

# BLUEPRINT

INTERGOVERNMENTAL AGENCY



**PLACE**

PLANNING, LAND MANAGEMENT and COMMUNITY ENHANCEMENT



OFFICE OF  
**ECONOMIC  
VITALITY**



**BOARD MEETING - 5:00 PM**  
**PUBLIC HEARING - 6:00 PM**  
**September 5, 2019**

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## **BOARD OF DIRECTORS MEETING**

**September 5, 2019  
5:00 pm  
City Commission Chambers**

**Chair: Bryan Desloge**

### **Agenda**

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

#### **II. 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

#### **III. PRESENTATIONS**

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

#### **IV. CONSENT**

1. Approval of the June 27, 2019 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes 1
2. Approval of the August 20, 2019 Blueprint Intergovernmental Agency Board of Directors Workshop Minutes 19
3. Acceptance of the Status Report on Blueprint Infrastructure Projects 27
4. Acceptance of the Status Report on the Tallahassee-Leon County Office of Economic Vitality 39
5. Acceptance of the Fiscal Year 2017 – 2018 Draft Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency 63
6. Reappointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee 163

7.	Acceptance of the Status Report on Local Workforce Development	167
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9.	Approval of the 2020 Blueprint Intergovernmental Agency Meeting Schedule	177
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	181
<b>V.</b>	<b>GENERAL BUSINESS/PRESENTATIONS</b>	
11.	Acceptance of the Capital Cascades Trail Segment 3 Status Report on Public Engagement, Acquisition Processes, and 3D-B Regional Stormwater Facility	195
12.	Acceptance of the Report on the Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program	249
13.	Consideration of a Blueprint Affordable Housing Policy and Approval of a Proposed Revision to the Blueprint Real Estate Policy to Support Affordable Housing	305
14.	Acceptance of the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Status Report with Cost Considerations to Advance the Projects	331
<b>VI.</b>	<b>PUBLIC HEARING 6:00 PM</b>	
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	415
<b>VII.</b>	<b>CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS</b>	
	Citizens desiring to speak must fill out a Speaker Request Form; the Chair reserves the right to limit the number of speakers or time allotted to each	



## **VIII. ADJOURN**

NEXT BOARD OF DIRECTORS MEETING: December 12, 2019 at 3:00 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.

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**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #1  
September 5, 2019**

**Title:** Approval of the June 27, 2019 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

**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

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## **STATEMENT OF ISSUE:**

This agenda item presents the summary meeting minutes for the June 27, 2019 Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting and requests the IA Board's review and approval of the minutes as presented.

## **FISCAL IMPACT:**

This item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

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

## **OPTIONS:**

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

Option 2: IA Board direction.

### **Attachment:**

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Meeting on June 27, 2019.

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# Blueprint Intergovernmental Agency IA Board of Directors Meeting Minutes

**Date:** September 5, 2019  
**To:** IA Board of Directors  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes to IA Board of Directors Meeting of June 27, 2019

## **MEMBERS PRESENT**

<b>COUNTY</b>	<b>CITY</b>
Commissioner Bryan Desloge, Chair	Commissioner Elaine Bryant
Commissioner Kristin Dozier	Commissioner Jeremy Matlow
Commissioner Jimbo Jackson	Mayor John Dailey
Commissioner Mary Ann Lindley	Commissioner Curtis Richardson*
Commissioner Nick Maddox	Commissioner Dianne Williams-Cox*
Commissioner Rick Minor	
Commissioner Bill Proctor	

*\*attended telephonically*

## **I. AGENDA MODIFICATIONS**

- Item removed from the agenda
  - 14: Approval of the Sale of 1231 Stearns Street
- Items pulled from Consent:
  - 6: Acceptance of the Report on the Shop Local Programs in Tallahassee-Leon County
  - 15: Authorization to Advertise, Negotiate, and Award a Contract for Marketing and Communication Services
  - 16: Authorization to Award a Contract for the Northeast Connector Corridor Project Development & Environmental Study Services and Phase 1 Design Services

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

3-minute limit per speaker; there will not be any discussion by the Commission

### **Speakers:**

Larry Teich, Pontiac Drive, read into the record a statement by Jefferson Walker, Still Court, who spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and the difficulties in finding commercial property equivalent to that previously occupied.

Dr. Edward Holifield, Longleaf Court, spoke on Tallahassee Memorial Hospital and Big Bend Cares.

Jonathan Lammers, Lakeshore Drive, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and the changes in African American neighborhoods due to the construction of new roads and stormwater ponds.

Stanley Sims, Avondale Way, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and the economic vitality of Southside communities.

Dell Cates, Laurelwood Lane, spoke on behalf of Rethink Energy Florida, on the value of mature trees in the community.

Barbara Dunn, Flagler, read a statement on behalf of Sean McGlynn a member of the BPIA Citizens Advisory Committee, speaking against right of way acquisitions in the Boynton Stills neighborhood and the broad briefing to the CAC on changes to Southside communities.

Steven Kurtz, Milton Street, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and the effects relocation has on communities, housing security, and the environment.

Lucia Sommer, Milton Street, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and shared images of homes on Miles Street and Still Court.

Mayor Dailey joined the meeting bringing a quorum to the IA Board.

**Commissioner Maddox moved, seconded by Commissioner Dozier, to approve telephonic participation for Commissioner Richardson and Commissioner Dianne Williams-Cox.**

**The motion passed 10-0.**

Max Epstein, San Luis Road, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and systemic racism.

Loren Hubbard, Miles Street, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and the impact it has on families and the environment.

Teresa Wells, North Martin Luther King Jr Boulevard, read a statement from the Leon County Environmental Caucus, which spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and the removal of trees.

Leigh Anne Boone, South Duval Street, spoke in opposition to right of way acquisitions in the Boynton Stills neighborhood and called for eminent domain policy changes.

### **III. INFORMATIONAL ITEMS/ PRESENTATIONS**

- Citizen's Advisory Committee Chairman's Report
  - The CAC Chair submitted a written summary of the June 13, 2019 CAC meeting. A copy of the report is on file at Blueprint Intergovernmental Agency.
- Blueprint Project Updates
  - Autumn Calder provided an overview of the Blueprint projects which included the following:
    - An update on Capital Cascades Trail Segment 3: community partner collaborations, public engagement outreach, design decisions, environmental goals, and right of way acquisitions. Updates on Skateable Art, the History and Culture Trail, and improvements to Van Buren Street were also discussed.
    - Stormwater modeling and design of Capital Cascades Trail Segment 4 to reduce flooding and increase pedestrian connectivity.
    - The evaluation of cultural, social, and environmental impacts of the Northeast Gateway through the Project Development & Environmental Study. The main concerns of the more than 140 public outreach responses, ranged from increased traffic in Killbuck Estates, to the location of the Shamrock Street extension and I-10 interchange, and impacts to property values. A comprehensive traffic study, extending west of Thomasville, north to Roberts Road, and into the center of town analyzing how future users of Welaunee Boulevard may or may not influence the existing road network.
    - Implementation of the 2020 Greenways and Bike Routes projects.
    - Ongoing coordination with the Florida Department of Transportation for the widening of Woodville Highway.
    - The Orange-Meridian Placemaking Project including stormwater improvements, a StarMetro Superstop, and park like amenities at the Orange Avenue Stormwater Pond.
    - An extension to the Amphitheater Canopy and improved drainage for the stage.
    - Construction of the Southwood Trail, a portion of the Southwood Greenway, through a cost sharing agreement with the City of Tallahassee.
    - An update on the Southwest Area Transportation Plan and how the technical analysis and public outreach informed the proposed phasing and preliminary engineering for the Airport Gateway Project phasing and preliminary engineering, planning, and design services.
  - A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Dozier inquired to the timeline for the Airport Gateway Project. Autumn Calder stated that the implementation plan positioned Blueprint for the 2022 bond and 2023 construction.

In light of public comments, Commissioner Bryant requested a summary report of community outreach and subsequent responses on the Capital Cascades Trail Segment 3 Project and FAMU Way as applicable. Ben Pingree concurred.

Commissioner Proctor requested an inquiry into the right of way acquisition and relocation policies for Blueprint. Commissioner Desloge noted the specific legal processes and concurred that a review could be beneficial. Ben Pingree concurred and noted that staff would prepare a comprehensive report of the acquisition and relocation process and policies adhered to by the Agency.

**Commissioner Matlow moved, seconded by Proctor, to direct staff to bring back an agenda item with policy options for replacing affordable housing that is removed for Blueprint projects. Also reviewing the Blueprint Relocation Policy to identify affordable housing replacements option.**

Commissioner Lindley spoke to the intersectionality of the community issues as well as the ongoing efforts of local government to consider and mitigate those impacts.

Commissioner Dozier spoke in favor of Commissioner Matlow's motion and to the challenging balance of correcting problems without repeating them.

Mayor Dailey suggested memorializing the neighborhood at the trailhead, similar to the Smokey Hollow Barber Shop.

**The motion passed 12-0.**

**Commissioner Lindley moved, seconded by Mayor Dailey, to direct staff to bring back an agenda item memorializing community history and culture as part of Blueprint infrastructure projects.**

**The motion passed 12-0.**

In an effort to maintain integrity of affordable housing, Commissioner Proctor inquired to the appropriate body to pursue conversation to establish an Affordable Housing Protection Zone for Springhill, Frenchtown, Bond, South City and Providence. Ben Pingree stated, with deference to City Management and County Administration, that discussion item was appropriate for regular City or County Commission meetings.

**Commissioner Minor, seconded by Commissioner Dozier, to direct staff to bring back an agenda item on the engagement and acquisition process for CCT Segment 3.**

**The motion passed 12-0.**

Commissioner Desloge inquired to the appropriate body to pursue conversation to improve the wayfinding markers from Cascades Park to St. Marks Trail. Ben Pingree stated that a thorough trails update would be presented to the Board of County Commissioners and City Commission at an upcoming meeting. Additionally, following updates by the CRTPA to the Bicycle-Pedestrian Master Plan, Blueprint would prepare an agenda item for the IA Board on the prioritization of Greenways and Trails project. Commissioner Desloge also requested the inclusion of the Orchard Pond Trail as well.



- Office of Economic Vitality Project Updates
  - Cristina Paredes provided an overview of the OEV projects which included the following:
    - Tallahassee recently ranked #1 as the best place for a fresh start on Livability.com, #9 as the best cities in the South by Southern Living Magazine, #8 as the best cities for career opportunities in 2019 by SmartAsset.com, and #54 on Livability.com annual list of the 100 Best Places to Live.
    - Strong private sector job growth (3.4%), low unemployment (3%), with Leisure & Hospitality and Construction leading the state and nation in the MSA. The average weekly in the MSA was \$841.
    - Taxable Sales continue to trend up at 3.4% on annual average.
    - Robust business development efforts produced 27 active projects; 59% came through partner referrals and 74% were in Manufacturing & Logistics and Applied Sciences.
    - The Magnetic Capital of the World campaign continued to perform well with targeted company outreach that resulted in 23 meetings, seven prospects, and three company visits to Tallahassee-Leon County.
    - The MWSBE office hosted four industry academies, certified 56 new business, conducted, 39 consultations, and made 27 partner referrals.
    - The first regional Leon Works Expo connected over 450 students with 140 vendors promoting options for skilled trade careers.
    - OEV also hosted a sold out Opportunity Zone workshop and an Entrepreneurial Exchange with more than 200 attendees.
    - Next steps included streamlining business consultations and outreach, focusing on the growing government-technology market, building resiliency for natural and manmade disasters, and website redevelopment.
  - A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Proctor noted that the Economic Dashboard listed the median single-family home sale at \$215,000 and a 136% increase on mortgage foreclosures. Both of which illustrated the necessity for Affordable Housing Protection Zones. He also questioned the CAC's support of an \$11 hourly wage. Cristina Paredes stated that the \$11 hourly wage was in regards to the Urban Vitality Job Creation Program. The modifications before the IA Board, sought to revitalize the program and spur job creation through \$11 per hour, within and ALICE wage population. Additionally, businesses hiring persons through one of the partner organization, received a \$1000 incentive.

**Commissioner Dozier moved, seconded by Commissioner Lindley, to direct staff to bring back an agenda item on skilled workforce career opportunities.**

**The motion passed 12-0.**

#### IV. **CONSENT**

Citizen Comments:

Michael Rosenthal, Kilmartin Drive, spoke in opposition to the Northeast Gateway project due to environmental impacts and climate change.

Jim Jolley, Houston Road, spoke in favor of an innovative approach for public transportation options in lieu of additional roadways.

Leslie Harris, Hillsborough Street, spoke of concerns to traffic and housing that may result from the Airport Gateway Project.

**ACTION TAKEN: Mayor Dailey moved, seconded by Commissioner Lindley, to approve items 1-5, 7-13, and 17 from the Consent Agenda.**

**The motion passed 12-0.**

1. Approval of the February 28, 2019 Blueprint Intergovernmental Agency IA Board of Directors Meeting Minutes  
**The IA Board approved Option #1: Approve the February 28, 2019 IA Board of Directors meeting minutes.**
2. Acceptance of the Status Report on Blueprint Infrastructure Projects  
**The IA Board approved Option #1: Accept the June 2019 status report on Blueprint Infrastructure Projects.**
3. Acceptance of the Status Report on the Tallahassee-Leon County Office of Economic Vitality  
**The IA Board approved Option #1: Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.**
4. Acceptance of the Status Report on Applied Science and Advanced Manufacturing Target Industry  
**The IA Board approved Option #1: Accept status report on the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.**
5. Approval of the Modifications and Extension of the Urban Vitality Job Creation Pilot Program  
**The IA Board approved Option #1: Approve the modifications and extension of the Urban Vitality Job Creation Pilot Program for two additional years.**
6. Acceptance of the Report on the Shop Local Programs in Tallahassee-Leon County  
**Pulled for discussion.**

7. Approval of Appointments to the Economic Vitality Leadership Council  
**The IA Board approved Option #1: Approve reappointments to the Economic Vitality Leadership Council and Competitive Projects Cabinet.**
8. Authorization to Enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of Southwood Greenway  
**The IA Board approved Option #1: Authorize Blueprint to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.**
9. Authorization to Enter into an Agreement with Florida Department of Transportation for Reimbursement of Planning and Design Expenditures Relating to the Northeast Gateway Project  
**The IA Board approved Option #1: Authorize the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.**
10. Authorization to Enter into an Agreement with the City of Tallahassee for the City to Provide Construction Engineering and Inspection Services for the Northeast Gateway Project  
**The IA Board approved Option #1: Authorize Blueprint to execute an Agreement with the City of the Tallahassee to provide CEI Services for the Northeast Gateway Project Segments 2 and 3.**
11. Authorization to Enter into a Grant Agreement with the Florida Department of Environmental Protection for the Reimbursement of the Design, Permitting, and Construction Expenditures of the Capital Cascades Trail Segment 3D-B Project  
**The IA Board approved Option #1: Authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.**
12. Authorization to Advertise, Negotiate, and Award a Contract for the Concept Update, Design, and Permitting of the Capital Cascades Trail Segment 4 Project  
**The IA Board approved Option #1: Authorize Blueprint to advertise and negotiate a contract to update the concept & design and permit the Capital Cascade Trail Segment 4 Project for award and execution with IMC approval.**

13. Authorization to Advertise, Negotiate, and Award Contracts for Construction and Construction Engineering and Inspection Services for the Van Buren Street Improvements Project  
**The IA Board approved Option #1: Authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.**
14. Approval of the Sale of 1231 Stearns Street  
**Removed from the agenda.**
15. Authorization to Advertise, Negotiate, and Award a Contract for Marketing and Communication Services  
**Pulled for discussion.**
16. Authorization to Award a Contract for the Northeast Connector Corridor Project Development & Environmental Study Services and Phase 1 Design Services  
**Pulled for discussion.**
17. Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Planning Study and Design Services  
**The IA Board approved Option #1: Authorize Blueprint staff to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project and authorize Blueprint staff to advertise and negotiate a contract for design services for Phase 1 of the Project as defined herein, for award and execution with IMC approval.**

#### **ITEMS PULLED FROM CONSENT**

6. Acceptance of the Report on the Shop Local Programs in Tallahassee-Leon County

Commissioner Matlow pulled the Shop Local Marketing Initiative item for discussion. He stated that he appreciated the program and noted disparity in the budget allocation when compared to other line items. He noted the struggle of startups and entrepreneurs in navigating the process. He questioned where they could find information on resources, get permitting assistance, and how OEV could provide support from ideas to implementation, as well as drive more traffic to locally owned business.

Commissioner Dozier noted that the Design Works Studio in the Planning Department provided assistance in navigating the permitting process for large developers. There was offline discussion of providing support to small businesses in addition to a Shop Local marketing program. She supported the campaign however, thought it warranted further development and could be more robust through partner engagement and support.



Citizen Comments:

Barbara Wescott, Middlebrooks Circle, spoke in favor of the Shop Tally initiative to encourage citizens to spend locally rather than making online purchases.

**Commissioner Matlow moved, seconded by Commissioner Lindley, to direct staff to bring back an agenda item reviewing the Office of Economic Vitality's role on local business formation and growth support.**

**The motion passed 11-1 with Commissioner Richardson casting the dissenting vote.**

15. Authorization to Advertise, Negotiate, and Award a Contract for Marketing and Communication Services

Commissioner Dozier pulled the procurement of the Marketing and Communications Services item for discussion. She noted a new marketing position in the OEV Operating budget and had several questions of the overall budget. In an abundance of caution, with the first year of 2020 sales tax collection for the OEV operating budget, she felt that the contract should be subject to IA Board approval, rather than the Intergovernmental Management Committee (IMC).

**Commissioner Dozier moved, seconded by Commissioner Matlow, to direct staff to bring back an update on the selection process for the Marketing and Communications Services prior to an award.**

**The motion passed 12-0.**

16. Authorization to Award a Contract for the Northeast Connector Corridor Project Development & Environmental Study and Design Services

Commissioner Lindley pulled the procurement of the Northeast Connector Corridor Project for discussion. Citing conversation with residents of the area, she requested that the extension of the feasibility study of Bannerman Road west to Meridian Road.

Noting Commissioner Dozier's budget concerns, Commissioner Richardson expressed his own apprehension with the potential fiscal increases to the project budget. Commissioner Desloge requested that staff provide a cost estimate to the IA Board.

Ben Pingree stated that the original project description terminated the roadway widening at Tekesta Drive. Prior action by the IA Board extended the feasibility study to Bull Headley Road to understand the cost implications ahead of any project modifications. As he understood it, the requests was to extend the feasibility study west to Meridian Road to obtain a full understanding of the cost impacts and practicality of widening the full length of Bannerman Road. He anticipated a moderate

increase to the contract to conduct the feasibility study. Staff would bring back a full analysis of the data and cost implications prior to seeking IA Board guidance on a project modification.

**Commissioner Lindley moved, seconded by Commissioner Maddox, to approve Option #1 and directed staff to expand the feasibility study west to Meridian Road.**

**Option #1: Authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.**

**The motion passed 12-0.**

## **V. GENERAL BUSINESS**

### **18. Draft Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Capital Improvement Program Budget for the Blueprint Intergovernmental Agency**

Ben Pingree provided a brief presentation to the IA Board on the draft operating and capital budgets, which included support of the IA Board, approved Blueprint Implementation Plan for fiscal years 2019-2024, activating 14 projects in 2020 and introducing approximately \$260-million into the local economy over the next five years. It also supported the first year of funding by tax revenues to OEV and the Strategic Plan for economic development target industries. A copy of the presentation is on file at Blueprint Intergovernmental Agency.

#### **Citizen Comments:**

Lennoris Barber, West Brevard Street, spoke on the OEV budget, economic segregation, and requested access to capital through micro-loan programs.

Commissioner Dozier expressed concern with the budget and the IA Board's ability to respond to requests for funding yet one more program through OEV. Extrapolating from the data presented at the September 2018 OEV Workshop to the IA Board, comparing that to the proposed 2019-2024 budget and projected revenues over the lifetime of the program (without inflation), with the commitments already in place it showed approximately \$4-million remaining at the end of the program. Funneling all ventures through OEV could be the absolute best model for economic development. She wanted a better understanding of the operating and capital budgets for OEV for the ability to respond in the best way for the whole of the community. Her biggest concern was the limited ability to respond to game-changing opportunities.

Ben Pingree noted the tremendous accomplishments of OEV over the past three years through IA Board guidance and partner collaborations. The projected \$90-million in sales tax revenue was the greatest allocation to economic development experienced by Tallahassee-Leon County and simultaneously limited in terms of new

and external programs. The five-year capital program budget noted a substantial investment in economic vitality projects. The Disparity Study (Item #20) would address economic segregation, as did the approved item for the Urban Vitality Job Creation Program. The requested items for workforce analysis and OEV's role in local business formation would further speak to those improvements.

**Mayor Dailey moved, seconded by Commissioner Jackson, to accept the Draft Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Capital Improvement Program Budget for the Blueprint Intergovernmental Agency.**

Commissioner Proctor proposed staff bring back an agenda item on the Northeast Park, Fairgrounds, and a review of a micro-loan program. Mayor Dailey stated that it was the beginning of the process and there would be plenty of opportunity to build upon that. He preferred not to amend the motion on the floor.

Commissioner Desloge spoke to the efforts of the Sales Tax Committee in narrowing projects for the 2020 program to a manageable group as well as the IA Board's time prioritizing the final list of projects. To proceed with Commissioner Proctor's recommendation would set the program back years.

Mayor Dailey recommended a separate budget workshop, to occur prior to the August 22, 2019 public hearing, for a deeper dive into the Blueprint and OEV operating and capital budgets.

Commissioner Dozier requested the separation of Agency budgets to facilitate discussion and thorough understanding, particularly for OEV, as it was a new program.

**The motion passed 11-1 with Commissioner Matlow casting the dissenting vote.**

Commissioner Matlow expressed his frustration with receiving the draft budget in the middle of June stating that the IA Board should have input earlier in the process and sufficient time provided for discussion.

**Commissioner Dozier moved, seconded by Commissioner Lindley, for staff to schedule a workshop, prior to the first public hearing, on the BPIA and OEV operating budgets and the OEV 20 year budget.**

Commissioner Desloge stated that Commissioner Matlow's concerns were valid and noted that budgeting was a continuous and dynamic process. He suggested that Commissioner Matlow forward his questions to staff to begin working through them ahead of a workshop or the September meeting.

**The motion passed 11-1 with Commissioner Proctor casting the dissenting vote.**

**Commissioner Proctor moved, seconded by Commissioner Lindley, to direct staff to bring back an agenda item with a review of a micro-loan program and the status and cost considerations of advancing the Fairgrounds and Northeast Park projects.**

Commissioner Matlow requested that the agenda item include forecasting on revenues and infrastructure projects, existing allocations or commitment, and any debt services obligations.

Commissioner Lindley requested that the agenda item include the previously distributed report on the economic impact and viability of the Fairgrounds.

**The motion passed 12-0.**

19. Approval of the Blueprint Intergovernmental Agency Public Engagement Plan

Ben Pingree briefly stated that the updated Blueprint Intergovernmental Agency Public Engagement Plan included updates that ensured effective communication and stakeholder identification. A copy of the full presentation is on file at Blueprint Intergovernmental Agency.

**Commissioner Proctor moved, seconded by Commissioner Jackson, to approve Option #1.**

**Option #1: Approve the proposed Blueprint Intergovernmental Agency Public Engagement Plan.**

To address public concerns, Commissioner Minor recommended using targeted social media campaigns for the neighborhoods in project areas and adding a separate public engagement section in agenda items, or summary report as an attachment. Ben Pingree concurred.

Commissioner Matlow recommended forming a working group to determine how people are engaging with public information.

**The motion passed 12-0.**

21. Election of the Blueprint Intergovernmental Agency IA Board of Directors' Vice-Chair

**Commissioner Matlow moved, seconded by Mayor Dailey, to elect Commissioner Elaine Bryant to Vice-Chair in accordance with the approved Bylaws.**

**The motion passed 12-0.**



## 20. Presentation and Acceptance of the Disparity Study

Ben Pingree introduced Fred Seamon and Reggie Smith, with MGT of America. Mr. Seamon spoke to the history of the study. Mr. Smith provided a short presentation to the IA Board on their findings, which included the criteria and methodology utilized, review findings, updated goals, commendations, and programmatic recommendations. In summary, the review found a significant underutilization of prime (37.99%) and subcontractors (52.75%) on procurement contracts. The study supported the continuance of the program and the consolidation of the three policies into one for Blueprint, City, and County procurement. A copy of the presentation is on file at Blueprint Intergovernmental Agency.

**Commissioner Maddox moved, seconded by Commissioner Proctor, to approve Options #1-4.**

**Option 1: Accept the 2019 Disparity Study providing factual predicate evidence supporting the consolidated MWSBE Program for the City of Tallahassee, Leon County Government, and the Blueprint Intergovernmental Agency.**

**Option 2: Direct staff to use the consolidated MBE and WBE aspirational Goals as described in the 2019 Disparity Study for Blueprint Procurements and to develop uniform policies and procedures, in consultation with City and County staff, for adoption by the Leon County IA Board of County Commissioners, the City of Tallahassee Commission, and the Blueprint Intergovernmental Agency IA Board of Directors.**

**Option 3: Direct staff to work with City Procurement and County Purchasing to review the 2019 Disparity Study recommendations below for inclusion into the consolidated MWSBE Policies and the procurement and purchasing policies and procedures of all three entities and bring back an agenda item to the IA IA Board for consideration:**

- **Review the use of bidder rotation for incorporation into the consolidated MWSBE Policies and the procurement and purchasing policies of all three entities.**
- **Consider the “unbundling” of contracts for incorporation into the consolidated MWSBE Policies and the procurement and purchasing policies of all three entities.**
- **Review current prompt payment policies for effectiveness and determine if additional penalties should be considered, e.g. breach of contract.**
- **Review the use of purchasing card policies for all three entities to capture expenditures with MWSBE vendors made with Purchasing Cards.**
- **Create policies and procedures for the utilization of the B2GNow contract compliance software to manage all contract data for MWSBE and non-MWSBE procurement activity.**
- **Create a SBE Bid preference policy to increase utilization of SBEs in City of Tallahassee, Leon County Government and Blueprint procurements.**

- **Review bonding requirements and opportunities for MWSBEs.**
- **Consider creating an MWSBE Graduation Program in the consolidated MWSBE Policies for certified MWSBEs.**

**Option 4: Direct staff to bring back Apprenticeship and mentor/protégé programs for consideration by the IA Board.**

Commissioner Dozier stated that approval of the motion was beyond acceptance of the report. It directed staff to develop policy based on the report. She requested to hear from the public and work with the private sector before allocating staff resources to policy development.

Commissioner Maddox held to motion on the floor but was not opposed to a substitute motion.

Commissioner Richardson opposed delaying action on the item on the grounds of having a legally defensible program. He supported accepting the report and moving forward with staff recommendations. Commissioner Williams-Cox concurred.

**Commissioner Minor moved, seconded by Commissioner Dozier, a substitute motion to approve the 2019 Disparity Study providing factual predicate evidence supporting the consolidated MWSBE Program for the City of Tallahassee, Leon County Government, and the Blueprint Intergovernmental Agency.**

At the request of Commissioner Maddox, Ben Pingree clarified that option 1-4 of staff recommendation provided staff with clear direction to begin policy development to elevate through the staff-working group, MWSBE CAC, Blueprint CAC, the Economic Vitality Leadership Council, City Commission, the Board of County Commission, and the IA Board for approval and implementation.

Commissioner Dozier disagreed based on the difficulty to walk back substantive policy development that worked through committee. Delaying policy development three months provided the opportunity to digest the report and position the IA Board in the best posture to direct progress.

**The motion passed 11-1 with Commissioner Maddox casting the dissenting vote.**

Commissioner Proctor left the meeting.

**Commissioner Maddox commented on the need to maintain momentum on the Disparity Study and moved, seconded by Commissioner Lindley, Options 2-4 with a caveat to include stakeholders.**

- **Direct staff to develop uniform policies and procedures, in consultation with City and County staff, for adoption by the Leon County IA Board of County Commissioners, the City of Tallahassee Commission, and the Blueprint Intergovernmental Agency IA Board of Directors.**

- **Direct staff to work with Industry Stakeholders, City Procurement, and County Purchasing to review the 2019 Disparity Study recommendations below for inclusion into the consolidated MWSBE Policies and the procurement and purchasing policies and procedures of all three entities and bring back an agenda item to the IA Board for consideration:**
  - Review the use of bidder rotation for incorporation into the consolidated MWSBE Policies and the procurement and purchasing policies of all three entities.
  - Consider the “unbundling” of contracts for incorporation into the consolidated MWSBE Policies and the procurement and purchasing policies of all three entities.
  - Review current prompt payment policies for effectiveness and determine if additional penalties should be considered, e.g. breach of contract.
  - Review the use of purchasing card policies for all three entities to capture expenditures with MWSBE vendors made with Purchasing Cards.
  - Create policies and procedures for the utilization of the B2GNow contract compliance software to manage all contract data for MWSBE and non-MWSBE procurement activity.
  - Create a SBE Bid preference policy to increase utilization of SBEs in City of Tallahassee, Leon County Government and Blueprint procurements.
  - Review bonding requirements and opportunities for MWSBEs.
  - Consider creating an MWSBE Graduation Program in the consolidated MWSBE Policies for certified MWSBEs.
- **Direct staff to bring back apprenticeship and mentor/protégé programs for consideration by the IA Board.**

**Citizen Comments:**

Christi Hale, Farnsworth Drive, in opposition to approval of Options 2-4 for the Disparity Study and requested ample time for review and input, also that the IA Board reconvene the 2015-2016 working group to contribute to the development or revision of policy.

Commissioner Maddox questioned if Ms. Hale could support the motion on the floor, with the caveat that staff work with stakeholders. Ms. Hale stated that she supported it as long as industry stakeholders had the ability to provide input on policy changes.

Commissioner Dozier stated that she could support the motion with the caveat that staff bring back an item in September 2019 with an update on the process that allowed the opportunity for committees to work through the material and deliver feedback and for public comment as well. Commissioner Maddox declined to add that stipulation to his motion.

Commissioner Bryant supported the motion and wanted input from stakeholders.

Commissioner Minor respected the opinions presented and understood the need to move forward. He supported the policy recommendations. However, he opposed the motion on behalf of the community and CAC who wanted more time to absorb the data.

Commissioner Desloge empathized with the time necessary to review a voluminous report. He supported the motion however, he reserve the right to reverse it too.

**The motion passed 9-2 with Commissioner Dozier and Commissioner Minor casting the dissenting votes. Commissioner Proctor was out of chambers.**

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

3-minute limit per speaker; there will not be any discussion by the Commission

**Speakers:**

Dr. Edward Holifield, Longleaf Court, spoke on poverty, income inequality or immobility, and minority unemployment and requested data on those statistics be included in economic updates.

Rebecca Joseph, Torrey Drive, spoke on minority business development, training incentives, and pitching traditional business plans.

Commissioner Matlow stated that was the intent of the motion for a better understanding of OEV's role in business formation and workforce training programs as well.

Dr. Seay, Chuli Nene, spoke to systemic social issues in minority communities, specifically in education and affordable housing, and how to reach the "third-world" population those issues created.

Matthew Latch, spoke to preserving structures on FAMU Way and Capital Cascades Trail and memorializing the neighborhood.

**VII. ADJOURN**

**The meeting adjourned at 7:15 p.m.**

*The next Blueprint Intergovernmental Agency IA Board of Directors Meeting  
is scheduled for*

**Thursday, September 5, 2019 at 5:00 pm.**

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #2  
September 5, 2019**

**Title:** Approval of the August 20, 2019 Blueprint Intergovernmental Agency Board of Directors Workshop Minutes

**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

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## **STATEMENT OF ISSUE:**

This agenda item presents the summary meeting minutes for the August 20, 2019 Blueprint Intergovernmental Agency Board of Directors (IA Board) workshop meeting and requests the IA Board's review and approval of the minutes as presented.

## **FISCAL IMPACT:**

This item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

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

## **OPTIONS:**

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

Option 2: IA Board direction.

## **Attachment:**

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Workshop on August 20, 2019.

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# **Blueprint Intergovernmental Agency Board of Directors Budget Workshop Minutes**

**Date:** September 5, 2019  
**To:** Board of Directors  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes to Board of Directors Budget Workshop of August 20, 2019

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## **MEMBERS PRESENT**

<b>COUNTY</b>	<b>CITY</b>
Commissioner Bryan Desloge, Chair	Mayor John Dailey
Commissioner Kristin Dozier	Commissioner Elaine Bryant
Commissioner Nick Maddox	Commissioner Jeremy Matlow
Commissioner Mary Ann Lindley	Commissioner Curtis Richardson
Commissioner Bill Proctor	Commissioner Dianne Williams-Cox
Commissioner Jimbo Jackson	
Commissioner Rick Minor	

## **I. AGENDA MODIFICATIONS**

There were no agenda modifications.

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

3-minute limit per speaker; there will not be any discussion by the Commission

### **Speakers:**

Stanley Sims, 1320 Avondale Way, requested the inclusion of fruit trees to the landscaping at the Orange-Meridian project site. He also requested the Board direct OEV staff to empower local entrepreneurs to expand employment efforts to the under-employed segments of the community.

Michael Rosenthal, 4045 Kilmartin Drive, spoke in opposition of road construction or the increased capacity of roadways due to environmental impacts.

Vivian Scott, 1526 Patrick Avenue, spoke in opposition to the roadway construction in Boynton Stills neighborhood and issues with roundabouts.

Jenny Grimsley, 3018 Blairstone Court, spoke in opposition to the removal of the trees in the Boynton Stills neighborhood.

Edward Hollifield, spoke in opposition to collaborating with developers and on reducing poverty.



Barbara Wescott, 520 Middlebrooke Circle, spoke on the Shop Tally initiative to increase community spending by 5%.

Linda Miklowitz, spoke in opposition to funding the removal of trees and people in the Boynton Stills neighborhood.

Jonathan Lammers, spoke in opposition to Segment 3D stormwater pond and FAMU Way construction, removal of trees, and relocation of people.

### **III. WORKSHOP / PRESENTATION**

1. Fiscal Year 2020 (FY20) Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality (OEV) and 20-year Projection for the Office of Economic Vitality

Ben Pingree provided a presentation to the Board on the proposed operating budget for the Blueprint Intergovernmental Agency, which included background, prioritization process, implementation and funding schedules, sales tax revenue projections, funding sources and uses, and annual allocations, capital projects and programs. A copy of the presentation is on file at the Blueprint Intergovernmental Agency.

Commissioner Dozier acknowledged the public speakers and, given time constraints and the Chair's direction to focus on the budget, the issues raised by citizens were discussion for future meetings. Her primary focus was the OEV budget and projected sales tax revenues. She stated that the material confused rather than simplified the total projected revenues and additional funding sources, bonds and debt services costs. The agenda item documented that staff continuously met the requirements of the past. However, her concern was if the gold standard of the past would be sufficient moving forward with the beginning of a new program, the inclusion of OEV, and the beginning of the 2020 sales tax. In addition, she wanted a clear plan for review of the OEV strategic plan.

Cristina Paredes stated that OEV traced all work and programs developed back to the Strategic Plan and the Targeted Industry Report. Agenda items presented to the IA Board included information on how they related to the Strategic Plan. Following each Board of Directors meeting, staff added the recommended actions and policy updates to the Strategic Plan and workflow. Furthermore, with the passage of the FY20 budget, the OEV team would be reviewing the plan and bringing recommended updates to the Board in February 2020.

Commissioner Williams-Cox questioned how local, small business owners could receive money from OEV to stand up or sustain their businesses. Furthermore, provided material needed to be broadly available and designed at an eight-grade reading level. Ben Pingree stated that staff met with Mr. Barber, Mr. Sims, Ms. Wescott, and others and those meetings have informed a forthcoming agenda item for the September 5, 2019 IA Board meeting outlining microloan opportunities

identified by staff. OEV is proud to serve as the one-stop shop constantly creating and reviewing programmatic opportunities to bring forward to the IA Board that supports the creation of a menu of business opportunities with easy to understand application documentation.

Ben Pingree stated that staff's intention with Attachment 1, was to layout clearly the funds available over 20-years, within the 12% of sales tax fund allocated to OEV, new and emerging opportunities. Based on current data, the table lays out program categories and the fungibility and flexibility of the funds through the continual updates to the Strategic Plan and IA Board guidance.

Commissioner Lindley clarified that sales tax revenue, as voted on by citizens, allocated 12% to OEV, which funded 18 programs, some of which could be of interest to the individuals requesting support. There seemed to be a misconception that OEV was a source of all growth in the community and funds to underwrite business ventures. In an effort to break down the source of funds and what, specifically, they were going to, governed in accordance with the three years of work by the Sales Tax Committee with multiple public hearings and the work of the IA Board over many years.

Commissioner Lindley expressed her concern for global recessions and questioned how Blueprint monitored the impact of this on sales tax revenue. Ben Pingree stated that there was close collaboration with the leadership of Blueprint, OEV, PLACE, the Intergovernmental Management Committee (IMC), and the executive leadership of the budget offices of both City and County. Staff tracked data monthly, continually evaluating trends, and scanning the market for occasions to leverage funds. Beyond each annual budget cycle, staff constantly reviewed the data for the main driving revenue source of Blueprint Intergovernmental Agency and should there be any drastic shifts in the economy staff would bring forward the analysis, out of cycle, to the IA Board. Commissioner Desloge noted that the IA Board faced that with the Blueprint 2000 program making adjustments through the recession.

Commissioner Bryant stated that through the review of the Strategic Plan, she expected there would be trends and conditions to hint at the trajectory of the economy that would allow OEV and Blueprint to plan accordingly. She questioned how companies, persons, etc. would know about the availability of incentive funds or grants, how to access them, or how she could communicate that information to others.

Commissioner Maddox stated that when the IA Board was first determining how to allocate OEV's funds, they established a process whereby citizens could submit ideas that were evaluated by the Competitive Projects Cabinet (CPC) and the IA Board. He inquired if that was an ongoing process. Furthermore, he questioned if it was realistic to think that OEV would have any remaining funds for such process.

Cristina Paredes confirmed that it was an ongoing process and offered two examples of programs that OEV provided grants through. The Workforce Development Grant process would begin in the fall of 2019 to leverage \$100,000 through local organizations for innovative or evidence-based strategies that align assets toward

shared economic growth objectives. Distribution of information on the application process goes out through social media platforms, electronic newsletters, and press release. OEV also turned to partners and collaborators to share and promote programs through direct outreach. For the Urban Jobs Program, OEV staff provided promotional material to partners and to the IA Board to refer business to OEV.

Commissioner Minor questioned if that would also apply to the Future Opportunity Leveraging Fund. Cristina Paredes stated that IA Board direction was required for use of those resources.

Commissioner Bryant questioned if programmatic funds returned to OEV, for any reason, how the public would know that happened and that the funds were once again available. Ben Pingree stated that should that happen, if Qualified Target Industry Tax Refund or Target Business Program funds were not expended, the money would flow into the Future Opportunity Leveraging Fund, which the IA Board would see that reflected year over year in that line item. As well as in the Comprehensive Annual Financial Report (CAFR) and staff updates in the bimonthly IA Board meetings.

Commissioner Bryant stated that she did not feel it was the IA Board's responsibility to disseminate that information following staff updates. She wanted to understand if a structured process existed to inform the public about available funding. Commissioner Maddox added to that, how the public would access the funds.

Ben Pingree stated that any program that OEV put forth, through the IA Board, had an application process. If submitting as a Competitive Economic Vitality project it moved through the CPC prior to reporting to the IA Board. Once approved by the IA Board, staff bore the responsibility of seeking out applicants and disseminating the information through certified minority business, a variety of social media and electronic platforms, and City and County communications. Commissioner Desloge requested that the IA Board be included in those correspondences, in layperson's terms, so that the IA Board was equipped with walking around knowledge.

Commissioner Matlow stated that he requested, through the City Manager, to modify Blueprint's budgeting process similar to the City's so that it was more familiar. Regarding OEV specifically, he understood that good programs were in place, however, he was not certain that in 20 years he could explain the return on a \$130-million investment. He questioned how the IA Board determined what impact OEV had and what would have happened anyway. He also inquired on Tallahassee's economic vitality compared to other cities or the nation, what metrics staff used and the return; specifically hard numbers rather than the overall economic picture of the City.

Commissioner Matlow further stated that many questions about OEV came down to specific and individual issues important to the IA Board. He stated that there seemed to be differing opinions based on the conversations about programs and access to funds. He felt that it deserved a larger conversation based on what the IA Board wanted to see from OEV and what that return would be.

Commissioner Maddox stated that he did not think the community at large knew or understood the process and recommended increasing access through broader public relations efforts.

Commissioner Maddox expressed concern that as policy makers for the City of Tallahassee-Leon County there existed a perception of confusion with the priorities of the 12% of sales tax revenues for economic develop. The Blueprint infrastructure projects were well-defined and mitigated questions because the outcome was clear. However, many years of IA Board discussion precipitated what OEV would be, up to and including the development of OEV's Strategic Plan, which provided clear guidance on what the IA Board understood was important for OEV. He recommended that any misinterpretation of what the IA Board deemed important warranted a review of that document followed by IA Board discussion to provide clarity to the implementation of it. The metrics of evaluation in 20-years should be the successful completion of the Strategic Plan that was in place prior to OEV's access to sales tax revenues.

Commissioner Richardson echoed Commissioner Maddox and suggested a workshop to review the Strategic Plan and incorporate any updates by new Commissioners.

Commissioner Minor spoke in favor of a workshop to review the Strategic Plan to review past IA Board decisions and to reiterate that the fairness and transparency of the process.

Commissioner Williams-Cox concurred and requested that the workshop include public comment to gain citizen input to the plan. She also reiterated that the material be clearly and simply presented to be easily understood by all readers.

Commissioner Dozier spoke to the phenomenal accomplishments of OEV and praised staff for their hard work. In the process of that work however, she stated, no one incorporated Economic Development 101 for the IA Board. That could come through a review of the Strategic Plan that included an ongoing review of policies, as thoroughly as has been done on the Infrastructure side, and a plan for greater public involvement.

Commissioner Dozier requested the September 5, 2019 IA Board agenda include an item that established a workshop to review the Strategic Plan and outlined an ongoing review process at regular intervals. Ben Pingree stated that the draft agenda item for the 2020 meeting schedule proposed two additional meetings intended to serve as workshops for the budget, in the spring, and a review of the Strategic Plan in the fall. This provided opportunity to evaluate the performance of approved programs and projects to gauge citizens served, jobs created, and return on investment.

Commissioner Dozier requested that the item outline how Commissioners could add items such as the Innovation Park project or a revolving or microloan program as well as the timing of items. Additionally, as the one stop shop for economic development, information on OEV grants and programs with the application process clearly outlined

on one page. She also suggested that it include how to request an agenda item or how to initiate an incentive conversation.

**Commissioner Maddox moved, seconded by Commissioner Richardson, to approve Option #1 and for the two additional meetings added to 2020 to be workshops on budgets and the Strategic Plan.**

**Option #1: Accept the Workshop Item on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-year Projection for the Office of Economic Vitality.**

**The motion passed 12-0.**

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

3-minute limit per speaker; there will not be any discussion by the Commission

**Speakers:** None

Lennorris Barber, 802 Old Bainbridge Road, spoke on what he considered an insufficient balance in the Apalachee Regional Council Revolving Loan Fund and that all programs be competitive.

Michael Rosenthal, 4045 Kilmartin, spoke on the faces of capitalism.

**V. ADJOURN**

**The meeting adjourned at 3:14 p.m.**

*The next Blueprint Intergovernmental Agency Board of Directors Meeting  
is scheduled for*

**September 5, 2019 at 5:00 p.m.**

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #3  
September 5, 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

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**STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board acceptance of the status report on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects, which includes an update on the procurement of strategic communications and marketing and graphics services for the Agency. Attachment # 1 includes a five-year project-phasing schedule that details active Blueprint 2000 and 2020 projects.

**FISCAL IMPACT:**

This item does not have fiscal impact.

**RECOMMENDED ACTION:**

Option 1: Recommend Acceptance of the September 2019 status report on Blueprint Infrastructure Projects.



## SUPPLEMENTAL INFORMATION:

### PROJECTS UNDER CONSTRUCTION OR RECENTLY COMPLETED

#### *Orange/Meridian Placemaking*

Temporary improvements to the future StarMetro transit center site at the intersection of Orange Avenue and Meridian Street are underway (see photo). Substantial completion is anticipated for the end of August 2019.

The permanent portions of the Orange Avenue/Meridian Street Placemaking Project includes 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. Staff anticipates design of the project to begin in September.



#### *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. A pre-construction meeting was held on August 1 and a Notice to Proceed was issued on August 19 for the FAMU Way Phase 3 elements of the project with a delayed notice to proceed pending for the RSF and trailhead components. A thorough update is presented in Agenda Item #11.

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

#### *Greenway and Bike Routes*

In December, Blueprint staff will present an implementation plan 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 December 2019*
- Capital Circle Southwest Greenway & Debbie Lightsey Nature Park – *Design services procured; complete design in summer 2020*
- Lake Jackson & Lake Jackson South Greenways – *Design services currently in procurement*
- Thomasville Road Trail – *Blueprint anticipates advancing the first phase of this project, the PD&E study, in FY 2021 in coordination with the CRTPA and FDOT.*



- 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 production of structural elements to proceed in late summer/early fall and construction to proceed in the winter of 2019. Blueprint will coordinate the construction timeframe with the County and the City to avoid conflicts with scheduled performances at the Amphitheater.

#### *Magnolia Drive Multiuse Trail*

The project limits are between Adams Street and Apalachee Parkway with the segment between Adams Street and Monroe Street previously constructed. Design is currently at 90% for the remaining phases. Right-of-way acquisition and utility coordination for the project are underway, and Staff anticipates construction of segments 1 and 4, Monroe Street to Pontiac Drive, to begin in fall 2019. Per the funding agreement for the project, Leon County will provide the procurement of construction and CEI services for all phases.

#### *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 with the goal to provide significant stormwater treatment and flood control improvements south of Orange Avenue downstream of the Saint Augustine Branch and to provide greenway linkages to both commercial and residential areas. The project is intended to provide needed amenities and multimodal options for the southside urban areas of Tallahassee. The CCT Segment 4 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. In accordance with IA Board direction provided at the June 27<sup>th</sup> meeting, staff will procure design services for the project this fall with construction 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 back to FY 2022 per the Draft FY 2020 – 2024 FDOT Work Program, updated as of January 2019.

Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2022 in the amount of \$55,741,000

Crawfordville Road to Springhill Road

- Right-of-Way: Funded from FY 2018 through 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*

The project encompasses a holistic approach to transportation improvements, regional mobility, and connectivity in and around the Market. This project includes creating a new urban park along Maclay Boulevard. The FY 19 budget allocated \$1,000,000 to start the project, and the project is anticipated to be fully funded by FY 2022. Staff anticipates public outreach to begin in the fall of 2019 to support the development of a concept plan for the park space.

The City of Tallahassee Stormwater Engineering Division is currently working on a multi-use stormwater project in the Market District that includes repurposing the existing stormwater ponds, beautifying and improving transportation on Maclay Boulevard and Maclay Commerce Drive. The City awarded a contract to DPB and Associates for design and planning services in support of the project. To secure cost and time savings in obtaining site planning and community outreach services and the coordination of project elements, 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 pedestrian mobility studies and design for project elements in areas peripheral (from Maclay Road to Timberlane Road) to the multi-purpose stormwater project separately. Staff anticipates that the preliminary planning, design, and public outreach will begin in the fall of 2019.

*NE Connector Corridor – Bannerman Road*

Consistent with IA Board Direction provided at the June 27, 2019 meeting, Staff is currently negotiating a contract for IMC approval to RS&H, to perform the initial study, project design and permitting. Staff anticipates that the initial 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*

- Consistent with IA Board direction at the March 1, 2018 meeting, Blueprint is working in partnership with the CRTPA to complete the Southwest Area Transportation Plan (SATP). The SATP will provide 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 CRTPA held the final public meeting associated with the project on August 6, 2019 (see photo insert). Presentation of the final STAP Report will be provided to the IA Board in December 2019.



- Concurrent with the conclusion of the SATP, Blueprint intends to procure pre-engineering and design services for the Airport Gateway project in the fall of 2019 to maintain the project schedule that the IA Board approved at the March 1, 2018 meeting. Staff is 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 connector roadway on FSU's southwest campus.

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

The PD&E study for the Northeast Gateway began in November 2018. The engineering and environmental analyses are underway, including the detailed traffic analysis. The traffic analysis will provide 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. A map of the traffic study area is included in Attachment #2. The results of the traffic study will be presented to the IA Board in December 2019. 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 2020 with final design and permitting completion in 2022.

#### Public Outreach Update

The project's public engagement began with a kickoff meeting held on March 11, 2019, and more than 250 community members attended. The project team has received more than 200 comments to date and will continue to receive and respond to comments until completion of the PD&E Study.

Most public comments received relate to the following issues:

- Future and existing traffic concerns in Killearn Estates Area
- Safety of bicyclists and pedestrians and to Killearn residents in general
- Concerns regarding the planned interchange with I-10
- Concerns regarding extending Shamrock Street to the new Welaunee Boulevard
- Potential impacts of the proposed Welaunee Boulevard on Killearn property values
- The origin of the project development and approval in the 2014 penny sales tax referendum

Project concepts for the roadway and its future intersections will be developed after the traffic analysis study and will address many of the concerns expressed regarding traffic volumes, safety for all users, and roadway corridor aesthetics. Blueprint staff is actively coordinating with the City of Tallahassee Engineering Department on the specific concerns expressed so City staff may review and address the issues that fall outside the PD&E project area.

The team is coordinating with the property owners north of I-10 and south of I-10 to provide input into the Welaunee Boulevard overpass location study and other roadway alignment and connection elements. The future overpass location study is largely based on geographic features, existing power infrastructure, future development intensity and timing, as well as right-of-way needs for a future interchange.

While an interchange is not part of the PD&E project, Blueprint commissioned a noise study to analyze the extent of noise generated by a new interchange. Over 225 property owners and residents within or near the study area received notification of the study via mail. Additionally, staff conducted door-to-door outreach in the Pemberton Road neighborhood on July 26, 2019 to ensure awareness of the study and potential noise study activity in the area.

#### *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. In FY 2021, South Monroe Street from Perkins Street to Paul Russell Road is scheduled to be resurfaced by FDOT. FDOT has identified \$3.2 million for this project. Blueprint has worked with FDOT, City, and CRTPA to identify 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 crosswalks. Blueprint will continue to work with FDOT to develop this partnership opportunity and will bring back an item to the IA Board once an agreement with FDOT is reached.

#### *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). A consultant was selected, and Leon County staff anticipate that a project kickoff meeting will take place in the fall of 2019, and that completion of the CWTFP, including the public input opportunities, will take 12-18 months.

### **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 December 2019 meeting.

*Strategic Communications Services and Marketing and Graphics Services*

On June 27, 2019, the IA Board approved the commencement of the procurement process for both the Strategic Communications and Marketing and Graphics services, but to report back to the IA Board prior to an award.

Coordination with City Procurement and scope development began immediately following the June IA Board meeting. Requests for Proposals (RFPs) to procure strategic communications and marketing and graphics services were issued on July 22, 2019 via City Procurement. Pre Proposal meetings were held on July 30, 2019 and proposals were due August 30, 2019. At this time, City Procurement is reviewing the proposals. Scoring committee meetings are scheduled for the week of September 9, 2019. Staff will bring back to the IA Board apparent awardee information for both contracts at the December 12, 2019 meeting.

**Action by the TCC and CAC:** The TCC and the CAC accepted the August 2019 status report on the Blueprint infrastructure projects.

## OPTIONS:

- Option 1: Recommend acceptance of the August 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. NE Gateway – Welaunee Boulevard Traffic Study Map

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

Program	Project	Phase	2019				2020				2021		2022		2023		2024	
			3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q
Blueprint 2000	Capital Cascades Trail Segment 3 - Van Buren Street	Design																
	Capital Cascades Trail Segment 3D	Construction																
	Capital Cascades Trail Segment 3 - Amenities <sup>1</sup>	Design																
	Capital Cascades Trail Segment 4	Construction																
		Planning																
		Design																
		Right-of-Way Acquisition																
		Construction																
	Cascades Park Alum	Design																
	Cascades Park Amphitheater	Construction																
Blueprint 2020	Weatherization <sup>2</sup>	Design																
	Magnolia Drive <sup>2</sup>	Design																
		Right-of-Way Acquisition																
		Construction																
	Alternative Sewer Solutions Study (Phase 2)	Design																
	Bike/Greenways Implementation Plan	Construction																
		Prioritization/Planning																
	Debbie Lightsey Nature Park & Capital Cir Southwest Greenway	Design																
		Right-of-Way Acquisition																
		Construction																
		Planning/Pre-Engineering																
	Lake Jackson South Greenway	Design																
		Right-of-Way Acquisition																
		Construction																
	Orange Avenue (FOT Project)	PDE																
		Planning/Pre-Engineering																
	Orange/Meridian Placemaking	Design																
		Construction																
	Southwest Area Transportation Plan (CRTPA Project)	Planning																
		Planning/Pre-Engineering																
	Market District Park Element	Design																
		Construction																
	Market District Trail Connectivity	Design																
		Right-of-Way Acquisition																
		Construction																
	Monroe-Adams Corridor	Design																
		Right-of-Way Acquisition																
		Construction																
	Lake Lafayette and St Marks Regional Park	Planning/Pre-Engineering																
		Design																
	Alport Gateway	Planning/Pre-Engineering																
		Design																
		Right-of-Way Acquisition																
		Construction																
	PDE Re-evaluation & Feasibility Study	Study																
	Northeast Connector - Bannerman Road	Design																
		Right-of-Way Acquisition																
		Construction																
	Northeast Gateway Welbourne Boulevard	Roadway - PDE																
		Roadway - Design																
		Construction																

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

2. Projects being managed and administered by Leon County with Blueprint support

Planning/Pre-Engineering

PD&E

Design

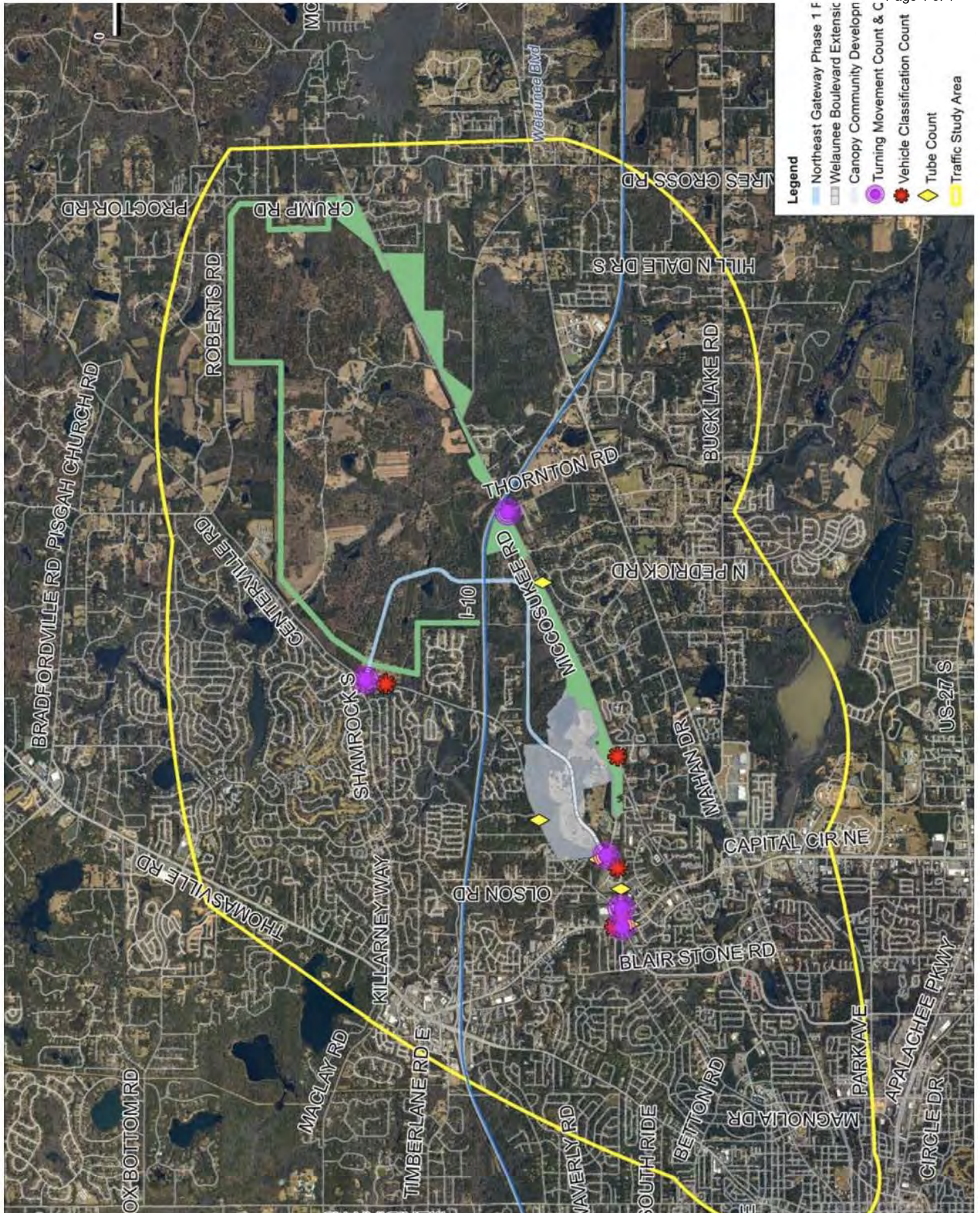
Right-of-Way Acquisition

Construction



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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #4

September 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

## 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 June 27, 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 August Monthly Data Driver.

## FISCAL IMPACT:

None.

## 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 June 27, 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 August Monthly Data Driver. 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.

## CONCLUSION:

The Office of Economic Vitality has positioned itself as the front door for the community's economic development needs. As directed by the IA Board, these efforts include development of the first-ever Strategic Plan to guide our community's economic development and objectively

evaluate our progress over time toward goal achievement. These efforts also include a Target Industry Study that leverages economic vitality opportunities with laser-like precision.

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. Staff continue to research and track industry standards and best practices and listen to business needs to position Tallahassee-Leon County as Florida's Capital for Business.

**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 August 2019 Monthly Data Driver

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## MEMORANDUM

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**TO:** Ben Pingree, PLACE Director

**THRU:** Cristina Paredes, Director

**FROM:** Drew Dietrich, Business Manager  
Richard Fetchick, Business Intelligence Manager  
Dan Lucas, Research Coordinator  
Susan Emmanuel, Public Information Officer

**SUBJECT:** June 27 – September 4: Quarterly Update

**DATE:** September 5, 2019

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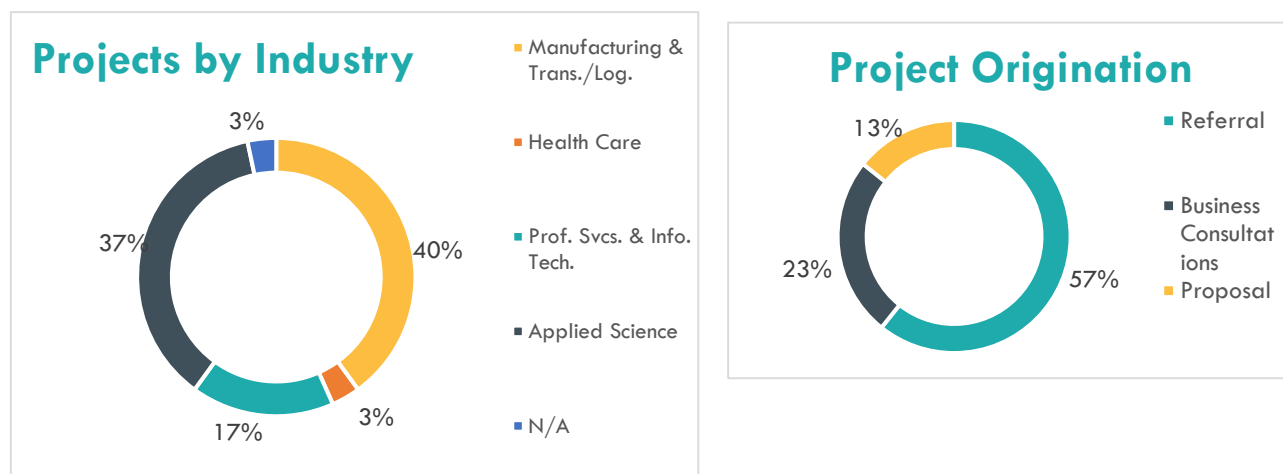
The Business Vitality and Intelligence Division works to position the Office of Economic Vitality engages in business development and engagement activities. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination. In addition, the Division collects, analyzes and disseminates economic, demographic and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The Business Vitality and Intelligence Division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large.

This memo highlights Business Vitality and Intelligence accomplishments since the June 27, 2019, Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting, including project activity, business retention and expansion efforts, resiliency efforts within the community, workforce development, as well as engagement and communication efforts. These efforts focus on positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

### Project Activity

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 58 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.

Currently, staff is working 30 active projects. Project activity is either proposed to OEV (13%), generated through referrals (partners or through ROI (Research on Investment)) (57%), or a self-generated lead (23%) through business consultants. This project overview also includes the business development activities related to magnetic technologies. These projects represent companies in the light manufacturing, business and professional services, and applied science sectors. 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.



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. Staff promotes Tallahassee-Leon County as Florida's Capital for Business by communicating the numerous local assets and advantages, including a diverse and competitive workforce, global research and higher education institutions, strategic capital investments in infrastructure, and the connectivity and availability of land to our audience. Beyond introducing new job opportunities, new and expanding industries are also provided with innovative ideas and approaches for their business that can lead to better solutions for citizens of Tallahassee-Leon County. In order to secure increased economic vitality outcomes and a strong return on investment, staff researches and tracks industry standards and best practices for economic development organizations. Metrics, business consultations, leads generated, and project activity align with the Strategic Plan (A.1.d.3). OEV Vitality and Intelligence conducted 42 business consultations, which include data requests, lead responses, project assistance, and site selection analysis. The division produced 7 economic data publications which include contribution analyses for new and existing businesses. Project activity includes approximately 38 prospective projects in the pipeline, which are active project considering Tallahassee-Leon County. Lastly, OEV staff conducted 22 public engagements, which includes

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

Metrics	Calendar Year 2019 YTD
# Business consultations	42
# Economic Data Publications	7
# Project Activity	38
# Public engagements	22

These metrics help OEV staff track progress towards meeting the needs of the local business community, while maintaining a customer-focused approach to business development. OEV focuses on continual improvement in order to provide the best service possible for local businesses to remain, expand, or locate their operations in Tallahassee-Leon County.

### Targeted Industry Sectors

#### *Applied Science & Manufacturing*

Applied Sciences and Manufacturing are two key target industries, as identified by the *Target Industry Analysis and Selection Study*. OEV 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 188 jobs, \$5,200 in average compensation, and 34 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. OEV is currently working on 25 projects that fall within these targeted sectors, and has hosted four of these companies for site visits in 2019. 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 these targeted sectors. ROI has reached out to approximately 621 companies to supply OEV with additional leads for prospective companies.

#### *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 BRE 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 is taking a focused approach to supporting this sector, and will be working closely with these businesses to develop specific strategies to grow awareness for this burgeoning sector, identify workforce challenges, and find solutions to retain and grow these companies and their employees.

### *Hemp Summit*

Staff was asked by the Apalachee Regional Planning Council to participate on the coordinating committee to organize a regional “Hemp Summit”, which will invite participants from Leon and surrounding counties. This summit is geared to those interested in the agricultural and manufacturing potential of Hemp production and learn about the recently created “State Hemp Program” under Florida Department of Agriculture and Consumer Services. This program will regulate Hemp cultivation and processing in the state of Florida; in the Panhandle region numerous opportunities exist. The Hemp Summit will advance OEV business development objectives in the manufacturing and associated supply-chain that can be provided by agricultural operations in our neighboring rural communities, while also providing opportunities to create new workforce initiatives in a growing industry. The event is slated to occur on October 2, 2019 and the Turnbull Conference Center. OEV is assisting with logistics and will sponsor the event.

### **Talent Pipeline:**

OEV works closely with community resource partners to grow the talent pipeline and enhance the quality of the local workforce, matching a skilled workforce with a growing economy. Detailed information on OEV’s role in workforce development is included in the September 5 agenda in a separate agenda item as requested by the IA Board. This section of the status report, details specific initiatives undertaken by the staff during the third quarter.

Recent collaborations include the “Tallahassee Welcomes You” event, in which OEV will be participating to help welcome new professors and engage with them at an early stage. These relationships are critical to growing awareness for the local businesses who are hiring recent graduates, as well as identifying the skills necessary for graduates looking for work. OEV will also be working closely with the local universities to identify other opportunities for collaboration, especially as it relates to recruiting, developing, and retaining a talented workforce for Tallahassee-Leon County.

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

On March 1, 2018, the IA approved the Elevate Florida’s Capital Workforce Development grant program in the amount of \$100,000. This grant program specifically addresses requests for workforce training grants that address gaps between existing workforce development/training programs, such as those offered by CareerSource Florida and the identified needs of local businesses seeking to expand their workforce, including those seeking to fill high skill/high wage occupations. As of September 2019, two new awards have been made – one to Big Bend Minority Chamber (BBMC) and a second to DOMI Incubator. Camp Treppie, run by the BBMC, will focus on a youth summer education program to further the education and technical knowledge of the next generation of Tallahassee-Leon County residents. The DOMI incubator is focusing on the other end of the age spectrum, introducing the “Third Act” and entrepreneurship program focused on baby boomers and retirees. The FY 2020 grant applications will be released this fall. Staff will be following up with the grant recipients and applicants to solicit feedback on the program, and consider suggested updates for the program in advance of the FY 2021 budget process.

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## **Economic Indicators and Business Intelligence:**

### *Monthly Data Driver*

While the Quarterly Economic Dashboard has been well received, a consistent issue at stake has been the asynchronous release times of data therein and the need to release numbers as quickly as possible. For example, while unemployment and labor force statistics are published on a monthly basis, tourism visit information and commercial vacancy rates were released only once every three months. This led to frequent revisions of the QED, which created confusion about its “final” status among stakeholders.

Second, OEV functions within a dense partner ecosystem, many of whom have important, complementary information that can be relayed and amplified through OEV’s communication channels. By providing a spotlight on a diversity of findings and perspectives, OEV demonstrates its commitment to a robust dialogue about characteristics of the local economy. Thus, the *Data Driver* was developed during the preceding quarter to respond to the more frequent data releases and to give ecosystem partners a spotlight to share information. The monthly compilation includes Employment, Unemployment, Taxable Sales, Vacancy Rates, SBA Loans, and Commercial Utility Starts. This publication is released on social media as well as in print. The inaugural edition featured Keith Bowers of Florida A&M Small Business Development Center and that of July features Dr. Julie Harrington of FSU CEFA. A copy of the June edition is included as Attachment 2.

### *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. The current QED finds that 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 of 125 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.

### *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. This information will be important to business and talent recruitment and retention efforts. In the *Cost of Living Index–2018 Annual Average Data* (COLI) released in February 2019 by the Council for Community and Economic Research (C2ER), Tallahassee had an overall composite index of 96.6 or 3.4% below the average cost of living for all participating areas.

OEV staff collected hundreds of price points in April and July for the respective Q2 and Q3 2019 surveys for the Index. C2ER released the results for Q1 2019 in June. The Tallahassee metro area had an overall composite index of 95.8% in Q1 2019, or 4.2% below the average cost of living among the 257 participating urban areas. Among the six categories (Groceries, Housing, Utilities, Transportation, Healthcare, and Miscellaneous Goods & Services), Tallahassee ranged from

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13.6% lower than average for Utilities to 8.1% higher than average for Groceries.

#### *Tallahassee Startup Week*

The third annual Tallahassee Startup Week will occur in mid-November of this year. It will include participants from the local entrepreneurial ecosystem including DOMI, Jim Moran Business School, FSU Innovation Hub, TCC Center for Innovation, and others. This year, event planning has been taken over by a nonprofit (Tallahassee Startup Week), which is trying to concert activities more than years prior. It is attempting to organize headline kickoff and closing events, including a pitch competition and the Governor's Entrepreneur Award. OEV are working with event planners to determine opportunities for sponsorship and programming.

#### *Design Thinking Deep Dive*

Intelligence Unit staff attended the FSU Innovation Hub Design Thinking Deep Dive from July 8-10. Led by Ken Baldauf, this event was a first of its kind for Tallahassee, incorporating methods practiced by the Stanford D-School and Ideo product design into a locally pertinent question. Over three days, participants utilized the technique "Empathize>Ideate>Build" to approach the idea of local homelessness. Mayor Dailey visited the event on the third day, where prototypes were later pitched. OEV staff are integrating Design Thinking into analyses of incentives and grant programs, as well as to event programming such as Tallahassee Startup Week.

#### *OEV "Scorecard"*

Business Vitality and Intelligence operations are now captured within the Scorecard. They represent a cumulative account of the fiscal year, by quarter. As of the third quarter of FY 2019, the Business Intelligence Unit provided three Monthly Data Driver publications, three Quarterly Economic Dashboards, eight U.S., State & Local data slides, and fulfilled six nonprofit data requests, 13 for profit data requests, and 10 government information requests. It assisted in the creation of both the Community Profile and the RFP template, two projects with University and Ecosystem Partners, from which one grant application has been submitted (NSF B1 C-Accel Program: Artificial Intelligence and Workforce Needs).

### **Business Vitality and Engagement**

#### *Business Retention and Expansion (BRE)*

The Tallahassee-Leon County Office of Economic Vitality (OEV) initiated the business consultations program in 2016 to reflect industry best practices by allowing OEV to be more tactical, collaborative, and outcome focused on engagement with local companies. As identified in the Economic Development Strategic Plan, companies that participate in comprehensive outreach programs with economic development organizations are statistically more likely to grow and expand.

Recognizing the importance of Tallahassee-Leon County's existing business environment, staff manages a formal BRE program which augments existing business support programs within the department. TLH-OEV is a Business Retention and Expansion (BRE) initiative of the Tallahassee-Leon County Office of Economic Vitality (OEV). TLH stands for three key components to business engagement. *Thrive (T)*: Commitment to the success and prosperity of all businesses, building trust, providing meaningful assistance, and fostering a strong working relationship so that companies can thrive. *Launch (L)*: The continued support of OEV to put all available staff and

resources to support businesses' endeavors, and learning firsthand what the businesses need to succeed and launch in Tallahassee-Leon County. *Here (H):* Show appreciation for the local people and businesses that call Tallahassee-Leon County home, and the appreciation OEV has for their contribution here. The goal of the program is to provide an inclusive, collaborative, and outcome focused approach to business retention and expansion. OEV focuses on providing a holistic business outreach and engagement program that is tailored to maximizing the impact of business retention, while also keeping pace with the evolution of the global economy and local business community.

One of the overarching goals in the Strategic Plan is *c. 1. STRATEGY: Develop and implement a comprehensive business retention and expansion outreach program that demonstrates interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges resulting in an improved business climate.*

This is intended to demonstrate interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges to yield an improved local business climate. A BRE program is a structured action-oriented and community-based approach to business and economic development. It promotes job growth by helping communities learn about issues as well as opportunities for local businesses. The OEV program helps our local business community recognize and prioritize efforts to mitigate trending issues.

Staff conduct routine visits with local businesses that include one-on-one business consultations with senior level managers, owners, or managers. Data analysis and action planning is then undertaken to address issues local businesses are experiencing and leverage resources and opportunities effectively. Staff develops community marketing and promotional materials from these visits, to help build awareness for the local businesses to future clients, customers, and partners. Distinguishing components of TLH-OEV include its recognition and leveraging of OEV's community partners, integration of awareness and marketing campaigns, incorporation of OEV's MWSBE division, to ensure connections with the entire business community, and utilization of a CRM platform (Customer Relationship Management). TLH-OEV is results driven, and tracks metrics on business engagements, consultations, partner referrals, and leads generated. The TLC-OEV program will continue to reflect current market trends, business concerns, and community priorities, and while providing modern and innovative strategies to engage, support, and grow the local businesses in Tallahassee-Leon County.

#### *International Trade Administration*

In order to best engage companies, a representative from the International Trade Administration (ITA) hosts recurring consultations at the Office of Economic Vitality, which are available on a first come, first served basis, on the last Wednesday and Thursday every other month. OEV recently met with the ITA representative and their colleague from Enterprise Florida to discuss the upcoming Export University: Introduction to Exporting event that will be held at the Tallahassee-International Airport on September 26<sup>th</sup>. Local businesses will learn firsthand from industry experts the necessary steps to becoming export ready in today's market, and be armed with the right tools to succeed. Staff will continue to routinely engage with the ITA and Enterprise Florida on future collaborations, and fostering a strong partnership for the growth of Tallahassee-Leon County international market.



### **Strategic Communications**

In an ongoing effort to build awareness of its programs and activities, the Office of Economic Vitality continues to collaborate with economic development partners to expand the reach and increase the capacity and positive outcomes from all communications efforts. Using the communications plan as a foundation, and based on recommendations in the Strategic Plan, marketing and communications efforts are underway to attract businesses associated with this community's targeted industries, with a concentration on promoting Tallahassee-Leon County as the (Emerging) Magnetics Capital of the World. Additionally, to build awareness that the Office of Economic Vitality serves as the community's resource for economic development and provides the associated information and data, as well as strong business support, new collateral material representing the capabilities of the Research and Data division, a monthly Data Driver, was developed and disseminated for the first time in July 2019. Early feedback suggests recipients found this a useful tool for tracking key economic indicators relating to employment in Tallahassee-Leon County. Staff continues to improve the website, ensuring it continues to serve as the community's prime resource for data and economic vitality programs. Print and earned media, conference attendance and participation, sponsorships, presentations to area civic organizations, newsletters, and social media campaigns are effectively utilized to inform and engage the community from the economic development perspective.

**Face-to-Face Engagement:** These efforts include business consultations, presentations, participation, and sponsorship in targeted events, such as the Chamber of Commerce's Quarterly Economic Forums. Face-to-face consultations during this quarter have included meetings with businesses owners seeking guidance or information regarding site availability and funding programs, among other topics. The MWSBE Division continues to hold business consultations in the field, by appointment and on a drop in basis. Face-to-face engagement is helping staff develop rapport in the business community and will continue to be utilized.

**Earned Media:** Efforts to establish OEV staff as this community's expert on the local economy are ongoing. Media outlets, including print, television and radio, reach out to staff on a consistent basis for insightful, timely and relevant input to business related stories.

During this reporting period (June 27, 2019- August 6, 2019) the following stories were promoted by local media partners:

Voices that Inspire, Cristina Paredes, Tallahassee is Moving Forward (WFSU) 06/27/2019  
Leon County wins honors at NACo conference (Tallahassee Democrat) 07/22/2019  
Tallahassee Chamber hosts conversation on developing land (WCTV) 07/23/2019

**Resiliency:** The OEV team continues to work with area businesses promote business readiness prior to a disastrous event disaster, natural or manmade. Specifically, staff is working with Tallahassee-Leon County GIS to update and improve the functionality of the Open for Business web-based map application, which is used after storm events to allow residents to see what businesses providing essential needs essential needs such as food, gas, hardware, and pharmacy, are open for business.

**E-Marketing:** During this reporting period, the OEV newsletter relayed information regarding local events of interest, including MWBE activities. The newsletter is sent to approximately 1700

email inboxes and is shared by economic development partners throughout the region.

**Social Media:** Staff promotes programs, engagement opportunities, MWSBE certification, and training opportunities, and breaking partner news across all social media platforms. Topics during this reporting period included workforce development and MWSBE opportunities.

**Website:** The OEV website is continuously updated to reflect the most accurate information on 85+ economic indicators, incentive program information, MWSBE certification, and program information. Often a prospective business' first "visit" to Tallahassee-Leon County is via this website so it is vital the content is accurate, easily accessible, and accurately represents the community. It should be noted that an RFP for the redesign of the OEV website was advertised and the CNP Agency was selected. Work to redesign 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.

Staff continues to execute the strategic communications and marketing plan approved by the IA Board at the September 19, 2018 meeting, focusing on methods and outlets that provide the best use of resources while informing and engaging the local, regional, and global community.

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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:** June 28 – August 10, 2019, Quarterly Update  
**DATE:** September 5, 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 2017	FY 2018	FY 2019 Year to Date
# Business consultations	NA	40	59
# Business referrals for assistance	NA	130	31
# MWBE certified businesses	170	208	73
# Certification applications received	NA	104	84
# Speaking engagements	8	21	16
# Industry Academies	2	8	4
# Industry Academy attendees	40	100	80

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

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

Recently, several RFP aspirational goals for the City of Tallahassee and Leon County have been reduced due to the of the unavailability of certified MWSBEs to respond to prime contractor demands for the government's procurement activity. A significant number of certified MWBEs 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	10
Air Condition and HVAC	2
Architectural, Engineering, Design, and Drafting	24
Surveying	8
Planning	2
Asphalt	4
Concrete	17
Masonry	4
Computer Services and Supplies	6
General Consulting	22
General Contracting	9
Landscaping	21
Excavation	7
Janitorial	19
Miscellaneous Services	49
Miscellaneous Supplies	8
Other Construction Services	36
Painting	13
Printing, Copying, Typesetting and Graphic Services	6
Trucking and Hauling	10
Accounting and Auditing Services	7
Electrical Services and Supplies	2
Sales, Rental and Servicing	8
Maintenance of Traffic	8
Engineering	2
Plumbing	2
Steel Erection	2
Consultants, Professional Services	3
Underground Utilities	1
Planning, Engineering	1
Transportation Planning	1

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 MBEs 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 6 MWBE evaluations of bids for the City of Tallahassee. The total dollar amount for the bids is \$9,319,130.48, of which \$978,456 (10.5%) was identified for MWBE subcontracting. Staff has completed two MWBE evaluations of RFPs for the City of Tallahassee. There is no dollar amount associated with RFP evaluations.

Staff has completed 7 MWBE analysis of bids for Leon County. The total dollar amount of the bids is \$6,478,890 of which \$1,537,282.45 (23.73%) 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.

Staff has completed no MWBE evaluations of bids for Blueprint. Staff has completed four MWBE evaluations of RFPs/RFQs for Blueprint. There is no dollar amount associated with RFP/RFQ evaluations.

### *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 have 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. Staff is working with B2GNow to determine how the recommended model can be implemented within the organization, including the identification of the roles and responsibilities of the internal stakeholders/users of the system. Contractual activity for the City of Tallahassee occurs at a greater level, due to the procurement activity associated with the City of Tallahassee Utilities, Star Metro, and the Tallahassee International Airport.

Staff highly anticipates the modification of internal process will continue the tracking of MWBE expenditures and; initiate 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.

### *Business Engagement and Outreach*

The MWSBE Academies has been an effective medium for capacity building for our MWSBEs. The Academies were offered in cooperation with the FAMU Small Business Development Center. Business owners were also referred to as the FAMU Small Business Development Center for capacity building. This quarter's MWSBE's Academies were--



- Insurance and Risk Management
- Bonding Options
- Business Financing and Secured Micro-Loans
- Succession Planning

These webinars are currently being edited and will debut during MED Week on an OEV YouTube Channel. This way, there is another method of engagement for equipping our MWSBEs through digital instruction and capacity building. The new recruitment and engagement program, Business-to-Business (B2B) Networking Mixer debuted on August 22. The targeted industries (professional services, construction subcontracting, public relations, architecture, and engineering) were chosen because of their frequent utilization through solicitations and RFPs. Ultimately, through these activities, usage of certified MWSBEs will increase. MWBEs can provide information directly to prime vendors and developers regarding their firm's capabilities and capacity. Through post-event surveys, OEV will confirm if MWSBEs enjoyed greater use by non-minority firms.

Furthermore, on Sunday, July 21, the Office of Economic Vitality in cooperation with the Big Bend Minority Chamber and the Leon County Schools Small Business Enterprise hosted a Pre-Proposal/Solicitation Workshop for the Tallahassee Housing Authority. More than 30 business owners were present and were informed of the methodology for qualifying for procurement opportunities with the Housing Authority. Presently, our offices are engaged with Honeywell, North American Properties, and Florida A&M University to do similar Pre-Solicitation Workshops to facilitate their supplier diversity goals, thereby increasing procurement opportunities for our certified MWSBE vendors. Honeywell is slated to do a major lighting project at Florida A&M University. The Honeywell project manager is working with staff to meet their supplier diversity goals. In addition, staff has facilitated appointments with Lively Vocational Technical College and CareerSource Capital Region for Honeywell to meet their workforce goals. Because the FAMU/Honeywell project will possibly last 15 years or more, Honeywell has agreed to create an apprentice program to meet their long term workforce goals.

#### *Disparity Study*

Following the last IA Board meeting, the staff has been meeting with the Disparity Study Consultant finalizing the remaining items from the Disparity Study, namely the consolidation of the MWSBE policy, the creation of mentor/protégée and apprenticeship programs. As directed by the IA Board during the June 27 meeting, stakeholders are also being invited to the discussions constituting three workgroups for the facilitation of the final programs for review by the IA. Staff has been doing an in-depth policy review with the procurement and purchasing directors of the City of Tallahassee and Leon County Government. The new consolidated OEV MWBE Policy will require the revision of the purchasing policy of both governments and those updates and revisions will require agenda items for Commission approval. The OEV staff is also facilitating the review of our bid and solicitation processes. Following these discussions, the MWSBE CAC and the former MWSBE Task Force will be invited to review the Consolidated Policy. In addition, MGT, in cooperation with OEV staff will convene industry stakeholders for the creation of the mentor/protégée and apprenticeship programs.














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## Quarter 3 – August 2019

### Quarterly Economic Dashboard

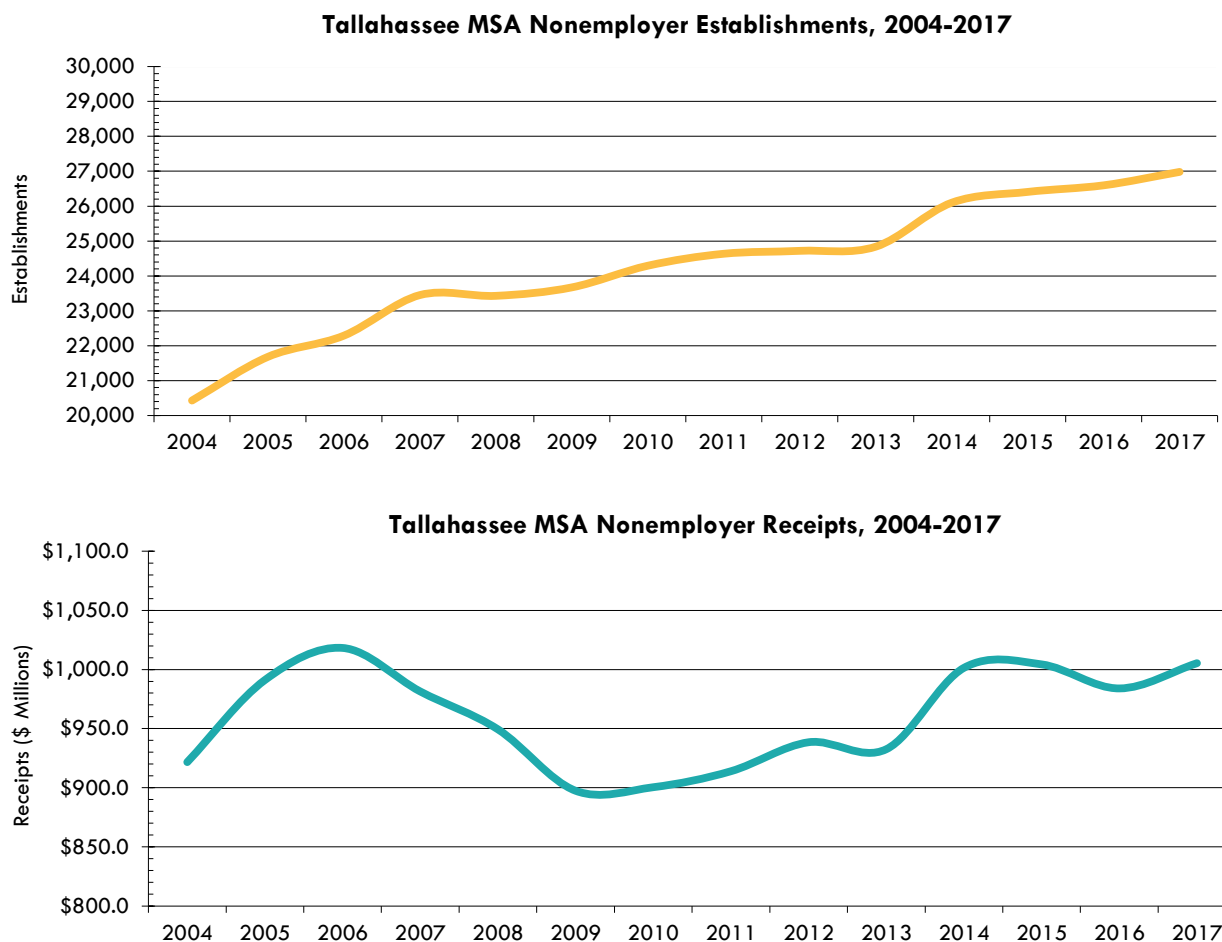
Preliminary Draft (\* indicates data from prior quarter; update not yet available)

**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 Co. increased 25% from Q1 2019, and were 60% higher than the Q2 average of 125 during 2010 to 2018. **MSA Initial Claims for Unemployment Compensation** in Q2 2019 were the fewest for any Q2 since before 2010. **TLH Passengers** in Q2 2019 were the most for any Q2 since 2008.

Indicator	Most Recent Quarter	Since Last Year	What Does This Mean?
 <b>Employment</b>	<b>188,866</b> (2 <sup>nd</sup> qtr. 2019)	<b>+1.4%</b> Up 2,678 from Q2 2018	<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 avg. of 188,925 in the first 6 months of 2019 was 1.7% higher than the January-June 2018 monthly average.
 <b>Labor Force</b>	<b>194,916</b> (2 <sup>nd</sup> qtr. 2019)	<b>+1.1%</b> Up 2,069 from Q2 2018	MSA avg. monthly <b>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>Unemployment Rate</b>	<b>3.1%</b> (2 <sup>nd</sup> qtr. 2019)	<b>-0.4 pts.</b> Down from 3.5% in Q2 2018	MSA 3-month average <b>Unemployment Rate</b> has decreased for 31 consecutive quarters, comparing same quarter of the prior year.
 <b>Average Weekly Wage</b>	<b>\$887</b> (4 <sup>th</sup> qtr. 2019)	<b>1.2%</b> \$18 more than in Q4 2018	MSA <b>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>Unemployment Claims</b>	<b>1,433</b> (2 <sup>nd</sup> qtr. 2019)	<b>-0.6%</b> 9 fewer than in Q2 2018	MSA <b>Initial Claims for Unemployment Compensation</b> in Q2 2019 were the fewest for any Q2 since before 2010.
 <b>Taxable Sales</b>	<b>\$1.35 B*</b> (4 <sup>th</sup> qtr. 2018)	<b>+11.1%*</b> Up \$134 M from Q4 2018	MSA <b>Taxable Sales</b> were 4.5% higher in 2018 than in 2017, and have gone up in 56 of the past 60 months, comparing sales to the same month of the previous year.*
 <b>New Single-Family Construction Permits</b>	<b>200</b> (2 <sup>nd</sup> qtr. 2019)	<b>+18.3%</b> 31 more than in Q2 2018	<b>Single-Family Construction Permits</b> in Leon Co. increased 25% from Q1 2019, and 60% higher than the Q2 average of 125 during 2010 to 2018.
 <b>Mortgage Foreclosures</b>	<b>124</b> (2 <sup>nd</sup> qtr. 2019)	<b>-0.8%</b> 1 less than in Q2 2018	<b>Mortgage Foreclosures</b> in Leon Co. rose 5% from Q1 2019, while Q2 2019 had the fewest foreclosures for any Q2 since before 2004.
 <b>Median Single-Family Home Sales Price</b>	<b>\$229,950</b> (2 <sup>nd</sup> qtr. 2019)	<b>+5.5%</b> Up \$11,950 from Q2 2018	<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> (Q3 FY 2019)	<b>+2.7%</b> Up 16,302 from Q3 FY 2018	<b>Total Visitors</b> in Leon Co. 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>219,248</b> (2 <sup>nd</sup> qtr. 2019)	<b>+6.4%</b> 13,260 more than in Q2 2018	<b>TLH Passengers</b> in Q2 2019 were the most for any Q2 since 2008. During 2015-2019, passengers in Q2 averaged 193,727.
 <b>Office Vacancy Rate</b>	<b>4.1%</b> (2 <sup>nd</sup> qtr. 2019)	<b>-0.5 pts.</b> Down from 4.6% in Q2 of 2018	<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> (2 <sup>nd</sup> qtr. 2019)	<b>-0.4 pts.</b> Down from 2.5% in Q2 of 2018	<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.

Sources: 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.

## Quarterly Focus: The Local Gig Economy (Tallahassee MSA Nonemployer Statistics)



Source: U.S. Census Bureau, 2004-2017 Nonemployer Statistics.

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.

# August 2019: Data Driver

Attachment 3  
Page 3 of 4

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 Mike Campbell, Director of the **Jim Moran Institute for Global Entrepreneurship**.

