9,400	9,900	8,100	9,700	9,800	
Pimlico Drive							
Clarecastle Way to Santa Anita Drive	70	1,500	2,200	1,800	2,200	1,200	
Santa Anita Drive to Centerville Road	43	700	400	400	800	550	
Centerville Road to Welaunee Boulevard	801		1,100		1,100		

Green = Decreases or No Change

Bright Green = A segment with a V/C Ratio Greater Than 1 Decreases

Yellow = Increases  
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Red = A Segment with a V/C Ratio Greater Than 1 Increases

Volume to Capacity Evaluation Matrix for Interim Year 2035							
Roadway and Limits	Segment ID	2035 No Build Scenario	AADT by Modeling Corridor				
			1	2	3	4	
Pisgah Church Road							
Bradfordville Road to Centerville Road	77	3,500	3,500	3,500	3,500	3,500	
Proctor Road							
Crump Road to Centerville Road	78	1,200	1,100	1,300	1,100	1,700	
Raymond Diehl Road							
Capital Circle NE to Village Square Boulevard	45	17,000	16,500	17,000	17,000	18,000	
Village Square Boulevard to Delaney Drive	46	14,000	12,500	13,000	13,000	14,500	
Delaney Drive to Olson Road	44	5,100	4,100	5,000	3,900	4,600	
Olson Road to Killarney Way	47	9,400	8,300	9,000	8,300	9,800	
Roberts Road							
Centerville Road to Realignment	48	10,500		5,700		9,600	
Realignment of Roberts Road	901		6,200		6,300		
Realignment to Crump Road	49	9,100	4,400	7,500	4,500	8,000	
Shamrock Street							
W. Shannon Lakes Drive to McLaughlin Drive (North)	50	1,100	1,200	1,200	1,200	1,100	
McLaughlin Drive to Shamrock Street South (East)	51	4,900	4,700	5,700	4,100	4,600	
Killarney Way to W. Shannon Lakes Drive (West)	52	9,100	8,900	9,700	9,300	10,000	
Killarney Way to Gardenview Way (South)	54	8,600	7,500	8,100	7,100	8,600	
Gardenview Way to Shamrock Street East (South)	53	6,900	6,300	6,700	5,600	6,800	
Shamrock Street East to Centerville Road (South)	55	11,500	11,500	12,500	10,000	11,000	
Centerville Road to Welaunee Boulevard (Extension)	601		4,800	7,600			
Welaunee Boulevard to Miccosukee Road (Extension)	602						
Miccosukee Road to Mahan Drive (Extension)	603						
Shannon Lakes Drive							
Kerry Forest Parkway to McLaughlin Drive (North)	56	4,400	5,700	6,000	5,300	3,900	
Shamrock Street North to Kerry Forest Parkway (West)	57	7,300	6,800	7,700	7,200	7,600	
Thomasville Road							
Hermitage Boulevard to Metropolitan Boulevard	60	39,500	39,500	40,000	39,000	39,000	
Metropolitan Boulevard to I-10 Westbound Ramp	59	48,500	44,000	39,500	44,500	43,500	
I-10 Westbound Ramp to Killearn Center Boulevard	65	61,000	59,000	57,000	59,000	59,000	
Killearn Center Boulevard to Village Square Boulevard	66	53,500	51,500	53,000	51,500	51,000	
Village Square Boulevard to Killarney Way	64	74,000	71,500	73,000	71,500	73,500	
Killarney Way to High Grove Road	58	66,000	64,000	65,000	63,500	65,500	
High Grove Road to Velda Dairy Road	63	62,000	59,000	59,000	58,500	60,000	
Velda Dairy Road to Kerry Forest Parkway	62	57,500	52,500	52,500	52,000	52,500	
Kerry Forest Parkway to Bradfordville Road	61	42,500	41,500	41,500	41,000	41,500	
Thornton Road							
Mahan Drive to Miccosukee Road	67	6,900	8,000	8,300	8,500	5,400	
Miccosukee Road to Welaunee Boulevard	401		8,700	7,700	7,200	2,400	
Velda Dairy Road							
Thomasville Road to Kerry Forest Parkway	71	3,100	2,800	2,700	2,700	3,200	
Kerry Forest Parkway to Kimmer Rowe Drive	72	4,300	4,300	4,700	4,100	4,200	
Kimmer Rowe Drive to Bradfordville Road	73	3,600	3,200	3,900	3,300	3,500	
Welaunee Boulevard							
Centerville Road to Fleischmann Road	68	18,000	21,500	21,500	23,500	19,500	
Fleischmann Road to Dempsey Mayo Road	1001		18,000	18,000	19,500	13,000	
Dempsey Mayo Road to Edenfield Road	1002		15,000	9,900	17,500	9,600	
Edenfield Road to Thornton Road	1003		12,000	6,100	13,500	4,000	
Thornton Road to Gardenview Way	1004		17,000	8,900	15,500		
Gardenview Way to Shamrock Street	1008		15,500	7,500	14,000		
Shamrock Street to McLaughlin Drive	1014		11,000		14,000		
McLaughlin Drive to Pimlico Drive	1011		11,000		14,000		
Pimlico Drive to Bradfordville Road	1015		14,500		16,000		
Sum of Bright Green Segments (Decreases and Existing & Committed V/C Ratio is Greater Than 1)			9	8	9	4	
Sum of Green Segments (Decreases or No Change)			47	39	44	49	
Sum of Yellow Segments (Increases)			18	27	21	18	
Sum of Yellow Segments (Increases and Existing & Committed V/C Ratio is Greater Than 1)			3	3	3	6	



Green = Decreases or No Change

Bright Green = A segment with a V/C Ratio Greater Than 1 Decreases

Yellow = Increases  
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Red = A Segment with a V/C Ratio Greater Than 1 Increases

Volume to Capacity Evaluation Matrix for Design Year 2045							
Roadway and Limits	Segment ID	2045 No Build Scenario	AADT by Modeling Corridor				
			1	2	3	4	
Bradfordville Road							
Thomasville Road to Pigsah Church Road	3	14,500	15,500	14,500	15,500	14,500	
Pigsah Church Road to Centerville Road	2	13,000	16,000	14,000	16,000	9,400	
Capital Circle NE							
Mahan Drive to Miccosukee Road	5	66,000	73,500	74,000	71,500	73,000	
Miccosukee Road to Centerville Road	4	72,500	78,500	78,500	78,000	73,500	
Centerville Road to Lonnbladh Road	8	77,000	71,000	72,500	73,000	77,000	
Lonnbladh Road to Hermitage Boulevard	6	76,500	71,000	73,000	73,500	77,500	
Hermitage Boulevard to Thomasville Road	7	63,000	60,000	61,000	61,000	64,500	
Centerville Road							
Capital Circle NE to Welaunee Boulevard	9	38,000	40,500	42,000	46,500	39,000	
Welaunee Boulevard to Olson Road	10	17,000	18,000	19,500	20,500	19,000	
Olson Road to Charleston Road	14	21,500	17,000	18,500	20,000	21,500	
Charleston Road to Shamrock Street	11	20,000	15,500	17,000	16,500	21,000	
Shamrock Street to McLaughlin Drive	12	15,500	14,000	20,000	12,500	15,000	
McLaughlin Drive to Pimlico Drive	13	17,000	10,500	17,500	13,000	15,000	
Pimlico Drive to Bradfordville Road	15	17,000	9,500	17,000	13,000	15,000	
Bradfordville Road to Pigsah Church Road	74	3,600	4,500	3,400	4,500	2,700	
Clarecastle Way							
Pimlico Drive to N. Shannon Lake Drive	69	900	3,000	1,900	2,000	1,000	
Crump Road							
Mahan Drive to Miccosukee Road	17	11,000	6,700	9,200	9,200	11,000	
Miccosukee Road to Roberts Road	16	15,500	9,000	10,500	9,300	15,000	
Dempsey Mayo Road							
Mahan Drive to Miccosukee Road	18	7,600	9,000	8,400	8,600	7,800	
Miccosukee Road to Welaunee Boulevard	202		9,600	9,000	9,100	5,900	
Welaunee Boulevard to Centerville Road	201		9,400	9,700	9,000	13,000	
Edenfield Road							
Mahan Drive to Miccosukee Road	19	4,400	5,300	5,200	5,100	5,400	
Miccosukee Road to Welaunee Boulevard	301		6,800	7,400	6,700	7,000	
Fleischmann Road							
Miccosukee Road to Centerville Road	20	6,700	5,300	5,200	5,500	6,000	
Gardenview Way							
Shamrock Street South to Centerville Road	21	3,100	1,200	1,200	1,700	3,200	
Centerville Road to Welaunee Boulevard	501						
Kerry Forest Parkway							
Thomasville Road to Shannon Lakes North	22	12,000	11,500	12,000	11,500	11,500	
Killarney Way							
Thomasville Road to Kilkenney Drive	25	13,000	13,500	13,000	12,500	14,500	
Kilkenney Drive to Raymond Diehl Road	23	13,500	13,500	13,000	12,000	15,000	
Raymond Diehl Road to Shamrock Street South	24	23,500	20,500	21,000	19,500	23,500	
Lonnbladh Road							
Capital Circle NE to Olson Road	26	7,500	8,200	9,000	9,700	8,600	
PRIMARY Mahan Drive							
Capital Circle NE to Dempsey Mayo Road	27	60,000	59,000	57,500	58,000	58,500	
Dempsey Mayo Road to Edenfield Road	28	39,000	28,500	28,500	29,000	29,000	
Edenfield Road to Arendell Way	29	38,000	31,500	31,500	32,000	32,500	
Arendell Way to Thornton Road	30	27,500	23,500	23,000	24,000	23,500	
Thornton Road to Summit Lake Drive	31	27,000	26,500	26,000	26,500	27,000	
Summit Lake Drive to Crump Road	32	16,000	15,000	15,000	15,000	16,000	
McLaughlin Drive							
Shamrock Street North to E. Shannon Lakes Drive	34	3,500	2,400	4,500	2,800	3,700	
E. Shannon Lakes Drive to Centerville Road	33	4,100	6,600	5,100	6,400	3,700	
Centerville Road to Welaunee Boulevard	701						
Welaunee Boulevard to Miccosukee Road	702						
PRIMARY Miccosukee Road							
Capital Circle NE to Fleischmann Road	36	14,500	13,500	14,500	14,500	16,500	
Fleischmann Road to Dempsey Mayo Road	37	15,500	14,000	15,000	15,000	16,000	
Dempsey Mayo Road to Edenfield Road	38	19,500	12,000	13,000	13,000	15,000	
Edenfield Road to Arendell Way	39	16,000	10,000	11,000	10,500	14,000	
Arendell Way to Thornton Road	40	10,500	7,000	7,200	6,600	9,900	
Thornton Road to Crump Road	35	11,500	6,200	7,300	5,400	11,500	
Miles Johnson Road							
Miccosukee Road to Crump Road	76	600	600	600	600	600	
Olson Road							
Centerville Road to Lonnbladh Road	42	11,500	11,500	12,500	12,500	12,000	
Lonnbladh Road to Raymond Diehl Road	41	9,100	8,200	8,700	8,700	9,200	
Pimlico Drive							
Clarecastle Way to Santa Anita Drive	70	1,000	1,900	1,400	1,600	1,000	
Santa Anita Drive to Centerville Road	43	950	550	600	1,100	850	
Centerville Road to Welaunee Boulevard	801		1,400		1,400		

Green = Decreases or No Change

Bright Green = A segment with a V/C Ratio Greater Than 1 Decreases

Yellow = Increases  
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Red = A Segment with a V/C Ratio Greater Than 1 Increases

Volume to Capacity Evaluation Matrix for Design Year 2045						
Roadway and Limits	Segment ID	2045 No Build Scenario	AADT by Modeling Corridor			
			1	2	3	4
Pisgah Church Road						
Bradfordville Road to Centerville Road	77	4,400	4,200	4,300	4,200	4,300
Proctor Road						
Crump Road to Centerville Road	78	1,100	1,200	1,700	1,200	1,900
Raymond Diehl Road						
Capital Circle NE to Village Square Boulevard	45	23,500	17,500	18,500	18,500	24,000
Village Square Boulevard to Delaney Drive	46	16,500	14,000	14,500	14,500	16,000
Delaney Drive to Olson Road	44	7,700	5,300	6,000	6,100	6,400
Olson Road to Killarney Way	47	12,500	9,300	10,500	10,500	11,500
Roberts Road						
Centerville Road to Realignment	48	15,500		9,700		14,000
Realignment of Roberts Road	901		9,000		9,200	
Realignment to Crump Road	49	14,500	7,200	7,900	7,400	12,500
Shamrock Street						
W. Shannon Lakes Drive to McLaughlin Drive (North)	50	1,300	1,300	1,400	1,400	1,200
McLaughlin Drive to Shamrock Street South (East)	51	4,400	4,800	6,700	4,100	4,900
Killarney Way to W. Shannon Lakes Drive (West)	52	9,000	8,600	9,400	9,200	8,400
Killarney Way to Gardenview Way (South)	54	13,500	11,500	11,000	9,700	14,000
Gardenview Way to Shamrock Street East (South)	53	9,800	9,900	9,300	7,500	9,900
Shamrock Street East to Centerville Road (South)	55	12,500	15,500	16,500	11,500	13,000
Centerville Road to Welaunee Boulevard (Extension)	601		11,500	15,000		
Welaunee Boulevard to Miccosukee Road (Extension)	602					
Miccosukee Road to Mahan Drive (Extension)	603					
Shannon Lakes Drive						
Kerry Forest Parkway to McLaughlin Drive (North)	56	5,300	6,900	7,700	6,300	5,300
Shamrock Street North to Kerry Forest Parkway (West)	57	7,700	7,000	7,700	7,400	6,900
Thomasville Road						
Hermitage Boulevard to Metropolitan Boulevard	60	39,500	41,000	40,500	40,500	40,500
Metropolitan Boulevard to I-10 Westbound Ramp	59	45,000	46,000	45,500	45,000	45,000
I-10 Westbound Ramp to Killearn Center Boulevard	65	61,000	58,000	59,500	59,000	63,500
Killearn Center Boulevard to Village Square Boulevard	66	51,000	51,500	52,000	52,000	52,000
Village Square Boulevard to Killarney Way	64	75,000	75,000	74,500	74,000	78,000
Killarney Way to High Grove Road	58	68,000	66,500	66,500	66,500	70,000
High Grove Road to Velda Dairy Road	63	62,500	60,000	60,000	60,000	62,500
Velda Dairy Road to Kerry Forest Parkway	62	57,000	52,500	52,000	53,000	54,000
Kerry Forest Parkway to Bradfordville Road	61	43,000	41,000	41,000	41,000	42,000
Thornton Road						
Mahan Drive to Miccosukee Road	67	19,000	11,000	11,000	10,500	10,000
Miccosukee Road to Welaunee Boulevard	401		11,500	11,000	10,500	9,200
Velda Dairy Road						
Thomasville Road to Kerry Forest Parkway	71	3,700	3,300	3,800	3,100	3,800
Kerry Forest Parkway to Kimmer Rowe Drive	72	4,900	4,300	5,600	4,500	5,100
Kimmer Rowe Drive to Bradfordville Road	73	4,200	3,400	4,700	3,800	4,600
Welaunee Boulevard						
Centerville Road to Fleischmann Road	68	27,500	38,000	36,500	34,500	31,000
Fleischmann Road to Dempsey Mayo Road	1001		35,500	33,000	32,000	28,000
Dempsey Mayo Road to Edenfield Road	1002		43,500	31,500	36,500	24,000
Edenfield Road to Thornton Road	1003		30,500	27,000	30,500	13,500
Thornton Road to Gardenview Way	1004		30,500	25,500	28,000	
Gardenview Way to Shamrock Street	1008		22,500	16,500	18,000	
Shamrock Street to McLaughlin Drive	1014		12,000		15,000	
McLaughlin Drive to Pimlico Drive	1011		12,000		15,000	
Pimlico Drive to Bradfordville Road	1015		15,500		18,500	
Sum of Bright Green Segments (Decreases and Existing & Committed V/C Ratio is Greater Than 1)			8	8	9	2
Sum of Green Segments (Decreases or No Change)			46	41	46	41
Sum of Yellow Segments (Increases)			20	25	19	26
Sum of Yellow Segments (Increases and Existing & Committed V/C Ratio is Greater Than 1)			3	3	3	8

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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #11

December 5, 2019

<b>Title:</b>	Recommendation of Approval of Revisions to the Blueprint Real Estate Policy and Blueprint Relocation Policy and Procedures Manual
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Susan Dawson, Blueprint Attorney

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### STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation that the Blueprint Intergovernmental Agency Board of Directors (IA Board) approve proposed revisions to the Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program with comparison to state and federal regulations. The proposed revisions elevate assistance to displaced persons to be more consistent with the level of assistance required on state-funded projects.

### FISCAL IMPACT:

This item has a fiscal impact. The proposed revision to the Blueprint Relocation Policy and Procedure Manual will result in significant cost increases for relocation on locally-funded projects. Initial estimates indicate that these revisions would double the cost of relocation on projects that impact occupants. Historically, relocation on Capital Cascades Trail Segment 3D and the associated FAMU Way parcels cost Blueprint \$311,946 in payments to owners eligible under hardship exceptions and tenants—most of which was paid to tenants—and \$839,963.65 for relocation consultant services, for a total of \$1,151,909.27. Assuming that relocation costs would have doubled, relocation on this project would have cost around \$2.3 million. The proposed revision to the Blueprint Incentive Offer Program will have negligible fiscal impact.

## **CAC OPTIONS:**

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board approve the revisions to the Blueprint Real Estate Policy and Relocation Policy and Procedure Manual.
- Option 2: CAC direction.

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board approve the revisions to the Blueprint Real Estate Policy and Relocation Policy and Procedure Manual.

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X  
December 12, 2019**

**Title:** Approval of Revisions to the Blueprint Real Estate Policy and Blueprint Relocation Policy and Procedures Manual

**Category:** General Business

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Kirsten Mood, Assistant Blueprint Attorney

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## **STATEMENT OF ISSUE:**

In response to Blueprint Intergovernmental Agency Board of Directors (IA Board) direction at the September 5, 2019 IA Board meeting, this agenda item provides proposed revisions to the Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program with comparison to state and federal regulations. The proposed revisions elevate assistance to displaced persons to be more consistent with the level of assistance required on state-funded projects.

## **FISCAL IMPACT:**

This item has a fiscal impact. The proposed revision to the Blueprint Relocation Policy and Procedure Manual will result in significant cost increases for relocation on locally-funded projects. Initial estimates indicate that these revisions would double the cost of relocation on projects that impact occupants. Historically, relocation on Capital Cascades Trail Segment 3D and the associated FAMU Way parcels cost Blueprint \$311,946 in payments to owners eligible under hardship exceptions and tenants—most of which was paid to tenants—and \$839,963.65 for relocation consultant services, for a total of \$1,151,909.27. Assuming that relocation costs would have doubled, relocation on this project would have cost around \$2.3 million. The proposed revision to the Blueprint Incentive Offer Program will have negligible fiscal impact.



## **RECOMMENDED ACTION:**

Option 1: Approve the revisions to the Blueprint Real Estate Policy and Relocation Policy and Procedure Manual.

## **BACKGROUND/ANALYSIS:**

This agenda item reviews state statute, interlocal agreement, and agency procedures governing Blueprint's acquisition of property using local funds. This agenda item also addresses federal and state regulations governing acquisition of property using federal and state funds. Finally, in accordance with IA Board direction on September 5, 2019, this agenda item presents updates to the Blueprint Real Estate Policy and the Blueprint Relocation Policy and Procedures Manual for IA Board approval. These updates, as detailed in the analysis below, bring the Blueprint eminent domain and relocation procedures in line with state regulations, beyond what is legally required of acquisition of property using local funds.

Eminent domain is the right of a government to acquire private property for public projects after payment of full compensation to the owner. This right flows from the Fifth Amendment of the United States Constitution and applies to the states through the Due Process Clause of the Fourteenth Amendment. The Florida Constitution also provides a corresponding right in its article X, section 6. The Tenth Amendment of the United States Constitution reserves all rights not expressly granted to the federal government to the states and the people. Similarly, article VIII of the Florida Constitution reserves powers to Florida's counties and cities. Accordingly, the requirements of the U.S. and Florida Constitutions provide constraints for local government exercises of eminent domain.

The acquisition of property for and relocation of individuals displaced by federally-funded projects are governed by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The Uniform Act provides protections and assistance for people affected by federally funded projects and helps ensure that the law is substantially the same throughout the country. The Federal Highway Administration (FHWA) Office of Real Estate Services develops and maintains regulations related to the Uniform Act. These regulations include state-specific tables governing relocation payments for federally-funded projects.

