

Blueprint Intergovernmental Agency Board of Directors

Agenda Item #1

June 27, 2019

Title: Approval of the February 28, 2019 Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Category: Consent

Department: Blueprint Intergovernmental Agency

Contact: Benjamin H. Pingree, Director, Department of PLACE
Autumn Calder, Director, Blueprint
Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item presents the summary meeting minutes for the February 28, 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 February 28, 2019 Blueprint Intergovernmental Agency Board of Directors meeting minutes.

OPTIONS:

Option 1: Approve the February 28, 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 February 28, 2019.

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Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

Date: June 27, 2019
To: Board of Directors
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes to Board of Directors Meeting of February 28, 2019

MEMBERS PRESENT

COUNTY	CITY
Commissioner Mary Ann Lindley	Commissioner Curtis Richardson, Chair
Commissioner Kristin Dozier	Mayor John Daily
Commissioner Nick Maddox	Commissioner Elaine Bryant
Commissioner Bryan Desloge	Commissioner Jeremy Matlow
Commissioner Rick Minor	Commissioner Dianne Williams-Cox
Commissioner Jimbo Jackson	

MEMBERS ABSENT

COUNTY	CITY
Commissioner Bill Proctor	

I. AGENDA MODIFICATIONS

- Item 2, Meeting Schedule and Agenda Development Policy, was pulled for discussion by the Intergovernmental Agency Board of Directors (Board)

II. CITIZENS TO BE HEARD

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

Speakers: None

III. INFORMATIONAL ITEMS/PRESENTATIONS

- Citizens Advisory Committee Chairman's Report
 - Elva Peppers, Citizens Advisory Committee (CAC) Vice Chair, provided an overview of the CAC's meeting on which included the following:
 - Welcomed three new members: Sean McGlynn, an environmental representative, Linda Vaughn, representing the senior community, and Daniel Petronio, the financial representative.
 - Approval of the consent agenda, which included another new nominee, Jim McShane, representing the Big Ben Minority Chamber.

IV. CONSENT

ACTION TAKEN: Commissioner Nick Maddox moved, seconded by Commissioner Brian Desloge to approve the Consent Agenda without Item 2.

The motion passed 9-0.

1. Approval of the December 13, 2018 Board of Directors Meeting Minutes
The Board approved Option #1: Approve the December 13, 2018 Board of Directors meeting minutes.
2. Meeting Schedule and Agenda Development Policy
PULLED FOR DISCUSSION
3. Approval of the Memorandum of Understanding with the Big Bend Minority Enterprise Development (MED) Week Committee
The Board approved Option #1: Authorize the Director of the Office of Economic Vitality to develop and execute a Memorandum of Understanding with the Big Bend MED Week Committee, Inc. and the Blueprint Intergovernmental Agency, in a form approved by legal counsel, that defines their activities with the Office of Economic Vitality and the Minority, Women and Small Business Enterprise program.
4. Appointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee
The Board approved Option #1: Appoint Jim McShane to the Blueprint Intergovernmental Agency Citizens Advisory Committee to represent the Big Bend Minority Chamber of Commerce.
5. Request for Approval of an Eminent Domain Resolution for the Acquisition of Privately-Owned Property Required for the SR 263 Capital Circle Road Improvement Project from County Road 2203/Springhill Road to State Road 371/Orange Avenue (W1)
The Board approved Option #1: Approve Resolution No. 2019-01 authorizing Blueprint to utilize its power of eminent domain to acquire the privately-owned parcel identified as Parcel 102, which is required for the construction of State Road 263/Capital Circle from County Road 2203/Springhill Road to State Road 371/Orange Avenue W1 Project.
6. Authorization to Proceed with Procurement of Planning and Design Services for the Lake Jackson and Lake Jackson South Greenways Projects
The Board approved Option #1: Authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.
7. Authorization to Proceed with Procurement of Planning and Design Services for the Orange/Meridian Placemaking Project
The Board approved Option #1: Authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and

Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project.

CONSENT ITEMS PULLED FOR DISCUSSION

2. Meeting Schedule and Agenda Development Policy

Commissioner Richardson introduced the item and Commissioner Matlow who expressed his concern over the proposed deleted portions of the policy regarding comprehensive input to the agenda formulation process. He also understood that the 48-hour notice for agendas reflected state law however he recommended staff to meet the Board Bylaws to publish seven days prior to Board meetings.

Ben Pingree briefly walked through the agenda process, collaboration between the City and County offices, and approved through the Intergovernmental Management Committee (IMC). Modifications to the agenda flow up through the respective leadership, either City Manager or County Administrator. The bylaws and the subject policy established timelines for publication and distribution of the agenda, to the Board and public; as well as state law. However, the change to 48-hours was to be consistent with state law. The Board Bylaws remained at seven days.

