

# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** August 22, 2019  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for June 13, 2019 CAC Meeting

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## Committee Members present:

JR Harding	Alan Stucks
Bill Berlow	Daniel Petronio
Sean McGlynn	Peter Okonkwo
Elva Peppers	Kathy Bell

## Committee Members absent:

Neil Fleckenstein	Claudette Cromartie
Keith Dantin	Hugh Tomlinson
Linda Vaughn	Jim McShane

## I. AGENDA MODIFICATIONS

There were no agenda modifications.

## II. INFORMATIONAL ITEMS/PRESENTATIONS

- Blueprint Project Updates  
Autumn Calder introduced the item and provided a brief overview that included:
  - Northeast Gateway
    - Blueprint was requesting that the Board authorize procurement for Construction Engineering Inspection services by the City of Tallahassee.
    - Construction of Welaunee Boulevard within the Canopy Development District with anticipated completion of the project by mid-2020.
    - An update on the PD&E study by Ryan Wetherell, Project Manager with Kimley Horn & Associates, that included:
      - Public Outreach – Primary public concerns from the more than 140 public comments received such as: traffic and safety concerns in Killlearn Estates, the timing and location of a planned interchange with I-10, the need to extend Shamrock Street to the new Welaunee Boulevard, property values, as well as a history of the project.
      - The traffic analysis study was underway with the draft completed in fall 2019.
    - Autumn Calder shared that Blueprint received a grant from the Florida Department of Transportation for \$1.5 million to put toward the design of Welaunee Boulevard.

Joshua Logan, Project Manager with Blueprint Intergovernmental Agency, provided an update on the following projects:

- Orange/Meridian Placemaking Project – construction was underway at the future StarMetro Super Stop that would include a gravel parking area, sod, seating, enhanced lighting, temporary restrooms, and sidewalk improvements. Procurement was also underway design services of the east ditch enclosure and park-like amenities and trails around the storm water facility.
- Northeast Connector Corridor (Bannerman Road) PD&E Study – Blueprint was requesting that the Board authorize procurement for PD&E re-evaluation including a feasibility study for the widening between Tekesta Drive and Bull Headley Road, as well as design services.
- Magnolia Drive Multiuse Trail – the project design was 90% complete and utility coordination was underway. The cost to underground the utility lines would be a 75/25 percentage split with the City of Tallahassee. Staff anticipated the advertisement for construction of Phase 1 to be on the street in fall 2019.
- Amphitheater Weatherization – To mitigate flooding at the back of the stage installation of a French drain would occur through the summer along with modifications to the electrical cabinet as well. Construction of the awning extension would occur in the winter/spring of 2020.
- Cascades Park Trellis Extension – substantially completed and added more than 100% additional shaded seating at Imagination Fountain.
- Capital Cascades Trail Segment 3 – The project was awarded to Alan's Excavating and permitting was underway for Pond 3D-B. Additions to the project included the gabion extension in the Central Drainage Ditch and utility relocations in Pond 3D-B. Blueprint received a grant from the Florida Department of Transportation for \$500,000 for 3D-B Pond. The project was recognized for the Best Management Practices that would reduce pollutants in the pond and downstream system.
  - Van Buren Street – Blueprint was requesting that the Board authorize procurement for construction and Construction Engineering Inspection services to include roadway reconstruction from Adams to Duval, underground utilities, additional parking, and an art incubator space. Estimated cost of the project and CEI was \$1.1 million. Construction anticipated in fall 2019.
  - Coal Chute Pond – Autumn Calder shared that a community survey with 371 replies helped identify the amenities for the park which included the Red Hills Rhythm musical feature (in partnership with Knight Creative Communities Initiative), a Hammock Garden, small performance space, smart benches, asphalt trail around the pond, landscaping, lighting, and fountain.  
Bill Berlow inquired to lighting and security. Autumn Calder stated that the park would be lit at night, similar to Cascades Park. Blue-light Security posts were installed along FAMU Way but people using the park was the best deterrent.
- Capital Cascades Trail Segment 4 – Blueprint was requesting that the Board authorize procurement for design and permitting services to include a preliminary stormwater modeling study, a stormwater master plan for the whole Capital Cascades Trail project, and updates to the 2005 project concept. Estimated cost of the design services was \$1 million. Procurement anticipated in fall 2019.