Working in concert with federal regulations and the U.S. and Florida Constitutions, Chapters 73, and 74, Florida Statutes, govern the exercise of eminent domain in Florida. Section 73.015, Florida Statutes, requires Florida governments to negotiate in good faith and make an initial appraisal-based offer to a property owner before an eminent domain lawsuit can be filed under Chapter 73 or 74, Florida Statutes. This good faith negotiation is made under what is referred to as "the threat of eminent domain." This process is used to acquire all real property interests necessary for the construction of public projects in the state of Florida.

The Florida Department of Transportation (FDOT) Right of Way Manual is compliant not only with state statute but also with the Uniform Act because many Florida Department of Transportation projects involve the use of federal funds. However, some portions of the FDOT Right of Way Manual are not based on state or federal law and may be waived by the FDOT Director, Office of Right of Way, with a written decision. See FDOT Right of Way Manual, [§ 1.13](#). For example, the Director, Office of Right of Way, may waive procedures in the FDOT Right of Way Manual governing review of appraisals that are not explicitly required by state or federal law.

Blueprint acquires property for the construction of road, park, water quality, and other public projects as an interlocal agency of the City of Tallahassee and Leon County Government. See § 163.01(7)(f), Fla. Stat. When Blueprint projects involve federal funding, Blueprint adheres to the Uniform Act. See Blueprint Real Estate Policy Section 107.17. Similarly, acquisitions conducted with state funding require adherence to the FDOT Right of Way Manual. When Blueprint projects are constructed with local funds, Blueprint complies with state law and follows its own policies where state law is silent. State law and the Blueprint Incentive Program govern acquisition and compensation to owners on locally-funded Blueprint projects. The Blueprint Relocation Policy and Procedures Manual governs the acquisition process and payments made to tenants displaced by locally-funded acquisitions for Blueprint projects. The following sections detail the Blueprint policies.

## **BLUEPRINT INCENTIVE OFFER PROGRAM**

Florida Statutes and the Blueprint Incentive Offer Program govern compensation to owners of property acquired with local funds for Blueprint projects. When acquiring property through eminent domain, section 73.105, Florida Statutes, requires Blueprint to offer owners an initial amount based on an appraisal and to attempt to reach a settlement agreement before filing suit. A settlement agreement is an agreement made for the sale of property and compensation to its owner reached without having to file a lawsuit. Florida statute and federal law do not provide a formula for calculation of an initial offer beyond its basis in an appraisal.

By publication in the Federal Register on March 20, 2002, the FHWA confirmed that states had power to pay greater benefits beyond Uniform Act minimums, allowing for innovative incentive offer payments. FHWA encouraged local jurisdictions to take advantage of this flexibility to institute their own incentive offer pilot programs. Following a successful Florida pilot program, FDOT enshrined its incentive offer in the FDOT Right of Way Manual, [§ 7.3](#), available at <https://www.fdot.gov/rightofway/ProceduresManual.shtm>, which became effective January 18, 2007. The FDOT Incentive Offer Program is used with permission of the Director, Office of Right of Way, on a case-by-case basis. The FDOT Incentive Offer Program provides for an initial offer that includes an incentive payment based on a formula in the FDOT Right of Way Manual.

Blueprint first used the FDOT Incentive Offer Program at the direction of FDOT on the Capital Circle widening project, which was state-funded. To ensure consistency and fair treatment of property owners, FDOT administers incentive offers consistently along an entire transportation corridor. Accordingly, all parcels along Capital Circle acquired to date have been and those remaining on the final phases of Capital Circle will be acquired with the use of incentive offers.

Having found success with the FDOT Incentive Offer Program along Capital Circle, Blueprint adopted its own Incentive Offer Program for locally-funded acquisitions modeled after the FDOT Right of Way Manual in 2007. On March 21, 2007, the Intergovernmental Management Committee (IMC) approved the Blueprint Incentive Offer Program. In practice, Blueprint has also paid attorney's fees for owners as a percentage of the incentive offer treated as the statutory benefit. To date, the Blueprint Incentive Offer Program has been used on the Capital Cascades Trail and Magnolia Drive projects. Both projects were designed to use only local funds for acquisition. The Blueprint Incentive Offer Program requires that, on locally-funded projects, Blueprint's initial offers to property owners include the sum of the appraised value of the property in question and an incentive amount calculated according to a formula selected from the schedule provided in Table 1-A below.

Table 1-A: Incentive Offer Program Schedule for Calculating Initial Offer to Property Owners

<b>When Appraised Value is:</b>		
<b>Over</b>	<b>But Under</b>	<b>INCENTIVE IS</b>
\$0	\$1,000	\$1,000
\$1,000	\$2,500	\$1,000 + 83% of amount over \$1,000
\$2,500	\$5,000	\$2,250 + 70% of amount over \$2,500
\$5,000	\$7,500	\$4,000 + 50% of amount over \$5,000
\$7,500	\$10,000	\$5,250 + 45% of amount over \$7,500
\$10,000	\$20,000	\$6,375 + 40% of amount over \$10,000
\$20,000	\$30,000	\$10,375 + 35% of amount over \$20,000
\$30,000	\$100,000	\$13,875 + 32.5% of amount over \$30,000
\$100,000	\$300,000	\$36,625 + 30% of amount over \$100,000
\$300,000	\$513,000	\$96,625 + 25% of amount over \$300,000
\$513,000		\$150,000 (Maximum Incentive)

Consider the example of the owner of a parcel with an appraised value of \$25,000. The initial offer must include \$25,000 and the incentive payment. The incentive payment is based on the calculation for property appraised over \$20,000 but under \$30,000. Accordingly, the incentive payment must be equal to \$10,375 plus 35% of the appraised value amount over \$20,000. The total initial offer for this owner is calculated in Table 1-B: Example Initial Offer.

Table 1-B: Example Initial Offer

Total Appraised Value	\$25,000
Incentive Offer Formula	Appraised value is between \$20,000 and \$30,000 Formula is \$10,375 + 35% of amount over \$20,000
Total Incentive Offer	$\$12,125 = \$10,375 + 35\%(\$5,000) = \$10,375 + \$1,750$
Total Initial Offer	<b><math>\\$37,125 = \\$25,000 + \\$12,125</math></b>



## BLUEPRINT RELOCATION POLICY AND PROCEDURES MANUAL

When local governments exercise their power of eminent domain with local funds, Florida law does not require the local government to compensate tenants who are displaced by a project. The law only requires compensation to the property owner. Accordingly, law does not require Blueprint to compensate tenants displaced by locally-funded acquisitions for a Blueprint project. The Blueprint Relocation Policy and Procedures Manual governs Blueprint compensation to residential and business tenants displaced by locally-funded Blueprint projects. Blueprint employs Relocation Consultants who also work on federal and state funded acquisitions to provide the highest level of service to citizens impacted by locally-funded Blueprint projects.

The Blueprint Relocation Policy and Procedures Manual identifies tenants who qualify for assistance, the amount of assistance, and the procedures used to process payments. Residential tenants can receive rent supplements and moving expenses under the policy. Business tenants can receive moving, location search cost, and business reestablishment expenses. Blueprint adjusts payments made under the Relocation Policy where hardship requires adjustment.

The IA Board adopted the Relocation Policy and Procedures Manual in June 2011 in preparation for the FAMU Way and Capital Cascades Trail Segment 3 acquisitions, the first locally-funded Blueprint project not subject to State or Federal regulations that would impact occupants.<sup>1</sup> Blueprint used the 2011 FDOT Right of Way Manual as its model. See [33 Fla. Admin. W. 724](#) (Feb. 16, 2007); FDOT Right of Way Manual §§ [9.1](#), [9.3](#), and [9.4](#), available at <https://www.fdot.gov/rightofway/ProceduresManual.shtm>.

### RESIDENTIAL TENANT RELOCATION BENEFITS

Residential tenants displaced by locally-funded Blueprint projects can qualify for replacement housing payments. Replacement housing payments are available to residential tenants who have lawfully occupied a dwelling on the subject property for at least 90 days before notification of the acquisition. Replacement housing payments are equal to the difference between current monthly rent and utilities and rent and utilities of replacement housing. If the residential tenant has lived in his dwelling for a year or less, Blueprint pays the replacement housing payment for 21 months, not to exceed a total of \$2,625. If the tenant has lived in the dwelling for more than a year, the tenant is entitled to replacement housing payment for up to 42 months, not to exceed a total of \$5,250. The value of the replacement housing is usually based on a signed lease for housing that a Blueprint Relocation Consultant verifies as safe, sanitary, and suitable. For example, a residential tenant who has lived in her dwelling for 4 months finds replacement housing with rent and utilities \$100 more expensive per month. She is entitled to 21 months of replacement housing payments because she lived in her dwelling for less than a year. Accordingly, she could expect to receive a relocation benefit of \$2,100 under Blueprint policy.

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1. Capital Cascades Trail Segment 1, Franklin Boulevard, did not impact any occupants. Capital Cascades Trail Segment 2, Cascades Park, did not involve the acquisition of any property; the City owned most of the right of way and the remainder was secured through TIITF lease.

In addition to replacement housing payments, residential tenants are eligible for moving cost payments. Moving costs are paid according to a schedule based on the number of rooms (living, dining, etc.) in the tenant's current dwelling. If the residential tenant does not own his furniture, he may receive \$450 for the first room and \$125 for each additional room. As an example, a residential tenant who does not own furniture and has 4 rooms in his dwelling can receive \$550 for the first room and an additional \$125 for each of the other 3 rooms, or \$425, for a total of \$925 in moving costs.

Residential tenants who own their own furniture are paid moving cost payments based on the total number of rooms. Table 2-A below lays out moving cost payments for residential tenants who own their own furniture. Table 2-A mirrors the [2011 Uniform Act](#).

Table 2-A: Fixed Residential Moving Cost Schedule (Occupant Owns Furniture)

<b>Total Number of Rooms</b>	1	2	3	4	5	6	7	8	Each Additional Room After 8 Rooms
<b>Blueprint Payment</b>	\$550	\$700	\$875	\$1,050	\$1,200	\$1,350	\$1,500	\$1,650	\$200

Consider a residential tenant who has lived in her 5-room dwelling for 3 years and owns her furniture. She has found replacement housing that costs \$100 more each month for rent and utilities. Blueprint's Relocation Specialist has confirmed that her replacement housing is safe, sanitary, and decent. This tenant can receive a total of \$4,200 in replacement housing payment and \$1,200 in moving costs. Table 2-B below calculates her total relocation benefit:

Table 2-B: Example Blueprint Residential Tenant Relocation Benefit

Cost of replacement housing & utilities per month	\$750
Current rent and utilities per month	-\$650
Cost difference per month	\$100
Difference per month x 42 months (more than 1 year)	<b>\$4,200</b>
Moving expenses for 5 rooms	<b>+\$1,200</b>
<b>Total Relocation Benefits</b>	<b>\$5,200</b>

The Blueprint Relocation Policy and Procedures Manual also provides additional payments to tenants who demonstrate need on a case-by-case basis. When conducting acquisitions on the FAMU Way and Capital Cascades Trail projects, Blueprint provided additional support beyond the standard moving cost and replacement housing payments. In one circumstance, a tenant was unable to pay utility bills when impacted by the project. The tenant's hardship resulted in a substantial past due amount that prevented a new utility connection at her new home. Given

the policy flexibility for hardship payments, Blueprint provided the tenant a lump sum to pay off the past due utility bills and connect utility service at the tenant's new dwelling. Blueprint has been able to provide additional assistance above and beyond replacement housing and moving cost payments given the flexibility in the policy. In another circumstance, Blueprint was able to provide additional financial support to an owner who moved a tenant struggling to find suitable replacement housing to the owner's new location.

As discussed above, the IA Board adopted the Relocation Policy and Procedures Manual at its June 2011 meeting. At the time, the Blueprint fixed residential moving cost schedule and maximum replacement housing payment were identical to the fixed residential moving cost schedule and maximum replacement housing payment in the FDOT Right of Way Manual. The FDOT Right of Way Manual also provided 21 months of relocation housing payment to tenants who had lived in their dwelling less than six months and 42 months of relocation housing payment to those who had lived in their dwelling for six months or more. FDOT updated its regulations and Right of Way Manual on July 21, 2015. See [41 Fla. Admin. Reg. 2115](#) (May 6, 2015).

## BUSINESS TENANT RELOCATION BENEFITS

The Blueprint Relocation Policy and Procedures Manual also provides payments to business tenants. Business tenants may receive moving expenses, actual expenses up to \$2,500 for replacement location search, and any reestablishment expenses up to \$10,000. For business tenants, eligible moving expenses are the lower of two bids prepared by commercial movers. The business tenant may perform a self-move to receive the lower of the two bids. If the business tenant chooses a self-move, all costs and liability of the move reverts to the tenant. Business tenants may also receive reimbursement for actual expenses incurred in the search for a new location up to \$2,500. Search expenses may include food, hotel, and time away from business. Business tenants are also entitled to actual expenses incurred reestablishing the business at the new location up to \$10,000. The expenses include modification to the new building; increase in rent, utilities, and insurance for a two-year period; new signage and advertising; and any other expenses Blueprint considers essential to reestablish the business at the new location.

Consider the example of a business tenant who, after obtaining two bids from commercial movers, decides to move herself for the cost of the low bid, \$9,600. She spends \$1,200 on hotel stays and closes her business to search for a new location resulting in a \$1,000 revenue loss. She also incurred expenses necessary to reopen her business at the new location, including a \$4,000 rent increase over the lease term and build-out totaling \$4,200. After submitting documentation for her costs, she can receive a total of \$20,000 under the Blueprint policy. Table 2-D below details her relocation benefits and compares the Blueprint policy to the FDOT policy.



Table 2-D: Example Business Tenant Relocation Benefits

<b>Description</b>	<b>Calculation</b>	<b>Example 2-D Payment</b>	<b>Blueprint Maximum</b>	<b>FDOT Maximum</b>
Moving expenses based on lower of proposals from two commercial movers	\$9,600 < \$10,000 Bid 1 < Bid 2	<b>\$9,600</b>	Lower of two commercial mover proposals	Lower of two commercial mover proposals
Searching for a new location (hotel, time spent away from business)	\$1,200 + \$1,000 Hotel + Lost Revenue	<b>\$2,200</b>	Actual expenses not to exceed \$2,500	Actual expenses not to exceed \$2,500
Reestablishment expenses (rent differential + cost of new location modifications)	\$4,000 + \$4,200 Increased Rent + Build Out	<b>\$8,200</b>	Actual expenses not to exceed \$10,000	Actual expenses not to exceed \$25,000
<b>Total Relocation Benefits</b>	\$9,600 + \$2,200 + \$8,200	<b>\$20,000</b>	Move cost + \$12,500	Move cost + \$27,500

## DIFFERENCES BETWEEN BLUEPRINT AND FDOT POLICIES

On September 5, 2019, the IA Board directed staff to bring back an updated Blueprint Relocation Policy and Procedures Manual to provide many of the same benefits as the current FDOT Right of Way Manual and the Uniform Act. See Attachment #2, Revised Blueprint Relocation Policy and Procedures Manual. Staff have also modified the Blueprint Real Estate Policy to reflect these changes. See Attachment #1, Revised Blueprint Real Estate Policy. Option 1 of this Agenda Item would approve those changes. This section walks through the updates that the revisions accomplish.

Updates A through D below account for updates that FDOT has made to its Right of Way Manual since 2011. Updates E, F, and G below would substantially alter the Blueprint policies to bring them in line with state and federal regulations not required of locally-funded acquisition. These updates have more fiscal impact. Although additional payments for hardship are already part of the Blueprint Relocation Policy and Procedures Manual, staff have included Update G, creating a section of the Policy regarding Replacement Housing of Last Resort making explicit that occupants are eligible to receive payments when comparable housing is not otherwise available within the occupant's financial means.

### A. Increase the Fixed Residential Moving Cost Schedule to Match FDOT

The Blueprint Relocation Policy and Procedures Manual would be updated so that residential tenants who do not own their furniture would be entitled to \$550 for the first room and \$150 for each additional room. Tenants who own their furniture would be entitled to the Proposed Blueprint Payment in Table 3-A below.

Table 3-A: Proposed Fixed Residential Moving Cost Schedule (Occupant Owns Furniture).

<b>Total Number of Rooms</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Each Additional Room After 8 Rooms</b>
<b>Current Blueprint Payment</b>	\$550	\$700	\$875	\$1,050	\$1,200	\$1,350	\$1,500	\$1,650	\$200
<b>FDOT Payment</b>	\$750	\$900	\$1,075	\$1,250	\$1,400	\$1,550	\$1,600	\$1,850	\$300
<b>Proposed Blueprint Payment</b>	\$750	\$900	\$1,075	\$1,250	\$1,400	\$1,550	\$1,600	\$1,850	\$300

B. Increase the maximum relocation housing payments for residential tenants to match FDOT.

The Blueprint Relocation Policy and Procedures Manual has been updated so that residential occupants who have lived in their dwelling for 90 days receive would receive 42 months of replacement housing payments not to exceed \$7,200.

C. Increase the maximum business reestablishment expense for business tenants to match FDOT.

The Blueprint Relocation Policy and Procedures Manual has been updated so that business reestablishment expenses for business tenants would increase from a maximum of \$10,000 to a maximum of \$25,000.

D. Update the Incentive Offer Program to match FDOT Manual

Staff recommend adoption of the proposed Incentive Offer section of the Blueprint Real Estate Policy, because the Incentive Offer Program is not currently part of the Blueprint Real Estate Policy. The Incentive Offer section is modeled after [FDOT Right of Way Manual Section 7.3](#) in providing for consistent use of incentive offers along an entire corridor and only using incentive offers with the approval of the Director of PLACE. See Attachment #1, Revised Blueprint Real Estate Policy. This revision has no immediate fiscal impact and allows flexibility for acquisitions to be made without incentives on new projects where incentive offers may not be effective. Table 3-B includes the update below.

Table 3-B: Updated Incentive Offer Schedule

<b>When Appraised Value is:</b>		
<b>Over</b>	<b>But Under</b>	<b>INCENTIVE IS</b>
\$0	\$1,000	\$1,000
\$1,000	\$2,500	\$1,000 + 83.3% of amount over \$1,000
\$2,500	\$5,000	\$2,250 + 70% of amount over \$2,500
\$5,000	\$7,500	\$4,000 + 50% of amount over \$5,000
\$7,500	\$10,000	\$5,250 + 45% of amount over \$7,500
\$10,000	\$20,000	\$6,375 + 40% of amount over \$10,000
\$20,000	\$30,000	\$10,375 + 35% of amount over \$20,000
\$30,000	\$100,000	\$13,875 + 32.5% of amount over \$30,000
\$100,000	\$300,000	\$36,625 + 30% of amount over \$100,000
\$300,000	\$513,000	\$96,625 + 25% of amount over \$300,000
\$513,000		\$150,000 (Maximum Incentive)

- E. Lower the length of occupancy required for residential tenants to qualify for 42 months of replacement housing payments to 90 days to match FDOT.

The Blueprint Relocation Policy and Procedures Manual has been updated so that residential tenants who have lived in their dwelling for at least 90 days would receive 42 months of replacement housing payments not to exceed \$7,200. In order to receive any relocation benefits, tenants who have lived in their dwelling for less than 90 days would be required to provide a verification of income and aver that they cannot occupy a replacement dwelling without receiving replacement housing payments under the Last Resort Housing provision described in Update G below.

- F. Provide relocation assistance to owner-occupants.

The Blueprint Relocation Policy and Procedures Manual has been updated so that owner occupants are eligible to receive relocation benefits in addition to the just compensation and incentive offer they receive through the Blueprint Incentive Offer Program. When the IA Board adopted the Blueprint Relocation Policy and Procedures Manual in 2011, the IA Board engaged in meaningful discussion on the issue of whether to provide relocation assistance to owner-occupants. Ultimately, the IA Board decided that the incentive offer was sufficient to compensate owner-occupants. The original policy language that the IA Board removed from the proposed 2011 policy has been reincorporated into the document and updated to reflect changes to state regulations.

- G. Explicitly Provide for Replacement Housing of Last Resort.

Although the existing Blueprint Relocation Policy and Procedures Manual includes possibility of additional payments to occupants in the case of hardship, the proposed revisions to the policy include a section providing for Replacement Housing of Last Resort to mirror the [FDOT Right of Way Manual Section 9.6](#) and the [Uniform Act regulations](#). This section makes clear that



Blueprint will make comparable housing available to a displaced person when housing cannot otherwise be provided within the person's financial means, on a case-by-case basis.

Option 1 of this Agenda Item would achieve all the policy changes A through G above.

## **OPTIONS:**

Option 1: Approve the revisions to the Blueprint Real Estate Policy and Relocation Policy and Procedure Manual.

Option 2: IA Board Direction.

## **RECOMMENDED ACTION:**


Option 1: Approve the revisions to the Blueprint Real Estate Policy and Relocation Policy and Procedure Manual.