Patrick Kinni reiterated the agenda approval process noting that the provisions of the policy were not actually changed just reorganized. The process for additions, deletions, or modifications followed the same process as in the current policy, Board approval and through the County Administrator or City Manager respectively.

Commissioner Dozier noted that the language seemed streamlined in the revised policy. Regarding the distribution of the agenda material, she understood the change, however recommended that the Intergovernmental Agency Board agenda be consistent with City and County Commission agenda distribution at seven days. It would limit confusion by the public and with the Board only meeting quarterly the seven-day window was valuable to digest the material.

Commissioner Williams-Cox questioned the purpose behind the revision. Ben Pingree stated that the policy, created at the advent of Blueprint 2000 and last modified in 2017, was role focused whereas the proposed policy was process oriented. The intent behind the modification was to increase transparency and follow the flow of the process without substantial changes; apart from the seven-days/48-hours for distribution.

Commissioner Matlow moved, seconded by Commissioner Williams-Cox, to amend the policy to accept only the language concerning the additional Citizens to be Heard section to the beginning of the agenda format.

The motion passed 11-0. (Commissioner Dozier and Mayor Dailey joined the meeting during the CAC Vice-Chair's report to the Board.)

Commissioner Matlow asked that any additional policy changes that would be on a future Board agenda, follow briefings with new commissioners on all Blueprint policies, including how input from supporting committees contributed to the policy change.

Commissioner Minor requested that if the policy were brought back for future Board consideration that it include a distribution schedule of seven-days prior to the meeting.

Commissioner Maddox requested that Board requests for future agenda items remain focused on the singular request with tangential information added in a separate agenda item. Commissioner Richardson noted that making full revisions to outdated statutes when a small change is required was the practice of the Legislature. Commissioner Dozier added that the Board should take the opportunity to look back and update old language.

V. GENERAL BUSINESS

8. Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

Autumn Calder provided a presentation to the Board on the infrastructure project updates, which included:

- Capital Cascades Trail Segment 3
 - Construct the Regional Stormwater Facility (RSF), in conjunction with the City's FAMU Way project, to improve water quality and visually anchor the west end of the project.
 - Construct a simple trailhead to provide shade, from existing trees, a bike repair station and meet up spot across from the St. Marks Trail.
 - Completion of the RSF and trailhead anticipated for 2021.
 - Coal Chute Pond
 - Advertising in spring 2019 for a design-build team specialized in skate parks for the skateable art installation.
 - Staff was negotiating trail access over CSX railroad to Stone Valley Road and College Town
 - Reserved space for the Knight Creative Communities Initiative's Red Hills Rhythm project.
 - Improvements at Van Buren Street would include resurfacing and the addition of 22 parking spaces. Improving the functionality of Lake Anita Plaza and support businesses in the growing South Monroe or "SoMo" District.
 - History and Culture Trail
 - Reengaging the Citizens Committee in advance of the RFP for design and fabrication of the historical markers.
 - Sought Board direction to include a concept to honor Dr. Charles U. Smith.

Commissioner Williams-Cox noted a request that the marker for Dr. Smith look similar to the commemoration for Reverend C.K. Steele.

Commissioner Dozier requested that staff take a second look at the back in parking to determine if that was the best option for future projects or if issues with it in the community could be resolved with additional signage for example. Ben Pingree confirmed that her concerns would be shared with the City for their FAMU Way project.

Commissioner Maddox moved, seconded by Commissioner Dozier, for staff to consider the concept of honoring Dr. Smith through the HCT project.

The motion passed 11-0.

- Northeast Gateway PD&E Study
 - Public Kickoff Meeting scheduled for Monday, March 11, 2019 would provide information about the purpose of the study and allow the community to provide feedback about Welaunee Boulevard.
 - The PD&E study would evaluate transportation needs, safety, environmental impacts, and social and cultural impacts.
 - Staff anticipated completion by summer 2020 when the project would move to design.
- Orange/Meridian Placemaking

Commissioner Williams-Cox expressed concern over lighting with legitimate entrepreneurial businesses operating there into the evening.

Commissioner Richardson expressed his concern for the lack of restroom facilities on a heavily used site.

Ben Pingree stated that the cleanup portion was a work in process and appreciated the partnership and collaborative efforts of Leon County and City of Tallahassee.