- Southwood Trail – Blueprint was requesting that the Board authorize a cost sharing agreement with the City of Tallahassee for the construction of a portion of the trail. This project advanced the implementation of the Greenways Master Plan and linked the City’s Southeast Park and Leon County’s Tram Road Community Sidewalk Enhancement Project. Cost estimate of Blueprint’s portion was \$172,000.
- Airport Gateway – Blueprint was requesting that the Board authorize procurement for preliminary engineering, planning and design services for Phase 1 (Segments G, C, D, & B1) to include traffic, stormwater, and environmental studies as well as public engagement. Right of Way acquisition would begin in fall 2021 with construction on Springhill, Stuckey, and Segment C (the new roadway) scheduled for 2023.

Autumn Calder stated that the purpose of phasing was to providing a continuous route from downtown to the Airport and minimize construction delays, leveraging the economic investment around Innovation Park and FSU’s Southwest Campus, as well as the implementation of neighborhood ideas and plans. Additionally, the Stuckey Avenue phase was prioritized because of the need for right-of-way acquisition which would require additional time but also care and consideration. Blueprint worked with property owners, as well as tenets, and had a pattern of willing sellers and complementary incentives. Moving assistance was also included in the relocation of tenets.

- Upcoming procurement schedule based on Option C of the Implementation Plan, approved by the Intergovernmental Agency Board of Directors at the June 2018 Blueprint IA Workshop.
- Presentation is on file at Blueprint Intergovernmental Agency

Bill Berlow inquired to the validity of the original project cost estimates. Autumn Calder stated that initial project budgets were based on the 2014 concept estimates. The farther out from that date the more challenging it was to sustain. Estimates were refined as projects moved into the design phase while also working within the available budget. The construction cost put out to bid was based on the engineering estimate that was developed through the design.

- Office of Economic Vitality Status Updates

Cristina Paredes provided a quarterly update on the Office of Economic Vitality that included:

- Tallahassee was ranked #9 as the 2019 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 2019 Annual List of the 100 Best Places to Live.
- The introduction of Drew Dietrich to the economic development team who provided an update on economic data including:
  - Local job growth conditions, economic indicators, and a steady growth in taxable sales at approximately 3.5% annually since 2011.
  - The development of a monthly jobs report featuring statistics oriented toward government, large business, and startups. As well as data spotlight on a community partner.

- The Competitiveness Report and how OEV uses it as an assessment tool, marketing device, and to orient and gauge progress made toward the Strategic Plan. Drew also provided an analysis to the committee on how the comparison counties were selected for this report.
  - The development of the OEV Scorecard to monitor growth and measure impact of collaboration, streamline Business to Business connections, and build resiliency for natural and manmade disasters.
  - 27 active projects that came through partner referrals; the majority of the projects were in Applied Science and Manufacturing.
  - The development of a Governmental-Technologies program, modeled on the Magnetic Task Force, which promotes and leverages a key economic competitive target industry and increases the marketability of Tallahassee-Leon County.
  - The first regional Leon Works Expo was held in March and connected 130+ exhibitors with more than 450 students. The sold out Opportunity Zone Workshop connected 41% of the more than 100 attendees with a speaker following the event.
  - 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.
  - Darryl Jones spoke to the modifications to the Urban Vitality Job Creation Pilot Program. Modifications included new partnerships with workforce programs, expanded geographical boundaries, and a lower hourly wage threshold all while maintaining the program budget. The purpose behind the changes was to encourage job creation specifically in a market often overlooked for employment opportunities.
  - Presentation is on file at Blueprint Intergovernmental Agency.
- Draft Fiscal Year 2020 Operating Budget and Fiscal Year 2020-2024 Capital Improvement Program Budget  
Autumn Calder provided a brief presentation that included:
    - An overview of the process and considerations for the development of the operating and capital budgets, as well as the implementation and strategic plans, for both Blueprint and OEV.
    - Fiscal Year 2020 included the final three months of sales tax collection from the 2000 program and the initial nine months collections of the 2020 program. As well as the new percentage distribution of sales tax revenues: 66% of revenues to Infrastructure and 12% to economic development. The remaining 20% was split equally between the City and County.
    - Implementation Plan considerations were based on a projected total revenue of \$259,000 over the next five years. This included a \$100-million bond in fiscal year 2022 and reimbursements of the 2000 advanced funding allowing for the initiation of 18 infrastructure projects.
- Cristina Paredes provided details from the OEV budget including:
- The five-year plan was built on IA Board approved project prioritization and included a \$20-million allocation for the convention center; subject to IA Board approval. As well as a \$2.5-million pledge for the Leon County Research and Development Authority Incubator.