### Attachments:

1. Revised Blueprint Real Estate Policy
2. Revised Blueprint Relocation Policy and Procedure Manual



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Blueprint Intergovernmental Agency								
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<table border="1"> <tr> <td style="vertical-align: top; width: 15%;">107.01</td> <td> <p><u>STATEMENT OF POLICY</u></p> <p>The purpose of this administrative regulation is to establish a policy and procedures to govern the delegation of authority for any and all conveyances of any interest in real property involving Blueprint Intergovernmental Agency (Blueprint), including but not limited to, fee simple and less than fee simple acquisitions, sales and dispositions, property management activities, and leases to others of real property owned by Blueprint Intergovernmental Agency founded by the City of Tallahassee and Leon County Florida.</p> </td> </tr> <tr> <td style="vertical-align: top;">107.02</td> <td> <p><u>AUTHORITY</u></p> <p>The Blueprint Intergovernmental Agency, created pursuant to Chapter 163.01(7) of the Florida Statutes, has the authority to establish real estate and land banking policies and procedures.</p> </td> </tr> <tr> <td style="vertical-align: top;">107.03</td> <td> <p><u>OBJECTIVE</u></p> <p>The intent of this policy is to provide operating procedures and a set of rules to ensure proper accountability in any real estate transaction involving Blueprint and to ensure proper management of any real property owned or leased by Blueprint. Further, these policies and procedures shall be followed, along with all applicable laws and professional ethics, in order to insure fair and equitable treatment to Leon County, the City of Tallahassee, the general public, and all affected property owners. The policies and procedures contained herein shall govern all Blueprint real estate transactions.</p> </td> </tr> <tr> <td style="vertical-align: top;">107.04</td> <td> <p><u>SCOPE AND APPLICABILITY</u></p> <p>The policy outlined herein shall apply to the Blueprint Intergovernmental Agency and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint Real Estate Policy.</p> </td> </tr> </table>	107.01	<p><u>STATEMENT OF POLICY</u></p> <p>The purpose of this administrative regulation is to establish a policy and procedures to govern the delegation of authority for any and all conveyances of any interest in real property involving Blueprint Intergovernmental Agency (Blueprint), including but not limited to, fee simple and less than fee simple acquisitions, sales and dispositions, property management activities, and leases to others of real property owned by Blueprint Intergovernmental Agency founded by the City of Tallahassee and Leon County Florida.</p>	107.02	<p><u>AUTHORITY</u></p> <p>The Blueprint Intergovernmental Agency, created pursuant to Chapter 163.01(7) of the Florida Statutes, has the authority to establish real estate and land banking policies and procedures.</p>	107.03	<p><u>OBJECTIVE</u></p> <p>The intent of this policy is to provide operating procedures and a set of rules to ensure proper accountability in any real estate transaction involving Blueprint and to ensure proper management of any real property owned or leased by Blueprint. Further, these policies and procedures shall be followed, along with all applicable laws and professional ethics, in order to insure fair and equitable treatment to Leon County, the City of Tallahassee, the general public, and all affected property owners. The policies and procedures contained herein shall govern all Blueprint real estate transactions.</p>	107.04	<p><u>SCOPE AND APPLICABILITY</u></p> <p>The policy outlined herein shall apply to the Blueprint Intergovernmental Agency and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint Real Estate Policy.</p>
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### 107.05 DEFINITIONS

Appraisal: A professional, impartial estimate of the fair market value of real property.

Capital Improvement Projects: All projects, which have been approved by the Intergovernmental Agency in a Capital Improvement Plan Budget and have been included on a list of approved projects.

Closing: The time and place for the exchange of documents and tender of payment to finalize the bargain or contract for transfer of real property.

Condemnation/Eminent Domain: A government's right to acquire private property for public use with full compensation to the owner.

Dedication: The setting aside of land for a public use by its owner, together with acceptance of the land by or on behalf of the public, by the making, signing, acknowledging and recording of a map or plat of land in accordance with general law upon which areas appear as devoted to public use for such purposes including but not limited to streets and utility and drainage easements.

Designee: A duly authorized representative of a person holding a superior position.

Easement: A right to use land of another for a specific purpose and for a certain time frame.

Fee Title or Fee Simple Title: An estate in real property belonging to the owner and alienable or sellable by owner or transmissible to owner's heirs absolutely and simple. An absolute estate in perpetuity and the largest possible real property right an owner can have.

"IA": Means Intergovernmental Agency Board of Directors or Agency Board.

"IMC": Intergovernmental Management Committee has oversight of the Blueprint Intergovernmental Agency Program and is comprised of the Leon County Administrator and the City Manager of Tallahassee.

Land Banking: The acquisition and holding of property for both current and future purposes including but not limited to, transportation projects, greenways, trails and other environmentally sensitive lands.

Marketable Title: A legally defensible title which is free from material defects and acceptable to a reasonable purchaser, informed as to the facts and their legal meaning.

Option: A contract conveying a right to buy real estate at a specific price during a stipulated period of time.

Property: Land and all improvements thereon, if any.

Public Purpose: A purpose which has as its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of the residents of the

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City of Tallahassee and Leon county and not the welfare of an individual or specific class of persons.

Purchase and Sale Agreement: A binding contract for the purchase and sale of real property subject to the conditions contained in the agreement.

Quitclaim Deed: An instrument of conveyance intended to pass such title, interest or claim as the grantor may have in the property and which contains neither warranties nor covenants of title. (See Section 125.411, Florida Statutes).

Real Property: Any interest in land or the improvements thereon, including but not limited to, fee simple, leasehold and other rights of possession, temporary and perpetual easements, and grants of right of entry.

Right of Way Map: Any map or survey prepared by or on behalf of Blueprint that identifies the real property necessary to implement a Capital Improvement Project.

“Under the Threat of Condemnation”: A term used to indicate that a property shall be acquired, if necessary, using Blueprint’s authority to impose the laws of eminent domain (condemnation).

Value Determination: Estimate of market value as prepared by the real estate staff or an approved right of way consulting firm.

107.06

## APPROVAL AUTHORITY:

### **A. Director of PLACE, or his/her Designee**

1. The Director of PLACE, or his/her Designee, is authorized to approve the following real estate acquisitions provided the purchase price, exclusive of attorney fees and costs and business damages, if applicable, does not exceed \$750,000.00 or 20% above the appraised value, whichever is greater;
  - a. The acquisition of real estate for land banking purposes.
  - b. The payment of legal settlements for property acquired under the threat of condemnation purchased through either informal negotiations or mediation.
2. The Director of PLACE or his/her Designee Director is authorized to approve the sale or disposition of surplus property owned by Blueprint provided the sale price does not exceed \$100,000.00, exclusive of closing costs.
3. The Director of PLACE or his/her Designee is authorized to approve all deposits in circuit courts required by Order of Takings, final judgments of jury verdicts, or other court orders on property being acquired under threat of condemnation.

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4. The Director of PLACE or his/her Designee, with input from the Blueprint Attorney, is authorized to settle all reasonable attorney fees and costs incurred by property owners during the condemnation process, through negotiation, mediation or court award.
5. The Director of PLACE or his/her Designee is authorized to settle any claim for business damages made pursuant to Section 73.015(2), Florida Statutes (2003), as may be amended from time to time, provided the amount of the business damage claim, exclusive of attorneys' fees and costs, does not exceed \$250,000.00 or 20% above the amount of the estimate obtained in accordance with Section 107.08 C below.

## **B. Intergovernmental Management Committee**

1. The Intergovernmental Management Committee (IMC) is authorized to approve all acquisition of real estate, and/or business damage claims, in which the purchase price exceeds the approval authority of the Director of PLACE, and is within the approved and budgeted Blueprint Capital Improvement Plan.
2. The IMC is authorized to approve the sale and disposition of surplus property owned by Blueprint provided the sale price does not exceed \$500,000.00, exclusive of closing costs.
3. The IMC is authorized to approve all leases of property owned by Blueprint where the annual lease does not exceed \$100,000.00.
4. All decisions of the IMC, pursuant to this Policy, shall be subject to the requirements of Florida Statute 286.011, Florida Government in the Sunshine Law.

## **C. Intergovernmental Agency Board of Directors**

The Intergovernmental Agency Board of Directors (IA) shall approve all other real estate transactions. In addition, the Director of PLACE or the IMC may elect to request IA approval on any real estate purchase, sale or disposition.

## 107.07 RESPONSIBLE DEPARTMENTS:

- A. Unless specifically directed otherwise by the IMC, the Director of PLACE or his/her designee, shall implement and comply with these policies and procedures and shall be charged with the following responsibilities:



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1. Develop clear and uniform procedures for all real property transactions.
  2. Assure clear and uniform documentation of all real property transactions.
  3. Assure that all real property transactions are negotiated equitably, in good faith and in accordance with all applicable state and federal laws as well as in the best interest of the taxpayers of Leon County.
  4. Assure that, in those instances when negotiations for the acquisition of real property under the threat of condemnation are unsuccessful, all information necessary for the filing of an eminent domain lawsuit is provided to the Blueprint Attorney.
  5. Maintain an accurate inventory and provide effective management of all real property owned by Blueprint.
  6. Report to the Intergovernmental Agency ("IA") at regularly scheduled meetings all acquisition and/or sale of real property.
  7. Report monthly to the Intergovernmental Management Committee (IMC) all acquisitions and/or sale of real property.
- B. The Blueprint Attorney is responsible for acquisition through the use of Blueprint's eminent domain power in those instances when negotiations for the acquisition of real property under the threat of condemnation are unsuccessful.

## 107.08 APPRAISALS AND OTHER VALUE ESTIMATES:

- A. For all real property transactions, Blueprint shall prepare or obtain a value estimate or an appraisal report, which estimates the fair market value of the real property interest involved in the transaction in accordance with the following procedures:
1. For acquisitions, sales, or dispositions in which the estimated value of the real property does not exceed \$25,000.00, an in house value determination or an appraisal shall be prepared.
  2. For acquisitions, sales, or dispositions in which the estimated value of the real property does not exceed \$750,000.00, an independent state-certified appraiser shall be retained to prepare an appraisal report with an estimate of the fair market value of the real property.
  3. For acquisitions, sales, or dispositions in which the estimated value of the real property exceeds \$750,000.00, two independent state-certified appraisers may be

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retained to each prepare an appraisal report with an estimate of the fair market value of the real property.

4. All appraisal reports being obtained for property under the threat of condemnation shall be reviewed by an independent state certified appraiser. All other appraisals may be reviewed at the discretion of the Director of PLACE or his/her designee.
5. Nothing in this section is intended to preclude Blueprint from purchasing real property pursuant to sections 125.355 or 166.045, Florida Statutes, if it chooses to do so.

- B. The Director of PLACE or his/her designee shall determine the scope of the appraisal assignment and the form of the appraisal report to be prepared. However, when an appraisal report is being obtained for property under the threat of condemnation, the Blueprint Attorney may be consulted to determine the scope and form of the appraisal report.
- C. For any acquisition under the threat of condemnation in which an owner is entitled to compensation for damages to a business, pursuant to Section 73.015(2), Florida Statutes (2003), as may be amended from time to time, Blueprint shall obtain from a Certified Public Accountant, and/or other such consultants as recommended by the Blueprint Attorney, a report estimating the amount of such business damages, and the Blueprint Attorney, in consultation with the Director of PLACE or his/her Designee, shall determine the scope and form of the business damage report.

### 107.09 ACQUISITIONS FOR CAPITAL IMPROVEMENT PROJECTS:

Any real property that has been identified on a right of way map or designated property map as being necessary to implement Blueprint's Capital Improvement Plan shall be acquired "under the threat of condemnation" pursuant to the guidelines provided in Section 73.015, Florida Statutes, and pursuant to the following authority and procedures:

- A. The Director of PLACE, in consultation with the Blueprint Director, (shall have the authority and responsibility to approve and to execute all documents necessary to implement an approved and budgeted Capital Improvement Project. This authority and responsibility includes coordination with the Blueprint Attorney, or their designee, for the preparation of a condemnation resolution for approval by the Intergovernmental

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Agency Board stating the public purpose of the project and the necessity of acquiring the parcels identified in the resolution and upon the Board's approval of the resolution the identified parcels shall be acquired in one of the following manners:

1. The Director of PLACE, or his/her Designee, shall have the administrative authority to purchase fee simple title or easements, or negotiate settlements of any voluntary action which is required for the implementation of a Capital Improvement Project provided the funds for the project are available, budgeted and are within the Director of PLACE's limits of authority, pursuant to Section 107.06.
  2. Property not acquired through voluntary acquisition as described above, shall be acquired through the exercise of Blueprint's power of eminent domain pursuant to Chapter 73 or 74, Florida Statutes and the Blueprint Attorney or his/her designee shall file a petition with the appropriate court to obtain title to the condemned property. Settlement of property acquired through Orders of Taking shall be made pursuant to Section 107.06, of this policy.
- B. The Director of PLACE or his/her Designee, and/or the IMC, shall seek technical advice from staff or others, as needed, prior to making settlement and acquisition decisions affecting real property.

## 107.10 LAND BANK PROGRAM:

- A. Blueprint has established a land banking program to be used to acquire property for future Blueprint projects including the early acquisition of right of way along transportation corridors.
- B. All properties being considered for purchase under this program shall be presented to the Director of PLACE or his/her Designee, in a written report, which includes the following information:
  1. The location of the property
  2. Description
  3. Intended use
  4. Estimate of value



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5. Proposed purchase price
- C. Florida Statute 125.355 may be utilized by the Director of PLACE.
- D. The Director of PLACE or his/her Designee shall have the authority to negotiate a contract to option real estate for approved land banking purchases.
1. The Director of PLACE or his/her Designee has the authority to approve land banking purchases up to the approved settlement limit. (See Section 107.06 A.)
  2. The Director of PLACE or his/her Designee, may seek such technical advice from staff or others as needed prior to making acquisition and settlement decisions affecting real property.
- E. The IMC has the authority to approve all settlements for land banking purchases up to their delegated authority as provided specifically in Section 107.06 B.
- F. All other requirements imposed by the Blueprint Intergovernmental Agency Real Estate Policy, including but not limited to, obtaining a value determination or appraisal, completing title work, etc., shall apply to purchases under the land-banking program.

### 107.11 ENVIRONMENTAL ASSESSMENTS:

An Environmental Assessment or equivalent (which may be contained in a Contamination Screening Evaluation Report as part of a PD&E Study) shall be secured on all property purchased by Blueprint. The Environmental Assessment shall be reviewed and approved by the Director of PLACE or his/her Designee prior to closing. The Director of PLACE may seek technical support from staff and others, as needed, to interpret and evaluate the results of the environmental assessment and, if deemed necessary, the Director of PLACE or his/her Designee may request additional assessment activities.

### 107.12 REAL PROPERTY OWNED BY BLUEPRINT: SALE OR DISPOSITION OF ANY REAL PROPERTY DECLARED SURPLUS PROPERTY.

- A. The Director of PLACE or his/her Designee with input from the Blueprint Attorney and/or Real Estate Manager, shall annually review all real estate owned by Blueprint and shall determine whether any parcels might be considered surplus property. A property shall not be considered surplus unless there is no potential future use of the property within the Blueprint Intergovernmental Agency Program. If such potential surplus property is identified, a written report will be submitted to the IMC

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recommending the property be declared surplus. The IMC has authority to declare property surplus and once declared surplus, may approve disposal of that property if the appraised value is \$500,000.00 or less. If the property value is in excess of \$500,000.00, the property shall be submitted to the Intergovernmental Agency for approval of disposition.

- B. The Director of PLACE or his/her Designee has the authority to sell or dispose of surplus property if the appraised value does not exceed \$100,000.00. (See Section 107.06 A.).
- C. All surplus real property shall be marketed for sale or disposal in accordance with Section 125.35, Florida Statutes, as may be amended from time to time, unless the sale or disposition is exempted pursuant to either Section 125.38 or Section 125.39, Florida Statutes, or unless the sale or disposition is part of an exchange of real property. In addition, the Director of PLACE or his/her Designee may utilize a Real Estate Broker and may improve the marketability and value of property by obtaining permitting, site plan approvals, or other property enhancements prior to the disposal of surplus real property.
- D. Contiguous property owners must receive written notification of Blueprint's intent to sell or dispose of the real property, and Blueprint must place adequate signage on the real property to notify the public that the property is available for purchase.
- E. Blueprint shall give the City and County first refusal to secure any property declared surplus.
- F. If bond proceeds were used for the acquisition or sale of any real estate and there is any conflict with the Bond Resolution, then the Bond Resolution shall control, to the extent of the conflict.

**107.13 REAL PROPERTY OWNED BY BLUEPRINT: LEASE FROM BLUEPRINT OF REAL PROPERTY.**

- A. If an individual or entity is interested in leasing any real property owned by Blueprint, such individual or entity shall express such interest in the form of a written request to Blueprint.

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- B. The written requests shall be reviewed by the Director of PLACE or his/her Designee to determine if the property is suitable for leasing.
- C. Upon determination that property is suitable for lease, the Director of PLACE or his/her Designee shall make a written recommendation on whether or not to negotiate a lease to the IMC if the annual lease is less than \$100,000.00. If the IMC approve the recommendation to pursue the lease of the Blueprint owned property, the Director of PLACE or his/her Designee, with input from the Real Estate Manager and/or the Blueprint Attorney will enter into negotiations to lease the real property.
- D. If the annual rent value is above \$100,000.00, the IMC will review and evaluate the lease request and present a joint recommendation to the Intergovernmental Agency Board for consideration as an agenda item.
- E. All lease documents shall be approved as to form and content by the Blueprint Attorney, with input from the City/County Attorney, as needed, prior to being submitted for final approval. All leasing activities shall be in accordance with Section 125.35, Florida Statutes.
- F. If bond proceeds were used to acquire any real estate and there is any conflict with the Bond Resolution, then the Bond Resolution shall control, to the extent of that conflict.

### 107.14 REQUIREMENTS FOR ALL FIRMS PROVIDING APPRAISAL, ACQUISITION AND RELOCATION SERVICES TO BLUEPRINT:

- A. All real estate appraisers and/or review appraisers shall be licensed in Florida as a State Certified General Real Estate Appraiser.
- B. All real estate appraisers and review appraisers shall be Pre-Approved by the Florida Department of Transportation.
- C. All acquisition and relocation firms shall be Pre-Approved by the Florida Department of Transportation to perform all acquisition and relocation functions.
- D. All Appraisal, Appraisal Review, Acquisition and Relocation services will be provided under the auspices of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) as well as all applicable state and federal laws and regulations.



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**107.15     ABSTRACT AND TITLE REQUIREMENTS:**

An independent abstract and Title Certificate with title insurance shall be secured on all acquisitions for the Blueprint Intergovernmental Agency Program. However, any property acquired by virtue of an Order of Taking in a condemnation lawsuit shall not require title insurance.

**107.16     REVIEWING AND MAINTAINING CLOSING DOCUMENTS:**

- A. In addition to the Blueprint Attorney, the City/County Attorney or his/her designee may be asked to review all closing documents and title work prior to closing on all real property acquisitions by Blueprint. This review shall be documented in writing. The Blueprint Attorney may authorize licensed agents with contracted acquisition firms, or appropriate Blueprint Staff to close Blueprint purchases, provided a review of the closing documents and title work has been conducted by the appropriate Agency Attorney prior to closing on any real property acquisitions.
- B. Blueprint shall be responsible for recording and maintaining all closing documents.

**107.17     USE OF FEDERAL FUNDING TO ACQUIRE OR LEASE REAL PROPERTY:**

Blueprint shall comply with the requirements of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, if acquiring right of way for transportation projects or acquiring property on projects where federal funds are being utilized or where federal funding may be secured in the future.

**107.18     INCENTIVE OFFER PROGRAM FOR LOCALLY FUNDED PROJECTS:**

- A. Incentive offers subject to the schedule in section 107.18(H) below may only be used on projects approved by the Director of PLACE on a case-by-case basis. Approval will be granted upon certification that the use of incentive offers is expected to reduce project time and cost, the project has a scheduled production date, and condemnation will be pursued for those parcels which cannot be negotiated.
- B. To ensure consistency and equitable treatment of property owners, Blueprint will administer incentive offers consistently on an entire project. Where there are multiple right of way projects included within a single Project Development and Environment

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(PD&E) study, the study area will be considered the project for the purposes of this section. If incentive offers are used on the earliest right of way project, they must be used on all right of way projects on the corridor. Exceptions may be allowed at the discretion of the Director of PLACE where offers on a right of way project will be made one year or more after the construction associated with the right of way has been advertised to the public.

