

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

Date: November 16, 2017
To: Citizens Advisory Committee
From: Benjamin H. Pingree, PLACE Director
Subject: Summary Minutes for September 7, 2017 CAC Meeting

Committee Members present:

Allen Stucks	Kathy Bell
Claudette Cromartie	Kent Wimmer
Gina Kinchlow	Neil Fleckenstein (<i>telephonically</i>)
Gordon Hansen	Peter Okonkwo
Henree Martin	Stewart Proctor
JR Harding	

Committee Members absent:

George Smith	Hugh Tomlinson
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I. AGENDA MODIFICATIONS

- Revision to Item 9: Adoption of the Fiscal Year 2018 Blueprint Intergovernmental Agency Operating Budget
- Revision to Item 10: Adoption of the Fiscal Year 2018 Net Sales Tax Allocation Plan and 2018-2022 Capital Improvements Plan

Kent Wimmer moved the modified agenda. It was seconded by Henree Martin. The motion passed 10-0. Per the by-laws, Mr. Fleckenstein, could not participate in the vote

II. INFORMATIONAL ITEMS/PRESENTATIONS

- Blueprint Project Updates
 - Autumn Calder provided a brief overview of the status of Blueprint projects that included:
 - Capital Circle Northwest/Southwest was substantially complete although final acceptance of the project remained.
 - Capital Cascades Trail Segment 3 was 30% complete with only 20% of contract time used. The completed segment of Capital Cascades Trail and FAMU Way also won the 2017 Planning Award of Merit from the American Planning Association's Florida Chapter.
 - Magnolia Multiuse Trail Phase 6 was scheduled to be completed in time for the opening of the new Big Bend Cares Care Point Facility in October 2017.
 - Cascades Park Drainage Improvements and relocation of the Smokey Hollow Barbershop was scheduled to begin September 2017.

- The Intergovernmental Agency Board of Directors (Board) approved funding of Alternative Sewer Solutions Study Phase 1 and directed Leon County Public Works to manage the project. The scope of work would be presented to the Florida Department of Environmental Protection and On-Site Sewage Treatment and Disposal Systems (OSTDS) Committee on September 12, 2017.
- Presentation is on file at Blueprint Intergovernmental Agency
- Office of Economic Vitality (OEV) Project Updates
 - Cristina Paredes provided a brief overview of the status of OEV projects that included:
 - Research and Business Analytics
 - The fourth quarter economic indicator report was due to be published in October 2017 covering approximately twelve indicators and linked to the website where people could find information on approximately 80 indicators and information on the local cost of living index.
 - Partnership with Florida State University (FSU) Center for Economic Forecasting Analysis for large economic impact analyses for private investor investments.
 - Engagements and Operations
 - Fifteen active projects with highlights listed below:
 - One [REDACTED] Place, Project Clover, and Senior Life were complete.
 - Project Campus continued with staff working closely with the business for their expansion in the community with approximately 120 new jobs.
 - Project Fox was a new retention project that included approximately 30 new jobs.
 - Finalized the Investment Toolkit which included information for all state and local funding resources and incentives for the community.
 - Staff completed 50 consultation visits with the CapitalLoop Program, for Business Retention and Expansion, within the first six months to meet the first-year goal established in the Strategic Plan. Staff looked to double that number by the first anniversary of the program.
 - Minority, Women, and Small Business Enterprises
 - Increased certification and recertification by 25-percent.
 - The Magnetic Task Force, a key component of the Strategic Plan was set to launch in September 2017.
 - Major studies were progressing
 - Targeted Industry Study's estimated completion date was December 2017.
 - Disparity Study's estimated completion date was October 2018.
 - Florida Job Growth grant and partnership was progressing with Innovation Park and FSU and in conjunction with Blueprint's Gateway District Project.
 - Brand outreach and social media updates CapitalLoop and the #FLCapitalforBiz campaigns.

- Presentation is on file at Blueprint Intergovernmental Agency
- Proposed Changes to the Blueprint 2020 Airport Gateway Project
 - Autumn Calder gave a brief presentation on the history and progress of the project.
 - Henree Martin commented that two major issues of the Lake Bradford neighborhood were the bridge over the Chain of Lakes and Lake Bradford Road itself.
- Proposed Prioritization for the Community Enhancement, Connectivity, and Quality of Life (CCQ) Blueprint 2020 Infrastructure Projects
 - Autumn Calder gave an overview of the CCQ project prioritization process first discussed with the CAC in February 2017 and presented the results of the CCQ project ranking. This prioritization will be presented to the IA Board at their September 19, 2017 meeting for review and approval. If approved, the IA Board will have taken action on all 27 Blueprint 2020 infrastructure projects. Moving forward, Ben Pingree spoke to future options for pivoting and reprioritizing projects based on leveraging opportunities as those opportunities arise throughout the next 20 years of the Blueprint 2020 program.

III. CONSENT

ACTION TAKEN: Kent Wimmer moved the consent agenda as presented. Peter Okonkwo seconded it.

The motion passed 10-0.