## EMPLOYMENT

CITY OF TALLAHASSEE

**98,589**

UP 1.8% YEAR-OVER-YEAR

LEON COUNTY

**151,320**

UP 1.8% YEAR-OVER-YEAR

SOURCE: LAUS

## LEON COUNTY TOTAL TAXABLE SALES

**\$385M**

UP 8% YEAR-OVER-YEAR

SOURCE: FLORIDA DEPARTMENT OF REVENUE

## SMALL BUSINESS LOANS

**\$100,000**

\$6.7 M FEDERAL FISCAL YEAR-TO-DATE

SOURCE: SBA LEON COUNTY

## UNEMPLOYMENT

CITY OF TALLAHASSEE

**3.9%**

DOWN 0.1 POINTS YEAR-OVER-YEAR

LEON COUNTY

**3.5%**

DOWN 0.1 POINTS YEAR-OVER-YEAR

SOURCE: LAUS

## INDUSTRY/OFFICE VACANCY

INDUSTRIAL VACANCY RATE

**3.0%**

OFFICE VACANCY RATE

**4.4%**

SOURCE: COSTAR

## NEW BUSINESS UTILITY STARTS

**38**

UP 11 FROM LAST MONTH

SOURCE: TALLAHASSEE COMMERCIAL UTILITY STARTS

 850.219.1060

 OEVFORBUSINESS.ORG



## MONTHLY STATISTIC

Attachment 3  
Page 4 of 4

# 54%

OF COMPANIES DO NOTHING  
TO OPTIMIZE THEIR VALUE  
PROPOSITIONS.



## CONTRIBUTOR

**Mike Campbell** is the Director of North Florida Operations for the **Jim Moran Institute for Global Entrepreneurship** in Florida State University's College of Business. Since 2012, he has facilitated the Jim Moran Institute's executive programs which assist CEOs, and business owners of established businesses in growing and sustaining their ventures. Campbell is responsible for Tallahassee and Jacksonville operations.

Statistic Source: Quick Sprout

## MY TAKE: JIM MORAN INSTITUTE FOR GLOBAL ENTREPRENEURSHIP

What is **YOUR** value proposition? Are you sure? Wikipedia defines a value proposition as "**a promise of value to be delivered, communicated, and acknowledged**. It is also a belief from the customer about **how value will be delivered, experienced and acquired**. A value proposition can apply to an entire organization, or parts thereof, or customer accounts, or products or services." A very important point in this definition is the customers' beliefs when it comes to selling products and services. **What value do your products and/or services have to them? Is it what you think it is?**

I have trained hundreds of for-profit and nonprofit executives throughout the country on using the Business Model Canvas and getting them to "**think differently and be more efficient**." This all starts with the value proposition and I always ask them what their business value proposition is and, more importantly, if their customers would agree with them and if they are sure. The easiest way to find out is to ask, "Why do you buy from us?" and "What do you perceive our value to be?" It is much easier to sell your goods, services, and/or offerings when your perceived value matches what customers think it is.



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THE JIM MORAN INSTITUTE  
FOR GLOBAL ENTREPRENEURSHIP  
FLORIDA STATE UNIVERSITY | COLLEGE OF BUSINESS



**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #5  
September 5, 2019**

**Title:** Acceptance of the Fiscal Year 2017 – 2018 Draft Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency

**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  
Tres Long, Senior Accountant, Blueprint Intergovernmental Agency

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## **STATEMENT OF ISSUE:**

This item presents and seeks acceptance of the Draft Fiscal Year (FY) 2018 Comprehensive Annual Financial Report (CAFR).

## **FISCAL IMPACT:**

This item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

Option 1: Accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

## **SUPPLEMENTAL INFORMATION:**

This Comprehensive Annual Financial Report (CAFR) presents the results of operations of the Agency for Fiscal Year 2018. The Blueprint Intergovernmental Agency FY 2018 CAFR was completed in April 2019, covering the operating results of the agency between October 1, 2017 and September 30, 2018. The issuance of the CAFR typically occurs in June of each year for the preceding fiscal year, however, the need for a separate actuarial valuation for the City's OPEB program delayed the annual audit this year.

The annual audit has now been completed and the Agency received an unmodified opinion from the external auditors, Thomas Howell Ferguson P.A. and Law, Redd, Crona, & Munroe, P.A. The auditor's opinion, stated on page 15 of the CAFR (Attachment #1), reads: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Blueprint Intergovernmental Agency, as of September 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." Representatives from the external auditors will be available at the September 5, 2019 meeting to answer any questions that may arise.

**Action by the TCC and CAC:** This item was presented to the TCC and the CAC at their August 19, 2019 and August 22, 2019 meetings, respectively. The TCC concurred with the staff recommendation of Option #1 and the CAC recommended the IA Board approve Option #1.

## OPTIONS:

Option 1: Accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

Option 2: Do not accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

Option 3: IA Board direction.

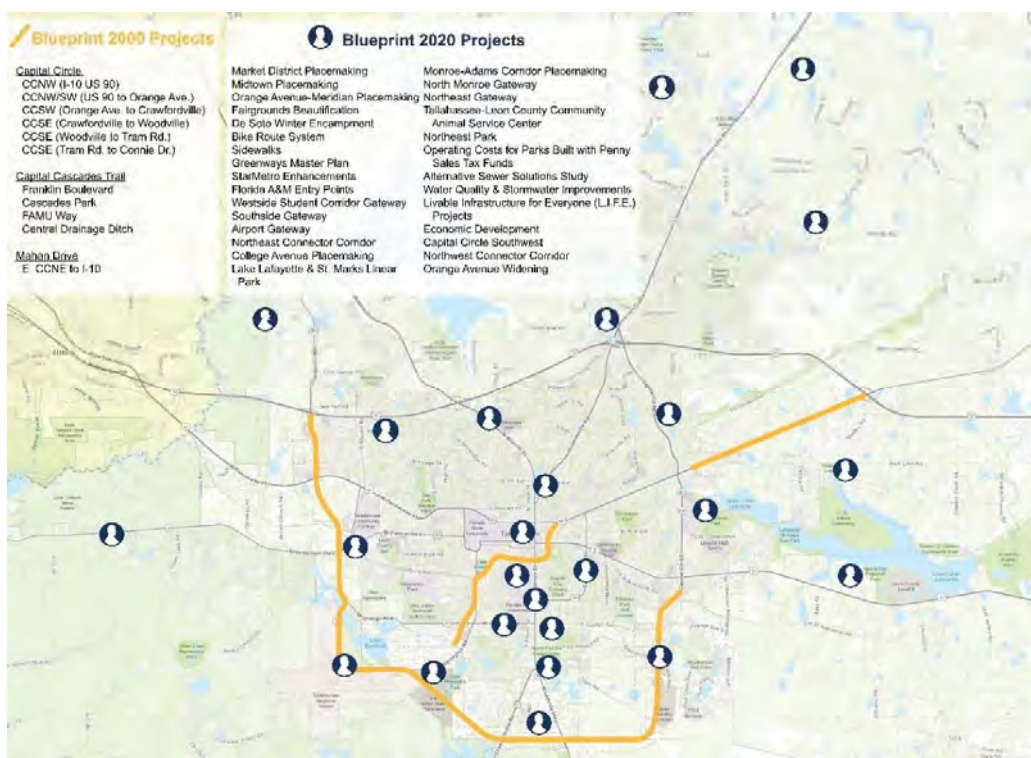
### Attachments:

1. FY 2018 Draft CAFR document



# BLUEPRINT

INTERGOVERNMENTAL AGENCY



## Comprehensive Annual Financial Report For The Fiscal Year Ended September 30, 2018



**COMPREHENSIVE  
ANNUAL FINANCIAL  
REPORT**

**BLUEPRINT  
INTERGOVERNMENTAL AGENCY**

**For The Fiscal Year Ended  
September 30, 2018**



**PREPARED BY:**

**Financial Services Department  
Financial Reporting Division  
City of Tallahassee, Florida**

**AND:**

**Tres Long, CPA, CIA, CGFM,  
Senior Accountant, Blueprint Intergovernmental Agency**

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**BLUEPRINT INTERGOVERNMENTAL AGENCY  
COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FISCAL YEAR ENDED SEPTEMBER 30, 2018**

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**BLUEPRINT INTERGOVERNMENTAL AGENCY  
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FISCAL YEAR ENDED SEPTEMBER 30, 2018**

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## **INTRODUCTORY SECTION**

**LETTER OF TRANSMITTAL**

**ORGANIZATIONAL CHART**

**LIST OF DIRECTORS AND MANAGERS**

**LIST OF FINANCIAL REPORTING DIVISION STAFF**

# BLUEPRINT



## INTERGOVERNMENTAL AGENCY

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August 15, 2019

To the Chairman and Members of the Board of the Blueprint Intergovernmental Agency

The Comprehensive Annual Financial Report of the Blueprint Intergovernmental Agency (the Agency) for the fiscal year ended September 30, 2018, is hereby submitted pursuant to Section 11.45, Florida Statutes and Chapter 10.550 Rules of the Auditor General of the State of Florida. This report represents the official report of the Agency's financial operations and FRQGLWMD the FLXs, the Agency's Board, the Agency's management, rating agencies, and other interested persons.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, but not absolute, assurance that the financial statements are free of any material misstatements.

The certified public accounting firms of Thomas Howell Ferguson, P.A. and Law, Redd, Crona, and Munroe, P.A. have issued an unmodified opinion on the Agency's financial statements for the year ended September 30, 2018. The independent auditors' report is located at the front of the financial section of this report.

Management's Discussion and Analysis (MD &A) immediately follows the independent auditors' report and provides a narrative introduction, overview, and analysis of the basic financial statements. This letter of transmittal is designed to complement the MD &A and should be read in conjunction with it.

### PROFILE OF THE AGENCY

On October 27, 2000, pursuant to Section 163.01 (7), Florida Statutes, Leon County, Florida, and the City of Tallahassee, Florida, created the Blueprint Intergovernmental Agency to govern the project management structure for the project planning and the construction of the Blueprint 2000 projects. These projects were to be funded from a 15-year discretionary one cent sales tax extension approved by a voting majority of Leon County voters on November 7, 2000. The Board of County Commissioners and the City Commission constitute the Board of Directors (the Board) for the Agency. On December 9, 2015, the Board elected to change the name of the Agency to Blueprint Intergovernmental Agency. The County Administrator and the City Manager approve staffing for the Agency. Various committees provide professional advice and serve in advisory capacities.

Tallahassee, the capital city of Florida, was incorporated in 1825, twenty years before Florida was admitted to the Union. The City is governed by a Mayor and four Commissioners elected at-large. The City Commission appoints the City Manager, the City Treasurer-Clerk, the City Auditor, and the City Attorney. Collectively the appointed officials are responsible for all administrative aspects of the government, with most falling under the purview of the City Manager.

The Leon County Board of Commissioners consists of seven members, five of whom are elected within districts, with the remaining two elected at-large. Each Commissioner is elected to a four-year term with the position of Chairperson selected annually on a rotating basis. A County Administrator administers all county offices not governed by elected County officials.

In 1989 the voters of Leon County approved an additional one-cent sales tax, increasing the sales tax total to seven and one-half cents. The additional penny tax, levied through the year 2004, was used for capital projects in the areas of transportation and law enforcement.

On November 7, 2000, voters approved a 15-year extension of the penny sales tax, with 80% of the proceeds to be used for a variety of transportation, stormwater, and environmental projects identified in Blueprint 2000, a study produced by a citizens group representing business and environmental interests, to help guide the community's future growth. The funds collected under this extension are the funds the Agency uses for projects.

On November 4, 2014, a majority of Leon County voters approved another extension of the penny sales tax through December 31, 2039. The tax collected will be used for 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; and to seek matching funds for these purposes.

The Agency is required to adopt a final budget prior to the close of the fiscal year. This annual budget serves as the foundation for the Agency's financial planning and control. The budget process involves coordination and consultation between the Blueprint Executive Director, members of the Intergovernmental Agency, and input and review from the various committees.

#### **FACTORS AFFECTING FINANCIAL CONDITION**

The economy of Leon County is strongly influenced by governmental and educational activities. The presence of the State Capital and two major universities help to shape Leon County's population as relatively young, well educated, and affluent.

Leon County is a racially diverse community. Minorities account for 37.9% of the population, with African-Americans comprising 31.6%.

Leon County residents have historically attained a very high level of education. Forty six percent of area residents aged 25 or older have completed at least four years of college.

The 2013- 2017 American Community Survey 5-year estimates report median family income in Leon County is \$49,941, which is comparable to the national median.

The level of governmental employment has a stabilizing effect on the economy and helps to minimize unemployment. In December 2018, the unemployment rate was 2.8% in Leon County as compared to the State's unemployment rate of 3.3%. The percentage of employees employed by local, state, and federal government is approximately 31% of the work force. The unemployment rate is one of many economic indicators utilized to evaluate the condition of the economy.

Population growth trends are presented in the following table:

Year	Tallahassee	Unincorporated	Leon
1960	48,174	26,051	74,225
1970	71,897	31,150	103,047
1980	81,548	67,107	148,655
1990	124,773	67,720	192,493
2000	150,624	88,828	239,452
2010	181,736	94,111	275,487
2018	192,381	99,951	292,332
2020	196,500	100,100	296,600
2025	207,000	102,900	309,900
2030	215,700	105,200	320,900
2035	222,900	107,100	330,000
2040	228,600	108,700	337,300
2045	234,000	110,100	344,100

As previously indicated, the Agency is primarily funded via a penny sales tax collection which is predicated on retail sales; the following chart indicates the trend in retail sales (in thousands) for Leon County:

Year	Amount
2006	7,154,823
2007	7,358,014
2008	7,265,784
2009	6,385,468
2010	6,357,986
2011	6,518,559
2012	6,681,858
2013	7,071,265
2014	7,686,804
2015	7,510,613
2016	7,751,449
2017	8,026,814
2018	8,290,351

## CONSTRUCTION TRENDS

### Residential Construction

Another ID# for that is a strong indicator of the local economy DQ influences the City and County's financial condition, is the issuance of building permits for residential construction. Single-family residential building permits in Leon County were down slightly (6%) in fiscal year 2018, following a 30% increase in fiscal year 2017. Permits for multi-family units were down 2% in fiscal year 2018 (following a 37% increase in fiscal year 2017). There were five multi-family apartment communities (50 units or more) permitted in fiscal year 2018 (Arbor Trace at Canopy, Gaines Assemblage, Lullwater at Blairstone, Quantum on West Call and The Standard) and four assisted living/senior living facilities (Canterfield Assisted Living Facility, Harborchase at Capital City, PruittHealth Skilled Nursing Facility, Villas at Killearn Lakes).

### Commercial Development

In fiscal year 2018, approximately \$137 million of new commercial construction was permitted in Leon County, a 72% increase compared with nearly \$80 million permitted in fiscal year 2017. Larger commercial permits in fiscal year 2018 include two hotel developments: a \$12.4 million, seven-story, 142 room Hotel Indigo and a \$2.9 million, four-story, 62 room Holiday Inn Express. In addition, a five-story, a \$12 million, 74,000 sf office building for the Florida Department of Financial Services and a \$4 million, 10,267 sf office building for Envision Credit Union were permitted in fiscal year 2018.

## LONG-TERM FINANCIAL PLANNING

The Agency has prepared a Master Plan of the Blueprint 2000 and Blueprint 2020 projects that is reviewed and updated three times per year. Financing for these projects is continually evaluated in terms of pay-as-you-go financing (either sales tax collections or grants, when available) or long-term financing. With the current state of the economy and in preparation for the Blueprint 2020 infrastructure programs, the Agency has scrutinized the Master Plan and adjusted long range project budgets accordingly.

## ACKNOWLEDGEMENTS

The preparation of this report on a timely basis could not be accomplished without the efficient and dedicated services of the staff of the City of Tallahassee's Financial Reporting Division, who compiled this report. We would also like to thank the members of the City and County Commissions for their interest and support in planning and conducting the financial operations of the Agency in a responsible and progressive manner.

Respectfully submitted,



Ben Pingree  
Director of P.L.A.C.E.  
Blueprint Intergovernmental Agency

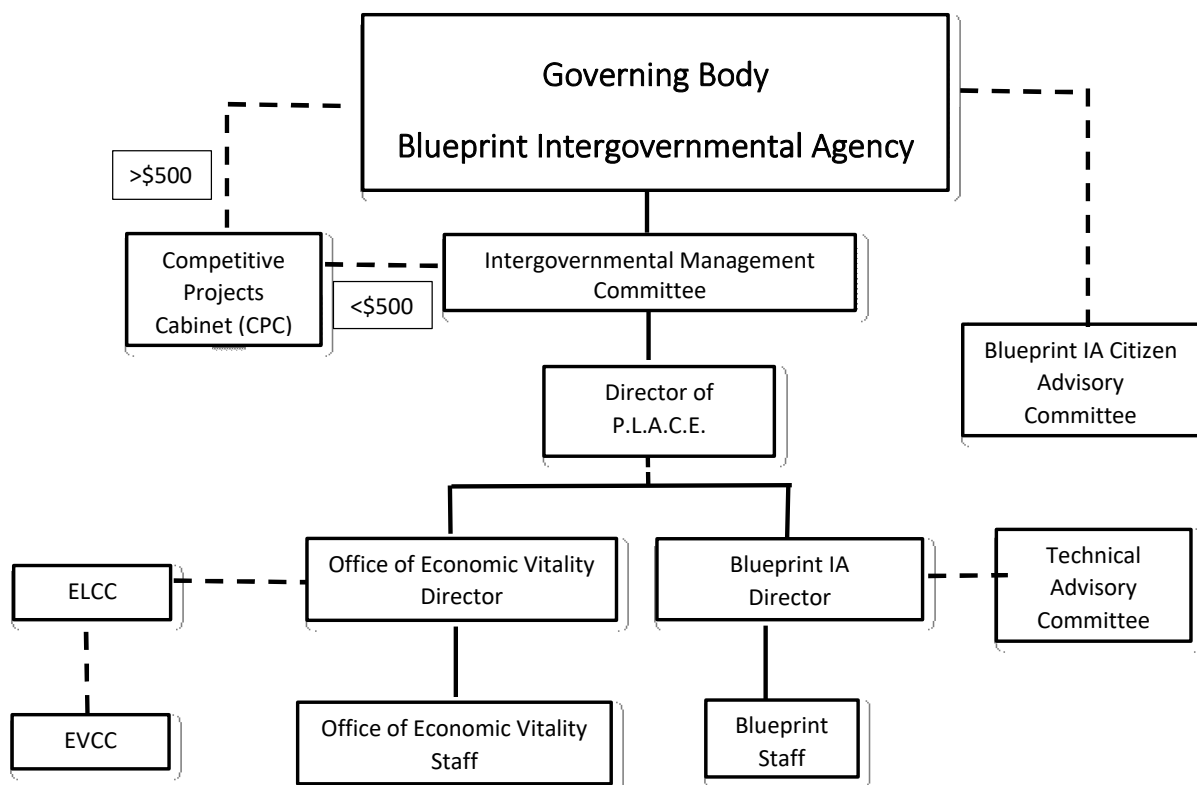
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## BLUEPRINT INTERGOVERNMENTAL AGENCY

### ORGANIZATION CHART



## **BLUEPRINT INTERGOVERNMENTAL AGENCY**

### **BOARD OF DIRECTORS**

**Bryan Desloge, Chairman**

**Elaine Bryant, Vice-Chairman**

Mayor John Dailey  
Commissioner Kristin Dozier  
Commissioner Jimbo Jackson  
Commissioner Mary Ann Lindley  
Commissioner Nick Maddox

Commissioner Jeremy Matlow  
Commissioner Rick Minor  
Commissioner Bill Proctor  
Commissioner Curtis Richardson  
Commissioner Dianne Williams-Cox

### **INTERGOVERNMENTAL MANAGEMENT COMMITTEE**

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

### **DIRECTOR OF PLANNING, LAND MANAGEMENT AND COMMUNITY ENHANCEMENT**

Benjamin Pingree

The Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency was produced by the combined efforts of Blueprint Accounting Staff and the Financial Reporting Division of the Financial Services Department. The following staff had primary responsibility for preparing and assuring the accuracy of this report:

**Assistant City Manager  
Raoul A. Lavin**

**Director, Financial Services Department  
Patrick Twyman**

**Manager, Financial Reporting  
Rita Stevens, CPA**

**Senior Accountant, Blueprint Intergovernmental Agency  
Tres Long, CPA, CIA, CGFM**

**Mazie Crumbie  
Vernessa McMillon  
George Robbins, CPA  
Keith Srinivasan**

**Latrenda Johnson  
Julie Paniucki  
Angela Roberts  
Emerson Thompson**

**Kereen Jones  
Lajja Patel  
Reginald Rodney  
Rosie Tu**

**Financial and Systems Analyst, Fixed Assets  
Robert Bechtol, CPA**

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# **FINANCIAL SECTION**

**INDEPENDENT AUDITORS' REPORT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**BASIC FINANCIAL STATEMENTS**

**REQUIRED SUPPLEMENTARY INFORMATION**



CERTIFIED PUBLIC ACCOUNTANTS

Law, Redd, Crona  
& Munroe, P.A.

## INDEPENDENT AUDITORS' REPORT

Honorable Members of the Board  
Blueprint Intergovernmental Agency

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Blueprint Intergovernmental Agency (the Agency) as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Honorable Members of the Board  
Blueprint Intergovernmental Agency  
Page Two

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Blueprint Intergovernmental Agency, as of September 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule, and other required information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Blueprint Intergovernmental Agency's basic financial statements. The introductory section and statistical section as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.



Honorable Members of the Board  
Blueprint Intergovernmental Agency  
Page Three

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 15, 2019, on our consideration of the Blueprint Intergovernmental Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Blueprint Intergovernmental Agency's internal control over financial reporting and compliance.



**THOMAS HOWELL FERGUSON, P.A.**  
Tallahassee, Florida  
August 15, 2019



**LAW, REDD, CRONA AND MUNROE, P.A.**  
Tallahassee, Florida

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Agency's (or "Blueprint") annual financial report is designed to provide the reader with a better understanding of the financial activity for the fiscal year that ended September 30, 2018. It should be read in conjunction with the Transmittal Letter at the front of this report and the financial statements, which follow this section. Notes mentioned below are Notes to the Financial Statements, which follow the statements.

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### FINANCIAL HIGHLIGHTS

- Assets at September 30, 2018 totaled \$241.7 million, representing an increase of \$8.1 million from the prior year. This increase is primarily due to the increase of approximately \$9.1 million in construction in progress resulting from expenditures related to Capital Cascades Trail Segments 3 and 4, Capital Circle Southwest from US 90 to Orange Avenue, the Northeast Gateway (Welaunee Boulevard) and Capital Circle right of way acquisition.
- Liabilities at September 30, 2018 totaled \$26.6 million, representing a decrease of \$24.0 million. This decrease is primarily due to principal reductions on the debt outstanding.
- Total net position increased \$32.5 million during the fiscal year ended September 30, 2018 primarily as a result of current year operations.
- Revenues increased by \$2.1 million primarily because capital grants and contributions increased by \$0.8 million and sales tax revenues increased by \$1.4 million.
- Expenses decreased \$153.2 million from the prior year primarily due to the net effect of the previous year's increase of \$144 million in transportation expenses resulting from the transfer of capital assets to the City, Leon County and the State of Florida.

### AN OVERVIEW OF THE FINANCIAL STATEMENTS

The Agency's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements. The focus of the financial statements is on both Blueprint's overall financial status and the major individual funds. The following briefly describes the component parts.

### GOVERNMENT-WIDE STATEMENTS

The government-wide financial statements are designed to report information about the Agency as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position combines all of Blueprint's current financial resources with capital assets and long-term obligations. Net position, the difference between Blueprint's assets, deferred outflows of resources, liabilities and deferred inflows of resources, is one way to measure its financial health.

Blueprint is considered a single-function government with all activities classified as governmental rather than business-type. Consequently, the government-wide financial statements include only governmental activities. These are services that are financed primarily from shared revenues.

### FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of Blueprint's funds are considered to be Governmental funds. Blueprint maintains three individual funds - a general fund, a special revenue fund and a debt service fund; all of which are considered major funds. The following chart describes the fund requirements.

- **Scope** - Includes Blueprint's revenues from bond sales, shared revenues, investment income, operational expenditures, and approved community projects
- **Required financial statements** - Balance Sheet; Statement of Revenues, Expenditures and Changes in Fund Balances
- **Accounting basis and measurement focus** - modified accrual accounting and current financial resources focus
- **Type of asset/liability information** - Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets are included
- **Type of inflow/outflow information** - Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter. Activity consists of pension and OPEB-related deferred inflows/outflows and deferred gain on refunding of debt.

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects the condensed Statement of Net Position compared to the prior year. As indicated in the table, Blueprint's net position increased by \$32.5 million in fiscal year 2018. Total assets and deferred outflows of resources increased by \$8.8 million primarily due to an increase in construction in progress resulting from planned capital improvement project activities. Total liabilities and deferred inflows of resources decreased by \$23.7 million primarily due to a reduction of \$17.0 million in bonds and loans payable.

**Table 1**  
**Statement of Net Position**  
**As of September 30**  
**Governmental Activities**  
**(in thousands)**

	2018	2017	\$ Change
<b>Assets and Deferred Outflows of Resources</b>			
Current Assets	\$ 68,224	\$ 71,015	\$ (2,791)
Noncurrent Assets	173,487	162,622	10,865
Deferred Outflow of Resources	1,340	613	727
<b>Total Assets and Deferred Outflows of Resources</b>	<u>\$ 243,051</u>	<u>\$ 234,250</u>	<u>\$ 8,801</u>
<b>Liabilities and Deferred Inflows of Resources</b>			
Current Liabilities	\$ 18,664	\$ 25,035	\$ (6,371)
Noncurrent Liabilities	7,938	25,588	(17,650)
Deferred Inflows of Resources	710	371	339
<b>Total Liabilities and Deferred Inflows of Resources</b>	<u>27,312</u>	<u>50,994</u>	<u>(23,682)</u>
<b>Net Position</b>			
Invested in Capital Assets, net of related debt	152,292	123,192	29,100
Restricted	8,315	8,315	-
Unrestricted	55,132	51,749	3,383
<b>Total Net Position</b>	<u>215,739</u>	<u>183,256</u>	<u>32,483</u>
<b>Total Liabilities, Deferred Inflows of Resources and Net Position</b>	<u>\$ 243,051</u>	<u>\$ 234,250</u>	<u>\$ 8,801</u>

## CHANGES IN NET POSITION

Blueprint's total revenues were \$38.0 million in fiscal year 2018, comprised primarily of shared revenues of \$35.6 million, grants and contributions of \$1.7 million, investment earnings of \$0.7 million and miscellaneous revenues of \$34,000 representing an increase of \$2.1 million compared to 2017. The increase was due primarily to an increase of \$1.4 million in the amount of sales taxes collected over the prior year as well as a net increase of \$682,000 in grants and contributions.

The following table shows revenues and expenses by sources and programs and the resulting change in net position.

**Table 2**  
**Changes in Net Position**  
**Governmental Activities**  
**(in thousands)**

	2018	2017	\$ Change
<b>Program revenue</b>			
Operating Grants and Contributions	\$ 727	\$ 922	\$ (195)
Capital Grants and Contributions	960	75	885
<b>General revenues</b>			
Shared Revenues	35,643	34,227	1,416
Net Investment Revenue	684	708	(24)
Miscellaneous	34	30	4
<b>Total Revenues</b>	<u>38,048</u>	<u>35,962</u>	<u>2,086</u>
<b>Expenses</b>			
Transportation	3,284	156,015	(152,731)
Economic Development	1,478	1,252	226
Interest on long-term debt	516	1,182	(666)
Depreciation	30	29	1
<b>Total Expenses</b>	<u>5,308</u>	<u>158,478</u>	<u>(153,170)</u>
<b>Increase (Decrease) in Net Position</b>	<u>\$ 32,740</u>	<u>\$ (122,516)</u>	<u>\$ 155,256</u>

## GOVERNMENTAL ACTIVITIES

All activities are classified as governmental because expenditures are funded by shared revenues, grants, and income on invested funds. The cost of all activities in fiscal year 2018 was \$5.3 million while revenues were \$38.0 million resulting in an increase in net position of \$32.7 million.

### Revenue Impacts:

- Collection of shared revenues during fiscal year 2018 were \$1.4 million greater than fiscal year 2017, reflecting a slight improvement consistent with current economic conditions.
- Operating and capital grants and contributions during fiscal year 2018 were \$0.7 million greater than fiscal year 2017. This is primarily due to the increase of grant billable construction on the Capital Circle NW/SW U.S 90 to Orange Avenue which resulted in an increase of \$0.7 million in grant revenues from the State of Florida.

### Expense Impacts:

- Expenses in fiscal year 2018 include interest on bonds and loans, personnel and operating costs of administering the Blueprint program, and contractual and professional services and other expenses related to approved Blueprint projects, which do not meet the definition of a capital asset.

The following table summarizes the change in fund balance for the governmental funds:

**Table 3**  
**Financial Analysis of the Agency's Governmental Funds**  
**(In thousands)**

<b>Fund</b>	<b>Fund Balances 9/30/2017</b>	<b>Sources</b>	<b>Uses</b>	<b>Sources Over (Under) Uses</b>	<b>Fund Balances 9/30/2018</b>
<b>General Fund</b>	\$ 4,762	\$ 36,329	\$ 40,440	\$ (4,111)	\$ 651
<b>Special Revenue</b>	50,845	19,910	15,297	4,613	55,458
<b>Debt Service</b>	8,315	18,638	18,634	4	8,319
<b>Total Fund Balances</b>	<u>\$ 63,922</u>	<u>\$ 74,877</u>	<u>\$ 74,371</u>	<u>\$ 506</u>	<u>\$ 64,428</u>

As of September 30, 2018, Blueprint reported combined ending fund balances of \$64.4 million, which is \$0.5 million greater than last year. Of this amount, \$56.1 million is restricted for infrastructure and \$8.3 million is restricted for future debt service.

#### GENERAL FUND BUDGETARY HIGHLIGHTS

As indicated on the schedule comparing the original budget in the General Fund to the final budget, which is included in the required supplementary information to the financial statements, there was one amendment to the budget for \$3.1 million to reflect the 2017 carry forward of the unexpended balance. Relative to the differences between final budgets and actual results, shared revenues were \$3.2 million above estimate due to a conservative budget. Actual collections are reflective of an uptick in the economy.

#### CAPITAL ASSETS

Blueprint's capital assets, consisting primarily of construction in progress on road projects, were \$173.5 million as of September 30, 2018. This represents an increase of \$11.0 million from last year. Please see Note I.D.3 and III.B for more information about the Agency's capital assets.

Major capital acquisitions and improvements during the year included the following:

- Construction work continued on Capital Cascades Segments 3 and 4. Land and construction in progress related to this project as of the close of the fiscal year was \$46.7 million.
- Construction work continued on Capital Circle NW/SW U.S. 90 to Orange Avenue. Land and construction in progress related to this project as of the close of the fiscal year was \$124 million.

#### LONG-TERM DEBT

At September 30, 2018, Blueprint had \$21.4 million in general long-term debt outstanding. Of this amount, \$14.0 million represents tax-exempt bonds secured by sales tax collections, \$6.0 million represents loans from the State Infrastructure Bank maintained by the Florida Department of Transportation, \$1.3 million represents unamortized bond premiums, and \$174,000 represents compensated absences payable. During the year, Blueprint's total debt decreased by a net amount of \$18.2 million mostly due to bond and loan principal reduction and amortization of deferred gain on refunding. For more information about Blueprint's Long-Term Debt, see the Notes to the Financial Statements, Note III.D.

## ECONOMIC AND OTHER FACTORS THAT MAY IMPACT BLUEPRINT'S FINANCIAL POSITION

Blueprint's funding from the local option one-cent sales tax is impacted by the local economy. The following factors and indicators will have a positive impact on Tallahassee and Leon County's economy.

- The creation of a Community Redevelopment Agency, revising regulations to encourage more redevelopment, obtaining federal and state funds to assist in redevelopment and affordable housing, and making needed transportation and stormwater improvements.
- The presence of two state universities, a community college and the state government provides a stabilizing influence on the Leon County's financial position. The unemployment rate for Leon County continues to show improvement as the economy improves. Unemployment has consistently been lower than both the state and national levels. In December 2018, the unemployment rate in Leon County was 3.1% as compared to the state's unemployment rate of 3.3%. For December 2017, Leon County's unemployment rate was 3.3% as compared with the statewide rate of 4.0%. The percentage of employees employed by local, state, and federal government in Leon County is approximately 33.9% of the work force.
- As with any capital county, the health of the state government will continue to have a substantial impact on the economic or financial health of the Leon County. With the state government seeing some stability in revenues, it appears that the County will not endure additional hardships as a result of state budget cuts.
- Alongside the state workforce, Leon County's institutions of higher learning continue to be major economic drivers in the community. Ongoing partnerships between Blueprint Intergovernmental Agency and these institutions represents significant economic and development opportunities for the Community. Most recently, increased partnership between the universities and the Agency have helped attract companies to relocate to Tallahassee, especially those companies that are interested in the research being performed by Florida State University's National High Magnetic Field Laboratory. Furthermore, while the cost of college education has come under increased scrutiny in the past couple of years, tuition at the state universities remains affordable when compared to public universities in other states.
- The City is actively involved in recruiting new businesses and employers to the area by providing a number of incentives and funding for eligible businesses as well as planning tools designed to promote economic development. This strategy has been successful in attracting new businesses as well as helping existing businesses remain in the City. This is highlighted by the increasing number of new developments that have occurred throughout the City. The Ballard Building, a six story, 62,000 square foot mixed use structure in downtown that opened at the end of 2017, includes an upscale steak restaurant on the ground floor. Other projects expected to be completed over the next couple of years include the construction of a 340,000 square foot surgical center at Tallahassee Memorial Hospital; Washington Square, a 15-story, 576,000 square foot mixed-use development in the heart of downtown which will include the City's first four star hotel, expected to open in August, 2020; the Cascades Project, a mixed-use development adjacent to Cascades Park downtown, expected to be completed by Thanksgiving 2020 with a second phase featuring townhomes and apartments to be completed in the Spring of 2021; the Canopy Project, a mixed-use development of 500 acres, part of the Welaunee property in the City's northeast section, which feature hundreds of new single-family homes; and various commercial and residential developments around the universities. New subdivisions continue their construction of single family homes in the City's northeast, northwest and east sectors as well as continuing on the south side in several subdivisions. Construction of new apartment complexes are planned or underway in Midtown, downtown and on the west, southeast and south sides, with new condominium units planned in the western and eastern parts of the community.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

On November 4, 2014, a majority of voters in Leon County voted to extend the local option sales tax another 20 years until 2039. In response to the passage of the extension, the Agency also opened the Office of Economic Vitality whose purpose is to invest in and cultivate the evolving economic development landscape. The goal is to align the resources of supporting organizations, partners, community stakeholder and planning bodies to better optimize what the area affords and to provide opportunity for all. This investment in the community is expected to increase sales tax collections.

## **FISCAL YEAR 2019 BUDGET**

Blueprint Intergovernmental Agency's General Fund Budget for fiscal year 2019 totals \$44.1 million, consisting of \$3.3 million for administration, a \$18.6 million transfer to the Debt Service Fund, and a \$22.2 million transfer to the Construction Fund for projects. Funding for the budget is primarily based upon \$34.8 million of shared revenues.

## **FINANCIAL CONTACT**

This financial report is designed to provide residents, taxpayers, customers, and creditors with a general overview of Blueprint Intergovernmental Agency's finances and to demonstrate the Agency's accountability for the money it receives. If you have questions about the report or need additional financial information, contact the Agency's Accounting Staff at 315 South Calhoun Street Suite 450, Tallahassee, FL 32301-1837 or via the web at [TresLong@BlueprintIA.org](mailto:TresLong@BlueprintIA.org).



## **BASIC FINANCIAL STATEMENTS**

These basic financial statements provide a summary overview of the financial position as well as the operating results of the Blueprint Intergovernmental Agency. They also serve as an introduction to the more detailed statements and schedules that follow in subsequent sections:

### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

### **FUND FINANCIAL STATEMENTS**

### **NOTES TO FINANCIAL STATEMENTS**

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**STATEMENT OF NET POSITION**  
**September 30, 2018**  
**(in thousands)**

**ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**

**ASSETS**

Customers and Other	\$ 2
Due From Other Governments	6,424
Prepaid Expenses	15
Cash and Cash Equivalents - Restricted	61,068
Securities Lending Collateral - Restricted	17
Accrued Interest - Restricted	83
Due From Other Governments - Restricted	615
Capital Assets:	
Land and Construction in Progress	173,151
Other, Net of Accumulated Depreciation	<u>336</u>
Total Assets	<u>241,711</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Outflows - OPEB	18
Pension Related Deferred Outflows	<u>1,322</u>
Total Deferred Outflows of Resources	<u>1,340</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 243,051</u></u>

**LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION**

**LIABILITIES**

Accounts and Retainage Payable	\$ 185
Compensated Absences	103
Accounts and Retainage Payable - Restricted	447
Obligations Under Securities Lending - Restricted	17
Accrued Interest Payable	115
Bonds and Loans Payable	17,797
Due to Other Governments	3,192
Compensated Absences - Noncurrent	71
Net OPEB Obligation	330
Net Pension Liability	1,042
Bonds and Loans Payable - Noncurrent	<u>3,303</u>
Total Liabilities	<u>26,602</u>

**DEFERRED INFLOWS OF RESOURCES**

Deferred Gain on Refunding	95
Deferred Inflows - OPEB	18
Pension Related Deferred Inflows	<u>597</u>
Total Deferred Inflows of Resources	<u>710</u>

Total Liabilities and Deferred Inflows of Resources	<u>27,312</u>
-----------------------------------------------------	---------------

**NET POSITION**

Net Investment in Capital Assets	152,292
Restricted for:	
Debt Service	8,315
Infrastructure	<u>55,132</u>
Total Net Position	<u>215,739</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u><u>\$ 243,051</u></u>

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
STATEMENT OF ACTIVITIES  
For the fiscal year ended September 30, 2018  
(in thousands)**

FUNCTION/PROGRAMS	Program Revenue			Net (Expense) Revenue and Changes in Net Position
	Expenses	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>PRIMARY GOVERNMENT:</b>				
Transportation	\$ 3,284	\$ -	\$ 960	\$ (2,324)
Economic Development	1,478	727	-	(751)
Unallocated Depreciation on Infrastructure	30	-	-	(30)
Interest on Long-Term Debt	<u>516</u>	<u>-</u>	<u>-</u>	<u>(516)</u>
Total Primary Government	<u>\$ 5,308</u>	<u>\$ 727</u>	<u>\$ 960</u>	(3,621)
General Revenues:				
Shared Revenues				35,643
Net Securities Lending Income				1
Net Investment Income				1,167
Change in Fair Value of Investments				(484)
Miscellaneous				<u>34</u>
Total General Revenues				<u>36,361</u>
Change in Net Position				32,740
Net position - October 1				<u>183,256</u>
Adjustment to October 1 net position				<u>(257)</u>
Net position - September 30				<u>\$ 215,739</u>

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
September 30, 2018  
(in thousands)**

	General	Special Revenue	Debt Service	Total Governmental Funds
<b>ASSETS</b>				
Customers and Others	\$ 2	\$ -	\$ -	\$ 2
Prepaid Expenses	15	-	-	15
Due From Other Governments	6,424	-	-	6,424
Due From Other Funds	-	3,044	-	3,044
Cash and Cash Equivalents - Restricted	-	52,763	8,305	61,068
Securities Lending Collateral - Restricted	-	17	-	17
Accrued Interest - Restricted	-	70	14	84
Due From Other Governments - Restricted	-	615	-	615
<b>Total Assets</b>	<u>\$ 6,441</u>	<u>\$ 56,509</u>	<u>\$ 8,319</u>	<u>\$ 71,269</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts and Retainage Payable	\$ 141	\$ -	\$ -	\$ 141
Accounts and Retainage Payable - Restricted	-	447	-	447
Obligations Under Securities Lending - Restricted	-	17	-	17
Due To Other Funds	3,044	-	-	3,044
Due To Other Governments	2,605	587	-	3,192
<b>Total Liabilities</b>	<u>5,790</u>	<u>1,051</u>	<u>-</u>	<u>6,841</u>
<b>FUND BALANCES</b>				
Restricted:				
Infrastructure	651	55,458	-	56,109
Future Debt Service	-	-	8,319	8,319
<b>Total Fund Balances</b>	<u>651</u>	<u>55,458</u>	<u>8,319</u>	<u>64,428</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 6,441</u>	<u>\$ 56,509</u>	<u>\$ 8,319</u>	<u>\$ 71,269</u>

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
September 30, 2018  
(in thousands)**

<b>Total Fund Balances per the Governmental Fund Financial Statements</b>	<b>\$</b>	<b>64,428</b>
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Bonds payable are not due and payable in the current period and therefore are not reported in the funds.		(13,975)
Bond premiums and deferred gains on refunding are not due and payable in the current period and therefore are not reported in the funds.		(1,162)
Deferred gain on refunding is not due and payable in the current period and therefore is not reported in the funds.		(95)
Accrued interest payable on State Infrastructure Bank Loans and corresponding interest expense reduction are reported in the government-wide Statement of Net Position and Statement of Activities but are not reported in governmental funds.		(115)
State infrastructure bank loans are not due and payable in the current period and therefore are not reported in the funds.		(5,963)
Annual leave liability is not due and payable in the current period and therefore is not reported in the funds.		(174)
Net Pension Liability is not due and payable in the current period and therefore is not reported in the funds.		(1,042)
Net Other Post Employment Benefit (OPEB) Obligations are not due and payable in the current period while some amounts are amortized over time and therefore are not reported in the funds.		(330)
Retainage on long-term contracts is not due and payable in the current period and therefore is not reported in the funds.		(45)
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.		173,487
Certain amounts related to the net pension liability are deferred and amortized over time and are not reported in the funds.		<u>725</u>

<b>Total Net Position per the Government-wide Statement of Net Position</b>	<b>\$</b>	<b><u>215,739</u></b>
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The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
September 30, 2018  
(in thousands)**

	General	Special Revenue	Debt Service	Total
<b>REVENUES</b>				
Intergovernmental	\$ 36,369	\$ 885	\$ -	\$ 37,254
Net Investment Revenue	263	748	156	1,167
Securities Lending Income	-	2	-	2
Miscellaneous	29	81	-	110
Change in Fair Value of Investments	(332)	-	(152)	(484)
Total Revenues	<u>36,329</u>	<u>1,716</u>	<u>4</u>	<u>38,049</u>
<b>EXPENDITURES</b>				
Current:				
Transportation	2,121	15,296	-	17,417
Economic Development	1,491	-	-	1,491
Interest	-	1	-	1
Debt Service:				
Principal	-	-	17,037	17,037
Interest	-	-	1,597	1,597
Total Expenditures	<u>3,612</u>	<u>15,297</u>	<u>18,634</u>	<u>37,543</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<u>32,717</u>	<u>(13,581)</u>	<u>(18,630)</u>	<u>506</u>
Other Financing Sources (Uses)				
Transfers In From General Fund	-	18,194	18,634	36,828
Transfers To Special Revenue Fund	(18,194)	-	-	(18,194)
Transfers To Debt Service Fund	(18,634)	-	-	(18,634)
Total Other Financing Sources (Uses)	<u>(36,828)</u>	<u>18,194</u>	<u>18,634</u>	<u>-</u>
Net Change in Fund Balances	<u>(4,111)</u>	<u>4,613</u>	<u>4</u>	<u>506</u>
Fund Balances - October 1	4,762	50,845	8,315	63,922
Fund Balances - September 30	<u>\$ 651</u>	<u>\$ 55,458</u>	<u>\$ 8,319</u>	<u>\$ 64,428</u>

The notes to the financial statements are an integral part of these financial statements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
RECONCILIATION OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
September 30, 2018  
(in thousands)**

<b>Net Changes in Fund Balances per the Governmental Fund Financial Statements</b>	<b>\$ 506</b>
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Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. This includes the amount by which capital outlays exceeded depreciation in the current period as well as the donation of completed projects to other governments.	14,237
The change in compensated absences which is reported in the Statement of Activities does not require the use of current financial resources and therefore is not reported as an expenditure in governmental funds.	(8)
Repayment of bond and loan principal is reported as an expenditure in governmental funds. Principal payments reduce the liability in the Statement of Net Position and does not result in an expense in the Statement of Activities.	17,037
Amortization of bond premiums are not current financial resources and therefore are not reported in the funds.	1,106
Accrued interest payable on State Infrastructure Bank Loans and corresponding interest expense reduction are reported in the government-wide Statement of Net Position and Statement of Activities but are not reported in governmental funds.	(115)
Amortization of deferred gain on bond issue are not current financial resources and therefore are not reported in the funds.	90
Pension related items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as an expenditure in governmental funds.	(68)
OPEB related items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as an expenditure in governmental funds.	(45)

<b>Total Change in Net Position per the Government-wide Statement of Net Position</b>	<b>\$ <u>32,740</u></b>
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The notes to the financial statements are an integral part of these financial statements.

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## **NOTES TO FINANCIAL STATEMENTS**

**NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**NOTE III - DETAILED NOTES (ALL FUNDS)**

**NOTE IV - OTHER INFORMATION**

## **BLUEPRINT INTERGOVERNMENTAL AGENCY**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

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#### **NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This Summary of Significant Accounting Policies is presented to assist the reader in interpreting the financial statements. The policies are considered essential and should be read in conjunction with the accompanying financial statements. The accounting policies of the Blueprint Intergovernmental Agency (Agency) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. This report, the accounting systems, and classification of accounts conform to standards of the Governmental Accounting Standards Board (GASB).

#### **A. REPORTING ENTITY**

In October 2000, the Agency was created through an inter-local agreement between the City of Tallahassee (City) and Leon County, Florida (County) as authorized by Section 163.01(7) Florida Statutes. It was created to provide project management for the planning and construction of various specified projects included in the inter-local agreement. The City Commission and the Board of County Commissioners constitute the Agency's Board of Directors and jointly govern the organization. It is not a component unit of the County, the City, or any other entity. In addition, the Agency has not identified any other entities for which the Agency has operational or financial relationships that would require them to be included as component units of the Agency.

#### **B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements report information on all of the activities of the Agency. The effect of interfund activity has been removed from the government-wide statements. These statements include the Statement of Net Position and the Statement of Activities.

Separate fund financial statements are also provided for the individual governmental funds of the Agency. The Agency has no other types of funds. All funds are treated as major funds and are therefore presented in separate columns in the fund financial statements. The fund financial statements include the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balance.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues are revenues that derive from the program itself or from parties outside the reporting government's taxpayers or citizenry. Program revenues reduce the net cost of the function to be financed from the governmental revenues. Program revenues in the current year consisted primarily of grant revenues from the Federal Department of Transportation. These funds were used for land purchases and the construction of projects.

#### **C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

Basis of accounting refers to when revenues, expenditures or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

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#### NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

When an expense or expenditure is incurred for purposes for which both restricted and unrestricted net position is available, it is the Agency's policy to use restricted resources first, and then unrestricted resources as they are needed.

Investment revenues associated with the current fiscal period are considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available by the Agency.

The Agency reports the following major governmental funds:

- **General Fund** - is the Agency's primary operating fund. It accounts for all financial resources of the Agency, except those required to be accounted for in another fund.
- **Special Revenue Fund** - accounts for bond proceeds, loan proceeds, and various grant revenues expended for Agency projects.
- **Debt Service Fund** - is used for the accumulation of resources for the payment of interest and principal on the bonds, State Infrastructure Bank loans and amortization of deferred gain/loss associated with refunding of debt.

##### D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION

###### 1. CASH AND CASH EQUIVALENTS - RESTRICTED

The Agency considers cash on hand, demand deposits, liquid investments with an original maturity of 90 days or less, other liquid investments, and balances included within the City of Tallahassee's (City) cash and investments pool to be cash and cash equivalents. The City's cash and investments pool is an internal cash management pool used to obtain efficiencies of operation and improved financial performance, and includes certain non-pension cash, cash equivalent, and investment securities. The Agency maintains a share in the equity of the pool which is reported as cash and cash equivalents in the statement of net position since cash may be withdrawn from the pool at any time without penalty. Interest earned by the cash and investments pool is distributed to the Agency monthly based on daily balances. Liquid investments classified as cash and cash equivalents include repurchase agreements purchased under the terms of the City's depository contract, open repurchase agreements, certificates of deposit, banker's acceptances, commercial paper, U.S. Treasury direct and agency obligations, and the Florida Department of Treasury Special Purpose Investment Account (SPIA). Investments are carried at fair value, except for those investments for which net asset value or amortized cost is the most appropriate measurement.

The Agency's bank balances are insured by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Public Depository Act (the Act). Provisions of the Act require

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

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#### NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION

###### 1. CASH AND CASH EQUIVALENTS - RESTRICTED

that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses, in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository, are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro-rata basis.

The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets. Investments classified in Level 2 of the fair value hierarchy are based upon observable, market-based inputs for similar, but not identical, investments. Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. Investments classified in Level 3 of the fair value hierarchy are based upon extrapolated data, proprietary pricing models and indicative quotes for similar securities. The Agency has no investments that are classified as Level 3. The Agency's SPIA account's value is determined by the net asset value of the investment holding, and funds in this category are not classified according to Levels 1, 2 and 3 of the fair value hierarchy.

###### 2. RESTRICTED ASSETS

Certain proceeds of the Agency's revenue bonds, certain resources set aside for their repayment, and certain other amounts, are classified as restricted assets on the Statement of Net Position because their use is limited by applicable bond covenants or otherwise restricted for use by the Agency.

###### 3. CAPITAL ASSETS

Capital assets include land, equipment, and infrastructure assets. Infrastructure assets are defined as public domain assets and include items such as roads, bridges curbs and gutters, streets and sidewalks, and drainage systems that are immovable and of value only to the government. Capital assets, other than infrastructure assets, are defined as assets with a cost of \$1,000 or more and an estimated useful life greater than one year; infrastructure assets are capitalized when they have an expected cost of at least \$100,000. Capital assets are recorded at cost when purchased. Donated capital assets, which generally consist of land and easements, are recorded at the estimated fair market value at the date of donation based on appraisals or donor's cost. Equipment is depreciated using the straight-line method over an estimated useful life of 5 to 10 years. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Included within the Agency's construction in progress is the construction and/or acquisition of infrastructure assets for the City, the County, and the State of Florida. The Agency accumulates these costs while it manages the particular project. Upon completion of the project, the assets (e.g., land, right-of-way, facilities, etc) are transferred from the Agency to the appropriate government and such government is thereafter responsible for maintaining the transferred assets.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION

##### 4. COMPENSATED ABSENCES

Employees earn vacation and sick leave starting with the first day of employment. Vacation leave is earned based on creditable service hours worked as follows:

<u>Executive</u>		<u>Senior Management</u>		<u>General</u>	
Creditable Service Hours	Leave earned per hour	Creditable Service Hours	Leave earned per hour	Creditable Service Hours	Leave earned per hour
0 - 2,079	0.057693	0 - 2,079	0.057693	0 - 10,400	0.057693
2,080 - 10,400	0.080770	2,080 - 10,400	0.069231	10,401 - 20,800	0.069231
10,401 - 20,800	0.923080	10,401 - 20,800	0.080770	20,801 - 41,600	0.080770
over 20,800	0.103847	20,801 - 41,600	0.092308	over 41,600	0.092308
		over 41,600	0.103847		

A maximum of 344 hours of vacation leave time may be carried over from one calendar year to the next for executive employees and a maximum of 264 hours for senior management and general employees. An employee who terminates employment with the Agency is paid for any unused vacation leave accumulated to the time of termination.

Sick leave is earned at the rate of .023077 hours for each hour of service with no maximum limit on the number of hours which may be accumulated.

An employee who terminates from the Agency for any reason other than termination for cause will be paid one-half of the total amount of sick leave (without regard to catastrophic illness leave) accumulated by the employee on the effective date of termination. If the employee dies, the sick leave amount will be paid to the employee's beneficiary or estate. Retiring employees can elect the option of using the accumulated sick leave amount to purchase single coverage health insurance in lieu of receiving payment for such accumulated sick leave.

Accumulated current and long-term vacation and sick leave amounts are accrued when earned in the government-wide financial statements. A liability of the accumulated vacation and sick leave is reported in the governmental funds only if it is expected to be paid as a result of employee resignation or retirement as of September 30, 2018.

##### 5. BOND PREMIUMS

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums are deferred and amortized over the life of the bonds at the rate at which principal payments are made which approximates the effective interest method.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

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#### NOTE I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS AND NET POSITION 6. NET POSITION AND FUND BALANCE

In the government-wide financial statements, net position represents net investment in capital assets, amounts restricted for debt service payments, and amounts restricted for capital projects as required by enabling legislation. For governmental fund financial statements, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). This statement defines the different types of fund balances that a governmental entity must use for fund financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

- **Nonspendable**, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned),
- **Restricted** fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
- **Committed** fund balance classification included amounts that can be used only for the specific purposes determined by a formal action of the Agency Board (the Agency's highest level of decision-making authority),
- **Assigned** fund balance classification is intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed, and
- **Unassigned** fund balances is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

The Agency was created through an interlocal agreement authorized by Section 163.01(7) Florida Statutes and all money collected by the Agency is restricted in its use to funding the projects agreed to in the interlocal agreement, therefore all fund balances of the Agency are classified as restricted.

## **BLUEPRINT INTERGOVERNMENTAL AGENCY**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

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#### **NOTE II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

##### **A. BUDGETARY INFORMATION**

Annual budgets are adopted on a budgetary basis for the general fund. The difference between budgetary revenues and expenditures and modified accrual basis revenues and expenditures as reported in the fund financial statements are explained in the budgetary comparison schedule notes in the Required Supplementary Information of this report. The Board of Directors must approve any revision that alters the total expenditures of the Agency's operating budget. At year-end, unencumbered appropriations are carried forward for use in future years.

Encumbrance accounting, under which requisitions, purchase orders, contracts, and other commitments for the expenditures of resources are recorded to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration. Encumbrances outstanding at year-end are reported as assigned fund balance, and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

##### **B. COMPLIANCE WITH FINANCE - RELATED LEGAL AND CONTRACTUAL PROVISIONS**

The Agency had no material violations of finance-related legal or contractual provisions.

##### **C. PRIOR PERIOD ADJUSTMENT**

Net Position as of September 30, 2018 has been restated to reflect the following adjustment:

The Agency adopted GASB Statement No. 75 which requires the restatement of October 1, 2017 net position to add the governmental employer's applicable net OPEB liability as of the beginning of the initial period of implementation. This resulted in a decrease in net position of \$257,000.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE III. DETAILED NOTES - ALL FUNDS

##### A. RESTRICTED CASH, CASH EQUIVALENTS, INVESTMENTS AND SECURITIES LENDING TRANSACTIONS

###### 1. CASH AND CASH EQUIVALENTS

The Agency has adopted the City's Non-Pension Investment Policy, therefore, the investment policies used by the Agency are the investment policies of the City. As discussed in Note I.D., the Agency participates in the City's cash and investments pool and it also has a direct investment in the Florida Department of Treasury Special Purpose Investment Account (SPIA).

The City's Non-Pension Investment Policy, which is approved by the City Commission, governs the investment of all non-pension monies of the City, including the cash and investments pool. The Non-Pension Investment Policy provides for a Core Portfolio, governing the investment of all monies held or controlled by the City not otherwise classified as Specialized or Pension Fund monies. The Non-Pension Investment Policy specifies the investments that are authorized for purchase within the Core Portfolio. The City's Core Portfolio includes investments administered internally by the City (internal) and an external portfolio administered by Galliard Asset Management (Galliard). The Agency's funds are included within the City's Core Portfolio. In addition to authorizing investment instruments, the City's investment policies also identify various portfolio parameters addressing issuer diversification, term to maturity and liquidity, and requirement of "purchase versus delivery" perfection for securities held by a third party on behalf of and in the name of the City. Under the Non-Pension Investment Policy, the City Treasurer-Clerk is designated to invest all monies belonging to the City pursuant to the policy, and is responsible for managing the day-to-day investment of all monies.

The following table presents the Agency's cash and cash equivalent balances at September 30, 2018 carried at fair value by level within the valuation hierarchy, financial assets carried at net asset value or amortized cost, and other cash and cash equivalent balances. The amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the amounts presented in the statement of net position (in thousands).

	Total	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
<b>Cash equivalents type by fair value level</b>				
Debt Securities	\$ 48,114	\$ -	\$ 48,114	\$ -
Total cash equivalents at fair value	48,114	-	48,114	-
<b>Cash equivalents recorded at net asset value</b>				
SPIA	8,305			
<b>Other cash and cash equivalent balances</b>	4,649			
Total cash and cash equivalents	<u>\$ 61,068</u>			

At September 30, 2018, the Agency had a direct investment of \$8,478,437 in the SPIA; the SPIA had an unaudited fair value factor of .9796 and a net asset value of \$8,305,477. The SPIA has an A+f rating by Standard & Poor's. The effective duration of the SPIA as of September 30, 2018 was 2.97 years. The SPIA allows participants to invest and withdraw funds within a day of requesting. The disclosures for the Treasury Investment Pool, of which SPIA funds are invested, are made in Note 2 of the State of Florida Comprehensive Annual Financial Statement which can be found at <http://www.myfloridacfo.com/Division/AA/Reports/>.



## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE III. DETAILED NOTES - ALL FUNDS

##### A. RESTRICTED CASH, CASH EQUIVALENTS, INVESTMENTS AND SECURITIES LENDING TRANSACTIONS

**Credit Risk related to the cash and investments pool:** The structure of the City's non-pension portfolio is designed to minimize credit risk. To limit risk against possible credit losses, a maximum of 5% of the total portfolio may not be held at any one time in all securities of any corporate entity, inclusive of commercial paper, medium term notes, or corporate notes and bonds. No corporate entity represented more than 5% of the portfolio at September 30, 2018. The investment policy also provides that the majority of the securities held to be those of the highest available credit quality ratings. The portfolio's credit quality is measured using the Standard & Poor's rating scale.

As of September 30, 2018, the Agency had the following investments subject to credit risk in the internal and Galliard portion of the portfolio:

Quality Breakdown	Portfolio Percentage
US Treasury	11.59 %
US Agency	29.68
AAA	10.13
AA	13.82
A	18.97
BBB	8.65
Other	7.16
Total	<u>100.00 %</u>

**Interest Rate Risk related to the cash and investments pool:** In accordance with the City's Non-Pension Investment Policy, there are established maturity limitations for each authorized investment category. The maximum duration of the various investments within the internally managed portion of the non-pension portfolio ranges from 60 days to 3.5 years. The maximum duration for externally managed investments ranges from 3.0 years to 6.0 years. The option adjusted duration of the non-pension portfolio as of September 30, 2018 was 1.88 years.

As of September 30, 2018, the Agency had the following investments on a time-segmented basis (in thousands):

Investment Type	Fair Value	Less Than 1 Year	1-5 Years	6-10 Years	10+ Years
US Treasury	\$ 5,576	\$ 115	\$ 5,372	\$ 89	\$ -
US Agency	14,279	32	3,400	1,764	9,083
Asset Backed	3,745	111	2,459	208	967
Corporate Bonds	17,863	3,919	11,767	1,860	317
Municipal	5,762	1,500	3,991	107	164
Other	889	-	-	-	889
Subtotal	<u>48,114</u>	<u>5,677</u>	<u>26,989</u>	<u>4,028</u>	<u>11,420</u>
Total	<u>\$ 48,114</u>				

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

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#### NOTE III. DETAILED NOTES - ALL FUNDS

##### 2. SECURITIES LENDING TRANSACTIONS

The Agency participates in securities lending transactions through its participation in the City's cash and investment pool. In accordance with Section 51 of the City Charter, the City Treasurer-Clerk or his designee may authorize investment transactions that he considers prudent. Accordingly, the City participates in securities lending transactions via a Securities Lending Agreement with The Northern Trust Company ("Northern") that authorizes the banking institution to lend securities to approved broker-dealers and banks in order to generate additional income. Gross income from securities lending transactions and the fees paid to Northern are reported in the Agency's statements. Assets and liabilities include the value of the collateral held.

During the fiscal year ended September 30, 2018, Northern loaned, at the direction of the City's Treasurer-Clerk, securities and received cash, securities issued or guaranteed by the United States government, and irrevocable bank letters of credit as collateral. Northern does not have the ability to pledge or sell collateral securities delivered absent a borrower default. Borrowers were required to deliver cash collateral for each loan equal to at least 102% of the initial market value of the loaned securities or if the borrowed securities and the collateral were denominated in different currencies, equal to 105% of the market value of the securities.

There are no restrictions on the amount of securities that may be loaned. The Agreement requires Northern to indemnify the City for losses attributable to violations by Northern of the Standard of Care set out in the Agreement. There were no such violations during the fiscal year ended September 30, 2018. Moreover, there were no losses during the fiscal year ended September 30, 2018 resulting from a default of any borrower.

During the fiscal year ended September 30, 2018, the City and each borrower maintained the right to terminate all securities lending transactions on demand. The cash collateral for lending activity was invested in a liquid assets portfolio institutional account. Because the loans are terminable at will, their duration did not generally match the duration of the investments made with the cash collateral. The average term of the loan was approximately 21 days, while the average duration of the investment pool as of September 30, 2018 was 16 days. On September 30, 2018, there was no credit risk exposure to borrowers.

As of September 30, 2018, the Agency's collateral held and the market value of securities on loan were \$17,000 and \$16,660, respectively.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE III. DETAILED NOTES - ALL FUNDS

##### B. CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2018 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Non-Depreciable Assets:				
Land	\$ 41,474	\$ 1,830	\$ (20)	\$ 43,284
Construction in Progress	120,782	11,105	(2,020)	129,867
Total Non-Depreciable Assets	<u>162,256</u>	<u>12,935</u>	<u>(2,040)</u>	<u>173,151</u>
Depreciable Assets:				
Equipment	46	-	-	46
Vehicles	68	-	-	68
Infrastructure	375	-	-	375
Total Depreciable Assets	<u>489</u>	<u>-</u>	<u>-</u>	<u>489</u>
Less accumulated depreciation for:				
Equipment	(39)	(5)	-	(44)
Vehicles	(21)	(5)	-	(26)
Infrastructure	(63)	(20)	-	(83)
Total Accumulated Depreciation	<u>(123)</u>	<u>(30)</u>	<u>-</u>	<u>(153)</u>
Capital Assets, net	<u>\$ 162,622</u>	<u>\$ 12,905</u>	<u>\$ (2,040)</u>	<u>\$ 173,487</u>

Depreciation expense of \$30,000 was charged to the transportation function of the Agency during the year ended September 30, 2018.

##### C. LEASE COMMITMENTS

On September 4, 2015, the Agency entered into a new ten year operating lease for their office facility with two additional consecutive renewal terms of five years. They also entered into a tenant's improvements lease with the same party for ten years. Total rental expense for the fiscal year ended September 30, 2018 was \$145,670. The future minimum lease obligations of these leases are as follows (in thousands):

Year ending September 30	
2019	\$ 192
2020	194
2021	197
2022	199
2023	202
2024-2026	<u>463</u>
Total	<u>\$ 1,447</u>

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE III. DETAILED NOTES - ALL FUNDS

##### D. LONG-TERM DEBT

The following is a summary of the changes in Long-Term Debt for the year ended September 30, 2018 (in thousands):

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
2007 Sales Tax Revenue Bonds	\$ 15,715	\$ -	\$ 7,655	\$ 8,060	\$ 8,060
2011 Sales Tax Revenue Bonds	11,550	-	5,635	5,915	5,915
State Infrastructure Bank Loan #1	4,174	-	1,653	2,521	1,686
State Infrastructure Bank Loan #2	5,537	-	2,095	3,442	2,136
Total Bonds and Loans	36,976	-	17,038	19,938	17,797
Unamortized Premiums/Gains on Refunding	2,453	-	1,196	1,257	-
Total Bonds, Loans, and Related Balances	39,429	-	18,234	21,195	17,797
Compensated Absences	182	103	111	174	103
Total Long-Term Debt	<u>\$ 39,611</u>	<u>\$ 103</u>	<u>\$ 18,345</u>	<u>\$ 21,369</u>	<u>\$ 17,900</u>

Compensated absences are generally liquidated by the general fund.

The following is the schedule of debt service requirements as of September 30, 2018 (in thousands):

Fiscal Year	Principal	Interest	Total Debt Service
2019	17,797	835	18,632
2020	2,141	43	2,184
Total	<u>\$ 19,938</u>	<u>\$ 878</u>	<u>\$ 20,816</u>

#### SUMMARY OF INDIVIDUAL BOND ISSUES AND LOANS

**SALES TAX REVENUE BONDS, SERIES 2007** - \$75,285,000 issued on September 18, 2007 with interest rates ranging from 4% to 5.25% depending upon maturity date. The final installment of \$8,060,000 on this bond is due on October 1, 2019. The bonds are limited obligations of the Agency and are paid exclusively from pledged revenues consisting of sales tax revenues (80% of the 1% local government infrastructure surtax revenues), monies on deposit in the funds and accounts established by the Bond Resolution, and investment earnings.

**SALES TAX REVENUE BONDS, SERIES 2011** - \$35,945,000 issued on November 22, 2011, with an interest rate of 5%. The final installment of \$5,915,000 on this bond is due on October 1, 2019. The bonds are limited obligations of the Agency and are paid exclusively from pledged revenues consisting of sales tax revenues (80% of the 1% local government infrastructure surtax revenues), monies on deposit in the funds and accounts established by the Bond Resolution, and investment earnings but excluding monies on deposit in the Rebate Fund and the Costs of Issuance Account.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

#### NOTE III. DETAILED NOTES - ALL FUNDS

##### D. LONG-TERM DEBT

**STATE INFRASTRUCTURE BANK LOAN #1** - On October 20, 2004, the Agency obtained a loan from the State Infrastructure Bank maintained by the Florida Department of Transportation (FDOT) pursuant to Section 339.55, Florida Statutes. The loan amount was for \$22,605,003. In 2005, the Agency and the FDOT entered into a Joint Project Agreement amending the original loan terms. Under the new terms, the FDOT would complete and pay for the construction work approved under this loan. As the work was completed, the Agency recognized the expenditures to the extent of the costs incurred by FDOT and recorded a loan payable to reflect the amount to be repaid to the FDOT. Work related to this loan was completed during fiscal year ended September 30, 2009. The loan accrues interest at 2%. Repayment is due in annual installments (principal and interest) of \$1,736,685 on October 15, 2018, with a final payment (principal and interest) of \$851,607 due on October 15, 2019.

**STATE INFRASTRUCTURE BANK LOAN #2** - On November 8, 2005, the Agency obtained a loan from the State Infrastructure Bank maintained by the Florida Department of Transportation (FDOT) pursuant to Section 339.55, Florida Statutes. The loan amount was for a maximum of \$26,692,338. Work related to this loan was completed during the fiscal year ended September 30, 2009. The loan accrues interest at 2%. Repayments are due in annual installments (principal and interest) of \$2,205,000 on October 15, 2018, with a final payment (principal and interest) of \$1,332,370 due on October 15, 2019.

##### E. INTERFUND TRANSFERS

At September 30, 2018, interfund transfers were as follows (in thousands):

Transfer in from General Fund	\$ 36,828
Transfer to Special Revenue Fund for project costs	(18,194)
Transfer to Debt Service Fund for required bond payments	<u>(18,634)</u>
Net Transfers	<u>\$ -</u>

##### F. NET POSITION

Net position invested in capital assets (net of related debt) is intended to reflect the portion of net position which is associated with non-liquid, capital assets less outstanding capital asset related debt. Related debt includes the outstanding balance of sales tax revenue bonds and other borrowings attributable to the acquisition of capital assets.

At September 30, 2018, net position invested in capital assets (net of related debt) is as follows (in thousands):

Capital assets, net	\$ 173,487
Capital assets related debt, net	<u>(21,195)</u>
Net investment in capital assets	<u>\$ 152,292</u>

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### A. RISK MANAGEMENT

The Agency is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; automobile liability; forgery and alteration; and fraud for which the Agency carries commercial insurance. The primary coverage limits include bodily injury and property damage of \$1,000,000 per occurrence, no aggregate; Employee Benefits Liability of \$1,000,000 per occurrence, no aggregate; Public Officials Liability of \$1,000,000; \$1,000,000 aggregate; Employee Related Practices of \$1,000,000; \$1,000,000 aggregate; and Auto Liability of \$1,000,000.

Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There are no such losses as of September 30, 2018. Since the inception of the Agency, there have been no claims.

##### B. PENSION PLAN OBLIGATIONS

**1. RETIREMENT PLANS** - Employees of the Agency have the option of participating in either the City of Tallahassee or the Leon County benefits program. Employees electing to participate in the Leon County benefits program are eligible for the Florida Retirement System (FRS), which includes the Retiree Health Insurance Subsidy Program (HIS). Employees electing to participate in the City of Tallahassee program are eligible for the City's General Employees Pension Plan (City Plan). The aggregate amount of net pension liabilities, related deferred inflows and outflows of resources, and pension expense for the Agency's defined benefit pension plans are summarized below:

Plan Obligations and Expenses (in thousands):	Leon County		City of Tallahassee	Total
	FRS	HIS	City Plan	
Net Pension Liability	\$370	\$90	\$582	\$1,042
Pension Related Deferred Outflows	176	21	1,125	1,322
Pension Related Deferred Inflows	(44)	(14)	(539)	(597)
Pension Expense	63	6	241	310
<b>Member Statistics – 2017:</b>				
Retirees and beneficiaries, if deceased retirees currently receiving benefits	1	-	-	1
Terminated employees entitled to benefits, not yet receiving benefits	-	-	1	1
Active Employees	4	-	13	17

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

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#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

**FLORIDA STATE RETIREMENT SYSTEM** - The FRS is a cost-sharing, multiple-employer, defined benefit plan administered by the State of Florida, Department of Administration, Division of Retirement. The FRS provides retirement, in-line-of-duty or regular disability and survivors benefits. Chapter 121, Florida Statutes, establishes the authority for benefit provisions and contribution requirements. Changes to the law can only occur through an act of the Florida Legislature. The FRS issues financial statements and required supplementary information for the System, which may be obtained by writing to:

Department of Management Services  
Division of Retirement  
Bureau of Research and Member Communications  
P.O.Box 9000  
Tallahassee, Florida 32315-900  
850-488-4706 or toll free at 877-377-1737

In addition, a copy of the System's CAFR as of June 30, 2017 is available online at [http://www.dms.myflorida.com/workforce\\_operations/retirement/publications/annual\\_reports](http://www.dms.myflorida.com/workforce_operations/retirement/publications/annual_reports).

Currently, there are four (4) employees for the Agency participating in the FRS defined benefit plan out of a total of 643,333 active FRS participants in the defined benefit plan. Active employees are required to contribute 3% of their gross compensation to the retirement plan. The Agency is required to contribute at an actuarially determined rate. Agency participants who were members as of June 30, 2011 in the FRS are members of the Regular Class with a normal retirement benefit at age 62 or at least 30 years of service; the benefit accumulates at 1.60% times average compensation (5 highest years) times years of creditable service; vesting occurs after 6 years of creditable service. Agency participants who joined the System after June 30, 2011 are members of the Regular Class with a normal retirement benefit at age 65 or at least 33 years of service; the benefit accumulates at 1.60% times average compensation (8 highest years) times years of creditable service; vesting occurs after 8 years of creditable service. Employer contribution rates effective July 1, 2017 was 7.92%, and July 1, 2018 was 9.2%.

The Agency also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multi-employer defined benefit pension plan established under Section 112.363, Florida Statutes. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees. Employees are not required to contribute. For the fiscal year ended September 30, 2018, the contribution rate was 1.66% of payroll pursuant to Section 112.363, Florida Statutes.

In addition to the above benefits, the FRS administers a Deferred Retirement Option Program ("DROP"). This program allows eligible employees to defer receipt of monthly retirement benefit payments while continuing employment with a Florida Retirement System employer for a period not to exceed 60 months after electing to participate. DROP benefits are held in the FRS Trust Fund and accrue interest.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

*Net Pension Liability* – At September 30, 2018, the Agency reported for its share of the FRS and HIS plans the amount of the net pension liability as shown below (in thousands):

	FRS	HIS	Total
June 30, 2017 – measurement date	\$ 370	\$ 90	\$460

The net pension liability for each plan was determined by the plans' actuary and reported in the plans' valuations dated July 1, 2018 for the net pension liability as of June 30, 2018.

The Agency represents 0.306% of Leon County's proportionate share of the FRS net pension liability. At September 30, 2018, the Agency's and Leon County's proportionate share of the employer portion of the FRS and HIS net pension liability are shown below:

	Agency		Leon County	
	FRS	HIS	FRS	HIS
June 30, 2018	0.0012273077%	0.0008545246%	0.4016364596%	0.2796431668%
June 30, 2017	0.0012409525%	0.0008451375%	0.4042402843%	0.2753035556%
Increase/Decrease	-0.0000136448%	0.0000093871%	-0.0026038247%	0.0043396112%

The Agency's and Leon County proportionate share of the net pension liability was based on the County's 2017-18 fiscal year contributions relative to the 2016-2017 fiscal year contributions of all participating members of FRS.

*Actuarial Methods and Assumptions* – Actuarial Assumptions for both defined benefit plans are reviewed by the Florida Retirement System Actuarial Assumptions Conference on an annual basis. The FRS Pension Plan has an annual valuation in accordance with 121.031(3), Florida Statutes while the Health Insurance Subsidy HIS program is valued biennially and updated for GASB reporting in the year a valuation is not performed. An experience study for the FRS Pension Plan was completed in 2014 for the period July 1, 2008 through June 30, 2013. The HIS program is funded on a pay as you go basis and thus no experience study has been completed for this program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation as of July 1, 2018, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.60%. Payroll growth for both plans is assumed at 3.25%.



## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

The plan's fiduciary net position was projected as available for all projected future benefit payments of current active and inactive employees. The discount rate for calculating the total pension liability is equal to the long term expected rate of return. Both the discount rate and the long term expected rate of return on investments used by System was reduced from 7.1% to 7.0% for the Defined Benefit Pension Plan. The HIS Program uses a pay-as-you-go funding structure, thus it utilized a municipal bond rate of 3.87% for its discount rate to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). The 3.87% was an increase from 3.58% used in 2017. Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB Tables. The actuarial assumptions that determined the total pension liability as of June 30, 2018 were based on the results of an actuarial experience study for the period July 1, 2008 to June 30, 2013 and are shown below.

Valuation Date	July 1, 2018
Measurement Date	June 30, 2018
Payroll Growth	0.65%
Inflation	2.60%
Salary Increase including inflation	3.25%
Rate of Return	7.0%
HIS Municipal Rate	3.87%
Mortality	Generational RP-2000 with Projection Scale BB
Actuarial Cost Method	Entry Age Normal

*Investments* - To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2017 the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by capital market assumptions team from both Milliman, the System's actuary, and Aon Hewitt Investment Consulting, investment consultant to the Florida State Board of Administration. The table below shows the assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation Percentage(1)	Annual Arithmetic Rate of Return
Cash	1%	2.9%
Fixed Income	18%	4.4%
Global Equity	54%	7.6%
Real Estate	11%	6.6%
Private Equity	10%	10.7%
Strategic Investments	6%	6.0%
Total	100%	

Assumed Inflation – Mean 2.6%

(1) As in the FRS Pension Plan's investment policy

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

*Discount Rates* – The discount rate used to measure the total pension liability was 7.00%, which is a decrease from 7.10% used to determine the total pension liability in the prior year. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation of the total pension liability is equal to the long-term expected rate of return.

The tables below represent the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the Agency's proportionate share of the FRS and HIS net pension liability if the discount rate is 1.00% higher or 1.00% lower than the current discount rates (in thousands):

Agency Net Pension Liability – FRS		
1% Decrease 6.10%	Current Discount Rate 7.10%	1% Increase 8.10%
\$675	\$370	\$116

Agency Net Pension Liability – HIS		
1% Decrease 2.58%	Current Discount Rate 3.58%	1% Increase 4.58%
\$103	\$90	\$80

*Pension Expense and Deferred Outflows/(Inflows) of Resources* – In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized as pension expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in pension expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Differences between expected and actual earnings on pension plan investments are amortized over five years.

The average expected remaining service life of all employees provided with pensions through the pension plans at June 30, 2018 was 6.4 years for FRS and 7.2 for HIS. The components of collective pension expense reported in the pension allocation schedules for the year ended June 30, 2018 are presented for each plan.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

For the fiscal year ended September 30, 2018, the Agency recognized pension expense of \$63,000 and \$6,000 for the FRS plan and HIS plan, respectively. In addition, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following (in thousands):

Description	FRS		HIS		Total
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	
Difference between expected and actual experience	\$ 31	\$ (1)	\$ 1	\$ --	\$ 31
Change of assumptions	121	--	10	(10)	121
Net difference between projected and actual earnings on FRS Plan investments	--	(29)	--	--	(29)
Changes in proportion and differences between Agency FRS & HIS Plan contributions and proportionate share of contributions	16	(14)	5	(4)	3
Total	\$ 168	\$ (44)	\$ 16	\$ (14)	\$ 126

Deferred outflows of resources related to the FRS Plan of \$8,800 and to the HIS Plan of \$4,600 resulting from Agency contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the City Plan's pension expense will be recognized in future pension expense as follows (in thousands):

Year Ending September 30,	FRS / HIS Net Deferred Outflows
2019	\$ 50
2020	34
2021	5
2022	22
2023	13
Thereafter	2
Totals	\$ 126

## **BLUEPRINT INTERGOVERNMENTAL AGENCY**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

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#### **NOTE IV. OTHER INFORMATION**

##### **B. PENSION PLAN OBLIGATIONS**

**CITY OF TALLAHASSEE GENERAL EMPLOYEES PENSION PLAN (CITY PLAN)** - The City Plan is a cost sharing multiple- employer plan established by Chapter 14 of the City Code of Ordinances. Changes to the City Plan can only occur through a change in the law by the City Commission. The City Plan is administered by the City of Tallahassee Treasurer- Clerk's Office, under guidance from the City Plan's Board of Trustees, which is composed of the members of the City Commission and one City police officer or firefighter. The City Plan includes defined benefit and defined contribution provisions. Currently, there are twelve (12) employees for the Agency participating in the City Plan.

The Defined Benefit and Defined Contribution provisions are combined and reported as one plan in the City of Tallahassee's financial statements. The City does not issue a stand-alone financial report on the City Plan. The City's financial statements may be obtained by writing to Accounting Services Division, 300 South Adams Street, Tallahassee, Florida 32301. The annual financial statements and required supplemental information of the City Plan may also be obtained at [www.talgov.com/dma/dma-accounting-annualrpts.aspx](http://www.talgov.com/dma/dma-accounting-annualrpts.aspx).

##### **DEFINED BENEFIT PROVISION**

The City Plan is established in Chapter 14 of the City Code of Ordinances, through Parts A, B, C and D in Articles II, for general employees with Parts A, B and C closed to new participants. Effective April 1, 2013, the City Commission approved changes to the City's General Employees' Pension Plan creating Part D participants. Part D provides coverage to all new employees hired after that date. All members of the City Plan are covered by one of these parts depending upon employment date. These parts provide a detailed description of the various defined benefit provisions. These provisions include the types of employees covered, benefit provisions, employee eligibility requirements for normal, early and/or vested retirements, and the related benefits of these retirements, pre-retirement death benefits, and provisions for disability retirements. There are also post retirement cost-of-living adjustments (COLA) and health care supplements.

**BLUEPRINT INTERGOVERNMENTAL AGENCY**

NOTES TO FINANCIAL STATEMENTS  
September 30, 2018

**NOTE IV. OTHER INFORMATION**

**B. PENSION PLAN OBLIGATIONS**

City Plan		
	Part C—Employees hired prior to April 1, 2013	Part D—Employees hired after April 1, 2013
Normal Retirement Benefits:		
Age	62 (or 30 years of Credited Service, regardless of age)	65 (or 33 years of Credited Service, regardless of age)
Years of Credited Service (minimum)	5	5
Benefit calculation	2.25% x AFC x Years of Credited Service	2.25% x AFC x Years of Credited Service
Average Final Compensation (AFC)	Higher of: 1) final 3 yrs; 2) any consecutive 3 yrs – 1/1987 to 12/2005, escalated by 3%; or 3) any consecutive 3 yrs during 1/1987 to the date of retirement.	Average of the highest consecutive 5 years of Credited Service
Maximum Benefit	81% of AFC	81% of AFC
COLA	3% increase in benefits each 10/1 starting at the later of normal retirement date, or age 55 (under age and service eligibility); or age 50 (under service eligibility)	3% increase in benefits each 10/1 starting at the later of normal retirement date of age 65
Early Retirement	If a member is retiring under the age and service eligibility, Normal Retirement Benefit is reduced by 4.8% per year for each year by which the Early Retirement date precedes the Normal Retirement date.  If a member is retiring under the service eligibility, the Normal Retirement Benefit is reduced by 5% per year for each year by which the Early Retirement date precedes the Normal Retirement date.	
Disability	Five years of Credited Service for non-service connected disability. None for service connected disability.  Benefit: The greater of 1) the member's accrued benefit to date of disability; and 2) the member's benefit with service projected to normal retirement date not to exceed 50% of AFC in effect on the date of disability.	
Contributions Rates – actuarially determined as of October 1, 2017		
City	18.53%	
Employee	5.00%	

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

###### DEFINED CONTRIBUTION PROVISION

The City Plan's defined contribution provisions are described in Article V. All employees may elect to contribute a portion of their salary to the defined contribution plan, also known as the Matched Annuity Plan (MAP). Employees can contribute up to, but not exceed, the maximum amount allowed by the Internal Revenue Service. The Agency contributes 5% to each employee's MAP account. Upon reaching normal retirement age or retiring, a participant shall be paid his contributions, together with accrued earnings. If an employee uses the contributions and accrued earnings to purchase an annuity contract, the Plan will increase the amount of funds (only on the Agency's 5%, employee flex matched contribution and employees' contribution up to the 5%) used by the participant by a factor of 50 percent. Employee and the employer's 5% contribution, plus accrued earnings thereon, are 100% refundable to the employee if the employee elects to terminate his vesting rights or is not vested at the date of employment termination.

Employer contributions required to support the benefits under Article V (MAP Program) are actuarially determined. Contributions are based on rates of covered payroll of 7.14% (5% employer contribution and 2.14% actuarial contribution) for the Agency. There were no forfeitures reflected in the employer's contribution amounts.

*Net Pension Liability* – The total and net pension liability for the reporting period ending September 30, 2018 were determined as of September 30, 2017 based on an actuarial valuation as of September 30, 2017 as reported in the October 1, 2017 actuarial valuation.

The Agency's proportionate share of the City Plan is based on the covered pensionable payroll, since that was the basis for determining employer contributions. The Agency's portion of the net pension liability of the City Plan as of September 30, 2018 was as follows:

Total pension liability	\$11,715
Plan fiduciary net position	11,133
Net pension liability	582
Plan fiduciary net position as a % of total pension liability	95.03%
Agency's proportion of the net pension liability	1.04%

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

*Actuarial Methods and Assumptions* – The Agency's total pension liability and contribution rates were determined by an actuarial valuation as of October 1, 2017, using the following significant actuarial assumptions applied to all periods included in the measurement. The actuarially determined contribution rates are calculated as of October 1, which is one year prior to the end of the fiscal year in which contributions are reported. The actuarially determined contribution is projected to the contribution year using conventional actuarial projection methods.

	City Plan
Valuation Date	October 1, 2017
Actuarial Cost Method	Entry age, normal
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition
Remaining Amortization Period	20 years
Asset Valuation Method	20% of the difference between expected actuarial value and market value is recognized annually with a 20% corridor around market value
Inflation rate	2.50%
Salary Increase	A blend of 33.33% of 3.5% and 66.67% of a range of 2.95% to 5.00%, depending on completed years of service, including inflation.
Investment rate of return	7.60%
Mortality Rate:	The mortality tables used are the same as those used in the July 1, 2016 Pension Actuarial Valuation for the Florida Retirement System (FRS) for Regular Class Members, as required under Florida Statutes, Chapter 112.63. These tables are the RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality), with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.
Experience Study	The last experience study was prepared on June 24, 2016. Based on this, new salary, retirement, employment separation, disability and administrative assumptions are being phased-in over a three-year period.

*Investments* – Plan assets are managed in accordance with the City of Tallahassee Pension Investment Policy. The table below presents the adopted asset allocation as of September 30, 2018.

Asset Class	Target Allocation Percentage	Long-Term Expected Real Rate of Return
Domestic Equity	40%	5.9%
International Equity	10	6.9
Emerging Markets Equity	5	9.0
Fixed Income	20	1.3
Real Estate	15	4.4
Private Equity	5	10.1
Timber	5	5.1
Total	100 %	

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

The City Plan's investments are managed by various investment managers under contract with the Boards who have discretionary authority of the assets managed by them and within the City Plan's investment guidelines as established by the Board. The investments are held in trust by the City Plan's custodian in the City Plan's name. The City of Tallahassee Sinking Fund Commission is responsible for making investment policy changes. These assets are held exclusively for the purpose of providing benefits to members of the City Plan and their beneficiaries.

For the year ended September 30, 2018, the annual money-weighted rate of return on the City Plan's investments, net of investment expense, was 8.6%. The money-weighted rate of return takes into account cash flows into and from the various investments of the City Plan.

The long-term expected rate of return on pension plan investments is based upon an asset allocation study that was conducted for the City Plan by its investment consultant toward the end of fiscal year 2018. The study was prepared by the City Plan's investment consultant, and went through numerous iterations before a final asset allocation was established. The study looked at expected rates of return for twenty-one (21) different asset classes, as well as examining expected standard deviations and correlations among these various asset classes.

*Discount Rates* – A single discount rate of 7.60% was used to measure the total pension liability for the City Plan. This single discount rate was based on the expected rate of return on pension plan investments of 7.60%. The projection of cash flows used to determine this single discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the total actuarially determined contribution rates and the employee rate. Based on these assumptions, the City Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments (7.60%) was applied to all periods of projected benefits payments to determine the total pension liability.

The table below represents the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the City Plan and the Agency's proportionate share if the discount rate calculated is 1% higher or 1% lower than the current discount rate (in thousands):

	1% Decrease (6.70%)	Current Discount Rate (7.70%)	1% Increase (8.70%)
City Plan	\$ 208,561	\$ 56,270	\$ (68,825)
Agency's Proportionate Share	2,160	582	(713)

*Pension Expense and Deferred Outflows/(Inflows) of Resources* – In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized as pension expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in pension expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.



## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### B. PENSION PLAN OBLIGATIONS

- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.
- Differences between expected and actual earnings on pension plan investments are amortized over five years.

For the year ended September 30, 2018, the Agency recognized pension expense of \$241,000 for its proportionate share of the City Plan. At September 30, 2018, the Agency reported deferred outflows of resources and deferred inflows of resources related to the City Plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources Resources
Differences between expected and actual experience	\$156	\$ (33)	\$ 123
Assumption Changes	454	--	454
Change in Cost Allocation Percentage	201	--	201
Net difference between projected and actual earnings on pension plan investments	109	(506)	(397)
	\$920	\$(539)	\$381

Deferred outflows of resources related to the City Plan of \$205,000 resulting from Agency contributions to the plan paid subsequent to the measurement date and prior to the employer's fiscal year, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the City Plan's pension expense will be recognized in future pension expense as follows (in thousands):

Year Ending September 30,	City Plan Net Deferred Outflows
2019	\$ 84
2020	109
2021	67
2022	69
2023	52
Total	<u>\$ 381</u>

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### C. OTHER POST EMPLOYMENT BENEFITS (OPEB)

###### 1. OPEB PLAN DESCRIPTION

As discussed in Note IV.B., employees of the Agency have the option of participating in either the County's or the City's benefit programs. The Agency, through the City's Retiree Medical Insurance Plan (OPEB Plan), provides health insurance and prescription drug coverage to its active and retired employees. Pursuant to Section 112.0801, Florida Statutes, the Agency is required to permit participation in the health insurance program by retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. In addition, the Agency, via its participation in the City's program, has elected to provide a partial subsidy to its retirees to offset the cost of such health insurance. As of September 30, 2018, there were two retired employees of the Agency receiving benefits under the OPEB Plan. The City does not issue a stand alone financial report on the OPEB Plan. The City of Tallahassee Other Post Employment Benefit Plan is described in more detail in the City's Comprehensive Annual Financial Report along with the Schedule of Funding Progress. That report may be obtained by writing to Department of Financial Services, 300 South Adams Street, Tallahassee, Florida 32301 or by calling 850-891-8520.

The Agency's proportionate share of the City's OPEB Plan is 0.38% and was determined based on the amount of covered payroll as an estimate for determining each employer's proportionate share. The aggregate amounts, reported by the Agency as of September 30, 2018, of net OPEB liabilities, related deferred inflows and outflows of resources, and OPEB expenses using a valuation date of October 1, 2016 and rolled forward to September 30, 2017, the measurement date, are summarized as follows (in thousands):

OPEB Plan Obligations and Expenses	Agency Share of City Plan Amounts
Net OPEB Liability	\$ 330
OPEB Related Deferred Outflows	18
OPEB Related Deferred Inflows	18
OPEB Expense	(16)

**Benefits** - A member receives a reduced rate on the health insurance premium for the City's health insurance plan. All reduced rate premiums will be deducted from the retiree's pension benefit. If the health insurance premium exceeds the pension benefit amount, the member will pay the City for the difference.

**Eligibility** - A member may continue on the City's health insurance plan upon retirement if the member is drawing a pension for Normal Retirement, Early Retirement or Disability Retirement. The retiree may continue to cover any qualified dependents that were on the City's health insurance plan at the time of retirement. A member who is a Deferred Retiree (eligible to retire upon termination but chooses to defer the commencement of a pension benefit) may choose to remain on the City's health insurance plan and pay the reduced health insurance premium until the commencement of a pension benefit.

**Funding Policy** - The contribution requirements of OPEB Plan members and the City are established and may be amended by the City Commission. These contributions are neither mandated or guaranteed. The City has retained the right to unilaterally modify its payment for retiree health care benefits. Effective October 1, 2010, the City implemented a "cap" on employer contributions for retirees. Accordingly, the City's subsidy was frozen at the 2010 levels, and retirees must absorb all future premium rate increases.

**Net OPEB Liability** - At September 30, 2018, the Agency reported a liability of \$330,000 for its employees' proportionate share of the net OPEB liability. The net OPEB liability was measured as of September 30, 2017.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### C. OTHER POST EMPLOYMENT BENEFITS (OPEB)

###### 1. OPEB PLAN DESCRIPTION

The total OPEB liability used to calculate the net OPEB liability was based on an actuarial valuation as of October 1, 2016. An expected total OPEB liability as of September 30, 2017 was determined using standard roll-forward techniques.