- C. Incentive amounts will be added to initial offers on all parcels on approved incentive projects, except for those parcels owned by governmental entities. Incentives will be an amount of money above established just and full compensation. No incentive will be added to offers to settle business damage claims.
- D. Parcels with uneconomic remnants will require separate offers. Incentives for both offers will be based on the value of the partial taking without consideration of the remnant.
- E. Parcels with tenant-owned improvements, requiring a separate offer, will be shared between the property owner and the tenant. The incentive will be divided based on the percentage shares of the value for the whole property attributable to the owner and to the tenant, respectively.
- F. When there are multiple takings from the same parent tract, incentives will be provided for each parcel based on the just and full compensation for each parcel.
- G. When the established just and full compensation changes before filing suit, the following may apply:
  - 1. If there is a change in the determination of just and full compensation resulting from an alteration of the parcel which is of such extent that the parcel has become a different parcel from that on which the original offer was made, Blueprint will provide the property owner a new offer with a new incentive calculated based on the revised just and full compensation.
  - 2. If there is a change in the determination of just and full compensation, other than as in Section 107.18(G)(1) above, and the revised just and full compensation is more than the total previous offer, a new offer with a new incentive calculated based on the revised just and full compensation must be made.

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3. If there is a change in the determination of just and full compensation, other than as in Section 107.18(G)(1) above, and the revised just and full compensation is less than the total previous offer, no new will be made unless the previous offer has been formally withdrawn.

H. Incentive Offer Schedule

<u>When Appraised Value is:</u>		
<u>Over</u>	<u>But Under</u>	<u>INCENTIVE IS</u>
<u>\$0</u>	<u>\$1,000</u>	<u>\$1,000</u>
<u>\$1,000</u>	<u>\$2,500</u>	<u>\$1,000 + 83.3% of amount over \$1,000</u>
<u>\$2,500</u>	<u>\$5,000</u>	<u>\$2,250 + 70% of amount over \$2,500</u>
<u>\$5,000</u>	<u>\$7,500</u>	<u>\$4,000 + 50% of amount over \$5,000</u>
<u>\$7,500</u>	<u>\$10,000</u>	<u>\$5,250 + 45% of amount over \$7,500</u>
<u>\$10,000</u>	<u>\$20,000</u>	<u>\$6,375 + 40% of amount over \$10,000</u>
<u>\$20,000</u>	<u>\$30,000</u>	<u>\$10,375 + 35% of amount over \$20,000</u>
<u>\$30,000</u>	<u>\$100,000</u>	<u>\$13,875 + 32.5% of amount over \$30,000</u>
<u>\$100,000</u>	<u>\$300,000</u>	<u>\$36,625 + 30% of amount over \$100,000</u>
<u>\$300,000</u>	<u>\$513,000</u>	<u>\$96,625 + 25% of amount over \$300,000</u>
<u>\$513,000</u>		<u>\$150,000 (Maximum Incentive)</u>

I. Incentive offers do not replace the need for negotiation. Blueprint will consider all counteroffers. Negotiations conducted after Blueprint files suit may be based on just and full compensation without consideration of an incentive.

J. Incentive offers will have no effect on relocation assistance or payments.

**107.198 RELOCATION POLICY FOR LOCALLY FUNDED PROJECTS:**

It is the intent of this policy to ensure that Blueprint provides fair and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds.

Under this policy Blueprint shall provide advisory assistance and conduct the relocation program so that no person shall, on the basis of race, color, sex, gender identity, age, religion, national origin, disability or genetic information be excluded from participation in, be denied the eligible benefits of, or be otherwise subjected to discrimination or retaliation under any of Blueprint's funded programs or activities administered by Blueprint or its sub-recipients. The term "person" as defined in this policy refers to any individual (residential or business occupant), family, partnership, corporation, or association.

Relocation assistance activities implemented under this policy involve notices, advisory services, and if applicable, relocation assistance payments. Any benefits afforded by this



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policy are not intended to create any additional element of compensation if the property is condemned.

A. Residential

1. Homeowner (Owner Occupied Displacee)

Residential relocation payments for home-owners may include a replacement housing payment. Homeowners may also qualify for incidental closing costs and increased interest costs, if applicable, on the purchase of a replacement home. Residential homeowners may qualify for a moving cost assistance payment based on a Fixed Residential Moving Schedule.~~will only receive relocation notices and advisory services benefits as provided by Blueprint.~~

2. Tenant

A tenant is defined as a person who has the temporary use and occupancy of real property owned by another. Residential tenants will receive relocation notices and advisory services benefits and may, in addition, qualify for a replacement housing payment and residential moving costs based on a Fixed Residential Moving Schedule. Residential tenants who have been in occupancy at the displacement dwelling for more than 12 months may qualify for a replacement housing payment. Residential tenants who have been in occupancy at the displacement dwelling for 12 months or less may qualify for a reduced replacement housing payment.

3. Property owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. The interview will be conducted prior to determining their relocation eligibility, and all interviews will be conducted in person at the displaced person's residence or place of business. The purpose of the residential interview is to determine the relocation needs and preferences of each person to be displaced and explain the relocation assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.

B. Non-Residential

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## 1. Owner or Tenant Occupied

~~Nonresidential owners (businesses and/or nonprofit organizations) will only receive relocation notices and advisory services benefits, as provided by Blueprint.~~

### ~~Tenant Occupied~~

Nonresidential owners or tenants (businesses and/or nonprofit organizations) will receive relocation notices and advisory services benefits and, in addition, may qualify for reestablishment expenses, moving costs and search expenses.

2. Business owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. The purpose of the non-residential interview is to determine the relocation needs and preferences of each person at the displaced person's place of business. Interviews with displaced business tenants will also include a discussion as to the business's replacement site requirements, current lease terms and other contractual obligations and the financial capacity of the business to accomplish the move. There will be a determination of the need for outside specialists that will be required to assist in planning the move, assistance in the actual move, and in the reinstallation of machinery and/or other personal property. At the conclusion of the interview, the relocation agent will be able to provide an estimate of the time required for the tenant occupied business to vacate the site.

## C. Notices

All owners and tenants are provided with a **General Information Notice** which provides a description of Blueprint's relocation program. At or promptly following the initiation of negotiations Blueprint will notify all occupants in writing, either in person or by certified mail, of their eligibility for applicable relocation assistance and payments, if applicable. The **Notice of Eligibility** cites the specific relocation assistance available for the displaced person and identifies any offer of relocation assistance. No lawful occupant shall be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which they may be required to move. The **90 Day Notice** shall either state a specific date as the

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earliest date, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date to vacate the property. The **30 Day Notice** will provide a specific date by which the displaced person must vacate and surrender possession of the subject property.

D. Advisory Services

Throughout the relocation program, Blueprint will provide ongoing **advisory services** to all affected owners and tenants including, but not limited to, assisting them in securing replacement properties and filing relocation claims for benefits, when applicable. All residential and business tenants will have **12 months** from the date of their move to file claims for the reimbursement of eligible payments.

E. Relocation Policy and Procedures Manual Implementing procedures have been developed and can be obtained by contacting the Blueprint Intergovernmental Agency Office at:

315 South Calhoun Street, Suite 450

Tallahassee, FL 32301

Telephone No.: (850) 219-1060

107.~~2019~~<sup>2019</sup> REVISIONS TO THE REAL ESTATE POLICY:

The Director of PLACE shall recommend amendments, modifications or alterations to this policy to the Intergovernmental Agency as required to maintain its applicability to local, state and federal regulations, laws, and ordinances.

In addition to the Blueprint Attorney, the City/County Attorney's office may be asked to review proposed revisions, as needed, to ensure compliance with applicable laws. Any revisions to the Blueprint Real Estate Policy shall become effective upon approval by the Intergovernmental Agency Board of Directors.

107.2~~10~~<sup>10</sup> EFFECTIVE DATE OF REAL ESTATE POLICY:

This Real Estate Policy shall become effective upon approval of the Intergovernmental Agency Board. The effective date of this policy shall be September 19, 2007.



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**Revised:**      **June 20, 2011**  
                    **February 21, 2017**  
                    **December 12, 2019**

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# BLUEPRINT



## INTERGOVERNMENTAL AGENCY

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### RELOCATION POLICY AND PROCEDURES MANUAL

~~August 1, 2011~~ December 12, 2019



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## INTRODUCTION

~~This Relocation Policy and Procedures Manual (PPM) is being implemented by the~~ Blueprint ~~2000~~ Intergovernmental Agency (Blueprint) [implemented this Relocation Policy and Procedures Manual \(Relocation Policy\)](#) to ensure that Blueprint projects provide consistent treatment for persons displaced by the acquisition of property, pursuant to Blueprint's Real Estate Policy Section 107.18 as approved by the Intergovernmental Agency [Board \(IA Board\)](#) on June 20, 2011, [and updated on December 12, 2019](#). Any benefits afforded by this policy are not intended to create any additional element of compensation if the property is condemned. The term "person" as defined in this [Policy](#) ~~PM~~ refers to any individual (residential or business occupant), partnership, corporation or association. Blueprint will provide advisory assistance and conduct the relocation program so that no person will, on the basis of race, color, sex, age, religion, national origin or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any of Blueprint's funded programs or activities administered by Blueprint or its sub-recipients.

Relocation assistance activities implemented under these procedures involve relocation planning, information and notices, advisory services and relocation assistance payments. Residential home owners [and](#) ~~will receive only advisory services benefits.~~ ~~Residential~~ tenants will receive advisory services benefits and may qualify for a rental assistance payment and residential moving costs. Nonresidential owners (businesses and/or nonprofit organizations) [and](#) ~~will receive only advisory services benefits.~~ ~~Nonresidential~~ tenants (businesses and/or nonprofit organizations) will receive advisory services benefits and may qualify for reestablishment expenses, moving costs, and search expenses. The specific procedural requirements for Blueprint to provide the required assistance and payments are detailed further in this Relocation [Policy](#) ~~PM~~.

Property owners and tenants affected by Blueprint's projects will be interviewed to determine if they are eligible for relocation benefits and what benefits or assistance they are qualified to receive. It is the goal of this [Policy](#) ~~PM~~ to provide eligible displaced persons with either financial and/or advisory services in securing a suitable replacement property. This interview will be conducted prior to determining their relocation eligibility. Blueprint's representative should conduct this interview in person at the displaced

person's residence or place of business.

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## SECTION I

### RELOCATION ASSISTANCE

#### A. Eligibility for Relocation Payments

All persons that are displaced as a result of a Blueprint project may be eligible for relocation benefits and/or relocation assistance payments.

1) **Displaced Persons.** The term "displaced person" as defined in Blueprint's relocation program means, except as provided in Paragraph 2) below, the following:

a) Any person who moves from the real property as a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project.

~~a)~~ b) Any person who moves personal property from non-acquired real property, as a direct result of a written notice of intent to acquire, or the acquisition of other real property on which the person conducts a business or farm operation. Eligibility under this subsection only applies for purposes of obtaining relocation assistance advisory services and moving expenses.

2) **Persons not displaced.** The following is a non-exclusive listing of persons who do not qualify as displaced persons under Blueprint's relocation program:

a) A person who moves before the initiation of negotiations, unless Blueprint determines that the person was displaced as a direct result of the program or project; or

b) A person who initially enters into occupancy of the property after the date of its acquisition for the project; or

c) A person who has occupied the property for the purpose of obtaining assistance under Blueprint's relocation program; or

- d) A person who is not required to relocate permanently as a direct result of Blueprint's project; or
- e) A person whom Blueprint determines is not displaced as a direct result of a partial acquisition; or
- f) A person who, after receiving a notice of relocation eligibility, is notified in writing that displacement from the project will not occur. The notice will not be issued unless the person has not moved and Blueprint agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility; or
- g) A person who is determined to be in unlawful occupancy prior to or after the initiation of negotiations, or a person who has been evicted for cause. However, advisory assistance may be provided to unlawful occupants at the option of Blueprint in order to facilitate the project; or
- h) A person who is not lawfully present in the United States and who has been determined to be ineligible for relocation benefits in accordance with Paragraph B below.

## **B. Denial of Relocation Assistance and Payments to Illegal Aliens**

No relocation payments or relocation advisory assistance will be provided to a [person](#) ~~tenant~~ who has not provided the certification described in this paragraph or who has been determined to be not lawfully present in the United States, unless such [person](#) ~~tenant~~ can demonstrate to Blueprint satisfaction that the denial of relocation benefits will result in an exceptional and extremely unusual hardship to such person's spouse, parent, or child who is a citizen of the United States, or is an alien lawfully admitted for permanent residence in the United States (see Paragraph 5 below for qualifying hardship criteria).

- 1) **Definition.** An alien who is not "lawfully present" in the United States as defined in 8 CFR 103.12 and includes:



- a) An alien present in the United States who has not been admitted or paroled into the United States pursuant to the Immigration and Nationality Act and whose stay in the United States has not been authorized by the United States Attorney General, and
- b) An alien who is present in the United States after the expiration of the period of stay authorized by the United States Attorney General or who otherwise violates the terms and conditions of admission, parole or authorization to stay in the United States.

2) **Self-Certification**

Each person seeking relocation payments or relocation advisory assistance will, as a condition of eligibility, CERTIFY:

- a) In the case of an individual, that he or she is either a citizen or national of the United States, or an alien who is lawfully present in the United States.
- b) In the case of a family, that each family member is either a citizen or national of the United States, or an alien who is lawfully present in the United States. The head of the household on behalf of other family members may make the certification.
- c) In the case of an unincorporated business or nonprofit organization, that each owner is either a citizen or national of the United States or an alien who is lawfully present in the United States. The certification may be made by the principal owner, manager, or operating officer on behalf of other persons with an ownership interest.
- d) In the case of an incorporated business or nonprofit organization, that the corporation is authorized to conduct business within the United States.

3) **Certification Acceptance**

Blueprint will consider the certification provided to be valid, unless Blueprint determines that it is invalid based on a review of an alien's documentation or other

information that Blueprint considers reliable and appropriate. Any review by Blueprint of the certifications provided will be conducted in a nondiscriminatory fashion. Blueprint will apply the same standard of review to all such certifications it receives, except that such standard may be revised periodically.

4) **Verification Procedure Required If Certification Is Not Accepted**

If, based on a review of an alien's documentation or other credible evidence, Blueprint has reason to believe that a person's certification is invalid (for example a document reviewed does not on its face reasonably appear to be genuine), and that, as a result, such person may be an alien not lawfully present in the United States, it will obtain the following information before making a final determination.

- a) If Blueprint has reason to believe that the certification of a person who has certified that he or she is an alien lawfully present in the United States is invalid, Blueprint will obtain verification of the alien's status from the local office of the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS). Any request for USCIS verification will include the alien's full name, date of birth and alien number, and a copy of the alien's documentation.
- b) If Blueprint has reason to believe the certification of a person who has certified that he or she is a citizen or national is invalid, they will request evidence of United States citizenship or nationality from such person and, if considered necessary, verify the accuracy of such evidence with the issuer.

5) **Exceptional and Extremely Unusual Hardship**

For purposes of this paragraph, "exceptional and extremely unusual hardship" to such spouse, parent, or child of the person not lawfully present in the United States means that the denial of eligible relocation payments and advisory assistance to such person will directly result in:

- a) A significant and demonstrable adverse impact on the health or safety of such spouse, parent, or child;

- b) A significant and demonstrable adverse impact on the continued existence of the family unit of which such spouse, parent, or child is a member; or
- c) Any other impact that Blueprint determines will have a significant and demonstrable adverse impact on such spouse, parent, or child.

### **C. Eviction for Cause**

Eviction for cause must conform to applicable state and local law. Any person who occupies the real property and is not in unlawful occupancy on the date of the initiation of negotiations, is presumed to be entitled to relocation payments and other assistance set forth in this part unless Blueprint determines that:

- 1) The person received an eviction notice prior to the initiation of negotiations and, as a result of that notice is later evicted; or
- 2) The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease or occupancy agreement; and
- 3) In either case the eviction was not undertaken for the purpose of evading the obligation to make available required relocation assistance and payments.

### **D. Qualified Relocation Personnel**

Blueprint will ensure the availability of sufficient qualified staff / consultants who will be assigned the primary responsibility of administering the relocation assistance program.

### **E. Advance Payments**

If an eligible displaced ~~person tenant~~ demonstrates the need for an advance relocation payment in order to avoid or reduce a hardship, Blueprint may issue the payment, subject to safeguards as are appropriate to ensure the objective of the payment is

accomplished.

#### **F. Deductions from Relocation Payments**

- 1) Blueprint will deduct the amount of any advance relocation payment from the relocation payment to which a displaced person is otherwise entitled. Blueprint will not withhold any part of a relocation payment to a displaced person to satisfy an obligation to any other creditor.
- 2) In the event Blueprint has to legally evict a tenant, the displaced tenant will have their eligible relocation benefits reduced and/or eliminated by the amount of court costs and expenses incurred by Blueprint to secure and implement the eviction.

#### **G. Claims for Relocation Payments**

The displaced ~~person~~ ~~tenant~~ will make claims for relocation payments within 12 months following the later of the date of moving from, or the date of the final payment for the acquired property. Blueprint may extend this time period for good cause. Claims for relocation payments will be signed, dated, and supported by such documentation as may be reasonably required to support expenses incurred. The displaced ~~person~~ ~~tenant~~ must be provided reasonable assistance necessary to complete and file any required claim for payment.



## SECTION II

### RELOCATION ADVISORY ASSISTANCE

#### A. Replacement Property Listings to be Maintained

On a project wide basis, Blueprint will maintain current listings of comparable potential replacement dwellings available as described in Section V, ~~properties for lease or for sale~~ without regard to race, color, religion, ~~or~~ national origin, gender, or sexual orientation, drawn from various sources and suitable in price, size, and condition for the individuals and families to be displaced for the project. Listing information should be secured from Multiple Listing Services (MLS) of the local Realtor boards, newspaper and other published listings, and private listings. This information will be maintained current and ~~will be relied on to document the thoroughness of Blueprint's relocation assistance and advisory efforts. This housing supply information~~ will be relied on to identify possible replacement housing.

To assist displaced businesses or non-profit organizations, Blueprint will maintain available listings and contacts with commercial real estate brokers, commercial lenders, and government economic development agencies to assist displaced persons in locating suitable replacement sites.

#### B. Eligibility for Relocation Advisory Services

Relocation advisory services will be offered to all persons occupying property to be acquired, and may be offered to all persons occupying property immediately adjacent to the real property acquired if Blueprint determines that such person or persons are caused substantial economic injury because of the acquisition.

#### C. Minimum Advisory Services Requirements

Blueprint's relocation advisory services program will include, at a minimum, such measures, facilities, and services as may be necessary or appropriate to:

- 1) Determine the relocation needs and preferences of each person to be displaced and explain any relocation payments and other assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.
- 2) Provide current and continuing information on the availability, and purchase and rental costs of replacement properties. .
- 3) For residential displacement of a tenant, as soon as feasible, Blueprint will inform the person ~~tenant~~ in writing of the specific comparable replacement dwelling and the rent used for establishing the upper limit of the replacement housing payment. Where feasible, selected replacement housing will be inspected prior to being made available to assure that it meets comparability requirements and DS&S standards. If such an inspection is not made, the tenant to be displaced will be notified that a replacement housing payment may not be made unless the replacement dwelling to be rented is subsequently inspected and determined to be decent, safe, and sanitary.
- 4) As necessary, all tenants, especially the elderly and handicapped, will be offered transportation to inspect housing to which they are referred.
- 5) For non-residential displacement, provide current and continuing information on the availability, purchase and rental costs of suitable commercial properties and locations.
- 6) Minimize hardships to persons in adjusting to relocation by providing counseling and advice as to other sources of assistance that may be available, and such other help as may be appropriate.

#### **D. Coordination with Other Agencies Offering Assistance to Displaced Persons**

To conduct a successful relocation program, relocation staff should maintain personal contact and exchange information with other agencies providing services useful to

persons being relocated. Such agencies may include urban renewal agencies, redevelopment authorities, public housing authorities, the Department of Housing and Urban Development (HUD), Veterans Administration (VA), and Small Business Administration (SBA). Personal contacts should also be maintained with local sources of information on private replacement properties, including real estate brokers, real estate boards, property managers, apartment owners and operators, and home building contractors.

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## SECTION III

### RELOCATION NOTICES

#### A. Manner of Notices

Relocation notices will be personally served or sent by certified or registered first- class mail, return receipt requested and documented in Blueprint's files. Blueprint will provide notices with appropriate language translation and with adequate interpretative assistance to those displaced persons who may be unable to understand a written English language notice. Each notice will indicate the name and telephone number of the person who may be contacted for answers to questions or other needed help. Required notices are as follows:

#### B. General Information Notice

As soon as feasible, persons scheduled to be displaced will be given a general written description of Blueprint's relocation program. The general information notice will provide at least the following information:

- 1) Informs the person that he or she may be displaced from the project area, describes the type of relocation payments and/or benefits for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining any payments, if applicable.
- 2) Informs the person that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing qualified payment claims, if applicable, and other necessary assistance to help the person successfully relocate.
- 3) Informs the person that he or she will not be required to move without at least 90 days advance written notice, and informs any person to be displaced from a dwelling that he or she cannot be required to move permanently unless at least



one comparable replacement dwelling has been made available.

