

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

Date: June 7, 2018
To: Citizens Advisory Committee
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes for April 19, 2018 CAC Meeting

Committee Members present:

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

Committee Members absent:

Gina Kinchlow	George Smith
Gordon Hansen	Kathy Bell

I. AGENDA MODIFICATIONS

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

II. GENERAL BUSINESS/PRESENTATIONS

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

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

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

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

The motion passed 10-0.

III. INFORMATIONAL ITEMS/PRESENTATIONS

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

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

- Minutes of the meetings must be prepared and open to public inspection.
- Public Records Law provides a right of access to records of the government, as well as private entities acting on their behalf. The CAC was subject to that law. This included:
 - All “documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics, or means of transmission” (includes electronic communications like text messages, emails).
 - This included records, emails, or text messages received by Committee members. Please forward the record to a staff person and it would be archived on the Committee member’s behalf.
 - JR Harding questioned if Committee members were obligated to forward every record of print, electronic, or digital conversation with any informed citizen. Patrick Kinni confirmed noting that it too was a public record. He further indicated to call or email the office and staff would assist with the process.
 - Bill Berlow questioned if a summary of oral conversation was required to be compliant. Patrick Kinni state that oral communication was exempt; clarifying that phone call would be exempt where a phone message would be a public record.
 - Made or received pursuant to law or ordinance or in connection with the transaction of official business
 - By any agency [including a private entity acting on behalf of a public agency].
 - Which are used to perpetuate, communicate, or formalize knowledge.
- Restrictions on access to records:
 - Public records cannot be withheld at the request of the sender/creator
 - A requestor is not required to show a “legitimate” or “noncommercial interest” as a condition of access
 - A request cannot be denied because it is “overbroad”
 - Unless authorized by another statute, an agency may not require that public records requests be in writing or require the requestor to identify himself or herself
- Standards of conduct – Public Officials, including Board Appointed Committee Members, are prohibited from:
 - Soliciting and Accepting Gifts
 - Accepting Unauthorized Compensation
 - Misusing Their Public Position
 - Disclosing or Using Certain Information

- Doing business with their agency
- Engaging in conflicting employment or contractual relationships
- Voting Conflicts of Interest – Requires that no member of a Board appointed committee shall vote in an official capacity upon any measure which would inure to the special private gain or loss of themselves, any principal or entity by whom they are retained, other than an agency, or to any relative or business associate.
 - Members must announce the nature of the conflict before the vote; abstain from voting; and file a memorandum of voting conflict
 - Members may participate in the discussion
- Presentation is on file at Blueprint Intergovernmental Agency
- Preview and Discussion of the Year Ahead
 - Autumn Calder provided a brief overview of the Blueprint program that included:
 - Genesis of the 2020 program and historical record of project descriptions
 - Kent Wimmer questioned which projects were identified for phases one or two under the Greenways Masterplan. Autumn Calder stated that the Greenways Masterplan was tied to funding with the allocated amount put toward the implementation of the plan as a whole. The individual projects within the Masterplan were not yet prioritized. That would be completed in the Greenways Masterplan Implementation process.
 - Sidewalk projects would be implemented by the City and County through the annual allocation from the 66%.
 - Decisions on the bike routes would follow the completion of the CRTPA's Bike and Pedestrian Masterplan.
 - Projects under construction:
 - Capital Cascades Trail Segment 3 with an anticipated completion late 2018.
 - Northeast Gateway (Welaunee Boulevard) Dove Pond with an anticipated completion fall of 2018.
 - Projects in planning
 - Welaunee PD&E with an expected completion early 2020
 - Capital Cascades Trail Segment 3 Master Planning for Amenities with an expected completion late 2018
 - Capital Cascades Trail Segment 4 Master Planning with an expected completion mid 2019
 - Southwest Area Transportation Plan with an expected completion mid 2019
 - 2020 Five to Ten-year Implementation Plan
 - Kent Wimmer asked for staff guidance on how to share the message and story of Blueprint and OEV through their constituencies. It was a welcome suggestion that staff would consider. JR Harding requested a one page fact sheet that could provide a summary of that information that could be quickly and easily shared. He further suggested that any such product that staff created should also be available electronically to provide a variety of access points for the citizens of Tallahassee-Leon County.

- Presentation is on file at Blueprint Intergovernmental Agency

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IV. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

There were no speakers to be heard.

V. ADJOURN

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

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