The total OPEB liability was determined by an actuarial valuation as of October 1, 2016 rolled forward one year. The significant assumptions used were as follows:

Actuarial Cost Method	Entry Age Normal
Normal Inflation	2.5%.
Discount Rate	3.54%, the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2017 at 7.70% and the long term municipal bond rate as of September 29, 2017 at 3.50%.
Salary Increases	3.32% to 5.47%, including inflation; varies by plan type and years of service.
Retirement Age	Experience based table of rates that are specific to the plan and type of eligibility condition.
Mortality	RP 2000 Healthy Annuitant Mortality Table, with mortality improvements projected to all future years using Scale BB. For females, the base mortality rates include a 100% white collar adjustment. For males, the base mortality rates include a 50% white color adjustment and a 50% blue collar adjustment. These are the same mortality rates currently in use for Regular Class members of the Florida Retirement System (FRS). They are based on the results of a statewide experience study covering the period 2008 through 2013.
Healthcare Cost Trend Rates	Based on the Getzen Model, with trend starting at 7.5% and gradually decreasing to an ultimate trend rate of 4.72% (including the impact of the excise tax).
Aging factors to Death Expenses	Based on the 2013 SOA Study "Health Care Costs From Birth to Death;
Other Information Note:	There were no benefit changes during the year.  Assumption changes reflect the change in the Single Discount Rate from the beginning of the year at 3.54% to the end of the year at 3.83% (the resulting Single Discount Rate based on the expected rate of return on OPEB Plan investments as of September 30, 2018 at 7.70% and the long-term municipal bond rate as of September 30, 2017 at 3.50%).

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### C. OTHER POST EMPLOYMENT BENEFITS (OPEB)

*Sensitivity of net OPEB Liability to changes in the Single Discount Rate* - The following presents the plan's net OPEB liability, calculated using a Single Discount Rate of 3.54%, as well as what the plan's net OPEB liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher (in thousands):

1% Decrease	Current Single Discount Rate Assumption	1% Increase
2.54%	3.54%	4.54%
\$ 377	\$ 330	\$ 294

*Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates* - The following presents the plan's net OPEB liability, calculated using the assumed trend rates as well as what the plan's net OPEB liability would be if it were calculated using a trend rate that is one percent lower or one percent higher (in thousands):

1% Decrease (6.5% down to 3.72%)	Current Healthcare Cost Trend Rate Assumption	1% Increase (8.5% down to 5.72%)
\$ 300	\$ 330	\$ 370

OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB - In accordance with GASB 75, changes in the net OPEB liability are recognized as OPEB expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in OPEB expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive
- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.
- Differences between expected and actual earnings on OPEB plan investments are amortized over five years.

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS September 30, 2018

#### NOTE IV. OTHER INFORMATION

##### C. OTHER POST EMPLOYMENT BENEFITS (OPEB)

Based on a valuation date of October 1, 2016 and a measurement date of September 30, 2017, the Agency recognized OPEB expenses of \$16,000 for the year ended September 30, 2018. At September 30, 2018, the Agency reported deferred outflows of resources and deferred inflows of resources related to the OPEB plan from the following sources (in thousands):

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -	\$ -
Assumption Changes	-	16	16
Net difference between projected and actual earnings on OPEB plan investments	-	2	2
Total	\$ -	\$ 18	\$ 18

Deferred outflows of resources related to the plan of \$18,000, resulting from Agency contributions to the plan paid subsequent to the measurement date and prior to the Agency's fiscal year, will be recognized as a reduction of the net OPEB liability in the fiscal year ended September 30, 2019. Other amounts reported as OPEB related deferred outflows and inflows of resources will be recognized in future OPEB expense, as follows:

Year ending September 30,	Net Amount (in thousands)
2019	\$ 3
2020	3
2021	3
2022	3
2023	2
Thereafter	4
Total	\$ 18

## BLUEPRINT INTERGOVERNMENTAL AGENCY

### NOTES TO FINANCIAL STATEMENTS

September 30, 2018

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#### NOTE IV. OTHER INFORMATION

##### D. COMMITMENTS AND CONTINGENCIES

###### 1.COMMITMENTS

**OUTSTANDING CONTRACTS** - The Agency has outstanding commitments on various contracts for design and construction of Agency projects. As of September 30, 2018, these commitments totaled \$1,880,000 and are scheduled for completion by January 2019. Forty-two percent (42%) of the outstanding commitments relate to outstanding design build contracts for Capital Circle NW/SW US90 to Orange Avenue and FAMU Way. The Agency expects these contracts to be completed by March 2019 and August 2019, respectively.

**FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM (L.A.P.) AGREEMENT** - On December 21, 2011, the Agency entered into a Local Agency Program Agreement with the Florida Department of Transportation, whereby the Department will participate in the cost of the multi-lane reconstruction of S.R. 263 (Capital Circle) from north of S.R. 371 (Orange Avenue) to south of S.R. 10 (U.S. 90) up to \$17,389,091 provided the Agency meets certain requirements. On September 18, 2012, this L.A.P. was increased by \$5,560,544 to \$22,949,635 and subsequently, various smaller L.A.P.s totaling \$2,918,150 were executed with the Florida Department of Transportation also for use on the same roadway project. Most of the money for this agreement was awarded to the State of Florida Department of Transportation from the Federal Highway Administration and constitutes federal funds subject to Single Audit requirements. As of September 30, 2018, \$26,471,363 of reimbursable expenses had been incurred under this agreement. As of September 30, 2018, the outstanding commitment related to this agreement was \$67,735. The additional funding for this commitment came from Agency funds.

###### 2.CONTINGENCIES

**FEDERAL AND STATE GRANTS** - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor, cannot be determined at this time although the Agency expects such amounts to not be significant.

**ENVIRONMENTAL POLLUTION REMEDIATION** -The City of Tallahassee (City) excavated approximately 85,000 tons of contaminated soil from the Cascades Park site in 2005-2006 pursuant to the requirements of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund). Blueprint 2000, as part of park construction activities, conducted additional excavation and contaminated soil disposal. Despite these efforts, residual groundwater and soil contamination remained at the site. As a result, in December 2011, the City as the CERCLA "responsible party" and the U.S. Environmental Protection Agency (EPA) entered into a new Settlement Agreement that required the City to determine the most appropriate remedial technology to address the subsurface contamination and make recommendations to the EPA on how to move forward. In accordance with the Settlement Agreement, and as part of this evaluation, a field-scale pilot injection study was completed in February 2013. Following the pilot study, the City finalized its recommendations which were formally submitted in the form of a Draft Feasibility Study Report in February 2014, and continued annual groundwater monitoring. Throughout 2017 and into 2018, the City, the Florida Department of Environmental Protection and the EPA met to discuss the results of the work completed to date, including the annual monitoring results. Based on the data, which demonstrated that unacceptable site risks posed by soil, sediment, and groundwater were all successfully eliminated through the remedial actions, in July 2018 the EPA issued a Proposed Plan, proposing a "No Action" Record of Decision (ROD). On February 4, 2019, the EPA issued the ROD, determining that no further action is necessary to protect public health, welfare or the environment, and concluding that no further action is required to clean up the Cascades Park Superfund Site. This determination concludes a nearly 15-year long cleanup effort by the City to remediate contamination associated with the site's manufactured gas plant and landfill, which operated

## **BLUEPRINT INTERGOVERNMENTAL AGENCY**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 2018

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#### **NOTE IV. OTHER INFORMATION**

##### **D. COMMITMENTS AND CONTINGENCIES**

###### **2. CONTINGENCIES**

from the late 1800s to the mid-1900s. The issuance of the No Action ROD means that no further assessment, remediation or monitoring work is required by the City, thereby allowing for official regulatory closure. As mandated, the City will be liable for any direct and indirect costs incurred by the EPA associated with the site, including development and issuance of the ROD. The City has not yet been invoiced for these costs. Other than EPA costs, and well abandonment expenses, no additional costs are expected for subsequent years following official site closure.

**OTHER-** - Blueprint is subject to various claims, arising from the normal course of operations. The outcome of these claims is not presently determinable.

##### **E. RELATED PARTY TRANSACTIONS**

Related party transactions during the year ended September 30, 2018 included the following:

On June 22, 2011, the Agency and the City of Tallahassee (the City) entered into a Joint Project Agreement (JPA) whereby the Agency provided "right of way" services to the City for the City's FAMU Way Road Project. In total, the Agency received \$1,469,160 under this JPA prior to the 2018 fiscal year. The JPA is not completed yet and receipts from the City of Tallahassee totaled \$229,544 during the fiscal year.

During the year, the following transactions occurred between the Agency, the City and Leon County related to the Office of Economic Vitality (OEV) setup and operation:

- The City paid the OEV a contribution of \$174,500 for economic development.
- Leon County paid the OEV a contribution of \$174,500 for economic development.
- The City provided additional funding of \$369,282 in the form of a loan to cover operating expenses. The cumulative balance of the City's loans to OEV for operations was \$1,630,638 on September 30, 2018.
- Leon County contributed an additional amount of \$369,282 in the fiscal year to cover 2018 operating expenses.
- The City reimbursed the Agency \$39,719 for a change order on the Magnolia Drive Roadway reconstruction contract in accordance with the first amendment to the Memorandum of Agreement for funding related to the construction of Phase 6 of the Magnolia Drive Multiuse Trail from South Monroe Street to South Adams Street.

**BLUEPRINT INTERGOVERNMENTAL AGENCY**

NOTES TO FINANCIAL STATEMENTS  
September 30, 2018

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**NOTE IV. OTHER INFORMATION**

**F. EVALUATION OF SUBSEQUENT EVENTS**

The Agency has evaluated subsequent events through August 15, 2019, the date the financial statements were available to be issued. No events have occurred that would require subsequent disclosure.



## **REQUIRED SUPPLEMENTARY INFORMATION**

Budgetary Comparison Schedule-General Fund

Note to Required Supplementary Information

Proportionate Share of Net Pension Liability - City Plan

Schedule of Contributions and Notes to Schedule of Contributions - City Plan

Proportionate Share of Net Pension Liability - Florida Retirement System

Proportionate Share of Net Pension Liability - Health Insurance Subsidy Program

Schedule of Contributions - Florida Retirement System

Schedule of Contributions - Health Insurance Subsidy Program

Schedule of Changes in the Net OPEB Liability and Related Ratios

Schedule of Contributions - OPEB

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**Budgetary Comparison Schedule**  
**General Fund**  
**September 30, 2018**  
**(in thousands)**  
**(Unaudited)**

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final	(Budgetary Basis)	Final Budget Positive (Negative)
Budgetary Fund Balance - October 1	\$ -	\$ 3,050	\$ 3,050	\$ -
Resources				
Taxes	32,440	32,440	35,643	3,203
Interest Earned	-	-	250	250
Miscellaneous	-	-	29	29
Amounts Available for Appropriations	<u>32,440</u>	<u>35,490</u>	<u>38,972</u>	<u>3,482</u>
Charges to Appropriations				
Transportation	2,532	2,612	2,142	470
Transfers to Other Funds	<u>29,908</u>	<u>32,878</u>	<u>36,828</u>	<u>(3,950)</u>
Total Charges to Appropriations	<u>32,440</u>	<u>35,490</u>	<u>38,970</u>	<u>(3,480)</u>
Budgetary fund balance, September 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2</u>	<u>\$ 2</u>

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**Note to Required Supplementary Information**  
**General Fund**  
**For the Year Ended September 30, 2018**  
**(in thousands)**  
**(Unaudited)**

**Explanation of Differences between Budgetary Inflows and Outflows and  
GAAP Revenues/Transfers In and Expenditures/Transfers Out**

**Inflows of Resources**

Actual amounts (budgetary basis) available for appropriation from the budgetary comparison schedule.	\$ 38,972
Differences - budget to GAAP	
The fund balance at the beginning of the year is a budgetary resource but is not a current year revenue for financial reporting purposes.	(3,050)
The decrease in the fair market value of investments is a decrease in revenue for financial reporting purposes but is not considered a negative budgetary inflow.	(332)
The revenues of the Office of Economic Vitality are current year revenues for reporting purposes but are not considered budgetary inflows.	<u>739</u>
Total Revenues/Transfers In as reported on the statement of revenues, expenditures, and changes in fund balances.	<u><u>\$ 36,329</u></u>

**Outflows of Resources**

Actual amounts (budgetary basis) total charges to appropriations from the budgetary comparison schedule.	\$ 38,970
Difference - budget to GAAP	
The change in compensated absences which is reported in the Statement of Activities does not require the use of current financial resources and therefore is not reported as an expenditure in the governmental funds.	(4)
The expenditures of the Office of Economic Vitality are current year expenditures for reporting purposes but are not considered budgetary outflows.	1,491
Miscellaneous items treated as expenditures for financial reporting purposes but not as budgetary outflows.	<u>(17)</u>
Total Expenditures as reported on the statement of revenues, expenditures, and changes in fund balances.	<u><u>\$ 40,440</u></u>

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
PROPORTIONATE SHARE OF NET PENSION LIABILITY - CITY PLAN  
(BASED ON MEASUREMENT PERIOD ENDING SEPTEMBER 30, 2017)**

(in thousands)

(Unaudited)

Measurement year ending September 30,	2017	2016	2015	2014
Net Pension Liability - Ending (a) - (b)	\$ 582	\$ 130	\$ 174	\$ (37)
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	95.03%	97.48%	95.85%	101.66%
Employer's proportion of the Net Pension Liability	1.04%	0.51%	0.43%	0.43%
Covered Employee Payroll	\$ 1,148	\$ 571	\$ 470	\$ 634
Net Pension Liability as a Percentage of Covered Employee Payroll	50.70%	22.77%	37.02%	-5.84%

*Note: The Total Pension Liability, the Plan Fiduciary Net Position, the Net Pension Liability, and the Pension Expense are allocated by department based on the covered pensionable payroll for each department, since that was the basis of determining employer contributions.*

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
SCHEDULE OF CONTRIBUTIONS - CITY PLAN  
Last Ten Fiscal Years  
(in thousands)  
(Unaudited)**

<b>Fiscal Year Ending September 30</b>	<b>Actuarially Determined Contribution</b>	<b>Actual Contribution</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Actual Contribution as a % of Covered Payroll</b>
2009	49	49	-	542	9.04%
2010	50	50	-	526	9.51%
2011	47	47	-	415	11.33%
2012	42	42	-	390	10.77%
2013	64	64	-	478	13.39%
2014	70	70	-	460	15.22%
2015	71	71	-	470	15.11%
2016	75	75	-	571	13.14%
2017	150	150	-	1,148	13.07%
2018	205	205	-	1,104	18.57%

**NOTES TO SCHEDULE OF CONTRIBUTIONS - CITY PLAN**

Valuation Date: October 1, 2016

Measurement Date: September 30, 2018

*Notes: Actuarially determined contribution rates are calculated as of October 1, two years prior to the end of the fiscal year in which contributions are reported.*

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method Entry Age Normal

Amortization Method Level Percent of Pay (with 1.71% payroll growth assumption), Closed

Remaining Amortization Period 20 years

Asset Valuation Method 20% of the difference between expected actuarial value (based on assumed return) and market value is recognized each year with 20% corridor around market value

Inflation 2.5%

Salary Increases A blend of 66.67% of 3.5% and 33.33% of a range of 2.95% to 5.00%, depending on completed years of service, including inflation

Investment Rate of Return 7.70%

Retirement Age Experience-based table of rates that are specific to the type of eligibility condition

Mortality RP-2000 Combined Healthy Participant Mortality Table (for pre-retirement mortality) and the RP-2000 Mortality Table for Annuitants (for postretirement mortality) with mortality improvements projected to all future years after 2000 using Scale BB. For males, the base mortality rates include a 50% blue collar adjustment and a 50% white collar adjustment. For females, the base mortality rates include a 100% white collar adjustment.

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
PROPORTIONATE SHARE OF NET PENSION LIABILITY  
FLORIDA RETIREMENT SYSTEM  
Last Ten Fiscal Years\*  
(in thousands)  
(Unaudited)**

	2018	2017	2016	2015
Proportion of the Net Pension Liability	0.001227308%	0.0012409525%	0.0009706057%	0.000182930%
Proportionate Share of the Net Pension Liability	\$370	\$367	\$245	\$24
Covered Employee Payroll	\$393	\$237	\$101	\$45
Proportionate Share of the Net Pension Liability as Percentage of its Covered Employee Payroll	94.12%	155.16%	243.52%	53.05%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	84.26%	83.89%	84.88%	92.00%

*\*The amounts for each fiscal year were determined as of June 30, 2018 except for the covered payroll determined as of September 30, 2018. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.*

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
PROPORTIONATE SHARE OF NET PENSION LIABILITY  
HEALTH INSURANCE SUBSIDY PROGRAM  
Last Ten Fiscal Years\*  
(in thousands)  
(Unaudited)**

	2018	2017	2016	2015
Proportion of the Net Pension Liability	0.00854525%	0.008451375%	0.006517394%	0.00131579%
Proportionate Share of the Net Pension Liability	\$90	\$90	\$76	\$13
Covered Employee Payroll	\$393	\$237	\$101	\$45
Proportionate Share of the Net Pension Liability as Percentage of its Covered Employee Payroll	23.03%	38.20%	75.47%	30.13%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	2.15%	1.64%	.97%	0.5%

*\*The amounts for each fiscal year were determined as of June 30, 2018 except for the covered payroll determined as of September 30, 2018. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.*

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
SCHEDULE OF CONTRIBUTIONS  
FLORIDA RETIREMENT SYSTEM  
Last Ten Fiscal Years\*  
(in thousands)  
(Unaudited)**

	2018	2017	2016	2015
Contractually Required Contribution	\$35	\$32	\$24	\$4
Contribution in Relation to the Contractually Required Contribution	(35)	(32)	(24)	(4)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -
Covered Employee Payroll	\$393	\$237	\$101	\$45
Contributions as a Percentage of Covered Employee Payroll	8.91%	13.66%	23.47%	10.02%

*\*The amounts for each fiscal year were determined as of June 30, 2018 except for the covered payroll determined as of September 30, 2018. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.*

See Independent Auditors' Report



**BLUEPRINT INTERGOVERNMENTAL AGENCY  
SCHEDULE OF CONTRIBUTIONS  
HEALTH INSURANCE SUBSIDY PROGRAM  
Last Ten Fiscal Years\*  
(in thousands)  
(Unaudited)**

	2018	2017	2016	2015
Contractually Required Contribution	\$5	\$4	\$3	\$1
Contribution in Relation to the Contractually Required Contribution	(5)	(4)	(3)	(1)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -
Covered Employee Payroll	\$393	\$237	\$101	\$45
Contributions as a Percentage of Covered Employee Payroll	1.18%	1.89%	3.31%	1.13%

*\*The amounts for each fiscal year were determined as of June 30, 2018 except for the covered payroll determined as of September 30, 2018. The schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.*

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS**  
**(BASED ON MEASUREMENT PERIODS ENDING SEPTEMBER 30)**  
**(in thousands)**  
**(Unaudited)**

<b>Measurement year ending September 30,</b>	<b><u>2017</u></b>
<b>Total OPEB Liability</b>	
Service cost	\$ 9
Interest on the total OPEB liability	12
Actual and expected experience difference	.
Changes in assumptions	(19)
Changes in benefit terms	-
Benefit payments	<u>(17)</u>
<b>Net change in total OPEB liability</b>	<u>(15)</u>
<b>Total OPEB liability - beginning</b>	375
<b>Total OPEB liability - ending (a)</b>	<u><u>\$ 360</u></u>
<b>Plan Fiduciary Net Position</b>	
Contribution employer	\$ 8
Net investment income	5
Benefit payments	(8)
Administrative expense	<u>-</u>
<b>Net change in plan fiduciary net position</b>	<u>5</u>
<b>Plan fiduciary net position - beginning</b>	25
<b>Plan fiduciary net position - ending (b)</b>	<u><u>\$ 30</u></u>
<b>Net OPEB liability (a)-(b)</b>	<u><u>\$ 330</u></u>
Plan fiduciary net position as a percentage of the total OPEB liability	8.04%
Covered employee payroll	\$ 571
Net OPEB liability as a percentage of covered employee payroll	58.06%

**Notes to Schedule:**

**Changes in assumptions:**

Assumption changes reflect the change in the Single Discount Rate from the beginning of the year at 3.09% to the end of the year at 3.54% (the resulting Single Discount Rate based on the expected rate of return on OPEB plan investments as of September 30, 2017 at 7.70% and the longterm municipal bond rate as of September 30, 2017 at 3.5%).

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

See Independent Auditors' Report

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
SCHEDULE OF CONTRIBUTIONS - OPEB  
Last Ten Fiscal Years\*  
(in thousands)  
(Unaudited)**

Fiscal Year Ended September 30	<u>2017</u>
Actuarially Determined Contribution (ADC)	\$ 20
Actual Contribution	<u>(8)</u>
Contribution deficiency (excess)	<u>\$ 12</u>
Covered payroll	\$ 571
Actual contribution as a percentage of covered payroll	1.35%

**Notes to Schedule:**

\*Actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2017 were from the October 1, 2016 actuarial valuation.

**Methods and assumptions used to determine contributions:**

Actuarial Cost Method:	Entry Age Normal
Inflation:	2.50%
Discount Rate:	3.54%, the resulting Single Discount Rate based on the expected rate of return on OPEB plan investments as of September 30, 2017 at 7.70% and the long-term municipal bond rate as of September 29, 2017 at 3.50%.
Salary Increases:	3.32% to 5.47%, including inflation; varies by plan type and years of service.
Retirement Age:	Experience-based table of rates that are specific to the type of eligibility condition.
Mortality:	RP-2000 Healthy Annuitant Mortality Table, with mortality improvements projected to all future years using Scale BB. For females, the base mortality rates include a 100% white collar adjustment. For males, the base mortality rates include a 50% white collar adjustment and a 50% blue collar adjustment. These are the same mortality rates currently in use for Regular Class members of the Florida Retirement
Healthcare Cost Trend Rates:	Based on the Getzen Model, with trend starting at 7.5% and gradually decreasing to an ultimate trend rate of 4.72% (including the impact of the excise tax).
Aging Factors:	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death".
Expenses:	Investment returns are net of the investment expenses and administrative expenses are included in

See Independent Auditors' Report

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## **STATISTICAL SECTION**

**NET POSITION BY COMPONENT**

**CHANGES IN NET POSITION**

**FUND BALANCES**

**CHANGES IN FUND BALANCES**

**RETAIL SALES AND TAX COLLECTION HISTORY**

**RATIOS OF OUTSTANDING DEBT BY TYPE**

**LEON COUNTY DEMOGRAPHIC STATISTICS**

**FULL-TIME EQUIVALENT AGENCY EMPLOYEES**

**PLEDGED REVENUE COVERAGE**

**CAPITAL ASSETS BY FUNCTION**

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**NET POSITION BY COMPONENT**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**  
**(in thousands)**

	2018	2017 as restated	2016	2015	2014	2013	2012 as restated	2011 as restated	2010 as restated	2009 as restated
Governmental activities										
Invested in capital assets, net of related debt	\$ 152,292	\$ 123,192	\$ 243,743	\$ 210,872	\$ 168,789	\$ 111,032	\$ 85,199	\$ 71,667	\$ 50,123	\$ 2,951
Restricted	8,315	8,315	8,247	68,878	78,848	101,632	88,387	85,248	78,164	80,904
Unrestricted	55,132	51,492	53,782	-	-	-	-	-	-	-
Total governmental activities net position	<u>\$ 215,739</u>	<u>\$ 182,999</u>	<u>\$ 305,772</u>	<u>\$ 279,750</u>	<u>\$ 247,637</u>	<u>\$ 212,664</u>	<u>\$ 173,586</u>	<u>\$ 156,915</u>	<u>\$ 128,287</u>	<u>\$ 83,855</u>

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**CHANGES IN NET POSITION**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**  
**(in thousands)**

	2018	2017	2016	2015	2014	2013	2012	2011 as restated	2010 as restated	2009 as restated
<b>Expenses</b>										
Transportation	\$ 3,284	\$ 156,015	\$ 8,642	\$ 3,464	\$ 5,176	\$ 11,588	\$ 24,316	\$ 4,341	\$ 3,944	\$ 77,579
Economic Development	1,478	1,252	586	-	-	-	-	-	-	-
Amortization of Bond Issue Costs	-	-	-	-	-	129	128	122	116	112
Depreciation Expense	30	29	27	28	16	5	4	6	6	10
Interest on Long-Term Debt	400	1,182	1,601	2,498	3,179	3,835	5,059	5,261	5,663	6,291
<b>Total expenses</b>	<b>5,192</b>	<b>158,478</b>	<b>10,856</b>	<b>5,990</b>	<b>8,371</b>	<b>15,557</b>	<b>29,507</b>	<b>9,730</b>	<b>9,729</b>	<b>83,992</b>
<b>Revenues</b>										
<b>Program Revenues:</b>										
Operating Grants and Contributions	727	922	649	-	-	-	-	-	-	-
Capital Grants and Contributions	960	75	1,345	3,751	7,807	19,869	11,662	5,512	16,689	23,023
<b>Total Governmental Activities Program Revenues</b>	<b>1,687</b>	<b>997</b>	<b>1,994</b>	<b>3,751</b>	<b>7,807</b>	<b>19,869</b>	<b>11,662</b>	<b>5,512</b>	<b>16,689</b>	<b>23,023</b>
<b>General Revenues:</b>										
Shared Revenues	35,643	34,227	33,570	32,491	31,044	29,574	28,232	27,554	27,126	27,828
Investment Income	1,168	853	1,137	1,121	991	1,261	2,360	2,296	2,203	3,140
Repayment on Advances	-	-	-	777	3,000	5,000	3,000	3,000	7,509	1,762
Net Increase (Decrease) in Fair Value of										
Investments	(484)	(145)	150	(44)	72	(1,473)	(3)	(3)	550	1,858
Miscellaneous	34	30	27	113	435	1,327	1	1	84	-
<b>Total Revenues</b>	<b>38,048</b>	<b>35,962</b>	<b>36,878</b>	<b>38,209</b>	<b>43,349</b>	<b>55,558</b>	<b>45,252</b>	<b>38,360</b>	<b>54,161</b>	<b>57,611</b>
<b>Changes in Net Position</b>	<b>\$ 32,856</b>	<b>\$ (122,516)</b>	<b>\$ 26,022</b>	<b>\$ 32,219</b>	<b>\$ 34,978</b>	<b>\$ 40,001</b>	<b>\$ 15,745</b>	<b>\$ 28,630</b>	<b>\$ 44,432</b>	<b>\$ (26,381)</b>

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
FUND BALANCES  
Last Ten Fiscal Years  
(modified accrual basis of accounting)  
(in thousands)**

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
General Fund										
Reserved	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	26	\$ 54
Unreserved	-	-	-	-	-	-	-	-	59,593	51,643
Restricted for Infrastructure	651	4,762	3,679	5,239	75,750	86,993	10,130	9,548	-	-
Special Revenue Fund										
Reserved	-	-	-	-	-	-	-	-	51,292	56,611
Unreserved	-	-	-	-	-	-	-	-	-	-
Infrastructure	55,458	50,845	53,504	58,398	-	-	87,972	96,447	-	-
Debt Service Fund										
Reserved	-	-	-	-	-	-	-	-	7,441	16,328
Restricted for Future Debt Service	8,319	8,315	8,319	7,786	7,600	7,881	7,447	7,358	-	-
<b>Total Fund Balances</b>	<b>\$ 64,428</b>	<b>\$ 63,922</b>	<b>\$ 65,502</b>	<b>\$ 71,423</b>	<b>\$ 83,350</b>	<b>\$ 94,874</b>	<b>\$ 105,549</b>	<b>\$ 113,353</b>	<b>\$ 118,352</b>	<b>\$ 124,636</b>



**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**CHANGES IN FUND BALANCES**  
**Last Ten Fiscal Years**  
**(modified accrual basis of accounting)**

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
<b>Revenues:</b>										
Intergovernmental Revenues	\$ 37,254	\$ 35,224	\$ 35,564	\$ 36,242	\$ 38,851	\$ 49,443	\$ 39,894	\$ 33,066	\$ 43,815	\$ 50,851
Investment Income	1,169	856	1,139	1,121	997	1,279	1,808	2,315	2,219	3,243
Advance Repayments	-	-	-	777	3,000	5,000	3,000	3,000	7,509	1,762
Net Inc (Dec) in the Fair Value of Investments	(484)	(145)	150	(44)	72	(1,474)	106	(3)	550	1,858
Miscellaneous Revenues	110	31	29	111	435	1,327	818	1	84	-
<b>Total Revenues</b>	<b>38,049</b>	<b>35,966</b>	<b>36,882</b>	<b>38,207</b>	<b>43,355</b>	<b>55,575</b>	<b>45,626</b>	<b>38,379</b>	<b>54,177</b>	<b>57,714</b>
<b>Expenditures:</b>										
Transportation	17,417	17,701	23,460	30,933	35,180	47,523	34,097	23,845	34,026	41,689
Economic Environment	1,491	1,209	527	-	-	-	-	-	-	-
Securities Lending Expense:										
Interest	1	2	1	-	4	15	34	16	14	69
Agent Fees	-	-	-	-	2	2	3	3	2	34
Debt Service:										
Principal Retired	17,037	16,314	16,129	15,666	15,034	14,432	14,237	13,706	22,341	3,805
Interest and Fiscal Charges	1,597	2,320	2,686	3,534	4,658	4,278	5,059	5,822	6,199	6,804
Bond Issuance Costs	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>37,543</b>	<b>37,546</b>	<b>42,803</b>	<b>50,133</b>	<b>54,878</b>	<b>66,250</b>	<b>53,430</b>	<b>43,392</b>	<b>62,582</b>	<b>52,401</b>
<b>Other Financing Sources (Uses):</b>										
Issuance of Debt	-	-	-	-	-	-	-	14	2,121	1,501
Proceeds from Loans from Other Funds	-	-	-	-	-	-	-	-	-	-
Payments to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-	-
<b>Net Change in Fund Balances</b>	<b>\$ 506</b>	<b>\$ (1,580)</b>	<b>\$ (5,921)</b>	<b>\$ (11,926)</b>	<b>\$ (11,523)</b>	<b>\$ (10,675)</b>	<b>\$ (7,804)</b>	<b>\$ (4,999)</b>	<b>\$ (6,284)</b>	<b>\$ 6,814</b>
<b>Debt Service as a Percentage of Noncapital Expenditures</b>	<b>432 %</b>	<b>448 %</b>	<b>236 %</b>	<b>449 %</b>	<b>361 %</b>	<b>396 %</b>	<b>561 %</b>	<b>444 %</b>	<b>714 %</b>	<b>179 %</b>

**BLUEPRINT INTERGOVERNMENTAL AGENCY**  
**RETAIL SALES AND TAX COLLECTION HISTORY**  
**Last Ten Fiscal Years**

Fiscal Year		Retail Sales <sup>(1)</sup>		Infrastructure Sales Tax Revenue collected <sup>(1)</sup> (000's)		Agency's Share of Sales Tax Revenue (80% of revenues collected)
2009	\$	6,385,000	\$	34,785	\$	27,828
2010		6,358,000		33,908		27,126
2011		6,519,000		34,443		27,554
2012		6,682,000		35,290		28,232
2013		7,071,000		36,968		29,574
2014		7,686,000		38,805		31,044
2015		7,511,000		40,614		32,491
2016		7,751,000		41,963		33,570
2017		8,027,000		42,784		34,227
2018		8,290,000		44,554		35,643

<sup>(1)</sup>Florida Department of Revenue - Leon County Gross and Taxable Sales

Note: The Agency received 80% of the sales tax collected in Leon County under the 15 year 1% Infrastructure Sales Surtax which began on December 1, 2004. The sales tax is collected on all retail sales of tangible personal property subject to certain exceptions and exemptions and certain dealer allowances.

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
RATIOS OF OUTSTANDING DEBT BY TYPE  
Last Ten Fiscal Years**

Fiscal Year Ended Sept. 30,	Sales Tax Revenue Bonds	State Infrastructure Bank Loans	Total Debt Outstanding	Leon County Population <sup>(1)</sup>	Percentage of Personal Income	Per Capita As Restated
2009	\$ 126,090	\$ 39,273	\$ 165,363	275,000	1.7 %	601.32
2010	107,675	37,469	145,144	275,000	1.4 %	527.79
2011	97,840	33,612	131,452	276,000	1.2 %	476.27
2012	84,849	29,702	114,551	278,000	1.0 %	412.05
2013	74,410	25,709	100,119	278,000	0.9 %	360.14
2014	63,445	21,640	85,085	281,000	0.8 %	302.79
2015	51,930	17,489	69,419	284,000	0.6 %	244.43
2016	39,905	13,385	53,290	288,000	- %	185.03
2017	27,265	9,711	36,976	288,000	- %	128.39
2018	13,975	5,963	19,938	292,332	-	68.21

(1) Office of Economic and Demographic Research, State of Florida

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
LEON COUNTY, FLORIDA  
DEMOGRAPHIC STATISTICS  
Last Ten Fiscal Years**

Year	Estimated <sup>(1)</sup> Population	Retail Sales <sup>(2)</sup> (000's)	Personal Income <sup>(1)</sup> (000's)	Per Capita Income <sup>(1)</sup>	School Enrollment <sup>(3)</sup>	Unemployment Rate % <sup>(4)</sup>		
							Florida	United States
2009	274,803	6,385,468	9,933,579	36,148	32,459	7.9	11.5	9.4
2010	275,487	6,357,986	10,044,253	36,394	32,693	8.3	11.6	9.1
2011	278,360	6,518,559	10,686,243	38,390	33,252	7.6	9.9	8.5
2012	283,806	6,681,858	10,554,213	37,188	34,157	7.1	8.6	7.8
2013	282,070	7,071,265	10,371,148	36,768	33,327	5.3	6.4	7.0
2014	284,054	7,686,804	10,942,350	38,522	34,955	4.7	5.4	5.6
2015	286,189	7,510,613	11,355,730	39,679	34,797	4.6	5.0	5.1
2016	287,819	7,751,449	11,730,939	40,758	33,300	4.5	4.7	4.9
2017	287,899	8,026,814	N/A	N/A	33,993	3.6	4.0	4.1
2018	292,332	8,290,351	N/A	N/A	33,873	2.8	3.5	3.7

<sup>(1)</sup>Office of Economic and Demographic Research, State of Florida

<sup>(2)</sup>Florida Department of Revenue - Leon County Gross and Taxable Sales

<sup>(3)</sup>Leon County Public School Board

<sup>(4)</sup>Florida Research and Economic Information Database Application

N/A = Data not available

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
FULL-TIME EQUIVALENT AGENCY EMPLOYEES AS OF SEPTEMBER 30  
Last Ten Fiscal Years**

<u>Function</u>	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Transportation	13	13	10	7	7	7	4	5	7	7
Economic Development	7	12	7	-	-	-	-	-	-	-
Total	<u>20</u>	<u>25</u>	<u>17</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>4</u>	<u>5</u>	<u>7</u>	<u>7</u>

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
PLEDGED REVENUE COVERAGE  
Last Ten Fiscal Years  
(in thousands)**

	<u>Fiscal Year</u>									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Sales Tax Revenues (80% of existing Infrastructure Sales Tax)	\$ 35,643	\$ 33,570	\$ 32,491	\$ 31,044	\$ 29,574	\$ 28,232	\$ 27,554	\$ 27,126	\$ 27,828	\$ 29,593
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Annual Debt Service on Sales Tax Revenue Bonds	14,693	14,693	14,696	14,696	14,696	14,694	14,691	14,794	14,984	14,984
Actual Coverage on Sales Tax Revenue Bonds	2.43	2.33	2.28	2.21	2.11	2.01	1.92	1.86	1.81	1.86
Annual Debt Service on Sales Tax Revenue Bonds and State Infrastructure Bank Loans	18,564	18,564	19,072	19,072	19,279	19,278	19,275	19,378	19,567	19,568
Actual Coverage on Sales Tax Revenue Bonds and State Infrastructure Bank Loans	1.92	1.84	1.76	1.69	1.61	1.53	1.46	1.41	1.39	1.37

**BLUEPRINT INTERGOVERNMENTAL AGENCY  
CAPITAL ASSETS BY FUNCTION  
Last Ten Fiscal Years  
(in thousands)**

<u>Function</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Transportation	\$ 173,487	\$ 162,622	\$ 300,624	\$ 285,303	\$ 259,586	\$ 228,843	\$ 189,196	\$ 179,438	\$ 159,973	\$ 129,936

Project Costs are recorded as Construction in Progress while roads are being worked on. When the work is complete, the roads will be transferred to the Governmental unit that will fund the future road maintenance.

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## OTHER REPORTS

Additional Elements Required by the *Rules of the Auditor General*

### For the Entity

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

### Other

Independent Accountants' Report on Compliance with Section 218.415, Florida Statutes, Local Government Investment Policies

Management Letter



CERTIFIED PUBLIC ACCOUNTANTS

Law, Redd, Crona  
& Munroe, P.A.

## Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Honorable Members of the Board  
Blueprint Intergovernmental Agency  
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Blueprint Intergovernmental Agency (the Agency), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated August 15, 2019.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Directors  
Blueprint Intergovernmental Agency  
Page Two

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**THOMAS HOWELL FERGUSON, P.A.**  
Tallahassee, Florida  
August 15, 2019



**LAW, REDD, CRONA AND MUNROE, P.A.**  
Tallahassee, Florida

Thomas Howell  
Ferguson P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Law, Redd, Crona  
& Munroe, P.A.

## Independent Accountants' Report on Compliance with Local Government Investment Policies

Honorable Members of the Board  
Blueprint Intergovernmental Agency

We have examined the Blueprint Intergovernmental Agency's (the Agency) compliance with local government investment policies provided in Chapter 218.415, *Florida Statutes*, during the year ended September 30, 2018. The Blueprint Intergovernmental Agency's management is responsible for the Agency's compliance with those requirements. Our responsibility is to express an opinion on the Agency's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Agency complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Agency complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to error or fraud. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Agency's compliance with specified requirements.

In our opinion, the Agency complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2018.

This report is intended solely for the information and use of the Agency and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Thomas Howell Ferguson P.A.*

*Law Redd Crona & Munroe P.A.*

**THOMAS HOWELL FERGUSON, P.A.**  
Tallahassee, Florida  
August 15, 2019

**LAW, REDD, CRONA AND MUNROE, P.A.**  
Tallahassee, Florida



CERTIFIED PUBLIC ACCOUNTANTS

Law, Redd, Crona  
& Munroe, P.A.

## MANAGEMENT LETTER

Honorable Members of the Board  
Blueprint Intergovernmental Agency

### Report on the Financial Statements

We have audited the financial statements of the Blueprint Intergovernmental Agency (the Agency), as of and for the fiscal year ended September 30, 2018 and have issued our report thereon dated August 15, 2019.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated August 15, 2019, should be considered in conjunction with this management letter.

### Current Year September 30, 2018 Recommendations

#### 2018-001 Accounting and Financial Reporting

During 2018, the Agency hired an accountant to fulfill its accounting and financial reporting responsibilities. The Agency continues to utilize the accounting office of the City of Tallahassee for the processing of its cash receipts and disbursements, including payroll. The Agency's financial records are also maintained in the City of Tallahassee's accounting system. This has allowed the Agency to participate in the City of Tallahassee's cash management system and to utilize the expertise of the City's Financial Services Department. It is important to note that this arrangement does not alleviate the Agency's responsibilities over internal controls, financial reporting and oversight.

Honorable Members of the Board  
Blueprint Intergovernmental Agency  
Page Two

During the audit of the City of Tallahassee, we observed the Treasury account bank reconciliations were performed six to eleven weeks after month end. City staff established preliminary bank reconciliation procedures beginning in April 2018. Four of the six preliminary bank reconciliations were performed five to six weeks after month-end, with the preliminary bank reconciliation for the month ended September 30, 2018 performed on December 4, 2018 and the final reconciliation performed on December 18, 2018. The delay in performing bank reconciliations has been observed and included as part of various management letter comments over the past several years. The timely reconciliation of bank accounts are a critical control activity. Cash transactions account for almost every activity of a government's operations, including payroll and the purchase of goods and services. Delays in performing this key control allows for errors or fraudulent transactions to occur and not be identified in a timely manner.

*Management Response:*

*Blueprint Accounting has consulted with City Financial Reporting regarding timely bank reconciliations. Blueprint Management is satisfied with the City's response to the recommendation and will inquire about the status of bank reconciliations on a regular basis to ascertain if City staff are meeting goals for timely reconciliations. The City's response is: [From the City of Tallahassee Comprehensive Annual Financial Report] Financial Reporting recognizes the importance of timely bank reconciliations and has succeeded in improving the timeliness since this comment was first made. They continue to review process and have for the last couple of months been cross training another employee on this task with the goal of completing the reconciliations within one month of closing each month in the general ledger which will represent approximately 5 weeks after month end.*

In addition, during the audit of Blueprint it was determined that the implementation of an accounting standard was not done in accordance with the standard, which required an actuarial determination of its OPEB liability and other related amounts. The Agency relied on the City of Tallahassee's accounting staff to provide this information, which was not available and had to be requested from the actuary late in the audit process.

It is important that the Agency understand its responsibility for controls over its accounting function and monitor the functioning of these controls. We recommend that the Agency review its accounting and financial reporting function to ensure that the services and functions provided by the City of Tallahassee on the Agency's behalf, are meeting the expectations of the Agency.

*Management Response:*

*Blueprint Employees may receive benefits through either the City of Tallahassee or Leon County. The County pension (FRS) and OPEB (HIS) plans are administered by the Florida Retirement System. The City's OPEB plan is administered by City staff. Blueprint does not maintain a separate employee benefit plan or administer payroll for its employees. The OPEB liability and related amounts are accounting estimates provided by an independent actuary. In prior years, Blueprint's OPEB items, under the prior standard (GASB 45), were allocated by City Financial Services based on percentage of covered payroll. In future years, under the current standard*

Honorable Members of the Board  
Blueprint Intergovernmental Agency  
Page Three

(GASB 75), *Blueprint will ensure that the independent actuarial report provides separate numerical columns for Blueprint's OPEB items as allocated by the actuary based on percentage of covered payroll.*

### **Prior Audit Findings**

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address the findings and recommendations made in the preceding financial audit report.

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the Agency is disclosed in Note 1 of the Notes to Financial Statements. The Agency has no component units.

### **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Agency has met one or more of the conditions described in Section 218.503(1), *Florida Statutes*, and to identify the specific conditions met. In connection with our audit, we determined that the Agency did not meet any of the conditions described in Section 218.503(1), *Florida Statutes*.

Pursuant to Sections 10.554(1)(i)5.c and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the Agency. It is management's responsibility to monitor the Agency's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we noted the matters discussed in the Current Year September 30, 2018 Recommendations section of this letter.

### **Annual Financial Report**

Section 10.554(1)(i)5.b. and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and communicate the results of our determination as to whether the annual financial report for the Agency for the fiscal year ended September 30, 2018, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the annual financial audit report for the fiscal year ended September 30,

Honorable Members of the Board  
Blueprint Intergovernmental Agency  
Page Four

2018. Management has drafted the annual financial report, which is in agreement with the annual financial audit report for the year ended September 30, 2018.

The final report will be submitted to the Florida Department of Financial Services upon approval of the annual financial audit report by the Agency's Board of Directors.

#### **Additional Matters**

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

#### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Intergovernmental Agency Board of Directors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



**THOMAS HOWELL FERGUSON, P.A.**  
Tallahassee, Florida  
August 15, 2019



**LAW, REDD, CRONA AND MUNROE, P.A.**  
Tallahassee, Florida



**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #6**

**September 5, 2019**

**Title:** Reappointment to the Blueprint Intergovernmental Agency  
Citizens Advisory Committee

**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, Planning Manager, Blueprint

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**STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval to reappoint Hugh Tomlinson, representing the Network of Entrepreneurs and Business Advocates (NEBA), to the Blueprint Citizens Advisory Committee (CAC) for a second term.

**FISCAL IMPACT:**

This item does not have a fiscal impact.

**RECOMMENDED ACTION:**

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

## SUPPLEMENTAL INFORMATION:

CAC membership positions and terms are established in the Blueprint Interlocal Agreement and further defined in the CAC Bylaws. CAC members may serve two consecutive three-year terms. Appointments and reappointments to the CAC require action by the IA Board.

Hugh Tomlinson, currently holding the seat specified for the Network of Entrepreneurs and Business Advocates in Tallahassee, has requested to serve a second, three-year term on the Blueprint Citizens Advisory Committee.

**Action by the CAC and TCC:** This item was not presented to the TCC. The CAC was presented this item at its August 22, 2019 meeting. The CAC has recommended approval of Option 1, consistent with staff recommendation.

## OPTIONS:

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

Option 2: IA Board direction.

### Attachment

1. Current CAC Membership Roster



## Citizen Advisory Committee

<b>Bell, Kathy</b>	Greater Tallahassee Chamber of Commerce
<b>Berlow, Bill</b>	Position at Large
<b>Cromartie, Claudette</b>	Council of Neighborhood Associations
<b>Fleckenstein, Neil</b>	Planning Expert (nominated by EECC)
<b>Harding, JR</b>	Better Transportation Coalition/Ability 1st (Disabled Community Rep)
<b>McShane, Jim</b>	Big Bend Minority Chamber of Commerce
<b>McGlynn, Sean</b>	Big Bend Environmental Forum
<b>Okonkwo, Peter</b>	Capital City Chamber of Commerce
<b>Peppers, Elva</b>	Natural Scientist / Biologist (nominated by EECC)
<b>Petronio, Daniel</b>	Financial Expert (nominated by EECC)
<b>Stucks, Allen</b>	NAACP (Civil Rights Community Rep)
<b>Tomlinson, Hugh</b>	Network of Entrepreneurs and Business Advocates
<b>Vaughn, Linda</b>	Tallahassee Senior Citizen Advisory Council
<b>Volpe, Robert</b>	Planning Commission

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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #7

September 5, 2019

**Title:** Acceptance of the Status Report on Local Workforce Development

**Category:** Consent

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

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality  
Drew Dietrich, Deputy Director, Engagement  
Richard Fetchick, Manager, Business Intelligence

## STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the enclosed report on Tallahassee-Leon County Office of Economic Vitality's (OEV) role in local workforce development. During the June 27, 2019 meeting, the IA Board requested a report on OEV support of the skilled workforce. This agenda item provides the requested overview and recommendations for further support in this area.

## FISCAL IMPACT:

This item has no fiscal impact.

## STRATEGIC PLAN:

This agenda item addresses Strategy 6, Tactics 1 & 3 – Talent Pipeline:

- Align ongoing workforce development programs and efforts with current and emerging industry clusters in Tallahassee-Leon County and the region to provide a robust and appropriate talent development and retention pipeline for employers and employees.
- Address the need for jobs at all levels through partnerships to increase skills trainings and career pathways opportunities.

## RECOMMENDED ACTION:

Option 1. Accept the status report on OEV's role in workforce development.

## SUPPLEMENTAL INFORMATION:

The 2016 OEV Strategic Plan highlights talent retention in Tallahassee as the result of “a number of resources and organizations each working to provide additional attainment and skills to citizens and students.” (Tallahassee-Leon County Economic Development Strategic Plan, p. 89) Furthermore, the Strategic Plan (Strategy f.1) recommends that OEV align ongoing workforce development programs and efforts with current and emerging industry clusters and trending job skills in Tallahassee-Leon County and the region to provide a robust and appropriate talent development and retention pipeline for employers and employees. (Strategic Plan, p. 86)

This item outlines the current workforce development ecosystem partners in Tallahassee-Leon County and OEV's role in supporting workforce development as convener, analyst, resource distributor, and marketing entity.

### **Ecosystem Partners**

Skilled workforce needs are fulfilled directly by Lively Technical Institute, CareerSource Capital Region, the City of Tallahassee (Build Up Tallahassee and TEMPO), higher education partners, and as well as workforce re-entry programs. These programs provide technical and soft skills training for healthcare, computer software, transportation, construction, and manufacturing sectors, leading to the employment or re-employment of thousands of individuals each year. For example, Tallahassee Community College offers twenty Associate of Science degrees and forty-one Certificate Programs in competitive occupations.<sup>1</sup> Lively Technical College offers forty skilled workforce programs.<sup>2</sup>

### *Referrals*

Acknowledging that OEV is not a direct provider of skills training, OEV's primary role has been to refer businesses to workforce skills training, to convene events with frontline organizations, to provide analysis of workforce trends, and to fund workforce skills training programs. For example, last week alone staff referred one company to four different workforce partners for assistance. Through OEV's continual business outreach and consultations, staff refer businesses in need of workforce services to our ecosystem partners. Primary referrals are to CareerSource Capital Region, institutions of higher learning, and Lively Technical College. As the frontline provider of workforce development services, CareerSource Florida offers Quick Response Training and Incumbent Worker Training to companies looking to upskill or train future workers. It also offers several workforce skills trainings, including *Dynamic Futures*, *WIOA Adult & Dislocated Worker*, *Welfare Transition*, and *SNAP E&T*. A company requesting communications and journalism technicians and a company needing Commercial Driver Licensing were referred to CareerSource for such assistance this year. OEV coordinates with ecosystem partners to address workforce needs with every business engagement staff perform

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<sup>1</sup> TCC Programs: <https://www.tcc.fl.edu/academics/programs/>

<sup>2</sup> Lively Technical College Programs: <https://www.livelytech.com/all-programs/>

and works to match business needs with the resources provided by these partners. In addition, OEV is updating its Business Retention and Expansion program to include a new Customer Relationship Management software platform that will integrate with frontline organization software. The new software will better position OEV to help businesses define their workforce training needs, connect businesses to skilled workforce training, and measure the impact of these referrals.

### **Convener**

As a convener, the Office of Economic Vitality regularly meets with Lively, TCC, CareerSource, and local Universities to organize events and explore barriers to employment.

### *MWSBE Workforce Activities*

The MWSBE Division frequently refers certified MWBEs to workforce resources like CareerSource and Lively Vocational College. Per IA Board direction, MWSBE staff—in cooperation with the Disparity Study consultants—are facilitating the creation of an apprenticeship program for the local economy. MWSBE staff are convening industry stakeholders for this pipeline toward permanent job creation. MWSBE staff assist private developers with supplier diversity and workforce needs by coordinating job fairs and pre-solicitation workshops to increase public awareness of workforce opportunities. Honeywell, North American Properties, and the Landmark Properties have all sought OEV's assistance. Per IA Board direction, MWSBE staff is facilitating the creation of an apprenticeship workshop in cooperation with the Disparity Study consultant and industry stakeholders. The goal is to bring this apprenticeship program forward for IA Board approval at the December 2019 meeting.

### *Training Our Talent Series:*

OEV created the Training Our Talent series to help area businesses gain skills necessary for success, including fostering robust workforce development. Recent findings indicate generational differences in the workforce create costly challenges for businesses across all sectors. The second installment of the Training Our Talent series equipped the business community with the skills needed to thrive with a multi-generational workforce. Nationally acclaimed multi-generational expert Alicia Rainwater from the Center for Generational Kinetics spoke the afternoon of March 8, 2019, immediately following Leon Works. Fifty attendees learned how to solve tough generational challenges with Gen Z, Millennials, Gen Y, Gen X, and Baby Boomers to develop a workforce that works.

### *Leon Works Expo*

Leon County and OEV host the Leon Works Expo to connect employers, academic institutions, and students and to provide opportunities for individuals to explore skilled careers. The expo is a response to the finding that by 2025, over 68,000 jobs that require more than a high school diploma but less than a four-year college degree with average wages over \$20 per hour will be available in Leon County and the surrounding region. It is important for all students in Leon, Wakulla, and Gadsden Counties to have an opportunity to attend the Expo. Staff engaged with the event workgroup, which now includes regional partners, to implement changes to the Expo, including addressing strategic alignment and regionalism. The strategic alignment discussion revolved around aligning the Expo to the target industries and the high wage/occupancy jobs identified by OEV and CareerSource Capital Region. As for regionalism, OEV staff and the

workgroup focused on incorporating the broader Capital Region, including schools and business exhibitors, to build a robust talent pipeline with skilled careers. Leon County Government allocated \$25,000 for the event until 2020, when OEV will begin funding the Expo from the economic development portions of the sales tax proceeds. The Expo connected over 450 students with 140 vendors to link the students with their future careers. The Expo has been implemented four times, since 2015 featuring 420 exhibitors and hosting 2,116 students.

### **Analyst**

The Business Intelligence Division provides up-to-date workforce information to analyze trends. This information helps the private sector make investment decisions and enables ecosystem partners to tailor programs to evolving needs. The Workforce and Income link within OEV's online data center provides OEV workforce information: <http://oevforbusiness.org/economic-dashboard/workforce-income/#projected-employment-occupation>.

For example, Florida Department of Economic Opportunity Labor Market Information statistics currently project that between 2018 and 2026, the fastest growing occupations in Leon County will be dominated by health care, food service, and maintenance professions (e.g. medical assistants, cardiovascular technologists, butchers and meat cutters, food preparation and serving workers, and plumbers, pipefitters, and steamfitters). Education and Health Services, Leisure and Hospitality, and Professional & Business Services are the industries projected to add the most jobs over the same horizon. Average weekly wages continue to climb year over year, at \$911 for Q4, 2018 in Leon County. Tracking degrees awarded, higher education institutions awarded 16,516 degrees at the doctoral, masters, bachelors, and associates level in 2017.

In addition, staff recently completed a National Science Foundation application alongside Florida State University partners to examine skills and job descriptions through artificial intelligence. FSU Scientific Computing will build algorithms that analyze millions of resumes and job postings, creating a taxonomy of skills and jobs. The algorithms will then forecast job stability based on potential for automation, and recommendations can be given for re-skilling and up-skilling for those occupations at greatest risk of automation. If awarded, OEV will participate as the government public information liaison to assist with industry and Human Resource input and resulting public-facing tools.

### **Resource Distributor**

OEV uses its financial resources to support innovative workforce development initiatives. Over \$100,000 each year from FY 2020 forward is proposed to enhance workforce ecosystem partners' programs. Two direct examples are the Elevate Florida's Capital for Business Workforce Grant and Urban Vitality Job Creation Pilot Program.

#### *Elevate Florida's Capital Fund*

The Elevate Florida's Capital Fund recently awarded DOMI Incubator and Big Bend Minority Chamber funding to build capacity of retirees as entrepreneurs and expose youth to different career paths, respectively. Each entity secured an Elevate Fund Grant to fund their workforce programs. Immediate past recipient Junior Achievement Big Bend received a \$20,000 grant to organize and implement JA Career Success, JA Job Shadow, and JA Launch Lesson. These activities fulfilled the following goals:



- Begin to create a culture that enhances a structure for a talent pipeline beginning at a younger age.
- Bridge the tremendous gap between what students are learning in school and their preparedness to join the world of work.
- Begin to develop the foundation blocks detailed in OEV's Strategic Plan for a successful entrepreneurship entry program that will ultimately support technology commercialization in the community.
- Facilitate important leadership coalitions among business, education, and the workforce to provide the framework necessary to develop a reliable talent pipeline.

Junior Achievement Big Bend engaged 350 students through these activities and taught high school students business planning and development skills as a result of this grant.

#### *Urban Vitality Job Creation Program*

The Urban Vitality Job Creation Program will award \$1,000 or more per job to businesses that newly-employ a graduate of one of the region's workforce re-entry programs.<sup>3</sup> This initiative provides opportunity for an underserved segment of our workforce by incentivizing their employment. Employers will be made aware of this opportunity through cooperation with principle partners Kearney Center, CareerSource, Bethel, and TEMPO. OEV is offering this program as a support initiative of Leon County Sheriff's Office, "All in Leon" initiative. MWSBE anticipates approximately 20 recipients during the coming year. The program will launch October 2019. A copy of the promotional flyer for this program is included as Attachment 1.

## CONCLUSION:

OEV supports and empowers workforce ecosystem partners throughout the region. OEV engages and builds data and resources that assist with training and up-skilling efforts in many sectors. Skilled workforce initiatives continue to evolve alongside local economic conditions, and OEV will support workforce programs financially throughout the duration of its capital projects timeline. OEV is constantly evaluating opportunities to improve existing programs, identify and present new programs to the IA for approval, and ensure that any new initiatives align with the Strategic Plan.

## OPTIONS:

- Option 1: Accept the status report on OEV's role in workforce development.
- Option 2: Do not accept the status report on OEV's role in workforce development.
- Option 3: IA Board Direction.

#### Attachments:

1. Urban Jobs Incentive Flier

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<sup>3</sup> Bethel Ready4Work, Kearney Center's Help Florida, CareerSource (variety), or City of Tallahassee Tempo programs

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# URBAN VITALITY JOB CREATION PILOT PROGRAM

A local funding initiative of the Tallahassee-Leon County Office of Economic Vitality, the **Urban Vitality Job Creation Pilot Program** is designed to provide eligible businesses a pay-for-performance refund for job creation. Qualified businesses can apply to receive a refund based on the number of jobs created and the average annual wage of the created jobs.

**LEARN MORE BY CONTACTING THE  
OFFICE OF ECONOMIC VITALITY OR  
VISITING [OEVFORBUSINESS.ORG](http://OEVFORBUSINESS.ORG).**

The Urban Vitality Job Creation Pilot Program is providing **businesses** a pay-for-performance refund. **Who's eligible?**

- ▶ Businesses that hire full-time employees from:
  - ▶ City of Tallahassee TEMPO
  - ▶ Bethel MB Church Ready4Work Program
  - ▶ Help Florida (CESC Program with Kearney Center)
  - ▶ CareerSource Capital Region (Select Programs)
- ▶ Small businesses — either for-profit or non-profit — headquartered or independently owned and operated in Tallahassee-Leon County.
- ▶ Pay is \$11.00 or more an hour.


Eligible businesses can receive up to \$1,500 **per qualified hire**.

**\$1,000** for qualified hire.



**\$500** additional per qualified hire at a business located within an opportunity zone.

DISBURSED AFTER 60 DAYS OF CONTINUOUS EMPLOYMENT TO THE BUSINESS.

OFFICE OF  
**ECONOMIC  
VITALITY** 

 **850.219.1060**

 **[OEVFORBUSINESS.ORG](http://OEVFORBUSINESS.ORG)**

# RE-EMPLOYMENT INCENTIVES

Did you know that incentives are available for employers hiring individuals transitioning back into the workforce? Below are several programs available for employers. For more information, contact the Tallahassee-Leon County Office of Economic Vitality.

## FEDERAL BONDING PROGRAM

The federal government, through the U.S. Department of Labor, offers fidelity bonds for employers willing to hire individuals that were formerly incarcerated. These bonds will protect the employers for six months from acts of dishonesty (i.e., theft, forgery, larceny, etc.) and are available at no cost to the employers. According to a report by Department of Labor Initiative up to 2013, the bonds have a very low claim rate (only 1%), which **demonstrates the hiring of former incarcerated individuals to be successful.**

[WWW.FLORIDAJOBS.ORG/](http://WWW.FLORIDAJOBS.ORG/)

## WORK EXPERIENCE PROGRAM

Opportunity for work experience for those individuals transitioning back into the workforce. This program is not just limited to formerly incarcerated individuals; this program serves as a strong incentive to hire individuals that have been incarcerated. CareerSource Capital Region **will cover all wages, workers compensation insurance, general liabilities and any costs with background and/or drug screenings for eligible employees.** Generally, eligible employees are low income and unemployed. Provides 240 hours of paid experience.

[WWW.CAREERSOURCECAPITALREGION.COM](http://WWW.CAREERSOURCECAPITALREGION.COM)

## WORK OPPORTUNITY TAX CREDIT

Employers that hire former incarcerated individuals may be eligible to receive tax credits from the federal government. This program is called "The Work Opportunity Tax Credit." The tax credit is 25% of \$6,000 first-year wages for those employed at least 120 hours but less than 400 hours OR 40% of \$6,000 for those individuals employed 400 hours or more.

[WWW.FLORIDAJOBS.ORG/](http://WWW.FLORIDAJOBS.ORG/)

IN COLLABORATION WITH

**ALLinLEON**

*Working together to make Leon County safer*

[HTTP://WWW.LEONCOUNTYSO.COM/ALLIN-LEON](http://WWW.LEONCOUNTYSO.COM/ALLIN-LEON)

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #8  
September 5, 2019**

**Title:** Ratification of the August 20, 2019 Blueprint Intergovernmental Agency Workshop

**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

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## STATEMENT OF ISSUE:

This agenda item seeks ratification of the following actions as approved by the Blueprint Intergovernmental Agency Board of Directors (IA Board) at their workshop on August 20, 2019:

**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).

## RECOMMENDED 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).

## OPTIONS:

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).

Option 2: IA Board Direction

Meeting Materials Link: [August 20, 2019 Blueprint Intergovernmental Agency Workshop](#)



**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #9  
September 5, 2019**

**Title:** Approval of the 2020 Blueprint Intergovernmental Agency Meeting Schedule

**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

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## **STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.

## **FISCAL IMPACT:**

This item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

Option 1: Approve the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.

## **SUPPLEMENTAL INFORMATION:**

The Blueprint Meeting Schedule and Agenda Policy provides that the Director of PLACE, Blueprint Director, and OEV Director will prepare a draft Meeting Schedule for Intergovernmental Management Committee (IMC) and IA Board Chairperson review specifying times, dates, and locations for IA Board meetings for a period of at least one year that may also include committee meetings for the same period. Following review of the IMC and the Chair, the proposed Meeting Schedule is distributed to each IA Board Member in an agenda item at a regularly scheduled meeting.

## Blueprint Intergovernmental Agency Board of Directors Meeting

### Item Title: Approval of the 2020 Blueprint Intergovernmental Agency Meeting Schedule

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The proposed Blueprint Intergovernmental Agency Meeting Schedule for 2020 includes six IA Board Meetings. The six IA Board Meetings in the proposed 2020 Meeting Schedule include two additional meetings over the previous year's Meeting Schedule. The proposed 2020 Meeting Schedule provides 3 hours for each IA Board Meeting.

#### Blueprint Intergovernmental Agency Board (Tallahassee City Commission Chambers)

- Thursday, January 30, 2020, 3:00-6:00 PM
- Thursday, March 12, 2020, 3:00-6:00 PM\*  
*\*Economic Development Strategic Plan Workshop, 1:00 PM to 3:00 PM*
- Thursday, May 21, 2020, 3:00-6:00 PM\*  
*\*Blueprint Intergovernmental Agency Budget Workshop, 1:00 PM to 3:00 PM*
- Thursday, July 9, 2020, 3:00-6:00 PM
- Thursday, September 17, 2020, 5:00-8:00 PM\*  
*Budget Public Hearing 6:00 PM*
- Thursday, December 10, 2020, 3:00-6:00 PM

#### Blueprint Technical Coordinating Committee (Blueprint Conference Room, 1:00 to 3:00 pm)

- Monday, January 13
- Monday, February 24
- Monday, May 4
- Monday, June 22
- Monday, August 31
- Monday, November 16

#### Blueprint Citizens Advisory Committee (Blueprint Conference Room, 4:30 to 6:30 pm)

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

#### Economic Vitality Leadership Council (Blueprint Conference Room, 11:30 to 1:30 pm)

- Friday, January 10\* - Strategic Plan Review Meeting  
*\*Time adjusted to 11:00 AM to 2:00 PM*
- Tuesday, March 3
- Wednesday, May 13
- Wednesday, September 2
- Wednesday, December 2

#### MWSBE Citizens Advisory Committee (Blueprint Conference Room, 11:30 to 1:30 pm)

- Tuesday, January 21
- Tuesday, March 3
- Tuesday, May 12
- Tuesday, June 30
- Tuesday, September 8
- Tuesday, December 1



**Action by TCC, CAC, and EVLC:** The TCC and CAC did not review the proposed meeting schedule. The TCC and CAC were briefed on the proposed increase in number of meetings for 2020. The EVLC reviewed the schedule during their August 22, 2019 meeting. The EVLC voted to hold a strategic plan review meeting in January and eliminate a July 1, 2020 meeting. The EVLC recommended approval of Option 1.

## **OPTIONS:**

- Option 1: Approve the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.
- Option 2: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Approve the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.



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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #10

September 5, 2019

**Title:** Acceptance of the Report on the Office of Economic Vitality's Support of Local Business Growth and Formation, Authorize OEV to provide \$200,000 match and Submit a Grant Application 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

**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, Engagement  
Richard Fetchick, Manager, Business Intelligence

## STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the report on the Office of Economic Vitality's (OEV) role in local business formation and growth support as requested by the IA Board on June 27, 2019. This item also seeks approval to develop a United States Department of Commerce Economic Development Administration (EDA) Revolving Loan Fund (RLF) Grant Application for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council (Planning Council) by leveraging \$200,000 of OEV funds. Finally, it seeks approval to contract with Buxton Company to support local business growth and outreach.

## FISCAL IMPACT:

This item has fiscal impact. OEV seeks IA Board approval to work with the Planning Council to pursue an EDA Disaster Supplemental grant to recapitalize the Planning Council RLF. If awarded, OEV would contribute \$200,000 to leverage \$800,000 in EDA grant funds to establish a \$1 million small business loan program. OEV will also allocate \$25,000 to support the administration of the fund. If awarded the grant, the first year of implementation will have a \$225,000 fiscal impact and \$25,000 impact in subsequent years. OEV also seeks IA Board authorization to expand local business support services through a Buxton Company customer

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of the Report on the Office of Economic Vitality's Support of Local Business Growth and Formation, Authorize OEV to provide \$200,000 match and Submit a Grant Application 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.

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analytics subscription, at a cost of \$30,000 per year. Funding is available in the FY 2020 capital budget in the EDA Revolving Loan Fund and Future Opportunity Leveraging Fund.

## STRATEGIC PLAN:

This agenda item addresses Strategy 1 (all tactics) – Business Formation

Formalize & give continuity to the way entrepreneurship is defined, partner with local financial institutions to develop a funding program, enhance MWSBE program, Leverage existing resources, and minimize differences in certification programs.

And Strategy 3, Tactic 1 – Business Retention and Expansion:

Develop and implement a comprehensive business retention and expansion outreach program that demonstrates interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges resulting in an improved business climate.

## RECOMMENDED ACTION:

- Option 1. Accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2. Authorize OEV 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.
- Option 3. Authorize staff to contract with Buxton Company to support local business growth and outreach in the amount of \$30,000.

## SUPPLEMENTAL INFORMATION:

The 2016 OEV Strategic Plan highlights business formation and business retention & expansion as two of six central pillars of its work and investment. To that end, OEV tailors outreach and assistance to local startups and established businesses. During the June 27, 2019 meeting, the IA Board requested a report describing OEV support of local business formation and growth.

The following sections describe OEV's contribution to local business formation and subsequent engagement, ecosystem outreach, analysis of current small business finance, and an opportunity to pursue grant funding to recapitalize the Planning Council revolving loan fund (RLF) and make

## Blueprint Intergovernmental Agency Board of Directors Meeting

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loans to Leon County startups and Minority, Women, and Small Business Enterprises (MWSBEs). This item also analyzes small business finance and a new opportunity for OEV in that space. Finally, this item addresses research into tools and best practices that enhance local business revenue and performance and seeks authorization to support OEV's provision of business intelligence and research to new, expanding businesses through Buxton software.

### **Business Formation and OEV Engagement**

OEV Business Vitality and Intelligence (Vitality) Division and Minority, Women, and Small Business Enterprise (MWSBE) Division staff continually engage businesses of all sectors and sizes, performing regular check-ins to determine satisfaction with the business climate and to assess business health.

Vitality staff has interacted with over 40 current and prospective businesses since June 2019 through both its recruitment and retention programs. Vitality staff assist commercial real estate brokers, investors, and businesses in finding and retaining clients and space. In FY 2020, the Vitality Division will launch a 90-second video series this fall featuring local businesses. The video series will provide high-visibility, high-quality promotional materials for local tech, MWSBE, food, manufacturing, and other businesses that positively depict business and workforce support available in our community. Vitality provides employment, sales, permitting, GIS, and other data services to requesting entities to assist with expansions and other strategic decisions. The Vitality Intelligence Lab has provided over 20 such instances of assistance during 2019. These data products assist businesses making investment and staffing decisions, help curate a positive image of the community for externally-facing collateral, and shed additional light on community assessments in priority areas such as poverty and competitiveness.

MWSBE staff guide businesses through the certification process to bid on City and County procurements. During FY 2019, the MWSBE Division certified 56 firms, provided 39 business consultations, and 27 referrals for assistance. As of this writing there were 157 MWSBE certified firms that had won \$4.1 Million in City and \$1.5 Million in County procurement contracts. Its Industry Academies, designed to speak to procurement needs on an industry-specific basis, have trained 80 individuals to date in FY 2019. All told, this is over 200 engagements. In an effort to ensure that MWSBEs have the capacity to respond to bid opportunities made possible by the City, County, and Blueprint, OEV encourages their engagement with the FAMU SBDC. The FAMU SBDC has a suite of services for businesses to build capacity, including bond financing and workshop instruction. In addition, businesses are strongly encouraged to provide proof of engagement with either the FAMU SBDC or Jim Moran Institute during re-certification.

### **Ecosystem Outreach**

Paired with referrals to ecosystem partners like the FAMU Small Business Development Center, CareerSource Capital Region, Jim Moran Business School, Jim Moran Institute, Florida State University, Florida A&M University, Tallahassee Community College, DOMI, Alliance of Entrepreneur Resource Organizations (AERO), and others, OEV provides constant connectivity

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between local businesses and the appropriate outlet that can best serve them. Staff continually refer businesses to ecosystem partners for capacity building, technical assistance, and networking. Through CareerSource roundtables and AERO meetings, OEV staff engage with partner organizations to track real-time developments in trained workforce and entrepreneurship needs. The MWSBE and Vitality Divisions also refer businesses to FAMU SBDC for business plan development, market studies, and other capacity-building activities.

### **Marketing & Social Media**

OEV publishes business-facing content marketing the city-county as a whole and target-industry-specific materials. During FY 2019, OEV published a revamped Community Profile, Applied Science/Magnetic Industries Pamphlet, Monthly and Quarterly Data Publications, Economic Indicators Reports, information on MWSBE Academies and Training events, the Urban Job Pilot Program along with program information, on Opportunity Zones.

Social media efforts have been used throughout FY 2019 to inform and engage the community on economic vitality related topics. Top-performing campaigns included the Hurricane Michael campaign. Pre-storm, staff used OEV social media to help area businesses prepare for the storm. Post-storm, OEV used social media to push out information on the status of area business operations and on recovery resources from partner agencies, the City, and the County. OEV used social media to support local businesses by promoting, cross-promoting, and sharing pertinent posts and information. These efforts parlayed OEV's social media reach to raise the profile of local businesses. The most successful example of these efforts is the Shop Local, Shop Betton video series showcasing the businesses in Betton Place following the shooting incident there. OEV developed the campaign in cooperation with Betton Place merchants and launched in advance of Black Friday and Shop Local Saturday. The community widely viewed, shared, and liked the campaign, and local news outlets picked up the campaign as well, raising awareness in the community that Betton Place is open for business. As mentioned previously, OEV will launch a video series this fall featuring local businesses to build awareness and visibility for Tallahassee-Leon County businesses and other businesses that positively depict business and workforce support available in our community. These videos will be included in our social media marketing campaign and electronic newsletters.

On June 27, 2019, staff presented the Shop Local agenda item to the IA Board. OEV is dedicated to supporting a shop local marketing and social media campaign that aligns with best practices from around the nation. OEV incorporates this outreach in its communications plan. To develop this communications initiative, staff evaluated several programs across the country (Attachment #3). Staff evaluation revealed that Shop Local programs promote consumer and business spending at participating businesses. These programs embrace the idea of localism—authenticity, uniqueness, and tangible connection—as intrinsically better than a corporate or franchise alternative. Acknowledging this marketing need, OEV will market shop local initiatives in Tallahassee-Leon County by promoting the National Small Business Saturday in November and providing promotion in newsletters and social media outlets.

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### **Expanded Data Services to Local Businesses and Community Decision Makers**

In an effort to best serve small businesses, local retailers, and community development partners, OEV is exploring the potential to license a new data platform—Buxton—to perform comprehensive analytics on local consumer dynamics, customer behavior, and market conditions. By creating a more detailed, accurate, and current profile of Tallahassee-Leon County's retail and customer ecosystem, OEV can better leverage programs to support local businesses and partner organizations. Buxton would be a valuable tool to maintain a consistent tax base that can weather recession and enhance the growth of existing businesses and the recruitment of new businesses, leading to an increase in Tallahassee-Leon County taxable sales.

Buxton can assist OEV and local businesses in following ways:

- recruit successful and sustainable business operations to the community;
- retain local and small business as well as reduce turnover and improve occupancy in local business centers;
- assist staff in identifying economic conditions;
- provide data for local businesses to enhance 'Shop Local' initiatives; and
- identify customer segments necessary for successful market penetration.

Staff seeks IA Board approval to contract with Buxton Company to support OEV's function in providing business intelligence and research to new and expanding businesses, promote local business, and better align resources with growing the local tax base. The fiscal impact is \$30,000 per year. Funding is available in the FY 2020 budget in the future opportunity leveraging fund, should the IA Board wish to pursue this additional tool for business intelligence and research.

### **Small Business Finance**

At the September 20, 2018 Workshop, the IA Board directed OEV to evaluate partnerships with FAMU Federal Credit Union, SBDC, and ARPC to help minority and women-owned small businesses and entrepreneurs access microloans with guidance from the EVLC as part of the development of the 2020 budget. This recommendation stems from Intergovernmental Agreement, Section 7, Paragraph 4, which provides for the Agency to evaluate proposals. Proposal B describes a Minority & Women Business Investment Fund that would provide microloans to help MWSBE businesses and entrepreneurs. The Economic Vitality Leadership Council discussed this information at their August 22 meeting.

#### *The Current Landscape*

Finance for small businesses and startups includes venture capital, grants, and loan services. Access to capital depends on the industry (target or not), credit history of the borrower, and years of reportable cash flow (from creation to 3+ years in operation). Traditional and small business financing (lines of credit and SBA loans) and support exist through First Commerce, Capital City Bank, SunTrust, Regions Bank, BB&T, Bank of America, and Prime Meridian Bank. Eleven SBA loans have been made by five institutions totaling \$6.5 Million during FY19 in Leon County. Below is a brief outline of the financing options available to small businesses in



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Tallahassee-Leon County for venture capital and angel investing, pitch competitions and micro-grants, and small business loans.

**Venture Capital and Angel Investing:** Prescient Capital Ventures and JVP are venture funds active in Leon County interested in scalable startups with “measurable traction,” and can facilitate startup business capital-raising campaigns up to \$500,000. Several small, independent Angel Investors meet on a semi-regular basis to discuss ~\$25,000 investments in local startups. Beyond Tallahassee, the Florida Venture Forum provides a statewide network of venture capital and angel groups dedicated to facilitating connections between entrepreneurs and existing businesses, however, it is unclear to what extent the group is active in Tallahassee. The LCRDA Incubator Feasibility Report notes that “if an entrepreneur/venture was pursuing investment capital greater than \$500,000, they would need to go outside Tallahassee.”

**Pitch Competitions and Grants:** Innovation Park offers an annual Tech Grant of \$15,000 and \$10,000 to a first and second place pitch competitor. The Jim Moran Business School provides a micro-grant of up to \$5,000 to FSU student businesses on a rolling basis. FSU Research Office provides a Grant Assistance Program fund grant (up to \$250,000 per year for four years) for commercially promising faculty research. From 2015-2018, the Awesome Tallahassee Foundation made monthly \$1,000 grants to a startup businesses but is not currently active.

**Minority and Women Small Business Loans:** Due to longstanding interest in minority and women-owned businesses having access to capital, a number of programs target these businesses in the area. Prominent examples include the Black Business Loan Program at FAMU Federal Credit Union and the Northwest Florida Black Business Investment Corporation (NWFBIC)-Big Bend Minority Chamber (BBMC)-Small Business Development Center (SBDC) micro loan program. FAMU Credit Union operates a revolving loan fund capitalized by the DEO Black Business Loan Program on behalf of borrowers throughout the state of Florida. Loans are made to Florida-based Black-owned businesses experiencing difficulty obtaining commercial loans. Presently, the FAMU Credit Union has deployed close to \$800,000 in capital via 13 loans. Loans are made to startups or existing businesses, 51% or greater black-owned, who cannot otherwise obtain commercial funding for operating capital, equipment, or business building modifications. The latest MWSBE capital access program is an initiative spearheaded by the Northwest Florida Black Business Investment Corporation (NWFBIC), Big Bend Minority Chamber of Commerce (BBMC), and the SBDC at FAMU. The anticipated launch of the pilot program is October 2019. The NWFBIC will set aside \$100k as the initial loan fund and work with the BBMC and the FSBDC to market the availability of the funds. The maximum loan amount per small business will be capped at \$10,000 with a minimum of \$1,000. The NWFBIC will review the applications and approve or deny requests. The terms of the loan (i.e. rate and amortization period) will be set on a case-by-case basis. Credit scores will not be the sole determinant for credit decisions, but certainly a part of the factors considered. The targeted population for the program is small minority and women owned businesses in the Big Bend Region. If the program proves beneficial and is well received by the target market, the NWFBIC



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may consider increasing the loan fund. A third fund, The Frenchtown Financial Opportunity Center (Envision, FSU Credit Union), is not currently active.

EDA Revolving Loan Fund (RLF) –The Apalachee Regional Planning Council Revolving Loan Fund is an EDA-enabled capital pool targeting credit-troubled businesses. The RLF makes loans for operating capital and equipment of \$5k-\$100k; it is currently 83% deployed to 13 businesses via approximately \$470,000 in loans. The RLF is a flexible loan-making vehicle that can adapt to entrepreneur and MWSBE needs depending upon demand. The EDA recently announced Disaster Supplemental funding that would allow for new capital to be added to the base Planning Council RLF pool. The Regional Planning Council has serviced loans for over 15 years and has a demonstrated structure in place to manage a new loan pool.

The Planning Council RLF was originally capitalized with \$1,335,000 in the 1980s to provide a source of capital for businesses in the Apalachee Region. Its funds are intended to fill capital gaps and promote job creation; thus, the loans target commercially un-bankable businesses. The RLF can serve businesses that fail to show sufficient income for the loan size requested, have too few years in business, or have troubled financial history of the owner. Planning Council staff service loans through a commitment to collateralized debt and close borrower relationships, including an in-person pitch to the RLF executive committee by the loan applicant. Loans are thus vetted and reviewed by ARPC accounting staff and an executive loan committee. Using this system over the past 15 years, the Planning Council RLF has been able to extend 55 loans, 30 of which have been fully repaid. Currently, the RLF includes 13 active loans totaling \$672,250. Attachment 1 provides an overview of Planning Council RLF performance as of March 31, 2019. The Planning Council RLF poses an opportunity for expansion and new impact.

### *Establishment of a \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council by Pursing a United States Department of Commerce Economic Development Administration Grant*

The EDA released a Notice of Funds Opportunity (NOFO) on August 13, 2019, soliciting proposals to aid economic and disaster resilience in the Hurricane Michael (DR-4399) affected region. Based on recommendations from an EDA Florida Representative, OEV can apply for Disaster Supplemental grant funds to address the need for small business financing. Through the OEV-enabled extension, the Planning Council RLF would target Leon County Entrepreneurs and Minority and Women Small Businesses, a priority of both the OEV Strategic Plan (Strategy a.2 – *develop a secured funding program for entrepreneurs seeking capital*) and the Blueprint 2020 Interlocal Agreement (Section 7 b.4.A and Section 7 b.4.B – *Entrepreneurial Development Fund and Minority & Women Business Investment Fund*).

By partnering with the Planning Council to develop a grant application, OEV can leverage federal funds to maximize funding available to startups and MWSBE businesses. OEV's contribution of \$200,000 could leverage an additional \$800,000 by EDA, with a total of \$1 million of new capital that can then be deployed as real estate & equipment loans or lines of credit. New loan administration procedures will prioritize eligible MWSBE and entrepreneur borrowers in Leon County. ARPC has a structure in place to evaluate and service loans. Upon award, Planning

## Blueprint Intergovernmental Agency Board of Directors Meeting

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Council will administer the loan program, and OEV will allocate \$25,000 each fiscal year to support ARPC's administrative expenses. By so doing, OEV will save nearly \$65,000 each year by outsourcing loan administration and underwriting to the Planning Council. A \$1 million recapitalization of the Planning Council RLF, by present loan-making statistics (Attachment 1) would permit twenty loans averaging \$50,000 per loan to be made to eligible borrowers. Given the importance of micro-loans within this borrower space, the actual number of loans may be considerably higher, approaching thirty if small equipment and operating capital loans in the \$10,000-\$20,000 range are integrated. EDA RLF job creation loan criteria require one position created or retained per \$20,000 lent, which would amount to fifty seven (57) jobs created upon full deployment of the re-capitalized fund.

Therefore, staff recommends 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. This opportunity is both timely (given the 2019 Disaster Supplemental funding announcement) and supported by EVLC leadership, Blueprint 2020 Interlocal Agreement Section 7 b.4.A and 7 b.4.B – *Entrepreneurial Development Fund and Minority & Women Business Investment Fund* OEV Strategic Plan, Strategy a.2 – *Partner with local financial institutions to develop a secured funding program for entrepreneurs seeking capital*. The persistent issue of MWSBE and Entrepreneur capital access will be addressed by the above proposal. If the grant is awarded, the first year of implementation will have a \$200,000 fiscal impact and \$25,000 for grant administration in subsequent years. Funding is available in the FY 2020 capital budget in the ARPC EDA Revolving Loan Fund for Small Businesses Program.

Please note, should other opportunities arise to increase capital access to Tallahassee-Leon County small businesses, staff will evaluate and analyze these proposals, refer to the Economic Vitality Leadership Council (EVLC) for recommendation and ultimately to the IA Board for consideration.

## CONCLUSION:

OEV supports local businesses through engagement, ecosystem partner referrals, and marketing & communications. It devotes almost 40% of its capital budget to such endeavors and will continue to support sales across a variety of sectors, both target industry and other local strengths such as food service and accommodation, through its capital initiatives.

As a whole, the OEV connects, convenes, analyzes, deploys resources, and pursues opportunities to support business formation and growth on a continual basis. To advance its impact in the business capitalization space, OEV requests that the IA Board authorize staff to work with ARPC in pursuit of an EDA Disaster Supplemental grant to recapitalize the ARPC RLF. If awarded, this capitalization represents an important step forward for the City-County Economic Development Organization in meeting its goals to support small business formation and growth. Second, to enhance OEV's data-driven technical assistance, staff requests authorization to purchase a

## Blueprint Intergovernmental Agency Board of Directors Meeting

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\$30,000 license to utilize Buxton's customer psychographic data platform on behalf of local business research and expansion.

**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.

## OPTIONS:

- Option 1: Accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2: Authorize OEV 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.
- Option 3: Authorize staff to contract with Buxton Company to support local business growth and outreach in the amount of \$30,000.
- Option 4: IA Board Direction.

### Attachments:

1. Apalachee Regional Planning County Revolving Loan Fund Performance
2. Shop Local Program Information and Community Survey Table

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Economic Development Administration  
Revolving Loan Fund Financial Report  
ED-209 for Semiannual or Annual Reporting

**Part I: Grantee Data**

Grantee Name: **Apalachee Regional Planning Council**

Address Line 1: **2507 Callaway Road Suite 200**

Address Line 2:

City: **Tallahassee**

State: **FL**

Zip Code: **32303**

Reporting Period End Date (MM/DD/YYYY): **03/31/2019**

Report Type: ☒ Semiannual ☐ Annual ☐ Other

Contact Person: **Janice Watson**

Contact Phone: **(850) 488-6211**

Contact Email: **JWatson@theapc.com**

EIN:

**59-1772505**

DUNS:

**62-713-3788**

EDA Award Number(s): **041903362**

Reporting Unit Number: **41285APA**

**Part II: Portfolio Financial Status**

**A. RLF Funding Sources**

Federal Grant Rate

1. EDA Funding:	<b>70.00%</b>	<b>\$ 1,000,000.00</b>
2. Local Match:		<b>\$ 335,000.00</b>
3. Total RLF Funding:		<b>\$ 1,335,000.00</b>

**B. Cumulative RLF Income Earned**

1. Interest Earned on Loans:	<b>\$ 1,384,258.36</b>
2. Interest Earned on Deposit Accounts:	<b>\$ 106,656.76</b>
3. Fees Earned on Closed Loans:	<b>\$ 3,570.00</b>
4. RLF Income from Application Fees:	<b>\$ 0.00</b>
5. Other RLF Income:	<b>\$ 0.00</b>
6. Total RLF Income:	<b>\$ 1,494,485.12</b>
7. Portion of RLF Income Used for Administrative Expenses:	<b>\$ 1,112,601.90</b>
8. RLF Income Added to Capital Base for Lending:	<b>\$ 381,883.22</b>
9. Explanation of Other Income:	

**C. Status of RLF Capital**

1. Total RLF Funding:	<b>\$ 1,335,000.00</b>
2. RLF Income Added to Capital Base for Lending:	<b>\$ 381,883.22</b>
3. Voluntarily Contributed Capital:	<b>\$ 0.00</b>
4. Loan Losses:	<b>\$ 1,151,127.97</b>
5. Disallowance:	<b>\$ 0.00</b>
6. RLF Capital Base:	<b>\$ 565,755.25</b>

**D. Current Balance Available for New Loans**

1. RLF Principal Outstanding on Loans:	<b>\$ 469,094.96</b>
2. RLF Cash Available for Lending:	<b>\$ 96,660.29</b>
3. RLF \$ Committed but Not Disbursed:	<b>\$ 0.00</b>
4. RLF Cash Available for Lending, Net of Committed RLF \$:	<b>\$ 96,660.29</b>
5. RLF Cash Available for Lending, % of Capital Base:	<b>17.09%</b>





Economic Development Administration  
Revolving Loan Fund Financial Report  
ED-209 for Semiannual or Annual Reporting

Attachment 1  
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**Part III: Loan Portfolio Summary**

A. Portfolio Status	Number	RLF \$ Loaned	RLF Principal Outstanding	Loan Losses
1. Current Loans:	13	\$ 672,249.54	\$ 469,094.96	
2. Delinquent Loans:	0	\$ 0.00	\$ 0.00	
3. Loans in Default:	0	\$ 0.00	\$ 0.00	
4. Total Active Loans:	13	\$ 672,249.54	\$ 469,094.96	
5. Written Off Loans:	12	\$ 1,117,767.00		\$ 1,151,127.97
6. Fully Repaid Loans:	30	\$ 2,900,498.00		
7. Total Loans	55	\$ 4,690,514.54	\$ 469,094.96	\$ 1,151,127.97
8. Number of Applications Received during reporting period:			2	
9. Number of Loans Closed during reporting period:			2	

**B. Portfolio Loan List**

Report the following information for each RLF Loan made, whether Active, Written Off, or Fully Repaid.

Recipient ID:	Name:	Location:		
Loan Purpose and Description Purpose:		Description:		NAICS:
Source of Financing Borrower:	Private:	Other Public:		RLF:
Loan Terms Date Closed:	Term: months	Interest Rate:		Payment Schedule:
Loan Status Modified Loan	Date:	Payment:		Schedule:
Repayment Principal Repaid:	Interest Paid:	Fees Paid:		Balance:
Job Impact Pre-Loan jobs:	Jobs Created:	Jobs Saved:		

**Part IV: Risk Scoring Measures**

**A. Capital**

1. Capital Base Index: 0.42

**B. Assets**

1. Default Rate: 0.00%  
 2. Default Rate over Time: 0 months  
 3. Loan Write-Off Ratio: 28.57%  
 4. Dollars Written-Off: 27.27%

**C. Earnings**

1. Net RLF Income: 74.45%  
 2. Administrative Expenses % of Income, Fiscal Year: 49.98%  
 3. RLF Income used for Admin. Expenses, Fiscal Year: \$ 5,250.00  
 4. RLF Income earned during Fiscal Year: \$ 10,505.25

**D. Liquidity**

1. Allowable Cash Percentage: 30.30%  
 2. Cash Percentage: 17.09%  
 3. Cash Percentage over Time: 0 months

**E. Strategic Results**

	RLF Plan Target	Active Loans	Total Loans
1. Total \$ Leveraged:		\$ 1,282,000.00	\$ 8,227,217.00
2. Loan Leverage Ratio:	2.00 : 1	<u>1.9</u> : 1	<u>1.75</u> : 1
3. Jobs Created:		25.00	207.00
4. Jobs Saved:		32.00	387.00
5. Total Jobs:		<u>57.00</u>	<u>594.00</u>
6. Cost per Job:	\$ 20,000.00	<u>\$ 11,793.85</u>	<u>\$ 7,896.49</u>

## Attachment 2 – Shop Local Summary Table

### *Shop Local*

Shop Local marketing promotes consumer and business spending at participating businesses. These programs embrace the idea of localism – authenticity, uniqueness, and tangible connection – as intrinsically better than a corporate/franchise alternative. Staff surveyed several communities throughout the country regarding their shop local programs. These shop local programs led by numerous different entities, from private for-profit & non-profit entities to chambers of commerce and economic development entities. This is primarily due to the specific interests of the organizing entity and the niche they are filling. The majority of these program listed below are implemented through events and marketing which are intended to supplement sales at affiliated entities. From surveyed communities, findings indicate that shop local programs:

- Arise because an opportunity exists to promote a group of local businesses not served by other promotions;
- Mainly consist of advertising, stories, and event-organizing on behalf of these business.
- If assisted by local governments, ranged from in-kind services to \$25,000/yr.
- Do not utilize a dedicated application to enlarge program impacts.