- Funding for shared programs and relocation costs. Three workforce development programs, three business incentive or grant programs, and four business engagement and recruitment programs.

JR Harding requested the PowerPoint presentations be shared via email or posted to the website following meetings. Autumn Calder concurred. Bill Berlow suggested hyperlinking the agenda to it if possible also. Ben Pingree also expressed his support of distribution of the presentation material following the meetings.

### III. CONSENT

**ACTION TAKEN: Alan Stucks moved the consent agenda as presented. Kathy Bell seconded it. The motion passed 8-0.**

1. Approval of the February 13, 2019 and April 22, 2019 CAC Meeting Minutes  
**Option #1: Approve the February 13, 2019 and April 22, 2019 CAC meeting minutes.**
2. Acceptance of the Fiscal Year 2017 – 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency  
**Option #1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency.**
3. Acceptance of the Status Report on Blueprint Infrastructure Projects  
**Option #1: Recommend the IA Board accept the June 2019 status report on Blueprint Infrastructure Agency infrastructure projects.**
4. Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality  
**Option #1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.**
5. Acceptance of the Status Report on the Activities for the Applied Science and Advanced Manufacturing Target Industries  
**Option #1: Accept the status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.**
6. Approval of the Modifications and Extension of the Urban Vitality Job Creation Pilot Program  
**Option #1: Approve the modifications and extension of the Urban Vitality Job Creation Pilot Program for two years.**

7. Authorization to Enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail  
**Option #1: Recommend the IA Board authorize Blueprint Intergovernmental Agency to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.**
  
8. Authorization to Enter into an Agreement with Florida Department of Transportation for Reimbursement of Design Expenditures for the Northeast Gateway Project  
**Option #1: Recommend 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.**
  
9. 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 Cascade Trail Segment 3D-B Project  
**Option #1: Recommend the IA Board 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.**
  
10. Request to Advertise, Negotiate, and Award a Contract for the Concept Update, Design, and Permitting of the Capital Cascades Trail Segment 4 Project  
**Option #1: Recommend the IA Board 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.**
  
11. Authorization to Advertise, Negotiate, and Award Contracts for Construction and Construction Engineering and Inspection Services for the Van Buren Street Improvements Project  
**Option #1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.**  
  
**Option #2: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for Construction Engineering and Inspection services in support of the Van Buren Street Improvements Project construction for award and execution with IMC approval.**
  
12. Authorization to Advertise, Negotiate, and Award Contracts for Marketing and Communication Services  
**Option #1: Recommend the IA Board authorize Blueprint to advertise and negotiate two contracts for Marketing and Communications services for award and execution with IMC approval.**

13. Authorization to Award a Contract for the Northeast Connector Corridor Project Development

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

14. Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Design Study Services

**Option #1: Recommend IA Board 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.**

Regarding item #13, Bill Berlow inquired to the recourse available in the unlikely event that a development district defaulted on funding. Kirsten Mood stated that an interlocal agreement was in place for the specific project between the Canopy Development District, the City, and Blueprint with all financial responsibilities outlined therein. With the typical warranties and bonds applied to the construction contracts. Ben Pingree concurred and reiterated the satisfactory checks and balances were in place for the ultimate production of each facility.

#### **IV. GENERAL BUSINESS**

15. Approval of the Proposed Blueprint Intergovernmental Agency Public Engagement Plan

Susan Emmanuel provided a presentation to the CAC on the proposed Public Engagement Plan, which included the revised commitment to comprehensive activities and guidelines for all projects. The Public Engagement Plan for each project would identify stakeholders, the appropriate outreach activity, potential community concerns, and evaluation strategies that allowed Blueprint to construct projects that were reflective of the community's goals and visions for where they live. A copy of the presentation is on file at Blueprint Intergovernmental Agency.