- 4) Informs the person that any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments unless such ineligibility would result in an exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

### C. Notice of Eligibility

At or promptly following the initiation of negotiations, Blueprint will notify all occupants in writing of their eligibility for applicable relocation assistance and/or payments. This notice will cite the specific relocation benefits for the displaced person, and will identify and offer relocation assistance to the displaced person.

All ~~Tenant~~ occupants are entitled to relocation payments as of the initiation of negotiations, and a tenant occupant will be advised of relocation payment eligibility on or promptly after this date. At delivery of this notice, tenant occupants should be advised that they remain liable to their existing lease with the property owner until Blueprint acquires possession of the property.

~~1) — Owner occupants are entitled to only relocation advisory assistance services. An explanation of these services will be provided to each owner occupant being displaced.~~

### D. Statement of Eligibility

Each residential occupant ~~tenant~~ will be delivered a written Statement of Eligibility. The statement will include the following:

- 1) The amount of the maximum payment eligibility, if applicable.
- 2) An identification of the comparable replacement rental upon which such amount is based.
- 3) A description of the procedures which the displaced person must follow in order

to obtain the full amount of the payment.

**E. Ninety-Day Notice**

No lawful occupant will be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which they may be required to move. The 90-Day Notice will either state a specific date as this earliest date, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date to vacate the property. Typically for residential property it is recommended that the 90-Day Notice be provided with the notice of relocation eligibility.

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## SECTION IV

### PAYMENTS FOR MOVING AND RELATED EXPENSES

#### A. Eligibility

Any owner-occupant or tenant who qualifies as a displaced person and who moves from a dwelling (including a mobile home) or who moves from a business or non-profit organization is entitled to payment of his or her moving and related expenses, as Blueprint determines to be reasonable and necessary.

#### B. Ineligible Moving and Related Expenses

A displaced person ~~tenant~~ is not entitled to payment for:

- 1) Interest on a loan to cover moving expenses;
- 2) Loss of goodwill;
- 3) Loss of profits;
- 4) Loss of trained employees;
- 5) Any additional operating expenses of a business or farm operation incurred because of operating in a new location except as an eligible reestablishment expense;
- 6) Personal injury;
- 7) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before Blueprint;
- 8) Expenses for searching for a replacement dwelling (residential displacee);

- 9) Physical changes to the real property at the replacement location of a business operation except as an eligible reestablishment expense;
- 10) Costs for storage of personal property on real property already owned or leased by the displaced person.
- 11) Refundable security and utility deposits.

### C. Moving Claims and Payments

A displaced person ~~residential or business tenant~~ may claim moving expenses within 12 months following the date that they move from real property.

Blueprint will promptly pay claims that are determined to be acceptable and will provide the displaced person ~~residential or business tenant~~ technical assistance as needed to claim all eligible moving expenses. Blueprint will not pay a moving claim until all personal property is removed from the acquired property. Where a hardship may exist, a partial moving payment may be advanced to assist a displaced tenant to initiate a move.

### D. Residential Moving Payments

- 1) Eligible Moving Expenses for Displaced Residential ~~Tenant~~ Occupants
  - a) Transportation of the displaced person and personal property as determined by the Fixed Residential Moving Cost Schedule as described below.
  - b) Storage of the personal property for a period not to exceed 12 months, unless Blueprint determines that a longer period is necessary.
  - c) Other moving-related expenses that are not listed as ineligible, as Blueprint determines to be reasonable and necessary on a case by case basis.



## 2) Moving Expense Payment Options

A displaced tenant's moving expenses for moving personal property from a dwelling will be determined based on a Fixed Residential Moving Cost Schedule.

**E. Fixed Residential Moving Cost Schedule**

Any person ~~tenant~~ displaced from a dwelling or a seasonal residence or a dormitory style room is entitled to receive a fixed moving cost payment. This payment schedule will be ~~was~~ determined in accordance with the Fixed Residential Moving Cost Schedule approved by the Federal Highway Administration. The payment to a person with minimal personal possessions who is in occupancy of a dormitory style room or a person whose residential move is performed at no cost to the person will be limited to the amount stated in the most recent edition of the Fixed Residential Moving Cost Schedule.

The current fixed moving cost schedule for tenant occupants that own their furniture is presented below:

Table VI-1: FIXED RESIDENTIAL MOVING COST SCHEDULE - OCCUPANT OWNS FURNITURE	
Total Number of Rooms	Amount
1	<del>\$550</del> 750
2	<del>\$700</del> 900
3	<del>\$875</del> 1075
4	\$1, <del>050</del> 250
5	\$1, <del>200</del> 400
6	\$1, <del>350</del> 550
7	\$1, <del>500</del> 600
8	\$1, <del>650</del> 850
Each Additional Room (after 8 rooms)	<del>\$200</del> 300

**Please note:** Due to the variability from dwelling to dwelling of the quantity of items in any given room, it is the responsibility of Blueprint's Relocation Specialist to determine if a single room would actually qualify as two or more rooms due to the volume of personal property located within the space.

The current fixed moving cost schedule for tenant occupants that do not own their furniture is presented below:

Table VI-2: FIXED RESIDENTIAL MOVING COST SCHEDULE - OCCUPANT DOES NOT OWN FURNITURE	
Payment For	Amount
First Room	\$ <del>450</del> <u>550</u>
Each Additional Room	\$ <del>125</del> <u>150</u>

**Commercial move –** A displaced person ~~tenant~~ may utilize the services of a commercial mover, but their payment will be limited to the amount determined by the Fixed Residential Moving Cost Schedule. If, due to a hardship, illness or physical limitation, it is determined that a displaced tenant is unable to take responsibility for all or part of their move, Blueprint may negotiate directly with a commercial mover to secure their services on behalf of the displaced tenant. Any hardships or other considerations will be handled on a case by case basis.

#### F. Non-Residential Moving Payments ~~(Business Tenants)~~

##### 1) Eligible Moving Expenses for Displaced Businesses ~~Tenant Occupants~~ or Non-Profit Organizations (NPO) ~~Tenant Occupants~~

Eligible expenses for non-residential moves include the following:

- a) Transportation of the displaced person ~~tenant-occupant~~ and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless Blueprint determines that relocation beyond 50 miles is justified.
- b) Packing, crating, unpacking, and uncrating of the personal property.
- c) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated appliances, business machinery, equipment, and other personal property. For businesses, this includes connection to utilities available within the building. It also includes modifications to the personal property,

including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement structure, the replacement site, or the utilities at the replacement site, and modifications necessary to adapt the utilities at the replacement site to the personal property.

- d) Storage of the personal property for a period not to exceed 12 months, unless Blueprint determines that a longer period is necessary.
- e) Insurance for the replacement value of the property in connection with the move and necessary storage.
- f) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced tenant, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
- g) Other moving-related expenses that are not listed as ineligible as Blueprint determines to be reasonable and necessary.
- h) Any license, permit, fees or certification required of the displaced person at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit, fees or certification.
- i) Professional services as Blueprint determines to be actual, reasonable and necessary for:
  - i. Planning the move of the personal property;
  - ii. Moving the personal property; and
  - iii. Installing the relocated personal property at the replacement location.
- j) Re-lettering signs and replacing stationery on hand at the time of displacement that are made obsolete as a result of the move.

## 2) **Moving Expense Payment Options**

Personal property as determined by an inventory from an eligible ~~tenant-occupied~~ business or non-profit organization may be moved by one or a combination of the following methods. Eligible expenses for moves from a tenant occupied business or nonprofit organization include those expenses described above in Paragraph E-1.

- a) **Commercial Move Option.** The eligible moving expense is based on the lower of two bids or estimates prepared by a commercial mover. At Blueprint's discretion, payment for a low cost or uncomplicated move may be based on a single bid or estimate. The general procedure to be used when using a commercial mover is as follows:
  - i. The relocation agent should inspect the displacement and replacement sites and generally determine the extent of personal property to be moved, loading and unloading requirements, and what disconnect/reconnect work will be required. This inspection should be done in company with the displacee or displacee's agent in order to coordinate the move with the business requirements of the displaced operation.
  - ii. Upon establishing the general eligible move requirements with the displaced person, the business owner or tenant will make an arrangement with qualified commercial moving companies to provide firm bids or estimates of the cost to move the personal property of the displaced business. Where possible, at least two firm bids or estimates should be obtained. If there is a significant amount of plumbing, electrical, carpentry, communications, computer, or other services involved in the disconnect and reconnection of personal property, it may be more cost effective to obtain these services through separate bids arranged independent of the commercial mover.
  - iii. Upon completion of the move, the displaced business tenant will certify in the claim submitted for payment that the items listed were



actually relocated. The amount claimed and paid by Blueprint must only reflect the "as moved" inventory.

- b) **Self Move Option.** A self-move payment may be based on one or a combination of the following:

- i. **Negotiated Self Move (Estimated Cost).** The displaced person ~~tenant~~ elects to take full responsibility for the move of the business or NPO. Blueprint may make a payment for the person ~~tenant~~'s moving expenses in an amount not to exceed the lower of two acceptable bids or estimates obtained by Blueprint. The moving costs are then claimed and paid as follows:

- (1) Upon satisfactory completion of the move the displaced person ~~tenant~~ may claim payment for actual reasonable moving expenses not to exceed the lower of two acceptable firm bids or estimates. If not included in the bid amount secured, a displaced person ~~tenant~~ may claim other removal and reinstallation expenses as actual costs upon submitting actual cost invoices or other adequate evidence of actual cost. Blueprint may accept the actual costs that are determined reasonable expenses for the move.
- (2) At Blueprint's discretion, a payment for a low cost or uncomplicated move may be based on a single bid or estimate obtained by Blueprint or prepared by qualified staff. For this type of move, additional documentation such as receipts of moving expenditures is not necessary as long as the payment is limited to the amount of the lowest acceptable bid or estimate.
- (3) Upon completion of the move, the owner/operator of the displaced business ~~tenant~~ will certify in the claim submitted for payment that the items listed were actually relocated. The amount claimed and paid by Blueprint must only reflect

the "as moved" inventory.

- ii. **Self Move, Actual Reasonable Cost.** If reliable bids or estimates cannot be obtained, or if circumstances (such as large fluctuations in inventory) prevent reasonable bidding in the opinion of Blueprint, the displaced business tenant may be paid for actual reasonable moving costs when the costs are supported by receipted bills or other evidence of actual expenses incurred. The allowable expenses of a self-move under this provision may include:

- (1) Amounts paid for truck and/or equipment hired.
- (2) If vehicles or equipment owned by a business being moved are used, a reasonable amount to cover gas and oil, the cost of insurance, and depreciation allocable to hours and/or days the equipment is used for the move.
- (3) Wages paid for the labor of persons who physically participate in the move. Labor costs will be computed on the basis of actual hours worked at the hourly rate paid, but the hourly rate will not exceed that paid by commercial movers or contractors in the locality for each profession or craft involved.
- (4) If the displaced business ~~tenant~~ proposes to use a working foreman or group leaders regularly employed by the business to supervise services in connection with the move, the amount of their wages covering time spent in actual supervision of the move may be included as a moving expense.
- (5) Upon completion of the move, the displaced business ~~tenant~~ will certify in the claim submitted for payment that the items listed were actually relocated. The amount claimed and paid by Blueprint must only reflect the "as moved" inventory.

## **G. Notification and Inspection**

Blueprint will inform the displaced ~~person~~tenant, in writing, of payment eligibility requirements for a non-residential move at or promptly after the initiation of negotiations.

To be eligible for moving expense payments the displaced ~~person~~tenant must:

- 1) Provide Blueprint reasonable advance notice of the approximate date of the start of the move or disposition of the personal property and an inventory of the items to be moved. However, Blueprint may waive this notice requirement after documenting its file accordingly.
- 2) Permit Blueprint to make reasonable and timely inspections of the personal property at both the displacement and replacement sites, and to monitor the move.

## **H. Related Non-Residential Eligible Expenses**

The following expenses, in addition to those provided above for moving personal property, will be provided ~~to non-residential tenants~~ if Blueprint determines that they are actual, reasonable and necessary:

- 1) Connection to available nearby utilities from the right-of-way to improvements at the replacement site.
- 2) Professional services performed prior to the lease of a replacement site to determine its suitability for the displaced tenant's business operation including but not limited to soil testing, feasibility and marketing studies (excluding any fees or commissions directly related to the lease of such site).
- 3) Impact fees or one-time assessments for anticipated heavy utility usage, as determined necessary by Blueprint.

## I. Searching for a Replacement Location

An eligible displaced business ~~tenant~~ is entitled to reimbursement for actual expenses, not to exceed \$2,500, as Blueprint determines to be reasonable, which are incurred in searching for a replacement location, including:

- 1) Transportation;
- 2) Meals and lodging away from home;
- 3) Time spent searching, based on reasonable salary or earnings;
- 4) Fees paid to a real estate agent or broker to locate a replacement site
- 5) Time spent in obtaining permits and attending zoning hearings.

## J. Reestablishment Expenses — Non-Residential Moves

In addition to the eligible moving expense payments, an eligible displaced ~~tenant of a~~ small business or nonprofit organization is entitled to receive a payment, not to exceed \$~~25~~<sup>10</sup>,000, for expenses actually incurred in relocating and reestablishing such small business or nonprofit organization at a replacement site.

- 1) **Eligible expenses.** Reestablishment expenses must be reasonable and necessary, as determined by Blueprint. They include, but are not limited to, the following:
  - a) Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
  - b) Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting the business.
  - c) Construction and installation costs for exterior signage to advertise the



business.

- d) Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
- e) Advertisement of replacement location,
- f) Estimated increased costs of operation during the first 2 years at the replacement site for such items as:
  - i. Lease or rental charges,
  - ii. Insurance premiums, and
  - iii. Utility charges, excluding impact fees.
- g) Other items that Blueprint considers essential to the reestablishment of the business.

2) **Ineligible expenses.** The following is a nonexclusive listing of reestablishment expenditures of a displaced tenant not considered to be reasonable, necessary, or otherwise eligible:

- a) Purchase of capital assets, such as, office furniture, filing cabinets, machinery, or trade fixtures.
- b) Purchase of manufacturing materials, production supplies, product inventory, or other items used in the normal course of the business operation.
- c) Interest on money borrowed to make the move.
- d) Payment to a part-time business in the home that does not contribute materially to the household income. ~~(see definition in Section I-F).~~

## SECTION V

### REPLACEMENT HOUSING PAYMENTS

#### A. Blueprint's Obligation

No person ~~residential tenant~~ to be displaced will be required to move from his or her dwelling unless at least one comparable replacement dwelling, (defined in Paragraph B below), has been made available to the person. A comparable replacement dwelling will be considered to have been made available to a person, if:

- 1) The person is informed of its location; and
- 2) The person has sufficient time to enter into a lease for the property; and
- 3) Subject to reasonable safeguards, the person is assured of receiving the relocation assistance payment to which the person is entitled in sufficient time to complete the lease of the property.

#### B. Comparable Replacement Dwelling

The term comparable replacement dwelling means a dwelling that is:

- 1) Decent, safe and sanitary as described in Paragraph C of this Section;
- 2) Functionally equivalent to the displacement dwelling. The term functionally equivalent means that it performs the same function, and provides the same utility. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, Blueprint may consider reasonable trade-offs for specific features when the replacement unit is equal to or better than the displacement dwelling;

- 3) Comparable in size to the displacement dwelling;
  - a) In an area not subject to unreasonable adverse environmental conditions;
  - b) In a location generally not less desirable than the location of the displaced person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment;
- 4) On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special improvements such as outbuildings, swimming pools, or greenhouses.
- 5) Available to the displaced tenant on the private market.
- 6) For a tenant receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance.

#### **C. Decent, Safe, and Sanitary Housing Inspection**

The term decent, safe, and sanitary (DS&S) means a dwelling that meets applicable building codes. However, any of the following standards that are not met by an applicable code will apply unless waived for good cause by Blueprint.

- 1) Be structurally sound, weather tight, and in good repair.
- 2) Contain a safe electrical wiring system adequate for lighting and other devices.
- 3) Contain a heating system capable of sustaining a healthful temperature (of approximately 22 degrees C or 70 degrees F) for a displaced person.
- 4) There will be a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In case of a housekeeping dwelling, there will be

a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator.

- 5) Contains unobstructed egress to safe, open space at ground level.
- 6) For a displaced person ~~tenant~~ who is handicapped, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling. ~~and currently occupies an ADA compliant unit, Blueprint will make every effort to provide a comparable that meets the same ADA standards~~

#### D. 90-Day Owner-Occupant

##### 1) Payment Eligibility

A displaced owner-occupant is eligible for a replacement housing payment if the displaced owner-occupant:

- a) Has actually owned and occupied the displacement dwelling for not less than 90 days immediately prior to the initiation of negotiations, or the issuance of a written notice of intent to acquire the property; and
- b) Purchases and occupies a decent, safe, and sanitary replacement dwelling within one year after the later of the following dates (except that Blueprint may extend the one year period for good cause):
  - i. The date the displaced person receives final payment for the displacement dwelling; or
  - ii. In the case of condemnation, the date the full amount of the estimate of just compensation is deposited in court (filing date); or
  - iii. The date Blueprint has made available to the displaced person at least one comparable replacement dwelling.



## 2) Replacement Housing Payment

The Replacement housing payment for an eligible 90-day owner-occupant is limited to that eligible amount as calculated by Blueprint to assist the owner in relocating to comparable replacement dwelling within one year from the date the displaced owner-occupant is paid for the displacement dwelling, or the date a comparable replacement dwelling is made available to such person, whichever is later. The total replacement housing payment may not exceed \$31,000, and will be the sum of:

- a) A **price differential** payment, if the eligible cost of the replacement dwelling exceeds the acquisition cost of the displacement dwelling; and
- b) A mortgage interest differential payment for the increased interest costs and other debt service costs which are incurred in connection with the purchase of the replacement dwelling; and
- c) Payment for reasonable incidental expenses associated with the purchase of the replacement dwelling.

### Example:

<u>Acquisition price of property acquired by Blueprint</u>	<u>\$100,000</u>
<u>Cost of comparable replacement chosen by Blueprint</u>	<u>\$110,000</u>

### Payment:

<u>Price differential</u>	<u>\$10,000</u>
<u>Mortgage interest differential payment</u>	<u>\$ -0-</u>
<u>Incidental expenses / purchase of replacement property</u>	<u>\$1,000</u>
<u>Total replacement housing payment</u>	<u>\$ 11,000</u>

The maximum limit of \$31,000 for the replacement housing payment may be exceeded at Blueprint's discretion on a case by case basis, if a higher price differential payment is determined necessary due to the lack of availability of adequate comparable replacement housing units.

### 3) Price Differential Payment

The price differential payment is the amount, if any, which is added to the acquisition cost of the displacement dwelling to provide a total amount equal to the reasonable cost of a comparable replacement dwelling, or the purchase price of a decent, safe, and sanitary dwelling actually purchased and occupied by the displaced person, whichever is less.

a) **Comparable replacement dwellings.** Comparable replacement properties shall be selected from current listings of properties available for sale and the payment will be computed on the basis of the dwelling most nearly representative of, and equal to, or better than, the displacement dwelling. Listed properties sold under a pending sales contract may not be used in determining the price differential. All sources of listing information available should be pursued including Multiple Listing Services (MLS), local broker exclusive listings, and owner listings. An obviously overpriced listed dwelling should be ignored. To the extent feasible, comparable replacement dwellings shall be selected from the neighborhood in which the displacement dwelling was located or, if that is not possible at reasonable cost, in nearby comparable neighborhoods.

b) **Selected comparable replacement dwelling.** Of the comparable listings searched, the property judged the most comparable shall be used as the "Selected" comparable to calculate the replacement housing payment eligibility for the displaced person.