*Table of example programs*

Geography	Program	Activities	Funding	Impact
Nationwide	Groupon: Discover Your City	Provides Zip Code and City-based deal filters	Groupon broker fee	To Businesses: depends on business type, performs better for product-based than service or food-based <sup>1</sup> .
Miami / Statewide	Support Local FL	Curated Florida local business website and occasional activities	“Passion Project” cross-subsidized by Prism Group, a Miami marketing firm	350 businesses registered on website; membership is free to accepted registrants
St. Petersburg	Keep St. Pete Local	Community website for and by businesses with space for articles, job postings, and events calendar. Main event “Localtopia” in February which	Run by non-profit “Keep St. Petersburg Local”	Business membership ranges from \$25-\$100/year to be listed on website and access to promotional opportunities; no

<sup>1</sup> “Groupon Isn’t a Good Deal for Businesses”, CNBC: <https://www.cnbc.com/id/49092709>

“Groupon Is Good for Businesses”, CNBC: <https://www.cnbc.com/id/49092710>

		costs \$80,000 privately raised.		numeric ROI recorded.
Geography	Program	Activities	Funding	Impact
Titusville, FL	Shop Local	A once-per year shop local Saturday event	Managed by Titusville Chamber of Commerce, which contributes \$2,000/year toward marketing and event execution.	Target of 1,000 attendees; 700 actual. No per person spending data.
Madison, Wisconsin	Dane Buy Local	Marketing and B2B connections for participating small-mid size businesses.	DBL is a 501c6 that raises \$150,000/year from member organizations. The City is a “large employer” member, paying \$770/yr. in membership dues.	Unquantified benefits from “Exposure” and B2B advertising offered by tier of membership.
Tallahassee-Leon County				
BEST – Bike Eat Shop Tallahassee	Bicyclist-facing SWAG and rewards-based program available to local food service and retailers.		Organized and implemented by BEST through business contributions.	Unknown
Shop Local 850	Website promoting local business through public awareness campaigns		\$24/yr. membership paid by businesses.	Unknown
Shop Tally powered by Swellcoin	Web App with transaction processing software that provides a loyalty rewards pipeline between participating businesses and consumers		Organized and implemented by SwellCoin.	~35 businesses, 400 customers; no data provided on customer in-app spending.



**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #11  
September 5, 2019**

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

**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

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## **STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) acceptance of the status report for the Capital Cascades Trail Segment 3 project, including a comprehensive analysis of acquisition processes and public engagement activities since 2008. The final phase of this project, Segment 3D-B, includes a 4.0-acre Regional Stormwater Facility (RSF) designed to treat stormwater in the St. Augustine Branch Watershed. Since IA Board approval of the RSF in 2016, staff acquired necessary property and completed the RSF design. This agenda item details the RSF location, water quality goals of the project, and alternative designs that preserve live oak trees for IA Board consideration. This agenda item also provides an opportunity to expand community gathering spaces along the final phase of Capital Cascades Trail Segment 3.

## **FISCAL IMPACT:**

This item may have a fiscal impact depending on option approved by the IA Board. Additional alternative design options have varying fiscal impact as detailed in the agenda item.

## **RECOMMENDED 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 RSF overlook space and to reuse the live oak tree wood as available.

## EXECUTIVE SUMMARY

As planned, and currently constructed, the Capital Cascades Trail is a 4.25-mile stormwater treatment and transportation system with public parks and amenities along the corridor. The stormwater system alleviates flooding in downtown Tallahassee and Southside neighborhoods. The project improves water quality by reducing harmful nutrients, like nitrogen and phosphorus, and trash before discharge into Lake Henrietta and Munson Slough.

The Capital Cascades Trail (CCT) project includes four segments:

- Segment 1: From Franklin Boulevard to Lafayette Street **(Completed 2012)**
- Segment 2: Cascades Park **(Completed 2014)**
- Segment 3: From South Monroe Street to Lake Bradford Road **(In Progress)**
- Segment 4: From Lake Bradford Road to Lake Henrietta **(Currently in Planning)**

The Segment 3 project description and goals from the *Blueprint 2000 and Beyond Report* is included as Attachment #1. Analysis of the Segment 3 stormwater conveyance has been ongoing since 2003. Segment 3 public outreach began in 2008. Segment 3 includes a 4.0-acre Regional Stormwater Facility (RSF), approved by the IA Board at their February 29, 2016 meeting. As currently constructed, all stormwater within the St. Augustine Branch Watershed (from Franklin Boulevard, Cascades Park, and Cascades Trail from Monroe Street to Gamble Street) flows via the conveyance system to the RSF. The RSF as designed will remove 2,649 pounds of nitrogen and phosphorus each year. The Florida Department of Environmental Protection (FDEP) awarded a \$500,000 grant in recognition of the RSF pollutant removal before stormwater enters the Central Drainage Ditch (CDD) system. The CDD transitions into Monson Slough, which enters Lake Munson south of Capital Circle. FDEP lists Lake Munson as an impaired waterbody with direct connection to the Floridian aquifer and several springs, including Wakulla Springs.

Recently, citizens have voiced concerns about the final phases of the City's FAMU Way project and Blueprint's Segment 3 project. Citizen comments have focused on the presence of live oak trees in the project areas and property acquisition in the Boynton Still neighborhood. Two live oak trees will be preserved at the St. Marks Trailhead, and seven live oak trees are currently within the RSF project area. A matrix with evaluation criteria including water quality impact, tree preservation, FDEP grant applicability, flood plain compensation, and cost for three alternative design options for the RSF that preserve live oak trees is included for IA Board consideration.

Lastly, citizens highlighted the importance of community gathering spaces in the project area. In response, this agenda item includes opportunities to expand gathering spaces.

### **CAPITAL CASCADES TRAIL - PROJECT BACKGROUND**

Within the April 1999, Economic and Environmental Consensus Committee (EECC) *Blueprint 2000 and Beyond Report*, the EECC identified a list of roadway, stormwater treatment, and other infrastructure projects. The Report recommended the construction of Capital Cascades Trail with the following Segment 3 project considerations:

- Restore St. Augustine Branch to a greenway & stream with attenuation areas throughout.
- Complete the Elberta Crate stormwater facility and design it as an urban park with bike and walking paths connecting to the Saint Augustine Branch and Capital Cascades Trail.
- Improve and enhance the Central Drainage Ditch with attenuation areas and design it as an urban greenway with bike and pedestrian walkways linking the St. Marks Trail extension to the Capital Cascades Trail.

The CCT project is an urban greenway that provides stormwater treatment, flood control, and urban recreation. The project complements nearby residential areas, promotes community gathering, and provides significant recreational opportunities.

### **CAPITAL CASCADES TRAIL – SEGMENT 3**

Segment 3 extends from South Monroe Street to the Central Drainage Ditch, east of Lake Bradford Road. The alignment and segments are shown in Figure 1, below:

Figure 1. Capital Cascades Trail Segment 3, Project Map (September 20, 2018)





The Segment 3 project is comprised of the following segments, all of which are complete, except Segment 3D-B.

**Segment 3A:** construction of a box culvert from South Monroe Street to west of South Adams Street. Construction completed in 2013.

**Segments 3B and 3C:** construction of the box culvert, trail, and amenities from west of South Adams Street to West of Cleveland Street. Construction completed in 2016.

**Segment 3D-A:** construction of the box culvert, trail, and amenities from west of Cleveland Street to south of the Gamble Street roundabout. Construction completed in 2018.

**Segment 3D-B:** contains the stormwater components for the western portion of Segment 3, which extends from Gamble Street to the Central Drainage Ditch. Segment 3D-B extends the double box culverts from the end of Segment 3D-A to the RSF; provides RSF capacity for area reinvestment; improves water quality; and removes solids via a trash trap system in the RSF.

*Prior IA Board Project Concept Approvals*

- September 28, 2015: Approved the CCT Segment 3D - Southern Alignment and Concept Plan and directed staff to proceed with further analysis of the Segment 3D area.
- February 29, 2016: Approved the Segment 3D Concept Plan with the proposed RSF and alignment of FAMU Way south of the stormwater facility. Directed staff to proceed with design and permitting in coordination with the City's FAMU Way Extension.
- September 12, 2016: Directed to enter an Agreement with the City of Tallahassee to combine Segment 3D construction with the City's FAMU Way project.
- June 21, 2018: Approved an eminent domain resolution for the acquisition of privately owned property for the CCT Segment 3D RSF.
- September 20, 2018: Authorized Blueprint to proceed with the construction of the RSF amenities, the St. Marks Trailhead, and the Coal Chute Pond Trail Loop in conjunction with the City of Tallahassee's FAMU Way Phase 3 project, see Figure 2.

Figure 2. Segment 3D-B Regional Stormwater Facility (September 20, 2018)



## SEGMENT 3D-B REGIONAL STORMWATER FACILITY

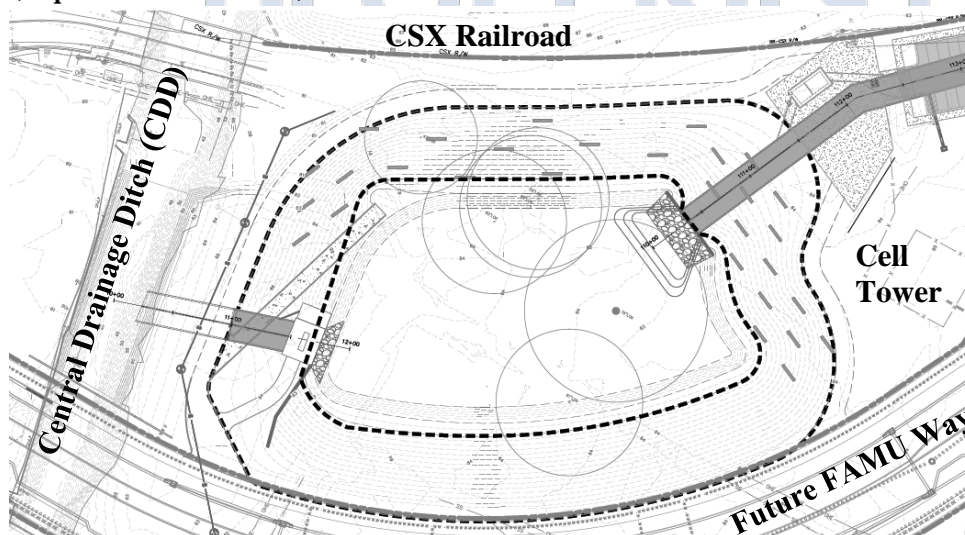
### *Status Report*

Consistent with the goals of the CCT project, the 4.0-acre RSF will provide water quality benefits by trapping sediment and reducing total nitrogen and total phosphorous from stormwater runoff from approximately 1,500 acres (2.34 square miles) of the St. Augustine Branch Watershed before reaching the CDD and flowing south. The RSF will provide required floodplain compensation for the St. Augustine Branch Watershed associated with the Capital Cascades Trail projects located upstream. The project design maximizes protection of downstream resources, including Munson Slough, Lake Munson, Lake Henrietta and the springs that feed our rivers and lakes. In support of its provision of nutrient removal, FDEP awarded a \$500,000 Spring Restoration Grant for construction of the RSF.

### *Pond Location*

The current location and size of the RSF maximizes treatment of stormwater runoff from the St. Augustine Branch before it merges with the CDD watershed. To construct a pond large enough to provide treatment for 100% of the stormwater from the St. Augustine Branch Watershed, Blueprint acquired properties at a total cost of \$3.3 million. Figure 3, shows the current design and location of the RSF.

Figure 3. Proposed Segment 3D-B Regional Stormwater Facility Design  
(September 20, 2018)



Given the size of land needed to accomplish the Segment 3 water quality goals and the space remaining in the watershed, potential sites for the RSF were limited. Constructing a box culvert under the active CSX railway to locate the RSF north of the railway is not feasible. For the purpose of the RSF and

the roadway project, relocating the cell tower site is cost-prohibitive because of Department of Homeland Security requirements.

Opportunities for stormwater treatment west of the CDD were determined to be infeasible. Routing the St. Augustine Branch across the open CDD would cause flooding upstream along Lake Bradford Road. Moving the RSF west of the CDD reduces available site area by approximately 90% and fails to treat the St. Augustine Branch. CDD stormwater at the connection to the St. Augustine Branch is treated immediately north at Lake Elberta. The CDD is a Federal Emergency Management Agency (FEMA) floodway. Moving this project west of the CDD requires FEMA to issue a Conditional Letter of Map Revision (CLOMR), a 24 to 48 month process, which may or may not be approved.

Moving the RSF to a new location would require additional acquisition and funds, leading to new displacement of businesses and residents.

#### *Approved RSF Design Tree Impacts*

As currently designed, the CCT Segment 3 project will result in the preservation of two live oak trees at the St. Marks Trailhead and the removal of seven live oak trees at the RSF site. The associated planting schedule calls for replanting of over 450 trees, increasing canopy area and diversity from 170,000 square feet to 350,000 square feet.

One of the seven live oak trees measuring 40" diameter at breast height (dbh), is within the path of the box culvert system extension and all design alternatives require the removal of this tree. On August 5, 2019, the Tallahassee-Leon County Urban Forester completed an assessment of the other six live oak trees located on the RSF site. The report is included as Attachment #2. The largest live oak tree, measuring 76" dbh, was in relatively good health, but internal decay and damage to structural branches challenge its structural integrity. . Two trees measuring 59" dbh located in the northwest area of the pond site were determined to be in good health. Three of the six trees were determined to be poor candidates for preservation due to damage, internal decay, and structural risk. Bill Armstrong, a local arborist and owner of Armstrong Tree Service, also performed an assessment of the live oak trees in the project area. In the report, included as Attachment #3, Mr. Armstrong noted that the intention to plant over 400 trees along the project corridor will contribute to a safe and attractive environment for the Tallahassee-Leon County community.

Blueprint pursued relocating the trees off-site. Tree relocation involves significant time investment in an acclimation period, root pruning and prep, and monitoring post relocation. Comparable relocations have totaled approximately \$200,000 per tree. Tree relocation is not feasible because of the health of the trees, lack of a suitable relocation site close enough to the project area, and the significant cost associated with relocation.

#### *Alternative Regional Stormwater Pond 3D-B Designs*

This agenda item presents options for the CCT Segment 3D-B RSF for IA Board consideration: accept the status report, which maintains the currently approved RSF project design, and three



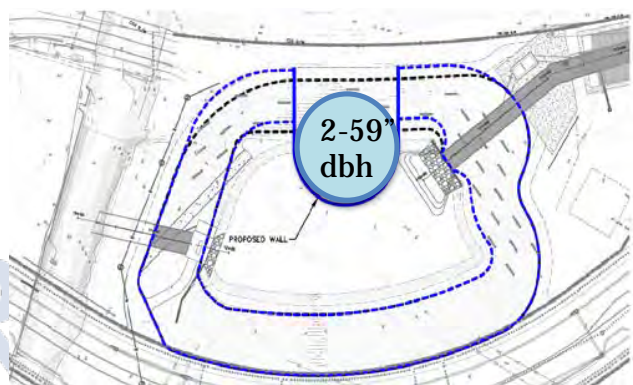
options to amend the RSF design. The three design alternative design presented in this section will preserve some of the large live oak trees on-site. All three design alternatives would require additional funding for design and construction.

The alternative designs for the RSF identify opportunities to preserve some of the live oak trees and determine whether those scenarios could meet the water quality goals of the project. Criteria used to evaluate the alternative pond configurations include impacts to the treatment volume, number of trees preserved, impacts to floodplain compensation, trash removal efficiency, and cost. All design changes will result in reduced stormwater treatment, reduced floodplain compensation, and significant amounts of nutrients passing downstream to Munson Slough and the Wakulla Springs Basin area.

#### *Regional Stormwater Facility Alternative #1*

RSF Alternative #1 largely meets the water quality goals of the RSF project with only a 10% reduction of stormwater treatment volume, provides trash collection, causes some nutrient removal reduction, provides needed floodplain compensation, and preserves two 59" live oaks considered in good condition. Retaining walls of substantial height (25 feet  $\pm$ ) must be constructed. RSF Alternative #1, shown in Figure 4. Estimated cost increase \$438,000.

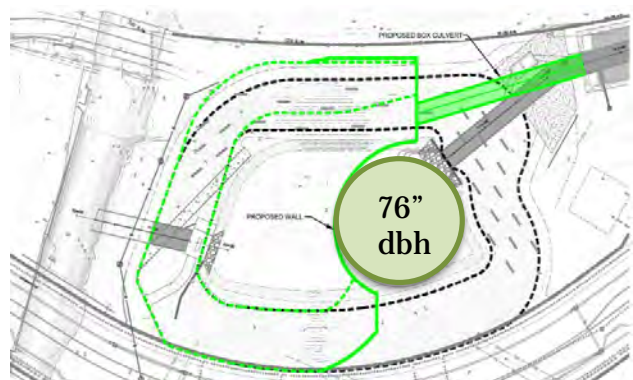
Figure 4. RSF Alternative #1



#### *Regional Stormwater Facility Alternative #2*

RSF Alternative #2, shown in Figure 5, includes a substantial modification to the pond design to accommodate the 76" dbh live oak tree. This results in a 40% reduction of the stormwater treatment volume and a 40% reduction in the floodplain compensation. Trash collection can be provided. Retaining walls of substantial height (25 feet  $\pm$ ) must be constructed and this design change is expected to jeopardize the \$500,000 Springs Protection grant from FDEP. Estimated cost increase: \$1,064,000.

Figure 5. RSF Alternative #2



### Stormwater Conveyance Alternative #3

Alternative #3 is a box culvert conveyance system in lieu of the stormwater pond facility. This scenario does not treat stormwater or provide floodplain mitigation. Alternative #3 would preserve five live oak trees, including the 76" and two 59" dbh trees. This alternative, as shown in Figure 6, will not receive the FDEP \$500,000 grant. Estimated cost increase: \$534,000.

Figure 6. RSF Alternative #3

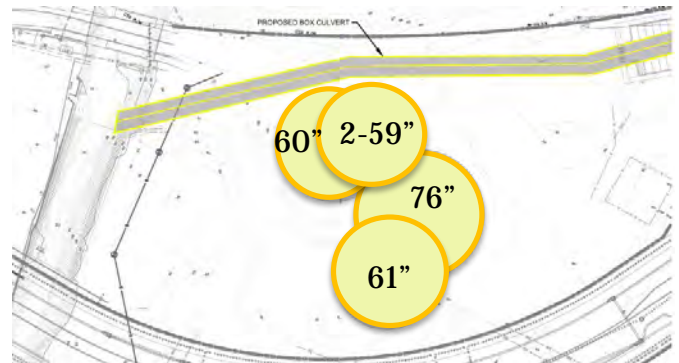


Table 3 below, summarizes the three design alternatives. A more detailed matrix is included as Attachment #4.

Table 3. Capital Cascades Trail Regional Stormwater Facility Design and Alternatives #1 -3

	Current Design		Alternative #1		Alternative #2		Alternative #3	
<b>Narrative Summary</b>	No change to design.		Reduce size of the pond to save two 56" trees.		Reduce size of the pond to save 76" live oak tree.		Eliminate the pond and extend the box culvert to the Central Drainage Ditch.	
<b>Pond Footprint at Control Water Level - Elevation 48 (square feet)</b>	67,300		59,040		42,400		0	
<b>Trees Preserved Within 3D RSF</b>	None		59" - 59"		76"		76" - 60" - 59" - 59" - 61"	
<b>Impacts to Permanent Pool Volume (Primary Water Quality Component)</b>	N/A		10% Reduction		40 % Reduction		100% Reduction - No Pond	
<b>Nutrients Removed (lbs/yr) (TN/TP)</b>	<b>Total Nitrogen</b>	<b>Total Phosphorous</b>	<b>Total Nitrogen</b>	<b>Total Phosphorous</b>	<b>Total Nitrogen</b>	<b>Total Phosphorous</b>	<b>Total Nitrogen</b>	<b>Total Phosphorous</b>
	1051	1598	948	1570	715	1498	N/A	N/A
<b>Impacts to Floodplain Compensation (can have up to +/- 60% reduction and still meet requirements)</b>	<b>Size Reduction</b>	<b>Meet Requirements</b>	<b>Size Reduction</b>	<b>Meet Requirements</b>	<b>Size Reduction</b>	<b>Meet Requirements</b>	<b>Size Reduction</b>	<b>Meet Requirements</b>
	N/A	N/A	10% Reduction	Yes	40% Reduction	Yes	100% Reduction	No
<b>Debris/Trash Collection Prior to Connection at Central Drainage Ditch</b>	Yes		Yes		Yes		Limited potential to implement trash collection systems	
<b>Impacts to FDEP Water Quality Grant (\$500k)</b>	Qualifies for grant		Likely qualifies for grant		FDEP re-evaluation required		Does not qualify for grant	
<b>Retaining Walls</b>	No		Yes (height varies 0 to 25')		Yes (height varies 0 to 25')		N/A	
<b>Other Considerations</b>			Design changes are expected to eliminate amenity walls, landscaping, and trees.		Assumes grant not awarded. Design changes are expected to eliminate amenity walls, landscaping, and trees.		Significant coordination is needed with adjacent Water/Sewer and Central Drainage Ditch project.	
<b>Additional Cost</b>	N/A		\$438,000		\$1,064,000		\$534,000	



*Blueprint Technical Coordinating Committee and Citizen Advisory Committee*

The Blueprint Intergovernmental Agency Technical Coordinating Committee (TCC), comprised of City and County staff from Stormwater, Public Infrastructure, Growth Management, Public Works Engineering, Planning, and the Capital Regional Transportation Planning Agency, evaluated the three alternatives listed in Table 3 at their August 19, 2019 meeting. After reviewing and discussing the alternative designs, TCC members expressed support for maintaining the currently approved design for the RSF, but noted the following for each of the three following design alternatives:

- Alternative 1: Potentially viable, but needs further investigation.
- Alternative 2: Not technically sufficient – does not achieve water quality goals due to reduced pond capacity.
- Alternative 3: Not technically sufficient – does not achieve water quality due to direct routing of St. Augustine Watershed stormwater to CDD.

The three alternatives and information matrix were also presented to the Blueprint Citizens Advisory Committee (CAC) at their August 22, 2019 meeting. Public comment provided at the CAC meeting from eight speakers favored the “*No-Build Alternative*” (Alternative #3). After reviewing and discussing the alternatives, the CAC members did not provide a recommendation regarding the alternatives for IA Board consideration.

*ASSESSMENT OF BOYNTON STILL NEIGHBORHOOD STRUCTURES*

Blueprint and the City of Tallahassee performed a thorough cultural features analysis of the FAMU Way Phase 3 and CCT Segment 3 project area as a part of the Natural Features Inventory for the project in 2017. The study included an assessment of the Boynton Still structures by the Florida Department of State Division of Historical Resources. Based on the review of the Division of Historical Resources, included as Attachment #5, it was determined the “Proposed project is unlikely to affect historic properties.” The City subsequently worked with the Tallahassee Trust for Historic Preservation to assess the remaining homes in the Boynton Still neighborhood. Based on the assessment of the Tallahassee Trust, included as Attachment #6, there were no historically significant structures within the project area.

Blueprint worked to assess the condition of these structures to determine if any of the remaining structures could be relocated along the Capital Cascades Trail for public use as a component of the History and Culture Trail project. Based on the assessor’s review, it was determined that all structures had deteriorated to the extent that rehabilitation costs for each structure would exceed reasonable costs to renovate it for future use.

On August 6, members of the Capital Cascades Trail - History and Culture Trail Working Group (working group) toured and assessed the remaining Boynton Still Neighborhood residential structures. The Working Group viewed and discussed the homes to identify if there was an

opportunity to utilize components of the structures as part of the History and Culture Trail project. The Working Group did not express a desire to relocate or rehabilitate the remaining structures in the Boynton Still Neighborhood for inclusion in the History and Culture Trail project. However, the Working Group emphasized the need to memorialize the Boynton Still neighborhood through the Capital Cascades Trail - History and Culture Trail project and stressed the importance of the Shingles Chicken Shack as the cornerstone structure of the community.

#### *Shingles Chicken Shack*

Shingles Chicken House permanently closed in June 2007, acquired by the City of Tallahassee in 2014, and disposed of in 2016 for the purpose of the CCT and FAMU Way Projects. Prior to disposal, historical photography of the site and a research project was conducted to compile information on the building and restaurant, including interviews with Shingles family members.

#### *EXPANDED COMMUNITY GATHERING SPACES*

Gathering spaces for recreation, socializing, and reflection are important components of a community's public spaces. Creating gathering spaces has been a focus of the Capital Cascades Trail project, and the Segment 3 project currently includes approximately 7.5 acres of community gathering spaces.

The recent public input highlighted the importance of community spaces for people to gather in and around the Boynton Still neighborhood area. Blueprint has developed two opportunities for expanding community gathering spaces as part of the project. One is to create a space overlooking the RSF and the second is to expand the current design of the St. Marks Trailhead. Option #2 provides the IA Board the opportunity to expand community gathering spaces independent of any direction related to the RSF design. Figure 8 below illustrates existing and planned community gathering spaces within a five-minute walking distance of the Boynton Still neighborhood area.

Figure 8. Segment 3D-B Existing and Planned Community Gathering Spaces



#### *New Regional Stormwater Facility Overlook Gathering Space*

A new public space overlooking the RSF can be constructed in close proximity to where people gathered in the Boynton Still neighborhood. The design of the community gathering space can be incorporated in to the History and Culture Trail Working Group project, which is currently underway. The anticipated cost for this new community gathering space is \$100,000.

#### *Expansion of St. Marks Trailhead*

The CCT Segment 3 project includes a new St. Marks Trailhead (Trailhead) at the connection of the Capital Cascades Trail and St. Marks Trail. As currently designed, the Trailhead features a pavilion with covered seating areas, parking, a water bottle filling station, a bicycle repair station, lighting and decorative landscaping. Two live oak trees (46" and 34" dbh) are preserved within the Trailhead, providing a shade canopy. Blueprint has identified an opportunity to expand the space available for community use at the future St. Marks Trailhead through the addition of addition several seating and shade areas. The estimated cost of expanding the St. Marks Trailhead area is approximately \$50,000.

#### *Repurposing Trees for Use in Gathering Spaces*

Blueprint worked with local partners to assess options to repurpose the live oak trees for use in elements such as monolithic slabs and furniture (benches/tables) for use along the trail and at the St. Marks Trailhead. The cost estimate for repurposing the trees and using the wood as part of the community gathering spaces is approximately \$10,000 - \$20,000 per tree. The History

and Culture Trail Working Group and the design team can identify opportunities to integrate the repurposed trees into the project.

#### *Update on Approved Community Gathering Spaces along Capital Cascades Trail Segment 3*

As approved by the IA Board over the lifespan of the CCT Segment 3 project, four community spaces are currently in planning or design, including the St. Marks Trailhead (as previously discussed), Coal Chute Pond, Skateable Art, and History and Culture Trail. An update on these projects and a map illustrating the location of these amenities is included as Attachment #7. These community spaces will provide an additional six acres of new recreational and gathering places. The features of the History and Culture Trail will enhance community's experience throughout the corridor through the inclusion of interactive history installations and public art.

#### *CAPITAL CASCADES TRAIL – PROJECT AND COMMUNITY ENGAGEMENT TIMELINE*

A detailed timeline of the project history and community engagement beginning in 2008 is included as Attachment #8. A variety of outreach techniques have been used including, 13 community meetings, a project web page and dedicated social media account, 16 media releases, 16 direct mailings, four door-to-door outreach efforts, distributed 1300 fliers regarding the alignment modification, two citizen surveys and numerous one-on-one conversations with area residents. Additionally, the FAMU Way Citizen's Advisory Committee formed in winter 2010, met throughout the project duration, and substantially informed project decisions. Beginning in 2008, properly noticed formal community-wide meetings convened. The City and/or Blueprint hosted the following formal meetings:

- August 2008 (Project Information)
- October 2008 (Public Hearing – recommended path)
- January 2009 (Design)
- April 2010 (Design)
- May 2010 (Design)
- April 2011 (FAMU Way Advisory Committee)
- May 2011 (Design)
- March 2012 (FAMU Way Advisory Committee)
- March 2012 (Modified Route)
- January 2013 (FAMU Way Advisory Committee)
- March 2013 (FAMU Way Advisory Committee)
- March 2014 (FAMU Way Advisory Committee)
- March 2014 (Groundbreaking Ceremony)
- March 2015 (FAMU Way Advisory Committee, Walking Tour)
- April 2015 (Historical documentation)



- September 2015 (FAMU Way Citizen Committee)
- October 2015 (Grand Opening FAMU Way/CCT Segment 3)
- January 2016 (FAMU Way Citizen Committee) – *Discussion of proposed design change*
- January 2016 (Flier Mailed to Residents) – *Invitation to community meeting to discuss proposed design change*
- January 2016 (Community Meeting) - *Discussion of proposed design change*
- February 2016 (Flier Mailed to Residents and Door-to-Door Outreach) – *Summary of proposed design change and invitation to February 29, 2016 IA Board meeting*
- May 2016 (FAMU Way Citizen Committee)
- June 2016 (Grand Opening FAMU Way/CCT Segment 3B )

In addition to the community and neighborhood sessions, meetings with other community partners such as Florida A&M University, local churches, as well as several presentations to the City Commission and the IA Board were conducted. The final design is representative of a collaboration between community partners and technical staff. Community engagement has helped create a final product that seeks to balance the technical, social, and environmental challenges associated with this complicated project.

#### *FAMU WAY AND CAPITAL CASCADES TRAIL SEGMENT 3 ACQUISITIONS*

On November 2, 2016, Blueprint and the City entered into an Agreement for Blueprint to provide acquisition service for FAMU Way Phase III and CCT Segment 3D.

Consistent with Blueprint policy, Blueprint and the City paid above fair market value to owners and provided relocation assistance to both owners and tenants. These payments were calculated and provided in accordance with the Blueprint Intergovernmental Agency Real Estate Policy, Relocation Policy and Procedures Manual, and Eminent Domain Incentive Offer Program.

The Blueprint Relocation Policy became effective August 1, 2011 in order to provide for the uniform and consistent treatment of residential and business tenants displaced by acquisitions using local funds. The majority of Blueprint projects require Blueprint to utilize Federal and Florida Department of Transportation (FDOT) guidelines for relocation. Federal Law does not require local governments to provide relocation benefits on projects that do not involve Federal Funds. Nevertheless, Blueprint provided relocation benefits to affected business and residential tenants.

Displaced business and residential tenants and owners were able to find safe, sanitary, and suitable replacement housing with the help of Blueprint's consultant relocation experts and the Relocation Policy.

Blueprint completed the acquisitions on FAMU Way and CCT in two groups:

- Group I: Parcels for FAMU Way Phases I and II and CCT Segment 3
- Group II: FAMU Way Phase III and CCT Segment 3D

Table 1, below, summarizes the acquisitions by group. A detailed table listing all acquisition and relocation payments is included as Attachment #9.

Table 1. FAMU Way and Capital Cascades Trail Segment 3 Owner Payments

<b>GROUP</b>	<b>NUMBER OF PARCELS</b>	<b>TOTAL APPRAISED VALUE</b>	<b>TOTAL BLUEPRINT PAID</b>	<b>GROSS AMOUNT PAID TO SELLER</b>
<b>GROUP I</b>	50	\$7,355,449	\$10,492,004	\$9,696,396
<b>GROUP II</b>	36	\$3,521,416	\$5,154,887	\$4,623,813
<b>TOTAL</b>	<b>86</b>	<b>\$10,876,865</b>	<b>\$15,646,891</b>	<b>\$14,320,209</b>

In Group I, Blueprint acquired 50 property interests. Of those 50 interests, 14 went to eminent domain suit, representing a settlement rate of 72 percent. In Group II, which includes FAMU Way Phase 3 and Capital Cascades Trail Segment 3D-B, Blueprint acquired 36 property interests. Of those 36 interests, 7 went to eminent domain suit, representing a settlement rate of 80.6 percent. Of those parcels, 3 were occupied. One business owner owned and occupied 2 of those interests and settled without intervention of the court.

Comparing the Total Appraised Value of all parcels above (\$10,876,865) to the Total Blueprint Paid for all parcels above (\$15,646,891), total property acquisition for FAMU Way and CCT Segment 3 cost 144% of the total appraised value of the property.

#### *Relocation Payments*

Of the 86 parcels Blueprint acquired, tenants occupied 22 (26%) parcels. Blueprint paid \$311,946 in relocation benefits. 45 tenants and owner-occupants received move costs, replacement housing payments, business relocation search costs, and business reestablishment expenses. Many tenants and owner-occupants received both move costs and other payments, such that the total number of payments exceeds the number of tenants who received relocation benefits. Tenants and owner-occupants also applied for and received hardship payments. Most residential occupants received between \$1,050 and \$6,300 in moving costs and replacement housing payments. Business tenants and owner occupants, more concentrated in Group II, received reestablishment expenses between \$10,000 and \$105,000. Table 2 on the next page summarizes relocation benefits paid for occupied parcels.

Table 2. FAMU Way and Capital Cascades Trail Segment 3 Relocation Payments

	<b>OCCUPANTS RECEIVING BENEFITS</b>	<b>TOTAL NUMBER OF PAYMENTS (Replacement Housing, Move Costs, etc.)</b>	<b>TOTAL PAYMENTS</b>
<b>GROUP I</b>	25	27	\$27,987
<b>GROUP II</b>	20	35	\$283,958
<b>TOTAL</b>	<b>45</b>	<b>62</b>	<b>\$311,946</b>

## NEXT STEPS

Based on IA Board direction to date, the Capital Cascades Trail Segment 3D-B project will proceed as follows:

Summer 2019:

- The City's advertisement for bids for construction of FAMU Way Phase 3, and Capital Cascades Trail Segment 3D-B, including the RSF, has closed and a construction contract has been awarded. Notice to proceed for construction of the RSF and Trailhead are being withheld due to recent community concerns and the finalizing of the stormwater permit application by the Consultant. Following action on this agenda item, Blueprint will proceed as directed by the IA Board.

Fall 2019:

- Construction of FAMU Way Phase 3 and the Capital Cascades Trail Segment 3D-B, including the St. Marks Trailhead continues.
- Complete final permitting for the stormwater management facility and issue Notice to Proceed for construction of the 3D-B stormwater management facility.
- Begin notification of future road closures and realignment.
- Begin construction of the Coal Chute Pond amenities.
- Complete design of the Capital Cascades Trail restroom.
- Advertise the Request for Qualifications for the History and Culture Trail and for the Skateable Art.

Spring 2020:

- Ongoing construction of FAMU Way Phase 3 and the Capital Cascade Trail Segment 3D-B projects, including the St. Marks Trailhead and stormwater management facility.
- Ongoing construction for the Coal Chute Pond amenities.

- Begin construction for the Cascades Trail Restroom and Skateable Art.
- Begin design for the History and Culture Trail.

**Summer 2020:**

- Ongoing construction for FAMU Way Phase 3 and the Capital Cascade Trail Segment 3D-B projects, including the St. Marks Trailhead and stormwater management facility.
- Complete Coal Chute Pond amenities and Capital Cascades Trail restroom construction.
- Ongoing construction for Skateable Art.
- Ongoing design for History and Culture Trail.

**Fall 2020:**

- Ongoing construction for FAMU Way Phase 3 and the Capital Cascade Trail Segment 3D-B projects, including the St. Marks Trailhead and stormwater management facility.
- Complete construction complete for Skateable Art.
- Begin construction of the History and Culture Trail.

**Winter 2020**

- Expected construction completion for FAMU Way Phase 3 and the Capital Cascade Trail Segment 3D-B projects, including the St. Marks Trailhead and stormwater management facility.
- Ongoing construction of the History and Culture Trail.

**OPTIONS:**

- 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: Option 5: 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 RSF overlook space and to reuse the live oak tree wood as available.
- Option 3: Direct Blueprint staff to amend the Capital Cascades Trail Segment 3D-B Regional Stormwater Facility design consistent with Alternative #1.
- Option 4: Direct Blueprint staff to amend the Capital Cascades Trail Segment 3D-B Regional Stormwater Facility design consistent with Alternative #2.
- Option 5: Direct Blueprint staff to amend the Capital Cascades Trail Segment 3D-B Regional Stormwater Facility design consistent with Alternative #3.
- Option 6: IA Board direction.



## RECOMMENDED 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 RSF overlook space and to reuse the live oak tree wood as available.

### Attachments:

1. Blueprint 2000 Project Summary, Map 3 Segment 3, Old St. Augustine Branch Redesign, excerpt from *Blueprint 2000 and Beyond - Project Definitions Report*
2. Tallahassee-Leon County Planning Department Tree Inspection Report
3. Armstrong Tree Service Report, August 2019
4. Regional Stormwater Facility Alternative Designs Matrix
5. Florida Department of State, Division of Historical Resources, Review of FAMU Way Phase 3 Realignment, October 11, 2017
6. Email from Tallahassee Trust for Historic Preservation
7. Capital Cascades Trail Segment 3 Amenities Update and Map
8. Capital Cascades Trail and FAMU Way Project Outreach and Construction Timeline
9. Capital Cascades Trail Segment 3 and FAMU Way Acquisition and Relocation Payments



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**BLUEPRINT 2000 Project Summary**  
**Map 3 Segment 3**  
**Old St. Augustine Branch Redesign**  
**South Monroe to Gamble Street**

- I. PROJECT DESCRIPTION:** This segment features major stormwater facilities and an integrated linear greenway. The project will maximize economic benefits and retrofit existing stormwater problems. This project will contribute significantly to downtown and Southside revitalization, improve neighborhood stability, and link the three centers of activity in the area – FSU, FAMU and the Capitol complex with an urban, linear water park.

**Greenways.** The greenway in this segment provides an amenity within an area expected to become intensely developed. It connects Cascades Park to the east with the St. Marks Trail to the west, and it provides a direct connection to FAMU. The greenway is to be incorporated into the cross-section of the stormwater system and will enhance access, drawing the public to the shops, restaurants, and businesses envisioned by the Gaines Street Vitalization Project. Greenway will enhance property values and act as a stabilizing factor on southside neighborhoods.

**Stormwater.** The proposal includes extensive construction of stormwater conveyance, retention and treatment facilities throughout the corridor. Land to be converted includes the 100 year floodplain north of FAMU Way and Eugenia Street. A sequence of constructed wetlands and landscaped ponds along with an attractive conveyance system form the backbone of the system. The project will improve water quality and significantly reduce flooding at South Monroe.

**Enhancements for non-auto-oriented transportation system.** This linear park will provide new opportunities for cyclists and pedestrians in the corridor, and connect Cascades Park with the universities, the St. Marks Trail, and the proposed Georgia, Florida and Alabama Trail.

- II. DESIGN PRINCIPLES:** The final design of the project and land development regulations must incorporate the following design principles:

**Land Use:**

- ◆ The land uses along the north side of the corridor will be primarily residential, with a mixture of supporting services, such as restaurants, offices, art galleries and small shops.
- ◆ Commercial development is proposed along the northern edge of FAMU, the corner of Railroad Avenue and Gaines Street, and along the gateway into FAMU.
- ◆ New development should reflect the public access associated with the greenway. There should be no negative impacts associated with commercial development and inter-activity with the linear park (Segments 1, 2 and 3) should be enhanced.

#### **Stormwater:**

- ◆ The Elberta Crate regional stormwater facility will be maintained as an attractive open space and trailhead / trail junction for the trail network.
- ◆ All stormwater ponds will be designed as park-like amenities.
- ◆ Attenuation and treatment will be maximized within the constraints (e.g., side slopes, meandering pond and channel footprints, etc.) imposed by such park-like designs.

#### **Greenways:**

- ◆ Provide connections to the St. Marks Trail and Cascades Greenway.

### **III. SPECIAL CONSIDERATIONS:**

- ◆ Coordinate with FAMU regarding FAMU's need to construct a stormwater facility; size may be modified if appropriate for joint use. Also, coordinate with FAMU regarding any potential expansion of university property and facilities under its master plan.
- ◆ Coordinate with FAMU regarding transportation alternatives at the east end of the greenway (between FAMU and Adams Street).
- ◆ Coordinate with Gaines Street Vitalization Committee on land use and development standards for the area.
- ◆ Displacement of homeowners in the Van Buren and Stearns-Mosley neighborhoods must be addressed and minimized.
- ◆ Elberta Crate regional stormwater facility must be managed as a park-like amenity.
- ◆ State environmental regulations restrict local government's ability to implement a regional stormwater management approach for new development in the downtown area. Two specific issues which need to be addressed are the standards required to treat stormwater and the ability to send untreated water to a regional facility via "waters of the state." The treatment levels require treatment ponds of such a size that they are almost infeasible to construct in the downtown. In the downtown area, waters of the state include "ditches" such as Franklin Boulevard. More flexibility is needed to allow water to be sent to regional treatment facilities.
- ◆ Historic Preservation must be incorporated as an economic factor in the design and redevelopment of this corridor.
- ◆ Land uses are compatible with FAMU Master Plan and include a strong residential component. The adjoining land uses will be coordinated with FAMU to the south and the Gaines Street Vitalization project to the north. It is anticipated that development along the greenway will include a mixture of uses, with a strong residential component and a strong entrance for FAMU.
- ◆ Road and bridge designs throughout the project must be architecturally integrated with the proposed stormwater improvements.
- ◆ This project summary includes funding for undergrounding of utilities in association with roadway construction. Undergrounding continues to be a major issue of aesthetics and community character. The costs included in this project summary are estimated from past experience at approximately \$1.5 million per mile of roadway. This expense has not been deemed justifiable for many recent projects, and utility lines continue to be placed overhead. Nevertheless, other communities have found

that the benefits of this practice justify the costs, at least for key roadway segments. Further research should be done on the possibility of sharing the costs of undergrounding with the utility provider and/or developers of adjacent large tracts that will benefit by the improved visual image.

#### IV. COST ESTIMATES:

*Map 3 Segment 3* costs are estimated to be as follows:

Stormwater Improvements	\$ 15.0 million
Stormwater Right-of-Way (105 parcels; 31.3 acres)	\$ 15.2 million
Conversion to Underground Utilities	\$ 2.3 million
Cascades Reconstruction	\$ 1.5 million
Greenway Amenities, Trail Development and Infrastructural Enhancements	\$ <u>2.8 million</u>
Total	\$ 36.8 million

*These costs do not include the construction of Gaines Street and the Jackson Bluff Road extension, which are estimated to cost \$57 million. The project also assumes that the Florida Department of Transportation will enlarge the culverts under Monroe if the project provides attenuation downstream.*

Cost estimates were derived, as requested by the Metropolitan Planning Organization, through a group effort of the EECC members, County staff and City staff working over a period of six months. These estimates are the best efforts of the group to quantify costs based on the intent of the project without the benefit of any project design study or actual engineering, which could change the estimates.

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Tree Inspection Report  
Segment 3D-B Regional Stormwater Facility  
Mindy Mohrman  
Tallahassee- Leon County Urban Forester  
ISA Certified Arborist MW-4433AM; TRAQ  
Date: 8/5/19



This report includes a visual inspection of six Southern Live Oak trees located on the property for the proposed Segment 3D-B Regional Stormwater Facility. The inspections were performed on 7/19/19 thru 7/23/19 from the ground and are limited to what can be observed from the ground. Visible trunk cavities were probed to measure extent of cavity and softness of wood. Due to the presence of damage to major structural branches and visible cavities, a Picus Sonic Tomograph was performed on two of the trees. This tool can detect decay and cavities non-invasively by tracking the speed of sound waves in the trunk, roots, and larger branches to measure wood density and approximate size and shape of damaged areas or cavities.

On 8/2/19, additional analysis on some trees was done using a Resistograph tool, which measures wood density using a drilling technique.

**Species:** Southern Live Oak, *Quercus virginiana*  
**DBH:** 76" dbh

**Observations:** This tree is located on a former home site where disturbance over time is assumed to be minimal.

**Roots/Basal Area:** The root flare is visible with some visible wounds, cavities, and decay on all sides. At least two visible, small but elongated cavities extend from the basal area on the north side of the tree, extending up the trunk to approximately 4 feet. Probing the cavity allows for about 7" of penetration and reveals very soft, wet conditions inside the trunk.

**Trunk/Branches:** Damage to one major structural branch measuring approximately 20" in diameter and 4-5 smaller structural branches is present. The cavities noted in the basal area and trunk are beneath the major damaged structural branch, indicating that an internal cavity may exist that connects these two defects.

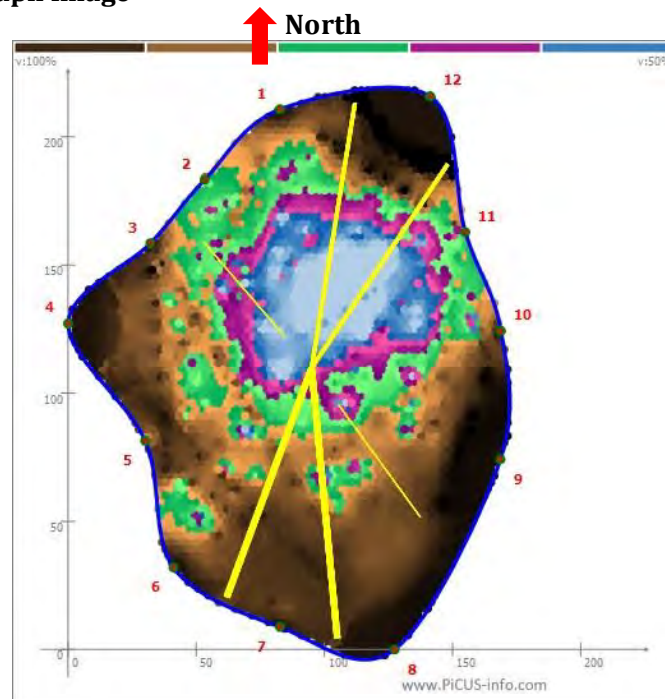
A Picus Sonic Tomograph was used to measure the extent of decay. The sonic tomograph indicates that internal decay is present and surrounded by solid wood. Additionally, six radial cracks were identified.

A Resistograph was used in three locations at approximately 4' height near visible defects. All tested areas indicated at least 24" of solid wood after penetrating bark and sapwood. This was the limit of the drill depth. The drill indicated evidence of internal cracking in the outer layers. On the south side the drill was unable to penetrate past bark and sapwood, indicating very high density.

**Canopy/Foliage:** Canopy shape is uniform and foliage is vigorous, green, and healthy. Multiple potential cavities were observed in the canopy of the tree. Response growth is present. Live crown ratio is estimated at 85-90%.

**Preservation potential:** This tree has good canopy vigor and overall canopy shape, with some amount of internal cavity or decay but a significant amount of solid wood surrounding. Damage to major scaffold branches in combination with internal decay increases risk of failure, and removal of surrounding vegetation may further increase this risk. This can be mitigated by cabling and pruning. This tree could tolerate and recover from limited construction impact with mitigation techniques provided the CPZ is excluded from impact, soil structure is maintained, and the tree is located in a relatively low use area.

### Picus Sonic Tomograph Image



The image shows a cross section of the tree taken at DBH. Dark browns indicate solid wood. Lighter brown shades can indicate insubstantial loss in wood density. Green can indicate fungal activity but may not be indicative of softened wood density. Violets and blues represent damaged areas, in this case extensive areas of decayed wood. The yellow lines indicate radial cracks through the trunk. These can commonly be caused by lightning strikes or storm damage related to high winds. This sonic tomograph image indicates approximately 70% solid wood, with varying levels of decay and open cavities in the remaining 30%.







Southeast side of basal area and trunk  
Possible entry points for decay in structural  
branches, cavities in basal root flare



North side of basal area and trunk,  
showing elongated cavities, circled area  
is open cavity



Closer view of open cavity  
Wet conditions inside trunk, decayed wood  
Lines up with Point "2" in Sonic Tomograph  
image



North side closer view of elongated  
cavities





From South side of tree  
Dead or broken branches, extensive rot  
indicates these branches have been  
damaged for several years



Viewed from north side  
Tree is unable to seal these types of  
wounds to prevent decay



North side view



Northwest side - Major broken structural  
branch, and stubs/cavities from past  
broken branches

**Tree #695**

**Species:** Southern Live Oak, *Quercus virginiana*

**DBH:** 61" dbh

**Observations:** This tree is located directly adjacent to a paved street and in front of two former home sites. Pavement encroaches approximately 40% of Critical Protection Zone (CPZ).

Hardware/wires are present embedded in wood tissue.

**Roots/Basal Area:** The root flare is covered with soil, detritus, and pavement on the north side of the tree, and visible on the south side. Some visible decay is present in the basal area in various locations around the trunk.

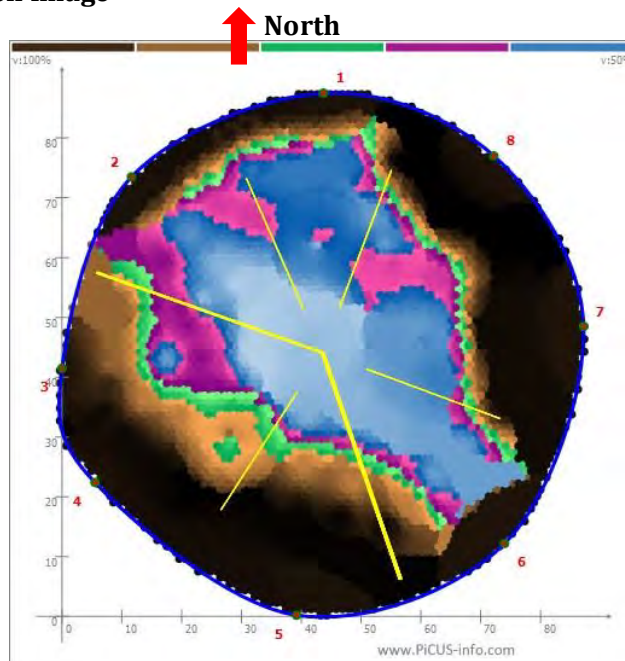
**Trunk/Branches:** A sunken area in the trunk is present on the east side of the tree approximately 4' in height, with some dead bark present. Fungal fruiting bodies are present in scattered locations on all sides. The tree splits into two major structural branches at approximately 10 feet, and the easternmost branch has three 6" diameter or larger visible cavities.

A Picus Sonic Tomograph was used to measure the extent of decay within the easternmost structural branch. The sonic tomograph indicates that internal decay is present below the cavities. Due to the presence of the sunken area of bark in the trunk directly below and fruiting bodies present, this suggests that the decay may extend in to the trunk. Additionally, six radial cracks were identified. This severely impacts the structural stability of the tree.

**Canopy/Foliage:** Canopy shape is somewhat affected by pruning over time to reduce conflict with overhead wires. There is a dead and rotten branch on the westernmost structural branch and smaller dead branches scattered throughout. Canopy density is moderate. Live crown ratio is estimated at 60%.

**Preservation potential:** While there may be some potential to mitigate risk by pruning to reduce weight on the easternmost branch, it is likely that the decay present in this major structural branch extends into the trunk of the tree. This negatively impacts the structural integrity of the tree and increases risk of failure.

**Picus Sonic Tomograph Image**





The image shows a cross section of the east structural branch, equidistant between the visible defects and the branch union with the trunk. Dark browns indicate solid wood. Lighter brown shades can indicate insubstantial loss in wood density. Green can indicate fungal activity but may not be indicative of softened wood density. Violets and blues represent damaged areas, in this case extensive areas of decayed wood. The yellow lines indicate radial cracks through the trunk. These can commonly be caused by lightning strikes or storm damage related to high winds. This sonic tomograph image indicates approximately 40% solid wood, with varying levels of decay and open cavities in the remaining 60%.



East side view showing sunken area of bark and cavities in structural branch



Sunken area of bark on east side of tree below cavities in structural branch, basal decay



Cavities in east structural branch, north side view



Cavities in east structural branch, south side view



West side of tree, dead branch and cavity

**Tree #719**

**Species:** Southern Live Oak, *Quercus virginiana*

**DBH:** 60" dbh

**Observations:** This tree is located in the west corner of the site and is mostly open grown with a wide, spreading crown.

**Roots/Basal Area:** The root flare is visible and large girdling roots are present. Significant damage was observed on all sides in the basal area and on surface roots, including loss of bark and basal decay with fungal fruiting bodies present.

**Trunk/Branches:** A sunken area and some visible splitting in bark was observed on the south side of the trunk. Basal decay extended up the trunk on the north side to approximately 1.5'.

**Canopy/Foliage:** Canopy density is moderate. Some minor vine infestation into the canopy observed on the south side. Minor dead branches were observed throughout the canopy. Live crown ratio is estimated at 60%.

**Preservation potential:** Basal decay is significant and presence of fungal fruiting bodies indicates that it is active. Basal decay has a major negative impact on the structural integrity of trees and significantly increases the risk of tree failure.



Canopy view, south side



Area of surface root rot





Visible splits in bark and presence of fungal fruiting bodies



Visible decay in major structural roots, girdling roots



Major areas of basal decay extending into structural roots. Large amount of fungal fruiting bodies indicating active decay



**Tree #720**

**Species:** Southern Live Oak, *Quercus virginiana*

**DBH:** 59" dbh

**Observations:** This tree is located in the western corner of the site. It is growing directly adjacent and to the south of tree #721, and both trees have grown to function as a group over time.

**Roots/Basal Area:** The root flare is mostly visible with some accumulation of soil and detritus. There is a small cavity with some basal decay present on the south side of the trunk, probing reveals slightly soft wood but no discernable cavity. This tree likely originated at the ground as two individual trees. Included bark is present from the root flare into the crown of the tree.

**Trunk/Branches:** Included bark is present on the north and south sides of the trunk, indicating that there is separation of sapwood between the two trunks from the ground into the crown of the tree. This is a potential weak point in the tree and increases the likelihood of failure. No cavities were observed, and visible decay was minimal.

**Canopy/Foliage:** Foliage was green and healthy. Approximately 10 minor dead branches were scattered throughout the crown. Live crown ratio is estimated at 85%.

**Preservation potential:** This tree is in relatively good condition. Defects such as dead branches can be considered minor, but the included bark present in the trunk can represent a major defect. However, this tree could be successfully preserved if protection of the CPZ is possible and provided that it is located in a relatively low-use area of the future site design. Because it has grown in association with tree #721, preservation of both trees is necessary.



Tree #720 on left and #721 on right





South side view, included bark



South side close view, minor cavity



North side view, included bark



North side close view, included bark



**Tree #721**

**Species:** Southern Live Oak, *Quercus virginiana*

**DBH:** 59" dbh

**Observations:** This tree is located in the western corner of the site. It is growing directly adjacent and to the north of tree #720, and both trees have grown to function as a group over time.

**Roots/Basal Area:** The root flare is mostly visible with some accumulation of soil and detritus. There is a small area of basal decay present on the north side of the trunk, probing reveals slightly soft wood but no discernable cavity.

**Trunk/Branches:** Included bark is present where the major structural branches emerge, and a cavity is present in the westernmost branch measuring approximately 6" in diameter. Lack of visible scar tissue indicates that it most likely extends into the tree, but the depth is not discernable from the ground.

**Canopy/Foliage:** Foliage was green and healthy. Approximately 10 minor dead branches were scattered throughout the crown. Live crown ratio is estimated at 85%.

**Preservation potential:** This tree is in relatively good condition. Visible defects appear to be minor. This tree could be successfully preserved if protection of the CPZ is possible and provided that tree #720 is preserved as well.



North side view, included  
Bark



North side close view, small  
area of decay



North side, included bark in  
scaffold branches and cavity

**Tree #723**

**Species:** Southern Live Oak, *Quercus virginiana*

**DBH:** 47" dbh

**Observations:** This tree is located in the western corner of the site directly adjacent Gamble St. Pavement encroaches approximately 40% of Critical Protection Zone (CPZ).

**Roots/Basal Area:** The root flare is mostly visible with pavement encroaching on the flare on the north side. There is an area of basal decay on the north side of the trunk, measuring approximately 12" wide at its widest point and approximately 1.5' in height.

**Trunk/Branches:** The tree splits into two major structural branches at approximately 12 feet, and included bark is present. Vegetal growth in this area limits visibility so possible presence of decay is unknown. Five pruning wounds of 8-12" in diameter are present in both structural branches and in minor structural branches. Scar tissue is present but minimal given the age of the wounds.

**Canopy/Foliage:** Several large branches have been pruned or lost, and tree has not successfully grown response wood to seal these wounds. There are scattered minor dead branches throughout the canopy. Canopy shape is affected by pruning over time to create clearance over Gamble St. Canopy density is poor. Live crown ratio is estimated at 40%.

**Preservation potential:** Poor canopy density and failure to close wounds indicate that this tree is in poor health and active decline.



View from southeast





North side basal decay



North side pruning wounds with decay and included bark between structural branches



West side pruning wound with decay and included bark

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ARMSTRONG TREE SERVICE  
4426 RABBIT POND RD  
TALLAHASSEE, FL 32309

July 23, 2019

Megan Doherty, Planning Manager  
Blueprint Intergovernmental Agency  
315 S. Calhoun St., Suite 450  
Tallahassee, FL 32301

Dear Megan:

Blueprint Intergovernmental Agency asked me to meet with Charlie Johnson, Woods and Partners, representatives of Blueprint and Mindy Mohrman with the Planning Department to look at some options for the development of the extension of FAMU Way near Mill St and Miles St. We met yesterday and looked at 2 live oaks located near the old Shingles chicken restaurant and a large 76" oak in an area proposed for a storm water retention pond. We also looked at a 61" live oak #695 located near the edge of the pond on Miles St. and several other large live oaks in the general area of the pond.

Today I was on-site with Mindy and Mary Ann Teasley with Community Beautification participating in creating sonic tomography scans of the 2 "Shingles" oaks and a limb of #695. A scan had already been done of the 76" oak.

All of these trees have relatively full, healthy canopies. However, there are also several large dead or recently broken major limbs measuring 20"- 26" in most of the trees. There are some limb and trunk cavities as well as signs of decay at root flairs. This visual evidence points to structural issues. The results of the sonic scans reveal some major internal decay.

The group yesterday discussed options for development that might lessen the impact on the trees. Root damage within 15' of any tree larger than 46" DBH will damage its root plate and likely result in the tree failing in a wind storm. And with many of the surrounding trees removed, the remaining trees will encounter a much higher wind load. Building a road, bicycle trail and sidewalks under trees with compromised roots creates a high risk, which should be avoided.

Tree #695 has 2 forks, one looks structurally sound but the other has a large wounded area. The scan showed an extensive area of decay below this wounded area. It might be possible during the site clearing work to remove the damaged fork to determine if the decay extends into the main trunk. It may then be left as a single trunk tree, although its life span would be reduced due to the cavity which would develop at the

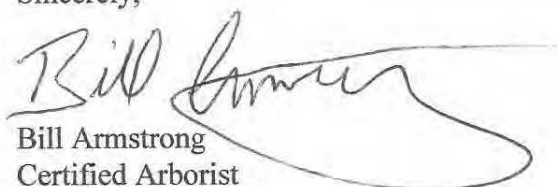
Two trees on the north side of the pond are in good condition, out of the reach of roads and trails and would likely survive in good condition if they could be left in an undisturbed peninsula in the storm water pond.

In general, these trees all have good crowns but internally damaged trunks and limbs. No evidence has been collected on the condition of the root systems. A possible explanation for this condition may be the extremely wet soil the trees have lived in. The area is low and the soil has likely been inundated on many occasions. Such conditions could cause extensive leaf growth due to the water and rich "bottom land" soil. However, it would also be a breeding ground for organisms causing the extensive rot and decay found in these trees.

Any development around these trees must be done using caution to avoid root damage. Leaving trees that are likely to fail near frequent and valuable targets such as cars and pedestrians is the definition of high risk and should be avoided.

If many of these trees must be removed, I hope that the discussion of replacing over 400 trees including live oaks and cypress is realized. Specifications can be written to plant larger trees of 16"-18" diameter. Saving some trees now and replanting many will recreate the beautiful wooded landscape that now exists and also have a safe environment.

Sincerely,



Bill Armstrong  
Certified Arborist



TCC/Stormwater Working Group Goals and Objectives for Segment 3D RSF					Original BP and CCT Project Goals				
<ul style="list-style-type: none"><li>•Serve as a retrofit stormwater facility for the Saint Augustine Branch</li><li>•Maximize 25-year peak rate attenuation</li><li>•Maximize floodplain compensation volume</li><li>•Maximize nutrient load reductions</li><li>•Serve as an aesthetic feature for Capital Cascades Trail</li></ul>					This segment (CCT Seg 3) features major stormwater facilities and an integrated linear greenway. The project will maximize economic benefits and retrofit stormwater problems. Construct a sequence of wetlands and landscaped ponds along with an attractive conveyance system for the backbone of the system. The project will improve water quality and significantly reduce flooding. Holistic Infrastructure: Protect floodplains, build wet detention facilities for retrofit, create flowways, protect and restore lakes in the Bradford, Jackson, Lafayette, Munson, and St. Marks Watersheds to combine structural and nonstructural systems for water quality improvement and flood control.				
	Current Design		Alternative #1		Alternative #2		Alternative #3		
Narrative Summary	The 3D RSF pond footprint generally extends from the CSX r/w to FAMU Way Phase 3 r/w and from the CDD to the cell tower site.		The northern edge of the 3D RSF has been modified to minimize impacts to 2 trees. No location changes to the inflow or outfall are required. 20% reduction of trees within pond area.		The eastern portion of the 3D RSF has been modified to minimize impacts to the 76" oak. The inflow box culverts will be rerouted north into the 3D RSF. No location changes to the outfall are required.		The 3D RSF has been eliminated and the box culvert will connect directly to the CDD. 5 trees are able to be preserved.		
Meets Original BP and CCT Project Goals	Yes		Partial		No		No		
Meets TCC/SWWG Project Goals	Yes		Partial		No		No		
Notes			The 3D RSF has been expanded to the north approximately 20' (landscape buffer has been removed) to be directly adjacent to CSX. The pond relocation could trigger additional permitting requirements with CSX. This information is based on concepts only. Stormwater modeling has not been performed and impacts have been estimated based on best available information. Specific items related to functional size of 3D RSF and safety need further evaluation. Potential impacts to construction costs are based on unit prices from Allen's Excavation, Inc. Only major cost items have been considered. These revisions to the 3D RSF would result in approximately 1-3 months of additional design and permitting. This process needs to be coordinated with the construction of FAMU Way Phase 3.						
Other Considerations			Design changes are expected to impact aesthetics of project, including the partial elimination of amenity walls, landscape buffer adjacent to CSX, and trees. The Design should discourage activity north of the pond due to the proximity of the railway (safety concerns).		Design changes are expected to impact aesthetics of project, including the partial elimination of amenity walls, landscape buffer adjacent to CSX and trees.		Significant coordination is needed with adjacent Water/Sewer and Central Drainage Ditch project.		
Pond Footprint at Control Water Level - Elevation 48 (square feet)	67,300		59,040		42,400		0		
Trees Preserved Within 3D RSF	N/A		59" - 59"		76"		76" - 60" - 59" - 59" - 61"		
Impacts to Permanent Pool Volume (Primary Water Quality Component)	N/A		10% Reduction		40% Reduction		100% Reduction - No RSF		
Nutrients Removed (lbs/yr) (TN/TP)	1051	1598	948	1570	715	1498	N/A	N/A	
Impacts to FDEP Water Quality Grant (\$500k)(See narrative - Blueprint coordination needed)	Qualifies for grant		Likely qualifies for grant		FDEP re-evaluation required		Does not qualify for grant		
Impacts to Floodplain Compensation (can have up to +/- 60% reduction and still meet requirements)	N/A	N/A	10% Reduction	Yes	40% Reduction	Yes	100% Reduction	No	
Debris/Trash Collection Prior to Connection at Central Drainage Ditch	Yes		Yes		Yes		Potential to implement trash collection systems is more limited		
Retaining Walls	No		Yes (height varies 0 to 25')		Yes (height varies 0 to 25')		N/A		
Potential Impacts to Construction Costs	Excavation	N/A	Excavation	(\$67,500.00)	Excavation	(\$270,000.00)	Excavation	(\$675,000.00)	
	Clay Liner	N/A	Clay Liner	(\$3,550.00)	Clay Liner	(\$14,200.00)	Clay Liner	(\$35,500.00)	
	Box Culvert	N/A	Box Culvert	\$0.00	Box Culvert	\$22,500.00	Box Culvert	\$444,375.00	
	Retaining Walls	N/A	Retaining Walls	\$520,000.00	Retaining Walls	\$825,500.00	Retaining Walls	\$0.00	
	Trees	N/A	Trees	(\$10,500.00)	Trees	N/A	CDD Ditch Improvements	\$300,000.00	
	FDEP Grant	N/A	FDEP Grant	\$0.00	FDEP Grant	\$500,000.00	FDEP Grant	\$500,000.00	
Total		N/A		\$438,450.00		\$1,063,800.00		\$533,875.00	
TCC Comments & Considerations	Recommended Alternative - Supports the greatest amount of treatment volume benefiting water quality at Lake Munson; no additional railway permitting; grant funding remains intact; 120+ pond cypress and 8 live oaks replanted; two live oaks integrated into the design.		Potentially Viable Alternative - 10% reduction in treatment volume; grant funding remains intact; retaining wall construction can impact viability of the existing trees.		Not Recommended - Due to 40% reduction in treatment volume and reduced water quality benefits; possible loss of grant funding; retaining wall construction can impact viability of the existing tree; the existing tree is not structurally sound to provide recreation under the canopy.		Not Recommended - This alternative does not achieve water quality goals due to direct routing of the St. Augustine Branch watershed to the CDD with a 100% reduction in treatment volume; loss of grant funding.		
CAC Comments & Considerations	The CAC did not provide recommendations to the IA regarding any of the alternative pond designs.								

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Alisha Wetherell  
Program Engineer  
City of Tallahassee  
408 N. Adams Street  
Tallahassee, FL 32301

October 11, 2017

RE: DHR Project File No.: 2017-2918, Received by DHR: September 21, 2017.  
Project: *Review of FAMU Way Phase III Realignment.*  
County: Leon

Ms. Wetherell:

In accordance with the procedures contained in the City of Tallahassee / Leon County's Natural Features Inventory requirements, we reviewed the referenced property for possible impact to cultural resources (any prehistoric or historic district, site, building, structure, or object) listed, or eligible for listing, in the National Register of Historic Places, or otherwise of historical, archaeological, or architectural value.

After reviewing the historic structures form submitted, it is the opinion of this office that the proposed project is unlikely to affect historic properties. However, unexpected finds may occur during ground disturbing activities, and we request that the permit, if issued, should include the following special condition regarding inadvertent discoveries:

- If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850)-245-6333. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, Florida Statutes.

Ms. Wetherell  
DHR#: 2017-2918  
October 11, 2017  
Page 2

If you have any questions, please contact Alyssa Costas, Historic Sites Specialist, by email at *Alyssa.Costas@dos.myflorida.com*, or by telephone at 850.245.6333 or 800.847.7278.

Sincerely

Timothy A Parsons, Ph.D.  
Director, Division of Historical Resources  
and State Historic Preservation Officer

## Tatiana Daguillard

---

**From:** Melissa Stoller <melissataltrust@comcast.net>  
**Sent:** Tuesday, July 2, 2019 12:38 PM  
**To:** Tatiana Daguillard  
**Subject:** RE: Boynton Still Quarters Inquiry

Hi Tatiana, hope you are doing well. In regard to the above properties. There are site files recorded in 1996 for 917 Miles Street and 913 Miles Street. 917 Miles was evaluated as eligible for NR listing as part of a district but not individually. 913 Miles was evaluated as ineligible due to alterations prior to the 1996 recording. There are no site files recorded for 1612 and 1616 Roy Lane. It would clearly be difficult to record them at this point considering the level of damage and deterioration to the structures. The neighborhood was recorded as part of a neighborhood survey in 1996. It was documented as an unrecorded plat. There were ten structures surveyed, 4 evaluated as eligible/contributing to a potential district and 6 as ineligible/non-contributing. What was distinctive about the Boynton Still Quarters has clearly been lost, the spacing between the shotgun houses, the narrow streets and the mature oaks. With the considerable deterioration of the structures and the loss of context it would be very difficult to reevaluate based on the existing criteria.

Hope that helps.

Kind regards,

MELISSA STOLLER, PH.D.  
Executive Director  
850-488-7334  
www.taltrust.org



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**From:** Tatiana Daguillard [mailto:Tatiana.Daguillard@Blueprintia.org]  
**Sent:** Tuesday, July 2, 2019 9:07 AM  
**To:** melissataltrust@comcast.net  
**Subject:** Boynton Still Quarters Inquiry  
**Importance:** High

Good Morning and Hello!

I would like to know if the following properties located in the Boynton Still Quarters have any architectural or historical significance:

1612 Roy Lane  
1616 Roy Lane  
917 Miles Street  
913 Miles Street

Preliminary research with staff from the Florida Master Site File noted that the structure are above 50 years of age, but there was no other significance noted by them.

Thank you so much for assisting!

***Tatiana M. Daguillard***

Planner I • Blueprint Intergovernmental Agency  
315 S. Calhoun St., Suite 450 • Tallahassee, FL 32301  
Office: 850.219.1081

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



## ***Update on Approved Community Gathering Spaces along Capital Cascades Trail Segment 3***

### **Coal Chute Pond Amenities**

Blueprint completed public engagement with Florida A&M University, Florida State University, and surrounding neighborhoods and businesses in mid-April. Staff facilitated public outreach sessions and published an online survey, collecting feedback from over three hundred respondents. Based on the public engagement and site constraints, the design will include seating, tables, shade, a hammock and relaxation garden, a hardened trail around the pond, and an informal performance space with entrance to Railroad Square. Staff anticipate construction will begin in the fall of 2019 with completion anticipated in the summer of 2020.

### **Skateable Art**

Staff finalized the Request for Proposal (RFP) package for procurement of the Skateable Art amenity south of Coal Chute Pond and adjacent to the Capital Cascades Trail. Blueprint advertised the project for design-build proposals in fall 2019. Design will commence in late 2019 with construction beginning in the fall. Staff anticipates project completion in fall 2020.

### **History & Culture Trail (HCT)**

From the earliest stages of the Capital Cascades Trail Segment 3 Project, the Blueprint Intergovernmental Agency and the City of Tallahassee have been committed to recognizing the history of the area along FAMU Way and Capital Cascades Trail. The History and Culture Trail project will complement the Capital Cascades Trail and FAMU Way Extension Project. This project will share and celebrate the rich history and culture of the neighborhoods, businesses, and people living in the communities located along FAMU Way and the Capital Cascade Trail. The project will focus on honoring stories of adjacent resilient neighborhoods, civil rights advocates, and economic engines and will highlight the culture of these communities and their stories through artistic cultural and historical interpretations. The project will improve civic engagement, enhance civil discourse, and encourage thoughtful and meaningful dialogue among residents and visitors regarding the significance of some of the oldest African-American communities in the State of Florida.

The concepts for the various sections of the HCT Project will be consistent in design, although the specific materials and elements may vary. The HCT features may include signage, sculpture, and other interpretive elements. A major task of the Working Group will be developing the content for historical and cultural interpretations, which will focus on highlighting and honoring the history of the area. Using the 2015 FAMU Way Historical survey conducted by various Florida A&M University history professors as inspiration, the Design Works team from the Tallahassee-Leon County Planning Department developed a conceptual design for history kiosks along this section of the trail. The kiosks will display images, photographs, and historic information about the neighborhoods, businesses, and people of this area. The IA Board provided direction to staff to enter into an agreement with the Council on Culture and Arts (COCA) to assist with the artist solicitation and selection of the public art components of the History & Culture Trail.

Staff has finalized the RFP package for the interpretive elements for the HCT along Capital Cascades Trail Segment 3. The selected firm will provide services to facilitate a Working Group of neighborhood and community representatives to develop the design. 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 RFP for design services in fall 2019 with construction in fall 2020.



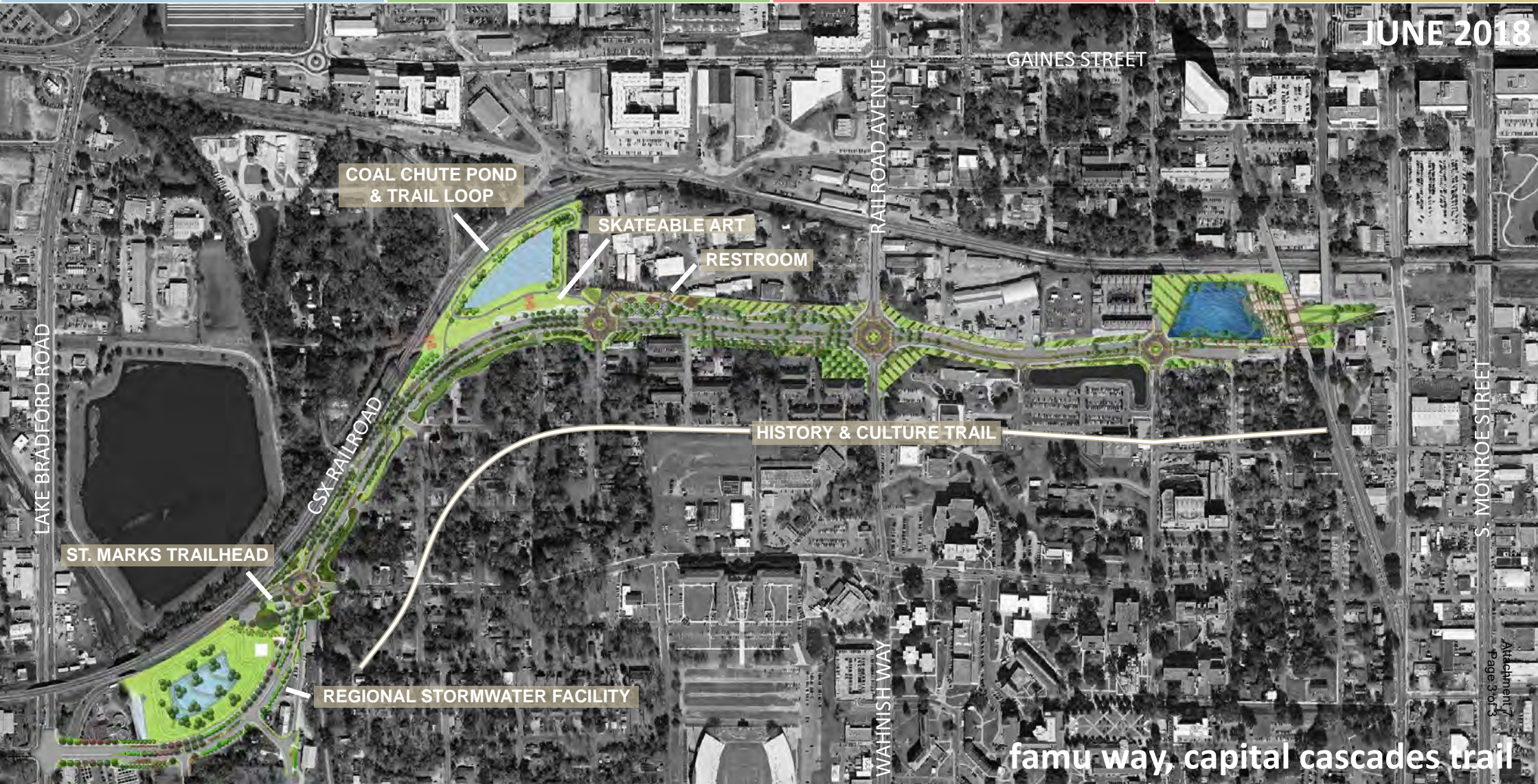
ELEMENTS OF WATER

REDEVELOPMENT + ACTIVITY

COLOR, VIBRANCY, + PLAYFULNESS

HISTORY + HERITAGE

JUNE 2018



famu way, capital cascades trail

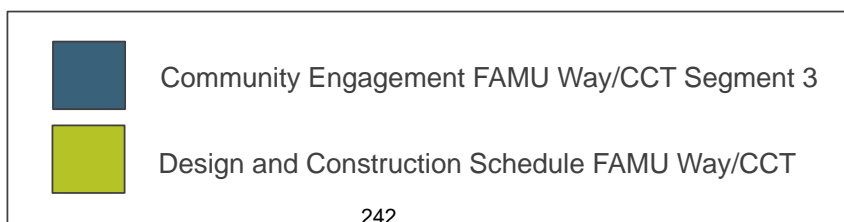
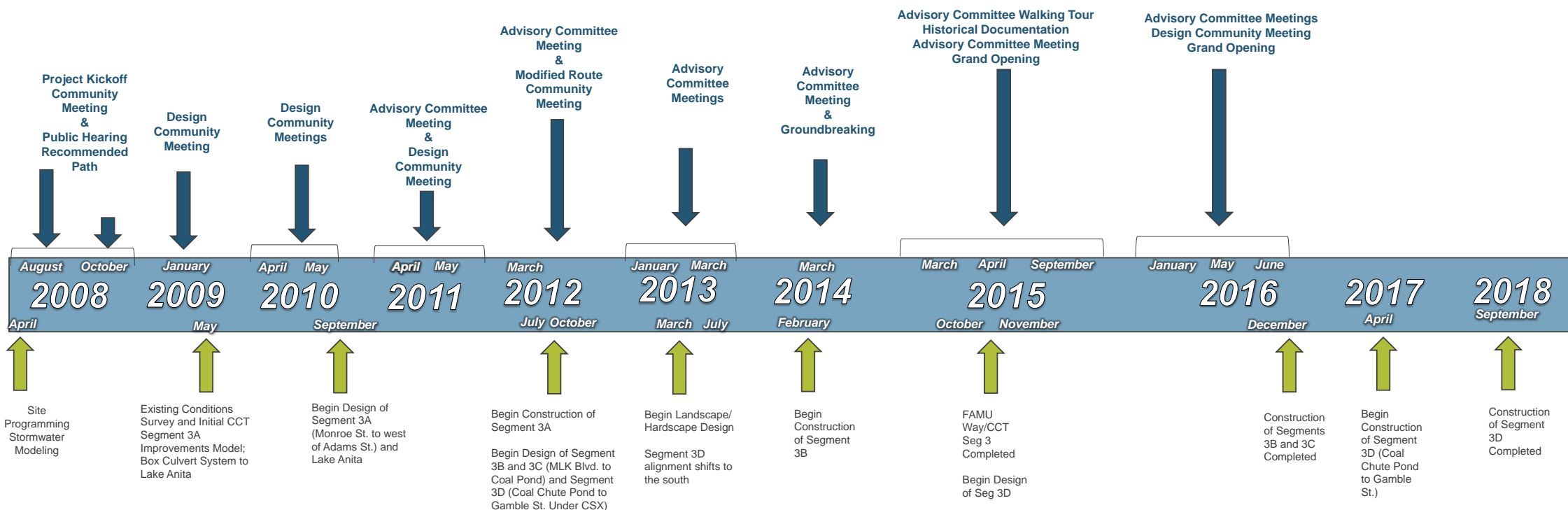
Attachment 7  
Page 3 of 3

FAMU WAY + CAPITAL CASCADES TRAIL – SEGMENT 3 CONCEPTUAL MASTER PLAN

**DRAFT ONLY**

BLUEPRINT  Kimley»Horn WPI  
INTERGOVERNMENTAL AGENCY

# Capital Cascades Trail and FAMU Way Project Outreach and Construction Timeline





## OWNER PAYMENTS

Parcel #	Project	Address OR Tax ID	Date	Appraised Value	Total Paid	Gross Amount to Seller
102R	JOINT III/3	0 Gamble Street	8/17/2018	\$500,000	\$649,664	\$646,625
103R	FW-II	904 Gamble Street	11/28/2012	\$270,000	\$359,744	\$357,625
104R	CCT-3	945 Gamble Street	7/20/2018	\$76,500	\$114,151	\$104,025
105R	FW-II	902 Gamble Street	11/28/2012	\$350,000	\$461,644	\$459,125
106R	CCT-3	937 Gamble Street	7/19/2018	\$80,000	\$110,610	\$110,125
107R	FW-II	Abandoned Spur Tract 20 ft strip, SW Q of S2, T1 S R1W	8/20/2013	\$26,000	\$39,401	\$38,475
108R	CCT-3	0 Gamble Street	6/13/2018	\$58,400	\$89,784	\$81,505
109R	FW-II	862 Eugenia Street	4/9/2014	\$60,000	\$127,247	\$126,500
110R	JOINT III/3	902 Gamble Street	7/25/2018	\$540,850	\$720,765	\$690,850
114R	FW-I	Mill Street	1/31/2014	\$220,000	\$294,185	\$292,625
118-121	FW-I	#013-044-0 & #013-045-0	12/3/2012	\$367,000	\$593,790	\$535,000
124	FW-II	#4102200340000	4/1/2014	\$25,000	\$49,218	\$36,996
126	FW-II	#4102200310000	6/27/2013	\$183,000	\$266,265	\$264,825
128	FW-II	#4102200180000	2/11/2014	\$33,200	\$33,200	
130	FW-II	#4102100000091	5/14/2014	\$13,400	\$35,426	\$21,135
132	FW-II	#4102100000090	8/12/2014	\$11,400	\$49,429	\$34,038
134	FW-II	Loomis Land	3/21/2013	\$33,000	\$48,439	\$47,850
136	FW-II	1208 Cleveland Street	1/31/2014	\$129,000	\$193,923	\$175,000
137	FW-II	1205 Cleveland St	4/30/2013	\$32,000	\$47,085	\$46,525
138	FW-II	1210 Cleveland Street	8/29/2013	\$96,000	\$146,952	\$131,325
139	FW-I	1205 Pinellas Street	10/24/2012	\$72,000	\$111,826	\$99,525
141	FW-I	#4101850000010	1/23/2013	\$43,000	\$67,715	\$61,100
142	FW-II	#4102100000040	6/26/2013	\$15,000	\$23,843	\$23,375
145	FW-I	1242A Conklin Street 1240C Conklin Street 1242E Conklin Street 1240B Conklin Street 1242B Conklin Street 1240D Conklin Street 1242D Conklin Street 1240E Conklin Street 1240H Conklin Street 1240E Conklin Street	7/13/2012	\$1,000,000	\$1,255,486	\$1,250,000
147	FW-I	1203 Conklin Street	9/18/2013	\$175,000	\$346,781	\$218,825
			10/7/2013			\$15,000
			10/21/2013			\$30,000
148	FW-II	1209 Cleveland Street	4/30/2013	\$66,000	\$92,331	\$91,575
149	FW-I	#4101202280000	9/18/2013	\$17,000	\$35,175	\$26,175

Highlighted rows indicate related Relocation Payment

Parcel #	Project	Address OR Tax ID	Date	Appraised Value	Total Paid	Gross Amount to Seller
150	FW-II	#4102200640000	6/5/2013	\$130,500	\$191,375	\$176,275
151	FW-I	#4101202430000	1/23/2014	\$140,000	\$289,250	\$28,915
						\$28,915
						\$200,000
155	FW-I	FAMU Way ROW	11/7/2012	\$1,106,325	\$1,440,000	\$1,254,000
157	FW-I	1022 Railroad Ave	8/27/2012	\$6,700	\$102,197	\$92,900
161	FW-I	1021 Railroad Ave	5/7/2013	\$195,400	\$281,926	\$258,780
161 (ODA)	FW-I	Outdoor Sign ODA	5/7/2013	\$60,500	\$80,885	\$80,515
164	FW-I	1213 Pinellas Street	1/24/2013	\$78,000	\$124,742	\$112,475
166	FW-I	1209 Pinellas Street	8/29/2012	\$100,000	\$164,251	\$150,000
167	FW-I	Part of 445 W Van Buren Loop	7/24/2013	\$5,440	\$11,735	\$10,000
170	FW-I	1211 Conklin Street	9/5/2012	\$66,400	\$77,619	\$66,900
177	FW-I	1000 Railroad Ave.	12/18/2012	\$435,000	\$592,987	\$565,375
180	FW-I	1319 S Martin Luther King Jr Blvd	9/26/2012	\$56,000	\$86,400	\$78,325
188	FW-I	1319 S Bronough Street	8/21/2012	\$6,100	\$11,612	\$11,150
188-A	FW-I	1319 S Bronough Street	2/27/2013	\$3,800	\$7,477	\$6,960
200	FW-I	832 Wailes Street	10/27/2014	\$125,000	\$126,088	\$125,000
203	FW-I	836 Wailes Street	7/22/2014	\$75,000	\$104,276	\$103,500
204	FW-I	832 Wailes Street	12/17/2014	\$80,000	\$121,090	\$110,126
206	FW-II	Parent Tract OR1126 P2036	6/24/2015	\$36,800	\$36,800	
207	FW-I	1312 Disston Street	9/29/2014	\$33,300	\$48,713	\$48,247
209	FW-I	xx Eugenia Street c/o 821 Eugenia Street	12/3/2014	\$428,884	\$588,066	\$557,884
211	FW-II	832 Eugenia Street	4/30/2013	\$80,000	\$120,888	\$110,125
212	FW-II	#4102200370000	6/5/2013	\$172,000	\$254,125	\$230,225
213	FW-I	#4102200320000 ROW Triangle	10/28/2015	\$23,900	\$81,340	\$70,000
214	FW-II	812 Eugenia Street	4/30/2013	\$475,000	\$621,610	\$615,375
215	FW-II	1226 Disston Street	10/11/2013	\$157,500	\$176,215	\$157,500
216	FW-II	Eugenia Street	5/1/2013	\$19,000	\$29,429	\$28,975
217	FW-II	Loomis Land	3/21/2013	\$13,400	\$21,611	\$21,135
218	CCT-3	944 Miles Street	5/30/2018	\$75,000	\$113,904	\$103,397
219	CCT-3	940 Miles Street	6/13/2018	\$65,000	\$102,069	\$89,892
220	CCT-3	936 Miles Street	2/20/2019	\$25,000	\$37,125	
221	CCT-3	932 Miles Street	10/30/2018	\$53,000	\$85,533	\$74,350
222	CCT-3	928 Miles Street	5/23/2018	\$27,850	\$111,923	\$100,850
223	CCT-3	0 Miles Street	5/23/2018	\$13,600	\$28,633	\$21,415
Highlighted rows indicate related Relocation Payment						

Parcel #	Project	Address OR Tax ID	Date	Appraised Value	Total Paid	Gross Amount to Seller
224	CCT-3	920 Miles Street	5/22/2018	\$24,900	\$43,451	\$36,990
225	CCT-3	916 Miles street				
226	CCT-3	912 Miles Street	6/7/2018	\$63,000	\$98,563	\$87,600
227	CCT-3	904 Miles street	9/8/2014	\$27,000	\$27,508	\$27,000
228	FW-III	905 Miles Street	9/8/2014	\$3,000	\$3,453	\$3,000
229	FW-III	0 Still Court	10/30/2018	\$14,200	\$25,372	\$22,255
230	JOINT III/3	913 Miles Street	3/21/2019	\$85,000	\$128,871	\$114,250
231	JOINT III/3	917 Miles Street		\$55,000	\$100,000	
232	JOINT III/3	922 Still Court	8/22/2018	\$45,000	\$74,364	\$63,750
233	JOINT III/3	925 Miles Street	8/22/2018	\$107,000	\$162,503	\$145,725
234	CCT-3	927 Miles Street	8/22/2018	\$102,000	\$155,597	\$139,225
235	JOINT III/3	929 Miles Street	8/22/2018	\$216,000	\$315,346	\$287,425
236	FW-III	1604 Roy Lane	6/13/2018	\$110,000	\$150,593	\$149,625
237	FW-III	1608 Roy Lane	11/15/2018	\$39,850	\$62,023	\$56,110
238	FW-III	1612 Roy Lane	4/17/2018	\$81,770	\$112,472	\$100,000
239	FW-III	1616 Roy Lane	3/21/2019	\$89,270	\$123,077	\$110,250
240	FW-III	909 Still Court	4/17/2019	\$96,500	\$157,404	\$131,990
241	FW-III	921 Still Court	4/30/2018	\$22,050	\$37,217	\$33,143
242	FW-III	921 Still Court	5/15/2019	\$277,650	\$488,781	\$441,857
243	JOINT III/3	0 Still court	9/18/2018	\$28,000	\$62,023	\$56,110
244	FW-III	1700 Mill Street	9/12/2018	\$400,800	\$523,185	\$522,625
246	FW-I/II	#4102200580000 ROW	8/31/2016	\$8,500	\$20,200	\$14,200
247	FW-III	#4102204160000	4/4/2019	\$39,900	\$39,900	
248	FW-III	#4102204170000	4/4/2019	\$26,000	\$26,000	
249	FW-III	0 Still Court	8/29/2018	\$6,900	\$12,395	\$11,850
252	FW-III	0 Mill street	12/17/2018	\$45,426	\$60,629	\$60,000
<b>Highlighted rows indicate related Relocation Payment</b>						

## RELOCATION PAYMENTS

Parcel #	Project	Address OR Tax ID	Tenant or Owner	Payment	Type of Payment*
104R	CCT-3	945 Gamble Street	O	\$5,000	MC
139	FW-I	1205 Pinellas Street	T	\$1,050	MC
145	FW-I	1242A Conklin Street	T	\$189	RHP
				\$1,050	MC
		1240C Conklin Street	T	\$1,050	MC
		1242E Conklin Street	T	\$1,050	MC
		1240B Conklin Street	T	\$1,050	MC
		1242B Conklin Street	T	\$525	MC
			T	\$525	MC
		1240D Conklin Street	T	\$525	MC
			T	\$525	MC
		1242D Conklin Street	T	\$1,050	MC
		1240E Conklin Street	T	\$1,050	MC
		1240H Conklin Street	T	\$1,050	MC
		1240E Conklin Street	T	\$1,050	MC
147	FW-I	1203 Conklin Street	T	\$700	MC
				\$700	MC
				\$700	MC
166	FW-I	1209 Pinellas Street	T	\$2,625	RHP
				\$525	MC
170	FW-I	1211 Conklin Street	T	\$4,873	RHP
				\$875	MC
211	FW-II	832 Eugenia Street	T	\$1,050	MC
214	FW-II	812 Eugenia Street	T	\$1,050	MC
			T	\$525	MC
			T	\$525	MC
			T	\$1,050	MC
			T	\$1,050	MC
218	CCT-3	944 Miles Street	T	\$1,650	MC
				\$5,250	RHP
219	CCT-3	940 Miles Street	T	\$675	MC
				\$2,625	RHP
			T	\$1,350	MC
				\$8,875	RHP
221	CCT-3	932 Miles Street	T	\$1,050	MC
				\$6,000	RHP
222	CCT-3	928 Miles Street	O	\$1,200	MC
			T	\$1,500	MC
				\$12,273	RHP

**\*Move Cost (MC); Business Location Search Cost (SC); Replacement Housing Payment (RHP); Business Reestablishment Expense (RE)**

Parcel #	Project	Address OR Tax ID	Tenant or Owner	Payment	Type of Payment*
226	CCT-3	912 Miles Street	O	\$3,200	MC
				\$2,500	SC
				\$10,000	RE
230	JOINT III/3	913 Miles Street	T	\$5,250	RHP
				\$1,200	MC
231	JOINT III/3	917 Miles Street	T	\$1,200	MC
				\$5,250	RHP
				\$1,102	RHP
234	CCT-3	927 Miles Street	T	\$1,500	MC
				\$5,050	RHP
235	JOINT III/3	929 Miles Street	T	\$5,250	RHP
				\$1,350	MC
242	FW-III	921 Still Court	O	\$25,308	RE
			T	\$5,250	RHP
				\$1,050	MC
			T	\$5,250	RHP
				\$450	MC
244	FW-III	1700 Mill Street	T	\$105,000	RE
			T	\$7,500	MC
			T	\$5,250	RHP
				\$550	MC
			T	\$37,500	RE
			T	\$550	MC

**\*Move Cost (MC); Business Location Search Cost (SC); Replacement Housing Payment (RHP); Business Reestablishment Expense (RE)**

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**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #12  
September 5, 2019**

<b>Title:</b>	Acceptance of the Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program
<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 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 June 27, 2019 IA Board meeting, this agenda item provides a comprehensive report on the existing Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program with comparison to state regulations.