Megan Doherty, Principal Planner at Blueprint, provided a brief presentation to the Board on the concept and design updates, including:

- Expanded greenspace for community use with ADA parking and accessible sidewalk enhancements.
- The addition of an ADA compliant temporary restroom facility. Maintenance and operation consistent with facilities in other County owned sites.
- Lighting added to existing utility poles on Polk Drive.
- Leon County Public Works removed broken asphalt slabs, trimmed trees to improve visibility, and added dirt and gravel to low lying areas to address issues with standing water.
- Regarding debris management, additional garbage cans were installed with pick up scheduled for multiple times throughout the week. Staff was also in coordination with Florida Food Ministry, who used the site for a weekly food distribution point, as well as on site food vendors to help manage debris.
- Consultants were working through the design process and permitting of the green space.
- Capital Circle Southwest (CCSW)
 - Changes to the Draft FDOT Work Program included the following allocations:

- \$55.7 million in funding for Springhill Road to Orange Avenue programmed for Fiscal Year (FY) 2022.
- \$33.8 million in funding for Crawfordville Road to Springhill Road programmed for FY 2024
- Funding amounts remain consistent.
- Blueprint scheduled to provide funding for roadway lighting in FY 2023-2024.

Autumn Calder resumed the presentation with a look ahead to anticipated projects and specifically the existing conditions survey work on the Airport Gateway project, which had \$1 million allocated in the FY 2019 budget. The survey work would provide data on existing conditions for right-of-way, underground and above ground utilities, and environmental features. Completing the survey phase at that time, supported project timelines as well as providing information that is more accurate for public engagement.

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Richardson questioned the timeline for the widening of Orange Avenue. Autumn Calder confirmed that the PD&E study by the Capital Region Transportation Planning Agency (CRTPA) was underway however funding for construction was not yet identified; it could be 8-10 years before the construction was complete.

Commissioner Matlow questioned the prioritization of Tharpe Street and Bannerman Road in the 2020 projects. Autumn Calder stated that Blueprint aligned the larger mobility projects, such as Tharpe Street, Bannerman Road, and Monroe Street, with the CRTPA's Regional Mobility Plan to provide a clear and consistent message to FDOT about local priorities for improving roadways. This strategy best positioned Tallahassee-Leon County to leverage funds for roadway projects. Speaking specifically to Tharpe Street, Ms. Calder noted that Bannerman Road was higher in the ranking process.

Commissioner Lindley moved, seconded by Commissioner Maddox, to approve Option #1.

Option #1: Accept the February 2019 status report on the Blueprint Infrastructure Projects.

The motion passed 11-0.

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

Cristina Paredes provided a presentation to the Board on the activities of OEV, which included:

- Overview of mission, vision, strategic plan, and targeted industries.
- Introduction of new staff Richard Fetchick, Business Intelligence Manager with OEV, who provided a presentation including
 - Highlights from the First Quarter Indicator Report.

- Employment conditions, job growth, and unemployment rates.
- Increase in residential building permits.

Commissioner Dozier questioned if data on student housing could be separated from the aggregate. Stating that it could be helpful in the areas of work across the City and County around housing. Mr. Fetchick stated that he was not certain if specific breakout was available however, he would investigate that further.

- 2018 Competitiveness Report.
- The “Refresh” goals of the Business Intelligence office (IQ Lab)
 - Focusing indicator outputs on information to drive business growth.
 - Provide stakeholder with comparative benchmarking information to gauge local performance to peer communities.
 - Sharpen internal metrics and data gathered.
- 20 active projects
 - The majority in Advanced Manufacturing and Applied Science
 - 53% originating through partner referrals
- The 2018-2026 report on the fastest growing industries in Leon County identified manufacturing in the top five, consistent with the 2018 Targeted Industries Study. With skilled labor jobs listed in the fastest growing occupations.
- Upcoming events:
 - Leon Works Expo, Friday, March 8, 2019
 - Opportunity Zone Workshop, Thursday, March 14, 2019
 - March 25: MWSBE Risk Management Industry Academy
 - March 29: Big Bend Minority Chamber Commerce Annual Breakfast Meeting
 - April 1-3: Community Trip to Greenville
 - April 1: MWSBE Bonding Industry Academy
 - April 16: MWSBE Succession Planning Industry Academy
 - April 18: MWSBE Financing Industry Academy
 - May 6 -11: International Economic Development and National Small Business Week

Commissioner Minor questioned if the data on fastest growing occupations was indicative of a future need. Cristina Paredes confirmed it was.

Commissioner Richardson stated that as an employee of Lively Technical College, he often noted that the jobs were available in Leon County. What was lacking were trained individuals to fill those skilled labor jobs. He spoke of preparing young adults and more mature persons changing careers, and noted that the so-called soft skills were equally important in the training as well.

Commissioner Lindley stated that since 2015 Leon Works has expanded to include Gadsden and Wakulla counties. Staff worked with schools, training on soft skills, and an apprenticeship program as well. The program was growing and gaining attention, including that of the Florida Legislature.