### 4) Special Situations Affecting Computation of Price Differential Payment Eligibility

Various situations arise that will affect the calculated and actual amount of the price differential payment that a displaced person is eligible to receive. These situations generally result in a carve-out procedure or an adjustment as described for the following occurrences.

a) **Administrative Settlement.** An administrative settlement is any settlement made by Blueprint for acquisition of real property that exceeds

an approved amount offered as just compensation. By normal calculation of the price differential, the replacement housing payment eligibility is reduced by the amount of the increase in the acquisition cost incurred by the administrative settlement.

b) **Condemnation Award.** An advance replacement housing payment may be computed and paid to a property owner when the final settlement amount will be delayed pending the outcome of condemnation proceedings. Payment of such amount may only be made upon the owner-occupant's agreement that upon final determination of the condemnation proceedings, the replacement housing payment will be recomputed using the acquisition price determined by the court and the displaced person will refund to Blueprint the amount of any excess payment.

c) **Carveouts.** Carveouts must be made when the acquired property has certain attributes, as discussed below, which are not available at reasonable cost on otherwise comparable available dwellings, or the acquired dwelling is part of a mixed use property.

i. **Site Attributes and Improvements.** If the selected comparable replacement property does not contain a site improvement found on the displacement property, the contributory value of the improvement, such as a garage, out-building, swimming pool, etc., shall be deducted (carved-out) from the cost of the acquired dwelling in calculating the replacement housing price differential eligibility. A carve out is not necessary unless the particular site improvement represents a significant value as indicated in the appraisal of the acquired property. The appraisal of the acquired property should not arbitrarily assign a contributory value for site improvements that are highly depreciated and/or which the market considers only of nominal value.

ii. **Tracts Larger Than Typical Residential Size.** When the acquired tract is significantly larger than the typical residential tract available as comparable replacement properties, Blueprint shall carve out the

value of the dwelling and typical homesite for the area from the total acquisition price and use this value as the acquisition cost to calculate the price differential eligibility. However, should comparable property be available at reasonable cost with the larger lot feature a carve out is not necessary.

d) **Partial Acquisition.** When the acquisition of a portion of a typical residential property causes the displacement of the owner from the dwelling and the remainder is a buildable residential lot, Blueprint may offer to purchase the entire property. If the owner refuses to sell the remainder to Blueprint, the market value of the remainder may be added to the acquisition cost of the displacement dwelling for purposes of computing the replacement housing payment.

e) **Owner-Occupant of Multi-Family Dwelling.** When a comparable multi-family property is not available at a reasonable cost, then the portion of the acquisition cost that constitutes the owner's occupied unit is used to calculate the price differential eligibility. In cases where the displaced household is occupying more than one unit of a multi-family unit, single family replacement housing may be offered as the available replacement dwelling, however it is not necessary to replace or carve-out duplicated residential property components that may occur on the acquired occupied property, such as additional kitchens, heating systems, etc.

f) **Occupant with a Partial Ownership.** When a single family dwelling is owned by two or more persons and occupied by one or more of the owners, the replacement housing payment will be the lesser of:

- i. The difference between the owner-occupant's share of the acquisition cost of the displacement dwelling and the actual cost of the replacement dwelling, or
- ii. The difference between the total acquisition cost of the displacement dwelling and the amount determined by Blueprint as



necessary to purchase a comparable dwelling.

g) **Owner Retention.** If the owner retains ownership of his or her dwelling, moves it from the displacement site, and reoccupies it on a replacement site, the purchase price of the replacement dwelling shall be the sum of:

- i. The cost of moving and restoring the dwelling to a condition comparable to that prior to the move;
- ii. The cost of making the unit a decent, safe, and sanitary replacement dwelling; and
- iii. The current market value for residential use of the replacement dwelling site, unless the claimant rented the displacement site and there is a reasonable opportunity for the claimant to rent a suitable replacement site; and
- iv. The retention value of the dwelling, if such retention value is reflected in the "acquisition cost" used when computing the replacement housing payment.
- v. The payment when computed based on the cost of relocating the retained dwelling, may not exceed the displaced person's calculated eligibility for the purchase of the selected comparable dwelling.

#### **5) Rental Assistance Payment for 90-Day Homeowner**

A 90-day owner-occupant, who could be eligible for a replacement housing payment but elects to rent a replacement dwelling, is eligible for a rental assistance payment. The amount of the rental assistance payment is based on a determination of market rent for the acquired dwelling compared to a comparable rental dwelling available on the market. The difference, if any, is then computed and disbursed in accordance with Section VII-E below, Replacement Housing Payment for 90-day Occupants, at paragraphs 2) and 3) except that the limit of \$7,200 does not apply. Under no circumstance would the rental assistance payment exceed the amount that could have been received under this Section as

an eligible displaced 90-day homeowner had the 90-day homeowner elected to purchase and occupy a comparable replacement dwelling.

**6) Increased Mortgage Interest Payment (IMIP)**

An IMIP is provided to a displaced person to compensate for the increased interest costs the person would otherwise incur when financing a replacement dwelling. The IMIP is an amount that will reduce or "buydown" the displaced person's mortgage balance on a new mortgage to an amount that could be amortized with the same monthly payment for principal and interest cost. To compute the IMIP, the remaining principal balance, interest rate, and monthly principal and interest payments for the pre-displacement mortgage as well as an available replacement mortgage must be obtained and documented. The interest rate on the acquired dwelling shall be based on a bona fide recorded mortgage or other recorded documentation. In addition, the IMIP payment shall include other debt service costs normal to the area of the replacement dwelling, if not paid as an incidental cost, and shall be based only on bona fide mortgages that were valid liens on the displacement dwelling for at least 180 days prior to the initiation of negotiations.

a) **IMIP Eligibility Calculation.** The IMIP is the amount required to compensate for any additional interest cost necessary to purchase a replacement dwelling, not to exceed the cost of a conventional mortgage available at the prevailing fixed interest rate currently charged by mortgage lending institutions in the area in which the replacement dwelling is located. For acquired properties subject to a fixed rate mortgage, the pre-displacement interest rate is compared to the prevailing fixed interest rate. For acquired properties subject to an adjustable rate mortgage (ARM), the computation of the IMIP eligibility is based on the lesser of the interest rate variance between the pre-displacement rate as of the date of acquisition versus the current fixed rate, or the variance between the maximum interest rate or "Cap rates" of the pre-displacement and replacement ARM's with equivalent rate index and adjustment specifications. Under conditions of falling interest rates it would be expected that the rate differential before and after displacement is zero or less and a IMIP eligibility would not exist.

Under conditions of rising interest rates it is likely a Mortgage Interest Differential (MID) eligibility is necessary given the increased interest cost of an available replacement mortgage.

b) **IMIP Payment Calculation.** Actual payment of the eligible IMIP to a displaced person is contingent upon a mortgage being placed on the replacement dwelling. The IMIP eligibility is based on the unpaid mortgage balance and remaining term of the mortgage(s) on the displacement dwelling, or the term of the new mortgage, whichever is shorter. In the event the person obtains a smaller mortgage than the reduced mortgage balance, the computed payment eligibility is prorated and reduced accordingly. In the case of a home equity loan, the unpaid balance used to calculate the payment is the balance which existed 180 days prior to the initiation of negotiations, or the balance on the date of acquisition, whichever is less.

c) **Reimbursable Loan Points.** In addition to the computed buy down amount, the IMIP payment includes purchaser's points and loan origination or assumption fees to the extent:

- i. The points are not being paid as incidental expenses;
- ii. They do not exceed rates normal to similar real estate transactions in the area;
- iii. Blueprint determines them to be necessary; and
- iv. The computation of such points and fees is based on the loan balance of displacement dwelling, less the buy down amount.

d) **Lump Sum Payment of Additional Points, if cost effective.** Replacement mortgage offerings typically include different interest rates and points. Of the available mortgages, the available mortgage with the lowest Annual Percentage Rate (APR) will typically prove to be the most cost effective. Blueprint should base its IMIP eligibility on the most cost effective loan available. If a replacement mortgage equal to the pre-displacement mortgage (interest rate and terms) is available with additional

points, Blueprint may compute the MID eligibility based on the higher prevailing rate at lesser points, or at the equal rate with additional points. The outstanding mortgage balance and remaining amortization term on the acquired home will determine if the payment of additional points for a lower rate is the most cost effective. The less costly payment eligibility would be the MID payment eligibility offered.

- e) **Additional Pre Displacement Mortgage Liens.** When a displaced person has second or lesser priority mortgage liens an overall IMIP eligibility is computed based on the available conventional mortgage financing of the total outstanding loan balance on the acquired property. Normally it would be expected that a single first lien mortgage would be secured to purchase a replacement property and a IMIP would be made to the extent which this mortgage interest exceeded the interest rates on the mortgage loan balances of the acquired property, not to exceed the prevailing fixed interest rate cost. Where second mortgage financing is required for a displaced person to secure a replacement dwelling the IMIP calculation and actual payment shall be based on a comparison of the second mortgage rates.

## **7) Incidental Expenses**

The incidental expenses to be paid are those necessary and reasonable costs actually incurred by the displaced person incident to the purchase of a replacement dwelling. Such costs, customarily paid by the buyer, may include the following:

- a) Legal, closing, and related costs, including those for title search, preparing conveyance instruments, notary fees, preparing surveys and plats, and recording fees. (For plats, the only necessary information is the legal description of the property, perimeter boundaries, and metes and bounds descriptions.) Costs are not to exceed those of a normal comparable replacement dwelling.
- b) Lender, FHA, or VA application and appraisal fees. Loan origination or assumption fees that do not represent prepaid interest up to the amount of



the mortgage on the displacement dwelling.

c) Certification of structural soundness and termite inspection when required.

d) Credit report.

e) Owner's and mortgagee's evidence of title, e.g., title insurance, not to exceed the costs for a comparable replacement dwelling.

f) Escrow agent's fee.

g) State revenue or documentary stamps, sales or transfer taxes (not to exceed the costs for a comparable replacement dwelling).

h) Such other costs as Blueprint determines to be incidental to the purchase.

**D.E. 90-Day AY Occupants, Owner or Tenant ~~TENANT OCCUPANT~~**

**1) Payment Eligibility**

A tenant or owner-occupant displaced from a dwelling may be entitled to a payment for rental assistance or downpayment assistance, if such displaced person ~~tenant~~ has actually and lawfully occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and has rented, or purchased, and occupied a decent, safe, and sanitary replacement dwelling within one year (unless Blueprint extends this period for good cause) after ~~of moving from the displacement site.~~

a) For a tenant, the date the displaced person moves from the displacement dwelling, or

b) For an owner-occupant, the later of

c) The date the displaced person receives final payment for the displacement dwelling, or in the case of condemnation, date the full amount of the estimate of just compensation is deposited with the court; or

~~a)~~d) The date the displaced person moves from the displacement dwelling.

## 2) Rental Assistance Payment

### a) Amount of Payment – Eligible 90-Day Tenant in Occupancy of the Displacement Dwelling ~~for 12 Months or less~~

An eligible displaced tenant who rents a replacement dwelling is entitled to a payment not to exceed ~~\$2,625~~\$7,200 for rental assistance. Such payment will be ~~42~~4221 times the amount obtained by subtracting the base monthly rental for the displacement dwelling from the monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling.

#### Example:

Tenant's current rent and utilities	\$500
Cost of comparable rent / utilities chosen by Blueprint	<u>\$550</u>
Difference	\$50
	x <u>4221 months</u>
Rental assistance payment	<u>\$2,100</u> <del>1,050</del>

### ~~a) Amount of Payment – Eligible Tenant in Occupancy of the Displacement Dwelling More than 12 Months~~

~~An eligible displaced tenant who rents a replacement dwelling is entitled to a payment not to exceed \$5,250 for rental assistance. Such payment will be 42 times the amount obtained by subtracting the base monthly rental for the displacement dwelling from the monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling.~~

#### Example:

~~Tenant's current rent and utilities \$ 500 Cost of comparable rent / utilities chosen by Blueprint \$ 550 Difference \$ 50  
x 42 months  
Rental assistance payment \$2,100~~

### b) **Base Monthly Rental for Displacement Dwelling.** The base monthly rental for the displacement dwelling is:

- i. The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by Blueprint (for a tenant who paid little or no rent for the displacement dwelling, use the fair market rent, unless its use would result in a hardship);
  - ii. The total of the amounts designated for shelter and utilities if the displaced tenant is receiving a welfare assistance payment from a program that designates the amounts for shelter and utilities.
- c) **Selected Comparable Replacement Dwelling.** Of the comparable listings searched, the property judged the most comparable will be used as the "selected" comparable to calculate the replacement housing payment eligibility for the displaced tenant.
- d) **Manner of Disbursement.** A rental assistance payment may, at Blueprint's discretion, be disbursed in either a lump sum or in installments. Prior to the disbursement of any funds, the tenant must provide Blueprint with documentation the tenant has actually rented a decent, safe, and sanitary replacement dwelling. Blueprint will conduct an additional field inspection to verify the tenant is in actual occupancy of the replacement dwelling.

### 3) **Downpayment Assistance**

- a) **Application of payment.** An eligible displaced person ~~tenant~~ can choose to convert their rental assistance payment to a downpayment on the purchase of a replacement dwelling. The full amount of the replacement housing payment for downpayment assistance must be applied to the purchase price of the replacement dwelling, and related incidental expenses.

## **SECTION VI**

### **REPLACEMENT HOUSING OF LAST RESORT**

#### **A. Determining Need**

Replacement housing of last resort will assure that comparable decent, safe, and sanitary (DS&S) housing will be made available to a displaced person when DS&S housing cannot otherwise be provided within the displaced person's financial means. This determination may be made on a case-by-case or project-wide basis. The Blueprint Director or his or her designee is authorized to approve replacement housing of last resort to displaced persons when he or she determines that:

- 1) The maximum replacement housing payment under Section V of this Policy will be insufficient to provide comparable replacement housing in a timely manner; or
- 2) The market does not contain comparable replacement housing that can be made available to the displaced person in a timely manner.

#### **B. Planning for Last Resort Housing**

The Blueprint Director or his or her designee has authority to determine methods to provide sufficient comparable replacement housing when unforeseen circumstances alter a payment computation.

#### **C. Replacement Housing Methods**

When comparable replacement housing as described in Section V.B above is not available to a displaced person, such housing may be provided either directly or through third parties by any of the following:

- 1) Rehabilitation of, additions to, or relocation of an existing replacement dwelling;



2) A replacement housing payment that exceeds the maximum amounts set forth in Section V above.

a) Payments exceeding the limits set forth in Section V above are called supplement payments.

b) Supplement payments require Blueprint to document all information showing that a search for suitable relocation site was performed.

i. Consideration must be given to the displaced person's commuting distance currently traveled and proximity to place of employment, schools, medical facilities, and places of worship.

ii. Other potential neighborhoods considered must be included in the documentation, including any adversities or benefits the neighborhood may cause the displaced person.

#### **D. Less than 90-Day Occupant Eligibility**

Displaced persons who are less than 90-day occupants are eligible to receive advisory assistance and move cost reimbursement. All displaced persons who are less than 90-day tenants may be eligible for a rental assistance payment if they meet the following requirements:

1) They are in occupancy at the time Blueprint obtains legal possession of the property or they meet the occupancy requirement determined as necessary by Blueprint.

2) They cannot rent and occupy a replacement dwelling without the monthly rent and utilities of the replacement dwelling exceeding the base monthly rent and utilities of the displaced dwelling, when calculated in accordance with Section V above.

3) They rent or purchase and occupy a DS&S replacement dwelling within the one

year time period specified in Section V above.

Blueprint will inform a less than 90-day occupant that it is his or her obligation to provide verification of income and that failure to provide verification of income may jeopardize entitlement to maximum benefits. When income information is not provided, eligibility calculations will be based on rent comparisons.

**E. Rental Assistance Payment for Less than 90-Day Occupant**

Rental assistant payments for less than 90-day occupants will be 42 times the amount obtained by subtracting the base monthly rent amount from the lesser of the following:

- 1) The monthly rent and estimated average monthly utilities for comparable replacement dwelling, or
- 2) The monthly rent and estimated average monthly utilities for the DS&S replacement dwelling actually occupied by the displaced person.

The displaced person may choose to apply this payment as a downpayment to assist in the purchase of a replacement dwelling.

## SECTION VII

### REPLACEMENT HOUSING PAYMENT CLAIMS

#### A. Claims for Replacement Housing Payments

In order to obtain a replacement housing payment, a displaced person ~~tenant~~ must file a written claim with Blueprint on a form provided by Blueprint for that purpose. The claim will be filed within 12 months after the date the applicant moves from the displacement dwelling.

#### B. Purchase or Lease of Replacement Dwelling

A displaced person is considered to have met the requirement to purchase a replacement dwelling, if the person:

- 1) Purchases a dwelling; or
- 2) Constructs a dwelling on site he or she owns or purchases; or
- 3) Contracts for the purchase or construction of a dwelling on a site provided by a builder or on a site the person owns and purchases.

#### ~~B.~~C. Inspection and DS&S Certification of Replacement Dwelling

- 1) Before issuing a replacement housing payment or releasing the initial payment from escrow, Blueprint or its designated representative will inspect the replacement dwelling and determine whether it meets the requirements of a decent, safe, and sanitary (DS&S) dwelling. A displaced person ~~tenant~~ may NOT be paid any replacement housing payments for a dwelling that does not meet DS&S standards.
- 2) As applicable, Blueprint should advise the displaced person ~~tenant~~ that the DS&S

certification is based on a visual inspection and certification that the property condition prior to a lease or purchase met the specified DS&S standards. The displaced person ~~tenants~~ should further be advised that the contract to lease or purchase a replacement dwelling may be made conditional upon a satisfactory structural inspection of the property. Blueprint will maintain referrals of qualified structural engineers or building inspectors to perform these inspections.

#### **G.D. Deductions from Relocation Payments**

Blueprint will deduct the amount of any advance relocation payment from the relocation payment to which a displaced tenant is otherwise entitled. Blueprint will not withhold any part of a relocation payment to a displaced tenant to satisfy an obligation to any other creditor.

In the event Blueprint has to legally evict a tenant, the tenant will have their relocation benefits reduced or eliminated by the amount of court costs and expenses incurred by Blueprint to secure and implement the eviction.

#### **D.E. Multiple Occupancy of One Displacement Dwelling**

If two or more tenant occupants of the displacement dwelling move to separate replacement dwellings, each occupant is entitled to and may claim a reasonable prorated share, as determined by Blueprint, of any relocation payments that would have been made if the occupants moved together to a comparable replacement dwelling.



## DEFINITIONS

### A. Alien Not Lawfully Present in the United States

The phrase "alien not lawfully present in the United States" means an alien who is not "lawfully present" in the United States as defined in 8 CFR 103.12 and includes:

- 1) An alien present in the United States who has not been admitted or paroled into the United States pursuant to the Immigration and Nationality Act (8 U.S.C. 1101 et seq.) and whose stay in the United States has not been authorized by the United States Attorney General, and
- 2) An alien who is present in the United States after the expiration of the period of stay authorized by the United States Attorney General or who otherwise violates the terms and conditions of admission, parole or authorization to stay in the United States.

### B. Appraisal

The term appraisal means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

### C. Business

The term business means any lawful activity that is conducted:

- 1) Primarily for the purchase, sale, lease and/or rental of personal and/or real property, and/or for the manufacture, processing, and/or marketing of products, commodities, and/or any other personal property;
- 2) Primarily for the sale of services to the public;

- 3) Primarily for outdoor advertising display purposes, when the display must be moved as a result of the project; or
- 4) By a nonprofit organization that has established its nonprofit status under applicable Federal or State law.

**D. Citizen**

The term citizen includes both citizens of the United States and non-citizen nationals.

**E. Comparable Replacement Dwelling**

The term comparable replacement dwelling means a dwelling that is:

- 1) Decent, safe and sanitary (DS&S) as described in Paragraph G of this section;
- 2) Functionally equivalent to the displacement dwelling. The term functionally equivalent means that it performs the same function, and provides the same utility. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, Blueprint may consider reasonable trade-offs for specific features when the replacement unit is equal to or better than the displacement dwelling;
- 3) Comparable in size to the displacement dwelling;
- 4) In an area not subject to unreasonable adverse environmental conditions;
- 5) In a location generally not less desirable than the location of the displaced tenant's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the tenant's place of employment;
- 6) On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include

special improvements such as outbuildings, swimming pools, or greenhouses;

- 7) For a tenant receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance.

**F. Contribute Materially**

The term contribute materially means that during the 2 taxable years prior to the taxable year in which displacement occurs, or during such other period as Blueprint determines to be more equitable, a business operation:

- 1) Had average annual gross receipts of at least \$5,000; or
- 2) Had average annual net earnings of at least \$1,000; or
- 3) Contributed at least 33 1/3 percent of the owner's or operator's average annual gross income from all sources.
- 4) If the application of the above criteria creates an inequity or hardship in any given case, Blueprint may approve the use of other criteria as determined appropriate.

**G. Decent, Safe, and Sanitary (DS&S) Dwelling**

The term decent, safe, and sanitary dwelling means a dwelling that meets local building codes. However, any of the following standards that are not met by the local code will apply unless waived for good cause by Blueprint. A DS&S dwelling will:

- 1) Be structurally sound, weather tight, and in good repair;
- 2) Contain a safe electrical wiring system adequate for lighting and other devices;
- 3) Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a displaced tenant;
- 4) There will be a separate, well lighted and ventilated bathroom that provides

privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there will be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator;

- 5) Contains unobstructed egress to safe, open space at ground level.