## FISCAL IMPACT:

This item does not have a fiscal impact. However, future updates to the Blueprint Relocation Policy and Procedures Manual and Incentive Offer Program may have fiscal impact.

## RECOMMENDED 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.

## BACKGROUND/ANALYSIS:

This agenda item reviews state statute, interlocal agreement, and agency procedures governing Blueprint's acquisition of property. Eminent domain is the right of a government to acquire private property for public projects after payment of full compensation to the owner. 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 Blueprint projects.

As an interlocal agency of the City of Tallahassee and Leon County Government, Blueprint acquires property for the construction of road, park, water quality, and other projects important for the public good. See § 163.01(7)(f), Fla. Stat. When Blueprint projects involve Federal or State funding, adherence to Federal or State regulations is required when acquiring property. When Blueprint projects are constructed with local funds, Blueprint uses its own regulations to guide its eminent domain practice where state law is silent. Chapter 73 and 74, Florida Statutes, 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 does not provide a formula for calculation of an initial offer beyond its basis in an appraisal. The Florida Department of Transportation (FDOT) provides an additional incentive to property owners for state-funded acquisitions beyond full compensation as provided in FDOT Right of Way Manual, § 7.3, available at <https://www.fdot.gov/rightofway/ProceduresManual.shtm>, which became effective January 18, 2007. To mirror FDOT's practices, Blueprint developed its own Incentive Offer Program for locally-funded acquisitions modeled after the FDOT Right of Way Manual.

On March 21, 2007, the Intergovernmental Management Committee (IMC) approved the Blueprint Incentive Offer Program. The Blueprint Incentive Offer Program requires that 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 on the next page.



Table 1-A: Incentive Offer Program Schedule for Calculating Initial Offer to Property Owners.

When Appraised Value is:		
Over	But Under	INCENTIVE IS
\$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 2-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>\$37,125</b> = \$25,000 + \$12,125

Both the FDOT and Blueprint Incentive Offer Programs result in a higher rate of acquisitions achieved by settlement agreement as compared to those that could not reach a settlement agreement and involved a lawsuit. In November 2001, FDOT began its Pilot Incentive Offer Program to make incentive offers to property owners in amounts exceeding fair market value. FDOT administered the Pilot Program in three of its Districts and included control groups in each district under the existing procedures including no incentive offers. On July 29, 2005, FDOT issued an analysis of its Pilot Program. See Attachment #1, 2005 FDOT Pilot Program Analysis. The Pilot Program resulted in savings on all pilot projects when compared to the control group, other district, and statewide averages. The 2005 Pilot Program Analysis determined that statewide implementation of the Pilot Program could result in annual savings between \$6 and \$10.4 million in costs and fees, including those paid for appraisal, attorney, and other services. The Pilot Program also yielded time savings as compared to the control group, other district, and statewide averages to complete a taking from the initiation of negotiations to the closing date or order of taking. The 2005 Pilot Program Analysis also included a customer

satisfaction survey indicating excellent acceptance of the Pilot Program among landowners as compared to the survey responses of the control group, other district, and statewide landowners. Ultimately, FDOT implemented its Incentive Offer Program statewide and has not modified its schedule of incentives since its adoption in 2007.

The Blueprint Incentive Offer Program is very similar to the FDOT Program and has been similarly successful in its first implementation on the locally-funded FAMU Way and Capital Cascades Trail Segment 3 acquisitions. The Blueprint Incentive Offer Program resulted in a high settlement agreement rate on those acquisitions, indicating a favorable response from property owners. Many of the acquisitions that went to suit—19 of 86 total property interests—did so to resolve title issues or determine heirs.

Blueprint completed the acquisitions on FAMU Way and Capital Cascades Trail in two groups. Blueprint acquired the parcels for FAMU Way Phases I and II and Capital Cascades Trail Segment 3 in Group I under a July 27, 2011 Agreement between Blueprint and the City of Tallahassee. Blueprint acquired the parcels for FAMU Way Phase III and Capital Cascades Trail Segment 3D in Group II under an amended November 2, 2016 Agreement. The 2011 and 2016 Agreements provided that Blueprint would provide acquisition services and the City would help to pay for the same.

In Group I, Blueprint acquired 50 property interests. Of those 50 interests, 14 went to eminent domain suit, representing a settlement agreement rate of 72 percent. The total cost and fees for Group I totaled \$795,609. In Group II, Blueprint acquired 36 property interests. Of those 36 interests, 7 went to eminent domain suit, representing a settlement agreement rate of 80.6 percent. The total costs and fees for Group II totaled \$531,074.

Comparing the total appraised value of all parcels acquired (\$10,876,865) to the total amount Blueprint paid for them (\$15,646,891), the total cost of acquisition for FAMU Way and Capital Cascades Trail Segment 3 was 144 percent of the total appraised value of the property. When compared to FDOT's 2005 Pilot Program Analysis, this percentage (144%) demonstrates that the acquisitions on FAMU Way and Capital Cascades Trail were less expensive than the acquisitions measured in the FDOT District Two Pilot Program (145%), all Pilot Program control groups (between 147-160%), all other districts (between 151-198%), and statewide (155%). See Attachment #1, 2005 FDOT Pilot Program Analysis.

## **BLUEPRINT RELOCATION POLICY AND PROCEDURES MANUAL**

When local governments exercise 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 as described above. Accordingly, the 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 response to the FAMU Way and Capital Cascades Trail Segment 3 acquisitions, the first locally-funded Blueprint project not subject to State or Federal regulations. Blueprint used the 2011 FDOT Right of Way Manual as its model. See 33 Fla. Admin. Reg. 7 (Feb. 16, 2007); FDOT Right of Way Manual §§ [9.1](#), [9.3](#), and [9.4](#), available at <https://www.fdot.gov/rightofway/ProceduresManual.shtm>. The Blueprint Relocation Policy and Procedures Manual provides substantially the same benefits as the 2011 FDOT Right of Way Manual with modifications discussed below. See Attachment #2, Blueprint Relocation Policy.

## 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.

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 rooms 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 on the next page lays out moving cost payments for residential tenants who own their own furniture.

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. 88 (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 POLICIES AND STATE REGULATIONS

Since the IA Board adopted the Blueprint Relocation Policy and Procedures Manual modeled after the FDOT Right of Way Manual in 2011, FDOT has updated its policies. This section analyzes the gap between the Blueprint and FDOT policies and presents potential alternatives to modify the Blueprint Policy. Updates A through D below account for updates FDOT has made to its Right of Way Manual. Updates E and F below would substantially alter the Blueprint policies and have more fiscal impact.

### 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 would be updated so that residential tenants who have lived in their dwelling for 12 months or less receive 21 months of replacement housing payments not to exceed \$3,600. Residential tenants who have lived in their dwelling for more than 12 months 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 would be 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

The Incentive Offer Schedule would be updated to include a slightly higher incentive offer payment for property with an appraised value between \$1,000 and \$2,500, to provide an incentive of \$1,000 + 83.3% of amount over \$1,000 instead of only 83% of the amount over \$1,000. 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 would be 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.

- F. Provide relocation assistance to owner-occupants.

The Blueprint Relocation Policy and Procedures Manual would be 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.

Updates A through D carry an anticipated 20 to 40 percent increase in acquisition costs on locally-funded Blueprint projects. Updates E and F above carry an anticipated 70 percent or higher increase in acquisition costs on locally funded Blueprint projects.

Option 2 of this agenda item gives staff direction to update the Blueprint Relocation Policy and Procedures Manual and Blueprint Incentive Offer Program with Updates A through D. Option 3 directs staff to bring back a cost analysis on proposed updates E and F to the December 12, 2019 meeting for IA Board consideration.

## **OPTIONS:**

- 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.
- Option 3: IA Board Direction.



### **Attachments:**

1. 2005 FDOT Pilot Program Analysis
2. 2011 Blueprint Relocation Policy



## **FLORIDA DEPARTMENT OF TRANSPORTATION**

### **Incentive Offer Program Interim Analysis**

**July 29, 2005**

In addition to federal requirements, the Florida Department of Transportation acquires rights of way in Florida under somewhat unique state laws. Florida law provides for payment of property owner attorney fees and costs, appraiser fees and other expert fees by the condemning agency. Since the amount of attorney fees is computed on the difference between the Department's initial offer and the final closing or settlement amount, it is important that the Department make the highest initial offer that can be supported. Litigation must be avoided whenever possible in order to minimize the size and amount of the defendant's expert witness fees. X

In November 2001, the Florida DOT received approval to conduct a pilot project on incentive offers in amounts exceeding the fair market value. The objective of the Department's Incentive Offer Pilot Project is to assess the potential for incentive offers to reduce overall project costs and delivery time of right of way projects by encouraging early settlements and minimizing litigation and associated costs. The Department applied incentive amounts to initial offers on three separate right of way projects (pilot projects) in Districts Two, Four and Five. Separate but similar projects (control projects) in each District, produced under existing procedures with no incentive offers, were tracked as well. The pilot and control projects selected in each district were to the extent possible, similar in size, makeup, staff and project management. Details about each of the projects are attached.

During the second quarter of 2004, FDOT Right of Way Central Office and FHWA conducted field reviews of both the pilot and control projects in all three districts. The team collected information pertaining to the projects, and interviewed district management and staff to identify potential program strengths, areas of concern, and overall reception to the incentive offer program. Several parcels, on both pilot and control projects, have not been completed. In recognition of this fact, this report is considered to be an interim analysis of the incentive offer program. Further monitoring and tracking of projects will be performed until all parcels have been completed.

In addition to comparing the results of the pilot projects to the control project, a comparison to both District and statewide historical information was developed from the Right of Way Management System. The pilot projects were analyzed for the Cost of Land, Fees and Costs, Time Savings and Customer Satisfaction.

#### **I. Measure of Cost for Land**

Percentages shown below were calculated by taking the project's total dollar amount expended for land, improvements, and severance damages divided by the project's total initial appraisal amount.

	<u>Pilot</u>	<u>Control</u>	<u>District</u>	<u>State</u>
District 2	145%	147%	151%	155%
District 4	131%	143%	197%	155%
District 5	138%	160%	158%	155%

Percentages shown above have been rounded to the nearest whole number.

These results indicate a savings on all pilot projects when compared to the control, district or statewide averages. Over the past ten (10) years, the Department averaged expenditures of \$272.6 million per year for land, improvements and severance damages. Average percentages of the pilot project when compared to the historical statewide average produced a cost savings for land varying from 10% in District 2 to 24% in District 4. When applied to the total average land, improvements and severance damage expenditures, this translates into a potential monetary savings ranging from \$27.3 million to \$65.4 million per year.

## II. Measure of Fees and Costs

Percentages shown below were calculated by taking project's total amount paid for fees and costs divided by the project's total dollar amount for land, improvements, and severance damages.

	<u>Pilot</u>	<u>Control</u>	<u>District</u>	<u>State</u>
District 2	1%	11%	16%	20%
District 4	20%	21%	29%	20%
District 5	9%	10%	17%	20%

Percentages shown above have been rounded to the nearest whole number.

The range of pilot project savings for fees and costs above the statewide average were from 11% (District 5) to 19% (District 2). Over the past ten (10) years, the Department averaged annual payments of \$54.8 million for fees and costs. Therefore, statewide implementation of the pilot process could potentially generate annual savings ranging from \$6 million to \$10.4 million in the amount of fees and costs paid by the Department.

## III. Measure of Time Savings

Time required to obtain title to the subject property was determined by averaging the total number of days which elapsed from initiation of negotiations to the date of closing or date order of taking deposit was made. This is compared to the control project and to the district and statewide historical averages.

	<u>Pilot</u>	<u>Control</u>	<u>District</u>	<u>State</u>
District 2	89	238	216	235
District 4	383*	380	364	235
District 5	212	358	208	235

\* Time from initiation of negotiations to title transfer impacted by the county's proposed design changes.

The pilot process shows great promise in allowing for a reduction in project delivery time. Although late design changes can always delay project delivery, the pilot process can allow for quicker recovery, even in those circumstances.

#### IV. Pilot and Control Project Parcel Information

Shown below is specific parcel production information for each project (i.e. total number of parcels on a project, number of parcels currently open on the project, number of parcels that were negotiated, condemned or voided).

	<u>Pilot-D2</u>	<u>Control-D2</u>	<u>Pilot-D4</u>	<u>Control-D4</u>	<u>Pilot-D5</u>	<u>Control-D5</u>
Parcels Open	--	--	--	--	--	5
Parcels Voided	5	4	2	11	7	10
Parcels Negotiated	41	44	48	55	60	93
Parcels Condemned	5	19	39	57	34	28
OT Deposits	3	12	13	3	3	3
Final Judgments	2	7	26	54	31	25
Total Parcels	51	67	89	123	101	136

#### V. Customer Satisfaction

Customer satisfaction was measured by an opinion survey of property owners on the pilot and control projects conducted by FDOT Central Office staff. The opinion survey consisted of the following seven questions rated from 0 to 5 with 5 being the highest rating:

1. How well did we answer your questions about the project?
2. How well did we explain the process used to acquire your property?
3. Was the offer fair and reasonable?
4. Were you given adequate time to make a decision about the offer?
5. Was the Right of Way Agent informed and helpful?
6. Was the Right of Way Agent courteous?
7. How would you rate the usefulness of the printed material provided?

Questions 3 and 4 are not included on the Department's standard Acquisition survey therefore no responses are available for districts or statewide. Listed below are the average responses from the opinion survey for both pilot and control projects, along with district and statewide averages.

	Pilot	Control	District 2	District 4	District 5	Statewide
Question 1	4.68	4.56	4.51	4.54	4.80	4.58
Question 2	4.72	4.51	4.62	4.79	4.60	4.64
Question 3	4.65	4.52	NA	NA	NA	NA
Question 4	4.64	4.63	NA	NA	NA	NA
Question 5	4.54	4.65	4.51	4.83	4.50	4.69
Question 6	4.68	4.69	4.76	4.87	4.90	4.81
Question 7	4.68	4.61	4.41	4.23	4.30	4.41

The responses for questions 1, 2 and 7 are higher for the pilot projects than the statewide average. This indicates excellent acceptance by the landowners. This is further enhanced by the responses to questions 3 and 4 which indicate strongly that owners feel no coercion under the pilot process. The responses to questions 5 and 6 are slightly lower than the statewide average, although still very strong. This may be due to the fewer contacts typically occurring under the pilot process. Overall, the landowner surveys show very favorable results for the pilot.

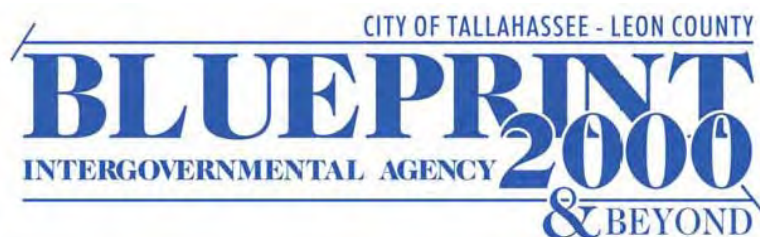
## **VI. Comments**

During the field review of the pilot and control projects, the review team interviewed each District's Right of Way Manager or designee for their impression of the incentive offer pilot. Overall, opinions were positive but did vary in some regards. One manager expressed that, although successful in acquiring parcels, such a program may be better suited for less complicated parcels. While another manager expressed a desire to fully implement the incentive offer program district-wide. Collectively all participating districts positively received the incentive program and implemented it in adherence with procedures.

## **VII. Interim Conclusions**

Based on the information collected thus far, the incentive offer program appears to decrease project costs, shorten time required to acquire title, to reduce fees and costs, and maintain landowner satisfaction. While the pilot projects are not yet final, we believe the currently available data indicates a very strong potential for this process. We would expect the final information from these projects to confirm what we find to date.

The findings on these pilot projects strongly indicate that wider application of the process in Florida should be undertaken.



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# **RELOCATION POLICY AND PROCEDURES MANUAL**

**August 1, 2011**

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## INTRODUCTION

This Relocation Policy and Procedures Manual (PPM) is being implemented by the Blueprint 2000 Intergovernmental Agency (Blueprint) 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 on June 20, 2011. 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 PPM refers to any individual (residential or business occupant), partnership, corporation or association. Blueprint shall provide advisory assistance and conduct the relocation program so that no person shall, 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 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) 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 PPM.

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 PPM 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.



## 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, 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.
- 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 shall be provided to a 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 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 shall, 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 shall 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 shall 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 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 shall 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 tenant shall 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 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 shall maintain current listings of potential replacement properties for lease or for sale without regard to race, color, religion, or national origin, 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 shall 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 shall 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 shall 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 shall 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 shall inform the 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 shall 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 shall 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, shall 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.



## **SECTION III**

### **RELOCATION NOTICES**

#### **A. Manner of Notices**

Relocation notices shall be personally served or sent by certified or registered first-class mail, return receipt requested and documented in Blueprint's files. Blueprint shall 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 shall 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 shall 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
- 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 shall notify all occupants in writing of their eligibility for applicable relocation assistance and/or payments. This notice shall cite the specific relocation benefits for the displaced person, and shall identify and offer relocation assistance to the displaced person.

- 1) Tenant occupants are entitled to relocation payments as of the initiation of negotiations, and a tenant occupant shall 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.
- 2) 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 tenant shall be delivered a written Statement of Eligibility. The statement shall include:

- 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 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 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.

**F. Thirty-Day Notice**

The 30-Day Notice will provide a specific date by which the displaced person/business must vacate and surrender possession of the subject property.

## **SECTION IV**

### **PAYMENTS FOR MOVING AND RELATED EXPENSES**

#### **A. Eligibility**

Any 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 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 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 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.

### Fixed Residential Moving Cost Schedule.

Any 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 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 shall 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	\$550
2	\$700
3	\$875
4	\$1,050
5	\$1,200
6	\$1,350
7	\$1,500
8	\$1,650
Each Additional Room (after 8 rooms)	\$200

**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	\$450
Each Additional Room	\$125

A displaced 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.

#### **E. Non-Residential Moving Payments (Business Tenants)**

##### **1) Eligible Moving Expenses for Displaced Business Tenant Occupants or Non-Profit Organizations (NPO) Tenant Occupants**

Eligible expenses for non-residential moves include the following:

- a) Transportation of the displaced 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 tenant shall 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 shall 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 tenant elects to take full responsibility for the move of the business or NPO. Blueprint may make a payment for the 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 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 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 displaced business tenant shall 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 shall be computed on the basis of actual hours worked at the hourly rate paid, but the hourly rate shall 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.
- (3) Upon completion of the move, the displaced business tenant shall 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.

**F. Notification and Inspection**

Blueprint will inform the displaced 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 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.

**G. Related Non-Residential Eligible Expenses**

The following expenses, in addition to those provided above for moving personal property, shall 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.

#### **H. 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.

#### **I. 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 \$10,000, 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 residential tenant to be displaced shall 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 shall 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 shall 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 shall 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 tenant who is handicapped 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 TENANT OCCUPANT**

##### **1) Payment Eligibility**

A tenant displaced from a dwelling may be entitled to a payment for rental assistance, if such displaced tenant has actually and lawfully occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and has rented, and occupied a decent, safe, and sanitary replacement dwelling within one year (unless Blueprint extends this period for good cause) of moving from the displacement site.

##### **2) Rental Assistance Payment**

##### **a) Amount of Payment – Eligible 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 for rental assistance. Such payment shall be 21 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
	<u>x 21 months</u>
Rental assistance payment	\$1,050

b) **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 shall 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	<u>\$ 550</u>
Difference	\$ 50
	<u>x 42 months</u>
Rental assistance payment	\$2,100

c) **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.

d) **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 tenant.

- e) **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 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 PAYMENT CLAIMS**

#### **A. Claims for Replacement Housing Payments**

In order to obtain a replacement housing payment, a displaced tenant must file a written claim with Blueprint on a form provided by Blueprint for that purpose. The claim shall be filed within 12 months after the date the applicant moves from the displacement dwelling.

#### **B. Inspection and DS&S Certification of Replacement Dwelling**

- 1) Before issuing a replacement housing payment Blueprint or its designated representative shall inspect the replacement dwelling and determine whether it meets the requirements of a decent, safe, and sanitary (DS&S) dwelling. A displaced 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 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 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.

#### **C. Deductions from Relocation Payments**

Blueprint shall deduct the amount of any advance relocation payment from the relocation payment to which a displaced tenant is otherwise entitled. Blueprint shall 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 shall 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. 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 shall apply unless waived for good cause by Blueprint. A DS&S dwelling shall:

- 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 shall 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 shall 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.

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**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #13  
September 5, 2019**

**Title:** Consideration of a Blueprint Affordable Housing Policy and 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  
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 June 27, 2019 IA Board meeting, this agenda item details the process by which sales tax funds can be used for affordable housing. Per IA Board direction, a preliminary draft Blueprint Affordable Housing Policy is included for IA Board consideration. Also included for IA Board consideration is a proposed revision to the Blueprint Real Estate Policy that requires Blueprint to consult with the City and County affordable housing offices to determine whether property is suitable for dedication as affordable housing before the property is declared as surplus.

## **FISCAL IMPACT:**

This item has fiscal impact. The revision of the Blueprint Real Estate Policy may have fiscal impact due to the dedication of Blueprint property for affordable housing as opposed to offering property for sale at market value. The adoption of an Affordable Housing Policy would have some fiscal impact to be determined.

## **RECOMMENDED ACTION:**

Option 4: IA Board Direction

## 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. The IA Board may accept the report in Option #1 of this agenda item. Option #2 would initiate the process necessary to adopt an Affordable Housing Policy. Currently, Blueprint can dedicate property to the City and County for affordable housing use. Option #3 would require Blueprint to offer all available property not fully used for the 27 existing infrastructure projects for use as affordable housing.

### HOW PENNY SALES TAX DOLLARS MAY BE USED FOR AFFORDABLE HOUSING

Voters most recently 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 ballot language arguably describes the use of proceeds for affordable housing because 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 above authorized under Florida law.

While the purchase of land for affordable housing is permissible under section 212.055, Florida Statutes, the Interlocal Agreement constrains Blueprint expenditure of penny sales tax funds on affordable housing land acquisition. The Interlocal Agreement provides that Blueprint is formed for the purpose of completing the Blueprint 2000 and 2020 projects and constrains its powers “to accomplish the purposes set out above.” See Interlocal Agreement, Part III, §1(B). Affordable housing is not among the purposes included in the Interlocal Agreement. Therefore, penny sales tax proceeds cannot currently be used for affordable housing. Accordingly, the Interlocal Agreement must be amended to expressly provide for affordable housing before penny sales tax dollars are used to purchase land for affordable housing.



The IA Board can amend the Interlocal Agreement list of Blueprint 2020 projects to include Affordable Housing through the substantial amendment process. The 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.

#### **PROPOSED BLUEPRINT AFFORDABLE HOUSING POLICY**

A draft Blueprint Affordable Housing Policy is included as Attachment #1 to this agenda item. The draft policy provides that, when Blueprint projects demolish or otherwise remove affordable housing from the community stock, Blueprint will donate 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 no 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 #2 of this agenda item directs staff to initiate the substantial amendment process to add affordable housing to 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 costs of this potential new policy are unknown at this time and would be based upon the final Affordable Housing Policy requirements. Any costs of the new project would be taken from the 66 percent Blueprint Infrastructure portion of the projected sales tax proceeds during the life of the sales tax.

## **PROPOSED REVISION TO BLUEPRINT REAL ESTATE POLICY TO SUPPORT AFFORDABLE HOUSING**

For IA Board consideration, Option #3 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 donation to the Community Land Trust 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 #3, meets this goal.

## **CONCLUSION/NEXT STEPS:**

Current policies provide for full compensation to owners of property acquired for Blueprint projects and for the relocation of all tenants, including lower-income tenants. 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 #2, staff will proceed with scheduling the two public hearings. The first public hearings can be held at a Blueprint Citizens Advisory Committee (CAC) meeting. The next scheduled CAC meeting is December 5, 2019. The second and final public hearings can be scheduled for the next IA Board meeting on December 12, 2019. Immediately following the public hearings, and on the same day, with consideration of the TCC, CAC, and IMC recommendations, the IA Board can call for a vote to add an Affordable Housing project to the Interlocal Agreement. Option #3 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: Direct staff to initiate the substantial amendment process to add Affordable Housing to 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 3: Approve the Proposed Revision to Blueprint Real Estate Policy Section 107.12.
- Option 4: IA Board Direction.

Attachments:

1. Draft Blueprint Affordable Housing Policy
2. Proposed Update to Blueprint Real Estate Policy



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		<p><b>DATE</b></p> <p>September 27, 2019</p> <hr/> <p><b>NO.</b></p> <p>111</p>
<p><b>TITLE</b></p> <p><b>BLUEPRINT AFFORDABLE HOUSING POLICY</b></p>		<p><b>ORG. AGENCY</b></p> <p>Blueprint Intergovernmental Agency</p> <hr/> <p><b>DRAFT</b></p>
<p>111.01</p>	<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 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>111.02      <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>111.03      <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). However, it is not the intent to limit an individual household’s ability to devote more than 30 percent of its income for housing, and housing for which a household devotes more than 30 percent of its income shall be deemed affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30 percent benchmark.”</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>	

## BLUEPRINT AFFORDABLE HOUSING POLICY

NO.	111
PAGE	2 of 4

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": Means 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.

### 111.05 AFFORDABLE HOUSING UNITS TRIGGERING REPLACEMENT

When occupied and vacant, occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units as a result of the Blueprint projects listed in Exhibit I and Exhibit II of the Second Amended and Restated Interlocal Agreement that are also designed by the Blueprint Intergovernmental Agency, which does not any include any project managed by the State of Florida, a replacement land donation is required 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 land under existing Blueprint policy and procedure using unencumbered funds that the IA Board has allocated to the Affordable Housing project for donation to the City of Tallahassee Leon County Community Land Trust.

#### A. LOCATION

The property donated 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.

#### 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.

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### C. TIME

The land must be donated to the City of Tallahassee 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 Leon County Community Land Trust. Should the City and County discontinue the City of Tallahassee Leon County Community Land Trust, Blueprint will donate replacement land to the City of Tallahassee or Leon County.

### 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 Affordable Housing project fund balance.

### 111.08 REPLACEMENT NOT REQUIRED

The one-for-one replacement requirement of section 111.06 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:

The Director of PLACE will recommend amendments, revisions, modifications, or alterations to this policy to the Intergovernmental Agency 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 Real Estate Policy will become effective upon approval by the Intergovernmental Agency Board of Directors.

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### 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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<table border="1"> <tr> <td>TITLE</td> <td> <p align="center"><b>BLUEPRINT REAL ESTATE POLICY</b></p> </td> </tr> </table>		TITLE	<p align="center"><b>BLUEPRINT REAL ESTATE POLICY</b></p>	<table border="1"> <tr> <td>ORG. AGENCY</td> <td> <p>Blueprint Intergovernmental Agency</p> </td> </tr> <tr> <td>APPROVED</td> <td></td> </tr> </table>	ORG. AGENCY	<p>Blueprint Intergovernmental Agency</p>	APPROVED	
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APPROVED								
<p>107.01</p> <p>107.02</p> <p>107.03</p> <p>107.04</p>	<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> <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> <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> <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. Blueprint will consult the Director of the City of Tallahassee Office of Community Housing and Human Services and the Director of the Leon County Office of Human Services and Community Partnership 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 Community Land Trust.
- 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**

**September 5, 2019**

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**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #14  
September 5, 2019**

**Title:** Acceptance of the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Status Report with Cost Considerations to Advance the Projects

**Category:** General Business

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

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

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**STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) acceptance of a status report on two Blueprint 2020 projects - the Beautification and Improvements to the Fairgrounds and Northeast Park. Consistent with IA Board direction provided at the June 27, 2019 meeting, this agenda item also presents cost considerations for advancing the Fairgrounds and the Northeast Park projects ahead of their current project prioritization.

**FISCAL IMPACT:**

This item and IA Board action to date for these two projects does not have a fiscal impact within the proposed FY 2020 – 2024 Capital Improvement Program. However, advancing these projects could have a fiscal impact to previously approved project allocations and debt service payments.

**RECOMMENDED ACTION:**

Option 1: Accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects and maintain current project prioritization.

## EXECUTIVE SUMMARY:

This agenda item provides a status update on the Blueprint 2020 Beautification and Improvements to the Fairgrounds (Fairgrounds) and Northeast Park projects. Based on the approved FY 2019 – 2024 Blueprint 2020 Infrastructure Program Implementation Plan, (Implementation Plan), as approved by the IA Board at the June 21, 2018 meeting (Attachment #1), funding for both the Fairgrounds and Northeast Park is currently scheduled between FY 2030 and 2034. Consistent with direction provided at the June 27, 2019 IA Board meeting, this agenda item also presents options for IA Board consideration regarding the implementation of the Fairgrounds and the Northeast Park projects:

- Maintain the current prioritization for Community Enhancement, Connectivity, and Quality of Life (CCQ) projects as approved by the IA Board at the September 19, 2017 meeting, and continue to fund the projects consistent with the Implementation Plan.
- The first funding option considers the reprioritization of the CCQ projects, which would fund the Fairgrounds and Northeast Park projects ahead of currently higher ranked CCQ projects, including Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking. Dependent on IA Board direction, reprioritization could advance the Fairgrounds and Northeast Park projects within the current five-year capital budget and fully fund both projects within seven to eight years.
- The second funding option analyzes funding the Fairgrounds and Northeast Park projects through a \$26 million bond, which will fully fund these two projects based on updated project estimates within the current five-year capital budget. The full cost of the \$26 million bond to the Blueprint program is estimated to be \$34.9 million based on current bond rates and would increase debt service payments by approximately \$2.1 million annually through the end of the Blueprint 2020 program in FY 2039.

Under the existing IA Board Bylaws, reprioritization of only the Blueprint 2000 projects requires the substantial amendment process. The IA Board Bylaws are silent as to the Blueprint 2020 projects and have not been amended since the adoption of the Second Amended and Restated Interlocal Agreement in 2015. Therefore, the IA Board may reprioritize these Blueprint 2020 projects by simple majority vote. The IA Board may also consider whether to amend the Bylaws to require the substantial amendment process for reprioritization of the Blueprint 2020 projects consistent with the Blueprint 2000 program.

## BACKGROUND/ANALYSIS:

### *Blueprint 2020 Project Prioritization*

Since voter approval of the sales tax extension in November 2014, the IA Board has taken significant action to prioritize all 27 projects. For prioritization purposes, the IA Board's adopted list of 27 Blueprint 2020 infrastructure projects were divided into five categories: Regional Mobility and Gateway projects, and Community Enhancement, Connectivity, and Quality of Life (CCQ) projects. At the February 21, 2017 meeting, the IA Board discussed a dual approach to funding the Blueprint 2020 projects. Based on IA Board action at that meeting, the larger, holistic roadway reconstruction projects will be prioritized consistent with the CRTPA Regional Mobility Plan. As a result, these projects are beginning to be funded in the Five-Year Florida Department of Transportation (FDOT) Work Program. This strategy maintained progress on projects where the IA Board has provided direction and continues the collaborative approach to completing projects through FDOT and Federal Highway Administration partnerships.

The Fairgrounds and the Northeast Park projects are currently within the CCQ project category. The IA Board approved the prioritization for the CCQ projects at its September 19, 2017 meeting, included below in Table #1. Currently, the Fairgrounds and the Northeast Park projects are tied in priority as the fifth-ranked CCQ projects. Consistent with the project prioritization and the approved Implementation Plan, funding for the Fairgrounds and Northeast Park projects is estimated between FY 2030 – 2034 (Attachment #2).

Table 1. Blueprint 2020 Approved Prioritization for CCQ projects, tied projects listed in alphabetical order

Priority	Project Name	2014 Project Estimate
1	Market District (80 pts.)	\$9,400,000
1	Orange Avenue/Meridian Road Placemaking (80 pts.)	\$4,100,000
2	Lake Lafayette and St. Marks Regional Linear Park (75 pts.)	\$15,816,640
3	Monroe-Adams Corridor Placemaking (55 pts.)	\$7,000,000
4	Midtown Placemaking (50 pts.)	\$22,000,000
5	Beautification and Improvements to the Fairgrounds (45 pts.)	\$12,000,000
5	Northeast Park (45 pts.)	\$10,000,000
6	College Avenue Placemaking (40 pts.)	\$7,000,000
7	Florida A&M Entry Points (25 pts.)	\$1,500,000
8	Tallahassee-Leon County Animal Service Center (10 pts.)	\$7,000,000

## PROJECT DESCRIPTIONS & CURRENT STATUS:

### *Beautification and Improvements To The Fairgrounds*

The Beautification and Improvements to the Fairgrounds (Fairgrounds) project is intended to enhance existing uses at the existing Fairgrounds site while providing new infrastructure to support expanded uses. The adopted project map and description is included as Attachment #3. The Fairgrounds site is owned by Leon County and operated by the North Florida Fair Association (Fair Association) through a lease agreement that extends to the year 2067. The County, and by extension Blueprint, cannot take action on a Fairgrounds Project without the consent of the Fair Association under the existing lease agreement.

The Board of County Commissioners has previously explored relocating the Fair Association activities to a new site as an opportunity for more development and economic activity. To date, such options have not been considered financially feasible by the Board of County Commissioners. As an alternative, the Board of County Commissioners adopted a Strategic Initiative to institute a sense of place initiative for the Fairgrounds at the December 9, 2013 Board of County Commissioners Strategic Planning Retreat and subsequently allocated \$50,000 to support the initiative. These funds were utilized to conduct a market study and consider potential improvements at the Fairgrounds, which was conducted by Markin Consulting. On July 7, 2015, the Board of County Commissioners approved the final report on the Market Report on the North Florida Fairgrounds and sense of place initiative (Attachment #4). The Market Report did not consider relocation of the Fairgrounds to a new site and concluded:

- Any type of private development on the out parcels of the Fairgrounds was not considered feasible at that time.
- There were market opportunities for new and expanded events such as regional consumer shows, festivals, indoor sports, and banquets, etc.
- There was a market demand for facility upgrades, beautification, and the construction of a new 35,000 to 40,000 square foot exhibition space totaling an estimated \$15.3 million at that time. The new exhibition space would require hiring three new full-time employees.
- Should the Board of County Commissioners or IA Board consider making major capital investments at the Fairgrounds, it will be necessary to evaluate the existing lease agreement and negotiate a management structure to protect the community investment.

### *Northeast Park*

The Northeast Park project will provide a new public park in northeast Tallahassee. The adopted project map and description is included as Attachment #5. At its May 22, 2012 meeting, the Leon County Board of County Commissioners approved the acquisition of 100 acres of land at the intersection of Thomasville Road and Proctor Road, to serve as the location for a Northeast Park. Subsequently, the Northeast Park project was submitted by Leon County to the Sales Tax

Extension Citizens Committee and the project was included as one of the 27 infrastructure projects comprising the Blueprint 2020 infrastructure program. At the time of the sales tax extension approval in November 2014, the project was estimated to cost \$10 million.

Since 2012, Leon County had completed the following activities for the Northeast Park:

- Phase 1 Environmental Audit
- Natural Features Inventory survey
- Cultural Resources Assessment Survey
- Evaluation of the topographical characteristics
- Conceptual Site Plan
- Conceptual Costs to Construction Schedule

## COST CONSIDERATIONS:

The following section presents three options for IA Board consideration regarding the implementation of the Fairgrounds and the Northeast Park projects: maintaining the currently approved prioritization and funding schedule for CCQ projects, reprioritizing the CCQ projects, and funding the two projects through an additional \$26 million bond.

**Maintain Approved CCQ Project Prioritization:** As of September 19, 2017, the IA Board had prioritized, initiated, or provided direction on all 27 infrastructure projects. Building on this prioritization, at the June 21, 2018 meeting the IA Board approved the FY 2019 – 2024 Implementation Plan, providing project implementation direction for the first five years of the Blueprint 2020 program. The approved Implementation Plan includes a \$100 million bond to fund large scale Regional Mobility and Gateway projects, including the Bannerman Road and Airport Gateway projects. Bond funding is also utilized for several CCQ projects, including Market District and Monroe-Adams Placemaking. The Implementation Plan for CCQ projects is included in Table #2, below.

Table 2. Approved FY 2020 – 2024 Implementation Plan for CCQ Projects (June 21, 2018)

CCQ Projects	FY2020	FY2021	FY2022	FY2023	FY2024	Total FY 20 -24
Market District Placemaking	1,500,000	3,500,000	4,800,000	-	-	9,800,000
Orange Avenue/Meridian Placemaking	1,500,000	2,600,000	-	-	-	4,100,000
Lake Lafayette and St. Marks Regional Park	500,000	-	750,000	500,000	-	1,750,000
Monroe-Adams Corridor Placemaking	1,000,000	1,000,000	2,000,000	1,000,000	3,201,616	8,201,616
Midtown Placemaking	-	-	-	750,000	471,981	1,221,981
Fairgrounds Beautification and Improvement	-	-	-	-	-	-
Northeast Park	-	-	-	-	-	-
College Avenue Placemaking	-	-	-	-	-	-
Florida A&M Entry Points	-	-	-	-	-	-
Alternative Sewer Solutions	-	-	-	-	-	-
Tallahassee-Leon County Animal Service Center	-	-	-	-	-	-
DeSoto Winter Encampment	-	500,000	-	-	-	500,000



The approved Implementation Plan fully funds the Orange-Meridian Placemaking, Market District, and Monroe-Adams Placemaking projects within the first five years of the Blueprint 2020 program. The approved Implementation Plan also provides funding to initiate the Lake Lafayette & St. Marks Regional Linear Park and Midtown Placemaking projects.

A primary goal of Blueprint is to maximize leveraging opportunities to complete all infrastructure projects. Currently, Blueprint has a leveraging policy which provides that Blueprint will seek collaborative relationships or agreements with other organizations, whether government, non-profit, or corporate, to leverage its sales tax dollars with outside grant funding or in-kind expertise. At the direction of the IA Board, this leveraging policy provides the flexibility to advance the implementation of a sales tax project outside of the approved prioritization order. Outside of a leveraging opportunity, to begin either the Fairgrounds or Northeast Park project ahead of its current prioritization, the IA Board must provide direction to fund these two projects considering one of the following options.

**Reprioritize CCQ Projects:** The approved prioritization process for projects within these categories analyzed projects through five criteria based on project readiness and the original “Blueprint Promise” ballot language from November 2014, which focused on prioritizing projects which meet multiple objectives of the sales tax extension. The ‘Blueprint Promise’ criteria, detailed in Table 3, below, created the framework for a comprehensive assessment of the various attributes of each CCQ project.

Table 3. Approved “Blueprint Promise” Prioritization Criteria for CCQ Projects

Criteria	Definition	Example	Total Points
<b>Project Readiness</b>	Measure of key milestones completed to date and if project is ready for implementation	<i>Adopted plan, such as a Placemaking Plan, or study; Project is ready to move forward</i>	20
<b>Water Quality Improvements</b>	Protecting water quality and/or reducing flooding through proactive mitigation	<i>Flood mitigation, stormwater enhancements</i>	20
<b>Transportation Enhancements</b>	Project improves the ways people move through & within the community	<i>Bicycle, pedestrian, transit, &amp; roadway improvements</i>	20
<b>Expand Parks and Recreation Areas</b>	New or enhanced public spaces that improve the community’s quality of life	<i>New or enhanced parks or public spaces such as a plaza</i>	20
<b>Invest in Economic Development</b>	Local economic impact of project - <i>Analysis performed by FSU CEFA</i>	<i>Job creation, commercial rents, and property values</i>	20
<b>Total Points</b>			<b>100</b>

The IA Board could direct Blueprint to advance the Fairgrounds and Northeast Park projects ahead of three higher ranked CCQ projects (Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking) and subsequently direct the implementation of the remaining CCQ projects in the current prioritized order. Alternatively, the IA Board could establish new priorities within the CCQ projects. If directed by the IA Board, Blueprint could use the updated IA Board direction to analyze the CCQ projects and bring the preliminary results back to the IA Board for consideration and further direction. Given that the two top-ranked CCQ projects are already in progress (Orange-Meridian Placemaking and Market District), the IA Board would need to provide direction regarding the continued implementation of these projects. Option 2 of this agenda item would direct staff to bring back an agenda item for consideration of reprioritizing the CCQ projects.

**Fund the Fairgrounds and Northeast Park Projects Through an Additional \$26 Million Bond:** The IA Board could also direct Blueprint to fund the Fairgrounds and Northeast Park projects through an additional \$26 million bond. This direction would expedite the completion of these two projects and would provide for the implementation of the remaining CCQ projects consistent with the currently approved project prioritization. The full cost of the \$26 million bond to the Blueprint program is estimated to be \$34.9 million based on current bond rates, which would increase debt service by approximately \$2.1 million per year. The increased debt service would reduce the funding available each year to implement Blueprint 2020 projects. This funding reduction may mean that the lowest ranked CCQ projects, including the Tallahassee-Leon County Animal Service Center, Florida A&M Entry Points, and Alternative Sewer Solutions Study, are not able to be completed within the Blueprint 2020 program.

## SUBSTANTIAL AMENDMENT PROCESS

The IA Board may decide whether or not to require the substantial amendment process to reprioritize the Blueprint 2020 projects. The Second Amended and Restated Interlocal Agreement, which became effective in 2015, provides that any deletion or substantial amendment to any Blueprint projects requires the IA Board to hold two public hearings and consider recommendations of the Citizen Advisory Committee (CAC), Technical Coordinating Committee (TCC), and Intergovernmental Management Committee (IMC) before a super majority vote. The Interlocal Agreement does not define what constitutes a substantial amendment.

Under the existing IA Board Bylaws, included as Attachment #6 and last updated in 2013, reprioritization of only the Blueprint 2000 projects requires the substantial amendment process. The IA Board Bylaws are silent as to the Blueprint 2020 projects and have not been amended since the adoption of the Second Amended and Restated Interlocal Agreement in 2015. Therefore, the IA Board may reprioritize these Blueprint 2020 projects by simple majority vote. The IA Board may also consider whether to amend the Bylaws to require the substantial

amendment process for reprioritization of the Blueprint 2020 projects consistent with the Blueprint 2000 program. Option #5 of this agenda item would initiate the substantial amendment process to revise the Bylaws to require the substantial amendment process for the reprioritization of the Blueprint 2020 projects.

Historically, the IA Board has invoked and completed the substantial amendment process to reprioritize many Blueprint 2000 projects, including Capital Cascades Trail (September 2005), Mahan Drive (June 2007), Fred George Basin (June 2007), and Magnolia Multiuse Trail (April 2015). The two public hearings necessary in the substantial amendment process ensure that Blueprint has the opportunity to inform the public of the proposed changes and that the public has ample opportunity to speak.

The IA Board may determine that reprioritization of the Blueprint 2020 projects should be accomplished through simple majority vote and direct staff to amend the Bylaws to explicitly provide for the same (see Option #4). If the IA Board determines that its Bylaws should trigger the substantial amendment process for reprioritization of the Blueprint 2020 projects, staff will proceed with scheduling the two public hearings (see Option #5). The first public hearing can be held at a Blueprint Citizens Advisory Committee (CAC) meeting. The next scheduled CAC meeting is December 5, 2019. The second and final public hearing can be scheduled for the next IA Board meeting on December 12, 2019. 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 votes to amend the Bylaws consistent with this item. These actions would be compliant with the Interlocal Agreement and existing IA Board Bylaws, based upon Board action in this item.

## **SUMMARY:**

Consistent with IA Board direction provided at the June 27, 2019 meeting, this agenda item provides options for IA Board consideration regarding the implementation of the Fairgrounds and the Northeast Park projects. Three options were analyzed: maintaining the currently approved prioritization and funding schedule for CCQ projects, reprioritizing the CCQ projects, and funding the Fairgrounds and Northeast Park projects through an additional \$26 million bond. The IA Board may accept the report and maintain the current project prioritization (Option #1). The IA Board also has the option to reprioritize the CCQ projects (Option #2). Lastly, the IA Board could also direct Blueprint to bring back an agenda item funding the Fairgrounds and Northeast Park projects through an additional \$26 million bond (Option #3).

The IA Board may also choose to amend the Bylaws by a simple majority vote to clarify that reprioritization of the Blueprint 2020 projects may be accomplished by simple majority vote (Option #4). The IA Board may also initiate the substantial amendment process to amend the Bylaws to require that reprioritization of the Blueprint 2020 projects be subject to the same process as the Blueprint 2000 projects (Option #5).



## OPTIONS:

- Option 1: Accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects and maintain current project prioritization.
- Option 2: Direct staff to bring back an agenda item to consider reprioritization of the Community Enhancement, Connectivity, and Quality of Life projects to advance the funding of the Fairgrounds and the Northeast Park projects within the 5 year workplan.
- Option 3: Direct Blueprint to bring back an agenda item detailing the cost of the \$26 million bond to advance the funding of the Fairgrounds and the Northeast Park projects within the 5 year workplan.
- Option 4: Direct staff to amend the Blueprint Intergovernmental Agency Board Bylaws to explicitly provide that reprioritization of the Blueprint 2020 projects can be accomplished through a simple majority vote.
- Option 5: Direct staff to initiate the substantial amendment process to amend the IA Board Bylaws to explicitly require the substantial amendment process for reprioritization of the Blueprint 2020 projects, consistent with the process for the Blueprint 2000 projects.
- Option 6: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects and maintain current project prioritization.

### Attachments:

1. Blueprint 2020 FY 2019 – 2024 Implementation Plan, June 21, 2018
2. FY 2020 – 2040 Preliminary Project Funding Schedule, June 21, 2018
3. Blueprint 2020 Project Description and Map – Beautification and Improvements to the Fairgrounds
4. 2015 Market and Financial Feasibility Study of the North Florida Fairgrounds
5. Blueprint 2020 Project Description and Map – Northeast Park
6. Blueprint Intergovernmental Agency Board of Directors Bylaws

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**Blueprint FY 2019 -2024 Funding Schedule and Implementation Plan**  
**Option C: SIB Loan (\$28.7 M) FY2022 Bond (\$100 M) | Total Debt Service (18 years): \$53.8 M**

Attachment #1  
Page 1 of 1

1	<b>Blueprint Infrastructure Program - Income<sup>1</sup></b>							
2	<b>Description</b>	<b>FY2019</b>	<b>FY2020<sup>3</sup></b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>FY19-24 Total</b>
3	Sales Tax Revenues <sup>2</sup>	\$ 34,808,000	\$ 30,885,900	\$ 30,244,000	\$ 31,151,200	\$ 32,085,500	\$ 33,047,900	\$ 192,222,500
4	<b>Additional Funding</b>							
5	Bond Proceeds				\$100,000,000			\$ 100,000,000
6	Significant Benefit District Funds	\$ 750,000	\$ 1,280,000				\$ 486,000	\$ 2,516,000
7	State Infrastructure Bank (SIB) Loan <sup>4</sup>				\$ 14,325,000		\$ 14,325,000	\$ 28,650,000
8	Other Funding Sources <sup>5</sup>				\$ 3,000,000			\$ 3,000,000
9	<i>Subtotal - Available Funding</i>	\$ 35,558,000	\$ 32,165,900	\$ 30,244,000	\$148,476,200	\$ 32,085,500	\$ 47,858,900	\$ 326,388,500
10	<b>Blueprint Infrastructure Program - Expenses</b>							
11	<b>Description</b>	<b>FY2019</b>	<b>FY2020<sup>3</sup></b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>FY19-24 Total</b>
12	Debt Service - BP2000 Bond & FY2022 Bond	\$ 9,957,094	\$ 2,183,977			\$ 3,902,000	\$ 7,809,750	\$ 23,852,821
13	SIB Loan Payment					\$ 2,367,612	\$ 2,367,612	\$ 4,735,224
14	Infrastructure Program - Operating Expenses	\$ 3,300,000	\$ 3,600,000	\$ 3,700,000	\$ 3,800,000	\$ 3,900,000	\$ 4,000,000	\$ 22,300,000
15	Contingency Funds for Infrastructure Projects			\$ 2,000,000				\$ 2,000,000
16	Annual Allocations <sup>6,7</sup> - City of Tallahassee		\$ 3,365,625	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 21,315,625
17	Annual Allocations <sup>6</sup> - Leon County		\$ 2,906,250	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 18,406,250
18	<i>Subtotal - Expenses</i>	\$ 13,257,094	\$ 12,055,852	\$ 14,062,500	\$ 12,162,500	\$ 18,532,112	\$ 22,539,862	\$ 92,609,920
19	<b>Blueprint Infrastructure Program - Capital Improvements</b>							
20	<b>Description</b>	<b>FY2019</b>	<b>FY2020<sup>3</sup></b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>FY19-24 Total</b>
21	Projected Funding - Blueprint Capital Projects	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 233,778,580
22	<b>Blueprint 2000 -Infrastructure Projects<sup>8</sup></b>							
23	Water Quality Project/City	\$ 2,207,360	\$ 385,835					\$ 2,593,195
24	Headwaters of St. Marks	\$ 2,617,303	\$ 982,831					\$ 3,600,134
25	Capital Cascades Trail - Segment 2							\$ -
26	Capital Cascades Trail - Segments 3 & 4	\$ 4,437,178						\$ 4,437,178
27	Capital Cascades Trail - Segment 4	\$ 4,787,365	\$ 3,891,763		\$ 8,262,126			\$ 16,941,254
28	Magnolia Drive Trail	\$ 2,476,700						\$ 2,476,700
29	<b>Blueprint 2020 - Infrastructure Projects</b>							<b>FY19-24 Total</b>
30	<i>Annual Allocations<sup>6</sup> - Blueprint 2020</i>							
31	- Bike Route Network (\$750k annually)	\$ 300,000	\$ 1,155,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 7,615,000
32	- Greenways Plan (\$790k annually)							
33	<i>Regional Mobility &amp; Gateway Projects (listed in order per the CRTPA's Proposed Project Priority List)</i>							
34	(State) Southside Gateway: Woodville Highway <sup>9,10</sup>							\$ -
35	(State) Capital Circle Southwest (W1) <sup>9</sup>					\$ 2,500,000	\$ 2,500,000	\$ 5,000,000
36	(State) Orange Avenue: Adams to Springhill <sup>89</sup>							\$ -
37	(State) Westside Student Gateway: Pensacola Street <sup>9,10</sup>							\$ -
38	Airport Gateway	\$ 1,000,000	\$ 3,500,000	\$ 2,200,000	\$ 61,532,194			\$ 68,232,194
39	Northwest Connector: Tharpe Street <sup>10</sup>						\$ 486,000	\$ 486,000
40	Northeast Connector: Bannerman Road <sup>10</sup>	\$ 750,000	\$ 3,300,000	\$ 2,500,000	\$ 33,246,583			\$ 39,796,583
41	Northeast Gateway: Welaunee Boulevard <sup>8</sup>	\$ 1,725,000	\$ 2,394,619	\$ 2,731,889	\$ 24,185,152	\$ 7,263,388	\$ 17,119,441	\$ 55,419,489
42	North Monroe Gateway <sup>8</sup>							\$ -
43	<i>CCQ Projects (in rank order)</i>							
44	Orange Avenue/Meridian Placemaking	\$ 1,000,000	\$ 1,500,000	\$ 2,209,611				\$ 4,709,611
45	Market District <sup>9</sup>	\$ 1,000,000	\$ 1,500,000	\$ 3,500,000	\$ 4,797,645			\$ 10,797,645
46	Lake Lafayette and St. Marks Regional Park		\$ 500,000		\$ 750,000	\$ 500,000		\$ 1,750,000
47	Monroe-Adams Corridor Placemaking		\$ 1,000,000	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000	\$ 3,201,616	\$ 8,201,616
48	Midtown Placemaking					\$ 750,000	\$ 471,981	\$ 1,221,981
49	Fairgrounds Beautification & Improvement							\$ -
50	Northeast Park							\$ -
51	College Avenue Placemaking							\$ -
52	Florida A&M Entry Points							\$ -
53	Alternative Sewer Solutions							\$ -
54	Tallahassee-Leon County Animal Service Center							\$ -
55	DeSoto Winter Encampment <sup>11</sup>			\$ 500,000				\$ 500,000
56	Total Allocated	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 203,730,119
57	Remaining Funds to Be Allocated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	<b>Total Active Blueprint-Managed Projects by Year</b>	<b>11 Projects</b>	<b>12 Projects</b>	<b>12 Projects</b>	<b>10 Projects</b>	<b>12 Projects</b>	<b>12 Projects</b>	
59	<b>Notes</b> 1/ Income includes sales tax revenues (80% for Blueprint 2000 and 66% for Blueprint 2020) 2/ Projections based on 3% increases for FY20-22; FY23 and 24 assume 2% increase in revenues 3/ FY20 reflects BP2000 revenue collection (Oct. 1 - Dec. 31, 2019) & BP2020 revenue collection (Jan. 1 - Sept. 30, 2020) 4/ SIB (State Infrastructure Bank) Loan will be applied for in FY2020 for 50% of project costs for Welaunee Boulevard 5/ Other Funding Sources: FY2022 - \$3 million FSU contribution to Airport Gateway project 6/ Annual allocations for FY2020 prorated to reflect only 9 months of revenue collection 7/ StarMetro only difference in annual allocations between City & County; County manages LIFE (2% revenues) 8/ Total FY 19-24 expenditures & project cost does not include all expenditures on this project prior to FY2019 9/ Portions of these projects in progress and funded by the City, County, CRTPA, or FDOT 10/ Significant Benefit Project; City & County funds included in first year of project - as of May 2018 11/ Project Complete - Repayment to the City of Tallahassee 12/ Project estimates increase 2% annually through the first year of construction for each project or FY 2024 13/ Assume state funding for capacity projects on state roads; any remaining local improvements will be funded thru Blueprint							
60	<b>Project Phases - Legend</b> <div> <div>Planning /PD&amp;E</div> <div>Design</div> <div>Right-of-Way Acquisition</div> <div>Construction</div> </div> Note: Project phases are approximate and reflect projected general timeframes for these project phases. Project phases will likely overlap in adjacent years. Funding is not necessarily corresponded to the project phase identified in that year.							

Blueprint Intergovernmental Agency - Preliminary Project Funding Schedules  
FY 2019 - 2040: Implementation Plan Options A, B, and C

Attachment #2  
Page 1 of 1

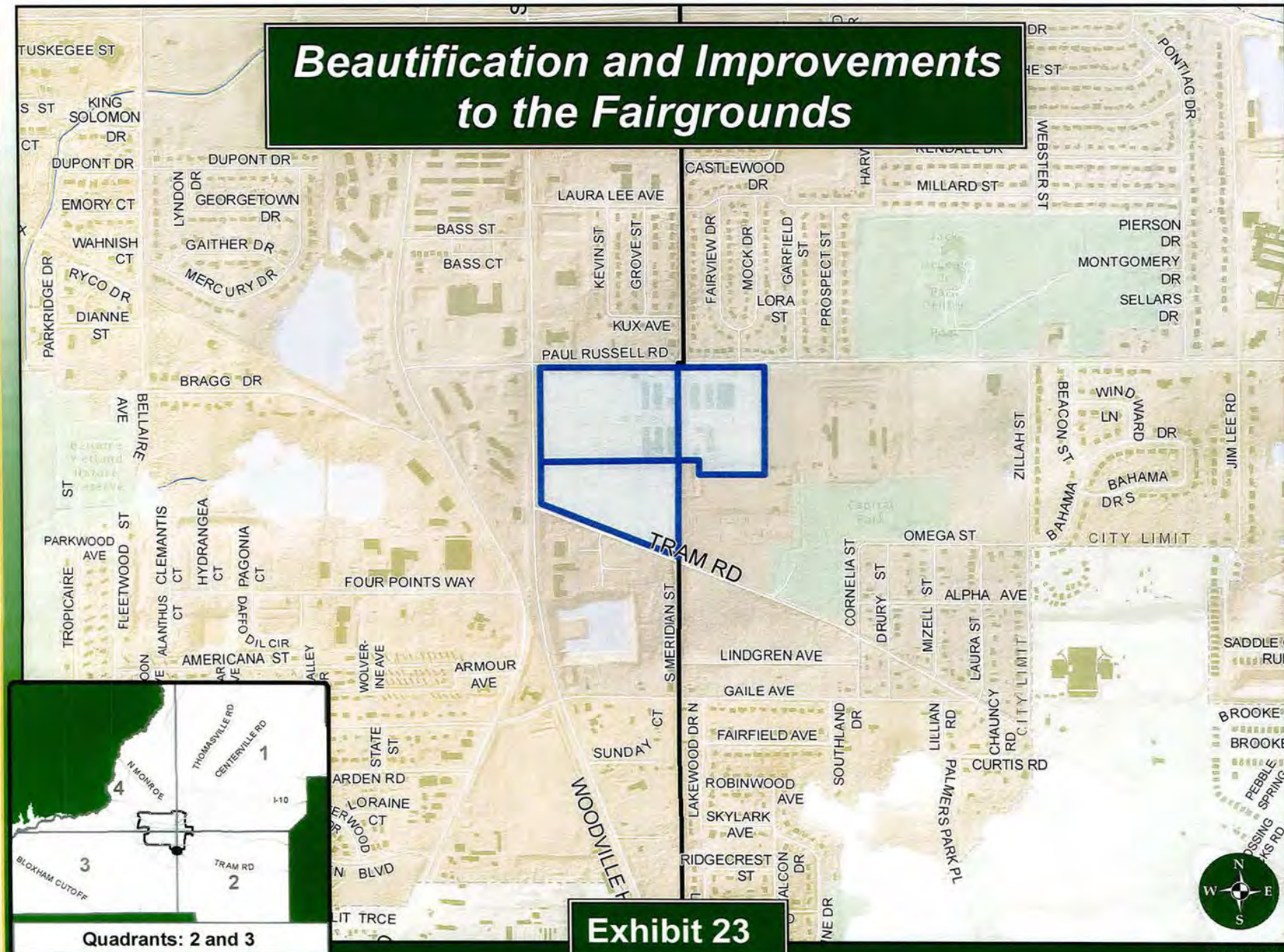
Blueprint Infrastructure Program - Remaining 2000 Projects & Annual Allocations (Same for Options A, B & C)																							
Description	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
Blueprint 2000 Infrastructure Projects																							
Water Quality Project/City																							
Headwaters of St. Marks																							
Capital Cascades Trail - Segment 2																							
Capital Cascades Trail - Segments 3 & 4																							
Capital Cascades Trail - Segment 4																							
Magnolia Drive Trail																							
Blueprint 2020 Infrastructure Projects																							
Annual Allocations - City of Tallahassee																							
Annual Allocations - Leon County																							
Annual Allocations - Blueprint 2020																							
Blueprint Infrastructure Program - Option A (Sales Tax Revenues & \$28.7 M SIB Loan)   Total Debt Service: \$6.9 M																							
Description	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
Regional Mobility & Gateway Projects (listed in order per the CRTPA's Project Priority List)																							
(State) Southside Gateway: Woodville Highway <sup>1</sup>																							
(State) Capital Circle Southwest (W1) <sup>1</sup>																							
(State) Westside Student Gateway: Pensacola Street <sup>1</sup>																							
(State) Orange Avenue: Adams to Springhill <sup>1</sup>																							
Airport Gateway																							
Northwest Connector: Tharpe Street																							
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Northeast Gateway: Welaunee Boulevard																							
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CCQ Projects (in rank order)																							
Orange Avenue/Meridian Placemaking																							
Market District																							
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Fairgrounds Beautification & Improvement																							
Northeast Park																							
College Avenue Placemaking																							
Florida A&M Entry Points																							
Alternative Sewer Solutions																							
Tallahassee-Leon County Animal Service Center																							
DeSoto Winter Encampment <sup>2</sup>																							
Blueprint Infrastructure Program - Option B (\$28.7 M SIB Loan & FY 2022 \$50 M Bond)   Total Debt Service: \$24.9 M																							
Description	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
Regional Mobility & Gateway Projects (listed in order per the CRTPA's Project Priority List)																							
(State) Southside Gateway: Woodville Highway <sup>1,3</sup>																							
(State) Capital Circle Southwest (W1) <sup>1</sup>																							
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DeSoto Winter Encampment <sup>1,3</sup>																							
Blueprint Infrastructure Program - Option C (\$28.7 M SIB Loan & FY 2022 \$100 M Bond)   Total Debt Service: \$53.8 M																							
Description	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
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Tallahassee-Leon County Animal Service Center																							
DeSoto Winter Encampment <sup>1,3</sup>																							
Notes																							
1/ Options A & B assume state funding for capacity improvements on state roadways; local funding is programmed for local components of these projects as may be needed																							
2/ Project Complete - Repayment to the City of Tallahassee																							
Project Phases - Legend																							
Planning /PO&E																							
Design																							
Right-of-Way Acquisition																							
Construction																							
Repayment																							
Note: Project phases are approximate and reflect projected general timeframes for these project phases. Project phases will likely overlap in adjacent years.																							

SECOND AMENDED AND RESTATED  
INTERLOCAL AGREEMENT  
between  
LEON COUNTY, FLORIDA  
and  
CITY OF TALLAHASSEE, FLORIDA  
DATED as of December 9, 2015

Project 23. Beautification and Improvements to the Fairgrounds: Funding to construct improvements to the fairgrounds (Exhibit 23).



# Beautification and Improvements to the Fairgrounds

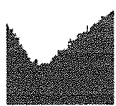




## **Market and Financial Feasibility Study Report of the North Florida Fairgrounds**

Prepared for Leon County, Florida  
April 27, 2015

Submitted by:



**MARKIN CONSULTING ■ MAPLE GROVE, MINNESOTA**

---

April 27, 2015

Mr. Brian Wiebler  
Principal Planner  
Tallahassee – Leon County Planning  
300 South Adams Street  
Tallahassee, Florida 32301

Dear Mr. Wiebler:

Markin Consulting is pleased to submit our ***Market and Financial Feasibility Study Report of the North Florida Fairgrounds (the Fairgrounds)***, dated April 27, 2015. Our report details the approach, methodologies, research, analyses and results of (1) assessing the community needs and market demand potential for new/expanded event facilities at Fairgrounds and (2) analyzing the financial and economic impacts associated with operating recommended facilities.

The findings and assumptions contained in this report reflect analyses of secondary sources of information and data, including data obtained from the State of Florida, City of Tallahassee and Leon County, as well as management of the North Florida Fair Association. We used sources that we deemed to be reliable but cannot guarantee their accuracy. We have no obligation, unless subsequently engaged, to update our report or revise the information contained therein to reflect events and transactions occurring after the date of this report.

The accompanying report is restricted to internal planning use by Leon County and may not be relied upon or referred to by any third party for any purpose including financing. Our analysis does not constitute an examination, compilation or agreed upon procedures in accordance with the standards established by the American Institute of Certified Public Accountants.

We have appreciated working with Leon County and the North Florida Fair Association on this important analysis.

Sincerely

A handwritten signature in black ink, appearing to read "Rod Markin". The signature is fluid and cursive, with a large initial "R" and "M".

Rod Markin, President



**NORTH FLORIDA FAIRGROUNDS STUDY**

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Exhibits

Exhibit A – Retail Opportunity Gap Analysis

## PROJECT DESCRIPTION

### Background and Objectives

This report was prepared for Leon County by Markin Consulting. It details the results of our assessment to determine potential market support and analyses of financial and economic impacts of improving event facilities at the North Florida Fairgrounds (the Fairgrounds).

The objectives of the market study were to:

- Determine the level of potential market demand (niches and target markets) for the Fairgrounds' facilities, on the basis of potential market position, competition, needs of the annual North Florida Fair (the Fair), any unsatisfied demand segments, community needs, support services, site location, appropriate mix and sizing of facilities, and other factors
- Recommend the facilities needed to successfully attract and retain the target markets and meet Fair needs, on the basis of the potential market support, community needs, support services, and competition, for event facilities (the Recommended Facilities)
- Assess and quantify the financial and economic impacts of the Recommended Facilities

### Approach

Markin Consulting, in conducting the market demand and financial and economic impact analyses, performed the following work steps:

- Toured the Fairgrounds site, facilities and surrounding areas to assess location factors and their impacts on potential events, activities and facility needs
- Researched and analyzed the impact of demographic and economic trends of the Fairground's market area on potential demand for facilities at the Fairgrounds
- Researched and assessed the quality and quantity of community resources (lodging, restaurants, attractions, etc.) in proximity to the Fairgrounds that would appeal to, and support, potential users of Fairground facilities
- Identified, researched and assessed facilities that would be considered competition for events and activities at the Fairgrounds
- Conducted research, analyses, interviews and surveys of key stakeholders, current renters and potential users of the facilities at the Fairgrounds to identify level of interest in hosting their event at the Fairgrounds, event size and duration, time of year and facility/service needs
- Evaluated and analyzed private development opportunities for parcels at the Fairgrounds site
- Developed estimates of potential uses of facilities at the Fairgrounds and recommended specific facility components necessary to successfully attract and retain the identified target markets (the Recommended Facilities)
- Prepared analyses of the financial and economic impacts of building and operating the Recommended Facilities

**Conditions of the Study**

This report is to be used for facility planning at the North Florida Fairgrounds only. It is not to be used for any other purpose. This report may not be referred to or included in any prospectus, or as a part of any offering or representation made in connection with the sale of securities to the public.

Although we believe that the information and assumptions set forth in this report constitute a reasonable basis for the estimates of usage, the achievement of any estimate may be affected by fluctuating economic conditions and the occurrence of other future events that cannot be anticipated. Therefore, the actual results achieved will vary from the estimates and such variations may be material.

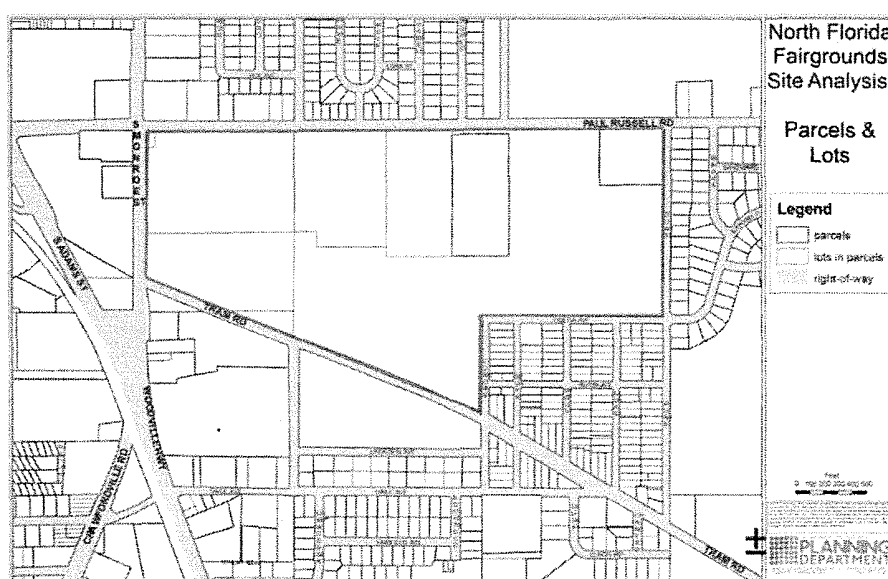
The terms of our engagement are that we have no responsibility to update this report or to revise the estimates because of event and transactions occurring subsequent to the date of this report.

### Overview of Current Fairgrounds and Related Properties

This section presents an overview of key ownership, leases, buildings/structures and recent usage trends at the North Florida Fairgrounds.

### Fairgrounds Parcels, Lots and Leases

Our study involved a review and assessment of not only the property, buildings and structures known as the North Florida Fairgrounds, but also parcels and lots adjacent to the Fairgrounds property. The layout below shows the entire property owned by Leon County and leased to various organizations and entities that is the subject of this study.

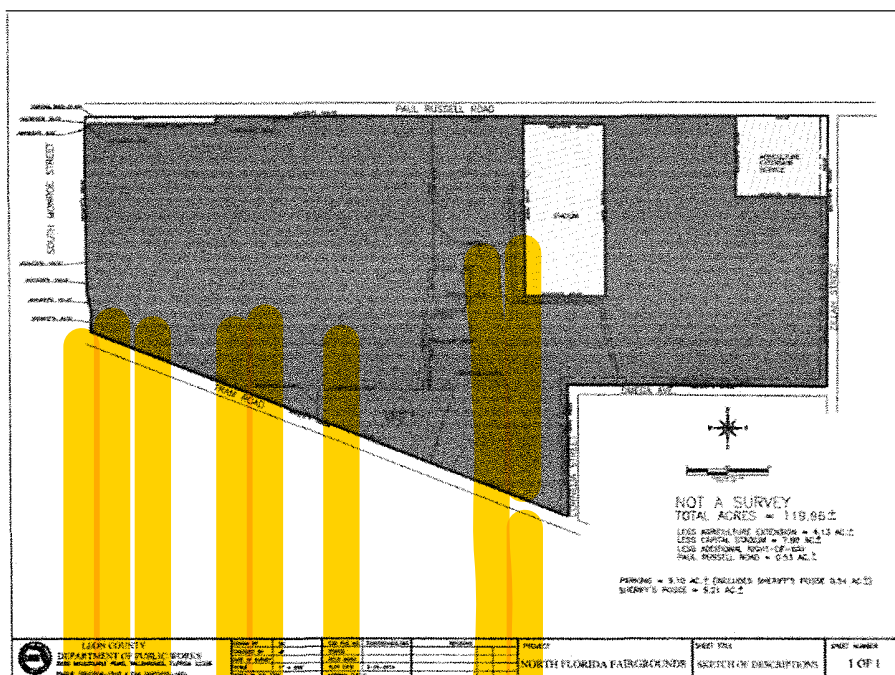


The above highlighted property includes the parcel that was originally leased to the North Florida Fair Association (the Fair Association) in 1959 and comprises approximately 107.5 acres.

## NORTH FLORIDA FAIRGROUNDS STUDY

## CURRENT FAIRGROUNDS AND RELATED PROPERTIES

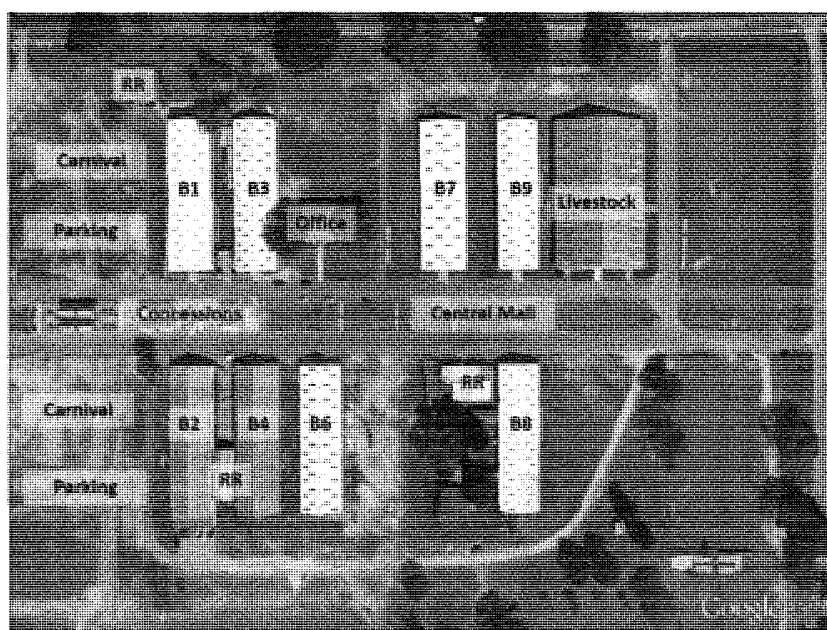
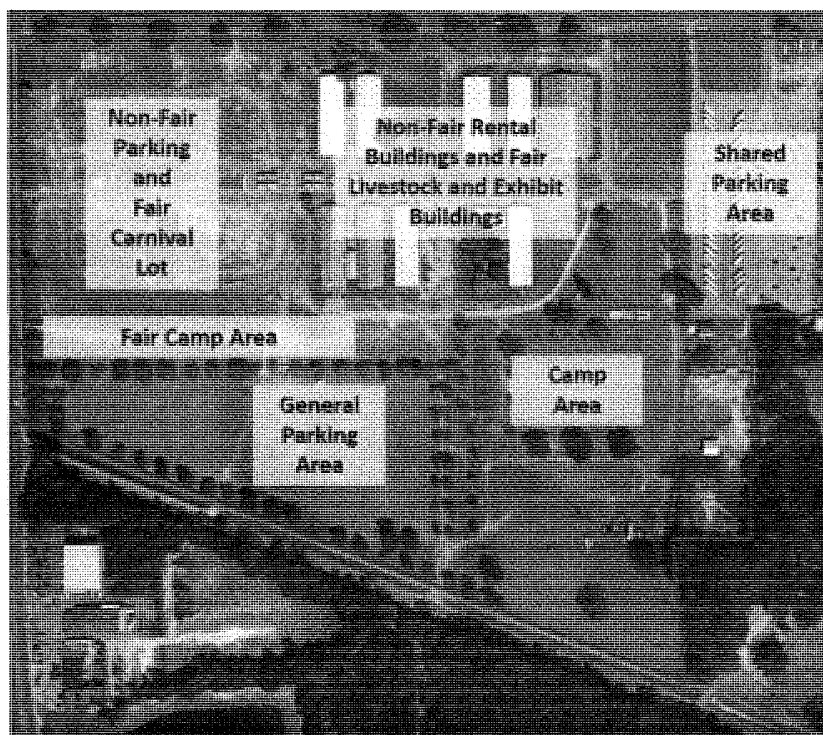
The dark area of the layout below shows the property that was leased to the Fair Association. The areas labeled "Stadium" and "Agriculture Extension Service" were excluded from the original leased property and are controlled by Leon County Schools and Leon County Cooperative Extension Service, respectively. The Stadium parcel is the site of Cox Stadium, a football complex. The Agriculture Extension Service parcel is the site of the offices of Leon County Cooperative Extension.



The Fair Association's lease of the Fairgrounds Property, most recently amended in 1995, extends to December 31, 2067 and provides for the Fair Association to maintain the grounds and improvements, subject to four additional ongoing uses not associated with the Fair Association's activities:

- The 9.1-acre parking lot abutting Cox Stadium is used by the Leon County School Board for parking in conjunction with its use of Cox Stadium pursuant to an August 1989 Joint Use Agreement with the Fair Association
- A 5.2-acre portion of the leased property abutting Tram Road is used for the sheriff's Mounted Patrol Facility and for the County's livestock impoundment area pursuant to a September 1999 Joint Use Agreement with the Fair Association
- An approximate 20.1-acre portion of the leased property abutting Tram Road is maintained by the City of Tallahassee for its Capital Park facility pursuant to the May 2005 Parks and Recreation Agreement, as amended in February 2008, between the City of Tallahassee and the County; and
- A 2.6-acre recreational trail is maintained by the city of Tallahassee along the easternmost boundary of the Fairgrounds property, 2.28-acres of which lies within the leased premises, pursuant to the Recreational Trail Easement conveyed by the County in June 2008 pursuant to Board Resolution 08-19

The portion of the leased property by the Fair Association in its operations consists principally of the parcels, buildings and structures shown in the aerals below.



### Fairground Facilities

Following is an overview of principal spaces, buildings and structures shown on the previous page.

#### Carnival/Parking Lot

The western side of the Fairgrounds consists of a large open grass space (with paved access road) that is used as the location of the midway, games and carnival food concessions during the annual North Florida Fair (the Fair) and for event parking and outdoor exhibits during the remainder of the year.





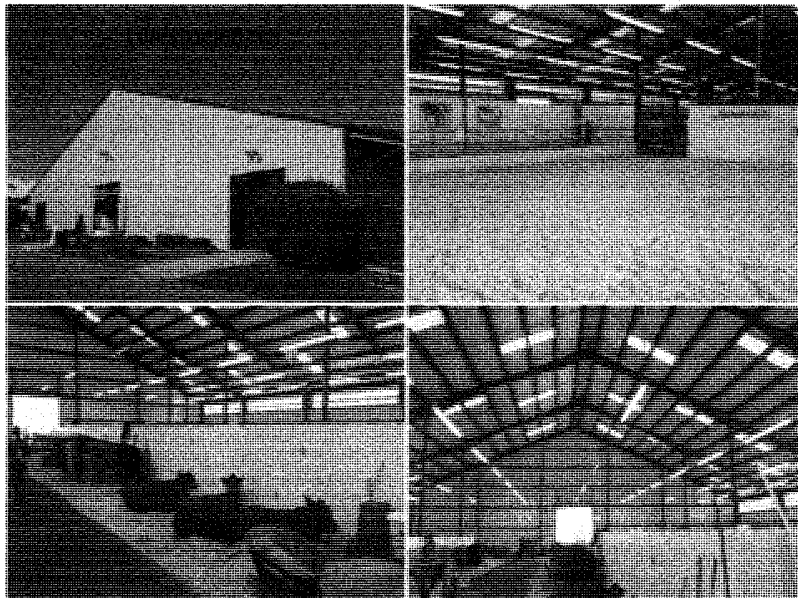
Buildings 1, 3, 7 and 9

Located on the north side of an east-west central mall, Buildings 1, 3, 7 and 9 are metal-skin steel structures with no climate controls. These buildings are used for the floral exhibits, agricultural displays, poultry and petting zoo and goats and other small animals during the Fair.



Livestock Barn

Sited on the north east side of the Fairgrounds, the Livestock Barn is a large metal building, with multiple roll-up and man door access points. It is used for housing beef and dairy cattle during the annual Fair and is available to rent the remainder of the year.





### Buildings 2 and 4

Located across the central mall area from Buildings 1 and 3, Buildings 2 and 4 are the only heated and air-conditioned buildings with finished interiors. Advertised at about 12,000 square feet per building, their interiors are slightly smaller than 12,000 sq. ft. after considering their interior finishes, including a kitchen area in Building 2. During the Fair, Building 2 is used for Home and Fine Arts exhibits. Building 4 houses commercial exhibitors during the Fair.



These two buildings are the most rented of all buildings for events and activities throughout the remainder of the year, as detailed on page 13.

Building 6

Neighboring Building 4, this metal building is similar in design and size as Building 1 and 3. During the Fair, Building 6 is home to 4-H exhibits and activities.



Building 8

This structure is a storage building and is not used for programming during the Fair nor is it rented for any non-Fair events or activities.



### Information and Concession Structures

On the western end of the central mall corridor are large concrete structures that are used for disseminating information to Fair patrons and for non-profit organizations to sell food concessions. These spaces are available for rent the remaining of the year.



### Restrooms

The Fairgrounds has 3 permanent restroom buildings on the grounds. One is located between Buildings 2 and 4 (accessed from the outside only), one is sited just northwest of Building 1 and one is located adjacent to Building 8 fronting the central mall corridor.

### Camping Area

Areas marked on the map (page 5) as camp area consist of electric and water hook-ups. According to management of the Fair Association, the Fairgrounds has about 500 identified camp sites.



## NORTH FLORIDA FAIRGROUNDS STUDY

## CURRENT FAIRGROUNDS AND RELATED PROPERTIES

Ingress/Egress

The Fairgrounds has a number of access points that are used by patrons either for the Fair or for non-Fair events. During the Fair, the shared paved lot between the Fairgrounds and Cox Stadium experiences the highest volume of traffic (off Paul Russell Road), followed by the general parking areas accessed off Tram Road. During non-Fair events, parking is generally sited in the west carnival/parking lot and is accessed off South Monroe Street. The shared paved parking lot is available for only a few non-Fair events.

**Recent Usage Trends of Fairground Facilities**

To assess the recent historical use of buildings, structures and spaces at the fairgrounds, we used event and building use reports for the calendar years 2012 to 2014, provided by the Fair Association. This assessment relates to non-Fair activities only.

According to Fair Association records, in 2012, 55 non-Fair events were staged at the Fairgrounds; accounting for 92 event days and 179 use days.<sup>1</sup> For 2013, 58 non-Fair events were held at the Fairgrounds; accounting for 100 event days and 209 use days. For 2014, 56 non-Fair events accounted for 91 event days and 178 use days. The following tables present the number and percentage of events, event days and use days for those events, by event type.

## North Florida Fairgrounds

## Number of Events by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	3	3	2
Community Event	4	6	4
Consumer/Trade Show	11	11	11
Dog Show	3	3	3
Dog Training	8	10	12
Festival	2	2	2
Fundraiser	3	3	3
Other	1	2	3
Private Party/Banquet	9	7	10
RV Rally	1	0	0
Sale/Auction	4	6	4
School Use	1	1	1
Spectator Event	5	4	1
Total	55	58	56

Source: North Florida Fair Association

## North Florida Fairgrounds

## Number of Event Days by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	7	8	3
Community Event	5	7	5
Consumer/Trade Show	20	21	20
Dog Show	7	7	9
Dog Training	8	13	12
Festival	2	2	3
Fundraiser	5	5	4
Other	1	4	5
Private Party/Banquet	9	7	10
RV Rally	10	0	0
Sale/Auction	12	20	18
School Use	1	1	1
Spectator Event	5	5	1
Total	92	100	91

Source: North Florida Fair Association

## North Florida Fairgrounds

## Number of Use Days by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	18	20	7
Community Event	12	17	13
Consumer/Trade Show	46	46	38
Dog Show	11	13	14
Dog Training	8	21	17
Festival	6	6	8
Fundraiser	10	10	8
Other	2	10	13
Private Party/Banquet	19	17	21
RV Rally	12	0	0
Sale/Auction	19	35	34
School Use	2	2	2
Spectator Event	14	12	3
Total	179	209	178

Source: North Florida Fair Association

## North Florida Fairgrounds

## Number of Events by Type, 2012-2014

	2012	2013	2014
Animal Show	5.5%	5.2%	3.6%
Community Event	7.3%	10.3%	7.1%
Consumer/Trade Show	20.0%	19.0%	19.6%
Dog Show	5.5%	5.2%	5.4%
Dog Training	14.5%	17.2%	21.4%
Festival	3.6%	3.4%	3.6%
Fundraiser	5.5%	5.2%	5.4%
Other	1.8%	3.4%	5.4%
Private Party/Banquet	16.4%	12.1%	17.9%
RV Rally	1.8%	0.0%	0.0%
Sale/Auction	7.3%	10.3%	7.1%
School Use	1.8%	1.7%	1.8%
Spectator Event	9.1%	6.9%	1.8%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

## North Florida Fairgrounds

## Number of Event Days by Type, 2012 - 2014

	2012	2013	2014
Animal Show	7.6%	8.0%	3.3%
Community Event	5.4%	7.0%	5.5%
Consumer/Trade Show	21.7%	21.0%	22.0%
Dog Show	7.6%	7.0%	9.9%
Dog Training	8.7%	13.0%	13.2%
Festival	2.2%	2.0%	3.3%
Fundraiser	5.4%	5.0%	4.4%
Other	1.1%	4.0%	5.5%
Private Party/Banquet	9.8%	7.0%	11.0%
RV Rally	10.9%	0.0%	0.0%
Sale/Auction	13.0%	20.0%	19.8%
School Use	1.1%	1.0%	1.1%
Spectator Event	5.4%	5.0%	1.1%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

## North Florida Fairgrounds

## Number of Use Days by Type, 2012 - 2014

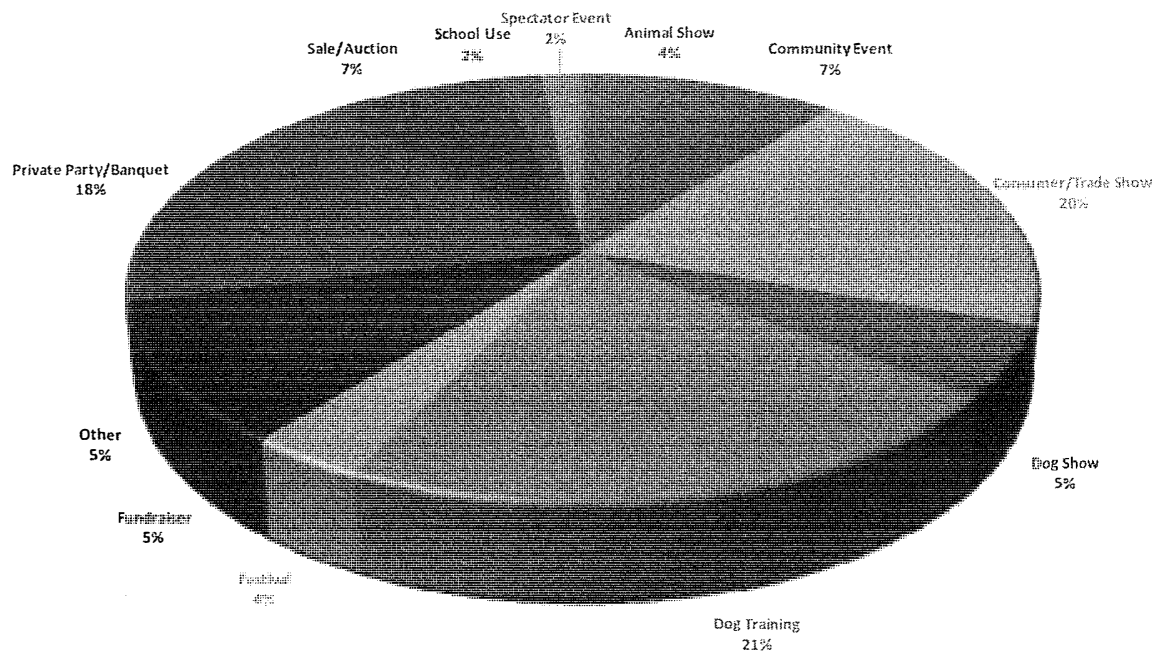
	2012	2013	2014
Animal Show	10.1%	9.6%	3.9%
Community Event	6.7%	8.1%	7.3%
Consumer/Trade Show	25.7%	22.0%	21.3%
Dog Show	6.1%	6.2%	7.9%
Dog Training	4.5%	10.0%	9.6%
Festival	3.4%	2.9%	4.5%
Fundraiser	5.6%	4.8%	4.5%
Other	1.1%	4.8%	7.3%
Private Party/Banquet	10.6%	8.1%	11.8%
RV Rally	6.7%	0.0%	0.0%
Sale/Auction	10.6%	16.7%	19.1%
School Use	1.1%	1.0%	1.1%
Spectator Event	7.8%	5.7%	1.7%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

<sup>1</sup> Use days include move-in/move-out days and actual event days, as reported by the North Florida Fair Association.

The chart below presents the percentage breakdown of non-Fair events, by type, that rented facilities, structures and outdoor spaces at the Fairgrounds in 2014.

**NORTH FLORIDA FAIRGROUNDS - 2014 EVENT DISTRIBUTION BY TYPE**

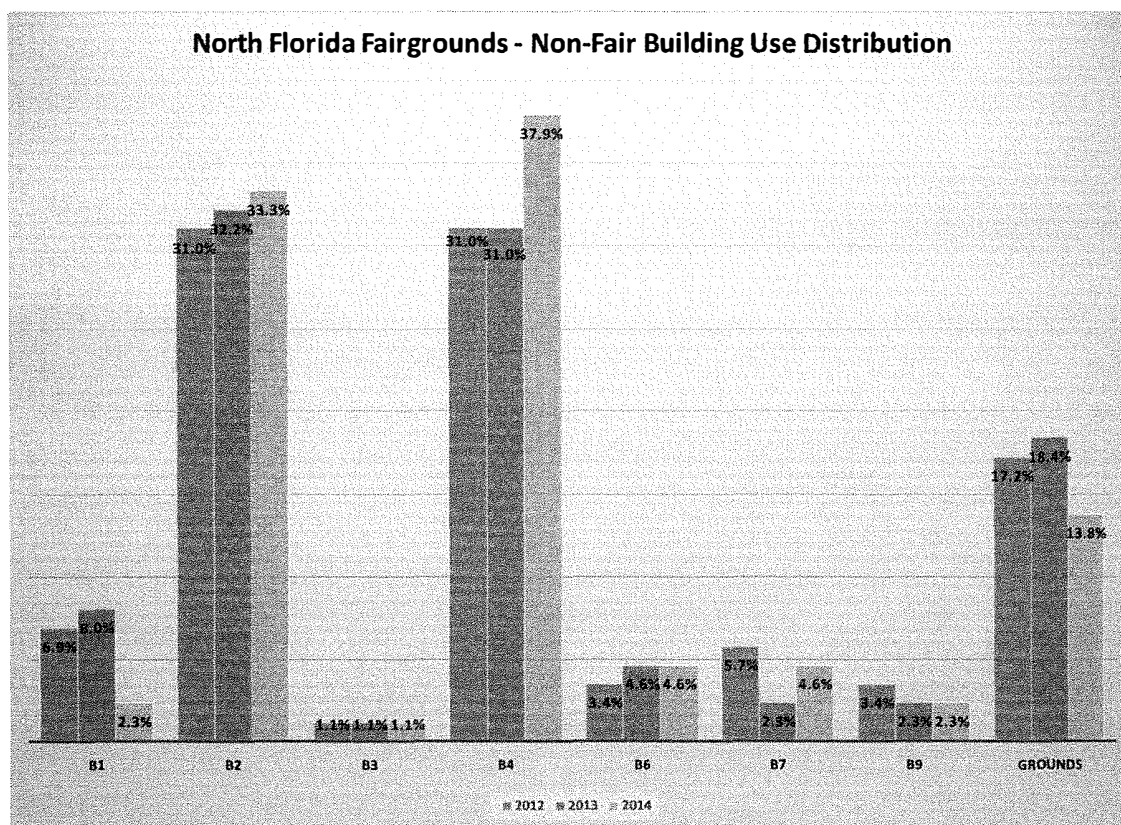


Though dog training activities represented 21 percent of the total number of events in 2014, those activities represented only 9.6 percent of total event days. Consumer/trade shows and sales/auctions were the two event types that accounted for the most actual event and use days, as well as the percentage of total event days and use days.