**Option #1: Recommend the IA Board approve the Blueprint Intergovernmental Agency Public Engagement Plan.**

**Alan Stucks moved approval of Option #1. It was seconded by Peter Okonkwo.**

**The motion passed 8-0.**

16. Presentation of the Disparity Study

Cristiana Paredes introduced Darryl Jones, Deputy Director, Minority Women and Small Business Enterprise (MWSBE), for an update on MWSBE programs.

Darryl Jones provided a brief overview of MWSBE Business 2 Business connections, a program launched in response to antidotal feedback on the Disparity Study, which fostered relationships between the prime and subcontractors to increase utilization of certified MWSBEs across the market.

Peter Okonkwo inquired to why construction contractors were working out of market in the areas west of Tallahassee. Darryl Jones stated that it was due to recovery efforts following Hurricane Michael. Staff anticipated that to be an ongoing trend with the approval of the \$19.1 billion disaster aid bill by the federal government. Much of the information comes through bid respondents providing good faith effort reports that indicate there are not certified MWSBE firms available to work on the local jobs. Verification efforts confirmed that construction contractors were working out of market. Cristina Paredes reminded the committee that year over year construction growth for Tallahassee-Leon County was up 60%. While many companies were working west of our area, there was also a substantial amount of work locally as well.

Bill Berlow requested clarification on the market area. Darryl Jones confirmed that the MWSBE certification covered the four county area – Leon, Gadsden, Jefferson, and Wakulla.

Alan Stucks inquired to the ability to elevate subcontractors to primes. Darryl Jones stated that one way OEV encouraged building capacity was through the MWSBE Academies. As well as providing workforce opportunities through partnerships with CareerSource, JMI, etc.

Reggie Smith, with MGT America, provided a presentation on the Disparity Study including 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.

Recommendations from the study included a tailored MWSBE program, subcontractor project goals, bidder rotation, smaller contracts where feasible, data management, prompt payment policy for subcontractors, MWSBE bid preferences, require credit card vendors to report MWSBE utilization, a desk audit to determine if additional resources were necessary, MWSBE graduation for firms that exceed the certification requirements, and a simplified bonding process that assisted MWSBE firms in obtaining bonding help.

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.

Peter Okonkwo inquired about the shift from the last study contracted by the County. Reggie Smith stated that increased availability indicated that progress and economic refinement. However, the study found substantial underutilization of MWSBEs. The aspirational goals included in the study were a baseline with the anticipation that they could be exceeded.



Bill Berlow inquired about the School Board's participation in the policy development process. Cristina Paredes stated that in 2016, they were invited to participate at the beginning of the process. They declined the invitation stating that it was a different program. Rob McQueen, with the Business Program at the School Board, served on the MWSBE Citizen Advisory Committee however and would see the results of the study at their meeting on Monday, June 17, 2019.

Alan Stucks inquired to annual monitoring in addition to the five-year study. Darryl Jones stated that consolidation of the jurisdictions into one program made it easier to monitor through B2GNow, the contract compliance software used by the MWSBE office.

Elva Peppers inquired of the process and timeline for review of the full report. Cristina Paredes stated that the final report would be available over the next ten days and made available to the CAC. In addition, the EVLC and the MWSBE CAC will be given the same presentation by MGT of America on June 14 and June 17, respectively. With presentation to the IA Board, for acceptance and approval, on June 27, 2019. Staff would also seek IA Board guidance for the development of policies and procedures based on the results of the Disparity Study. Ben Pingree stated that the policies, as relevant to Blueprint, would be on a future CAC agenda.

Elva Peppers expressed her concern over the limited time available for review on a two-year study. Cristina Paredes offered to meet with Ms. Peppers one-on-one to discuss any questions or concerns she might have on the study and development of new policies.

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

Stanley Sims, 1320 Avondale Way, spoke on the Orange Avenue / Meridian Road Placemaking project, requested that Blueprint be sensitive to the community's needs.

Will Messer spoke on the Northeast Connector Corridor project, requested Blueprint consider undergrounding the transmission lines near the proposed I-10 interchange.

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

There were no speakers to be heard.

**VII. ADJOURN**

**The meeting adjourned by consensus at 7:17 pm.**