#### H. **Displaced person**

- 1) The term "displaced person" as defined in Blueprint's relocation program means, except as provided in Paragraph 2) below, any person who moves from the real property or moves personal property from the real property as a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project.
- 2) **Persons not displaced.** The following is a non-exclusive listing of persons who do not qualify as displaced persons under Blueprint's relocation program:
  - a) A person who moves before the initiation of negotiations, unless Blueprint determines that the person was displaced as a direct result of the program or project; or
  - b) A person who initially enters into occupancy of the property after the date of its acquisition for the project; or
  - c) A person who has occupied the property for the purpose of obtaining assistance under Blueprint's relocation program; or
  - d) A person who is not required to relocate permanently as a direct result of Blueprint's project; or
  - e) A person whom Blueprint determines is not displaced as a direct result of a partial acquisition; or



- f) A person who, after receiving a notice of relocation eligibility, is notified in writing that displacement from the project will not occur. The notice will not be issued unless the person has not moved and Blueprint agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility; or
- g) A person who is determined to be in unlawful occupancy prior to or after the initiation of negotiations, or a person who has been evicted for cause. However, advisory assistance may be provided to unlawful occupants at the option of Blueprint in order to facilitate the project; or
- h) A person who is not lawfully present in the United States and who has been determined to be ineligible for relocation benefits as prescribed under Blueprint's relocation program.

**I. Dwelling**

The term dwelling means the place of permanent or customary and usual residence of a tenant, according to local custom or law, including a single family house; a single family unit in a two-family, multi-family, or multi-purpose property; a unit of a condominium or cooperative housing project; a non-housekeeping unit; a mobile home; or any other residential unit.

**J. Dwelling site**

The term dwelling site means a typical site upon which a dwelling is located.

**K. Initiation of Negotiations**

The initiation of negotiations means the delivery of the initial written offer of just compensation by Blueprint to the owner or the owner's representative to purchase the real property for the project. If Blueprint issues a Notice of Intent to Acquire, and a person moves after that notice, but before delivery of the initial written purchase offer, the initiation of negotiations means the actual move of the person from the property.

**L. Mobile Home**

The term mobile home includes manufactured homes and recreational vehicles used as residences.

**M. Mortgage**

The term mortgage means such classes of liens as are commonly given to secure advances on, or the unpaid purchase price of, real property, under the laws of the State in which the real property is located, together with the credit instruments, if any, secured thereby.

**N. Nonprofit Organization**

The term nonprofit organization means an organization that is incorporated under the applicable laws of a State as a non-profit organization, and exempt from paying Federal income taxes under section 501 of the Internal Revenue Code (26 U.S.C. 501).

**O. Notice of Intent to Acquire**

This is an explicit written notice Blueprint provides a person to be displaced for a project that establishes eligibility for relocation benefits and/or relocation assistance payments prior to the initiation of negotiations. This is not a required notice but when justified, may be used in lieu of the subsequently required notice of relocation eligibility. This "early" eligibility notice may be beneficial to assist the successful relocation of displaced persons or expedite project clearance. This notice should also provide the anticipated date of the initiation of negotiations, how additional information pertaining to relocation benefits and/or relocation assistance payments can be obtained, and the effective date of the notice. If a property is tenant-occupied, both the owner and the tenant will be provided a notice of intent to acquire.

**P. Owner of a Dwelling**

The term owner of a dwelling means a person who is considered to have met the

requirement to own a dwelling if the person purchases or holds any of the following interests in real property;

- 1) Fee title, a life estate, a land contract, a 99 year lease, or a lease including any options for extension with at least 50 years to run from the date of acquisition; or
- 2) An interest in a cooperative housing project which includes the right to occupy a dwelling; or
- 3) A contract to purchase any of the interests or estates described above; or
- 4) Any other interest, including a partial interest, which in the judgment of Blueprint warrants consideration as ownership.

**Q. Person**

The term person means any individual, family, partnership, corporation, or association.

**R. Salvage Value**

The term salvage value means the probable sale price of an item offered for sale to knowledgeable buyers with the requirement that it be removed from the property at a buyer's expense (i.e., not eligible for relocation assistance). This includes items for re-use as well as items with components that can be re-used or recycled when there is no reasonable prospect for sale except on this basis.

**S. Small Business**

A small business is a business having not more than 500 employees working at the site being acquired or displaced by Blueprint's project, which site is the location of economic activity. Sites occupied solely by outdoor advertising signs, displays, or devices do not qualify as a business for purposes of reestablishment expenses.

**T. State**

Any of the several States of the United States or the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or a political subdivision of any of these jurisdictions.

**U. Tenant**

The term tenant means a person who has the temporary use and occupancy of real property owned by another.

**V. Uneconomic Remnant**

The term uneconomic remnant means a parcel of real property in which the owner is left with an interest after the partial acquisition of the owner's property, and which Blueprint has determined has little or no value or utility to the owner.

**W. Unlawful Occupant**

A person who occupies without property right, title or payment of rent or a person legally evicted, with no legal rights to occupy a property under State law. Blueprint, at its discretion, may consider such person to be in lawful occupancy.

**X. Utility Costs**

The term utility costs means expenses for electricity, gas, other heating and cooking fuels, water and sewer.



# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #12

December 5, 2019

<b>Title:</b>	Consideration of a Blueprint Affordable Housing Policy and Recommendation of Approval of a Proposed Revision to the Blueprint Real Estate Policy to Support Affordable Housing
<b>Category:</b>	General Business
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff/Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Susan Dawson, Blueprint Attorney

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### STATEMENT OF ISSUE:

This agenda item seeks a recommendation from the Citizens Advisory Committee (CAC) of approval by the Blueprint Intergovernmental Agency Board of Directors (IA Board) for a proposed revision to the Blueprint Real Estate Policy that would require Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared as surplus. This item also provides for consideration by the IA Board a process by which penny sales tax funds can be used for affordable housing and presents a preliminary draft Blueprint Affordable Housing Policy for IA Board consideration. This item was continued from the September 5, 2019 IA Board meeting.

### FISCAL IMPACT

This item has a fiscal impact. The cost of implementing the proposed Affordable Housing Policy is substantial but unknown at this time.

### CAC OPTIONS:

- Option 1: Recommend that the Blueprint Intergovernmental Agency Board accept the Report on Blueprint and Affordable Housing.
- Option 2: Recommend that the Blueprint Intergovernmental Agency Board approve the Proposed Revision to Blueprint Real Estate Policy Section 107.12.

- Option 3: Recommend that the Blueprint Intergovernmental Agency Board direct staff to initiate the substantial amendment process to add land acquisition expenditures for affordable housing to Exhibit II of the Interlocal Agreement and to continue refining a Blueprint Affordable Housing Policy consistent with this item for IA Board approval upon the completion of the substantial amendment process.
- Option 4: IA Board direction regarding affordable housing.

### **CAC RECOMMENDED ACTION:**

- Option 2: Recommend that the Blueprint Intergovernmental Agency Board approve the Proposed Revision to Blueprint Real Estate Policy Section 107.12.
- Option 4: IA Board direction regarding affordable housing.



# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

**December 12, 2019**

**Title:** Consideration of a Blueprint Affordable Housing Policy and Approval of a Proposed Revision to the Blueprint Real Estate Policy to Support Affordable Housing

**Category:** General Business

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

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Susan Dawson, Blueprint Attorney  
Kirsten Mood, Assistant Blueprint Attorney

## STATEMENT OF ISSUE:

In response to Blueprint Intergovernmental Agency Board of Directors (IA Board) direction at the June 27, 2019 IA Board meeting, this agenda item details the process by which penny sales tax funds can be used for affordable housing and presents a preliminary draft Blueprint Affordable Housing Policy for IA Board consideration. Also included for IA Board consideration is a proposed revision to the Blueprint Real Estate Policy that would require Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared as surplus. This item was continued from the September 5, 2019 IA Board meeting.

## FISCAL IMPACT:

This item has a fiscal impact. The cost of implementing the proposed Affordable Housing Policy is substantial but unknown at this time.

## RECOMMENDED ACTION:

Option 2: Approve the Proposed Revision to Blueprint Real Estate Policy Section 107.12.

Option 4: IA Board Direction regarding affordable housing.

## **BACKGROUND/ANALYSIS:**

This agenda item addresses IA Board direction from the June 27, 2019 meeting to develop a policy providing for Blueprint to mitigate the impact of property acquisition for Blueprint projects on the community stock of affordable housing. This item includes a report on current Blueprint authority to support affordable housing, a draft Affordable Housing Policy, and a process by which the IA Board can implement it. Currently, Blueprint Real Estate Policy section 107.12(E) provides the City and County the first right of refusal to secure surplus property that is not otherwise committed to a maintenance organization.

### **PROPOSED REVISION TO BLUEPRINT REAL ESTATE POLICY TO SUPPORT AFFORDABLE HOUSING**

For IA Board consideration, Option #2 provides a revision the Blueprint Real Estate Policy that requires Blueprint to consult with the City of Tallahassee Office of Community Housing and Human Services and the Leon County Office of Human Services and Community Partnership to determine whether potential surplus property is suitable for affordable housing before it is declared as surplus. When Blueprint projects are completed or land is no longer necessary for a Blueprint project, the Blueprint Real Estate Policy provides that the property may be declared surplus. Surplus property not otherwise committed to a maintenance entity may be disposed through sale or donation. Currently, no formal mechanism requires Blueprint to notify the City or County affordable housing offices that potential surplus property is available for donation. The proposed revision to the Blueprint Real Estate Policy, included as Attachment #1, meets this goal.

### **HOW PENNY SALES TAX DOLLARS MAY BE USED FOR AFFORDABLE HOUSING**

In 2014, voters approved the extension of the Leon County Penny Sales Tax to fund “projects designed to improve roads; reduce traffic congestion; protect lakes and water quality; reduce flooding; expand and operate parks and recreational areas; invest in economic development; and other uses authorized under Florida law . . .” The Second Amended and Restated Interlocal Agreement (Interlocal Agreement) provides for the use of Leon County Penny Sales Tax proceeds for “[o]ther permissible uses set forth in section 212.055(2), Florida Statutes, as amended.” Section 212.055(2)(d)(1)e, Florida Statutes, includes a limited use of sales tax proceeds for affordable housing:

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



construction of the residential housing project on land acquired pursuant to this sub-subparagraph.

Therefore, Blueprint may expend penny sales tax dollars on acquisition of land for affordable housing subject to the constraints of Florida law.

Although the Interlocal Agreement Section 8(b) allows for other permissible uses—such as land acquisition expenditures for affordable housing—as listed in 212.055, Florida Statutes, such use is not specifically listed in Exhibit II of the Interlocal Agreement. Exhibit II of the Interlocal Agreement details the Blueprint 2020 Infrastructure Projects. Accordingly, Exhibit II of the Interlocal Agreement must be amended to expressly provide for acquisition of land for affordable housing before penny sales tax dollars are used for such purposes.

The IA Board can amend Exhibit II of the Interlocal Agreement to include Affordable Housing through the substantial amendment process. The substantial amendment process, which is laid out in Interlocal Agreement Section 10, Amendment or Deletion to Projects and Programs, provides the following:

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

Therefore, the IA Board may approve the use of penny sales tax dollars for affordable housing land acquisition by adding affordable housing to the Interlocal Agreement following two public hearings, input of the CAC, TCC, and IMC, and a supermajority vote.

Twenty-eight Florida Counties currently collect a local government infrastructure surtax under 212.055(2), Florida Statutes. Pinellas and Collier Counties currently expend their local government infrastructure surtax on land for affordable housing use. Leon County and the City of Tallahassee sustain affordable housing in our community through the Leon County Office of Human Services and Community Partnerships and the City of Tallahassee Community Housing and Human Services. The [City Commission Workshop on Affordable Housing](#) and [Leon County Annual Report](#) provide more detailed information on the work of both offices.

A draft Blueprint Affordable Housing Policy is included as Attachment #2 to this agenda item. The draft policy provides that, when Blueprint projects demolish or otherwise remove affordable housing from the community stock, Blueprint will dedicate land to the City and County's Community Land Trust. The draft policy was modeled after federal regulations governing Community Development Block Grants, requiring "one-for-one replacement of lower-income

dwelling units.” See 24 CFR § 42.375. The draft policy would apply to all occupied and vacant, occupiable lower-income dwelling units impacted by a Blueprint project, except for those Blueprint state road projects that are designed by the Florida Department of Transportation and over which Blueprint has limited design control. Tenants displaced by Blueprint projects are not addressed in the draft policy and would be served by the Blueprint Relocation Policy and Procedure Manual. Should the IA Board initiate the substantial amendment process to use penny sales tax proceeds for affordable housing land acquisition, Blueprint will continue to work with subject-matter experts to refine the draft policy to ensure its effectiveness and legal defensibility.

Option #3 of this agenda item directs staff to initiate the substantial amendment process to explicitly add affordable housing to Exhibit II of the Interlocal Agreement and to continue refining a Blueprint Affordable Housing Policy consistent with this item for IA Board approval upon the completion of the substantial amendment process. The cost of the proposed Affordable Housing Policy is substantial but unknown at this time. The specific acquisition needs of the Blueprint 2020 Projects are also unknown; right-of-way needs are typically finalized at the 60 percent design phase. Any costs of the proposed Affordable Housing Policy would be taken from the 66 percent Blueprint Infrastructure portion of the projected sales tax proceeds during the life of the sales tax.

## CONCLUSION/NEXT STEPS:

This item provides options for the IA Board to address Blueprint impacts on the stock of affordable housing in the community.

Should the IA Board approve Option #3, staff will proceed with scheduling the two public hearings. The first public hearings can be held at a Blueprint Citizens Advisory Committee (CAC) meeting. Staff proposes holding the first public meeting at the CAC meeting scheduled for February 27, 2020. The second and final public hearing can be scheduled for the next IA Board meeting on March 12, 2020. Immediately following the public hearing, and on the same day, with consideration of the TCC, CAC, and IMC recommendations, the IA Board can call for a vote to add land acquisition expenditures for affordable housing to Exhibit II of the Interlocal Agreement. Option #2 would formally revise the Blueprint Real Estate Policy and immediately update the Blueprint surplus property process.

## OPTIONS:

- Option 1: Accept the Report on Blueprint and Affordable Housing.
- Option 2: Approve the Proposed Revision to Blueprint Real Estate Policy Section 107.12.
- Option 3: Direct staff to initiate the substantial amendment process to add land acquisition expenditures for affordable housing to Exhibit II of the Interlocal Agreement and to continue refining a Blueprint Affordable Housing Policy consistent with this

item for IA Board approval upon the completion of the substantial amendment process.

Option 4: IA Board Direction.

## **RECOMMENDED ACTION:**

Option 2: Approve the Proposed Revision to Blueprint Real Estate Policy Section 107.12.

Option 4: IA Board Direction regarding affordable housing.


### Attachments:

1. Proposed Update to Blueprint Real Estate Policy
2. Draft Blueprint Affordable Housing Policy



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<div style="display: flex;"> <div style="flex: 1;"> <p>111.01</p> <p>111.02</p> <p>111.03</p> </div> <div style="flex: 4;"> <p><u>INTENT, SCOPE, AND APPLICABILITY</u></p> <p>The purpose of this policy is to govern the Affordable Housing project identified in Exhibit II of the Second Amended and Restated Interlocal Agreement. This policy is intended to provide for the Leon County – City of Tallahassee Blueprint Intergovernmental Agency (Blueprint) to identify surplus property or purchase new property for donation to the City or County to replace affordable housing that is demolished or converted to a use other than affordable housing as a result of another Blueprint project.</p> <p>This policy governs all actions of the Blueprint Intergovernmental Agency and all employees referenced in the Blueprint joint project management structure involved in any Blueprint activities.</p> <p><u>AUTHORITY</u></p> <p>Blueprint, created pursuant to Chapter 163.01(7) of the Florida Statutes, has the authority to establish an affordable housing policy to govern the expenditure of funds through its Affordable Housing project. Blueprint has authority to expend Leon County Penny Sales Tax proceeds on affordable housing for the purchase of land subject to section 212.055(2)(d)(1)e, Florida Statutes.</p> <p><u>DEFINITIONS</u></p> <p><u>Affordable</u>: Affordable has the same meaning as defined in Section 420.9071, Florida Statutes, “that monthly rents or monthly mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in subsection (19), subsection (20), or subsection (28).”</p> <p><u>Affordable Housing</u>: Housing that meets the statutory definition of affordable.</p> <p><u>Appraisal</u>: A professional, impartial estimate of the fair market value of real property.</p> <p><u>Blueprint Projects</u>: All projects, which have been approved by the IA Board in a Capital Improvement Plan Budget and have been included on an Interlocal Agreement list of approved projects.</p> </div> </div>									

## BLUEPRINT AFFORDABLE HOUSING POLICY

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Designee: A duly authorized representative of a person holding a superior position.

Fee Title or Fee Simple Title: An estate in real property belonging to the owner and alienable or sellable by owner or transmissible to owner's heirs absolutely and simple. An absolute estate in perpetuity and the largest possible real property right an owner can have.

IA Board: The Leon County – City of Tallahassee Blueprint Intergovernmental Agency Board of Directors.

IMC: Intergovernmental Management Committee comprised of the Leon County Administrator and the City Manager of Tallahassee.

Lower-income Dwelling Units: A dwelling unit, including single-family homes and those units within a multi-family dwelling, that a household can obtain for 30 percent or less of its income.

Property: Land and all improvements thereon, if any.

Vacant, occupiable lower-income dwelling unit: A vacant dwelling unit that is in standard condition; a vacant dwelling unit that is in a substandard condition but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning 3 months before the date of execution of the agreement by Blueprint covering the rehabilitation or demolition.

### 111.05 AFFORDABLE HOUSING UNITS TRIGGERING REPLACEMENT

All occupied and vacant, occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units in connection with any of the Blueprint projects listed in Exhibit I and Exhibit II of the Second Amended and Restated Interlocal Agreement trigger a replacement land donation under section 111.06 of this policy.

### 111.06 REPLACEMENT LAND DONATION

When section 111.05 of this policy applies, Blueprint will identify surplus property or purchase new property under existing Blueprint policy and procedure using unencumbered funds that the IA Board has allocated for Affordable Housing for donation to the City of Tallahassee or Leon County for use as Affordable Housing.

#### A. LOCATION

The property identified or purchased for donation must be located within Leon County. To the extent feasible, the property will be located within the same neighborhood as the units demolished or converted.

**BLUEPRINT AFFORDABLE HOUSING POLICY**

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**B. SIZE**

The property must be sufficient in size and properly zoned to accommodate no fewer than the number of occupants who could have been housed in the units demolished or converted. The number of occupants who could have been housed in units will be determined according to applicable local housing occupancy codes.

**C. TIME**

The land must be donated to the City of Tallahassee or Leon County Community Land Trust at any time during the period beginning 1 year before the 60 percent design phase of any Blueprint project and ending 3 years after the Blueprint project has finished project-closeout.

**D. DONEE**

Upon approval of the Intergovernmental Management Committee, Blueprint will donate replacement land to the City of Tallahassee or Leon County for affordable housing use subject to deed restrictions and reverter clauses ensuring that the land will remain affordable housing.

111.07

**PRELIMINARY INFORMATION TO BE MADE PUBLIC**

Before Blueprint demolishes or otherwise converts any lower-income dwelling units under section 111.06 of this policy, Blueprint will make public and submit in writing to the Intergovernmental Management Committee the following information:

A. A description of the proposed demolition or conversion of lower-income dwelling unit(s);

B. The location on a map of the units and number of units by size as provided in section 111.06(B) of this policy;

C. Currently available Blueprint surplus property and current, unencumbered funds available to support Affordable Housing.

111.08

**REPLACEMENT NOT REQUIRED**

The one-for-one replacement requirement of section 111.06 of this policy does not apply to the extent that the City of Tallahassee Office of Community Housing and Human Services or the Leon County Office of Human Services and Community Partnership determine that, based on objective data, there is an adequate supply of vacant, lower-income dwelling units in standard condition available on a nondiscriminatory basis in the area.

111.19

**REVISIONS TO THE AFFORDABLE HOUSING POLICY:**

## BLUEPRINT AFFORDABLE HOUSING POLICY

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The Director of PLACE will recommend amendments, revisions, modifications, or alterations to this policy to the IA Board as required to maintain its applicability to local, state, and federal regulations, laws, and ordinances.


In addition to the Blueprint Attorney, the City Attorney's Office and County Attorney's Office may be asked to review proposed revisions, as needed, to ensure compliance with applicable laws. Any revisions to the Blueprint Affordable Housing Policy will become effective upon approval by the Intergovernmental Agency Board of Directors.

111.20

### EFFECTIVE DATE OF THE AFFORDABLE HOUSING POLICY:

This Affordable Housing Policy will become effective upon approval of the Intergovernmental Agency Board of a substantial amendment to the Second Amended and Restated Interlocal Agreement establishing an Affordable Housing project. The effective date of this policy will be [Month] [Date], 2020.



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## 107.05 DEFINITIONS

Appraisal: A professional, impartial estimate of the fair market value of real property.

Capital Improvement Projects: All projects, which have been approved by the Intergovernmental Agency in a Capital Improvement Plan Budget and have been included on a list of approved projects.

Closing: The time and place for the exchange of documents and tender of payment to finalize the bargain or contract for transfer of real property.

Condemnation/Eminent Domain: A government's right to acquire private property for public use with full compensation to the owner.