**NORTH FLORIDA FAIRGROUNDS STUDY**

**CURRENT FAIRGROUNDS AND RELATED PROPERTIES**

An analysis of non-Fair use by building, structure and outdoor spaces for 2012 to 2014 revealed that Buildings 2 and 4 were the most used buildings at the Fairgrounds, followed by Building 1 (in 2012 and 2013) and Buildings 6 and 7 (in 2014). Multiple events used outside spaces (in addition to parking areas). The chart below presents the percentage breakout of use by building/space for 2012 to 2014 non-Fair events.



Non-Fair events held at the North Florida Fairgrounds during the years 2012 to 2014 included:

- |                                          |                                 |
|------------------------------------------|---------------------------------|
| Antique Bottle Show                      | Maranatha Health Fair           |
| Big Bend Bird Club                       | Market Days                     |
| Bully Bash                               | Ochlochonee River Kennel Club   |
| Dale Earnhardt Jr. Auto Sale             | Pig Fest                        |
| Family Campers and RV'ers                | Private Parties and Fundraisers |
| FAMU                                     | Reading Rally                   |
| FSU and FAMU Sororities and Fraternities | Repticon                        |
| Gun & Knife Show                         | Tallahassee Boat Show           |
| Kids Fest                                | Tallahassee Dog Obedience Club  |
| Leo County Schools                       | Tallahassee Rollergirls         |
| Liquidation Sale                         |                                 |

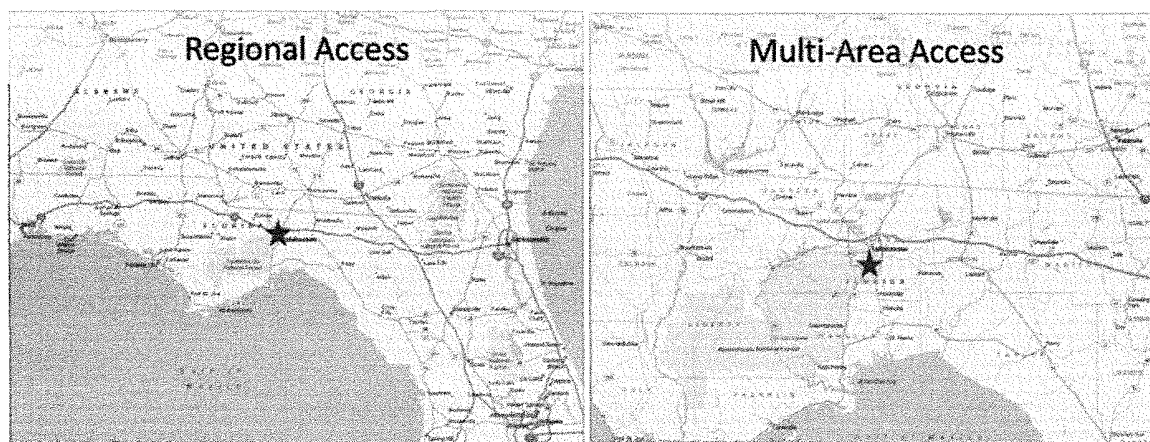
The above list is not the complete list of non-Fair events, but is representative of the principal events held at the Fairgrounds.

## FACTORS AFFECTING DEMAND FOR FACILITIES

The demand for event facilities is dependent on a number of factors – location, community resources, facilities, demographic and economic trends and competitive and comparable facilities. This section presents an overview of these factors in relation to the Fairgrounds.

### Site Location Assessment

Located in Tallahassee, the Fairgrounds is in the eastern side of the Florida panhandle, with regional and multi-area access via Interstate 10 from the east and west, US Highway 27 from the northwest and US Highway 319 from the north and south.



The table below shows the corresponding mileage and drive times to and from Tallahassee.

#### North Florida Fairgrounds

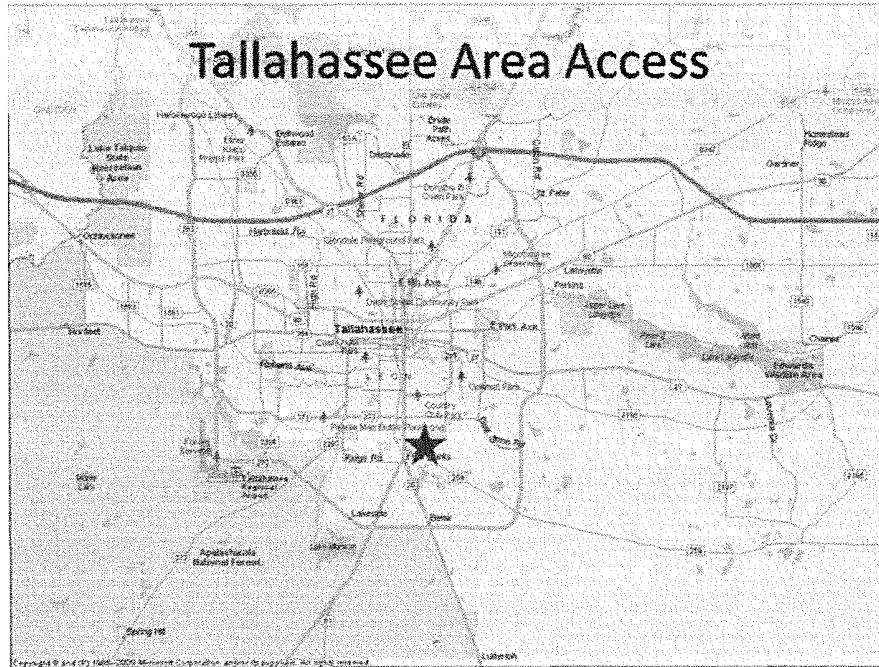
##### Distance and Drivetime Distances from Tallahassee

Location	Distance	Drive Time
Monticello, FL	32 miles	40 minutes
Thomasville, GA	37 miles	55 minutes
Bainbridge, GA	43 miles	63 minutes
Tifton, GA	94 miles	122 minutes
Dothan, AL	97 miles	113 minutes
Panama City, FL	100 miles	119 minutes
Gainesville, FL	157 miles	146 minutes
Fort Walton Beach, FL	166 miles	163 minutes
Jacksonville, FL	167 miles	157 minutes
Pensacola, FL	199 miles	177 minutes

Source: Google Maps



The Fairgrounds site is located in the southern area of Tallahassee and south central Leon County.

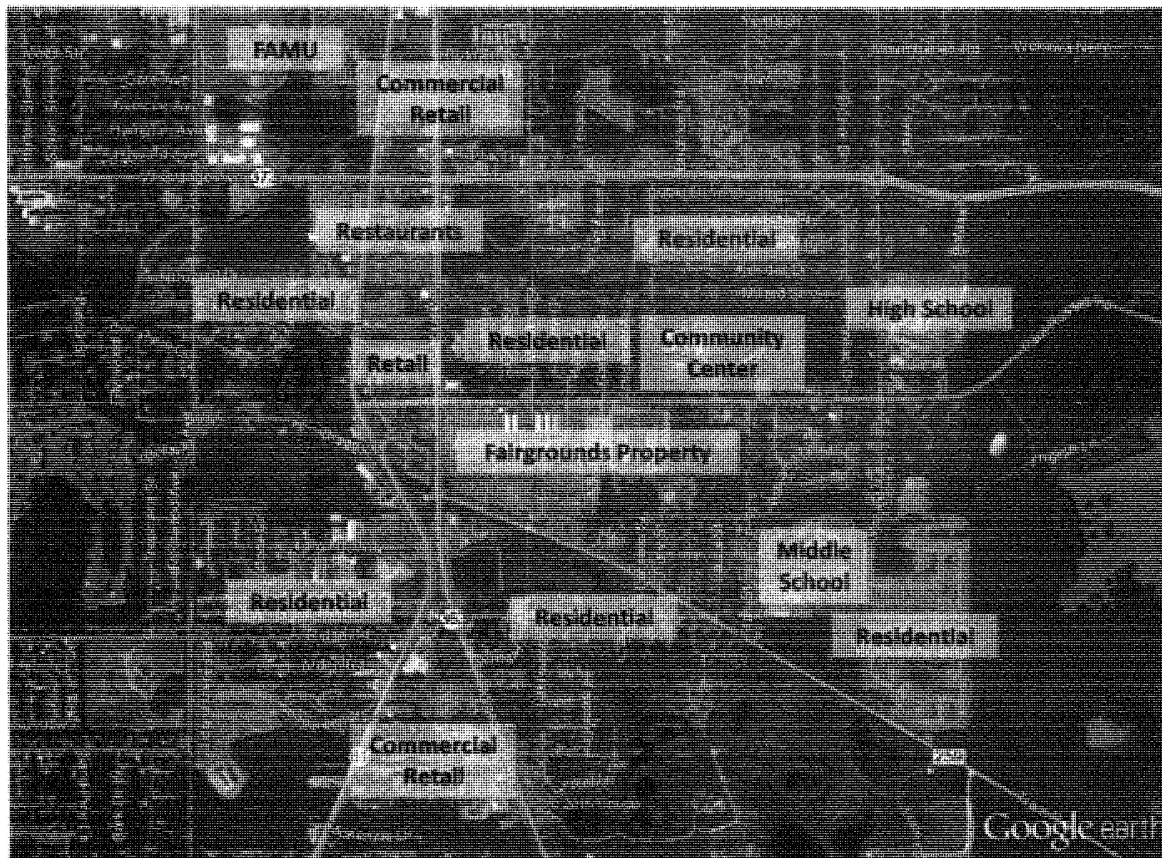


Local access to the Fairground site is via S. Monroe Street from the north, Paul Russell Road from the east and west and Crawford Road and Woodville Highway from the south.





The aerial view below shows the variety of land uses with areas in closest proximity to the Fairgrounds.



The Fairgrounds is bordered by Paul Russell Road along the north, south Monroe Street along the west and Tram Road along its southern edge. Below are recent daily traffic counts provided by KSS Fuels Traffic Metrix:

Street Location	Most Recent Year	Average Daily Traffic Count
Paul Russell, east of S. Monroe St.	2005	11,000
Paul Russell, east of S. Adams St.	2012	8,732
S. Monroe St., south of Paul Russell Rd.	2012	13,292
S. Monroe St., north of Paul Russell Rd.	2011	17,600
Tram Road, near south entrance to F.G.	2012	3,106
Woodville Highway, south of Tram Rd.	2011	15,400

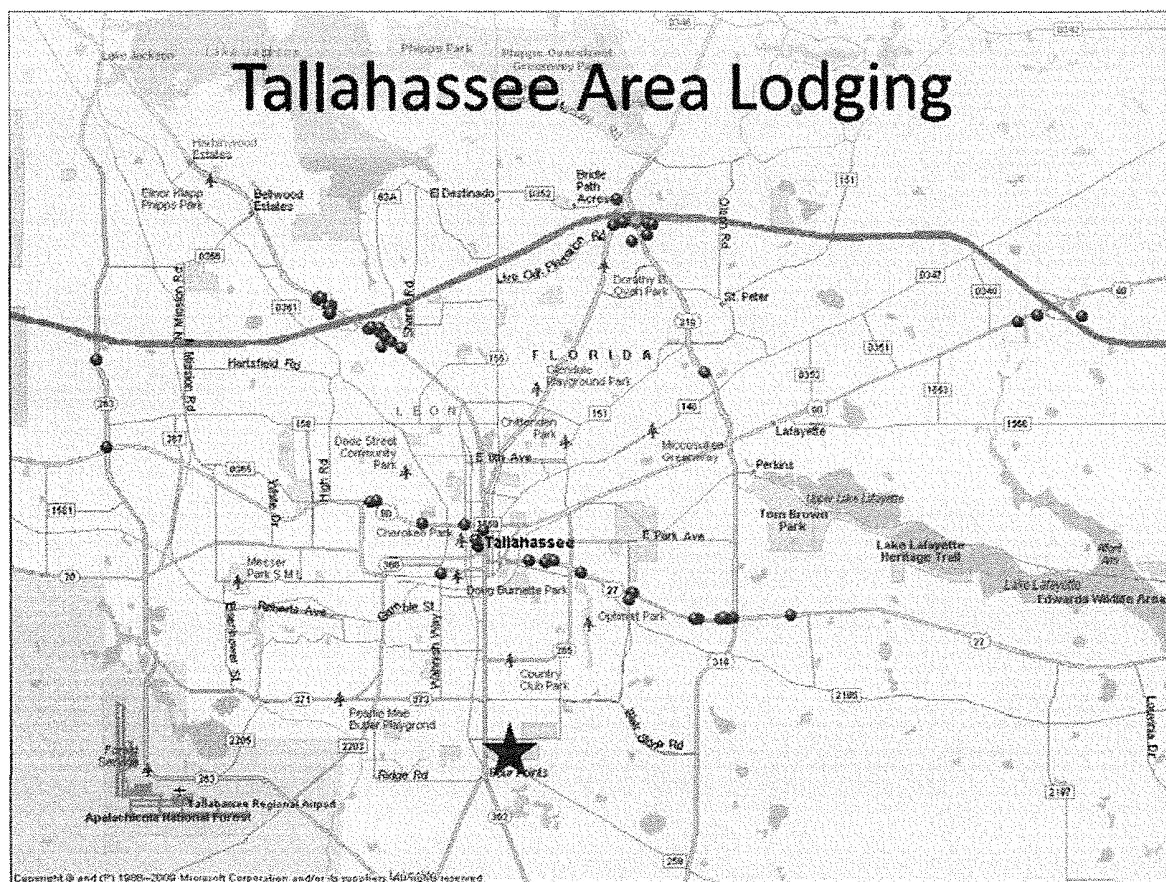
Source: KSS Fuels Traffic Metrix

## Community Resources

This section presents an overview of the availability of lodging, shopping, restaurants and other facilities available in the Evanston area.

### Hotel/Motels

According to Leon County Division of Tourism Development, the local Convention and Visitors Bureau, there are more than 5,500 hotel rooms in the entire Tallahassee metro area. The map below shows the proximity of the Fairgrounds to area lodging facilities – both national chain and locally-owned properties.



# Lodging within 10 Minute Drive

**NORTH FLORIDA FAIRGROUNDS STUDY**

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The table below presents the preferred lodging facilities for meetings and conventions, per Leon County Division of Tourism Development, in the metro area.

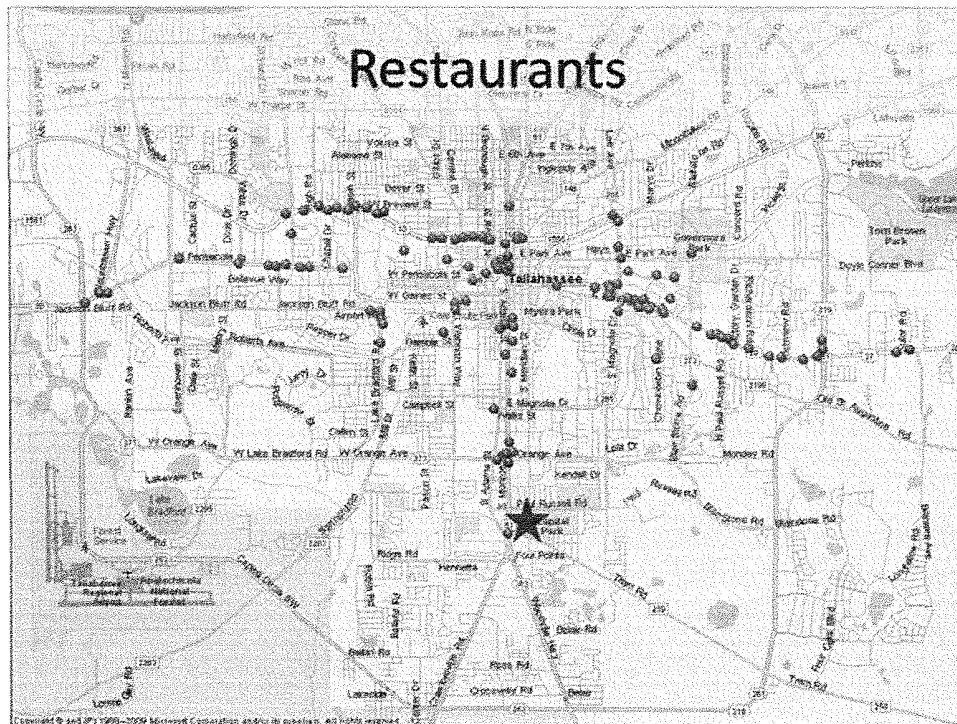
**North Florida Fairgrounds  
Hotels in Market Area**

Name	Number of Rooms	Name	Number of Rooms
Aloft Tallahassee Downtown	162	Holiday Inn Express East	135
Baymond Inn & Suites Central	134	Holiday Inn Tallahassee Conference Center	132
Baymond Inn and Suites Tallahassee	93	Homewood Suites Tallahassee	94
Best Western Plus Tallahassee North Hotel	96	Hotel Duval	135
Best Western Pride Inn & Suites	78	Howard Johnson Express Inn	51
Best Western Seminole Inn	60	Inn at Killearn Country Club	30
Candlewood Suites Tallahassee	114	La Quinta Inn Tallahassee North	154
Capital Circle Inn & Suites	100	Microtel Inn & Suites	91
Capital Inn Motel	18	Motel 6 Downtown	7
Comfort Suites	90	Motel 6 North	13
Country Inn & Suites East	60	Motel 6 Tallahassee West	101
Country Inn & Suites Tallahassee	65	Quality Inn	73
Courtyard by Marriott Tallahassee Capital	154	Quality Inn & Suites-Capital District	90
Courtyard by Marriott Tallahassee North	93	Ramada Plaza Capitol	151
Days Inn Government Center	80	Red Roof Inn	108
Days Inn Tallahassee University Center	47	Residence Inn Tallahassee North	78
Double Tree Hotel Tallahassee	243	Residence Inn Tallahassee Universities	64
Econo Lode North	82	Rodeway Inn	60
Econo Lodge Tallahassee	40	Sleep Inn	78
Extended Stay America	59	Spring Hills Suites Tallahassee Central	88
Fairfield Inn by Marriott	79	Staybridge Suites Tallahassee I-10 North	104
Fairfield Inn & Suites Tallahassee Central	97	Super 8 Motel	112
Four Points by Sheraton Tallahassee Downtown	164	Towneplace Suites	95
Governors Inn	41	Travelodge Tallahassee	188
Guest House Inn Tallahassee	160	University Inn & Suites Tallahassee	56
Hampton Inn & Suites I-10	122	Value Place Tallahassee East	121
Hampton Inn Tallahassee Central	78	Value Place Tallahassee West	121
Hilton Garden Inn Tallahassee	99	Wingate by Wyndham	116
Hilton Garden Inn Tallahassee Central	85	<b>Total Number of Rooms</b>	<b>2,793</b>

Source: Leon County Division of Tourism Development

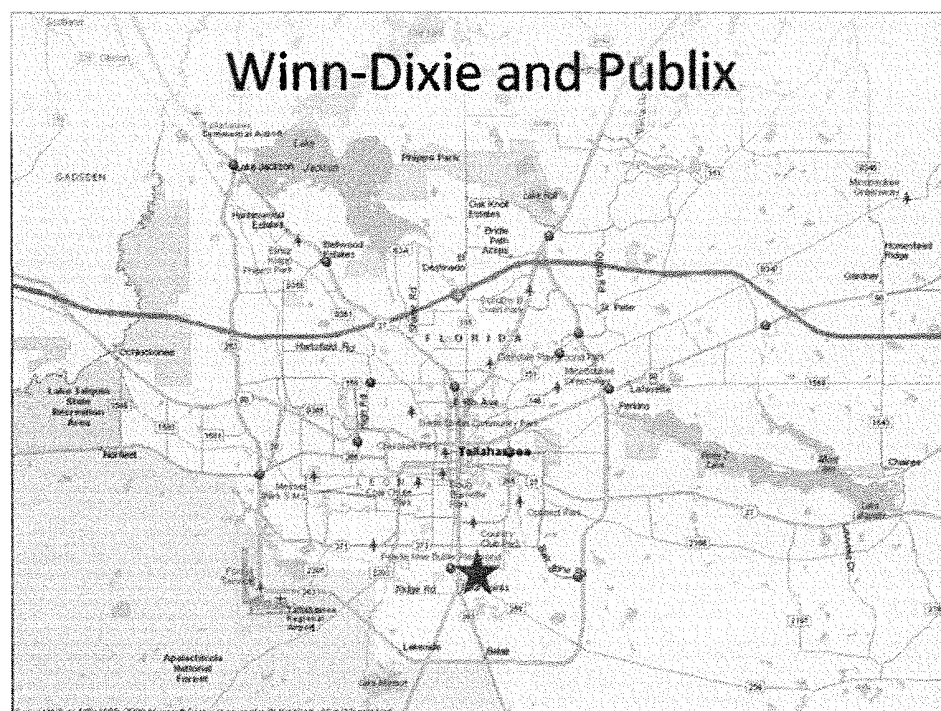
## Restaurants

The Fairgrounds is in close proximity to a variety of eating establishments located along South Monroe Street, as well as along Apalachee Parkway and Tennessee Street, as illustrated in the below map. These restaurants include fast food, national chain restaurants, locally-owned diners, hotel restaurants, coffee shops and similar eating establishments.



## Retail

In addition to the commercial and retail areas in close proximity to the Fairgrounds (shown in the aerial on page 16), Tallahassee has a number of significant retail corridors and locations, including Governors Square, Tallahassee Mall, Walmart, Target and grocery chain locations, shown in the following maps.



### Area Attractions and Events

There are a variety of attractions in the Tallahassee area, including:

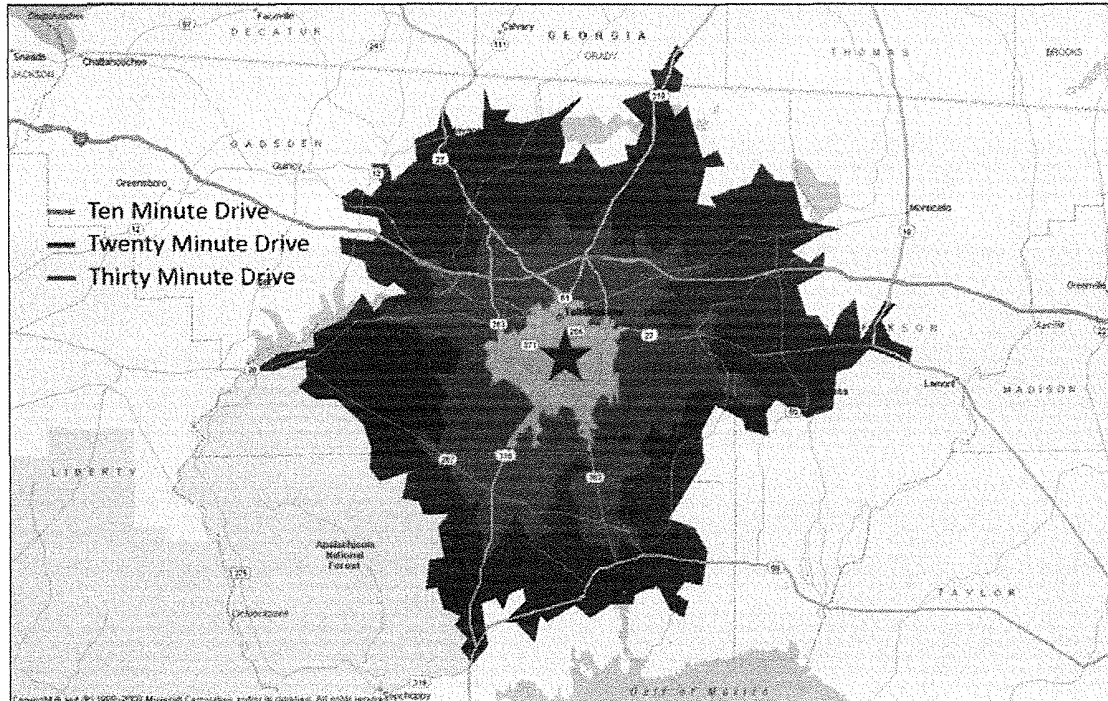
- Florida State Capitol
- Tallahassee Museum
- LeMagne Chain of Parks Arts Festival
- Cascades Park
- Florida State University
- Florida A&M University
- Challenger Learning Center
- Florida Caverns State Park
- Springtime Tallahassee Festival
- Florida Historic Capitol Museum
- Tallahassee Automobile Museum
- Wakulla Springs State Park

In addition, Tallahassee/Leon County residents and visitors have a variety of annual events and activities to choose from, including:

- |                        |                           |
|------------------------|---------------------------|
| Downtown Marketplace   | Southern Shakespeare Fest |
| FSU and FAMU Arts      | Springtime Tallahassee    |
| FSU and FAMU Athletics | Summer Concert Series     |
| Jazz & Blues Festival  | Tallahassee Film Festival |
| Outdoor Activities     | Winter Festival           |

## DEMOGRAPHIC AND ECONOMIC TRENDS

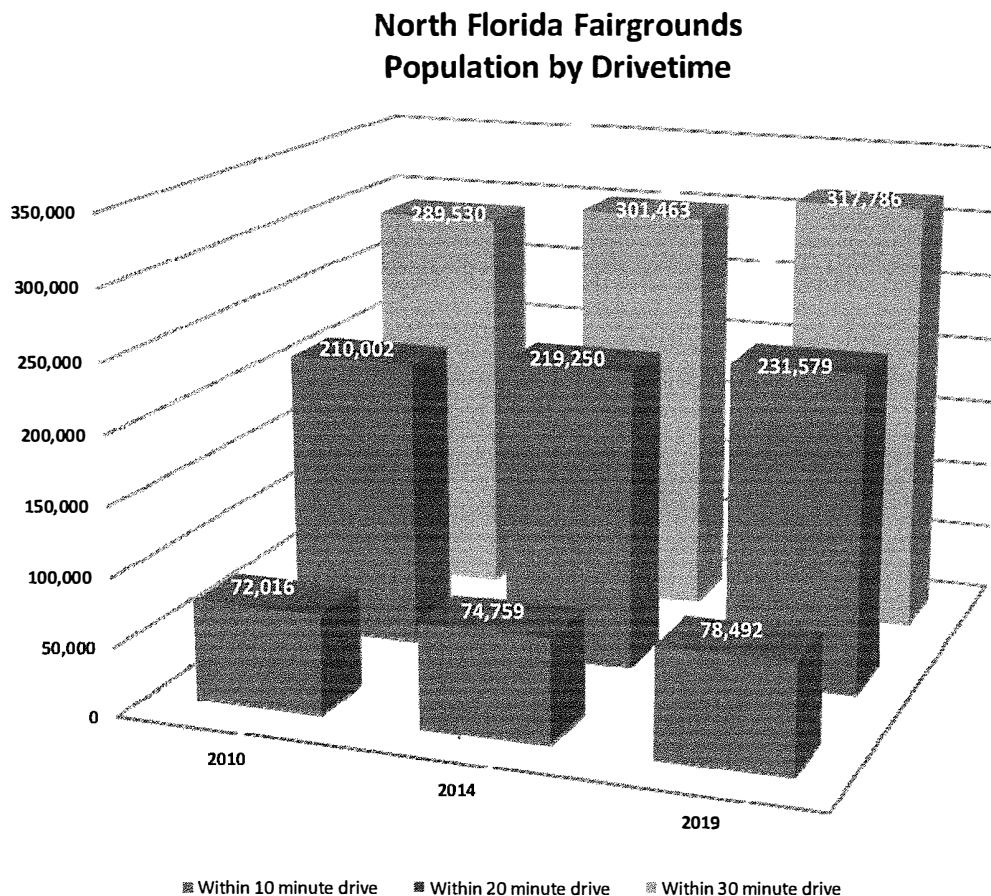
For purposes of the market assessment, based on the location of the Fairgrounds site, access to the site and estimated drive times and other transportation access, the primary market area for non-Fair events and activities at the Fairgrounds that appeal to local residents is expected to be within a 20-minute drive time. For purposes of this assessment, we have analyzed key market characteristics of the population within a 10-minute, 20-minute and 30-minute drive time of the grounds, as shown in the map below.





### Population Trends

The chart below shows the 2010 Census, 2014 estimated and 2019 projected population living within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds.



### Households

The table below presents the number of households, by drive time, for the Fairgrounds market. Based on the number of households and population with the various drive times, the average household size is about 2.4 persons for the households within 20 minutes of the Fairgrounds.

**North Florida Fairgrounds  
Household Trends, 2010 - 2019**

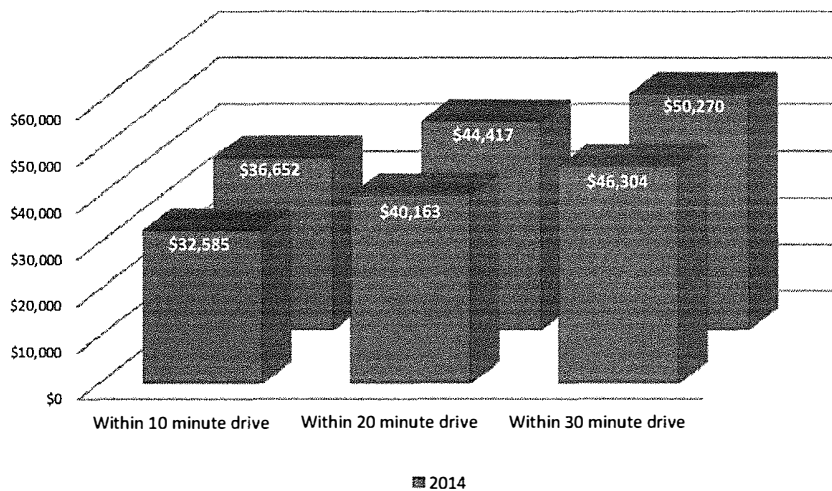
Market Area	2010	2014	2019
Within 10 minute drive	<u>28,272</u>	<u>29,486</u>	<u>31,124</u>
Within 20 minute drive	<u>86,454</u>	<u>90,445</u>	<u>95,816</u>
Within 30 minute drive	<u>115,233</u>	<u>120,195</u>	<u>127,067</u>

Source: The Nielsen Company, 2014

## Income Trends

The charts below present the estimated 2014 and projected 2019 median household incomes and average household incomes, by drive times, for the Fairgrounds.

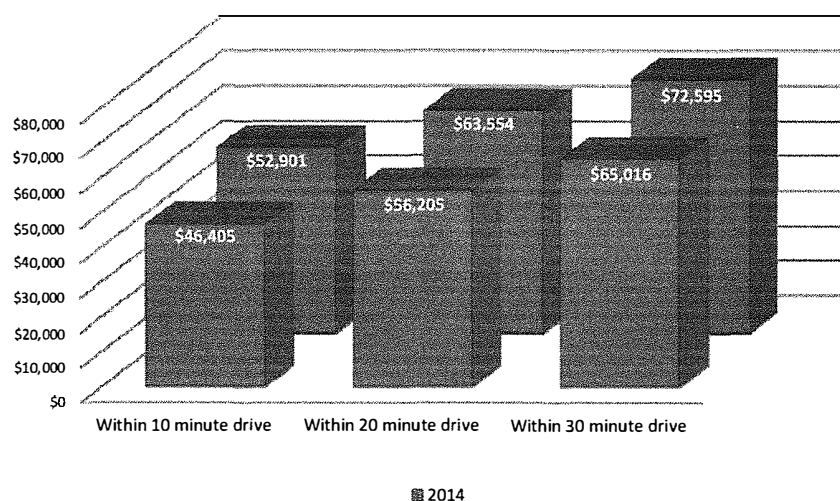
**North Florida Fairgrounds  
Median Household Income by Drivetime**



The median and average incomes of households within 20 minutes of the Fairgrounds, \$40,163 and \$56,205, respectively, are substantially lower than those of both the US and State of Florida. The 2014 US median household income was \$51,939 and the 2013 median household income in Florida was \$46,036, according to the U.S. Census Bureau.

The low median and average household incomes shown in the above tables, reflects the presence of the large student population of both FSU and FAMU.

**North Florida Fairgrounds  
Average Household Income by Drivetime**



**NORTH FLORIDA FAIRGROUNDS STUDY**

**FACTORS AFFECTING DEMAND FOR FACILITIES**

**Age Trends**

The median age of the population within 20 minutes of the Proposed Site is estimated at just under 29 years, as shown in the table below. Again, the student populations of FSU and FAMU significantly affect these statistics.

**North Florida Fairgrounds**

**Median Age**

Market Area	2010	2014	2019
Within 10 minute drive	<u>25.0</u>	<u>25.9</u>	<u>27.9</u>
Within 20 minute drive	<u>28.1</u>	<u>28.7</u>	<u>30.7</u>
Within 30 minute drive	<u>30.8</u>	<u>31.2</u>	<u>32.9</u>

Source: The Nielsen Company, 2014

The table below presents the age segments for the population within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds for the years 2010, 2014 and 2019.

**North Florida Fairgrounds**

**Population Distribution Percentages**

Market Area	Ages						
	0 - 14	15 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+
<b>2010</b>							
Within 10 minute drive	<u>13.8%</u>	<u>35.6%</u>	<u>16.3%</u>	<u>9.0%</u>	<u>9.2%</u>	<u>7.8%</u>	<u>8.3%</u>
Within 20 minute drive	<u>14.0%</u>	<u>34.5%</u>	<u>16.8%</u>	<u>10.0%</u>	<u>8.5%</u>	<u>8.2%</u>	<u>8.0%</u>
Within 30 minute drive	<u>14.4%</u>	<u>30.9%</u>	<u>16.5%</u>	<u>12.5%</u>	<u>8.3%</u>	<u>7.9%</u>	<u>9.5%</u>
<b>2014</b>							
Within 10 minute drive	<u>13.0%</u>	<u>26.4%</u>	<u>16.6%</u>	<u>13.1%</u>	<u>9.4%</u>	<u>9.4%</u>	<u>12.1%</u>
Within 20 minute drive	<u>14.8%</u>	<u>29.2%</u>	<u>16.3%</u>	<u>10.5%</u>	<u>9.6%</u>	<u>9.5%</u>	<u>10.0%</u>
Within 30 minute drive	<u>15.1%</u>	<u>25.7%</u>	<u>16.2%</u>	<u>12.8%</u>	<u>9.1%</u>	<u>9.2%</u>	<u>11.8%</u>
<b>2019</b>							
Within 10 minute drive	<u>16.3%</u>	<u>25.0%</u>	<u>14.7%</u>	<u>11.3%</u>	<u>12.4%</u>	<u>10.8%</u>	<u>9.4%</u>
Within 20 minute drive	<u>15.7%</u>	<u>25.1%</u>	<u>14.7%</u>	<u>11.1%</u>	<u>11.3%</u>	<u>11.0%</u>	<u>11.0%</u>
Within 30 minute drive	<u>15.5%</u>	<u>22.6%</u>	<u>15.0%</u>	<u>12.3%</u>	<u>10.5%</u>	<u>10.9%</u>	<u>13.2%</u>

Source: The Nielsen Company, 2014

As noted above, the student population of FSU and FAMU significantly affect the distribution of the population's ages, with over 25 percent of the population in the 15 to 24 age range.

**NORTH FLORIDA FAIRGROUNDS STUDY**

**FACTORS AFFECTING DEMAND FOR FACILITIES**

**Race/Ethnicity**

The table below shows the 2010, 2014 and 2019 estimated percentage breakdown of the population, by race/ethnicity, within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds.

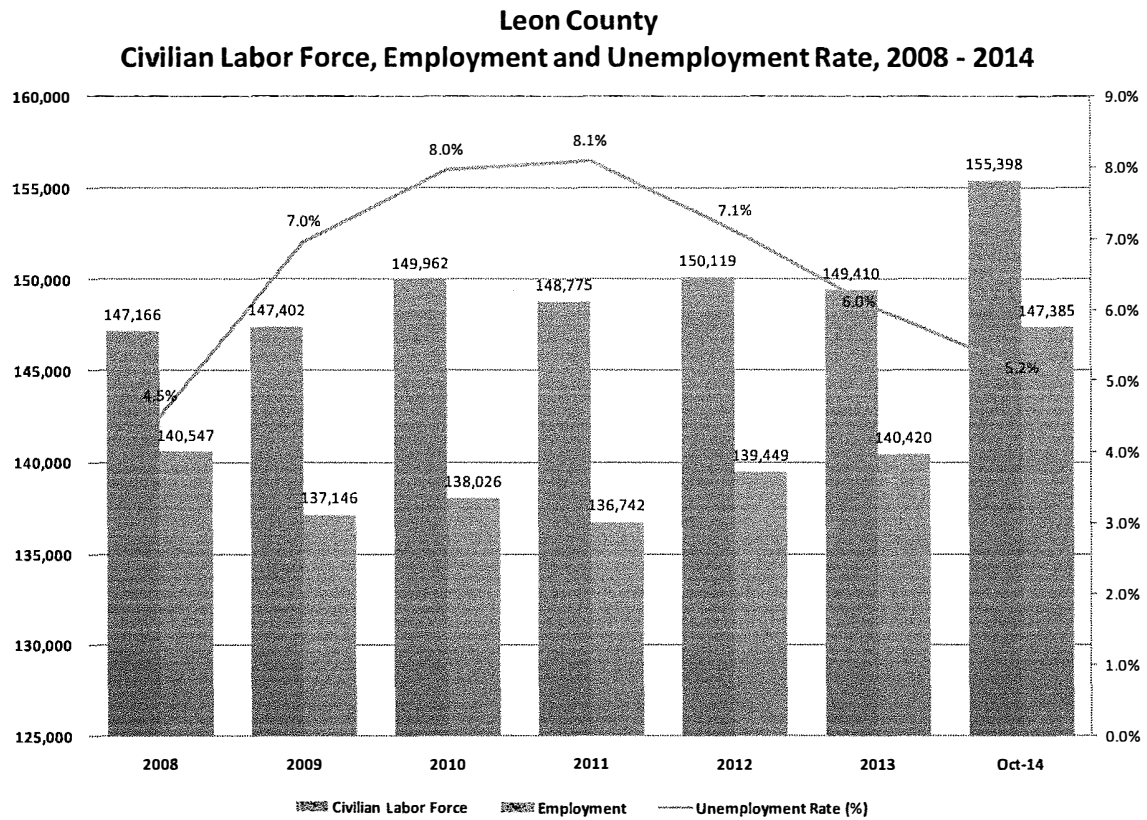
**North Florida Fairgrounds  
Race/Ethnicity Trends by Drive Time**

Market Area	Ethnicity							
	White	Black	American Indian	Asian	Pacific Islander	Other Race	Two or More Races	Hispanic
<b>2010</b>								
Within 10 minute drive	<u>46.7%</u>	<u>46.8%</u>	<u>0.3%</u>	<u>2.9%</u>	<u>0.1%</u>	<u>1.0%</u>	<u>2.1%</u>	<u>5.2%</u>
Within 20 minute drive	<u>46.2%</u>	<u>46.8%</u>	<u>0.3%</u>	<u>3.0%</u>	<u>0.1%</u>	<u>1.2%</u>	<u>2.4%</u>	<u>6.3%</u>
Within 30 minute drive	<u>45.3%</u>	<u>47.1%</u>	<u>0.3%</u>	<u>3.1%</u>	<u>0.1%</u>	<u>1.3%</u>	<u>2.8%</u>	<u>7.7%</u>
<b>2014</b>								
Within 10 minute drive	<u>57.6%</u>	<u>35.4%</u>	<u>0.3%</u>	<u>2.9%</u>	<u>0.1%</u>	<u>1.3%</u>	<u>2.4%</u>	<u>6.0%</u>
Within 20 minute drive	<u>56.1%</u>	<u>36.2%</u>	<u>0.3%</u>	<u>3.0%</u>	<u>0.1%</u>	<u>1.6%</u>	<u>2.7%</u>	<u>7.4%</u>
Within 30 minute drive	<u>54.2%</u>	<u>37.2%</u>	<u>0.3%</u>	<u>3.1%</u>	<u>0.1%</u>	<u>1.9%</u>	<u>3.2%</u>	<u>9.3%</u>
<b>2019</b>								
Within 10 minute drive	<u>62.9%</u>	<u>30.5%</u>	<u>0.3%</u>	<u>2.8%</u>	<u>0.1%</u>	<u>1.2%</u>	<u>2.2%</u>	<u>5.5%</u>
Within 20 minute drive	<u>61.5%</u>	<u>31.2%</u>	<u>0.3%</u>	<u>2.9%</u>	<u>0.1%</u>	<u>1.5%</u>	<u>2.6%</u>	<u>6.8%</u>
Within 30 minute drive	<u>59.7%</u>	<u>32.1%</u>	<u>0.3%</u>	<u>3.0%</u>	<u>0.1%</u>	<u>1.8%</u>	<u>3.0%</u>	<u>8.6%</u>

Source: The Nielsen Company, 2014

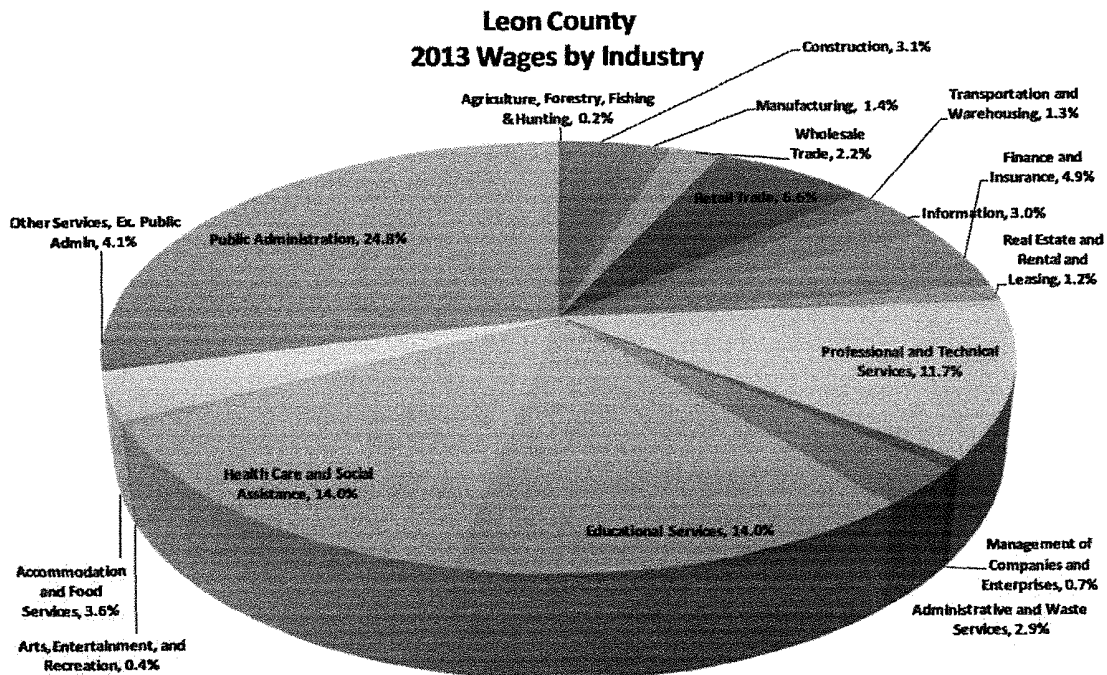
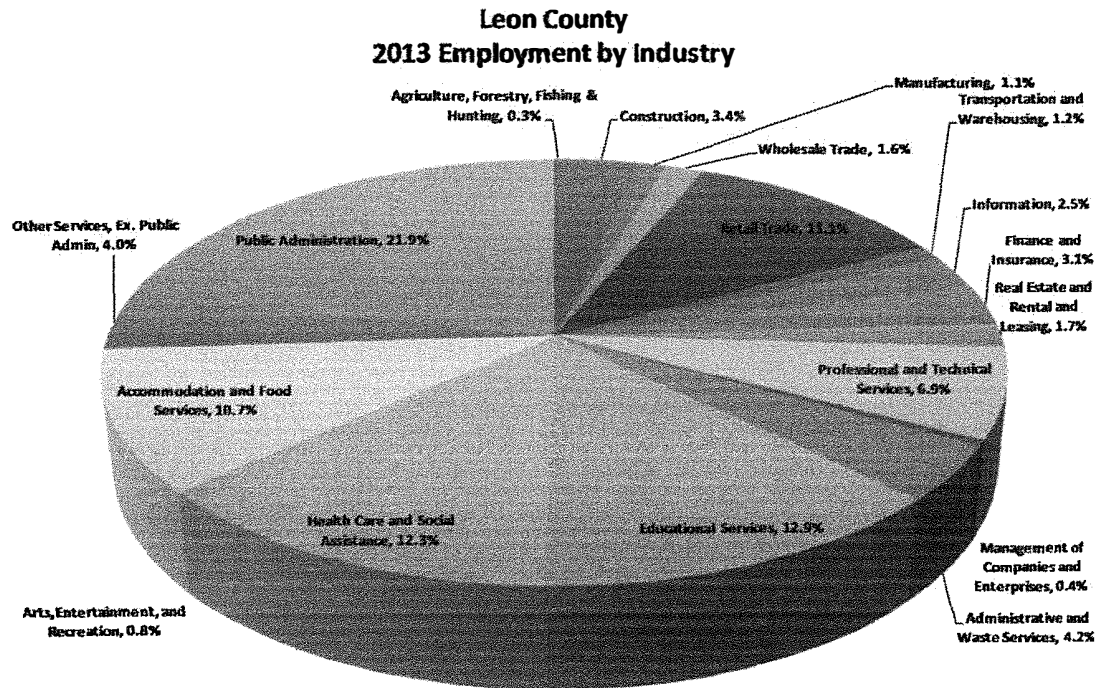
### Labor Force Trends

The Leon County labor force trends, including the size of the labor force number employed and unemployment rates, from 2008 to October 2014 (most recent available data) is presented in the chart below.

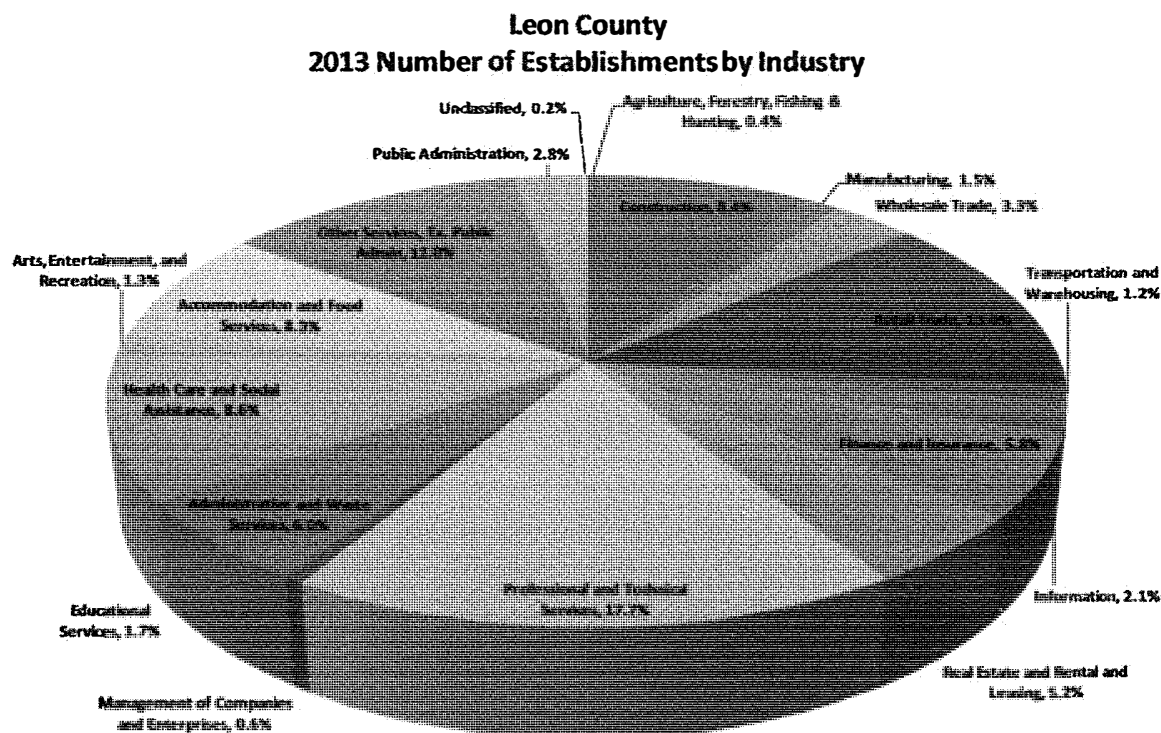


The chart above reflects the effects of the national recession that occurred between 2008 and 2011.

Major employers in the Tallahassee/Leon County area include government, education services and health care, in terms of both the number of employees and wages paid, as illustrated in the chart below.



In contrast to the distributions on the previous page, the chart below shows the distribution of employers, by industry, for Leon County, with professional and technical services having the most employers, followed by retail and other services. Public administration (government) and educational services only make up 4.5 percent of all employers, but account for almost 35 percent of the employees and wages paid in the County – reflecting the State Capitol, FSU, FAMU and Tallahassee Community College.



### Socio-Economic Analysis

In addition to analyzing population and business trends within the Fairgrounds' market area, a look at the socio-economic make-up of households reveals much about the general propensity of those households with regard to spending habits, media, activities and interests. This data can help identify possible events and activities at the Fairgrounds that may appeal to the local households.

To assess the socio-economic trends of households related to the Fairgrounds, we obtained ESRI's Tapestry Segmentation data for households within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds. Below is the top ten Tapestry Segments for households within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds – organized in descending order for the 20-minute drive time.

North Florida Fairgrounds ESRI Tapestry Top 10 Segments			
Segment	Within 10 Minutes	Within 20 Minutes	Within 30 Minutes
Dorms to Diplomas	16.5%	14.5%	11.2%
Young and Restless	15.4%	13.1%	10.1%
College Towns	10.2%	11.5%	8.9%
Down the Road	9.5%	6.2%	5.0%
Exurbanites	0.0%	5.5%	5.0%
Emerald City	11.5%	5.2%	4.0%
Bright Young Professional	0.0%	5.0%	3.9%
Southern Satellites	0.9%	4.6%	7.1%
Old and Newcomers	3.1%	4.5%	3.8%
Savvy Suburbanites	0.0%	4.0%	6.6%
	67.1%	74.1%	65.6%

Source: ESRI, 2015

Following are summary descriptions of the top 6 of the above Tapestry segments for households within 20-minutes of the Fairgrounds, per the ESRI website.

On their own for the first time, ***Dorms to Diplomas*** residents are just learning about finance and cooking. Frozen dinners and fast food are common options. Shopping trips are sporadic, and preferences for products are still being established. Many carry a balance on their credit card so they can buy what they want now. Although school and part-time work take up many hours of the day, the remainder is usually filled with socializing and having fun with friends. They are looking to learn life lessons inside and outside of the classroom. This is the first online generation, having had lifelong use of computers, the Internet, cell phones, and MP3 players. Median household income - \$17,000.

#### Socio-Economic Traits:

- They're the youngest market with half of the population aged 20–24.
- They're impulse buyers who experiment with different brands. They buy trendy clothes on a budget.
- Vehicles are just a means of transportation—economy and environmental impact are factors in purchases; used, imported subcompact cars are a popular choice.
- They value socializing, having fun, and learning new things.
- They're always connected; their cell phone is never out of reach.



Gen Y comes of age: Well-educated young workers, some of whom are still completing their education, are employed in professional/technical occupations, as well as sales and office/administrative support roles. These residents are not established yet, but striving to get ahead and improve themselves. This market ranks in the top 5 for renters, movers, college enrollment, and labor force participation rate. Almost 1 in 5 residents move each year. Close to half of all householders are under the age of 35, the majority living alone or in shared nonfamily dwellings. Median household income is still below the US. Smart phones are a way of life, and they use the Internet extensively. **Young and Restless** consumers are diverse, favoring densely populated neighborhoods in large metropolitan areas; over 50% are located in the South (almost a fifth in Texas), with the rest chiefly in the West and Midwest. Median household income - \$36,000.

Socio-Economic Traits:

- Education completed: 2 out of 3 have some college, an associate's degree, or a bachelor's degree or higher. Education in progress: almost 15% are still enrolled in college (Index 185).
- Labor force participation rate is exceptionally high at 75.4%; unemployment is low at 7.8%.
- These are careful shoppers, aware of prices, and demonstrate little brand loyalty.
- They like to be the first to try new products, but prefer to do research before buying the latest electronics.
- Most of their information comes from the Internet and TV, rather than traditional media.
- Carry their cell phone everywhere they go.

About half the residents of **College Towns** are enrolled in college, while the rest work for a college or the services that support it. Students have busy schedules, but make time between studying and part-time jobs for socializing and sports. Students that are new to managing their own finances tend to make impulse buys and splurge on the latest fashions. This digitally engaged group uses computers and cell phones for all aspects of life including shopping, school work, news, social media, and entertainment. *College Towns* are all about new experiences, and residents seek out variety and adventure in their lives. Median household income - \$28,000.

Socio-Economic Traits:

- Their limited incomes result in thrifty purchases.
- They do not eat the healthiest foods, nor do they see a doctor regularly.
- They dress to impress with the latest fashions of the season.
- They prefer environmentally friendly products and vehicles that get good gas mileage.
- They're heavily influenced by celebrity endorsements and trends in magazines.
- They feel anything that can be done online is easier than in person.
- They have liberal political views.

**Down the Road** is a mix of low-density, semirural neighborhoods in large metropolitan areas; half are located in the South, with the rest chiefly in the West and Midwest. Almost half of householders live in mobile homes; approximately two-fifths live in single-family homes. These are younger, diverse communities, with the highest proportion of American Indians of any segment. These family-oriented consumers value their traditions. Workers are in service, retail trade, manufacturing, and construction industries, with higher proportions in agriculture and mining, compared to the US. This market has higher unemployment, much lower median household income and home value, and a fifth of households with income below poverty level. Median household income - \$36,000.

Socio-Economic Traits:

- Education completed: 37% with a high school diploma only, 38% with some college education or a degree.
- Unemployment rate is 11.6%, higher than the US rate.
- Labor force participation rate is 59.6%, slightly lower than the US.
- Family-oriented, outgoing consumers; they place importance on preserving time-honored customs.
- They put a premium on convenience rather than health and nutrition.

Ten years later, **Exurbanites** residents are now approaching retirement but showing few signs of slowing down. They are active in their communities, generous in their donations, and seasoned travelers. They take advantage of their proximity to large metropolitan centers to support the arts, but prefer a more expansive home style in less crowded neighborhoods. They have cultivated a lifestyle that is both affluent and urbane. Median household income - \$98,000.

Socio-Economic Traits:

- Residents are college educated; more than half have a bachelor's degree or higher; almost 80 have some college education.
- This labor force is beginning to retire. 1 in 3 households currently receive Social Security or retirement income. Labor force participation has declined to less than 60% (Index 94).
- Unemployment remains low at 5.5% (Index 64); more of the residents prefer self-employment (Index 184) or working from home (Index 181).
- Consumers are more interested in quality than cost. They take pride in their homes and foster a sense of personal style.
- Exurbanites residents are well connected, using the Internet for everything from shopping to managing their finances.
- Sociable and hardworking, they still find time to stay physically fit.

***Emerald City's*** denizens live in lower-density neighborhoods of urban areas throughout the country. Young and mobile, they are more likely to rent. Well educated and well employed, half have a college degree and a professional occupation. Incomes close to the US median come primarily from wages and self-employment. This group is highly connected, using the Internet for entertainment and making environmentally friendly purchases. Long hours on the Internet are balanced with time at the gym. Many embrace the "foodie" culture and enjoy cooking adventurous meals using local and organic foods. Music and art are major sources of enjoyment. They travel frequently, both personally and for business. Median household income -\$52,000.

Socio-Economic Traits:

- Well educated, these consumers research products carefully before making purchases.
- They buy natural, green, and environmentally friendly products.
- Very conscious of nutrition, they regularly buy and eat organic foods.
- Cell phones and text messaging are a huge part of everyday life.
- They place importance on learning new things to keep life fresh and variable.
- They are interested in the fine arts and especially enjoy listening to music.

## Competitive and Comparable Facilities

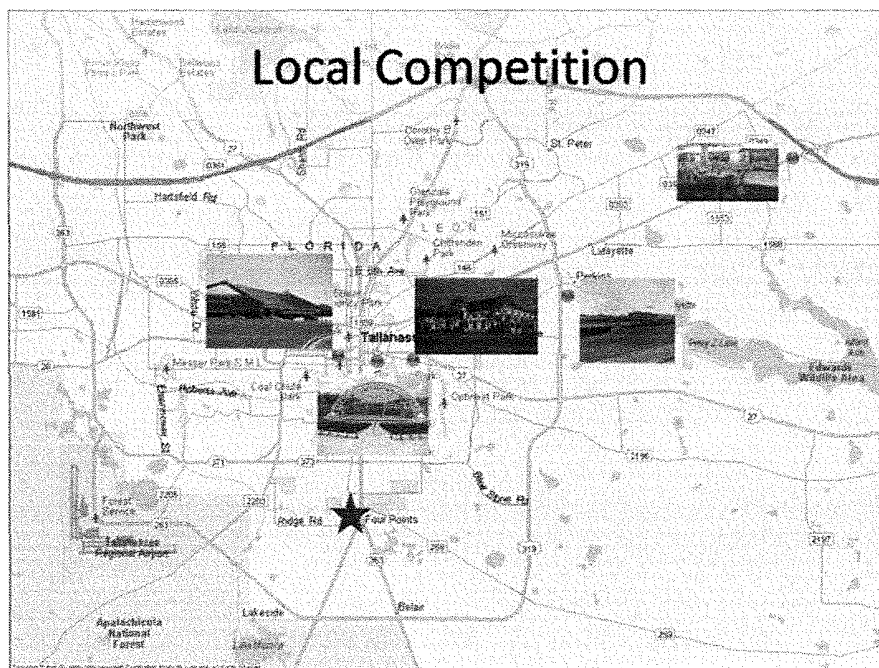
To further assess the demand potential for event facilities at the Fairgrounds site, it is necessary to understand the nature and operation of competitive event facilities (existing and planned) and their potential impact on new/expanded facilities at Fairgrounds.

This section presents an overview of event facilities that are considered competitive with both existing facilities and potential new/expanded facilities at the Fairgrounds site. During the course of our study, we identified a number of facility types as potential competition with new/expanded facilities at the Fairgrounds:

- **Local Competition** – These are event facilities that management of the Fair Association identified as direct competition.
- **Lodging Facilities** – These are facilities that are host meetings, tradeshow, consumer shows, swap meets and similar events in area lodging facilities.
- **Stand-Alone Meeting Spaces** – These are facilities that are smaller, stand-alone meeting venues.
- **Sports Attractions** – These are local sports related facilities that host indoor and outdoor sporting events.
- **Planned Facilities** – These are significant planned event facilities in the Tallahassee area.

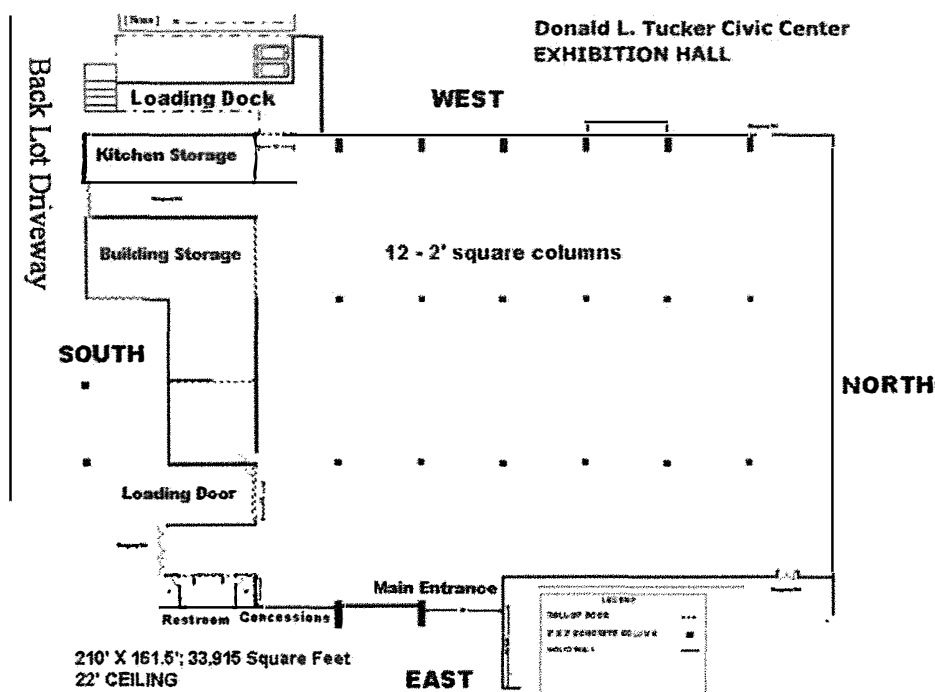
### Local Competition

Management of the Fair Association identified four local event venues as being competition for non-Fair events and activities – Donald L. Tucker Civic Center, Tallahassee Automobile Museum, The Moon nightclub and the National Guard Armory. We also added the Capitol City Amphitheater to this category. The location of these event facilities, in relation to the Fairgrounds, is shown in the map below.



### Donald L. Tucker Civic Center

Formerly the Tallahassee-Leon County Civic Center, the Donald L. Tucker Civic Center (the Civic Center) is owned by Florida State University and operated by Global Spectrum. The Civic Center is a multi-purpose complex comprised of a 12,500-seat arena (home to the FSU Seminoles), a 34,000-square foot exhibit hall and almost 15,000 square feet of dividable meeting space. The exhibit hall portion of the Civic Center is the venue that the Fair Association considers its competition. A review of the 2014 events calendar for the Civic Center, provided by Global Spectrum, showed that the Civic Center Exhibit Hall is principally used for FSU related events. Non-FSU uses of the Exhibit Hall in 2014 included Fitness Festival, Pro Style Volleyball, Home Show NCEES Exams, Golden Gala, Lincoln Senior Convocation, The One Week Boutique and various local fundraisers and banquets.



### Tallahassee Automobile Museum

Located near the intersection of Interstate 10 and U.S. Highway 90 (Mahan Drive), the Tallahassee Automobile Museum is a privately-owned car museum featuring over 140 rare vehicles, as well as boat motors, Native American artifacts and more. A part of the museum property includes over 46,000 square feet of lower-ceiling banquet and meeting space in six different spaces. The largest spaces, the Duesenberg Banquet Hall and the Cord Banquet Hall, each have 15,000 square feet of space. In addition to weddings and private parties, events held at this facility include Bridal Shows, Brewfest, regional trade association banquets and similar activities.

### The Moon

The Moon is a local nightclub and music venue that produces and rents its facilities for ticketed events. In addition, this venue is available for private rental receptions and banquets, with capacity of 1,500 in its 14,400 square foot Main Room and 200 in its 3,000 square foot Silver Moon Room.

### National Guard Armory

The Florida National Guard Armory has a 6,300 square foot space available to rent for a variety of events and activities – with a 400 person capacity.

### Capital City Amphitheater

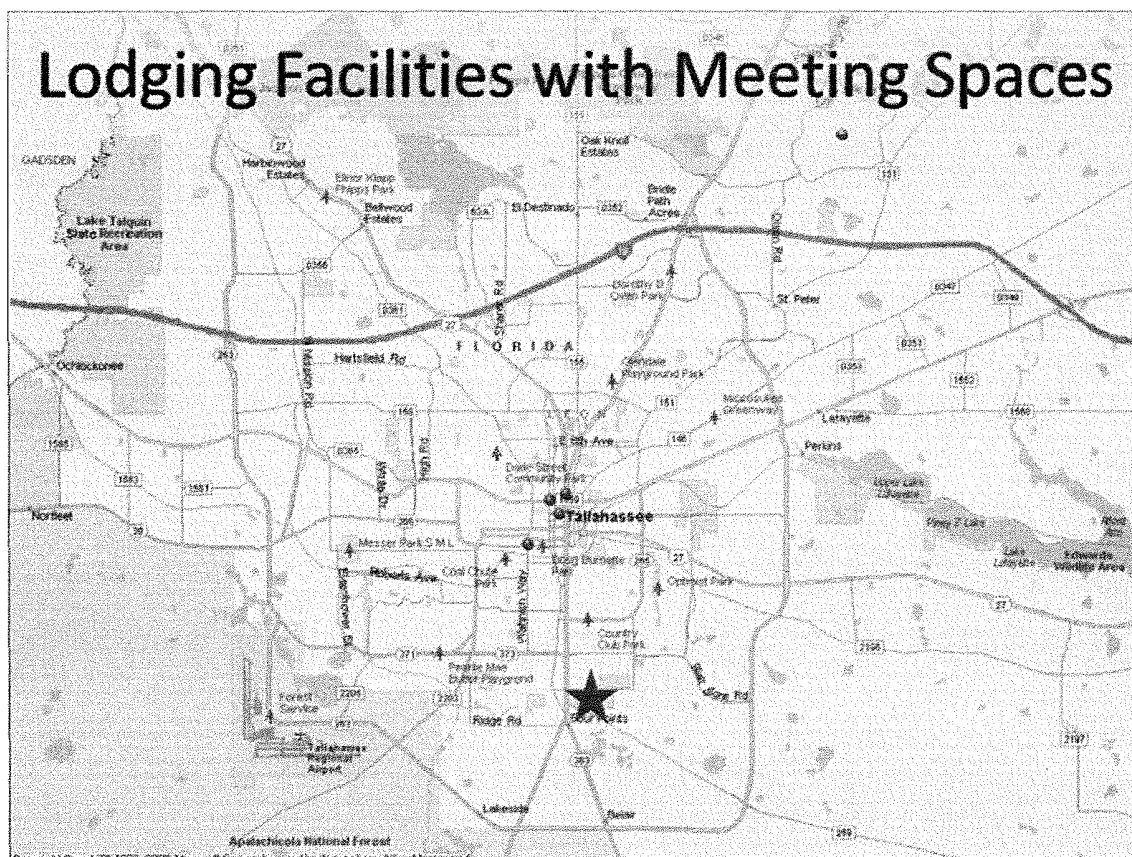
Located in Cascades Park, the Capital City Amphitheater opened in 2014. This outdoor venue has 1,500 fixed seats and can accommodate another 1,500 people on grass. Operated by the City of Tallahassee, this venue is used by Leon County Division of Tourism Development to stage concerts. Events planned for 2014 for this venue include:

Passion Play  
North Florida Veg Fest  
The Avett Brothers  
World of South Festival  
Sublime with Rome

Tallahassee Symphony Orchestra  
Shakespeare Festival  
Health Communities Festival  
Wilco  
The Beach Boys

### **Lodging Facilities with Meeting Spaces**

Five lodging facilities in the Tallahassee area have meeting spaces over 2,500 square feet: Residence Inn, Double Tree, Four Points by Sheraton, Hotel Duval and Killearn County Club.



The table below shows the number of spaces and total meeting square footage for these facilities.

Facility	# of Meeting Spaces	Largest Total Meeting Space	Square Footage
Double tree	6	2,520	6,000
Four Points by Sheraton	8	2,520	7,000
Hotel Duval	7	2,700	6,350
Killearn Country Club	3	2,100	5,484
Residence Inn University	5	3,400	7,520

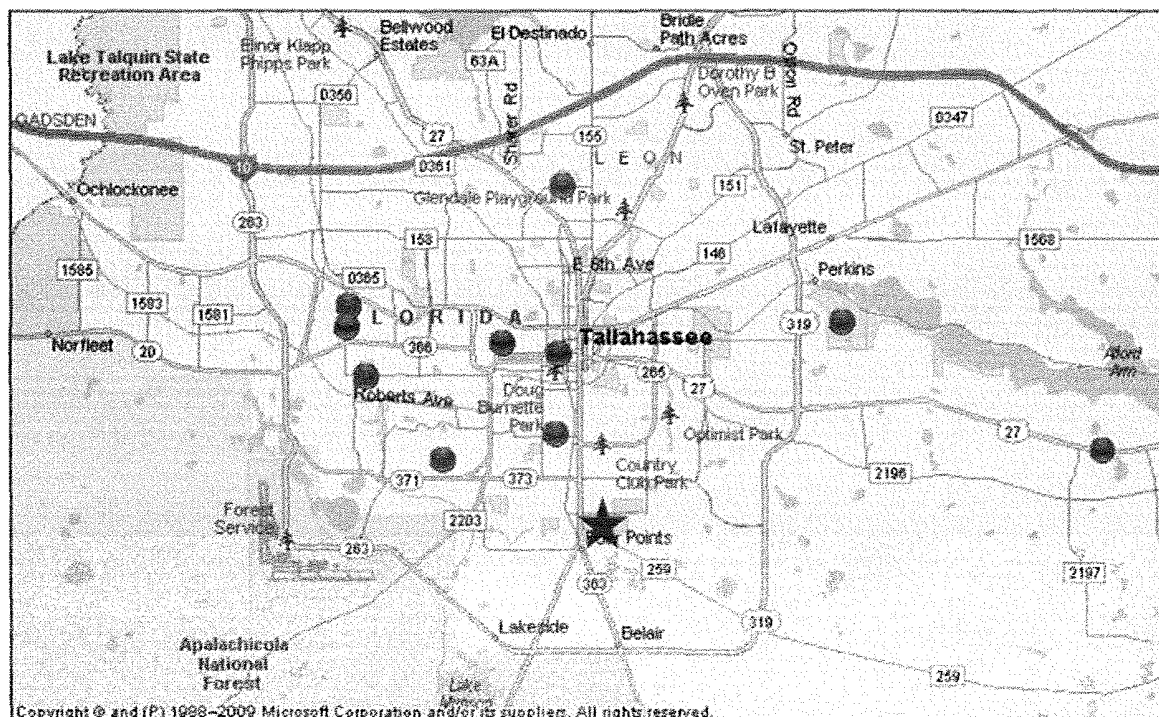
Source: Leon County Division of Tourism Development

### Stand-Alone Meeting Spaces

In addition to the facilities identified as direct competition (discussed above), there are other stand-alone facilities in the Tallahassee area that are used for meetings, conferences and similar events. The larger of these facilities are Challenger Learning Center, Augustus B. Turnbull III Florida State Conference Center, American Legion Hall, FSU Alumni Center, FSU Moore Auditorium, FSU Oglesby Union, Tallahassee Community College and Doak Campbell Stadium.

### Sport Facilities

The map below shows the location of numerous sports facilities in the Tallahassee area, in relation to the location of the Fairgrounds.



Included in these facilities are venues that accommodate indoor sports activities, including local and regional tournaments:

- Tully Gymnasium at FSU – This facility has four indoor multi-sports courts and one championship volleyball court. The main court has a capacity of about 1,160 people. In addition to FSU sports activities and practices, Tully Gymnasium is rented for basketball and volleyball tournaments.
- Al Lawson Jr. Multipurpose Center at Florida A & M University – this facility, located less than 3 miles from the Fairgrounds, has 4 basketball/volleyball courts that can be rented for sports tournaments, practices and non-sports activities.
- Tallahassee Community College – The Lifetime Sports Complex at this Community college has three indoor multi-sport courts that can be used for basketball, volleyball, cheerleading and martial arts.

### **Planned Facilities**

Two planned facilities were identified during the course of this study that may impact the demand for facilities at the Fairgrounds – a downtown convention/conference center and a proposed amphitheater at the Tallahassee Mall.

**Convention Center** – Local city and county public officials, FSU representatives, Leon County Division of Tourism Development and other community/business leaders have been meeting and planning the possible addition of a convention/conference center in the area adjacent to the Donald L Tucker Civic Center. Though not solidified as of the date of this report, features of this center that have been discussed include a minimum 85,000 square foot, Class A convention/meeting space, an adjacent 200-300 room headquarters hotel and other convention features. This type of facility is not considered to be competitive with facilities at the Fairgrounds; appealing to state, regional and national associations for meeting and trade show space that can accommodate several thousand people with possible auditorium, conference rooms and lecture halls, as well as adjacent lodging that serves as headquarters hotel for conventions. This type of space is also inconsistent with the needs of the North Florida Fair and year-round uses and use potential at the Fairgrounds.

**Tallahassee Mall Amphitheater** – Another planned facility is an amphitheater of some sort that would be part of the Tallahassee Mall renovation. It is unknown at this time if the planned amphitheater component will actually be built.



### Summary of Factors Affecting Demand for Fairground Facilities

Based on the review of the various factors that affect demand for facilities at the Fairgrounds (site location, market area characteristics, support services and competitive factors, we noted the following:

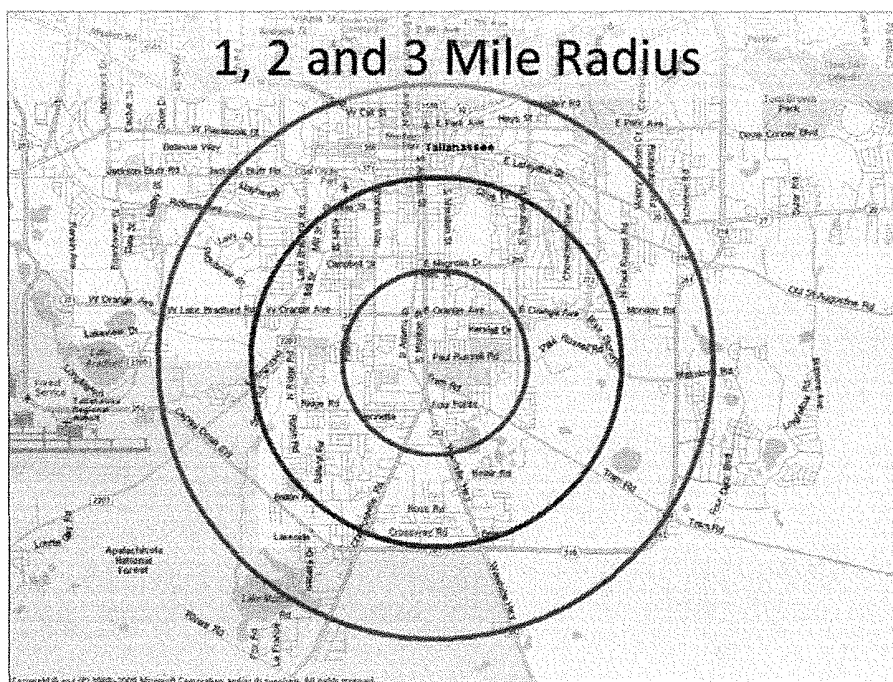
- The Fairgrounds is located in a highly visible and easily accessible location within the Tallahassee/Leon County area
- The Fairground's market area within a 20-minute drive has about 200,000 residents – with another 100,000 between 20 minutes and 30 minutes
- The Socio-Economic makeup of the local market, with low median and average household incomes (reflecting both university student population and a lower-class resident population in close proximity of the Fairgrounds), may preclude many more locally-focused consumer shows
- The Civic Center offers superior size and quality of exhibition and meeting spaces, making it the most competitive event facility for the Fairgrounds
- The Tallahassee/Leon County market area has sufficient entertainment facilities and events
- Planned new facilities in the Tallahassee area will not impact current or future Fairground events/uses
- The Fairground's indoor/outdoor space totals (square footage) and parking availability exceed other venues in the market area

## PRIVATE DEVELOPMENT OPPORTUNITIES

In addition to assessing the opportunities for expanded and/or new event facilities at the Fairgrounds that would increase usage of the grounds and contribute to the economic vitality of the area, we were tasked with assessing opportunities for private development of parts of the Fairgrounds property. It was surmised that Fairgrounds' parcels along South Monroe Street might be well suited for sale or lease for retail or similar commercial development.

***A key consideration of this assessment is that any private development on Fairground's property would need to be compatible with and supportive of year-round activities and the annual North Florida Fair.***

To assess the opportunities for such private development, we reviewed the amount and nature of retail and commercial development within a 1, 2 and 3 mile radius of the Fairgrounds property, including retail, restaurants, lodging and similar businesses.



The discussion and maps presented on pages 17 to 21 show those types of businesses in proximity to the Fairgrounds.

## NORTH FLORIDA FAIRGROUNDS STUDY

## PRIVATE DEVELOPMENT OPPORTUNITIES

In addition, we obtained retail purchasing and retail sales data, by type of store, within a 1, 2 and 3 mile radius of the Fairgrounds from The Nielson Company – Retail Opportunity Gap<sup>2</sup>. The Retail Opportunity Gap analysis provides a comparison of the estimated expenditures (purchases) made by residents within the various radii of the Fairgrounds, by store type, with the estimated sales reported by the stores within the various radii. If the expenditures of residents within the various radii exceed the reported sales of retailers and businesses, then an opportunity exists for more outlets. If the reported sales of retailers/businesses within the various radii exceed the expenditures made by the residents within the same radii, that indicates an oversupply of businesses (excess sales come from residents living outside of the various radii).

The following table presents a summary of the Retail Gap Opportunity analysis prepared by The Nielson Company for the areas within a 1, 2 and 3 mile radius of the Fairgrounds.

**North Florida Fairgrounds Study  
RMP Opportunity Gap Summary, 2014**

General Category	Amount of Opportunity Gap or (Surplus)		
	1 Mile Radius	2 Mile Radius	3 Mile Radius
Clothing and Clothing Accessories	\$833,341	\$2,709,332	(\$73,681,599)
Electronics and Appliance Stores	\$1,631,318	\$5,334,404	\$1,591,518
Food and Beverage Stores	(\$48,146,362)	(\$31,267,486)	(\$84,871,204)
Food Service and Dining Places	(\$1,651,350)	(\$2,450,699)	(\$99,173,423)
Furniture and Home Furnishings	\$1,506,138	\$3,056,290	(\$6,775,925)
Gasoline Stations	\$1,559,379	\$9,128,421	\$11,470,095
General Merchandise	\$248,285	\$14,914,670	(\$93,790,426)
Health and Personal Care Stores	(\$20,712,322)	(\$15,872,631)	(\$43,570,303)
Sporting Goods, Hobby, Book and Music Stores	\$658,957	\$4,565,930	(\$3,189,364)
Building Materials and Garden Equipment	\$6,949,767	\$13,959	\$12,769,992

Source: The Nielson Company, 2014

Using the Retail Opportunity Gap analysis summary, shown above, the greatest absolute dollar opportunities appear to exist for Building Materials and Garden Equipment Stores, Gasoline Stations and Electronic and Appliance Stores. Using the Opportunity Gap dollar amounts and general per square foot sales by store type, those three top ranked opportunities would support stores that would be substantially smaller than typically be built. In addition – and even more important to the study – these types of retail/commercial developments are incompatible with the annual North Florida Fair and with events and activities held at the Fairgrounds, as well as with actual land uses.

Based on the presence of significant numbers of lodging facilities, retail outlets and restaurants already operating within close proximity of the Fairgrounds and the lack of demand for compatible retail/commercial developments, any type of private development on parcels of the Fairgrounds is not considered feasible at this time.

Exhibit A contains the detailed Retail Opportunity Gap analyses for the Fairgrounds.

<sup>2</sup> The Nielson Company uses the Consumer Expenditure Survey by Bureau of Labor and Census of the Retail Trade by US Census Bureau.

## ASSESSMENT OF POTENTIAL USES

To develop estimates of market demand for event facilities at the North Florida Fairgrounds, in addition to the implications of the demographic and economic trends and competitive facilities, the following work tasks were conducted:

- Discussed event potential and felt community needs with the following stakeholders:
 

Big Bend Bird Club	Market Days
Bully Bash	North Florida Fair Association
Dale Earnhardt Jr. Auto Sales	Ochlochonee River Kennel Club
Family Campers & RV'ers	Pigfest
Leon County Administration	Repticon
Leon County Division of Tourism Development	Southern Classic Gun & Knife Show
Leon County Extension	Tallahassee Boat Show
Leon County Office of Resource Stewardship	Tallahassee Parks and Recreation
Leon County Schools	Tallahassee Sports Council
Maranatha Health Fair	Tallahassee-Leon County Planning
- Reviewed last 3 years of events and activities held at the Fairgrounds and conducted phone interviews with major uses of the Fairgrounds to ascertain need for new, larger/expanded facilities.
- Reviewed recent calendar of events held at competitive event facilities and conducted interviews with select event promoters and organizers to discuss interest in staging an event(s) at the Fairgrounds site and facilities needed; as well as overall assessment of the market area for events and activities. Key interviews of potential users included volleyball and basketball tournament organizers, RV clubs and consumer show promoters.
- Evaluated the overall market potential for the Fairground's market area in comparison to events held in similar size markets with similar market characteristics.

## Market Niches

On the basis of factors affecting demand for facilities at the Fairgrounds (i.e., location, area economics and demographics, competitive factors, usage trends and the like) and interviews/surveys of stakeholders and current and potential users of Fairground facilities, our review of facility needs for the annual North Florida Fair and our assessment of the optimal market opportunities for the future of Fairgrounds, the following expanded and new market opportunities exist for facilities at the North Florida Fairgrounds:

- Regional consumer and public shows, as well as local specialty sales events
- Indoor sports tournaments, such as volleyball, cheerleading and dance
- Festivals (music, ethnic, community, etc.)
- Spectator events such as martial arts and wrestling
- Small animal shows, such as dog, cat, bird and rabbit
- Banquets, receptions, fundraisers and similar events
- State and regional RV rallies
- Community events and users

## Market Opportunities and Operating Focus

Generally, the facilities at Fairgrounds have limited use due to current conditions, ages and sizes, as well as competition from larger event facilities in the Tallahassee area. In spite of the limitations of existing facilities, there are opportunities to increase the number of events held at the Fairgrounds throughout the year by attracting new markets/events with new facilities. In addition, there are a number of events held at the Fairgrounds that would benefit greatly from new and larger facilities; enabling those events to grow in both participation and attendance.

With expanded/new event facilities, the Fairgrounds could successfully attract and stage events associated with both new markets and build on existing markets, as well as better participation in the annual North Florida through additional growth in attendance, participation and net revenues.

Existing markets that could be expanded with new event facilities include consumer and public shows, trade and industry shows, regional RV rallies, indoor sports tournaments, mid-sized banquets/receptions, small animal shows and sales and auctions. All of these types of events have been limited in size at Fairgrounds; constrained by its relatively small exhibition spaces.

## Event Potential

Based on medium to strong market potential, below are estimates of the existing and new events and activities that could be successfully staged at the Fairgrounds with new event facilities. We have presented a low scenario and high scenario, in terms of the number of events and activities.

**North Florida Fairgrounds Exhibition Building  
Potential Range of Events by Type**

Event Types	Range of Number of Events	
Existing Shows and Events	21	21
New Consumer Shows	10	11
Trade and Industry Shows	2	3
Sporting Events	6	9
Animal Shows	1	2
Banquets and Receptions	12	18
Conferences/Meetings	36	48
Regional RV Rallies	1	2
Fundraisers	3	5
Religious Gatherings	2	3
Spectator Events	2	3
Festivals	2	2
Community Uses	4	6
	<u>102</u>	<u>133</u>

## NORTH FLORIDA FAIRGROUNDS

## ASSESSMENT OF POTENTIAL USES

The tables below present a low and high scenario for potential events, number of events, move-in/out days, estimated average space needs per event, total square footage rented per event type and total amount of move-in/move-out space rented – by event type.

## Low Scenario

Potential Events, Low Scenario -- Stabilized Year								
Event Type	Number of Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Event Days	Square Footage	Total SF Event Days	Total SF MIMO
<b>Existing Shows/Events</b>								
Gun & Knife Show	5	2	1.00	15.00	10.00	25,000	250,000	125,000
Take Me Home	1	1	1.00	2.00	1.00	20,000	20,000	20,000
ORKC Dog Show	1	6	2.00	8.00	6.00	40,000	240,000	80,000
LC Schools	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Smart Club Liquidation Sale	2	4	2.00	12.00	8.00	35,000	280,000	140,000
Pigfest	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Maranatha Health Fair	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Kidsfest	1	1	1.00	2.00	1.00	25,000	25,000	25,000
Dale Earnhardt Jr. Sale	2	5	2.00	14.00	10.00	25,000	250,000	100,000
Repticon	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Market Days	1	2	6.00	8.00	2.00	40,000	80,000	240,000
FAMU Kickoff	1	1	2.00	3.00	1.00	25,000	25,000	50,000
City Back to School	1	2	1.00	3.00	2.00	35,000	70,000	35,000
BBMRA Train Show	1	2	1.00	3.00	2.00	15,000	30,000	15,000
Boat Show	1	5	1.00	6.00	5.00	30,000	150,000	30,000
	<u>21</u>			<u>84.00</u>	<u>52.00</u>		<u>1,510,000</u>	<u>950,000</u>
<b>New Consumer Shows</b>								
Sportsman Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Energy Home Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Bridal Fair	1	1.0	0.50	1.50	1.00	25,000	25,000	12,500
Electronics Show	1	2.0	0.50	2.50	2.00	20,000	40,000	10,000
Specialty Sale	1	2.0	0.50	2.50	2.00	15,000	30,000	7,500
One Week Boutique	2	4.0	1.00	10.00	8.00	40,000	320,000	80,000
Pet Expo	1	2.0	0.50	2.50	2.00	30,000	60,000	15,000
Seasonal Shows	<u>2</u>	<u>2.0</u>	<u>0.50</u>	<u>5.00</u>	<u>4.00</u>	<u>15,000</u>	<u>60,000</u>	<u>15,000</u>
	<u>10</u>			<u>34.00</u>	<u>25.00</u>		<u>775,000</u>	<u>300,000</u>
<b>New Trade and Industry Shows</b>								
	<u>2</u>	<u>3.0</u>	<u>1.00</u>	<u>8.00</u>	<u>6.00</u>	<u>30,000</u>	<u>180,000</u>	<u>60,000</u>
<b>New Sporting Events</b>								
	<u>6</u>	<u>2.0</u>	<u>1.00</u>	<u>18.00</u>	<u>12.00</u>	<u>40,000</u>	<u>480,000</u>	<u>240,000</u>
<b>New Animal Shows</b>								
New Animal Shows	1	3.0	1.00	4.00	3.00	30,000	90,000	30,000
	<u>1</u>			<u>4.00</u>	<u>3.00</u>		<u>90,000</u>	<u>30,000</u>
<b>New Banquets/Receptions</b>								
Small-Mid Sized	9	1.0	0.00	9.00	9.00	5,000	45,000	0
Mid-Large Sized	3	<u>1.0</u>	<u>0.00</u>	<u>3.00</u>	<u>3.00</u>	<u>10,000</u>	<u>30,000</u>	<u>0</u>
	<u>12</u>			<u>12.00</u>	<u>12.00</u>		<u>75,000</u>	<u>0</u>
<b>New Conferences/Meetings/Seminars</b>								
Other	36	1.0	0.00	36.00	36.00	2,000	72,000	0
	<u>36</u>			<u>36.00</u>	<u>36.00</u>		<u>72,000</u>	<u>0</u>
<b>Other New Uses</b>								
RV Rallies	1	5.0	0.00	5.00	5.00	25,000	125,000	0
Fundraisers	3	1.0	0.50	4.50	3.00	12,500	37,500	18,750
Religious Gatherings/Events	2	1.5	0.00	3.00	3.00	30,000	90,000	0
Spectator Events	2	1.0	0.00	2.00	2.00	40,000	80,000	0
Festivals	2	2.0	1.00	6.00	4.00	25,000	100,000	50,000
Community Uses	4	2.0	1.00	12.00	8.00	20,000	160,000	80,000
	<u>14</u>			<u>32.50</u>	<u>25.00</u>		<u>592,500</u>	<u>148,750</u>
<b>Total Exhibit Building Uses</b>	<u>102</u>			<u>228.5</u>	<u>171.0</u>		<u>3,774,500</u>	<u>1,728,750</u>

## NORTH FLORIDA FAIRGROUNDS

## ASSESSMENT OF POTENTIAL USES

## High Scenario

Potential Events, High Scenario -- Stabilized Year								
Event Type	Number of Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Event Days	Square Footage	Total SF Event Days	Total SF MIMO
<b>Existing Shows/Events</b>								
Gun & Knife Show	5	2	1.00	15.00	10.00	25,000	250,000	125,000
Take Me Home	1	1	1.00	2.00	1.00	20,000	20,000	20,000
ORKC Dog Show	1	6	2.00	8.00	6.00	40,000	240,000	80,000
LC Schools	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Smart Club Liquidation Sale	2	4	2.00	12.00	8.00	35,000	280,000	140,000
Pigfest	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Maranatha Health Fair	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Kidsfest	1	1	1.00	2.00	1.00	25,000	25,000	25,000
Dale Earnhardt Jr. Sale	2	5	2.00	14.00	10.00	25,000	250,000	100,000
Repticon	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Market Days	1	2	6.00	8.00	2.00	40,000	80,000	240,000
FAMU Kickoff	1	1	2.00	3.00	1.00	25,000	25,000	50,000
City Back to School	1	2	1.00	3.00	2.00	35,000	70,000	35,000
BBMRA Train Show	1	2	1.00	3.00	2.00	15,000	30,000	15,000
Boat Show	<u>1</u>	<u>5</u>	1.00	<u>6.00</u>	<u>5.00</u>	30,000	<u>150,000</u>	<u>30,000</u>
	<u>21</u>			<u>84.00</u>	<u>52.00</u>		<u>1,510,000</u>	<u>950,000</u>
<b>New Consumer Shows</b>								
Sportsman Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Energy Home Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Bridal Fair	1	1.0	0.50	1.50	1.00	25,000	25,000	12,500
Electronics Show	1	2.0	0.50	2.50	2.00	20,000	40,000	10,000
Specialty Sale	2	2.0	0.50	5.00	4.00	15,000	60,000	15,000
One Week Boutique	2	4.0	1.00	10.00	8.00	40,000	320,000	80,000
Pet Expo	1	2.0	0.50	2.50	2.00	30,000	60,000	15,000
Seasonal Shows	<u>2</u>	<u>2.0</u>	<u>0.50</u>	<u>5.00</u>	<u>4.00</u>	15,000	<u>60,000</u>	<u>15,000</u>
	<u>11</u>			<u>36.50</u>	<u>27.00</u>		<u>805,000</u>	<u>307,500</u>
<b>New Trade and Industry Shows</b>								
	<u>3</u>	<u>3.0</u>	<u>1.00</u>	<u>12.00</u>	<u>9.00</u>	30,000	<u>270,000</u>	<u>90,000</u>
<b>New Sporting Events</b>								
	<u>9</u>	<u>2.0</u>	<u>1.00</u>	<u>27.00</u>	<u>18.00</u>	40,000	<u>720,000</u>	<u>360,000</u>
<b>New Animal Shows</b>								
New Animal Shows	<u>2</u>	<u>3.0</u>	<u>1.00</u>	<u>8.00</u>	<u>6.00</u>	30,000	<u>180,000</u>	<u>60,000</u>
	<u>2</u>			<u>8.00</u>	<u>6.00</u>		<u>180,000</u>	<u>60,000</u>
<b>New Banquets/Receptions</b>								
Small-Mid Sized	12	1.0	0.00	12.00	12.00	5,000	60,000	0
Mid-Large Sized	<u>6</u>	<u>1.0</u>	<u>0.00</u>	<u>6.00</u>	<u>6.00</u>	10,000	<u>60,000</u>	<u>0</u>
	<u>18</u>			<u>18.00</u>	<u>18.00</u>		<u>120,000</u>	<u>0</u>
<b>New Conferences/Meetings/Seminars</b>								
Other	<u>48</u>	<u>1.0</u>	<u>0.00</u>	<u>48.00</u>	<u>48.00</u>	2,000	<u>96,000</u>	<u>0</u>
	<u>48</u>			<u>48.00</u>	<u>48.00</u>		<u>96,000</u>	<u>0</u>
<b>Other New Uses</b>								
RV Rallies	2	5.5	0.00	11.00	11.00	25,000	275,000	0
Fundraisers	5	1.0	0.50	7.50	5.00	12,500	62,500	31,250
Religious Gatherings/Events	3	1.5	0.00	4.50	4.50	30,000	135,000	0
Spectator Events	3	1.0	0.00	3.00	3.00	40,000	120,000	0
Festivals	2	2.0	1.00	6.00	4.00	25,000	100,000	50,000
Community Uses	<u>6</u>	<u>2.0</u>	<u>1.00</u>	<u>18.00</u>	<u>12.00</u>	20,000	<u>240,000</u>	<u>120,000</u>
	<u>21</u>			<u>50.00</u>	<u>39.50</u>		<u>932,500</u>	<u>201,250</u>
<b>Total Exhibit Building Uses</b>	<b><u>133</u></b>			<b><u>283.5</u></b>	<b><u>217.5</u></b>		<b><u>4,633,500</u></b>	<b><u>1,968,750</u></b>

## **FACILITY RECOMMENDATIONS**

Based on the projected market demand, we have determined that there exists current and potential future market demand/support for new event facilities at the North Florida Fairgrounds, consisting of the following (the Recommended Facilities):

### **Exhibition Building**

- 35,000 to 40,000 square feet of rentable exhibition space, including clear-span, high-ceiling flat floor multi-purpose space, dividable into 2 separate spaces
- 2,000 square feet of dividable into 3 to 4 smaller meeting space areas
- Catering kitchen that is expandable to a full commercial kitchen as needed
- Restrooms to serve separate function areas
- Foyer area for pre-function space
- Multiple concession areas servicing the large exhibition space
- Show office, technology amenities
- Close proximity/adjacent to paved parking

### **Upgrades and Beautification**

- New fencing and gate entries
- Electrical infrastructure upgrades
- On-grounds landscaping and beautification

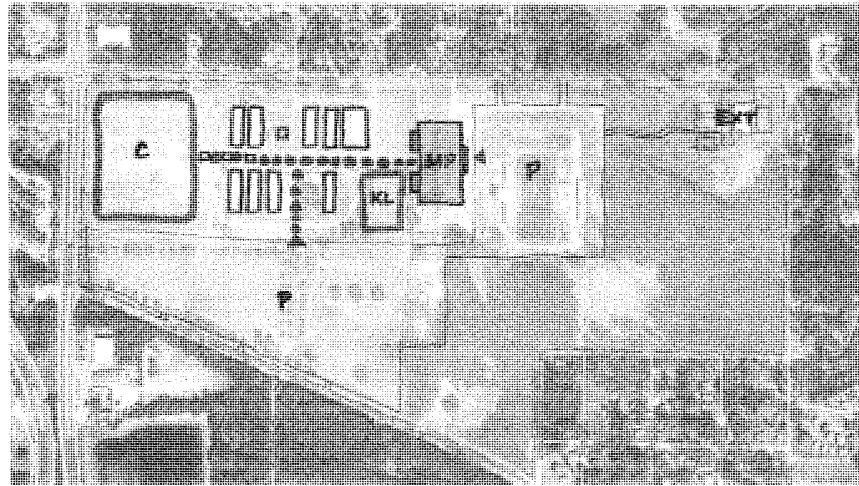
### **Possible Locations of Exhibition Building**

In December 2014, as part of this study's process, a representative of Populous conducted an assessment of optional locations on the Fairgrounds for a multi-purpose event facility and other features (though not defined in size or configuration).