1. Approval of the June 8, 2017 CAC Meeting Minutes
Option #1: Approve the June 8, 2017 CAC meeting minutes.
2. Proposed 2018 Meeting Schedule for Blueprint Intergovernmental Agency Board and Citizen Advisory Committees and Technical Assistance Committees
Option #1: Approve the proposed 2018 Meeting Schedule for the Blueprint Intergovernmental Agency Board of Directors, Citizen Advisory Committees, and Technical Assistance Committees
3. Status Report on Blueprint Infrastructure Projects
Option #1: Accept the September 2017 status report on the Blueprint infrastructure projects.
4. Status Report of the Operations of the Tallahassee-Leon County Office of Economic Vitality
Option #1: Accept the Tallahassee-Leon County Office of Economic Vitality status report.
5. Status Update on Office of Economic Vitality's Major Studies in Progress

Option #1: Accept the Tallahassee-Leon County Office of Economic Vitality major studies in progress.

6. Acceptance of the Status Report on the Formation of a Magnetic Technologies Task Force for Tallahassee - Leon County by the Economic Vitality Leadership Council

Option #1: Accept the status report on the formation of the Magnetic Technologies Task Force for Tallahassee-Leon County.

7. Acceptance of Status Report and Authorization to Continue Supporting the Annual Big Ben Minority Enterprise Development Week Program

Option #1: Acceptance of the status report and authorize the continued support of MWSBE staff in the administration of the annual activities of the MED Week Committee.

IV. GENERAL BUSINESS

8. Approval of the Urban Vitality Job Creation Pilot Program and Amended Investment Toolkit

Al Latimer gave a summary presentation of the item which would serve as a locally-based program designed to spur job creation, encourage employment stability, and promote economic vitality in the Promise Zone.

Claudette Cromartie questioned they type of manufacturing facilities the site could accommodate as well as clarification on the reimbursement aspect of the incentive program. Mr. Latimer stated that there was a variety of subcategories incorporated in that. Ben Pingree stated that it was an opportunity to bridge the gap created by the expiration of Enterprise Zones from the state and to implement the Business Retention and Incentive Fund prior to 2020.

Henree Martin requested additional detail on the reimbursement amount of the program. Cristina Paredes stated that it a \$25,000 annual total with a \$7,000 maximum per company. Per job reimbursement varied based on the percentage of the average annual wage from 75% to 150% or \$500 to \$1500 per job. Mr. Pingree stated that the Office of Economic Vitality would be requesting funds from the Board. It would be a locally funded program based on proven performance and commiserate with earlier state opportunities.

Option #1: Approve the Tallahassee-Leon County Urban Vitality Job Creation Pilot Program and Amended Investment Toolkit.

Stewart Proctor moved approval of Option #1. It was seconded by Henree Martin.

The motion passed 10-1.

V. PUBLIC HEARING 5:30 PM

9. Adoption of the Fiscal Year 2018 Blueprint Intergovernmental Agency Operating Budget

Autumn Calder gave a brief presentation on the agenda item modification for this item, which included the addition of \$5,000 to Unclassified Professional Fees to cover the Financial Advisor services for fiscal year 2018. This reallocation of funds correspondingly reduced the Capital Budget line item for the Capital Cascades Trail Segments 3-4 project. The agenda item modification also included clarification of the employee merit pay for County employees or cost of living adjustments for City employees. Autumn Calder then provided an overview of the proposed 2018 Blueprint Operating budget. Al Latimer spoke to the specificities of the OEV portion of the budget as well.

Steward Proctor questioned the overall increase to Salaries. Mr. Pingree noted that increase reflected the addition of the Accountant position as recommended in the financial audit.

Claudette Cromartie questioned the line items for Salary Enhancements and Temp Wages. Ben Pingree stated that it a budgetary mechanism utilized by the City to enable any out-of-cycle salary adjustments. Ms. Calder outlined the temporary positions at Blueprint and OEV. Ms. Cromarite also requested that a separate budget workshop be held in the future for interested members to be allowed a deeper dive into the material.

There was no public comment on the Fiscal Year 2018 Operating Budget.

Option #1: Conduct the public hearing to adopt the Fiscal Year 2018 Blueprint Intergovernmental Agency Operating Budget.

Henree Martin moved approval of Option #1. It was seconded by Claudette Cromartie.

The motion passed 10-0.

10. Adoption of the Fiscal Year 2018 Net Sales Tax Allocation Plan and 2018-2022 Capital Improvements Plan

Autumn Calder gave a brief presentation of the Blueprint 2018-2022 Capital Improvements Plan. The presentation included an update on the City of Tallahassee's plans to use their portion of the Water Quality allocation for the Market District stormwater pond project.

Peter Okonkwo questioned if the Water Quality allocation was for new construction or retrofit of existing ponds. Ms. Calder the history and split between the City and County for the Water Quality Fund and explained that it was an annual allocation.

Kent Wimmer questioned if a citizens working group would be formed for the planning of the park in the Headwaters of the St. Marks. Ms. Calder stated that the funds would be used for the implementation of the site plan that was outlined in the Management Plan that Blueprint committed to as a result of the grant.

There were no public comments on the Fiscal Year 2018 Capital Budget.

Option #1: Conduct the public hearing to approve and adopt the Fiscal Year 2018-2022 Blueprint Capital Improvement Plan as presented to implement the Fiscal Year 2018-2022 Net Sales Tax Allocation Plan and approve the Fiscal Year 2018 Capital Budget Resolution.

Kent Wimmer moved approval of Option #1. It was seconded by JR Harding

The motion passed 10-0.

VI. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

There were no speakers to be heard.

VII. ITEMS FROM MEMBERS OF THE COMMITTEE

There were no speakers to be heard.

VIII. ADJOURN

The meeting adjourned by consensus at 6:35 pm.