Dedication: The setting aside of land for a public use by its owner, together with acceptance of the land by or on behalf of the public, by the making, signing, acknowledging and recording of a map or plat of land in accordance with general law upon which areas appear as devoted to public use for such purposes including but not limited to streets and utility and drainage easements.

Designee: A duly authorized representative of a person holding a superior position.

Easement: A right to use land of another for a specific purpose and for a certain time frame.

Fee Title or Fee Simple Title: An estate in real property belonging to the owner and alienable or sellable by owner or transmissible to owner's heirs absolutely and simple. An absolute estate in perpetuity and the largest possible real property right an owner can have.

"IA": Means Intergovernmental Agency Board of Directors or Agency Board.

"IMC": Intergovernmental Management Committee has oversight of the Blueprint Intergovernmental Agency Program and is comprised of the Leon County Administrator and the City Manager of Tallahassee.

Land Banking: The acquisition and holding of property for both current and future purposes including but not limited to, transportation projects, greenways, trails and other environmentally sensitive lands.

Marketable Title: A legally defensible title which is free from material defects and acceptable to a reasonable purchaser, informed as to the facts and their legal meaning.

Option: A contract conveying a right to buy real estate at a specific price during a stipulated period of time.

Property: Land and all improvements thereon, if any.

Public Purpose: A purpose which has as its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of the residents of the

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City of Tallahassee and Leon county and not the welfare of an individual or specific class of persons.

Purchase and Sale Agreement: A binding contract for the purchase and sale of real property subject to the conditions contained in the agreement.

Quitclaim Deed: An instrument of conveyance intended to pass such title, interest or claim as the grantor may have in the property and which contains neither warranties nor covenants of title. (See Section 125.411, Florida Statutes).

Real Property: Any interest in land or the improvements thereon, including but not limited to, fee simple, leasehold and other rights of possession, temporary and perpetual easements, and grants of right of entry.

Right of Way Map: Any map or survey prepared by or on behalf of Blueprint that identifies the real property necessary to implement a Capital Improvement Project.

“Under the Threat of Condemnation”: A term used to indicate that a property shall be acquired, if necessary, using Blueprint’s authority to impose the laws of eminent domain (condemnation).

Value Determination: Estimate of market value as prepared by the real estate staff or an approved right of way consulting firm.

107.06

## APPROVAL AUTHORITY:

### **A. Director of PLACE, or his/her Designee**

1. The Director of PLACE, or his/her Designee, is authorized to approve the following real estate acquisitions provided the purchase price, exclusive of attorney fees and costs and business damages, if applicable, does not exceed \$750,000.00 or 20% above the appraised value, whichever is greater;
  - a. The acquisition of real estate for land banking purposes.
  - b. The payment of legal settlements for property acquired under the threat of condemnation purchased through either informal negotiations or mediation.
2. The Director of PLACE or his/her Designee Director is authorized to approve the sale or disposition of surplus property owned by Blueprint provided the sale price does not exceed \$100,000.00, exclusive of closing costs.
3. The Director of PLACE or his/her Designee is authorized to approve all deposits in circuit courts required by Order of Takings, final judgments of jury verdicts, or other court orders on property being acquired under threat of condemnation.

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4. The Director of PLACE or his/her Designee, with input from the Blueprint Attorney, is authorized to settle all reasonable attorney fees and costs incurred by property owners during the condemnation process, through negotiation, mediation or court award.
5. The Director of PLACE or his/her Designee is authorized to settle any claim for business damages made pursuant to Section 73.015(2), Florida Statutes (2003), as may be amended from time to time, provided the amount of the business damage claim, exclusive of attorneys' fees and costs, does not exceed \$250,000.00 or 20% above the amount of the estimate obtained in accordance with Section 107.08 C below.

**B. Intergovernmental Management Committee**

1. The Intergovernmental Management Committee (IMC) is authorized to approve all acquisition of real estate, and/or business damage claims, in which the purchase price exceeds the approval authority of the Director of PLACE, and is within the approved and budgeted Blueprint Capital Improvement Plan.
2. The IMC is authorized to approve the sale and disposition of surplus property owned by Blueprint provided the sale price does not exceed \$500,000.00, exclusive of closing costs.
3. The IMC is authorized to approve all leases of property owned by Blueprint where the annual lease does not exceed \$100,000.00.
4. All decisions of the IMC, pursuant to this Policy, shall be subject to the requirements of Florida Statute 286.011, Florida Government in the Sunshine Law.

**C. Intergovernmental Agency Board of Directors**

The Intergovernmental Agency Board of Directors (IA) shall approve all other real estate transactions. In addition, the Director of PLACE or the IMC may elect to request IA approval on any real estate purchase, sale or disposition.

**107.07 RESPONSIBLE DEPARTMENTS:**

- A. Unless specifically directed otherwise by the IMC, the Director of PLACE or his/her designee, shall implement and comply with these policies and procedures and shall be charged with the following responsibilities:



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1. Develop clear and uniform procedures for all real property transactions.
  2. Assure clear and uniform documentation of all real property transactions.
  3. Assure that all real property transactions are negotiated equitably, in good faith and in accordance with all applicable state and federal laws as well as in the best interest of the taxpayers of Leon County.
  4. Assure that, in those instances when negotiations for the acquisition of real property under the threat of condemnation are unsuccessful, all information necessary for the filing of an eminent domain lawsuit is provided to the Blueprint Attorney.
  5. Maintain an accurate inventory and provide effective management of all real property owned by Blueprint.
  6. Report to the Intergovernmental Agency ("IA") at regularly scheduled meetings all acquisition and/or sale of real property.
  7. Report monthly to the Intergovernmental Management Committee (IMC) all acquisitions and/or sale of real property.
- B. The Blueprint Attorney is responsible for acquisition through the use of Blueprint's eminent domain power in those instances when negotiations for the acquisition of real property under the threat of condemnation are unsuccessful.

107.08

**APPRAISALS AND OTHER VALUE ESTIMATES:**

- A. For all real property transactions, Blueprint shall prepare or obtain a value estimate or an appraisal report, which estimates the fair market value of the real property interest involved in the transaction in accordance with the following procedures:
1. For acquisitions, sales, or dispositions in which the estimated value of the real property does not exceed \$25,000.00, an in house value determination or an appraisal shall be prepared.
  2. For acquisitions, sales, or dispositions in which the estimated value of the real property does not exceed \$750,000.00, an independent state-certified appraiser shall be retained to prepare an appraisal report with an estimate of the fair market value of the real property.
  3. For acquisitions, sales, or dispositions in which the estimated value of the real property exceeds \$750,000.00, two independent state-certified appraisers may be

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retained to each prepare an appraisal report with an estimate of the fair market value of the real property.

4. All appraisal reports being obtained for property under the threat of condemnation shall be reviewed by an independent state certified appraiser. All other appraisals may be reviewed at the discretion of the Director of PLACE or his/her designee.
  5. Nothing in this section is intended to preclude Blueprint from purchasing real property pursuant to sections 125.355 or 166.045, Florida Statutes, if it chooses to do so.
- B. The Director of PLACE or his/her designee shall determine the scope of the appraisal assignment and the form of the appraisal report to be prepared. However, when an appraisal report is being obtained for property under the threat of condemnation, the Blueprint Attorney may be consulted to determine the scope and form of the appraisal report.
- C. For any acquisition under the threat of condemnation in which an owner is entitled to compensation for damages to a business, pursuant to Section 73.015(2), Florida Statutes (2003), as may be amended from time to time, Blueprint shall obtain from a Certified Public Accountant, and/or other such consultants as recommended by the Blueprint Attorney, a report estimating the amount of such business damages, and the Blueprint Attorney, in consultation with the Director of PLACE or his/her Designee, shall determine the scope and form of the business damage report.

#### 107.09 ACQUISITIONS FOR CAPITAL IMPROVEMENT PROJECTS:

Any real property that has been identified on a right of way map or designated property map as being necessary to implement Blueprint's Capital Improvement Plan shall be acquired "under the threat of condemnation" pursuant to the guidelines provided in Section 73.015, Florida Statutes, and pursuant to the following authority and procedures:

- A. The Director of PLACE, in consultation with the Blueprint Director, (shall have the authority and responsibility to approve and to execute all documents necessary to implement an approved and budgeted Capital Improvement Project. This authority and responsibility includes coordination with the Blueprint Attorney, or their designee, for the preparation of a condemnation resolution for approval by the Intergovernmental

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Agency Board stating the public purpose of the project and the necessity of acquiring the parcels identified in the resolution and upon the Board's approval of the resolution the identified parcels shall be acquired in one of the following manners:

1. The Director of PLACE, or his/her Designee, shall have the administrative authority to purchase fee simple title or easements, or negotiate settlements of any voluntary action which is required for the implementation of a Capital Improvement Project provided the funds for the project are available, budgeted and are within the Director of PLACE's limits of authority, pursuant to Section 107.06.
  2. Property not acquired through voluntary acquisition as described above, shall be acquired through the exercise of Blueprint's power of eminent domain pursuant to Chapter 73 or 74, Florida Statutes and the Blueprint Attorney or his/her designee shall file a petition with the appropriate court to obtain title to the condemned property. Settlement of property acquired through Orders of Taking shall be made pursuant to Section 107.06, of this policy.
- B. The Director of PLACE or his/her Designee, and/or the IMC, shall seek technical advice from staff or others, as needed, prior to making settlement and acquisition decisions affecting real property.

107.10 **LAND BANK PROGRAM:**

- A. Blueprint has established a land banking program to be used to acquire property for future Blueprint projects including the early acquisition of right of way along transportation corridors.
- B. All properties being considered for purchase under this program shall be presented to the Director of PLACE or his/her Designee, in a written report, which includes the following information:
  1. The location of the property
  2. Description
  3. Intended use
  4. Estimate of value

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5. Proposed purchase price
- C. Florida Statute 125.355 may be utilized by the Director of PLACE.
- D. The Director of PLACE or his/her Designee shall have the authority to negotiate a contract to option real estate for approved land banking purchases.
  1. The Director of PLACE or his/her Designee has the authority to approve land banking purchases up to the approved settlement limit. (See Section 107.06 A.)
  2. The Director of PLACE or his/her Designee, may seek such technical advice from staff or others as needed prior to making acquisition and settlement decisions affecting real property.
- E. The IMC has the authority to approve all settlements for land banking purchases up to their delegated authority as provided specifically in Section 107.06 B.
- F. All other requirements imposed by the Blueprint Intergovernmental Agency Real Estate Policy, including but not limited to, obtaining a value determination or appraisal, completing title work, etc., shall apply to purchases under the land-banking program.

### 107.11 ENVIRONMENTAL ASSESSMENTS:

An Environmental Assessment or equivalent (which may be contained in a Contamination Screening Evaluation Report as part of a PD&E Study) shall be secured on all property purchased by Blueprint. The Environmental Assessment shall be reviewed and approved by the Director of PLACE or his/her Designee prior to closing. The Director of PLACE may seek technical support from staff and others, as needed, to interpret and evaluate the results of the environmental assessment and, if deemed necessary, the Director of PLACE or his/her Designee may request additional assessment activities.

### 107.12 REAL PROPERTY OWNED BY BLUEPRINT: SALE OR DISPOSITION OF ANY REAL PROPERTY DECLARED SURPLUS PROPERTY.

- A. The Director of PLACE or his/her Designee with input from the Blueprint Attorney and/or Real Estate Manager, shall annually review all real estate owned by Blueprint and shall determine whether any parcels might be considered surplus property. A property shall not be considered surplus unless there is no potential future use of the property within the Blueprint Intergovernmental Agency Program. If such potential surplus property is identified, a written report will be submitted to the IMC



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recommending the property be declared surplus. The IMC has authority to declare property surplus and once declared surplus, may approve disposal of that property if the appraised value is \$500,000.00 or less. If the property value is in excess of \$500,000.00, the property shall be submitted to the Intergovernmental Agency for approval of disposition.

- B. The Director of PLACE or his/her Designee has the authority to sell or dispose of surplus property if the appraised value does not exceed \$100,000.00. (See Section 107.06 A.).
- C. All surplus real property shall be marketed for sale or disposal in accordance with Section 125.35, Florida Statutes, as may be amended from time to time, unless the sale or disposition is exempted pursuant to either Section 125.38 or Section 125.39, Florida Statutes, or unless the sale or disposition is part of an exchange of real property. In addition, the Director of PLACE or his/her Designee may utilize a Real Estate Broker and may improve the marketability and value of property by obtaining permitting, site plan approvals, or other property enhancements prior to the disposal of surplus real property.
- D. Contiguous property owners must receive written notification of Blueprint's intent to sell or dispose of the real property, and Blueprint must place adequate signage on the real property to notify the public that the property is available for purchase.
- E. Blueprint shall give the City and County first refusal to secure any property declared surplus. Blueprint will consult the Director of the City of Tallahassee Division of Community Housing and Human Services and the Director of the Leon County Office of Human Services and Community Partnerships to determine whether potential surplus property eligible for disposition and not otherwise committed to the City, County, or other entity for ongoing maintenance is suitable for donation to the City or County for use as Affordable Housing.
- F. If bond proceeds were used for the acquisition or sale of any real estate and there is any conflict with the Bond Resolution, then the Bond Resolution shall control, to the extent of the conflict.

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### 107.13 REAL PROPERTY OWNED BY BLUEPRINT: LEASE FROM BLUEPRINT OF REAL PROPERTY.

- A. If an individual or entity is interested in leasing any real property owned by Blueprint, such individual or entity shall express such interest in the form of a written request to Blueprint.
- B. The written requests shall be reviewed by the Director of PLACE or his/her Designee to determine if the property is suitable for leasing.
- C. Upon determination that property is suitable for lease, the Director of PLACE or his/her Designee shall make a written recommendation on whether or not to negotiate a lease to the IMC if the annual lease is less than \$100,000.00. If the IMC approve the recommendation to pursue the lease of the Blueprint owned property, the Director of PLACE or his/her Designee, with input from the Real Estate Manager and/or the Blueprint Attorney will enter into negotiations to lease the real property.
- D. If the annual rent value is above \$100,000.00, the IMC will review and evaluate the lease request and present a joint recommendation to the Intergovernmental Agency Board for consideration as an agenda item.
- E. All lease documents shall be approved as to form and content by the Blueprint Attorney, with input from the City/County Attorney, as needed, prior to being submitted for final approval. All leasing activities shall be in accordance with Section 125.35, Florida Statutes.
- F. If bond proceeds were used to acquire any real estate and there is any conflict with the Bond Resolution, then the Bond Resolution shall control, to the extent of that conflict.

### 107.14 REQUIREMENTS FOR ALL FIRMS PROVIDING APPRAISAL, ACQUISITION AND RELOCATION SERVICES TO BLUEPRINT:

- A. All real estate appraisers and/or review appraisers shall be licensed in Florida as a State Certified General Real Estate Appraiser.
- B. All real estate appraisers and review appraisers shall be Pre-Approved by the Florida Department of Transportation.
- C. All acquisition and relocation firms shall be Pre-Approved by the Florida Department of Transportation to perform all acquisition and relocation functions.

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D. All Appraisal, Appraisal Review, Acquisition and Relocation services will be provided under the auspices of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) as well as all applicable state and federal laws and regulations.

107.15 ABSTRACT AND TITLE REQUIREMENTS:

An independent abstract and Title Certificate with title insurance shall be secured on all acquisitions for the Blueprint Intergovernmental Agency Program. However, any property acquired by virtue of an Order of Taking in a condemnation lawsuit shall not require title insurance.

107.16 REVIEWING AND MAINTAINING CLOSING DOCUMENTS:

- A. In addition to the Blueprint Attorney, the City/County Attorney or his/her designee may be asked to review all closing documents and title work prior to closing on all real property acquisitions by Blueprint. This review shall be documented in writing. The Blueprint Attorney may authorize licensed agents with contracted acquisition firms, or appropriate Blueprint Staff to close Blueprint purchases, provided a review of the closing documents and title work has been conducted by the appropriate Agency Attorney prior to closing on any real property acquisitions.
- B. Blueprint shall be responsible for recording and maintaining all closing documents.

107.17 USE OF FEDERAL FUNDING TO ACQUIRE OR LEASE REAL PROPERTY:

Blueprint shall comply with the requirements of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, if acquiring right of way for transportation projects or acquiring property on projects where federal funds are being utilized or where federal funding may be secured in the future.

107.18 RELOCATION POLICY FOR LOCALLY FUNDED PROJECTS:

It is the intent of this policy to ensure that Blueprint provides fair and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds. Under this policy Blueprint shall provide advisory assistance and conduct the relocation

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program so that no person shall, on the basis of race, color, sex, gender identity, age, religion, national origin, disability or genetic information be excluded from participation in, be denied the eligible benefits of, or be otherwise subjected to discrimination or retaliation under any of Blueprint's funded programs or activities administered by Blueprint or its sub-recipients. The term "person" as defined in this policy refers to any individual (residential or business occupant), family, partnership, corporation, or association.

Relocation assistance activities implemented under this policy involve notices, advisory services, and if applicable, relocation assistance payments. Any benefits afforded by this policy are not intended to create any additional element of compensation if the property is condemned.

A. Residential

1. Homeowner (Owner Occupied Displacee)

Residential home owners will only receive relocation notices and advisory services benefits as provided by Blueprint.

2. Tenant

A tenant is defined as a person who has the temporary use and occupancy of real property owned by another. Residential tenants will receive relocation notices and advisory services benefits and may, in addition, qualify for a replacement housing payment and residential moving costs based on a Fixed Residential Moving Schedule. Residential tenants who have been in occupancy at the displacement dwelling for more than 12 months may qualify for a replacement housing payment. Residential tenants who have been in occupancy at the displacement dwelling for 12 months or less may qualify for a reduced replacement housing payment.

Property owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. The interview will be conducted prior to determining their relocation eligibility, and all interviews will be conducted in person at the displaced person's residence or place of business. The purpose of the residential interview is to determine the relocation needs and



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preferences of each person to be displaced and explain the relocation assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.

**B. Non-Residential****1. Owner Occupied**

Nonresidential owners (businesses and/or nonprofit organizations) will only receive relocation notices and advisory services benefits, as provided by Blueprint.

**2. Tenant Occupied**

Nonresidential tenants (businesses and/or nonprofit organizations) will receive relocation notices and advisory services benefits and, in addition, may qualify for reestablishment expenses, moving costs and search expenses.

Business owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. The purpose of the non-residential interview is to determine the relocation needs and preferences of each person at the displaced person's place of business. Interviews with displaced business tenants will also include a discussion as to the business's replacement site requirements, current lease terms and other contractual obligations and the financial capacity of the business to accomplish the move. There will be a determination of the need for outside specialists that will be required to assist in planning the move, assistance in the actual move, and in the reinstallation of machinery and/or other personal property. At the conclusion of the interview, the relocation agent will be able to provide an estimate of the time required for the tenant occupied business to vacate the site.

**C. Notices**

All owners and tenants are provided with a **General Information Notice** which provides a description of Blueprint's relocation program. At or promptly following the initiation of negotiations Blueprint will notify all occupants in writing, either in person or by certified mail, of their eligibility for applicable relocation assistance and payments, if applicable. The **Notice of Eligibility** cites the specific relocation

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assistance available for the displaced person and identifies any offer of relocation assistance. No lawful occupant shall be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which they may be required to move. The **90 Day Notice** shall either state a specific date as the earliest date, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date to vacate the property. The **30 Day Notice** will provide a specific date by which the displaced person must vacate and surrender possession of the subject property.

D. Advisory Services

Throughout the relocation program, Blueprint will provide ongoing **advisory services** to all affected owners and tenants including, but not limited to, assisting them in securing replacement properties and filing relocation claims for benefits, when applicable. All residential and business tenants will have **12 months** from the date of their move to file claims for the reimbursement of eligible payments.

E. Relocation Policy and Procedures Manual Implementing procedures have been developed and can be obtained by contacting the Blueprint Intergovernmental Agency Office at:

315 South Calhoun Street, Suite 450

Tallahassee, FL 32301

Telephone No.: (850) 219-1060

107.19 REVISIONS TO THE REAL ESTATE POLICY:

The Director of PLACE shall recommend amendments, modifications or alterations to this policy to the Intergovernmental Agency as required to maintain its applicability to local, state and federal regulations, laws, and ordinances.

In addition to the Blueprint Attorney, the City/County Attorney's office may be asked to review proposed revisions, as needed, to ensure compliance with applicable laws. Any revisions to the Blueprint Real Estate Policy shall become effective upon approval by the Intergovernmental Agency Board of Directors.

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107.20 EFFECTIVE DATE OF REAL ESTATE POLICY:

This Real Estate Policy shall become effective upon approval of the Intergovernmental Agency Board. The effective date of this policy shall be September 19, 2007.

**Revised:**      **June 20, 2011**  
                    **February 21, 2017**  
                    **December 12, 2019**

DRAFT