Three different possible layouts, including an undefined multi-purpose building, were prepared and presented by Populous at a gathering of stakeholders as a part of this process. The layouts are presented on the following pages.



**Option A** – This option locates a multi-purpose building in the shared parking lot with the stadium – with the stadium being relocated to another site and that current stadium area turned into parking. During the course of this study, it was determined that the stadium relocation was not a foreseeable option.

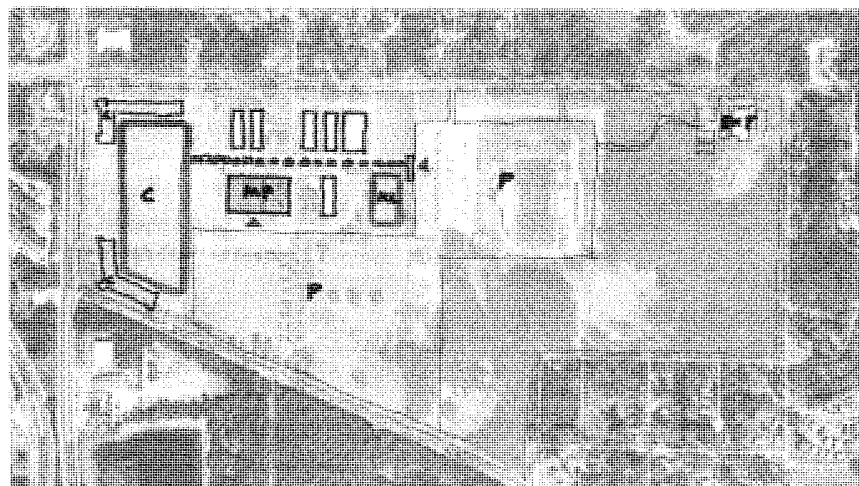


25. Option A

North Florida Fair  
Tallahassee, Florida, USA  
POPULOUS



**Option B** – This option located a multi-purpose building where Buildings 2, 4 and 6 are currently located on the Fairgrounds, as well as reducing the carnival size and adding potential commercial developments on the west end of the Fairgrounds. As presented on page 42, our analysis determined there is not sufficient retail or commercial demand for selling or leasing Fairground property. In addition, the location of a multi-purpose building that would replace Buildings 2, 4 and 6 would eliminate high use and revenue generating buildings for the Fair Association.

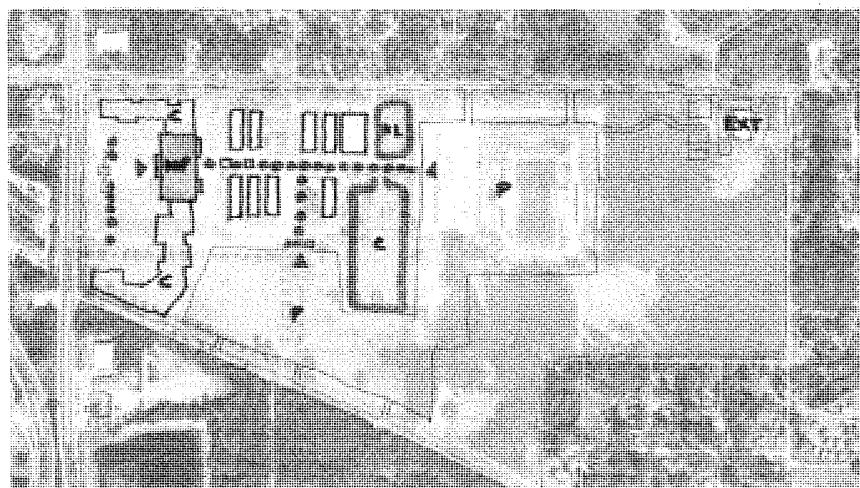


26. Option B

North Florida Fair  
Tallahassee, Florida, USA  
POPULOUS



**Option C** – This option reduces the size of the carnival/midway area and relocates it to the east side of the Fairgrounds, siting a multi-purpose building in the current carnival lot area, with even greater space designated as possible retail and commercial development. As mentioned above, the assessment of demand for retail and commercial development in the area of the Fairgrounds revealed no actionable demand for such developments at the Fairgrounds site.



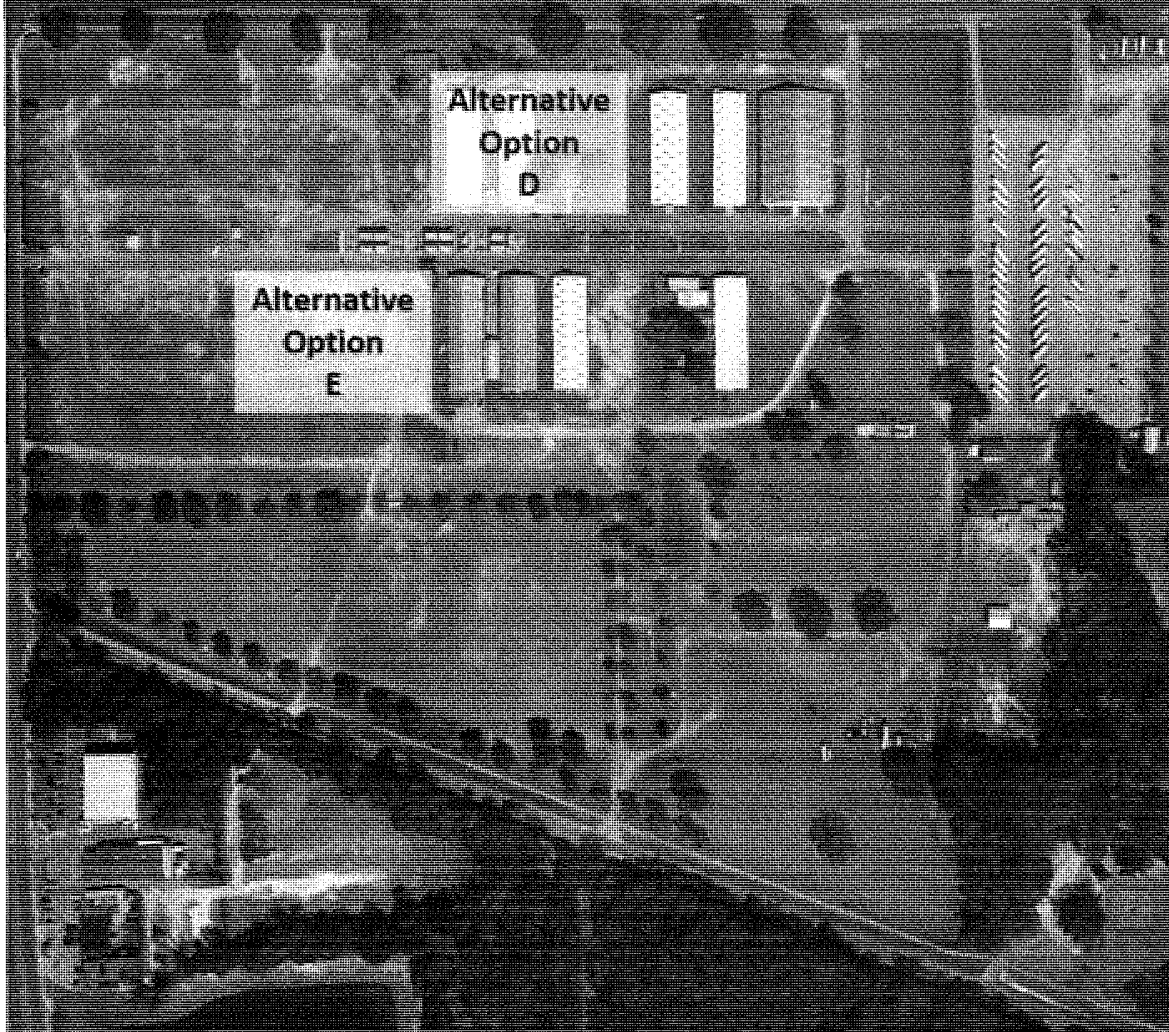
27. Option C  
North Florida Fair  
Tallahassee, Florida, USA  
POPULOUS

### Alternative Options

Two alternative places on the Fairgrounds are possible locations for the Exhibition Building and are presented as Alternative Option D and Alternative Option E on the next page. Both of these locations may offer better operating and layout options than Options A, B or C. ***The shaded areas in the aerials below are not to scale and are to show approximate locations only.***

**Alternative Option D** – Locating the proposed Exhibition Building where Buildings 1, 3 and the office are currently located (or moving slightly east and preserving the office), would leave in place Buildings 2, 4 and 6 which could continue to be used for low cost events and would remain in place during the construction of the Exhibition Building, preserving the revenue potential of the Fair Association during the construction period.

**Alternative Option E** – As a variation of Option B, the Exhibition Building could be sited just west of Building 2, leaving the revenue producing Buildings 2 and 4. To offset the space occupied by the Exhibition Building in this location, Buildings 1 and 3 might have to be removed to accommodate the carnival space lost with the siting of the Exhibition Building here.



## FINANCIAL ASSESSMENT

This section presents the projected incremental cash flows before replacement reserves and debt service for the market-driven Recommended Facilities at Fairgrounds. The projected statements of revenues and expenses are based on (1) the projected utilization of the Recommended Facilities, recommended rental rates presented in this document, (2) the estimated incremental revenues that could be realized from operating the Recommended Facilities and (3) the estimated incremental expenses associated with operating the improvements and additions. There will usually be differences between the estimated and actual results because events and circumstances frequently do not occur as expected, and those differences may be material.

The projections of cash flow, before replacement reserves and debt service, for the Recommended Facilities are presented on page 56. These projections are presented in current year dollars and do not reflect any increase due to inflation.

### Rental Rate Assumptions

Based on the rental rate schedule of competitive and comparable facilities, as well as discussions with potential users, we have developed a proposed rental rate structure for the Recommended Facilities, presented in the following table.

#### North Florida Fairgrounds Exhibition Building Proposed Pricing of Recommended Facilities

Facility	Rental Rates
Exhibit Space	
Consumer/public shows/festivals/community uses	\$0.0725 to \$0.075 per square foot
Trade and industry shows	\$0.0575 per square foot
Youth sporting events	\$0.05 per square foot
Banquet Meeting Space	
Banquets, meetings, fundraisers	\$0.15 to \$0.20 per square foot 10% plate fee for catered events
Move-In/Out Rate	50% of regular rate
Camping fee for RV rallies	\$12.50 per night
Parking (consumer shows, spectator events, festivals)	\$2 net to facility

### Operating Approach

The financial projections assume the Fair Association (1) continues to serve its existing and new clients with high quality service (2) hires the necessary support staff for event coordination and facility maintenance (see page 55), (3) works in close relationship with Leon County Division of Tourism Development and local sports organizations to attract the identified sports tournaments and (4) co-markets the entire Fairgrounds with Leon County Division of Tourism Development and other Tallahassee and Leon County organizations that will help insure its overall success.

## NORTH FLORIDA FAIRGROUNDS

## FINANCIAL ASSESSMENT

## Operating Revenue Assumptions

For purposes of the projections, it is assumed that the proposed Exhibition Building would have 40,000 square feet of net rentable exhibit space and would generate revenues from building rental income, concession income, parking income, camping income, incremental fair revenues and advertising/signage based on the event potential shown on pages 45 and 46.

## Building Rentals

Building income includes revenues generated from renting the recommended exhibition building. Below are the assumptions for the low and high scenarios that were used to estimate the potential incremental building rental income for the Recommended Facilities.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING  
BUILDING RENTAL REVENUE - LOW SCENARIO

EVENT	NUMBER OF EVENTS	MIMO SQUARE FOOTAGE	EVENT DAY SQUARE FOOTAGE	MIMO BASIC RENTAL	EVENT DAY BASIC RENTAL	BASIC RENTAL	
EXISTING SHOWS/EVENTS	21	950,000	1,510,000	\$34,438	\$109,475	\$143,913	
NEW CONSUMER SHOWS	10	300,000	775,000	10,875	56,188	67,063	
TRADE AND INDUSTRY SHOWS	2	60,000	180,000	1,725	10,350	12,075	
SPORTING EVENTS	6	240,000	480,000	6,000	24,000	30,000	
ANIMAL SHOWS	1	30,000	90,000	1,088	6,525	7,613	
BANQUETS AND RECEPTIONS	12	0	75,000	0	11,250	11,250	
MEETINGS AND SEMINARS	36	0	72,000	0	10,800	10,800	
SPECTATOR EVENTS	2	0	80,000	0	5,800	5,800	
RV RALLIES	1	0	125,000	0	9,063	9,063	
FUNDRAISERS	3	18,750	37,500	680	5,625	6,305	
RELIGIOUS GATHERINGS/EVENTS	2	0	90,000	0	6,525	6,525	
FESTIVALS	2	50,000	100,000	1,813	7,250	9,063	
COMMUNITY USES	4	<u>80,000</u>	<u>160,000</u>	<u>2,900</u>	<u>11,600</u>	<u>14,500</u>	
	<u>102</u>	<u>1,728,750</u>	<u>3,774,500</u>	<u>\$59,517</u>	<u>\$274,450</u>	<u>333,967</u>	<u>\$334,000</u>

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING  
BUILDING RENTAL REVENUE - HIGH SCENARIO

EVENT	NUMBER OF EVENTS	MIMO SQUARE FOOTAGE	EVENT DAY SQUARE FOOTAGE	MIMO BASIC RENTAL	EVENT DAY BASIC RENTAL	BASIC RENTAL	
EXISTING SHOWS/EVENTS	21	950,000	1,510,000	\$35,625	\$113,250	\$148,875	
NEW CONSUMER SHOWS	11	307,500	805,000	11,531	60,375	71,906	
TRADE AND INDUSTRY SHOWS	3	90,000	270,000	2,588	15,525	18,113	
SPORTING EVENTS	9	360,000	720,000	9,000	36,000	45,000	
ANIMAL SHOWS	2	60,000	180,000	2,250	13,500	15,750	
BANQUETS AND RECEPTIONS	18	0	120,000	0	24,000	24,000	
MEETINGS AND SEMINARS	48	0	96,000	0	19,200	19,200	
SPECTATOR EVENTS	3	0	120,000	0	9,000	9,000	
RV RALLIES	2	0	275,000	0	20,625	20,625	
FUNDRAISERS	5	31,250	62,500	1,172	12,500	13,672	
RELIGIOUS GATHERINGS/EVENTS	3	0	135,000	0	10,125	10,125	
FESTIVALS	2	50,000	100,000	1,875	7,500	9,375	
COMMUNITY USES	6	<u>120,000</u>	<u>240,000</u>	<u>4,500</u>	<u>18,000</u>	<u>22,500</u>	
	<u>133</u>	<u>1,968,750</u>	<u>4,633,500</u>	<u>\$68,541</u>	<u>\$359,600</u>	<u>428,141</u>	<u>428,000</u>

The above estimates of building rental revenue for the Exhibition Building includes revenue potential of existing events listed on pages 45 and 46 for which the North Florida Fair Association received about \$93,000 in 2014. This amount is deducted from the total revenue potential in the projections of revenues and expenses on page 56 in order to reflect only the incremental revenues associated with these events.

## NORTH FLORIDA FAIRGROUNDS

## FINANCIAL ASSESSMENT

**Concession Income**

For purposes of the projections, it is assumed that the Fairgrounds would have sufficient volume of event activity to enter into a multi-year contract with a third-party concessionaire to provide food service/concessions for consumer shows, spectator events, animal shows and community events, paying Fairgrounds 30% of gross concession sales. For banquets, receptions, fundraisers and meetings where food is catered, it is assumed that Fairgrounds would receive a 10% caterer's fee. Below are the detailed assumptions and calculations of concessions and concession income. Attendance estimates are based on Fair Association records for existing shows/events, discussions with current and potential event organizers, survey results, review of similar events held at competitive facilities and location/access factors.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING  
CONCESSION INCOME POTENTIAL - LOW SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	PER CAP SALES	TOTAL SALES	30% PERCENT TO FACILITY
EXISTING SHOWS/EVENTS	21	20,800	\$1.50	\$31,200	\$9,400
NEW CONSUMER SHOWS	10	15,400	\$1.50	\$23,100	6,900
TRADE AND INDUSTRY SHOWS	2	1,600	\$20.00	\$32,000	3,200
SPORTING EVENTS	6	3,600	\$1.50	\$5,400	1,600
ANIMAL SHOWS	1	1,200	\$1.00	\$1,200	400
BANQUETS AND RECEPTIONS	12	5,550	\$20.00	\$111,000	11,100
SPECTATOR EVENTS	2	3,600	\$4.50	\$16,200	4,900
FUNDRAISERS	3	2,500	\$20.00	\$50,000	5,000
FESTIVALS	2	7,000	\$2.00	\$14,000	4,200
COMMUNITY USES	4	3,200	\$1.00	\$3,200	1,000
					<b>\$48,000</b>

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING  
CONCESSION INCOME POTENTIAL - HIGH SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	PER CAP SALES	TOTAL SALES	30% PERCENT TO FACILITY
EXISTING SHOWS/EVENTS	21	20,800	\$1.50	\$31,200	\$9,400
NEW CONSUMER SHOWS	11	16,400	\$1.50	\$24,600	7,400
TRADE AND INDUSTRY SHOWS	3	2,400	\$20.00	\$48,000	4,800
SPORTING EVENTS	9	5,400	\$1.50	\$8,100	2,400
ANIMAL SHOWS	2	2,400	\$1.00	\$2,400	700
BANQUETS AND RECEPTIONS	18	9,000	\$20.00	\$180,000	18,000
SPECTATOR EVENTS	3	5,400	\$4.50	\$24,300	2,400
FUNDRAISERS	5	4,167	\$20.00	\$83,333	8,300
FESTIVALS	2	7,000	\$2.00	\$14,000	4,200
COMMUNITY USES	6	9,000	\$1.00	\$9,000	2,700
					<b>\$60,000</b>

**Equipment Rentals**

Equipment rentals consist of estimated incremental income from table and chair rentals for new consumer shows and similar events. For purposes of the projections, it is assumed the Fair Association would receive \$8.00 per table and \$2.00 per chair. Based on the estimated events in which table and chairs would be rented, equipment rental revenues are estimated to range between \$22,000 and 23,000.

## NORTH FLORIDA FAIRGROUNDS

## FINANCIAL ASSESSMENT

**Parking Revenue**

For purposes of the projections, it is assumed that the Fairgrounds would contract with a third-party parking operator to manage, control and collect parking revenues for certain existing and new events, such as consumer shows, spectator events and festivals. It is assumed that Fairgrounds would receive a net of \$2.00 per car parked. The tables below present the assumptions and calculations of parking revenue potential for the Recommended Facilities.

**NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING  
PARKING INCOME POTENTIAL - LOW SCENARIO**

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	ASSUMED PERSONS PER CAR	NUMBER OF CARS PARKED	PARKING REVENUE	
EXISTING SHOWS/EVENTS	21	20,800	3.00	6,933	\$13,867	
NEW CONSUMER SHOWS	10	15,400	3.00	5,133	10,267	
SPECTATOR EVENTS	2	3,600	4.00	900	1,800	
FESTIVALS	2	7,000	2.50	2,800	<u>5,600</u>	
					<u>\$31,533</u>	<u>\$32,000</u>

**NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING  
PARKING INCOME POTENTIAL - HIGH SCENARIO**

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	ASSUMED PERSONS PER CAR	NUMBER OF CARS PARKED	PARKING REVENUE	
EXISTING SHOWS/EVENTS	21	20,800	3.00	6,933	\$13,867	
NEW CONSUMER SHOWS	11	16,400	3.00	5,467	10,933	
SPECTATOR EVENTS	3	5,400	3.00	1,800	3,600	
FESTIVALS	2	7,000	2.50	2,800	<u>5,600</u>	
					<u>\$34,000</u>	<u>\$34,000</u>

**Camping Income**

The Fairgrounds could generate camping income from RV rallies held at the Fairgrounds. With the presence of the Exhibition Building, it is assumed that 1 to 2 large regional RV rallies, with 600 to 700 rigs over a 5 day period each, could be attracted to Tallahassee. Camping income is estimated based on an assumed nightly rate of \$12.50 for these RV rallies.

**Incremental Fair Revenue**

With the availability of the proposed Exhibition Building, it would be possible to increase the number of indoor commercial vendors (both new and relocated), as well as food booths, during the annual North Florida Fair. In addition, signage and sponsorship revenues can be generated with the new exhibition building, providing incremental revenue for the Fair ranging between \$25,000 and \$35,000 per year.

**Sponsorship Revenues**

It is assumed that the Fair Association could generate sponsorship/signage revenue on a year-round basis with the addition of the proposed exhibition building, ranging from \$20,000 to \$30,000 per year.

## Operating Expense Assumptions

Operating the Recommended Facilities will consist of a variety of expenses, including incremental staffing costs, utilities, general and administrative costs, supplies, repairs and maintenance, marketing and advertising and contracted services. Following is an overview of the assumptions used in preparing the operating expense projections, based on historical financial operating costs at Fairgrounds.

### Salaries, Wages and Benefits

In addition to the current staffing levels of non-fair operations at the North Florida Fairgrounds, based on the additional events and activities under the high and low scenarios, the following new positions would be required:

Event Coordinator – Needed for both the low and high scenarios, this position would assist in marketing the facilities, with emphasis on contract management and scheduling, facility tours and event coordination.

Maintenance Staff – Under the low scenario, one and one-half full-time maintenance staff would be needed. For the high scenario, two additional full-time maintenance staff would be needed. These positions would assist with overall facility maintenance, as well as specific set-up and clean-up activities at Fairgrounds.

Using current approximate salary and wage levels for similar positions in the Tallahassee market area (per the Florida Department of Economic Opportunity, below are the expected incremental labor costs associated with the above positions.

**North Florida Fairgrounds Exhibition Building  
Estimated Incremental Personnel Costs**

Staff Position	Low Scenario	High Scenario
Event Coordinator	\$40,000	\$40,000
Maintenance Staff	40,000	40,000
Maintenance Staff	<u>20,000</u>	<u>40,000</u>
	\$100,000	\$120,000
Taxes and Benefits @ 40%	<u>40,000</u>	<u>48,000</u>
Total Personnel Costs	<u>\$140,000</u>	<u>\$168,000</u>

### Utilities

Utility costs include electricity, gas, water, sewer and trash removal for the operation of the Recommended Facilities.

### General and Administrative Expenses

General and administrative expenses cover the incremental costs of operating the Recommended Facilities including office supplies, travel, postage, telephone, equipment rentals and other costs.

### Supplies

Supply costs include supplies used in the operation and maintenance of the facilities, such as rest room supplies and those supplies used in cleaning and maintaining the facilities.



**Repairs and Maintenance**

Repairs and maintenance costs include the cost of normal repairs and maintenance of the facilities; not extraordinary costs associated with new facilities.

**Advertising and marketing**

These costs include the production of brochures, marketing materials, travel and tours, mailing and other costs associated with advertising and promoting the Recommended Facilities.

**Contractual Services**

It is assumed that Fairgrounds would contract for certain services associated with operating and maintaining the facilities, such as hourly works for event set-up and clean-up, as well as equipment rentals and special services.

## NORTH FLORIDA FAIRGROUNDS

## FINANCIAL ASSESSMENT

**Projected Revenues and Expenses**

The projected revenues and expenses for the proposed exhibition building and expanded equestrian facilities at the North Florida Fairgrounds, in a stabilized year of operation (3<sup>rd</sup> year of operating the proposed exhibition building), are presented in the table below. The projected cash flows are based on the assumed rental rates presented in this document, the projected utilization of the proposed facilities, and the estimated revenues and expenses associated with operating the facilities.

These projections and the assumptions herein represent the revenues and expenses associated with operating the Recommended Facilities and are considered to be incremental to current revenues and expenses. There will usually be differences between the estimated and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. The projections are presented in 2015 dollars.

**North Florida Fairgrounds Exhibition Building**  
**Projected Incremental Operating Revenues and Expenses**  
**Stabilized Year of Operations**

	<b>Low Scenario</b>	<b>High Scenario</b>	<b>Average Scenario</b>
Operating Revenues			
Rental income	\$334,000	\$428,000	\$381,000
Concession income	48,000	60,000	54,000
Equipment rentals	22,000	23,000	22,500
Fair revenues	25,000	35,000	30,000
Sponsorship revenues	20,000	30,000	25,000
Camping Income	38,000	44,000	41,000
Parking income	<u>32,000</u>	<u>34,000</u>	<u>33,000</u>
Total revenues	519,000	654,000	586,500
Less: Revenues from existing events	<u>(93,000)</u>	<u>(93,000)</u>	<u>(93,000)</u>
Incremental revenues	<u>426,000</u>	<u>561,000</u>	<u>493,500</u>
Operating Expenses			
Salaries, wages & benefits	140,000	168,000	154,000
Utilities	55,000	75,000	65,000
General & administrative	5,000	8,000	6,500
Supplies	10,000	15,000	12,500
Repairs and maintenance	20,000	30,000	25,000
Marketing and advertising	15,000	25,000	20,000
Contractual services	<u>20,000</u>	<u>30,000</u>	<u>25,000</u>
Incremental expenses	<u>265,000</u>	<u>351,000</u>	<u>308,000</u>
Incremental cash flow	<u>\$161,000</u>	<u>\$210,000</u>	<u>\$185,500</u>

**NORTH FLORIDA FAIRGROUNDS**

**ESTIMATED CONSTRUCTION COSTS**

**ESTIMATED CONSTRUCTION COSTS**

Populous, an international fairgrounds architectural firm, prepared estimates of the potential costs of constructing the Recommended Facilities. These costs are based on general construction methods and do not reflect any special or extraordinary site development or other unanticipated costs. These costs are based on visual observations, allowances, historic data and local cost indicators (Leon County and Tallahassee). No detailed architectural or engineering studies have been developed. Neither Markin Consulting nor Populous make any representation as to the accuracy of these estimates as they relate to facilities that may be built at the North Florida Fairgrounds. An architectural firm should be engaged to prepare cost estimates specific to the Tallahassee and Leon County building codes and construction cost experience.

North Florida Fairgrounds		Cost per	Total Estimated
Order of Magnitude Square Footages & Costs	Area	Square Foot	Cost
<b>EXHIBITION BUILDING</b>			
Exhibition Hall	40,000 sf	\$150	\$6,000,000
Meeting Rooms	2,000 sf	\$250	500,000
Restrooms	1,600 sf	\$250	400,000
Catering/Demonstration Kitchen	800 sf	\$300	240,000
Storage	800 sf	\$100	80,000
Show Office	200 sf	\$250	50,000
Mechanical/Electrical/Fire/Data/ Communications Rooms	600 sf	\$100	60,000
Foyer/Circulation	<u>7,000 sf</u>	\$300	<u>2,100,000</u>
<b>SUB-TOTAL</b>	<u>53,000 sf</u>		<u>\$9,430,000</u>
Soft Costs and FF&E		25%	<u>2,357,500</u>
<b>TOTAL EXHIBITION BUILDING</b>			<u>\$11,787,500</u>
SITE ELECTRICAL (Allowance & All Included)			\$500,000
GATES, SITE LANDSCAPE & ENHANCEMENTS (Allowance & All Included)			<u>3,000,000</u>
<b>TOTAL ORDER OF MAGNITUDE COST</b>			<u>\$15,287,500</u>

Source: Populous

The FF&E estimates included in this table are approximate for table/chairs, portable bleachers, sports floor and technology requirements of the building (e.g., WIFI, energy saving lights, media equipment in meeting rooms, etc.).

## FUNDING OPTIONS

A review of funding source options that might apply for the construction of the proposed Exhibition Building and the identified general upgrades and beautification of the Fairgrounds revealed the following:

- Public funding – the taxpayers of Leon County passed a one cent option tax extension in November 2014 that is collected on all taxable sales within the County. Approximately \$12 million of the one cent sales tax generated between 2020 and 2040 has been earmarked for Fairground improvements.
- Bond or loan financing – the revenue generating proposed exhibition building (with estimated construction costs of almost \$12 million) could possibly support some level of debt financing, estimated in the range of \$2 million to \$2.75 million, based on the low and high scenario cash flows. The balance of the funding would need to be raided from other sources.
- Other sources – county, state and federal grants, as well as private fund raising could all be additional sources of capital to pay for the cost of the Recommended Facilities

**NORTH FLORIDA FAIRGROUNDS**

**ESTIMATED ECONOMIC IMPACTS**

**ESTIMATED ECONOMIC IMPACTS**

**Overview**

This section of this report presents the approach and methodology used to develop estimates of the potential economic and fiscal impacts of visitors to the Tallahassee/Leon County area resulting from specific potential events that attract visitors to the area.

**Approach**

Economic impacts are generally described as the amount of expenditures that occur in a defined geographic area, including subsequent re-spending of the initial expenditures. The new events that could be attracted to the Tallahassee/Leon County area with the construction and operation of the proposed Exhibition Building that would have significant economic impacts to the area are the 1 to 2 regional RV rallies and the 6 to 9 sports tournaments – generating impacts from the spending of non-local participants, spectators and event promoters for lodging, meals, retail purchases, entertainment and the like. The re-spending of the initial expenditures within the Tallahassee/Leon County area of these non-local participants, spectators and event promoters are captured through multipliers that reflect the economic makeup of the area, as well as account for the leakage out of the area. In addition, certain expenditures result in state and local sales and lodging taxes, referred to as fiscal impacts.

**RV Rallies**

For the RV rallies, we utilized expenditure data from similar regional RV rallies that we surveyed as part of economic impact studies conducted for similar fairgrounds facilities. The impacts include the spending of the (1) rally organizer for meals/catering, materials and supplies, entertainment and fuel, (2) vendors at the rally for food, fuel, entertainment, retail and other local services and (3) rally participants for groceries, fuel, retail, entertainment, other purchases and some per-rally lodging. The tables below presents the estimated spending by these three rally groups. The low scenario assumes a 5-day rally with 600 rigs and 12 vendors. The high scenario adds a 6-day rally with 700 rigs and 12 vendors to the low scenario.

**Total Estimated Direct Expenditures of RV Rallies - Low Scenario**

Total expenditures	Promoters	Vendors	Participants	Total
Lodging	\$0	\$0	\$0	\$0
Meals	23,000	6,300	58,400	87,700
Transportation	6,500	1,800	48,300	56,600
Entertainment	5,000	2,700	9,300	17,000
Retail	15,000	4,500	0	19,500
Services	0	3,600	57,200	60,800
Other	0	13,500	37,900	51,400
<b>Total</b>	<b>\$49,500</b>	<b>\$32,400</b>	<b>\$211,100</b>	<b>\$293,000</b>

All amounts rounded to \$100's of dollars

**NORTH FLORIDA FAIRGROUNDS**

**ESTIMATED ECONOMIC IMPACTS**

**North Florida Fairgrounds**

**Total Estimated Direct Expenditures of RV Rallies - High Scenario**

Total expenditures	Promoters	Vendors	Participants	Total
Lodging	\$0	\$0	\$21,200	\$21,200
Meals	46,000	12,600	131,100	189,700
Transportation	13,000	3,600	101,100	117,700
Entertainment	10,000	5,400	19,500	34,900
Retail	30,000	9,000	103,200	142,200
Services	0	7,200	0	7,200
Other	0	27,000	89,500	116,500
<b>Total</b>	<b>\$99,000</b>	<b>\$64,800</b>	<b>\$465,600</b>	<b>\$629,400</b>

All amounts rounded to \$100's of dollars

To estimate the potential total economic impacts associated with the estimated direct expenditures of the 1 to 2 new RV rallies, we purchased RIMS II multipliers from the Bureau of Economic Analysis for Leon County and applied those multipliers to the estimated direct expenditures presented in the above two tables. The calculations of total economic impacts for these RV rallies are shown in the table below, along with the estimated impacts to local earnings and jobs.

**North Florida Fairgrounds**

**RV Rally Impacts - Low Scenario**

RIMS #	Account Name	Initial Expenditures	Multiplier			Results		
			Output	Earnings	Jobs	Expenditures	Earnings	Employment
59	Lodging	\$0	1.5584	0.4217	13.3527	\$0	\$0	0.0
60	Meals	87,700	1.5517	0.4471	20.0980	136,100	39,200	1.8
28	Transportation	56,600	1.5553	0.4487	15.5398	88,000	25,400	0.9
711500	Entertainment	17,000	1.5021	0.4346	14.2403	25,500	7,400	0.2
28	Retail	19,500	1.5553	0.4487	15.5398	30,300	8,700	0.3
61	Services	60,800	1.7353	0.4697	13.7480	105,500	28,600	0.8
28	Other	51,400	1.5553	0.4487	15.5398	79,900	23,100	0.8
		<b>\$293,000</b>				<b>\$465,300</b>	<b>\$132,400</b>	<b>4.8</b>

Source for Multipliers: RIMS II Bureau of Economic Analysis

**North Florida Fairgrounds**

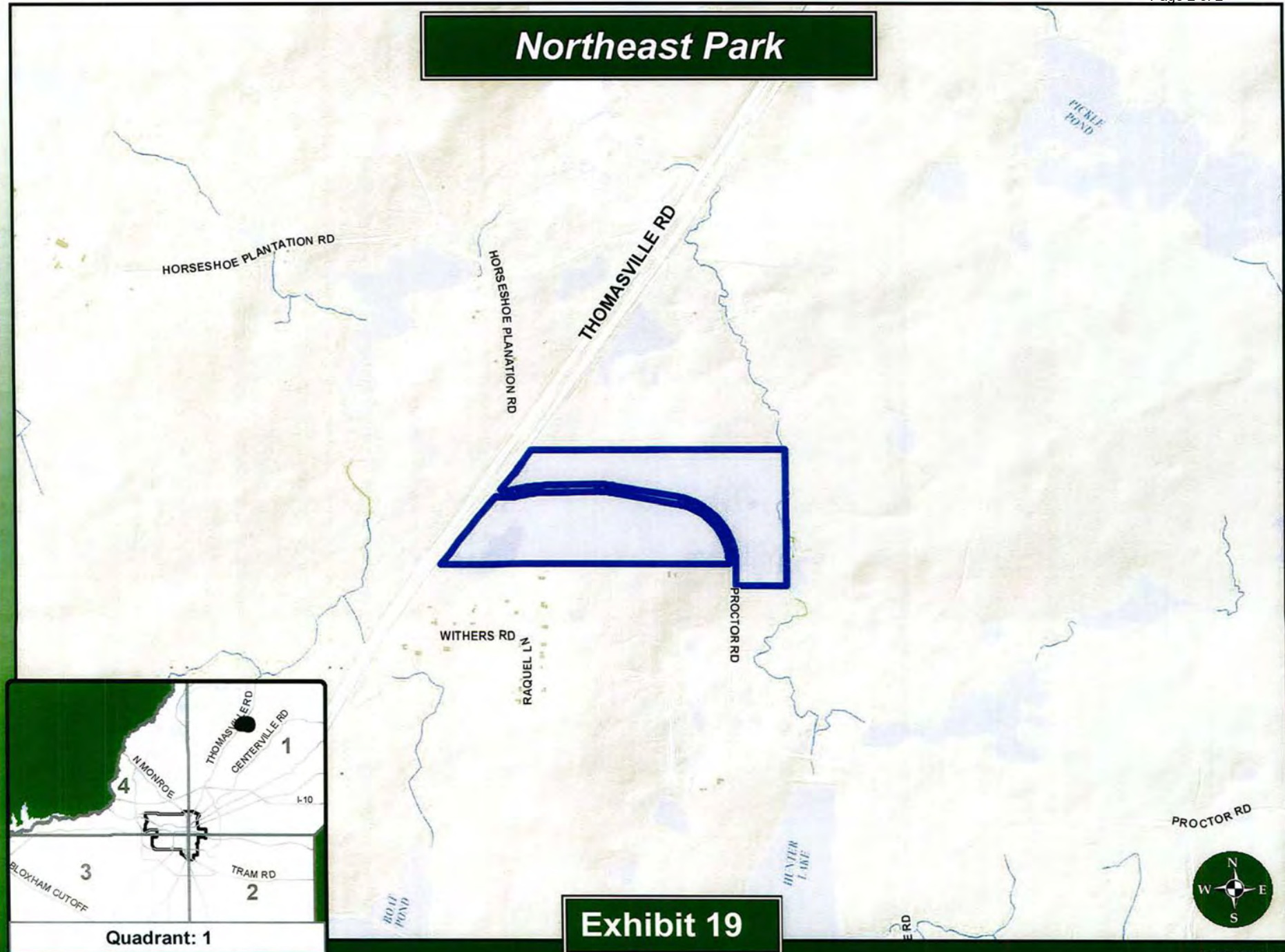
**RV Rally Impacts - High Scenario**

RIMS #	Account Name	Initial Expenditures	Multiplier			Results		
			Output	Earnings	Jobs	Expenditures	Earnings	Employment

SECOND AMENDED AND RESTATED  
INTERLOCAL AGREEMENT  
between  
LEON COUNTY, FLORIDA  
and  
CITY OF TALLAHASSEE, FLORIDA  
DATED as of December 9, 2015

Project 19. Northeast Park: Funding to develop a Northeast Park (Exhibit 19).

## Northeast Park



Quadrant: 1

Exhibit 19

Date Printed: Jan. 27, 2014



**BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY  
BY-LAWS, PROCEDURES, AND POLICIES**

**ADOPTED February 14, 2001**

- A. Preamble**
- B. By-Laws**
- C. General Policies**
- D. Specific Policies**
- E. Citizen Participation**
- F. Effective Date**

- A. Preamble.** The following sets forth the By-Laws, Policies and Procedures which shall serve to guide the proper functioning of the Blueprint 2000 Intergovernmental Agency, consistent with the Interlocal Agreement between the City of Tallahassee and Leon County, adopted September 6, 2000, as may be amended from time to time. Such agreement authorizes the City and County to create a Blueprint 2000 Intergovernmental Agency to govern the project management structure for the project planning and construction of the Blueprint 2000 projects described in the Interlocal Agreement.

**B. By-Laws**

**B-1. Membership**

- (1) As designated in the Interlocal Agreement, the Intergovernmental Agency shall consist of the following voting members:
  - (a) Five members from the Tallahassee City Commission with a weighted vote of seven each.
  - (b) Seven members from the Leon County Board of County Commissioners with a weighted vote of five each.

**B-2. Membership Term of Office**

The membership of elected officials as voting members of the Intergovernmental Agency shall coincide with their respective elected terms.

**B-3. Officers and Duties**

- (1) The Intergovernmental Agency shall meet at least once annually to consider an annual work plan and the past year's performance report.
- (2) A Chairperson and Vice-Chairperson shall be elected by a majority of the votes of members present at the annual organizational meeting, utilizing the weighted structure as referenced in Section B-1.(1) (a) and (b).
- (3) The Chairperson shall serve as Chair for a period of one year effective 1 June of each year.

- (4) The Vice-Chairperson shall be elected for a term of two years the second of which will be Chairperson.
- (5) The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson.
- (6) At the first meeting of the agency after 1 June of each year a new Vice-Chairperson shall be elected for a term of two years the first to serve as the Vice-Chairperson and the second as the Chairperson.
- (7) In the event of the permanent inability of the Chairperson or Vice-Chairperson to serve, a new officer will be elected from the membership at the next meeting.
- (8) The Chairmanship of the Agency shall rotate annually between the City and County Commissions with the County serving as Chairperson from June 2003 through May 2004.

#### **B-4. Meetings**

- (1) Agency meetings shall be held in the Tallahassee City Commission Chambers, or be held at another location designated by the Chairperson.
- (2) All meetings will be recorded and transcribed by the staff of the Blueprint 2000 Intergovernmental Agency.
- (3) It is the desire of the Agency and the Capital Region Transportation Planning Agency (CRTPA) not to schedule Agency and CRTPA meetings on the same day except for extraordinary reasons approved by the Chairperson.
- (4) The Chairperson may call special meetings.
- (5) There must be majority representation from both the City Commission and Board of County Commissions to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority of the total quorum present on issues before the Agency, based on the weighted voting structure, except as specified in Section D(1) of these bylaws regarding significant changes to Blueprint 2000 projects.
- (6) In accordance with the Telephonic Participation Policy, Directors may participate telephonically when approved by the majority of the Board. Directors approved for telephonic participation will not be counted in the determination of a quorum, however they may participate in discussions and their vote on issues before the Board shall be counted as if the Director were present.
- (7) Agenda materials for the meetings shall be distributed seven days prior to the meeting.

- (8) Meetings will be open to the public and press. All city and county neighborhoods of record, CONA (Tallahassee/Leon County Council of Neighborhood Associations), and any group which so requests in writing, will be notified of meetings.
- (9) Roberts Rules of Order Revised is the adopted rule of meeting procedure.
- (10) The Agency Meeting Schedule and Agenda Development Policy shall prescribe the process and procedure for establishing the meeting schedule and the development of the agenda.

#### **B-5. By Law Amendments**

The bylaws may be amended by majority vote of the total quorum present based on the weighted voting structure of the Intergovernmental Agency, except where the section being amended includes in it a more restrictive voting method, in which such section may only be amended by the more restrictive voting method.

#### **B-6. Voting Procedure**

Except as provided in Section D(1) regarding significant changes to Blueprint 2000 projects, an affirmative vote shall consist of a majority of the total quorum present, based on the weighted voting structure, on issues before the Agency.

#### **C. General Policies**

- (1) The agenda will include, as a minimum, sections for Information, Consent and Discussion.
- (2) The Staff Director shall work with the Intergovernmental Management Committee to develop the agenda for meetings as scheduled. (See Agency Meeting Schedule and Agenda Development Policy)

#### **D. Specific Policies**

- (1) Significant changes to Blueprint 2000 projects, as identified in the Interlocal Agreement and further defined in the Project Definitions Report (February 7, 2000), shall be approved by a supermajority vote of the members of each body, after taking into consideration the recommendations of the Citizen's Advisory Committee, the Blueprint 2000 Technical Coordinating Committee, and the Intergovernmental Management Committee. Significant changes are defined as:
  - reprioritization of projects (advancing or delaying)
  - deletion of projects
  - addition of projects not on the original approved lists
  - changes in project scope that alter the original intent or location.

Such a vote will not be taken until the Intergovernmental Agency holds at least two (2) public hearings.

- (2) Contracts, change orders, etc. which exceed the authority of the Intergovernmental Management Committee shall be approved by a majority of the total quorum present based on the weighted voting structure of the Intergovernmental Agency.

**E. Citizen Participation**

- (1) Citizen participation is a key tenet of the Blueprint 2000 Program and the Tallahassee-Leon County planning process and citizen comments are encouraged.
- (2) Citizens will be allowed to provide comments on any Discussion Agenda Item prior to the vote taken.
- (3) Citizens will be required to fill out a speaker request form and will be allowed to speak for three minutes.

**F. Effective Date**

These bylaws shall become effective immediately upon the approval of the Intergovernmental Agency.

Revised:

September 17, 2001  
April 15, 2002  
September 9, 2003  
April 26, 2004  
September 19, 2005  
June 17, 2013

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #15**

**September 5, 2019**

**Title:** Proposed Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024  
Five-Year Capital Improvement Program Budget for the Blueprint  
Intergovernmental Agency

**Category:** Public Hearing

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint Infrastructure  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item requests the Blueprint Intergovernmental Agency Board of Directors (IA Board) conduct the second and final public hearing to adopt the Proposed Fiscal Year (FY) 2020 Operating Budget Resolution (Attachment #1) and Proposed FY 2020–2024 Capital Budget Resolution (Attachment #2). The first public hearing was conducted at the August 22, 2019 Citizens Advisory Committee (CAC) meeting.

## **FISCAL IMPACT:**

This item sets the budget for the Fiscal Year 2020.

## **RECOMMENDED ACTIONS:**

- 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.

## ITEM OUTLINE:

- I. Executive Summary
- II. Proposed FY 2020 Budget Summary
  - A. Blueprint Infrastructure Program Proposed FY 2020 Operating Budget
  - B. Office of Economic Vitality Proposed FY 2020 Operating Budget
  - C. Blueprint Infrastructure Proposed Fiscal Year 2020-2024 Capital Improvement Program Budget
  - D. Office of Economic Vitality Proposed Fiscal Year 2020-2024 Capital Projects and Economic Vitality Programs Budget
  - E. Summary of Proposed Staffing Changes for Infrastructure and OEV
- III. Proposed FY 2020 Operating Budget
  - A. Proposed FY 2020 Blueprint Infrastructure Operating Budget
    - 1. Blueprint Infrastructure Program, FY 2020 Personnel Services
    - 2. New Position to Support the Blueprint 2020 Infrastructure Program
    - 3. Elimination and Reclassification of Existing Positions
    - 4. Additional Personnel Expenses
    - 5. Allocated Costs
    - 6. Summary –FY 2020 Proposed Blueprint Operating Budget, Infrastructure Program
  - B. Proposed FY 2020 Office of Economic Vitality Operating Budget
    - 1. Office of Economic Vitality Personnel Services
    - 2. Office of Economic Vitality Operating Expenses
    - 3. Minority, Women and Small Business Program Funding
    - 4. Summary, FY 2020 Office of Economic Vitality Operating Budget
- IV. Proposed FY 2020-2024 Five-Year Capital Improvement Program
  - A. Proposed FY 2020-2024 Blueprint Infrastructure Capital Improvement Program
    - 1. Accounting Summary and Existing and Estimated Net Sales Tax Revenues
    - 2. Annual Allocations of City and County Project Funding
    - 3. Reimbursement to Blueprint 2000 Program for Advance Funding of Blueprint 2020 Project Allocations
    - 4. Draft FY 2020 Capital Improvement Program Allocations by Project
    - 5. Estimated 2020-2024 Infrastructure Capital Improvement Program Expenditures
  - B. Proposed FY 2020-2024 Office of Economic Vitality Capital Projects and Economic Vitality Programs Budget
    - 1. FY 2020 Capital Allocations by Project

## I. EXECUTIVE SUMMARY

In accordance with Section 189.016(3), Florida Statutes, the Blueprint Intergovernmental Agency (Agency), as a special district of the State of Florida, is required to adopt a budget by resolution each year. The FY 2020 Operating and Capital Budget will fund the final three months of the Blueprint 2000 Program and the initial nine months of the Blueprint 2020 Program.

This section provides an executive summary of the draft FY 2020 Operating Budget for the Agency, which encompasses both the Infrastructure Program and the Office of Economic Vitality (OEV), including the draft Blueprint Infrastructure FY 2020 – 2024 Five-Year Capital Improvement Program and the draft Office of Economic Vitality FY 2020 – 2024 Capital Projects and Economic Vitality Programs.

On June 27, 2019 the IA Board directed staff to schedule a workshop as part of the FY 2020 budget development process. The budget presented herein incorporates prior IA Board direction from the June 2018 Infrastructure Implementation Plan, the October 2016 Long-Term Economic Development Strategic Plan, and board guidance received during the August 2019 Budget Workshop. The operating budget presented here sets the agency on the path to achieve the IA Board's goals of implementing 18 infrastructure projects and 18 economic development projects over the next five years.

The Agency establishes budget development calendars for each fiscal year. Section 102.07.3 of the Blueprint Budget Policy provides that the PLACE Director must develop a proposed budget then submit to the Intergovernmental Management Committee (IMC) for review by April 30. The proposed budget and five-year CIP was presented to the IA Board on June 27, 2019, at which time the Board accepted the report and directed the scheduling of a workshop. The budget may only be adopted at the close of two advertised public hearings, per Blueprint policy. The first hearing occurred during the Citizens' Advisory Committee (CAC) meeting on August 22, 2019. The IA Board will hold the second public hearing on September 5, 2019 during which time this budget will be considered. The adopted budget will appropriate funds necessary for the operation of Blueprint Infrastructure and OEV divisions of the Agency, the Blueprint Infrastructure FY 2020-2024 Capital Improvement Program Budget, and the OEV FY 2020-2024 Capital Projects and Economic Vitality Programs Budget. Each of the requirements described above are carried out each year as part of the normal budget development process.

The Agency developed long-term revenue projections in consultation with City and County budget staff as part of the budget development process and again in preparation for the August 2019 Budget Workshop. The resulting five-year sales tax revenue projection, coupled with anticipated revenues from other sources including grants, Significant Benefit District funds, Revenue Bonds, and State Infrastructure Bank loans, sets the amount of funds available for budgeting during the FY 2020-2024 cycle. The FY 2020 Operating Budget provides the necessary staffing and operating resources to implement the IA Board's long-term Infrastructure and Economic Development priorities, which are directly funded through the Infrastructure Capital Improvement Plan and the OEV Capital Projects and Economic Vitality Programs Budget.

## II. PROPOSED FY 2020 BUDGET SUMMARY

Section 102.07.3 of the Blueprint Budget Policy provides that the PLACE Director must develop a proposed budget that the PLACE Director then submits to the Intergovernmental Management Committee (IMC) for review. The public considers the budget at an advertised public hearing during the Citizens Advisory Committee (CAC) meeting. This year, the CAC meeting occurred August 22, 2019. The IA Board will hold a second public hearing prior to formal adoption of the FY 2020 Operating Budget, which will appropriate funds necessary for the operation of the Blueprint Infrastructure and Office of Economic Vitality divisions of the Blueprint Intergovernmental Agency, the Blueprint FY 2020 - 2024 Capital Improvement Program, and the FY 2020-2024 OEV Capital Projects and Economic Vitality Programs Budget. Each of the requested policy and statutory requirements, described above, were achieved or will be accomplished during the budget development process prior to the second and final public hearing scheduled for the September 5, 2019 IA Board meeting.

The budget must include the total amount available from the infrastructure sales surtax and other revenues, including balances brought forward from prior fiscal years. At a minimum, the adopted budget must show for each fund budgetary revenues and expenditures by organizational unit (Blueprint Infrastructure and Office of Economic Vitality).

Table 1 below includes a FY 2018 – 2020 budget summary for the Agency. This budget summary provides an overview of the proposed operating and capital expenditures for both the Infrastructure Program and OEV.

Table 1. Blueprint Intergovernmental Agency Budget Summary, FY 2018 - 2020

	FY 2018	FY 2019	FY 2020
	Actual	Adopted Budget	Proposed Budget
<b>Infrastructure Program Operating Budget (Option #1)</b>			
Total, Infrastructure Operating Budget	\$2,137,987	\$3,250,269	\$3,541,362
<b>Office of Economic Vitality Operating Budget (Option #1)</b>			
Total, OEV Operating Budget	\$1,073,202	\$1,264,541	\$2,045,047*
<b>Blueprint Infrastructure Capital Improvement Program (Option #2)</b>			
Total Allocations to Capital Projects	\$18,193,981	\$22,164,821	\$27,088,927
<b>OEV Capital Projects and Economic Vitality Programs Budget (Option #2)</b>			
Total Allocations to Capital Projects	\$0	\$0	\$1,872,705*
<b>Total, Uses of Funds</b>	<b>\$21,405,170</b>	<b>\$26,679,631</b>	<b>\$34,548,041**</b>

\* FY 2020 is the first year OEV will have sales tax dollars dedicated to economic development programming

\*\*Year over year increase in Uses of Funds does not reflect debt service payments, which reduce to \$0 in FY 2021



### **A. Blueprint Infrastructure Program Proposed FY 2020 Operating Budget**

Over the last four years, the IA Board has prioritized the Blueprint 2020 Infrastructure projects, approved the FY 2019-2024 Implementation Plan that includes bonding to advance key community projects, and provided direction to expedite construction on a series of key infrastructure projects. Through the FY 2019 operating budget adopted last year, the IA Board addressed the organizational capacity to effectuate the approved implementation plan within existing budgetary resources. The FY 2020 Proposed Operating Budget for the Blueprint Infrastructure Program is \$3.54 million and represents an 8.96 percent increase compared to the adopted FY 2019 budget. The increase is due to the addition of a Right of Way Manager position, increased costs for professional services, including communications, and increased costs for services provided by the City of Tallahassee, including purchasing, human resources and information technology. Option #1, Exhibit A contains the proposed operating budget.

The FY 2020 Proposed Operating Budget for the Infrastructure Program continues to support the implementation and initiation of numerous Blueprint 2000 and 2020 projects as the IA Board previously directed. The proposed budget adds 1 new position (Right of Way Manager) to staff projects initiated through the IA Board approved FY 2019 - 2024 Implementation Plan, which includes the administration of 18 infrastructure projects and a total capital investment of \$252 million through FY 2024 (Attachment #3).

The proposed FY 2020 Operating Budget for the Infrastructure Program implements IA Board direction from the September 20, 2018 meeting to transition Information Technology (IT) services to the City of Tallahassee. This change is a transition from internal staff managing information technology infrastructure to a City IT managed system beginning in FY 2020. As a result of the transition, one OPS position is proposed for elimination through the proposed FY 2020 budget, and costs allocated by City IT services will increase by approximately \$67,000.

### **B. Tallahassee-Leon County Office of Economic Vitality Draft FY 2020 Operating Budget**

Currently, the City and County jointly fund OEV operations. The proposed FY 2020 Operating Budget for the OEV is for \$2.05 million and represents a 61.73% increase from the FY 2019 adopted budget, which directly corresponds to a total of \$730,415 in assumed costs for dedicated office space designed to serve the business community and ecosystem partners and two new positions. The assumed costs align directly with the beginning of the first year of Blueprint 2020 sales tax revenues. Specific details regarding the proposed OEV budget appear on page 10 of this item and in Attachment #4.

A distinct group of employees serve both Blueprint Infrastructure and OEV, having done so since the creation of the office in 2016. Previously, Infrastructure covered all costs for shared employees during the initial phase to mitigate OEV's expenses. The allocated costs for these shared employees are reflected for the first time as an allocation to the OEV annual budget for FY 2020. This reflects a significant change for office staffing costs in the annual budget. The proposed budget accumulates all personnel and operating costs specifically associated with these employees, and each division (Infrastructure and OEV) will pay for these costs based on each division's share of sales tax revenues. Additionally, the proposed budget assigns shared costs of both OEV departments: 1) Economic Vitality & Business Intelligence, and 2) MWSBE, to a single cost center and the costs are then shared evenly between the two departments. OEV proposes

two new positions, a Business Outreach and Marketing Coordinator and an Administrative Assistant. Option #1, Exhibit A contains the operating budget proposed for IA Board approval.

OEV also proposes the creation of a Reserve Fund. The purpose of this fund would be to provide a funding source in the event that leveraging opportunities arise that are beyond the capacities of existing programs, project costs increase, or in the event of unforeseen claims, contingencies, or legal actions. This fund would serve as OEV's primary resource in the event that matching funds become available from grant opportunities that did not exist at the time of budget development. Allocations made from the fund would require IA Board approval in accordance with established policy.

### **C. Draft FY 2020 – 2024 Blueprint Infrastructure Five-Year Capital Improvement Program**

The FY 2020-2024 Capital Improvement Program allocates net sales tax and other sources of funds to infrastructure project implementation based on the IA Board direction for the Blueprint 2020 Infrastructure Program at the June 21, 2018 IA Board meeting for the implementation of 18 infrastructure projects and capital investment totaling \$252 million over the next five years. The Blueprint Infrastructure includes annual allocations to both the City and the County, which were specified by prior IA Board direction. The projects that were prioritized by the IA Board for FY 2020 in the Implementation Plan include: Airport Gateway, Northeast Connector: Bannerman Road, Northeast Gateway: Welaunee Boulevard, Orange Avenue/Meridian Placemaking, Market District Placemaking, the Lake Lafayette and St. Marks Regional Park, and Monroe-Adams Corridor Placemaking.

This agenda item includes the proposed FY 2020 – 2024 Capital Improvement Program (CIP) Budget, which reflects the IA Board's project implementation plan for Blueprint 2020 Infrastructure Program approved at the June 21, 2018 meeting. The draft FY 2020 Capital Projects allocation is \$27.09 million. Specific details on the CIP budget can be found on page 14 of this item and in Attachment #5. Approval of Option #2 will enact the proposed CIP.

### **D. Draft FY 2020 – 2024 Office of Economic Vitality Five-Year Capital Projects Budget**

The FY 2020-2024 Proposed Capital Projects and Economic Vitality Programs Budget for the Office of Economic Vitality is built upon prior direction from the IA Board. Over the next five years, approximately \$35.33 million dollars is expected to be allocated to Economic Development projects within the community. OEV will focus on 20 Economic Development programs (Attachment #6) to move our local economy forward in an equitable manner, create jobs, invest funds back into our local community, and enhance the quality of life for all Leon County citizens. Approval of Option #2 will enact the proposed CPEVP.

This agenda item also includes OEV's proposed FY 2020 – 2024 Capital Projects and Economic Vitality Programs Budget (CPEVP), which reflects the IA Board's direction at the September 20, 2018 workshop. The proposed FY 2020 Capital Projects and Economic Vitality Programs allocation is \$2.40 million to activate and fund workforce programs and grants, business development activities and recruitment programs, and current obligations for business incentives. Specific details on the CPEVPB can be found on page 21.

## E. Summary of Proposed Staffing Changes for Infrastructure and OEV

OEV proposes the addition of two positions, a Business Outreach and Marketing Coordinator and an Administrative Assistant. Infrastructure proposes the addition of a Right of Way Manager. Currently, the services of the Right of Way Manager are received from professional services contracts and the duties of the Business Outreach and Marketing Coordinator are being performed by four staff members who have responsibility for other program areas. These new positions are anticipated to provide cost savings and programmatic efficiencies for the agency as new, large-scale projects and events are initiated.

The proposed FY 2020 Operating Budget for the Infrastructure Program implements IA Board direction at the September 20, 2018 meeting to transition Information Technology (IT) services to the City of Tallahassee. This change results in a transition from internal staff managing information technology infrastructure to a City IT managed system beginning FY 2020. As a result of the transition, one OPS position is proposed for elimination through the FY 2020 proposed budget.

A detailed staffing schedule is included as Attachment #12 and a summary schedule that includes increases and decreases in staffing levels over time is included below.

Table 2. Summary of Proposed Staffing Changes for OEV & Infrastructure

Staffing Summary (FTE)	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	# of In/Decrease
<b>Blueprint Infrastructure</b>				
Existing Positions	7.0	13.0	13.0	0.0
Right of Way Manager	0.0	0.0	1.0	1.0
Total, Blueprint Infrastructure	7.0	13.0	14.0	1.0
<b>Office of Economic Vitality</b>				
Existing Positions	9.0	9.0	9.0	0.0
Business Outreach & Marketing Coordinator	0.0	0.0	1.0	1.0
Administrative Assistant	0.0	0.0	1.0	1.0
Total, Office of Economic Vitality	9.0	9.0	11.0	2.0
<b>Joint Infrastructure and OEV (Shared Staff)</b>				
Existing Positions	4.0	5.0	5.0	0.0
Total, Joint Positions	4.0	5.0	5.0	0.0
<b>OPS/Temporary Positions</b>				
Existing Positions	2.5	2.0	2.0	0.0
Web Support	0.5	0.5	0.0	-0.5
Total, OPS/Temporary Positions	3.5	3.0	2.0	-0.5
Total Positions, Agency-Wide	23.5	30.0	32.0	2.5

### III. PROPOSED FY 2020 OPERATING BUDGET:

#### A. Proposed FY 2020 Blueprint Infrastructure Operating Budget

At the June 21, 2018 meeting, the IA Board approved a FY 2019 – 2024 Implementation Plan (Attachment #7). The proposed FY 2020 Blueprint Operating Budget for the Infrastructure Program (Attachment #3) results from an analysis of project and programmatic needs to implement the approved plan. The proposed FY 2020 Operating Budget of \$3.54 million for the Infrastructure Program reflects not only the growth in number of projects managed compared to prior years (7 beginning projects in FY2020 compared to 3 ending projects in FY 2019), but also the additional staff required to manage and to implement those projects. The Budget Narrative, which provides additional information on budget items, is included as Attachment #8. Approval of Option #1 (Attachment #1) will enact the operating budget proposed herein.

Listed below are key highlights of this budget:

- 8.96 percent increase compared to the adopted FY 2019 budget.
- Provides for a new right-of-way manager to replace ROW services currently provided by contract to meet growing project needs.
- The budget eliminates the web support technician position.
- Merit pay increases of 3% for employees is budgeted with final amount determined by the approved budget for the jurisdiction in which the employee's benefits are provided.
- Continuation of key service provisions provided by the City of Tallahassee (Allocated Costs in Blueprint Operating Budget) with an increase for IT services as Blueprint transitions to a shared service model with the City of Tallahassee.

The FY 2020 Proposed Operating Budget for the infrastructure Program supports the implementation of the Blueprint 2020 FY 2019 – 2024 Implementation Plan (Attachment #7) as directed by the IA Board at the June 21, 2018 meeting. The approved Implementation Plan includes the administration of 18 infrastructure projects and a total capital investment of \$252 million through FY 2024. Throughout FY 2020, the Blueprint Infrastructure Program will also continue the transition from the 2000 program to the 2020 program. This entails closing out the 2000 program projects (primarily Capital Cascades Trail Segments 3 and 4 and Magnolia Drive) and implementation of 2020 projects including the Northeast Gateway: Welaunee Boulevard, Airport Gateway, Northeast Connector Corridor: Bannerman Road, Orange Avenue/Meridian Road Placemaking, Market District, Monroe-Adams Corridor Placemaking, Lake Lafayette and St. Marks Regional Park, and two greenways projects.

#### *1. Blueprint Infrastructure Program, FY 2020 Personnel Services*

The FY 2020 Proposed Operating Budget for the Infrastructure Program currently reflects an 12.40% increase in personnel costs, primarily due to the creation of 1 new position as detailed within this agenda item. This position will assist in the management and implementation of Blueprint 2020 infrastructure projects. The proposed FY 2020 Operating Budget identifies one OPS position for elimination. Infrastructure will share five positions with OEV for which the two divisions will allocate total personnel and operating costs. These proposed staffing changes support the IA Board approved Implementation Plan and provide for the advancement of 18

projects through 2024. The following section provides detail regarding new proposed position necessary for the successful implementation of the approved Implementation Plan.

## *2. New Position to Support the Blueprint 2020 Infrastructure Program*

The following new position is required for successful implementation of the Blueprint infrastructure projects approved through the Implementation Plan. Attachment #12 provides the proposed FY 2020 Staffing Table. The purpose and duties of the new proposed position are below.

- **Right of Way Manager:** The primary responsibilities of this new position in FY 2020 will be to manage right-of-way acquisition services for the remaining Blueprint 2000 project, Cascades Trail Segment 4, and the Blueprint 2020 projects. This position would replace professional services contracts for right-of-way acquisition services. The primary responsibilities of this position is right-of-way acquisition for the Blueprint 2020 projects, including property analysis, valuation, compliance, acquisition, and property disposition, including transfer of property as may be appropriate to the maintaining entity and surplus of available property at the conclusion of projects. In FY 2020, this position will manage the right-of-way needs for the Market District, Bike Route, and Greenways projects, assist with easement negotiations with the property owners for the Northeast Gateway: Welaunee Boulevard project, and develop an acquisition program for the Airport Gateway and Northeast Corridor Connector: Bannerman Road projects.

## *3. Elimination and Reclassification of Existing Positions*

The proposed FY 2020 Operating Budget for the Infrastructure Program implements IA Board direction at the September 20, 2018 meeting to transition Information Technology (IT) services to the City of Tallahassee. This change results in a transition from internal staff managing information technology infrastructure to a City IT managed system beginning FY 2020. As a result of the transition, one OPS position is proposed for elimination through the FY 2020 proposed budget. Additionally, the FY 2020 proposed budget proposes one existing OPS support position for reduction from full-time to part time. These staffing changes will support the advancement of the Blueprint 2020 program beginning in FY 2020 without a corresponding increase in new positions. Utilizing existing positions to meet the growing programmatic and organizational needs of the Blueprint Infrastructure Program provides opportunities to maximize efficiencies while minimizing budgetary impacts.

## *4. Additional Personnel Expenses*

The FY 2020 proposed budget will include pay adjustments for City or County benefit-based employees consistent with the final budget of jurisdiction providing the employees' benefits. The FY 2020 Proposed Infrastructure Operating Budget reflects a pay increase of 3% that will adjust according to action by the City and County, respectively.

## *5. Allocated Costs*

The City of Tallahassee provides several services to Blueprint including Technology, Human Resources, City Auditor, Records Management, and Purchasing. Blueprint provides a payment to the City of Tallahassee based on the services provided from each department, as determined by the City of Tallahassee. The total budgeted allocated costs for FY 2020 is \$159,289, which is



a 100% increase from the FY 2019 budget. In FY 2018, allocated costs were \$116,958 due to accounting services being allocated.

Blueprint staff is currently reviewing the City's proposed allocated cost of \$72,262 for IT services to ensure there is no duplication between Blueprint services and City services in FY2020. At this time, the proposed budget includes an allocation to the City and the continuation of the part-time IT Manager position to assist with desktop and application support during the transition to City services. We anticipate this transition item to further resolve in the forthcoming budget review process.

At the September 20, 2018 meeting, the IA Board approved the transition of Blueprint's information technology infrastructure and management to the City of Tallahassee as part of the FY 2019 Blueprint Infrastructure operating budget. Blueprint anticipates that the transition will be complete by the end of FY 2020. Benefits achieved from this transition include enhanced information security, 24-hour operational support, and increased business continuity due multiple backups in hardware and personnel.

#### *6. Summary –FY 2020 Proposed Blueprint Operating Budget, Infrastructure Program*

At the June 21, 2018 meeting, the IA Board approved the Blueprint 2020 Implementation Plan, which includes the administration of 18 infrastructure projects and a total capital investment of \$252 million through FY 2024. The IA Board directed Blueprint to prepare an organization plan to provide for the implementation of the Blueprint projects on the schedule approved therein. In summary, the proposed FY 2020 Operating Budget for the Blueprint Infrastructure Program accomplishes this goal through the following:

- Increases Blueprint staff by one position to provide for the implementation of 14 Blueprint 2000 and 2020 Infrastructure Projects through FY 2020, representing an almost 200% increase compared to number of active projects in FY 2019.
- Expands the project management and implementation capacity of the Blueprint Infrastructure.
- Completes the transition of IT Services to the City of Tallahassee to increase system reliability and security heading into the Blueprint 2020 program.

## **B. FY 2020 Proposed Office of Economic Vitality Operating Budget**

The proposed FY 2020 OEV budget is \$2.05 million and represents a 61.73% increase from the FY 2019 adopted budget, which directly corresponds to a total of \$730,415 in assumed costs for new office space and shared employees. The assumed costs align directly with the beginning of the first year of Blueprint 2020 sales tax revenues. Funding is included for all division activities: business vitality, research, and minority, women, and small business enterprise programs. In accordance with the terms of the First Addendum to the Second Amended and Restated Interlocal Agreement, as approved July 13, 2016, funding for the Office is split evenly between the City and County. In the budget schedules presented as attachments to this item, the Leon County and City of Tallahassee annual budgets generate funding for the OEV until January of FY 2020 when the local option sales tax extension proceeds are available to fund OEV. The City and County will continue to fund the OEV during the first three months of FY 2020. Attachment #4 provides the detail budget. The analysis is below.

### *1. Office of Economic Vitality Personnel Services*

Personnel Services budget is \$1.23 million. This represents an increase of \$159,261, or 14.88%, from the FY 2019 adopted budget. The increase in salaries is a result of the addition of 2 positions (an Administrative Assistant and a Business Outreach and Marketing Coordinator). Attachment #12 includes the proposed FY 2020 Staffing Table. The FY 2020 proposed operating budget will include pay adjustments for Agency employees consistent with the final budget of jurisdiction providing employees' benefits. The proposed FY 2020 OEV Operating Budget reflects a pay increase of 3% that will adjust according to action by the City and County, respectively. This proposed budget also includes a request for two additional positions, detailed below:

- **Administrative Assistant:** This position will directly support OEV upon the relocation of offices to the Leon County Government Annex lobby. This position will be responsible for reception and administrative functions to support the entire OEV team.
- **Business Outreach and Marketing Coordinator:** This position will directly support the communications and marketing needs for OEV, which include the cross cutting strategy identified in the economic development strategy plan to market and promote the six cornerstones and four target industries. In the last two years, OEV has sponsored or partnered in events ranging in scale from site visit hosting with fifteen attendees to Leon Works with 450 attendees. OEV hosted the Americas Competitiveness Exchange (ACE) 8, which included 50 global economic leaders who participated in cross-sector dialogue and partnership building throughout north Florida and our community. Additionally, the Training Our Talent series, Power Forward events, Working Class Wednesdays, Opportunity Zone Workshops, International Economic Development/Small Business Week activities, MSWBE Industry Academies and Workshops and the recently held Entrepreneurial Expo, are but a few of the many engagements lead by OEV. In addition to live events, OEV staff launched an electronic newsletter and a full social media platform during this time to promote and celebrate economic growth and diversity in Florida's Capital community. OEV staff is developing a robust marketing plan to project Tallahassee-Leon County into the regional, national, and international

marketplace. The position will be responsible for all the day-to-day communications and marketing efforts for the Business Vitality and Intelligence Division and Minority Women Small Businesses, which includes: distribution of newsletters, social and digital media, website updates, coordination of OEV events, and special projects. This position will work closely with City, County, and community partners to promote and evaluate Tallahassee-Leon County's diverse and vibrant economy, businesses, and workforce development efforts. Currently this work is performed by four different people. This addition maximizes the efficiency of staff and aligns the activities under one position.

## *2. Office of Economic Vitality Operating Expenses*

OEV's operating expense budget for FY 2020 is \$455,570 and represents a 169.0% increase over the FY 2019 adopted budget. This increase directly corresponds to a total of \$266,438 in assumed costs for new office space. The assumed costs align directly with the beginning of the first year of Blueprint 2020 sales tax revenues. Funding is included for all division activities such as business vitality, research, and minority, women, and small business enterprise programs. As noted previously, the increase in costs is primarily due to OEV's lease of office space on the first floor of the Leon County Government Annex in the Bank of America building. Annual rent expense is approximately \$111,500, equipment and furnishings total \$163,542, additional insurance totals \$30,000, and the remainder includes equipment rental, telephones, supplies, software, and services to bring the program online for FY 2020. The cost of equipment and furnishings, \$163,542, is a one-time expense in FY 2020.

## *3. Minority, Women and Small Business Program Funding:*

It is important to note that in the spring of 2016 when the City and the County consolidated their MWSBE offices under the OEV, it was agreed that the IA Board may wish to consider utilizing future economic development sales tax proceeds to fund the MWSBE program. In FY 2019 (and for the last two fiscal years) the City and County funded all the costs associated with the program at 50% each. The total FY 2020 proposed personnel and operating costs of the MWSBE program is \$716,891. Staff recommends that the IA Board consider committing funds for the operations of the MWSBE program by contributing 1/3 of annual operating costs each paid by the City, the County, and OEV in the amount of \$238,964 per entity. This FY 2020 Proposed Operating Budget assumes that the MWSBE program will be funded equally by contributions from the City, County, and through OEV's share of the 2020 Sales Tax. Future year funding shall also be divided equally in this manner. Currently, MWSBE staff is working with County and City staff to develop consolidated MWSBE procurement policies and procedures which could lead to staffing efficiencies and streamlining of resources.

In addition to supporting small, minority, and women-owned businesses as part of OEV, the MWSBE program serves as a shared service for the City, County, and the Intergovernmental Agency by acting as a procurement and contract management service. The MWSBE program functions and staffing levels are predicated on the procurement needs of each participating entity. The City and County award a substantial number of contracts that require MWSBE participation and compliance, so it follows that the costs of the program would be borne by the entities participating in the program.



*4. Summary, FY 2020 Office of Economic Vitality Operating Budget*

In summary, the proposed FY 2020 Operating Budget is \$2.05 million for OEV, an increase of 61.73%, which aligns directly with the beginning of the first year of Blueprint 2020 sales tax revenues and relates to assumed costs for new office space and shared employees. The increase in costs accomplishes the following:

- Provides funding for health and retirement costs and merit based salary increases
- Assumes personnel and operating costs associated with shared positions to support OEV as detailed above in the amount of \$139,193.
- Creates two new positions (Business Development & Marketing Coordinator and Administrative Assistant) to allow staff to operate with greater efficiency and effectiveness.
- Relocation costs of office space to the first floor of the Leon County Government Annex building which is in progress and anticipated to be complete in January 2020.
- Assumes rent and equipment for office space in the amount of \$163,542 as well as \$25,000 for direct legal services.
- Assumes that the MWSBE program will be funded equally by contributions from the City, County, and through OEV's share of the 2020 Sales Tax.

Staff continues to research and track industry standards and listen to business needs in order to position all resources for promoting Tallahassee – Leon County as Florida's Capital for Business. Approval of Option #1 (Attachment #1) will enact the operating budget proposed herein.

## IV. PROPOSED FY 2020-2024 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM:

### A. Proposed FY 2020-2024 Blueprint Infrastructure Capital Improvement Program

The following section presents the draft FY 2020–2024 Five Year Capital Improvement Program (CIP) budget for the Blueprint Infrastructure Program. The FY 2020–2024 CIP allocates net sales tax and other sources of funds to infrastructure project implementation based on the IA Board direction for the Blueprint 2020 Infrastructure Program at the June 21, 2018 IA Board meeting for the implementation of 18 infrastructure projects and capital investment totaling \$252 million over the next five years. Blueprint will reimburse all advance funding of the Blueprint 2020 infrastructure projects to the Blueprint 2000 program.

Attachment #5 provides the draft FY 2020–2024 CIP, which serves as the basis for project funding allocations for the next five years. The CIP reflects projected sales tax revenues through the remaining three months of the Blueprint 2000 program and the first four years and nine months of the Blueprint 2020 program. The CIP will allocate funding for Blueprint capital infrastructure projects for FY 2020.

#### 1. Accounting Summary and Existing and Estimated Net Sales Tax Revenues

The Accounting Summary Budget is included as Attachment #9 and provides current (as of June 30, 2019) information regarding funding sources, IA Board allocations to date, Agency encumbrances and expenditures for all Blueprint projects, and remaining fund balances. Existing and Estimated Net Sales Tax Revenues are included as Attachment #10 and provides an up to date (as of June 30, 2019) accounting of sales tax revenues as well as the estimated net revenues through the remainder of the Blueprint 2000 program.

#### 2. Annual Allocations of City and County Project Funding

At the April 1, 2015 IA Board meeting, the Board directed the City of Tallahassee and Leon County to complete a number of sales tax funded projects and directed that Blueprint provide the projects' funding through an annual allocation from Blueprint to each government. The annual allocations are presented in Table 3 below:

Table 3 Annual Allocations to City of Tallahassee and Leon County

Allocations	FY 2020	Thereafter
<b>Blueprint 2020 Projects</b>		
Water Quality & Stormwater Improvements/City	<b>\$1,593,750</b>	<b>\$2,125,000</b>
Water Quality & Stormwater Improvements/County	<b>\$1,593,750</b>	<b>\$2,125,000</b>
Sidewalk Projects/City	<b>\$937,500</b>	<b>\$1,250,000</b>
Sidewalk Projects/County	<b>\$937,500</b>	<b>\$1,250,000</b>
Operating Costs for Parks Built with Sales Tax/City	<b>\$375,000</b>	<b>\$500,000</b>
Operating Costs for Parks Built with Sales Tax/County	<b>\$375,000</b>	<b>\$500,000</b>
StarMetro Enhancements/City	<b>\$459,375</b>	<b>\$612,500</b>

The Blueprint 2020 sales tax begins in January 2020, while fiscal year 2020 begins in October 2019; therefore, the above programs are funded at 75% during FY 2020 and will be funded at 100% of the agreed upon annual allocations thereafter. Blueprint will request an Intergovernmental Agency Action Item to program the allocations directly so that an annual transfer can be completed without the need for the City or County to complete portions of those projects and then seek reimbursement from Blueprint. This Action Item request is included with the operating and capital budgets and presented at the August 22, 2019 Citizens Advisory Committee meeting and the September 5, 2019 IA Board meeting.

*3. Reimbursement to Blueprint 2000 Program for Advance Funding of Blueprint 2020 Project Allocations*

A number of projects, listed in Table 4 below, received advance funding as a result of IA Board direction. The advance funding initiated studies and provided immediate solutions to issues associated with Blueprint 2020 projects. Prior to groundbreaking on any project, due diligence is required to understand the scope of the project and to determine the resources needed for project completion. In order to prepare to begin Blueprint 2020 projects as quickly as possible, pre-project due diligence was funded for eight projects for a total of \$10,682,242.

Table 4 Blueprint 2020 Projects Receiving Advance Funding from Blueprint 2000

<b>Advance Funding</b>	<b>Total</b>
<b>Blueprint 2020 Projects</b>	
Airport Gateway	<b>\$1,000,000</b>
Orange Avenue Corridor Study	<b>\$350,000</b>
Orange Avenue/Meridian Placemaking	<b>\$1,000,000</b>
Market District Placemaking	<b>\$1,000,000</b>
Northeast Gateway: Welaunee Boulevard	<b>\$5,182,242</b>
Northeast Corridor Connector: Bannerman Road	<b>\$750,000</b>
Comprehensive Wastewater Treatment Plan	<b>\$500,000</b>
2020 Sales Tax Extension: Bike Route and Greenways	<b>\$900,000</b>
<b>Total Advance Funding</b>	<b>\$10,682,242</b>

Blueprint 2000 funds advanced to Blueprint 2020 projects must be reimbursed to the Blueprint 2000 program once funding becomes available from the new sales tax that begins in January 2020. After the Blueprint 2000 program is closed in FY 2021, advance funding repayment will be directed to the remaining Blueprint 2000 project(s) that have not been completed. Capital Cascades Trail Segment 4 will be the project for which to direct the majority of advance funding repayment.

*4. Draft FY 2020 Capital Improvement Program Allocations by Project*

Table 5 on the following page shows the draft capital funding allocations/deallocations for the capital projects in FY 2020:

Table 5: Draft Capital Funding Allocations FY 2020

<b>Allocations</b>	<b>FY 2020</b>
<b>Blueprint 2000 Projects</b>	
Water Quality & Stormwater Improvements/City	<b>\$385,835</b>
Water Quality & Stormwater Improvements/County	<b>\$1,209,421</b>
Headwaters of St. Marks	<b>\$982,831</b>
Capital Cascade Segment 4	<b>\$3,383,965</b>
<b>Blueprint 2020 Projects</b>	
Water Quality and Stormwater Improvements (County)	<b>\$1,593,750</b>
Water Quality and Stormwater Improvements (City)	<b>\$1,593,750</b>
County/City Sidewalk Projects (County)	<b>\$937,500</b>
County/City Sidewalk Projects (City)	<b>\$937,500</b>
Operating Costs for Parks Built with Surtax Funds (County)	<b>\$375,000</b>
Operating Costs for Parks Built with Surtax Funds (City)	<b>\$375,000</b>
StarMetro (City)	<b>\$459,375</b>
Build the Bike Route System	<b>\$562,500</b>
Implement Greenways Master Plan	<b>\$592,500</b>
Airport Gateway	<b>\$3,500,000</b>
Northeast Corridor Connector: Bannerman Road	<b>\$3,300,000</b>
Northeast Gateway: Welaunee Boulevard	<b>\$2,400,000</b>
Orange Avenue/Meridian Road Placemaking	<b>\$1,500,000</b>
Market District	<b>\$1,500,000</b>
Lake Lafayette and St. Marks Regional Park	<b>500,000</b>
Monroe-Adams Corridor Placemaking	<b>\$1,000,000</b>
<b>Draft FY 2020 Capital Projects Allocations</b>	<b>\$27,088,927</b>

The original Blueprint 2000 sales tax began on January 1, 2004 and will expire on December 31, 2019. Projects that were identified during the planning phase through public meetings and citizen input and funded from this sales tax are categorized below as *Blueprint 2000 Program* projects. The sales tax that will take effect on January 1, 2020 and expire on December 31, 2039, categorized below as the *Blueprint 2020 Program*, will fund projects that were also identified through substantial public input during the planning phase of the program.

#### *Blueprint 2000 Program*

- Water Quality (City) – The Blueprint 2000 program includes a \$25,000,000 project for the City to implement water quality enhancement projects. Over the course of the Blueprint 2000 program, the City received annual allocations for this project. The proposed FY 2020 allocation of \$385,835 completes the fulfillment of funding for this project through the Blueprint 2000 program.

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- Water Quality (County) – The Blueprint 2000 program includes a \$25,000,000 project for the County to implement water quality enhancement projects. The proposed FY 2020 allocation of \$1,209,421 completes the fulfillment of funding for this project through the Blueprint 2000 program. In 2004, the IA Board approved the condition that should funds be requested early by either the City or the County, an interest rate would be applied. Due to this condition, the total allocation to the County reduced due to interest charged for advanced appropriations. However, Blueprint did not incur any direct costs related to the early payment, and in order to fulfill Blueprint's commitment to the environment and more specifically preserving our community's water quality, the draft FY 2020 budget includes a funding approach to bring the Leon County Water Quality project up to the designated \$25 million.
- Headwaters of St. Marks – Leon County administers this project and the proposed FY 2020 allocation is \$982,831, completing the Blueprint 2000 funding for this project. Blueprint funded the properties purchased in the St. Marks Headwaters Floodplain using Florida Communities Trust (FCT) grant funding as match. A requirement of the grant was the implementation of an FCT approved management plan. Leon County has been working towards the fulfillment of the FCT Management Plan commitments utilizing Blueprint funds previously allocated in 2012. Consistent with previous IA Board direction, the FY 2020 Blueprint 2000 funds are for the remaining tasks in the management plan. Blueprint will continue to work with Leon County staff to refine the budget needs based on the cost estimates and schedule for the improvements at St. Marks Headwaters. After cost estimates are complete, funds will apply to the Fred George Basin project, another previously funded Blueprint and FCT grant sensitive lands project. The funds would help complete the management plan and support infrastructure that will ensure that stormwater entering the sink complex has been treated to significantly reduce any potential impacts to groundwater, which is consistent with the project definitions in the original Blueprint 2000 Project Definitions Report. The allocation of the remaining funds will complete these projects, ensure compliance with the FCT management plans, and fully open these environmentally significant properties to the public.
- Capital Cascades Trail Segment 4 – This is the final project in the Blueprint 2000 program, and the proposed FY 2020 allocation of \$3,383,965 builds the funds for this last segment of the Capital Cascades Trail.

*Blueprint 2020 Program*

- Water Quality and Stormwater Improvements (City and County) - The Blueprint 2020 program includes an \$85,000,000 project to be used for stormwater, sewer and/or water quality retrofit and to be split 50/50 between County and City. At the April 1, 2015 meeting, the IA Board directed the City and County to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocation of \$1,593,750 to both the City and County reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$2,125,000 to both the City and County.



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- County/City Sidewalk Projects (City and County) - The Blueprint 2020 program includes a \$50,000,000 project to be used for sidewalks and split 50/50 between County and City. At the April 1, 2015 meeting, the IA Board directed the City and the County to implement this project and provided for its funding it through an annual allocation. The proposed FY 2020 allocation of \$937,500 to both the City and County reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$1,250,000 to both the City and County.
- Operating Costs for Parks Built with Surtax Funds (City and County) - The Blueprint 2020 program includes a \$20,000,000 project for the operation and maintenance of parks split 50/50 between County and City. At the April 1, 2015 meeting, the IA Board directed the City and the County to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocations of \$375,000 to both the City and County reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$500,000 to both the City and County.
- StarMetro (City) - The Blueprint 2020 program includes a \$12,250,000 project to be used to provide bus stop amenities (including bench, shelter, or other structure), as well as make bus stops ADA compliant and enhance service for customers at major transfer points. At the April 1, 2015 meeting, the IA Board directed the City to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocation of \$459,375 reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$612,500.
- Build the Bike Route System - The Blueprint 2020 program includes a \$15,000,000 project for continued implementation of a bicycle and pedestrian master plan. At the April 1, 2015 meeting, the IA Board directed Blueprint to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocation of \$562,500 reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$750,000.
- Implement Greenways Master Plan - The Blueprint 2020 program includes a \$15,800,000 project to for the implementation of the Greenways Master Plan. At the April 1, 2015 meeting, the IA Board directed Blueprint to implement this project and provided for its funding through an annual allocation. In 2017, the IA Board directed staff to proceed in planning, design, and permitting for the following projects: Bike Route and Greenways Implementation Plan, Capital Circle Southwest Greenway, Lake Jackson South Greenway, Thomasville Road Trail, and University Greenway. The proposed FY 2020 allocation of \$592,500 reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$790,000.
- Airport Gateway - The proposed allocation of \$3,500,000 will fund preliminary engineering and design services for the Airport Gateway project in FY 2020. This project creates a network of interconnected roadways with enhancements, including pedestrian and bicycle

facilities, landscaping, and other aesthetic improvements, throughout the seven-mile project area in southwest Tallahassee-Leon County. The FY 2019 budget included \$1 million to support further planning and environmental studies following the conclusion of the Southwest Area Plan (SATP), which completed in September 2019. Agenda Item #17 seeks Blueprint IA Board approval to advertise and negotiate a contract for professional preliminary engineering and planning services for the Airport Gateway project and to award and execute the negotiated contract upon approval of the Intergovernmental Management Committee (IMC).