Darryl Jones, Deputy Director of Minority Women and Small Business Enterprise (MWSBE), provided a presentation including:

- Upcoming MWSBE Industry Academies based on conversation with stakeholders and prime contractors who count on certified MBEs to meet their goals. Offerings include Risk Management, Construction Bonding, Succession Planning, Business Financing and Micro-Loans, and Construction Software Options. Recordings of the live academies would be available as webinars for future use by other MWSBEs.
- Business to Business (B2B) Connection Forums to bridge the gap between prime and subcontractors to foster relationships and grow businesses.
- Actively working with the IQ Lab to develop the MWSBE Impact Scorecard to track certification value and quantify success.
- Disparity Study Updates
 - Preliminary Draft Report due to MWSBE March 1, 2019 including data from public engagement outreach, survey, and in depth interviews.
 - With Board direction, convene the Taskforce Workgroup comprised of legal, procurement, and finance professionals from Blueprint, City of Tallahassee, and Leon County.

Commissioner Dozier spoke to the necessity for succession planning in family businesses, particularly in the construction industry, and expressed her excitement that it was included in the Academies. She felt that another aspect that was necessary and hoped could be included in the future was an Academy that bridged the gap for skilled laborers to become a contractor or subcontractor. Something that covered the legal requirements, book keeping skills, etc. crucial to becoming a sole proprietor.

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Maddox moved, seconded by Commissioner Lindley, to approve Option #1.

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

Commissioner Minor reminded staff of his request for a per capita comparison with other cities. He acknowledged the importance of self-measurement on past to current conditions however, it was equally important to measure performance against that of peer communities.

Commissioner Dozier, acknowledging the workload of OEV, questioned if there was role for an interdepartmental team. She referenced light manufacturing space and the work of City and County Growth Management departments and wondered if creating such a team would enhance the systems of both governments. Ben Pingree stated that OEV participated in regularly scheduled meetings with all departments that report to Assistant City Manager, Wayne Tedder and it was similar on the County side as well. The described “think tank” existed within OEV and was a direct benefit of a functionally consolidated department, such as PLACE, focused on those types of issues.

Commissioner Dozier stated that while it worked well currently, she felt that being strategic would be helpful to multiple departments. A formal process would be valuable as projects increased. Cristina Paredes stated that with a new team member coming on board in April, OEV would be reviewing interdepartmental engagements plus how to improve and build upon those connections. The report would be included in the September 2019 agenda item.

Commissioner Dozier suggested a partner workshop with OEV, the US Department of Commerce, and possibly the Regional Planning Council for outreach to regional businesses particularly exporters. Cristina Paredes concurred.

The motion passed 11-0.

10. Acceptance of the Applied Science and Manufacturing Target Industry Status Update

Cristina Paredes provided a presentation to the Board on the status report of the Applied Science and Manufacturing Target Industry efforts, which included:

- Emerging Magnetic Capital of the World marketing campaign
 - Developing a series of videos highlighting the partnerships, infrastructure, and pool of talent, and strength of research, as well as one focused on the art and culture of Tallahassee.
 - Collaborating with the Florida State University on research tourism impacts to Tallahassee-Leon County.
- Public Outreach
 - OEV sponsored a reception at the international Magnetics, Motors, and Drives Conference where staff met with over 300 individuals and eight companies on business and research opportunities.
 - Participated in the Mag Lab Open House where 11,000 people passed through.
 - Working with Florida Makes, a manufacturing association, to expand their network into Tallahassee-Leon County.
 - Update on Research On Investment set up two additional meetings at the Magnetics Conference, both of which are interested in expanding their businesses. OEV would be hosting them in the community in coming weeks.
- Developing an Applied Science Innovation and Manufacturing (AIM) Scorecard as an assessment tool to evaluate the impact of strategic efforts on business expansion, capture metrics on job growth, compensation, demand, and industry economic competitiveness

A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Commissioner Maddox moved, seconded by Commissioner Bryant, to approve Option #1.

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

The motion passed 11-0.

VI. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

Speakers: None

NON-AGENDAED ITEMS FROM THE BOARD

Commissioner Matlow questioned if there was a role of facilitator or liaison for startup businesses coming into town that was available to support them in navigating all of the processes. Ben Pingree stated that it seemed to be in line with Commissioner Dozier's comments earlier. City Growth Management had an employee unique to that role with a counterpart at the County too. OEV also fulfilled that duty as well.

Commissioner Williams-Cox asked about the Fairgrounds as a follow up to the December 2018 meeting. Ben Pingree noted the distribution of related material about the Fairgrounds following the December Board meeting. There was also discussion from the Mayor and Commissioner Minor around development along the Monroe Street corridor. Information on that would be presented to the Board at the June 2019 meeting.

VII. ADJOURN

The meeting adjourned at 4:50 p.m.

*The next Blueprint Intergovernmental Agency Board of Directors Meeting
is scheduled for
June 27, 2019 at 3:00 p.m.*