- Northeast Connector Corridor: Bannerman Road – The project is comprised of numerous greenway, trail, and sidewalk improvements, as well improvements to Bannerman Road between Thomasville and Meridian Road, which includes widening the roadway to four lanes from Thomasville to Tekesta and constructing a multi-use trail along the entire length of the corridor. The proposed allocation of \$3,300,000 for this project will fund the design phase of this project. Agenda Item #16 seeks Blueprint IA Board approval to negotiate and award a contract for the Northeast Corridor Connector Project Development and Environment (PD&E) Study and Design Services, including the feasibility study of widening Bannerman Road to four lanes from east of Tekesta Drive to Bull Headley Road, upon approval of the Intergovernmental Management Committee (IMC). The proposed allocation includes \$1,280,000 in funding is available through the City's "District 1 Significant Benefit Project" fund. Following approval of the FY 2020 Capital Improvement Plan in September 2019, Blueprint will work with the City to secure this funding. **(INCLUDED AS OPTION #3)**
- Northeast Gateway: Welaunee Boulevard – This project includes the planning, design, and construction of Welaunee Boulevard north from Fleischmann Road to the proposed Shamrock Street extension intersection with Centerville Road, as well as the Welaunee Greenway. The proposed allocation of \$2,400,000 will be used to fund the design of Welaunee Boulevard Phase 1 following the conclusion of the PD&E, which is currently underway and scheduled for completion in summer 2020. The design will include the roadway from the eastern edge of the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. Blueprint anticipates that design will complete in 2021.

Consistent with IA Board direction at the September 12, 2016 meeting, during FY 2020 Blueprint will also submit an application to the FDOT State Infrastructure Bank (SIB) Loan program with a request for 50% of total project costs.

- Orange Avenue/Meridian Road Placemaking – This project is a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting). The proposed allocation of \$1,500,000 for this project will fund construction services for the East Drainage Ditch component of this project. Blueprint is currently advertising planning and design for the two components of this placemaking project: The East Drainage Ditch and Orange Avenue stormwater facility amenities. Blueprint anticipates design for the East Drainage Ditch to be complete by early 2020 and planning and design of the Orange Avenue stormwater facility amenities, including community engagement activities, is anticipated to

be complete by summer 2020. Plans provide funding for construction for the Orange Avenue stormwater facility amenities in FY 2021.

- Market District – The Market District project is also a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting). The proposed allocation of \$1,500,000 will fund design services for the public space component of this placemaking project. Blueprint is currently coordinating with the City regarding the public space component of this placemaking project to align the design and construction activities with the completion of the City's Market District Stormwater project.
- Lake Lafayette and St. Marks Regional Park – This project will connect 7,200 acres of public recreation lands east of Capital Circle Southeast, as well as provides ecosystem restoration and flooding analysis. Consistent with these project objectives, the proposed allocation of \$500,000 will fund initial environmental studies for this project.
- Monroe-Adams Corridor Placemaking – This placemaking project will create safe, comfortable streets for pedestrians, transit users, and cyclists along the Monroe-Adams corridor. The proposed FY 2020 allocation of \$1,000,000 will fund preliminary engineering and design services for this placemaking project. Blueprint will coordinate with the public and private sector partners, including Florida A&M University, members of the Monroe-Adams Placemaking citizens group, FDOT, the City of Tallahassee, Leon County, and area businesses to develop the implementation plan for this project.

5. *Estimated 2020-2024 Infrastructure Capital Improvement Program Expenditures*

The estimated 2020-2024 Blueprint Infrastructure Capital Improvement Program Expenditures detail is included as Attachment #9 and reflects the projected expenditures for the remaining three months of the Blueprint 2000 program and the first four years and nine months of the Blueprint 2020 program. These project expenditures detail the projected expenses of each Blueprint Infrastructure capital improvement project. More specifically, during the upcoming fiscal year, the Agency is projecting to infuse \$51 million into the local economy for the planning, design, construction, and project close out of 13 infrastructure projects. Approval of Option #2 (Attachment #2) will enact the capital budget proposed herein.



**B. Proposed FY 2020-2024 OEV Capital Projects and Economic Vitality Programs Budget**

Attachment #6 provides the draft FY 2020–2024 OEV Capital Projects and Economic Vitality Programs Budget, which serves as the basis for project funding allocations for the next five years. The OEV CPEVP Budget reflects projected sales tax revenues through the remaining three months of the Blueprint 2000 program and the first four years and nine months of the Blueprint 2020 program. Once approved, the CPB will allocate funding for OEV capital projects for FY 2020. Approval of Option #2 (Attachment #2) will enact the capital budget proposed herein. Table 6 shows the draft capital funding allocations/deallocations for the capital projects in FY 2020:

Table 6 Draft FY 2020 Capital Project Budget Allocations

<b>Allocations</b>	<b>FY 2020</b>
<b>Office of Economic Vitality Projects</b>	
Qualified Target Industry Tax Refund	<b>\$14,000</b>
Target Business Program	<b>\$194,705</b>
Urban Vitality Job Creating Pilot Program	<b>\$25,000</b>
ARPC EDA Revolving Loan Fund for Small Businesses	<b>\$225,000</b>
Magnetic Technologies Recruitment	<b>\$121,000</b>
Business Development: Attraction/Expansion	<b>\$48,000</b>
FSU Partnership for Business Intelligence	<b>\$10,000</b>
Tallahassee International Airport	<b>\$528,750</b>
Workforce Development	<b>\$100,000</b>
Business and Workforce Engagement Events	<b>\$40,000</b>
MWSBE Industry Academies and B2B Outreach	<b>\$10,000</b>
Economic Vitality Sponsorships	<b>\$35,000</b>
Repayment of Advance Funding to City & County	<b>\$1,000,000</b>
Addition to Reduce Negative Fund Balance	<b>\$1,050,000</b>
<b>Draft FY 2020 Capital Project Budget Allocations</b>	<b>\$3,401,455</b>

1. *Draft FY 2020 Capital Project Budget Allocations by Project*
  - Qualified Target Industry Tax Refund – The Qualified Target Industry Tax Refund is a state incentive that is available for companies that create high wage jobs in targeted high value-added industries. The state provides 80% of funds and requires a 20% local match. This state incentive includes refunds on corporate income, sales, ad valorem, intangible personal property, insurance premium, and certain other taxes. New or expanding businesses in selected targeted industries or corporate headquarters are eligible. This project provides funding for companies who qualify for this incentive. Current obligations notwithstanding, staff anticipates future expansion and recruitment efforts may lead to increased funding in this incentive program.

- Target Business Program – This local program seeks to incentivize businesses to locate in designated target areas for economic growth and development; build environmentally sensitive projects; work with other local businesses; and that practice good corporate citizenship while ensuring a sound return on investment to the public. Awarded funds may reimburse 100% of the cost of development fees and a portion of the capital investment of the business project based on ad valorem taxes paid. This project provides funding for companies who qualify for this incentive. Current obligations notwithstanding, staff anticipate future expansion and recruitment efforts may lead to increased funding in this incentive program.
- Urban Vitality Job Creating Pilot Program – The Urban Vitality Job Creation Program is a locally-based program designed to spur job creation, encourage employment stability, and promote economic vitality in the Promise Zone area. Agenda item #6 provides modifications to this pilot program for the IA Board's consideration. The Program is designed to give eligible businesses that create jobs a pay-for-performance refund by the number of jobs they create and the average annual wage of the created jobs. Businesses must submit an application to determine if they are eligible for the refund, and each approved firm can receive no more than \$7,000 per fiscal year. This project provides funding for companies who qualify for this incentive.
- ARPC EDA Revolving Loan Fund for Small Businesses - In its September 2018 Economic Development Workshop, the Intergovernmental Agency created two proposals – an Entrepreneurial Development Fund (Proposal A) and Minority and Women Business Investment (Proposal B) – which could be dually satisfied by increasing the size and scope of the Economic Development Administration (EDA) Revolving Loan Fund (RLF) operated by Apalachee Regional Planning Council (ARPC). This budget memorandum describes a proposed framework for re-capitalizing the RLF and subsequently targeting both audiences in Leon County.
- Magnetic Technologies Recruitment – This project covers costs associated with the contract for services rendered by Research on Investment (ROI), who on behalf of OEV is conducting targeted business outreach in the magnetic and applied sciences field to better identify, connect with, and recruit prospective companies to the Tallahassee-Leon County area. ROI also provides ongoing recruitment efforts on behalf of OEV and the Magnetics Taskforce. An update on ROI's actions and deliverables is included in Agenda item #5.
- Business Development: Attraction/Expansion – This project includes costs associated with targeted outreach programs and initiatives focused on the remaining targeted industries, including healthcare, logistics, and information technology. The project covers business recruitment for prospective businesses considering the Tallahassee-Leon County market, as well as supporting the expansion efforts of existing businesses.
- Tallahassee International Airport – As stated in the Interlocal Agreement, up to \$14.1 million for the International Airport Growth and Development Project (Parts 1 and 2), may help upgrade existing hangar facilities, provide the necessary utility infrastructure to construct additional hangars, and develop 1,000 acres of Airport property for lease. In addition, funding would help to create an international passenger processing facility, support international user fee expenses, and provide additional training support to

Airport staff in accordance with Tallahassee International Airport's 20-year Growth and Development Plan.

- LCRDA Incubator: \$2.5 Million Pledge – On September 20, 2018, IA Board pledged \$2.5 million as matching funds toward Leon County Research and Development Authority's (LCRDA) grant application to construct a business incubator at Innovation Park. This pledge, combined with all other commitments, and a matching award from the EDA will provide the \$17 million necessary to build a 40,000 GSF, mixed use (wet and dry lab) incubator to serve the region.
- Workforce Development – This project covers funding for the Elevate Fund. The Elevate Fund provides funding to local organizations that demonstrate new, innovative strategies or replicate effective, evidence-based strategies that align available assets, organizations, and resources toward shared economic growth objectives and strengthen the foundation for future growth and opportunities. Currently, this grant fund is funded at \$100,000.
- Business and Workforce Engagement Events – This project provides funding for major workforce engagement events, wherein OEV provides a platform for job seekers and employers to connect and to create synergies between our educational entities and local businesses. These events include Training Our Talent and Leon Works, held annually.
- MWSBE Industry Academies and B2B Outreach – This project funds a series of workshops designed to provide instruction and capacity building for OEV-Certified Minority and Women Small Business Enterprises (MWSBE). Through their participation, certified MWSBEs can operate with the greatest efficiency and efficacy to meet the supplier diversity targets of the City of Tallahassee, Leon County, the Blueprint IA, and other organizations within local government and private industry.
- Economic Vitality Sponsorships – This project provides funding for activities created and managed by local partners and organizations, including but not limited to small business, entrepreneurship, and the creative economy. These events and awards help support the community's role in creating economic vitality for all businesses. OEV supports these efforts by providing sponsorship of events that help further these strategic objectives.

*Action by TCC and CAC:* The TCC and CAC considered this item at their meetings on June 10, 2019 and June 13, 2019, respectively. The first public hearing for the proposed FY 2020 Blueprint Intergovernmental Agency Operating Budget and proposed FY 2020 – 2024 Capital Budget is scheduled to be held at the August 22, 2019 CAC meeting.

## **OPTIONS:**

- 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.
- Option 4: IA Board Direction

## **RECOMMENDED ACTIONS:**

- 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.

### **Attachments**

- Attachment #1: Fiscal Year 2020 Operating Budget Resolution
- Attachment #2: Fiscal Year 2020-2024 Capital Budget Resolution
- Attachment #3: Blueprint Infrastructure Operating Budget
- Attachment #4: Office of Economic Vitality Operating Budget
- Attachment #5: Blueprint Infrastructure Capital Improvement Program
- Attachment #6: Office of Economic Vitality Capital Projects Program
- Attachment #7: FY 2019 – 2024 Implementation Plan, Approved June 21, 2018
- Attachment #8: Budget Narrative
- Attachment #9: Accounting Summary
- Attachment #10: Estimated Net Sales Tax Revenues
- Attachment #11: FY 2020-2023 Estimated Project Expenditures
- Attachment #12: Proposed FY 2020 Staffing Table

**Blueprint Intergovernmental Agency  
FY 2020 Operating Budget  
RESOLUTION NO. 2019-02**

WHEREAS, the Blueprint Intergovernmental Agency's Budget Policy 102.06.B.2., and Section 189.016(3), Florida Statutes, requires the Board of Directors ("Board") to adopt an annual operating budget and appropriate funding for the upcoming year by resolution; and

WHEREAS, the Board has acknowledged the receipt of sales tax revenue and other sources of revenue to fund operating expenses for the Fiscal Year 2020 beginning October 1, 2019, and ending September 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Leon County – City of Tallahassee Blueprint Intergovernmental Agency Board, hereby adopts the Operating Budget for Fiscal Year 2020 as set forth in "Exhibit A", which is attached hereto and incorporated herein, and authorizes the carryover of any fund balance, including all operating fund balances, requisitions, and encumbrances from prior years which will automatically be re-appropriated.

Adopted this 5th day of September, 2019.

Leon County-City of Tallahassee  
Blueprint Intergovernmental Agency

Attest:

By: \_\_\_\_\_  
Commissioner Brian Desloge  
Chair, Board of Directors

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

Approved as to Form:

By: \_\_\_\_\_  
Kirsten Mood  
Assistant Blueprint Attorney

EXHIBIT A										
BLUEPRINT INTERGOVERNMENTAL AGENCY FY 2020 OPERATING BUDGET										
Funds:	306			306 Total	890				890 Total	Grand Total
Departments:	440101	440102	306 Revenue		440201	440202	440301	890 Revenue		
310000-Sources of Funds										
312600-Sales Tax			31,534,266	31,534,266				4,083,566	4,083,566	35,617,832
337402-City Transportation Proj.			1,280,000	1,280,000						1,280,000
369901-Miscellaneous Revenue					10,000			500,000	510,000	510,000
337412-County OEV Funding					187,500		238,964		426,464	426,464
337411-City OEV Funding					187,500		238,964		426,464	426,464
310000-Sources of Funds Total			32,814,266	32,814,266	385,000		477,928	4,583,566	5,446,494	38,260,760
<b>Total Sources of Funds</b>			<b>32,814,266</b>	<b>32,814,266</b>	<b>385,000</b>		<b>477,928</b>	<b>4,583,566</b>	<b>5,446,494</b>	<b>38,260,760</b>
510000-Personnel Services										
511000-Salaries	1,150,288	589,843	-	1,740,131	509,480	143,566	201,996	-	855,042	2,595,173
511300-Salary Enhancements	28,757	15,531	-	44,288	12,737	4,170	5,445	-	22,352	66,640
511500-Temporary Wages	-	63,440	-	63,440	-	-	-	-	-	63,440
512000-Overtime	3,000	-	-	3,000	-	-	-	-	-	3,000
512400-Other Salary Items	8,886	4,694	-	13,580	-	-	1,560	-	1,560	15,140
515000-Pension- Current	234,023	158,479	-	392,502	102,877	50,174	48,298	-	201,349	593,851
515100-Pension- MAP	66,487	26,432	-	92,919	29,448	2,639	7,833	-	39,920	132,839
515500-Social Security	-	3,933	-	3,933	-	-	-	-	-	3,933
515600-Mandatory Medicare	17,093	7,715	-	24,808	7,571	678	2,014	-	10,263	35,071
516000-Health Benefits	133,418	29,531	-	162,949	47,975	12,911	20,338	-	81,224	244,173
516001-Health Benefits-Retirees	25,000	-	-	25,000	-	-	-	-	-	25,000
516100-Flex Benefits	28,753	8,172	-	36,925	12,108	1,968	3,936	-	18,012	54,937
<b>510000-Personnel Services Total</b>	<b>1,695,705</b>	<b>907,770</b>	<b>-</b>	<b>2,603,475</b>	<b>722,196</b>	<b>216,106</b>	<b>291,420</b>	<b>-</b>	<b>1,229,722</b>	<b>3,833,197</b>
520000-Operating Expenses	-	-	-	-	-	-	-	-	-	-
521010-Advertising	10,000	-	-	10,000	16,840	-	3,000	-	19,840	29,840
521030-Reproduction	10,000	-	-	10,000	5,400	10,000	-	-	15,400	25,400
521040-Unclassified Professional Fees	30,000	208,581	-	238,581	68,000	-	-	-	68,000	306,581
521100-Equipment Repairs	2,000	-	-	2,000	-	-	-	-	-	2,000
521160-Legal Services	45,000	-	-	45,000	10,000	-	15,000	-	25,000	70,000
521180-Unclassified Contractual Svcs	60,000	17,000	-	77,000	5,750	-	19,000	-	24,750	101,750
521190-Computer Software	55,000	20,000	-	75,000	27,870	-	-	-	27,870	102,870
522080-Telephone	50,000	-	-	50,000	-	30,000	-	-	30,000	80,000
523020-Food	5,000	-	-	5,000	14,500	-	4,000	-	18,500	23,500
523030-Gasoline	-	1,500	-	1,500	-	-	-	-	-	1,500
523050-Postage	1,000	-	-	1,000	-	-	-	-	-	1,000
523060-Office Supplies	13,210	-	-	13,210	-	15,000	-	-	15,000	28,210
523080-Unclassified Supplies	5,000	-	-	5,000	2,700	-	9,000	-	11,700	16,700
523100-Vehicle- Non-Garage	-	4,000	-	4,000	-	-	-	-	-	4,000
524010-Travel & Training	10,000	25,000	-	35,000	40,000	500	14,000	-	54,500	89,500
524020-Journals & Books	2,000	6,000	-	8,000	-	-	-	-	-	8,000
524030-Memberships	6,000	5,000	-	11,000	1,950	2,500	3,000	-	7,450	18,450
524040-Certificates & Licenses	1,000	1,000	-	2,000	860	-	-	-	860	2,860
524050-Rent Expense- Building & Offic	200,000	-	-	200,000	-	111,500	-	-	111,500	311,500
524070-Rent Expense- Machines	8,500	-	-	8,500	-	8,500	-	-	8,500	17,000
524080-Unclassified Charges	10,000	1,000	-	11,000	10,700	-	6,000	-	16,700	27,700
<b>520000-Operating Expenses Total</b>	<b>523,710</b>	<b>289,081</b>	<b>-</b>	<b>812,791</b>	<b>204,570</b>	<b>178,000</b>	<b>73,000</b>	<b>-</b>	<b>455,570</b>	<b>1,268,361</b>
540000-Other Services/Charges	-	-	-	-	-	-	-	-	-	-
540040-Liability Insurance Premium	50,000	-	-	50,000	-	30,000	-	-	30,000	80,000
<b>540000-Other Services/Charges Total</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>80,000</b>
550000-Capital Outlay	-	-	-	-	-	-	-	-	-	-
550040-Computer Equipment	50,000	5,000	-	55,000	22,000	20,000	20,000	-	62,000	117,000
550060-Unclassified Equipment	-	-	-	-	61,542	20,000	20,000	-	101,542	101,542
<b>550000-Capital Outlay Total</b>	<b>50,000</b>	<b>5,000</b>	<b>-</b>	<b>55,000</b>	<b>83,542</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>163,542</b>	<b>218,542</b>
560000-Allocated Costs	-	-	-	-	-	-	-	-	-	-
560010-Human Resource Expense	15,099	8,130	-	23,229	7,467	2,987	4,480	-	14,934	38,163
560030-Purchasing Expense	29,536	2,000	-	31,536	4,073	1,629	2,444	-	8,146	39,682
560040-Information Systems Expense	46,970	25,292	-	72,262	1,902	761	1,141	-	3,804	76,066
560070-Revenue Collection	1,012	-	-	1,012	-	136	-	-	136	1,148
560120-Indirect Costs	31,250	-	-	31,250	-	-	-	-	-	31,250
<b>560000-Allocated Costs Total</b>	<b>123,867</b>	<b>35,422</b>	<b>-</b>	<b>159,289</b>	<b>13,442</b>	<b>5,513</b>	<b>8,065</b>	<b>-</b>	<b>27,020</b>	<b>186,309</b>
<b>Operating Expenses Total</b>	<b>2,443,282</b>	<b>1,237,273</b>	<b>-</b>	<b>3,680,555</b>	<b>1,023,750</b>	<b>469,619</b>	<b>412,485</b>	<b>-</b>	<b>1,905,854</b>	<b>5,586,409</b>
Transfers	-	-	-	-	-	-	-	-	-	-
611300-Debt Service Transfer	-	-	2,183,977	2,183,977	-	-	-	-	-	2,183,977
612400-Inter-Fund Ops Transfer	-	-	27,088,927	27,088,927	-	-	-	3,401,447	3,401,447	30,490,374
611100-Admin Allocations	1,098,080	(1,237,273)	-	(139,193)	304,406	(469,619)	304,406	-	139,193	-
<b>Transfers Total</b>	<b>1,098,080</b>	<b>(1,237,273)</b>	<b>29,272,904</b>	<b>29,133,711</b>	<b>304,406</b>	<b>(469,619)</b>	<b>304,406</b>	<b>3,401,447</b>	<b>3,540,640</b>	<b>32,674,351</b>
<b>Total Uses of Funds</b>	<b>3,541,362</b>	<b>-</b>	<b>29,272,904</b>	<b>32,814,266</b>	<b>1,328,156</b>	<b>-</b>	<b>716,891</b>	<b>3,401,447</b>	<b>5,446,494</b>	<b>38,260,760</b>

**Blueprint Intergovernmental Agency  
FY 2020 Capital Budget  
RESOLUTION NO. 2019-03**

WHEREAS, the Blueprint Intergovernmental Agency's Budget Policy 102.06.B.2, and Section 189.016(3), Florida Statutes, requires the Board of Directors ("Board") to adopt an annual capital budget and appropriate funding for the upcoming year by resolution; and

WHEREAS, the Board has acknowledged the receipt of bond proceeds, sales tax revenue and other sources of revenue to fund capital expenses for the Fiscal Year 2020 beginning October 1, 2019, and ending September 30, 2020; and

WHEREAS, the Board hereby approves the five-year Capital Improvement Program for Fiscal Year 2020 through Fiscal Year 2024, in accordance with Budget Policy 102.07.3.

NOW, THEREFORE, BE IT RESOLVED, that the Leon County – City of Tallahassee Blueprint Intergovernmental Agency Board hereby adopts the Capital Budget for Fiscal Year 2020 as set forth in "Exhibit A," which is attached hereto and incorporated herein, and authorizes the carryover of any capital fund balance, including all capital fund balances, requisitions, and encumbrances from prior years which will automatically be re-appropriated.

Adopted this 5th day of September, 2019.

Leon County-City of Tallahassee  
Blueprint Intergovernmental Agency

Attest:

By: \_\_\_\_\_  
Commissioner Brian Desloge  
Chair, Board of Directors

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

Approved as to Form:

By: \_\_\_\_\_  
Kirsten Mood  
Assistant Blueprint Attorney



EXHIBIT A						
BLUEPRINT INTERGOVERNMENTAL AGENCY FY 2020 - 2024 CAPITAL BUDGET						
BLUEPRINT INFRASTRUCTURE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
<b>Blueprint 2000 Program</b>						
Water Quality Project: City	385,835	-	-	-	-	385,835
Water Quality Project: County	1,209,421	-	-	-	-	1,209,421
Headwaters of the St. Marks	982,831	-	-	-	-	982,831
Capital Cascades Trail Segment 4	3,383,965	-	8,262,126	-	-	11,646,091
<b>Blueprint 2020 Program</b>						
<b>Annual Allocations</b>						
Blueprint: Greenways Master Plan	592,500	750,000	750,000	750,000	750,000	3,592,500
Blueprint: Bike Route System	562,500	790,000	790,000	790,000	790,000	3,722,500
City of Tallahassee: StarMetro Enhancements	459,375	612,500	612,500	612,500	612,500	2,909,375
City of Tallahassee: Water Quality and Stormwater Improvements	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	10,093,750
City of Tallahassee: Sidewalks Improvements	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,937,500
City of Tallahassee: Operating Costs of Blueprint Funded Parks	375,000	500,000	500,000	500,000	500,000	2,375,000
Leon County: Water Quality and Stormwater Improvements	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	10,093,750
Leon County: Sidewalks Improvements	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,937,500
Leon County: Operating Costs of Blueprint Funded Parks	375,000	500,000	500,000	500,000	500,000	2,375,000
<b>Regional Mobility and Gateway Projects</b>						
Capital Circle Southwest (W-1)	-	-	-	2,500,000	2,500,000	5,000,000
Airport Gateway	3,500,000	2,200,000	61,532,194	-	-	67,232,194
Northwest Connector: Tarpe Street	-	-	-	-	486,000	486,000
Northeast Corridor Connector: Bannerman Road	3,300,000	2,500,000	33,246,583	-	-	39,046,583
Northeast Gateway: Welaunee Boulevard	2,400,000	2,731,889	24,185,152	7,263,388	17,119,441	53,699,870
<b>CCQ Projects</b>						
Orange Avenue/Meridian Placemaking	1,500,000	2,600,000	-	-	-	4,100,000
Market District Placemaking	1,500,000	3,500,000	4,800,000	-	-	9,800,000
Lake Lafayette and St. Marks Regional Park	500,000	-	750,000	500,000	-	1,750,000
Monroe-Adams Corridor Placemaking	1,000,000	1,000,000	2,000,000	1,000,000	3,201,616	8,201,616
Midtown Placemaking	-	-	-	750,000	471,981	1,221,981
DeSoto Winter Encampment	-	500,000	-	-	-	500,000
<b>Reserve Fund, Blueprint Infrastructure</b>	-	2,333,431	495,389	1,759,549	14,226	4,602,595
<b>Total, Blueprint Infrastructure Capital Allocations</b>	<b>27,088,927</b>	<b>27,267,820</b>	<b>145,173,944</b>	<b>23,675,437</b>	<b>33,695,764</b>	<b>256,901,892</b>
<b>OFFICE OF ECONOMIC VITALITY</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>Total</b>
<b>Incentives, Grants and Programs</b>						
Qualified Target Industry Tax Refund	14,000	38,500	42,000	42,000	31,500	168,000
Target Business Program	194,705	156,631	172,294	188,536	206,370	918,536
Urban Vitality Job Creating Pilot Program	25,000	25,000	-	-	-	50,000
ARPC EDA Revolving Loan Fund for Small Businesses	225,000	25,000	25,000	25,000	25,000	325,000
Magnetic Technologies Recruitment	121,000	121,000	121,000	121,000	121,000	605,000
Business Development: Attraction/Expansion	48,000	33,000	33,000	33,000	33,000	180,000
FSU Partnership for Business Intelligence	10,000	-	-	-	-	10,000
<b>Capital Projects Allocations</b>						
Convention Center	-	20,000,000	-	-	-	20,000,000
Tallahassee International Airport	528,750	705,000	705,000	705,000	705,000	3,348,750
<b>Business2Business Engagement Actions</b>						
Workforce Development	100,000	100,000	100,000	100,000	100,000	500,000
Business and Workforce Engagement Events	40,000	40,000	40,000	40,000	40,000	200,000
MWSBE Industry Academies and B2B Outreach	10,000	10,000	10,000	10,000	10,000	50,000
Economic Vitality Sponsorships	35,000	35,000	35,000	35,000	35,000	175,000
<b>Economic Vitality Studies</b>						
MWSBE Disparity Study	-	-	-	-	500,000	500,000
Target Industry Study	-	-	-	100,000	-	100,000
Strategic Plan/Target Industries/Disparity Updates	-	-	120,000	-	-	120,000
Repayment of Advance Funding to City and County	1,000,000	TBD	TBD	TBD	TBD	1,000,000
Unallocated to Projects	1,050,000	1,377,279	1,897,362	2,005,014	1,705,267	8,034,922
Reserve Fund	-	2,000,000	-	-	-	2,000,000
<b>Total, Office of Economic Vitality Capital Allocations</b>	<b>3,401,455</b>	<b>24,666,410</b>	<b>3,300,656</b>	<b>3,404,550</b>	<b>3,512,137</b>	<b>38,285,208</b>
<b>Total, Capital Project Transfers</b>	<b>30,490,382</b>	<b>51,934,230</b>	<b>148,474,600</b>	<b>27,079,987</b>	<b>37,207,901</b>	<b>295,187,100</b>



**BLUEPRINT INFRASTRUCTURE PROGRAM**  
**Proposed FY 2020 GENERAL FUND OPERATING BUDGET**

	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	Percent Change
<b>Sources of Funds:</b>				
<b>310000-Sources of Funds</b>				
312600-Sales Tax	35,643,079	34,808,000	31,534,266	
337400-County Transportation Proj.	-	375,000	-	
337402-City Transportation Proj.	-	375,000	1,280,000	
361001-Interest Income	250,673	-	-	
362008-Rental of Buildings	28,800	-	-	
366901-Donations	-	75,000	-	
369940-Fund Balance Transfer	2,970,371	8,417,675	-	
<b>310000-Sources of Funds Total</b>	<b>38,892,923</b>	<b>44,050,675</b>	<b>32,814,266</b>	<b>-25.51%</b>

**Uses of Funds:**

<b>611300-Debt Service Transfer</b>				
611300-Debt Service Transfer	18,634,223	18,635,585	2,183,977	
<b>611300-Debt Service Transfer Total</b>	<b>18,634,223</b>	<b>18,635,585</b>	<b>2,183,977</b>	<b>-88.28%</b>
<b>510000-Personnel Services</b>				
511000-Salaries	994,739	1,509,241	1,740,131	
511200-Capitalized Wages	(732)	-		
511300-Salary Enhancements	-	13,000	44,288	
511500-Temporary Wages	173,842	174,637	63,440	
512000-Overtime	663	3,000	3,000	
512100-Capitalized Overtime	(27)			
512400-Other Salary Items	7,717	15,000	13,580	
515000-Pension- Current	136,428	299,184	392,502	
515100-Pension- MAP	31,054	83,383	92,919	
515500-Social Security	14,852	7,000	3,933	
515600-Mandatory Medicare	16,444	21,439	24,808	
516000-Health Benefits	100,838	135,867	162,949	
516001-Health Benefits-Retirees	19,425	20,396	25,000	
516100-Flex Benefits	14,703	34,198	36,925	
<b>510000-Personnel Services Total</b>	<b>1,509,947</b>	<b>2,316,345</b>	<b>2,603,475</b>	<b>12.40%</b>
<b>520000-Operating Expenses</b>				
521010-Advertising	12,856	15,000	10,000	
521030-Reproduction	10,711	12,000	10,000	
521040-Unclassified Professional Fees	110,481	134,150	238,581	
521100-Equipment Repairs	720	1,500	2,000	
521130-Engineering Services	4,500			
521160-Legal Services	3,487	45,000	45,000	
521180-Unclassified Contractual Svcs	19,400	100,600	77,000	
521190-Computer Software	49,745	55,280	75,000	
522080-Telephone	46,723	48,000	50,000	
523020-Food	2,875	4,000	5,000	
523030-Gasoline	1,550	2,000	1,500	
523050-Postage	815	1,000	1,000	
523060-Office Supplies	9,408	17,900	13,210	

(1)

**BLUEPRINT INFRASTRUCTURE PROGRAM**  
**Proposed FY 2020 GENERAL FUND OPERATING BUDGET**

	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	Percent Change
523080-Unclassified Supplies	3,896	5,500	5,000	
523100-Vehicle- Non-Garage	1,724	4,000	4,000	
524010-Travel & Training	23,441	50,500	35,000	
524020-Journals & Books	10,095	3,450	8,000	
524030-Memberships	5,391	10,050	11,000	
524040-Certificates & Licenses	-	750	2,000	
524050-Rent Expense- Building & Offic	144,334	200,979	200,000	
524070-Rent Expense- Machines	4,925	8,500	8,500	
524080-Unclassified Charges	9,221	10,000	11,000	
<b>520000-Operating Expenses Total</b>	<b>476,299</b>	<b>730,159</b>	<b>812,791</b>	<b>11.32%</b>
<b>540000-Other Services/Charges</b>				
540040-Liability Insurance Premium	32,784	42,800	50,000	
541040-Insurance		-		
<b>540000-Other Services/Charges Total</b>	<b>32,784</b>	<b>42,800</b>	<b>50,000</b>	<b>16.82%</b>
<b>550000-Capital Outlay</b>				
550040-Computer Equipment	2,000	59,000	55,000	
550060-Unclassified Equipment		25,000		
<b>550000-Capital Outlay Total</b>	<b>2,000</b>	<b>84,000</b>	<b>55,000</b>	<b>-34.52%</b>
<b>560000-Allocated Costs</b>				
560010-Human Resource Expense	13,368	13,368	23,229	
560020-Accounting Expense	30,679			
560030-Purchasing Expense	28,859	28,947	31,536	
560040-Information Systems Expense	5,306	5,307	72,262	
560070-Revenue Collection			1,012	
560120-Indirect Costs	38,747	29,343	31,250	
<b>560000-Allocated Costs Total</b>	<b>116,958</b>	<b>76,965</b>	<b>159,289</b>	<b>106.96%</b>
<b>611100-Admin Allocations</b>				
611100-Admin Allocations			(139,193)	
<b>611100-Admin Allocations Total</b>			<b>(139,193)</b>	
<b>Total Operating Costs</b>	<b>2,137,987</b>	<b>3,250,269</b>	<b>3,541,362</b>	<b>8.96%</b>
<b>612400-Capital Projects Transfer</b>				
612400-Inter-Fund Ops Transfer	18,193,981	22,164,821	27,088,927	
<b>612400-Capital Projects Transfer Total</b>	<b>18,193,981</b>	<b>22,164,821</b>	<b>27,088,927</b>	<b>22.22%</b>
<b>Total Uses of Funds</b>	<b>38,966,191</b>	<b>44,050,675</b>	<b>32,814,266</b>	<b>-25.51%</b>
<b>Sources of Funds Less Uses of Funds</b>	<b>(73,268)</b>	<b>-</b>	<b>-</b>	

- (1) Blueprint administrative staff members will be shared between the infrastructure program and the Office of Economic Vitality. These staffing costs are classified as an internal service transfer and are listed in a separate line item. These expenses reduce the overall costs of the infrastructure program and increase the costs of the business development and MWSBE programs.

**OFFICE OF ECONOMIC VITALITY**  
**Proposed FY 2020 GENERAL FUND OPERATING BUDGET**

	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	Percent Change
<b>Sources of Funds:</b>				
<b>310000-Sources of Funds</b>				
312600-Sales Tax			4,083,566	
341902-County OEV Funding	718,282	1,264,540		
361001-Interest Income	(6,632)	-		
369901-Miscellaneous Revenue			510,000	
337412-County OEV Funding			426,464	
337411-City OEV Funding			426,464	
<b>310000-Sources of Funds Total</b>	<b>711,650</b>	<b>1,264,540</b>	<b>5,446,494</b>	<b>330.71%</b>
<b>Uses of Funds:</b>				
<b>510000-Personnel Services</b>				
511000-Salaries	625,860	717,662	855,042	
511300-Salary Enhancements	-	21,530	22,352	
511500-Temporary Wages	20,741	14,000		
512000-Overtime	36	-		
512400-Other Salary Items	10,821	21,372	1,560	
514100-Unemployment Compensation	-			
515000-Pension- Current	96,307	136,242	201,349	
515100-Pension- MAP	26,788	34,777	39,920	
515500-Social Security	8,182			
515600-Mandatory Medicare	9,220	8,941	10,263	
516000-Health Benefits	86,754	102,161	81,224	
516100-Flex Benefits	11,293	13,777	18,012	
<b>510000-Personnel Services Total</b>	<b>896,002</b>	<b>1,070,462</b>	<b>1,229,722</b>	<b>14.88%</b>
<b>520000-Operating Expenses</b>				
521010-Advertising	12,916	8,000	19,840	
521030-Reproduction	5,297	15,000	15,400	
521040-Unclassified Professional Fees	2,427	10,000	68,000	
521130-Engineering Services		-		
521160-Legal Services			25,000	
521180-Unclassified Contractual Svcs	7,850	31,450	24,750	
521190-Computer Software	49,422	44,360	27,870	
522080-Telephone	2,048	2,880	30,000	
523020-Food	5,641	1,000	18,500	
523030-Gasoline	52	300		
523050-Postage	58	600		
523060-Office Supplies	135	2,000	15,000	
523080-Unclassified Supplies	1,496	-	11,700	
523100-Vehicle- Non-Garage	463	-		
524010-Travel & Training	50,318	35,600	54,500	
524020-Journals & Books	1,151	-		
524030-Memberships	3,822	7,100	7,450	
524040-Certificates & Licenses			860	
524050-Rent Expense- Building & Offic			111,500	
524070-Rent Expense- Machines			8,500	

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**OFFICE OF ECONOMIC VITALITY**  
**Proposed FY 2020 GENERAL FUND OPERATING BUDGET**

	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	Percent Change	
524080-Unclassified Charges	10,635	11,066	16,700		
<b>520000-Operating Expenses Total</b>	<b>153,730</b>	<b>169,356</b>	<b>455,570</b>	<b>169.00%</b>	
<b>540000-Other Services/Charges</b>					
540040-Liability Insurance Premium		-	30,000		
541040-Insurance		2,020			
<b>540000-Other Services/Charges Total</b>		<b>2,020</b>	<b>30,000</b>	<b>1385.15%</b>	
<b>550000-Capital Outlay</b>					
550040-Computer Equipment			62,000		
550060-Unclassified Equipment			101,542		
<b>550000-Capital Outlay Total</b>			<b>163,542</b>	<b>100.00%</b>	
<b>560000-Allocated Costs</b>					
560010-Human Resource Expense	6,684	7,000	14,934		
560020-Accounting Expense	8,431	7,020			
560030-Purchasing Expense	8,354	8,630	8,146		
560040-Information Systems Expense			3,804		
560070-Revenue Collection	2		136		
<b>560000-Allocated Costs Total</b>	<b>23,470</b>	<b>22,650</b>	<b>27,020</b>	<b>19.29%</b>	
<b>611100-Admin Allocations</b>					
611100-Admin Allocations			139,193		
<b>611100-Admin Allocations Total</b>			<b>139,193</b>		
<b>Total Operating Costs</b>	<b>1,073,202</b>	<b>1,264,488</b>	<b>2,045,047</b>	<b>61.73%</b>	(1)
<b>612400-Capital Projects Transfer</b>					
612400-Inter-Fund Ops Transfer	-	-	3,401,447		
<b>612400-Capital Projects Transfer Total</b>	<b>-</b>	<b>-</b>	<b>3,401,447</b>	<b>100.00%</b>	(2)
<b>Total Uses of Funds</b>	<b>1,073,202</b>	<b>1,264,488</b>	<b>5,446,494</b>	<b>330.73%</b>	(3)
<b>Sources of Funds Less Uses of Funds</b>	<b>(361,552)</b>	<b>52</b>	<b>-</b>		

- (1) Blueprint administrative staff members will be shared between the infrastructure program and the Office of Economic Vitality. These staffing costs are classified as an internal service transfer and are listed in a separate line item. These expenses reduce the overall costs of the infrastructure program and increase the costs of the business development and
- (2) This is the first year that OEV will generate its own revenue to make capital projects transfers. Prior project funding came from contributions from Leon County and the City of Tallahassee. These funds will be allocated to OEV's Capital Projects and Economic Vitality Programs Budget.
- (3) The significant increase in total uses of funds is a direct result of the increase in total sources of funds due to the initiation of the Blueprint 2020 sales tax on January 1, 2020. Over \$3.4 million will be transferred to OEV's programs. The initial setup of OEV's offices, a one-time expense, totals \$164,000 for FY 2020.

DRAFT FY 2020 Blueprint Infrastructure Capital Improvement Program									
1. Sources of Funds:	FY 2020			TOTAL FY 2020			FY 2021		
	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding
2. Allocation of Net Sales Tax Revenues	5,962,052	19,846,875	1,260,000	25,068,927	27,085,927	27,085,927	27,085,927	27,085,927	27,085,927
3. City, County, State and Federal Funding (1)	-	-	-	-	-	-	-	-	-
4. State Infrastructure Bank Loan	-	-	-	-	-	-	-	-	-
5. Bond Proceeds	-	-	-	-	-	-	-	-	-
6. Total Sources of Funds for Capital Infrastructure Projects	5,962,052	19,846,875	1,260,000	25,068,927	27,085,927	27,085,927	27,085,927	27,085,927	27,085,927
7. Uses of Funds:	FY 2020			TOTAL FY 2020			FY 2021		
	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding	Blue Print 2020 Program Funding
8. Projects	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)	Program Allocations (9 Months of Blueprint 2020)
9. Blueprint 2020 Program:	385,835	1,209,421	982,831	385,835	1,209,421	385,835	1,209,421	385,835	1,209,421
11. Water Quality Project: City	25,000,000	24,614,165	11,929,752	12,684,413	385,835	-	-	-	-
12. Water Quality Project: County	25,000,000	23,790,579	17,557,251	6,233,328	1,209,421	-	-	-	-
13. Northwest Florida Water Management District Partnership	775,000	775,000	687,420	77,580	-	-	-	-	-
14. Headwaters of the St. Marks	8,920,221	7,937,390	4,497,390	3,450,000	982,831	-	-	-	-
15. Lake Lafayette Floodplain	2,800,000	2,800,000	1,496,948	1,303,052	-	-	-	-	-
16. Blueprint 2020 Land Bank	1,900,034	1,900,034	1,320,263	579,771	-	-	-	-	-
18. Capital Circle Northwest/Southwest (N-2)	126,997,806	126,997,806	124,144,854	2,852,952	-	-	-	-	-
19. Capital Circle Southeast and Subprojects (E-2)	37,040,455	37,040,455	37,040,455	-	-	-	-	-	-
20. Capital Circle Southwest (W-1)	4,554,895	4,554,895	4,264,732	290,163	-	-	-	-	-
21. Capital Circle Southwest (W-1) ROW Acquisition	8,539,400	8,539,400	4,634,732	6,782,667	-	-	-	-	-
22. Capital Circle Southwest (W-1) Enhanced Lighting	2,800,000	2,800,000	1,756,753	-	2,800,000	-	-	-	-
23. Capital Cascades Trail Segment 1 (Franklin Boulevard)	19,248,610	19,248,610	19,048,916	199,694	-	-	-	-	-
24. Capital Cascades Trail Segment 2 (Cascades Park & Subprojects)	51,038,148	51,038,148	50,420,075	618,073	-	-	-	-	-
25. Capital Cascades Crossing (Connector Bridge & Subprojects)	8,421,212	8,421,212	8,407,348	13,864	-	-	-	-	-
26. Capital Cascades Trail Segment 3 (FAMU Way & Subprojects)	67,776,617	67,776,617	51,314,772	16,461,845	-	-	-	-	-
27. Capital Cascades Trail Segment 4	18,505,847	6,859,756	17,601	6,842,155	3,383,965	-	-	-	-
28. LPA Group Engineering Services	9,456,474	9,456,474	8,533,680	922,794	-	-	-	-	-
29. Magnolia Drive Trail and Subprojects	11,404,818	11,404,818	2,167,818	9,237,000	-	-	-	-	-
30. Advance Funding for Blueprint 2020 Projects	1,000,000	1,000,000	-	1,000,000	-	-	-	-	-
31. Airport Gateway	350,000	350,000	47,974	302,026	-	-	-	-	-
32. Orange Avenue Corridor Study	1,000,000	1,000,000	63,388	936,612	-	-	-	-	-
33. Orange Avenue/Meridian Placemaking	1,000,000	1,000,000	60,745	939,255	-	-	-	-	-
34. Market District Placemaking	5,182,242	5,182,242	3,510,790	1,671,452	-	-	-	-	-
35. Northeast Gateway: Weauneue Boulevard	750,000	750,000	57,573	692,427	-	-	-	-	-
36. Northeast Corridor Connector: Bannerman Road	500,000	500,000	-	500,000	-	-	-	-	-
37. Comprehensive Wastewater Treatment Plan	900,000	900,000	101,909	798,091	-	-	-	-	-
38. 2020 Sales Tax Extension: Bike Route and Greenways	-	-	-	-	-	-	-	-	-
39. Blueprint 2020 Program	-	-	-	-	-	-	-	-	-
40. Annual Allocations	-	-	-	-	-	-	-	-	-
41. Blueprint: Greenways Master Plan	-	-	-	-	592,500	750,000	750,000	750,000	3,592,500
42. Blueprint: Bike Route System	-	-	-	-	562,500	790,000	790,000	790,000	3,722,500
43. City of Tallahassee: Star Metro Enhancements	-	-	-	-	459,375	612,500	612,500	612,500	2,909,375
44. City of Tallahassee: Water Quality and Stormwater Improvements	-	-	-	-	1,593,750	2,125,000	2,125,000	2,125,000	10,093,750
45. City of Tallahassee: Sidewalks Improvements	-	-	-	-	937,500	1,250,000	1,250,000	1,250,000	5,937,500
46. City of Tallahassee: Operating Cost of Blue Print Funded Parks	-	-	-	-	375,000	500,000	500,000	500,000	2,375,000
47. Leon County: Water Quality and Stormwater Improvements	-	-	-	-	1,593,750	2,125,000	2,125,000	2,125,000	10,093,750
48. Leon County: Sidewalks Improvements	-	-	-	-	937,500	1,250,000	1,250,000	1,250,000	5,937,500
49. Leon County: Operating Costs of Blueprint Funded Parks	-	-	-	-	375,000	500,000	500,000	500,000	2,375,000
50. Regional Mobility and Gateway Projects	-	-	-	-	-	-	-	-	-
51. Southside Gateway: Woodville Highway	36,204,134	36,204,134	-	36,204,134	-	-	-	-	36,204,134
52. Capital Circle Southwest (W-1)	5,000,000	5,000,000	-	5,000,000	-	-	-	-	5,000,000
53. Orange Avenue: Adams to Springhill	40,348,715	40,348,715	-	40,348,715	-	-	-	-	40,348,715
54. Weauneue Student Gateway: Pensacola Street	36,492,792	36,492,792	-	36,492,792	-	-	-	-	36,492,792
55. Airport Gateway	67,232,194	67,232,194	-	67,232,194	-	-	-	-	67,232,194
56. Northeast Corridor: Tharpe Street	64,850,503	64,850,503	-	64,850,503	-	-	-	-	64,850,503
57. Northeast Corridor Connector: Bannerman Road	39,046,583	39,046,583	-	39,046,583	-	-	-	-	39,046,583
58. Northeast Gateway: Weauneue Boulevard	50,237,247	50,237,247	-	50,237,247	-	-	-	-	50,237,247
59. North Monroe Gateway	11,458,548	11,458,548	-	11,458,548	-	-	-	-	11,458,548
60. CCD Projects	-	-	-	-	-	-	-	-	-
61. Orange Avenue/Meridian Placemaking	3,709,611	3,709,611	-	3,709,611	1,500,000	2,600,000	2,600,000	2,600,000	4,100,000
62. Market District Placemaking	9,797,645	9,797,645	-	9,797,645	1,500,000	4,800,000	4,800,000	4,800,000	9,800,000
63. Lake Lafayette and St. Marks Regional Park	19,260,112	19,260,112	-	19,260,112	500,000	500,000	500,000	500,000	1,750,000
64. Monroe-Adams Corridor Placemaking	8,201,616	8,201,616	-	8,201,616	1,000,000	2,000,000	2,000,000	2,000,000	3,201,616
65. Midtown Placemaking	26,817,877	26,817,877	-	26,817,877	1,000,000	750,000	750,000	750,000	1,221,981
66. Fairgrounds Beautification and Improvement	14,627,933	14,627,933	-	14,627,933	-	-	-	-	25,995,896
67. North Park	12,189,944	12,189,944	-	12,189,944	-	-	-	-	14,627,933
68. College Avenue Placemaking	8,532,961	8,532,961	-	8,532,961	-	-	-	-	12,189,944
69. Florida A&M Entry Points	1,828,492	1,828,492	-	1,828,492	-	-	-	-	8,532,961
70. Alternative Sewer Solutions	2,338,842	2,338,842	-	2,338,842	-	-	-	-	1,828,492
71. Tallahassee-Leon County Animal Service Center	8,532,961	8,532,961	-	8,532,961	-	-	-	-	2,338,842
72. DeSoto Winter Encampment	500,000	500,000	-	500,000	-	-	-	-	8,532,961
73. Reserve Fund Blueprint Infrastructure	-	-	-	-	-	500,000	500,000	500,000	500,000
74. Total Uses of Funds for Capital Infrastructure Projects	908,070,489	426,637,601	348,448,407	78,189,194	27,085,927	27,085,927	27,085,927	27,085,927	4,602,595
75. Sources of Funds less Uses of Funds	-	-	-	-	-	-	-	-	276,170,466

NOTE: The Capital Improvement Program allocates net sales tax and other sources of funds to capital infrastructure projects; only funding identified in FY 2020 will be allocated toward any projects. Funding identified in the outlying years (2021 - 2024) is based on current estimates of future net sales tax revenues for capital projects and other anticipated funding sources.

- (1) City, County, State, and Federal Revenues (Line 3) include the following funding in designated years:
- a. FY 2020: Significant Benefit District Funds (District 1) from the City for the Northeast Corridor Connector: Bannerman Road project
  - b. FY 2022: Florida State University project contribution for the Airport Gateway project (consistent with IA Board direction at March 1, 2018 meeting)
  - c. FY 2023: FDOT TRIP funding for the Northeast Gateway: Weauneue Boulevard project
  - d. FY 2024: Significant Benefit District Funds (District 4) from the City and County for the Northwest Corridor: Tharpe Street project
- (2) Project costs were estimated as a component of Blueprint's approved Funding Schedule and Implementation Plan, which received IA Board approval on June 21, 2018. Project cost estimates (Line 8) increase 2% annually through the first year of construction for each project or through FY 2024, the final year of this projection.
- (3) Projects funded after FY 2020 will only include Blueprint 2020 projects with the exception of Capital Cascades Trail Segment 4 (Line 27). Funding for this project during FY 2022 will come from funds paid back to the Blueprint 2020 program for advance payments made on behalf of the Blueprint 2020 program prior to the start of the 2020 sales tax. The projects that received advance funding are included on lines 31-38.

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**Blueprint FY 2019 -2024 Funding Schedule and Implementation Plan**  
**Option C: SIB Loan (\$28.7 M) FY2022 Bond (\$100 M) | Total Debt Service (18 years): \$53.8 M**

Attachment #7  
Page 1 of 1

1	<b>Blueprint Infrastructure Program - Income<sup>1</sup></b>							
2	<b>Description</b>	<b>FY2019</b>	<b>FY2020<sup>3</sup></b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>FY19-24 Total</b>
3	Sales Tax Revenues <sup>2</sup>	\$ 34,808,000	\$ 30,885,900	\$ 30,244,000	\$ 31,151,200	\$ 32,085,500	\$ 33,047,900	\$ 192,222,500
4	<b>Additional Funding</b>							
5	Bond Proceeds				\$100,000,000			\$ 100,000,000
6	Significant Benefit District Funds	\$ 750,000	\$ 1,280,000				\$ 486,000	\$ 2,516,000
7	State Infrastructure Bank (SIB) Loan <sup>4</sup>				\$ 14,325,000		\$ 14,325,000	\$ 28,650,000
8	Other Funding Sources <sup>5</sup>				\$ 3,000,000			\$ 3,000,000
9	<i>Subtotal - Available Funding</i>	\$ 35,558,000	\$ 32,165,900	\$ 30,244,000	\$148,476,200	\$ 32,085,500	\$ 47,858,900	\$ 326,388,500
10	<b>Blueprint Infrastructure Program - Expenses</b>							
11	<b>Description</b>	<b>FY2019</b>	<b>FY2020<sup>3</sup></b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>FY19-24 Total</b>
12	Debt Service - BP2000 Bond & FY2022 Bond	\$ 9,957,094	\$ 2,183,977			\$ 3,902,000	\$ 7,809,750	\$ 23,852,821
13	SIB Loan Payment					\$ 2,367,612	\$ 2,367,612	\$ 4,735,224
14	Infrastructure Program - Operating Expenses	\$ 3,300,000	\$ 3,600,000	\$ 3,700,000	\$ 3,800,000	\$ 3,900,000	\$ 4,000,000	\$ 22,300,000
15	Contingency Funds for Infrastructure Projects			\$ 2,000,000				\$ 2,000,000
16	Annual Allocations <sup>6,7</sup> - City of Tallahassee		\$ 3,365,625	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 21,315,625
17	Annual Allocations <sup>6</sup> - Leon County		\$ 2,906,250	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 18,406,250
18	<i>Subtotal - Expenses</i>	\$ 13,257,094	\$ 12,055,852	\$ 14,062,500	\$ 12,162,500	\$ 18,532,112	\$ 22,539,862	\$ 92,609,920
19	<b>Blueprint Infrastructure Program - Capital Improvements</b>							
20	<b>Description</b>	<b>FY2019</b>	<b>FY2020<sup>3</sup></b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>FY19-24 Total</b>
21	Projected Funding - Blueprint Capital Projects	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 233,778,580
22	<b>Blueprint 2000 -Infrastructure Projects<sup>8</sup></b>							
23	Water Quality Project/City	\$ 2,207,360	\$ 385,835					\$ 2,593,195
24	Headwaters of St. Marks	\$ 2,617,303	\$ 982,831					\$ 3,600,134
25	Capital Cascades Trail - Segment 2							\$ -
26	Capital Cascades Trail - Segments 3 & 4	\$ 4,437,178						\$ 4,437,178
27	Capital Cascades Trail - Segment 4	\$ 4,787,365	\$ 3,891,763		\$ 8,262,126			\$ 16,941,254
28	Magnolia Drive Trail	\$ 2,476,700						\$ 2,476,700
29	<b>Blueprint 2020 - Infrastructure Projects</b>							<b>FY19-24 Total</b>
30	<i>Annual Allocations<sup>6</sup> - Blueprint 2020</i>							
31	- Bike Route Network (\$750k annually)	\$ 300,000	\$ 1,155,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 7,615,000
32	- Greenways Plan (\$790k annually)							
33	<i>Regional Mobility &amp; Gateway Projects (listed in order per the CRTPA's Proposed Project Priority List)</i>							
34	(State) Southside Gateway: Woodville Highway <sup>9,10</sup>							\$ -
35	(State) Capital Circle Southwest (W1) <sup>9</sup>					\$ 2,500,000	\$ 2,500,000	\$ 5,000,000
36	(State) Orange Avenue: Adams to Springhill <sup>8,9</sup>							\$ -
37	(State) Westside Student Gateway: Pensacola Street <sup>9,10</sup>							\$ -
38	Airport Gateway	\$ 1,000,000	\$ 3,500,000	\$ 2,200,000	\$ 61,532,194			\$ 68,232,194
39	Northwest Connector: Tharpe Street <sup>10</sup>						\$ 486,000	\$ 486,000
40	Northeast Connector: Bannerman Road <sup>10</sup>	\$ 750,000	\$ 3,300,000	\$ 2,500,000	\$ 33,246,583			\$ 39,796,583
41	Northeast Gateway: Welaunee Boulevard <sup>8</sup>	\$ 1,725,000	\$ 2,394,619	\$ 2,731,889	\$ 24,185,152	\$ 7,263,388	\$ 17,119,441	\$ 55,419,489
42	North Monroe Gateway <sup>8</sup>							\$ -
43	<i>CCQ Projects (in rank order)</i>							
44	Orange Avenue/Meridian Placemaking	\$ 1,000,000	\$ 1,500,000	\$ 2,209,611				\$ 4,709,611
45	Market District <sup>9</sup>	\$ 1,000,000	\$ 1,500,000	\$ 3,500,000	\$ 4,797,645			\$ 10,797,645
46	Lake Lafayette and St. Marks Regional Park		\$ 500,000		\$ 750,000	\$ 500,000		\$ 1,750,000
47	Monroe-Adams Corridor Placemaking		\$ 1,000,000	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000	\$ 3,201,616	\$ 8,201,616
48	Midtown Placemaking					\$ 750,000	\$ 471,981	\$ 1,221,981
49	Fairgrounds Beautification & Improvement							\$ -
50	Northeast Park							\$ -
51	College Avenue Placemaking							\$ -
52	Florida A&M Entry Points							\$ -
53	Alternative Sewer Solutions							\$ -
54	Tallahassee-Leon County Animal Service Center							\$ -
55	DeSoto Winter Encampment <sup>11</sup>			\$ 500,000				\$ 500,000
56	Total Allocated	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 203,730,119
57	Remaining Funds to Be Allocated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	<b>Total Active Blueprint-Managed Projects by Year</b>	<b>11 Projects</b>	<b>12 Projects</b>	<b>12 Projects</b>	<b>10 Projects</b>	<b>12 Projects</b>	<b>12 Projects</b>	
59	<b>Notes</b> 1/ Income includes sales tax revenues (80% for Blueprint 2000 and 66% for Blueprint 2020) 2/ Projections based on 3% increases for FY20-22; FY23 and 24 assume 2% increase in revenues 3/ FY20 reflects BP2000 revenue collection (Oct. 1 - Dec. 31, 2019) & BP2020 revenue collection (Jan. 1 - Sept. 30, 2020) 4/ SIB (State Infrastructure Bank) Loan will be applied for in FY2020 for 50% of project costs for Welaunee Boulevard 5/ Other Funding Sources: FY2022 - \$3 million FSU contribution to Airport Gateway project 6/ Annual allocations for FY2020 prorated to reflect only 9 months of revenue collection 7/ StarMetro only difference in annual allocations between City & County; County manages LIFE (2% revenues) 8/ Total FY 19-24 expenditures & project cost does not include all expenditures on this project prior to FY2019 9/ Portions of these projects in progress and funded by the City, County, CRTPA, or FDOT 10/ Significant Benefit Project; City & County funds included in first year of project - as of May 2018 11/ Project Complete - Repayment to the City of Tallahassee 12/ Project estimates increase 2% annually through the first year of construction for each project or FY 2024 13/ Assume state funding for capacity projects on state roads; any remaining local improvements will be funded thru Blueprint							
60	<b>Project Phases - Legend</b> <div> <div>Planning /PD&amp;E</div> <div>Design</div> <div>Right-of-Way Acquisition</div> <div>Construction</div> </div> Note: Project phases are approximate and reflect projected general timeframes for these project phases. Project phases will likely overlap in adjacent years. Funding is not necessarily corresponded to the project phase identified in that year.							

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## Fiscal Year 2020 Budget Narrative

### Sources of Revenues

312600	<b>Sales Tax</b> - Revenues collected for the local option surtax.
337400	<b>County Transportation Proj.</b> – Funds received from Leon County for joint projects or projects that will benefit Leon County.
337402	<b>City Transportation Proj.</b> – Funds received from City of Tallahassee for joint projects or projects that will benefit the City of Tallahassee.
361001	<b>Interest Income</b> – Blueprint's share of interest collected on funds held in banking and investment accounts by the City of Tallahassee.
362008	<b>Rental of Buildings</b> – Blueprint currently owns a church building that is leased to a local congregation. The building is in the process of being transferred to surplus property in order to sell in an open market transaction.
366901	<b>Donations</b> – Additional revenues, such as grants, and community partnerships for Blueprint Intergovernmental Agency projects and programs.
369940	<b>Fund Balance Transfer</b> – Transfers from Blueprint's prior year remaining fund balance or from the Debt Service Fund to the Operating Fund after retirement of Blueprint 2000's debt obligations.

### Personnel Services

511000	<b>Salaries</b> - Includes all permanent, full time positions. Changes from the previous year include the seven new positions as outlined in the agenda item and pay increases as determined by the jurisdiction in which the employee's benefits are provided (i.e., if the employee receives City benefits, then City salary adjustments would control).
511200	<b>Capitalized Wages</b> - Reduction for amounts paid in current year for the previous year's wages.
511300	<b>Salary Enhancements</b> - This cost is related to pay increases for employees relating to promotions during the fiscal year.
511500	<b>Temporary Wages</b> - Wages for temporary employees: One part-time IT support staff, EDMS Technician, Graduate Intern during the school breaks, Summer Youth Intern, and Summer law clerk.
512000	<b>Overtime</b> - Administrative staff and para-professional overtime compensation.
512100	<b>Capitalized Overtime</b> - Reduction for amounts paid in current year for the previous year's overtime.
512400	<b>Other Salary Items</b> - These costs are determined by the City and County to cover the cost of their respective senior management fringe benefit packages.
515000	<b>Pension-Current</b> - Amount of expense in the current year owed to the employee pension fund. Agency employees may choose employment with the City of Tallahassee or Leon County and both governments contribute to pension funds on behalf of their respective employees.
515100	<b>Pension-MAP</b> - Employees of the City of Tallahassee have the option to contribute up to 5% of their salary to a pension plan that is matched by the employer. This expense is for the employer's share of the match.
515500	<b>Social Security</b> - Permanent employees are exempt from contributing to Social Security because of the local government option to contribute to defined benefit retirement programs. Temporary employees are not

- 515600 exempt and this account includes the employer share of Social Security.  
**Mandatory Medicare-** Employees are not exempt from contributing to the Medicare Trust Fund through payroll taxes. This account captures the employer's share of Medicare expense.
- 516000 **Health Benefits-** This account captures health insurance premium expenses paid for by the employer. Employee premiums are deducted from employee compensation.
- 516001 **Health Benefits-Retirees-** Employees of the City of Tallahassee are covered by an Other Post-Employment Benefits Plan (OPEB) that provides assistance with health insurance premiums during retirement. This expense covers the annual contribution to the OPEB trust.
- 516100 **Flex Benefits-** Benefits for all full time, permanent City of Tallahassee employees to help offset healthcare and insurance expenditures.

### Operating Expenses

- 521010 **Advertising-** Public hearing notices, news releases, and neighborhood outreach materials.
- 521030 **Reproduction-** Printing of Annual Financial Reports, letterhead, agenda items, copies, etc.
- 521040 **Unclassified Professional Fees** –Annual Financial Audit, Performance Audit, Bond Services and Counsel, strategic communications services, and misc.
- 521100 **Equipment Repairs** - Recording equipment, Office equipment repairs and maintenance.
- 521130 **Engineering Services-** Services provided by engineers for items that are not directly related to current agency projects.
- 521160 **Legal Services** – Contract attorney services for Blueprint
- 521180 **Unclassified Contract Services** –FSU Graduate Intern contract, Westlaw, development of a new Blueprint website, and misc. services.
- 521190 **Computer Software** - Annual software maintenance and licenses, including records retention software for emails and text messages.
- 522080 **Telephone-** Blueprint office telephone / internet services, telephone equipment maintenance, and cell phone.
- 523020 **Food** - Five CAC meetings, workgroup meetings, lunch meetings, and one evening IA Board meeting.
- 523030 **Gasoline-** Fuel purchases for Blueprint's three vehicles.
- 523050 **Postage-** Postage expense for routine mail unrelated to projects.
- 523060 **Office supplies** – Office supplies, printer toner, paper, and general office needs.
- 523080 **Unclassified Supplies-** Office space supplies (lights, kitchen supplies, etc.), service awards, computer peripherals, and safety supplies such as work boots and vests.
- 523100 **Vehicle - Non Garage** - Repairs and service on three vehicles.
- 524010 **Travel and Training** –Continuing education training to maintain professional planning and engineering certification, professional development of staff, and professional association conferences, including conferences where staff are asked to present on Blueprint projects and best practices.
- 524020 **Journals and Books** – Professional books and subscriptions to support

- staff development and access to relevant information.
- 524030 **Memberships** – Legal, engineering, planning, and other professional association dues for 20 staff members.
- 524040 **Certifications and Licenses**- Cost for professional certifications and engineering license renewals.
- 524050 **Rental Expense-Building & Office**- The amount reflected is based on lease with Leon County for 315 South Calhoun Street, including parking.
- 524070 **Rent Expense-Machines**- Lease for two copiers.
- 524080 **Unclassified Charges** – Office photographs, promotional items, office events.
- 540040 **Liability Insurance** - Workers Compensation and General Liability premiums.
- 550060 **Unclassified Equipment**- Office assets (equipment and Furniture above \$1,000)
- 550640 **Computer Equipment** – Cost of new computers associated with new positions as outlined in the agenda item, as well as the costs of transitioning IT services to the City of Tallahassee throughout FY 2019.
- 560010-40 and 560120 **Blueprint's share of Allocated Costs to the City of Tallahassee** for services provided by the City.
- 611100 **Admin Allocations**- Costs of shared employees split evenly between Blueprint Infrastructure and Office of Economic Vitality.
- 612400 **Capital Projects Transfer**- Transfer of sales tax revenue to Capital Projects Budget.

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Blueprint Infrastructure Accounting Summary as of 04/30/2019										
1 Project Description	Bonds	Loans	Advance Repayment	Joint Project Agreements, Grants & Donations	Sales Tax, Interest & Other Sources	Allocated to Date	Pre Encumbrance	Encumbrances	Expenses to Date	Balance
<b>2 Blueprint 2000 Program Funds</b>										
3 Water Quality Project: City	10,135,592	-	-	-	14,478,573	24,614,165	-	-	11,929,752	12,684,413
4 Water Quality Project: County	11,770,767	-	1,000,000	-	11,019,812	23,790,579	-	-	17,715,454	6,075,125
5 Northwest Florida Water Management District Partnership	478,642	-	-	116,287	180,072	775,001	-	-	697,420	77,581
6 Headwaters of the St. Marks	1,395,001	-	-	1,581,435	4,960,954	7,937,390	-	-	4,487,390	3,450,000
7 Lake Lafayette Floodplain	-	-	-	-	2,800,000	2,800,000	-	-	1,496,948	1,303,052
8 Blueprint 2000 Land Bank	722,881	-	-	-	1,177,153	1,900,034	-	-	1,320,263	579,771
9 Capital Circle Northwest/Southwest (N-2)	12,276,121	-	-	70,419,183	44,302,502	126,997,806	10,200	52,311	124,090,499	2,844,796
10 Capital Circle Southeast and Subprojects (E-2)	9,594,846	4,784,739	-	16,650,532	6,010,338	37,040,455	-	-	37,040,455	-
11 Capital Circle Southwest (W-1) ROW Acquisition	2,070,191	-	-	-	2,484,704	4,554,895	-	17,468	4,247,316	290,111
12 Capital Circle Southwest (W-1) Enhanced Lighting	-	-	-	8,539,400	-	8,539,400	45,345	340,368	1,384,752	6,768,935
13 Capital Circle Southwest (W-1) Enhanced Lighting	-	-	-	-	2,800,000	2,800,000	-	-	-	2,800,000
14 Capital Cascades Trail Segment 1 (Franklin Boulevard)	4,529,484	-	-	5,166,082	9,553,044	19,248,610	-	8,908	19,040,008	199,694
15 Capital Cascades Trail Segment 2 (Cascades Park & Subprojects)	16,729,357	-	-	6,110,368	28,093,565	50,933,290	-	26,848	50,287,093	619,349
16 Capital Cascades Crossing (Connector Bridge & Subprojects)	17,790	-	2,777,229	1,552,000	4,179,051	8,526,070	-	5,622	8,506,584	13,864
17 Capital Cascades Trail Segment 3 (FAMU Way & Subprojects)	3,231,331	-	3,000,000	5,063,378	56,481,908	67,776,617	-	897,336	50,780,403	16,098,878
18 Capital Cascades Trail Segment 4	-	-	-	-	6,859,756	6,859,756	-	-	17,601	6,842,155
19 LPA Group Engineering Services	3,378,320	-	-	-	6,078,154	9,456,474	-	29,795	8,503,885	922,794
20 Magnolia Drive Trail and Subprojects	-	-	-	39,719	11,365,099	11,404,818	-	203,636	1,975,884	9,225,798
<b>21 Advance Funding for Blueprint 2020 Projects from Blueprint 2000 Funds</b>										
22 Airport Gateway	-	-	-	-	1,000,000	1,000,000	-	-	-	1,000,000
23 Orange Avenue Corridor Study	-	-	-	-	350,000	350,000	-	-	47,974	302,026
24 Orange Avenue/Meridian Placemaking	-	-	-	-	1,000,000	1,000,000	-	376,681	5,528	617,791
25 Market District Placemaking	-	-	-	-	1,000,000	1,000,000	-	60,745	-	939,255
26 Northeast Gateway: Welaunee Boulevard	-	-	-	-	5,182,242	5,182,242	-	1,098,639	2,448,601	1,635,002
27 Northeast Corridor Connector: Bannerman Road	-	-	-	750,000	-	750,000	-	57,573	-	692,427
28 Comprehensive Wastewater Treatment Plan	-	-	-	-	500,000	500,000	-	-	-	500,000
29 2020 Sales Tax Extension: Bike Route and Greenways	-	-	-	-	900,000	900,000	-	82,969	18,940	798,091
<b>30 Closed Projects - Blueprint 2000</b>										
31 Booth Property Purchase	-	-	-	-	584,755	584,755	-	-	584,755	-
32 Blueprint 2000 LIDAR	-	-	-	-	349,817	349,817	-	-	349,817	-
33 Blueprint 2000 Building Renovations	-	-	-	-	48,180	48,180	-	-	48,180	-
34 Mahan Drive Widening	4,825,731	-	-	-	-	4,825,731	-	-	4,825,731	-
35 Lafayette Heritage Bridge	-	-	-	-	500,000	500,000	-	-	500,000	-
36 Capital Circle Northwest (N-1)	45,287,879	22,605,003	-	1,337,280	-	69,230,162	-	-	69,230,162	-
37 Fred George Basin	1,682,226	-	-	-	1,087,774	2,770,000	-	-	2,770,000	-
38 Sensitive Lands Project Management	373,041	-	-	-	21,658	394,699	-	-	394,699	-
39 Capital Circle Southeast (E-1)	3,624,329	26,692,338	-	-	8,312,108	38,628,775	-	-	38,628,775	-
40 Capital Circle Southeast (E-3)	1,152,849	-	-	8,951,599	1,482,781	11,587,229	-	-	11,587,229	-
41 Lake Jackson Basin/Ford's Arm	175	-	-	-	272,254	272,429	-	-	272,429	-
<b>42 Blueprint 2020 Program Funds</b>										
<b>43 Annual Allocations</b>										
44 Blueprint: Greenways Master Plan	-	-	-	-	-	-	-	-	-	-
45 Blueprint: Bike Route System	-	-	-	-	-	-	-	-	-	-
46 City of Tallahassee: StarMetro Enhancements	-	-	-	-	-	-	-	-	-	-
47 City of Tallahassee: Water Quality and Stormwater Improvements	-	-	-	-	-	-	-	-	-	-
48 City of Tallahassee: Sidewalks Improvements	-	-	-	-	-	-	-	-	-	-
49 City of Tallahassee: Operating Costs of Blueprint Funded Parks	-	-	-	-	-	-	-	-	-	-
50 Leon County: Water Quality and Stormwater Improvements	-	-	-	-	-	-	-	-	-	-
51 Leon County: Sidewalks Improvements	-	-	-	-	-	-	-	-	-	-
52 Leon County: Operating Costs of Blueprint Funded Parks	-	-	-	-	-	-	-	-	-	-
<b>53 Regional Mobility and Gateway Projects</b>										
54 Southside Gateway: Woodville Highway	-	-	-	-	-	-	-	-	-	-
55 Capital Circle Southwest (W-1)	-	-	-	-	-	-	-	-	-	-
56 Orange Avenue: Adams to Springhill	-	-	-	-	-	-	-	-	-	-
57 Westside Student Gateway: Pensacola Street	-	-	-	-	-	-	-	-	-	-
58 Airport Gateway	-	-	-	-	-	-	-	-	-	-
59 Northwest Connector: Tharpe Street	-	-	-	-	-	-	-	-	-	-
60 Northeast Corridor Connector: Bannerman Road	-	-	-	-	-	-	-	-	-	-
61 Northeast Gateway: Welaunee Boulevard	-	-	-	-	-	-	-	-	-	-
62 North Monroe Gateway	-	-	-	-	-	-	-	-	-	-
<b>63 CCQ Projects</b>										
64 Orange Avenue/Meridian Placemaking	-	-	-	-	-	-	-	-	-	-
65 Market District Placemaking	-	-	-	-	-	-	-	-	-	-
66 Lake Lafayette and St. Marks Regional Park	-	-	-	-	-	-	-	-	-	-
67 Monroe-Adams Corridor Placemaking	-	-	-	-	-	-	-	-	-	-
68 Midtown Placemaking	-	-	-	-	-	-	-	-	-	-
69 Fairgrounds Beautification and Improvement	-	-	-	-	-	-	-	-	-	-
70 Northeast Park	-	-	-	-	-	-	-	-	-	-
71 College Avenue Placemaking	-	-	-	-	-	-	-	-	-	-
72 Florida A&M Entry Points	-	-	-	-	-	-	-	-	-	-
73 Comprehensive Wastewater Treatment Plan	-	-	-	-	-	-	-	-	-	-
74 Tallahassee-Leon County Animal Service Center	-	-	-	-	-	-	-	-	-	-
75 DeSoto Winter Encampment	-	-	-	-	-	-	-	-	-	-
76 Leveraging and Contingency Fund, Blueprint Infrastructure	-	-	-	-	-	-	-	-	-	-
<b>77 Grand Total</b>	<b>133,276,553</b>	<b>54,082,080</b>	<b>6,777,229</b>	<b>126,277,263</b>	<b>235,416,254</b>	<b>555,829,379</b>	<b>55,545</b>	<b>3,258,899</b>	<b>475,234,027</b>	<b>77,280,908</b>

Office of Economic Vitality Accounting Summary as of 04/30/2019										
1 Project Description	Bonds	Loans	Advance Repayment	Joint Project Agreements, Grants & Donations	Sales Tax, Interest & Other Sources	Allocated to Date	Pre Encumbrance	Encumbrances	Expenses to Date	Balance
2 Business Recruitment and Incentive Fund (BRIF)	-	-	-	665,000	-	665,000	-	26,829	154,089	484,082
3 Qualified Target Industry Tax Refund	-	-	-	-	-	-	-	-	-	-
4 Target Business Program	-	-	-	-	-	-	-	-	-	-
5 Urban Vitality Job Creating Pilot Program	-	-	-	-	-	-	-	-	-	-
6 Magnetic Technologies Recruitment	-	-	-	-	-	-	-	-	-	-
7 Business Development: Attraction/Expansion	-	-	-	-	-	-	-	-	-	-
8 Convention Center	-	-	-	-	-	-	-	-	-	-
9 Tallahassee International Airport	-	-	-	-	-	-	-	-	-	-
10 LCRDA Incubator: \$2.5 million Pledge	-	-	-	-	-	-	-	-	-	-
11 Workforce Development	-	-	-	-	-	-	-	-	-	-
12 Business and Workforce Engagement Events	-	-	-	-	-	-	-	-	-	-
13 MWSBE Industry Academies and B2B Outreach	-	-	-	-	-	-	-	-	-	-
14 Strategic Marketing and Communication	-	-	-	160,000	-	160,000	-	14,896	28,265	116,839
15 Economic Vitality Sponsorships	-	-	-	25,000	-	25,000	-	-	19,245	5,755
16 MWSBE Disparity Study	-	-	-	550,000	-	550,000	-	115,505	372,477	62,018
17 Target Industry Study	-	-	-	155,300	-	155,300	-	11,280	138,020	6,000
18 Strategic Plan/Target Industries/Disparity Updates	-	-	-	-	-	-	-	-	-	-
<b>19 Closed Projects - OEI</b>										
20 Americans Competitiveness Exchange	-	-	-	10,650	-	10,650	-	-	10,650	-
21 Leveraging and Contingency Fund, Office of Economic Vitality	-	-	-	-	-	-	-	-	-	-
<b>22 Grand Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,565,950</b>	<b>-</b>	<b>1,565,950</b>	<b>-</b>	<b>168,510</b>	<b>722,746</b>	<b>674,694</b>

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## Blueprint Intergovernmental Agency Net Sales Tax Revenues at April 30, 2019

Net Revenues at April 30, 2019						
Category	2016	2017	2018	2019	Grand Total Through 4/30	
<b>Operating</b>						
Actual/Estimated Sales Tax Revenues	33,570,103.90	34,226,948.28	35,643,078.60	18,385,237.47	441,773,100.59	
Miscellaneous Revenues	28,800.00	28,800.00	28,800.00	18,943.10	549,926.61	467,270,453.12
Transfer From Other Funds					278,985.95	559,783.51
Interest Income	185,506.88	83,753.49	250,672.95	(151,837.43)	9,070,756.95	8,593,810.95
Operating Reserve	1,191,040.00	(1,191,040.00)			(2,000,000.00)	9,070,756.95
Operating Expenses	(1,726,501.75)	(1,978,971.74)	(2,142,089.76)	(1,166,331.98)	(19,911,087.13)	(2,000,000.00)
Total Debt Service	(19,150,187.17)	(18,634,410.00)	(18,634,222.50)	(3,941,685.00)	(242,457,889.57)	(22,923,585.15)
Bond/Loan Proceeds					9,027,642.79	(259,335,766.57)
<b>Operating Total</b>	<b>14,098,761.86</b>	<b>12,535,080.03</b>	<b>15,146,239.29</b>	<b>13,144,326.16</b>	<b>196,331,436.19</b>	<b>9,027,642.79</b>
<b>Project Funds</b>						
Administrative Fees					219,165.05	219,165.05
Miscellaneous Revenues	5.12				11.77	11.77
Interest Income	825,122.67	644,582.41	749,462.87	690,556.71	18,549,197.98	18,549,197.98
FDOT Advance Repayment					24,048,002.00	24,048,002.00
Appropriation of Advance Repayments					(6,777,229.00)	(6,777,229.00)
Nonbudgeted Expenses					(813,337.38)	(813,337.38)
<b>Project Funds Total</b>	<b>825,127.79</b>	<b>644,582.41</b>	<b>749,462.87</b>	<b>690,556.71</b>	<b>35,225,810.42</b>	<b>35,225,810.42</b>
<b>Debt Service</b>						
Interest Income	124,789.41	115,857.62	156,163.35	74,853.44	697,150.18	697,150.18
<b>Debt Service Total</b>	<b>124,789.41</b>	<b>115,857.62</b>	<b>156,163.35</b>	<b>74,853.44</b>	<b>697,150.18</b>	<b>697,150.18</b>
<b>Grand Total Through 4/30</b>	<b>15,048,679.06</b>	<b>13,295,520.06</b>	<b>16,051,865.51</b>	<b>13,909,736.31</b>	<b>232,254,396.79</b>	<b>246,186,056.20</b>
<b>Total Project Budget</b>						
Project Funding					235,416,254.53	241,378,306.53
Net Available					(3,161,857.74)	4,807,749.67
					7,969,607.41	21,265,771.00
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1. Projects	DRAFT FY 2020 Blueprint Infrastructure Estimated Project Expenditures	Amounts Allocated in Prior Years	Project Balance as of June 30, 2019	Proposed FY 2020 Allocation	Estimated Project Expenditures				FY 2020-2024 Estimated Expenditures	FY 2021-2024 Projected Additions	Ending FY 2024 Estimated Remaining Balance
					FY 2020	FY 2021	FY 2022	FY 2023	FY 2024		
2	Blueprint 2000 Program										
3	Water Quality Project: City	24,614,165	12,684,413	385,835	385,835	-	-	-	385,835	-	12,684,413
4	Water Quality Project: County	23,790,579	6,075,125	1,209,421	1,209,421	-	-	-	1,209,421	-	6,075,125
5	Northwest Florida Water Management District Partnership	775,000	77,580	-	-	-	-	-	-	-	77,580
6	Headwaters of the St. Marks	7,937,390	3,450,000	982,831	982,831	-	-	-	982,831	-	3,450,000
7	Lake Lafayette Floodplain	2,800,000	1,303,052	-	-	-	-	-	-	-	1,303,052
8	Blueprint 2000 Land Bank	1,900,034	579,771	-	579,771	-	-	-	-	-	579,771
9	Capital Circle Northwest/Southwest (W-2)	126,997,806	2,844,797	-	-	-	-	-	-	-	2,844,797
10	Capital Circle Southeast and Subprojects (E-2)	37,040,455	-	-	-	-	-	-	-	-	-
11	Capital Circle Southwest (W-1)	4,554,895	290,110	-	-	-	-	-	-	-	290,110
12	Capital Circle Southwest (W-1) ROW Acquisition	8,539,400	6,768,936	-	6,768,936	-	-	-	6,768,936	-	(13,711)
13	Capital Circle Southwest (W-1) Enhanced Lighting	2,800,000	2,800,000	-	-	1,400,000	-	1,400,000	2,800,000	-	-
14	Capital Cascades Trail Segment 1 (Franklin Boulevard)	19,248,610	199,694	-	199,694	-	-	-	-	-	199,694
15	Capital Cascades Trail Segment 2 (Cascades Park & Subprojects)	51,038,148	619,349	-	619,349	-	-	-	500,000	-	119,349
16	Capital Cascades Crossing (Connector Bridge & Subprojects)	8,421,212	13,864	-	-	-	-	-	-	-	13,864
17	Capital Cascades Trail Segment 3 (FAMU Way & Subprojects)	67,776,617	16,098,878	-	16,098,878	-	-	-	12,190,000	-	3,908,878
18	Capital Cascades Trail Segment 4	6,859,756	6,842,155	3,383,965	10,226,120	-	5,400,000	5,400,000	18,200,000	8,262,126	288,246
19	LPA Group Engineering Services	9,456,474	922,794	-	922,794	-	-	-	-	-	922,794
20	Magnolia Drive Trail and Subprojects	11,404,818	9,225,799	-	9,225,799	-	-	-	9,237,000	-	(11,201)
21	Advance Funding for Blueprint 2020 Projects										
22	Orange Avenue Corridor Study	350,000	302,026	-	-	-	-	-	-	-	302,026
23	Orange Avenue/Meridian Placemaking	1,000,000	617,791	-	617,791	-	-	-	-	-	617,791
24	Market District Placemaking	1,000,000	939,255	-	939,255	-	-	-	-	-	939,255
25	Northwest Gateway: Welaunee Boulevard	5,182,242	1,635,002	-	1,635,002	-	-	-	-	-	1,635,002
26	Northwest Corridor Connector: Bannerman Road	750,000	692,427	-	692,427	-	-	-	-	-	692,427
27	Comprehensive Wastewater Treatment Plan	500,000	500,000	-	500,000	-	-	-	-	-	500,000
28	2020 Sales Tax Extension: Bike Route and Greenways	900,000	798,091	-	798,091	-	-	-	-	-	798,091
29	Blueprint 2020 Program										
30	Annual Allocations										
31	Blueprint: Greenways Master Plan	-	-	592,500	592,500	790,000	790,000	790,000	790,000	3,000,000	-
32	Blueprint: Bike Route System	-	-	562,500	562,500	750,000	750,000	750,000	750,000	3,160,000	-
33	City of Tallahassee: StarMetro Enhancements	-	-	459,375	459,375	612,500	612,500	612,500	612,500	2,450,000	-
34	City of Tallahassee: Water Quality and Stormwater Improvements	-	-	1,593,750	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	8,500,000	-
35	City of Tallahassee: Sidewalks Improvements	-	-	937,500	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,000,000	-
36	City of Tallahassee: Operating Costs of Blueprint Funded Parks	-	-	375,000	375,000	500,000	500,000	500,000	500,000	2,000,000	-
37	Leon County: Water Quality and Stormwater Improvements	-	-	1,593,750	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	8,500,000	-
38	Leon County: Sidewalks Improvements	-	-	937,500	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,000,000	-
39	Leon County: Operating Costs of Blueprint Funded Parks	-	-	375,000	375,000	500,000	500,000	500,000	500,000	2,000,000	-
40	Regional Mobility and Gateway Projects	-	-	-	-	-	-	-	-	-	-
41	Southside Gateway: Woodville Highway	-	-	-	-	-	-	2,500,000	5,000,000	5,000,000	-
42	Capital Circle Southwest (W-1)	-	-	-	-	-	-	-	-	-	-
43	Orange Avenue: Adams to Springhill	-	-	-	-	-	-	-	-	-	-
44	Westside Student Gateway: Pensacola Street	-	-	-	-	-	-	-	-	-	-
45	Airport Gateway	-	-	3,500,000	4,500,000	9,702,500	12,035,000	15,750,000	15,000,000	63,732,194	13,327,194
46	Northwest Connector: Tharpe Street	-	-	-	-	-	-	-	486,000	486,000	-
47	Northwest Corridor Connector: Bannerman Road	-	-	3,300,000	3,992,427	9,000,000	7,500,000	8,150,000	35,800,000	35,746,583	3,999,010
48	Northwest Gateway: Welaunee Boulevard	-	-	2,400,000	4,035,002	4,100,000	2,900,000	13,100,000	46,300,000	51,299,870	9,034,872
49	North Monroe Gateway	-	-	-	-	-	-	-	-	-	-
50	CCQ Projects										
51	Orange Avenue/Meridian Placemaking	-	-	1,500,000	2,117,791	3,100,000	1,000,000	-	4,100,000	2,600,000	617,791
52	Market District Placemaking	-	-	1,500,000	2,439,255	3,270,000	3,270,000	-	9,800,000	8,300,000	939,255
53	Lake Lafayette and St. Marks Regional Park	-	-	500,000	500,000	-	750,000	500,000	1,250,000	1,250,000	500,000
54	Monroe-Adams Corridor Placemaking	-	-	1,000,000	1,000,000	-	-	750,000	1,220,000	7,201,616	6,981,616
55	Midtown Placemaking	-	-	-	-	-	-	-	-	1,221,981	1,221,981
56	Fairgrounds Beautification and Improvement	-	-	-	-	-	-	-	-	-	-
57	Northwest Park	-	-	-	-	-	-	-	-	-	-
58	College Avenue Placemaking	-	-	-	-	-	-	-	-	-	-
59	Florida A&M Entry Points	-	-	-	-	-	-	-	-	-	-
60	Comprehensive Wastewater Treatment Plan	-	-	-	-	-	-	-	500,000	-	-
61	Tallahassee-Leon County Animal Service Center	-	-	-	-	-	-	-	-	-	-
62	DeSoto Winter Encampment	-	-	-	-	-	-	-	-	500,000	500,000
63	Total Uses of Funds for Capital Infrastructure Projects	426,637,601	77,280,909	27,088,927	109,754,311	51,095,109	43,182,000	51,947,500	258,685,609	225,210,370	76,279,072

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## Existing and Proposed Staffing for the Blueprint Intergovernmental Agency FY 2018 – 2020

**Table A. Blueprint Infrastructure Staffing Summary: Full-Time Employees**

Staffing Summary (FTE)	FY 2018 Actual	FY 2019 Adopted	FY 2020 Budget	# of In/Decrease
Director	1.0	1.0	1.0	0.0
Design and Construction Manager	1.0	1.0	1.0	0.0
Planning Manager	1.0	1.0	1.0	0.0
Planner I	0.0	1.0	1.0	0.0
Right-of-Way Support	0.0	1.0	1.0	0.0
Public Information Officer	1.0	1.0	1.0	0.0
Project Manager	1.0	5.0	5.0	0.0
Right of Way Manager	0.0	0.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0	0.0
Principal Planner	1.0	1.0	1.0	0.0
<b>Total</b>	<b>7.0</b>	<b>13.0</b>	<b>14.0</b>	<b>1.0</b>

*Note: FY 2018 budgeted for three General Engineering Consultant staff.*

**Table B. Joint Infrastructure and OEV Staffing Summary: Full-Time Employees**

Staffing Summary (FTE)	FY 2018 Actual	FY 2019 Adopted	FY 2020 Budget	# of In/Decrease
Attorney	1.0	1.0	1.0	0.0
Assistant Attorney	0.0	1.0	1.0	0.0
Legal Secretary	1.0	1.0	1.0	0.0
Administration Supervisor	1.0	1.0	1.0	0.0
Senior Accountant	1.0	1.0	1.0	0.0
<b>Total</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

*Note: Shared positions are included above and indicate those employees shared between Blueprint Infrastructure and the Office of Economic Vitality. FY 2020 includes 9 months of 50/50 ratio for cost sharing.*

**Table C. Office of Economic Vitality Staffing Summary: Full-Time Employees**

Staffing Summary (FTE)	2018 Actual	2019 Adopted	2020 Budget	# of In/Decrease
Director	1.0	1.0	1.0	0.0
Deputy Director, Business Vitality and Intelligence	1.0	1.0	1.0	0.0
Deputy Director, MWSBE	1.0	1.0	1.0	0.0
Business Vitality Manager	1.0	1.0	1.0	0.0
Business Development Manager	1.0	1.0	1.0	0.0
Business Intelligence Manager	1.0	1.0	1.0	0.0
Research Coordinator	1.0	1.0	1.0	0.0
MWSBE Coordinator	1.0	1.0	1.0	0.0
MWSBE Coordinator	1.0	1.0	1.0	0.0
Marketing and Business Outreach Coordinator	0.0	0.0	1.0	1.0
Administrative Assistant	0.0	0.0	1.0	1.0
<b>Total</b>	<b>9.0</b>	<b>9.0</b>	<b>11.00</b>	<b>2.0</b>

**Table D. Staffing Summary – OPS/Temporary Positions**

Staffing Summary OPS/Temporary Staff	FY 2018 Actual	FY 2019 Adopted	FY 2020 Budget	# of In/Decrease
IT Manager*	0.5	0.5	0.5	0.0
Web Support	0.5	0.5	0.0	-0.5
Administration Support	0.5	0.5	0.5	0.0
Communications Intern	0.5	0.5	0.5	0.0
Planning Intern	0.5	0.5	0.5	0.0
Attorney	1.0	0.0	0.0	0.0
Certified Legal Extern	0.0	0.5	0.5	0.0
<b>Total</b>	<b>3.5</b>	<b>3.0</b>	<b>2.5</b>	<b>-0.5</b>