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their municipalities

Apalachee Regional Planning Council FULL COUNCIL BOARD MEETING

**334th Public Meeting
Thursday, February 1, 2024
10:00am EST/ 9:00am CT**

The Apalachee Regional Planning Council (ARPC) assists with grants, outreach, public implementation, and other planning activities to enhance the nine-county Apalachee Region. The Council houses a variety of programs, including economic development, emergency preparedness, growth management planning, transportation, housing, GIS, and environmental planning. By collaborating across these programs and embracing partnerships with local, state, and federal organizations, the ARPC continues to make a positive and lasting impact throughout the Region.



ARPC BOARD MEMBERS

EXECUTIVE COMMITTEE

Ricky Jones, Chair – Franklin
 Jim Peacock, Vice-Chair – Jackson
 Jack Porter, Secretary/Treasurer – City of Tallahassee
 John Jones, Past Chairman – City of Monticello

FRCA POLICY BOARD MEMBERS:
 Jack Porter, Rick Minor, and Lisa Miller



AGENDA – FEBRUARY 1, 2024

APALACHEE REGIONAL PLANNING COUNCIL
 FULL COUNCIL BOARD MEETING
 THURSDAY – FEBRUARY 1, 2024
 10:00 AM EST / 9:00 AM CT
[Click here to join the meeting virtually.](#)
 Meeting ID: 290 858 698 555
 Passcode: fjjsis

FULL COUNCIL

Calhoun County	
Darryl O’Bryan	County Commissioner
Sheila Blackburn	Councilwoman, City of Blountstown
Vacant	Governor’s Appointee
Franklin County	
Ricky Jones	County Commissioner
Sebrina Brown	Commissioner, City of Carrabelle
Vacant	Governor’s Appointee
Gadsden County	
Brenda Holt	County Commissioner
Evelyn Goldwire	Commissioner, City of Gretna
Vacant	Governor’s Appointee
Gulf County	
Sandy Quinn, Jr.	County Commissioner
Johnny Paul	Commissioner, City of Wewahitchka
Michael Hammond	Governor’s Appointee
Jackson County	
Jim Peacock	County Commissioner
Kim Applewhite	Councilwoman, Town of Grand Ridge
Vacant	Governor’s Appointee
Jefferson County	
Chris Tuten	County Commissioner
John Jones	Councilman, City of Monticello
Vacant	Governor’s Appointee
Leon County	
Rick Minor	County Commissioner
Jack Porter	Commissioner, City of Tallahassee
Lisa Miller	Governor’s Appointee
Liberty County	
Doyle Brown	County Commissioner
James Kersey	Mayor, City of Bristol
Davis Stoutamire	Governor’s Appointee
Wakulla County	
Quincee Messersmith	County Commissioner
Steve Remke	Commissioner, City of St. Marks
Vacant	Governor’s Appointee
Ex-Officio Members	
Kristine Morris	Fl. Dept. of Environmental Protection
Darryl Boudreau	NW Fl. Water Management District
Tanya Branton	Fl. Dept. of Transportation
Diane Scholz	Florida Commerce

	PAGE #
1. Call to Order, Pledge of Allegiance, and Introductions	
2. *Approval of Agenda	
3. *Approval of Minutes – October 26th, 2023 Board Meeting	4
4. Program Snapshots – ARPC Staff	
5. Executive Director’s Report - ARPC Chris Rietow, Executive Director	8
A. *Financial Report	9
B. Staff Program Reports	
1. Economic Development & Community Planning	11
2. Emergency Planning	13
3. Revolving Loan Fund	15
4. Transportation Planning	20
5. Environmental Planning	24
6. GIS Program	26
7. Housing Program	29
8. Communications	32
9. Growth Management	34
C. Starlink Pilot Program Discussion Update	
D. FRCA Policy Board Meeting Overview	
E. ARPC Annual Report	
F. Donald Morgan Board Memo	
6. Board Member Reports / Local & Regional Issues Discussion	
7. Ex-Officio Member Updates	
8. Public Comment	
9. Adjournment	
10. Next ARPC Board Meeting – Thursday, March 28th, 2024	

Resolution of Respect in Memory of

**Commissioner Stephen Wayne Walker
Wednesday, December 11, 1963 – Sunday, October 29, 2023
Jefferson County Commissioner and
Apalachee Regional Planning Council Board Member**

Whereas, Commissioner Stephen Wayne Walker passed from this life on Sunday, the 29th Day of October in the Year of Our Lord Two Thousand Twenty-Three and

Whereas, the beloved Commissioner Walker's, departure from this life was seemingly too soon by mankind's measure, and

Whereas, his presence will be missed, and memories of his friendly demeanor will be forever cherished, the Executive Director and Staff of the Apalachee Regional Planning Council offer their sincere condolences to the family and friends of Commissioner Stephen Wayne Walker. Your sorrow is our sorrow; your loss is magnified by the passing of a dear soul from our lives, and

Whereas, Commissioner Walker was an exemplary and devoted family man who deeply loved and supported his wife, children, parents, siblings, and extended family, and

Whereas, Commissioner Walker was well-revered as a public servant who served with unwavering commitment, dedication, strong ethics and integrity, to the citizens of Jefferson County, Florida, and

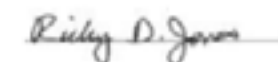
Whereas, Commissioner Walker performed his work on this earth through his 35-year tenure with the City of Tallahassee Water Department where he started as a ditch-digger at age 18 and retired in 2019 as Construction Chief, and

Whereas, we have each of us been blessed by Commissioner Walker's support of the Apalachee Regional Planning Council's (ARPC) mission as a board member for ten years who advocated for the preservation of regional resources, especially the Wacissa River in Jefferson County, and

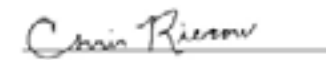
Therefore, be it resolved that we embrace this bereaved family, in our common bond of grief and remembrance of a beloved soul and bow in acceptance that his task on earth has been fulfilled, and

Be it further resolved that a moment of silence shall be observed at the February 1, 2024 Board Meeting of the Apalachee Regional Planning Council to acknowledge and remember the passing of the esteemed Commissioner Walker, and that a copy of this resolution be given to his family and a copy kept in the Board's archives.

Respectfully submitted on this 1st day of February 2024 on behalf of the Apalachee Regional Planning Council, Tallahassee, Florida.



Ricky D. Jones, ARPC Chairman



Chris Rietow, Executive Director



APALACHEE REGIONAL PLANNING COUNCIL
FULL COUNCIL BOARD MEETING
THURSDAY – October 26, 2023
10:00 AM EST/ 9:00 AM CT

1. Call to Order and General Business

- Commissioner Ricky Jones called the meeting to order at 10:01am.
- Quorum confirmed and introductions made.

ARPC Board Members in Attendance

Franklin County	Ricky Jones	County Commissioner
Franklin County	Sebrina Brown	Commissioner, City of Carrabelle
Gadsden County	Evelyn Goldwire	Mayor, City of Gretna
Gadsden County	Brenda Holt	County Commissioner
Gulf County	Sandy Quinn, Jr.	County Commissioner
Gulf County	Micheal Hammond	Governor’s Appointee
Jackson County	Kim Applewhite	Councilwoman, Town of Grand Ridge
Jackson County	Jim Peacock	County Commissioner
Jefferson County	John Jones	Councilman, City of Monticello
Jefferson County	Stephen Walker	County Commissioner
Leon County	Rick Minor	County Commissioner
Leon County	Lisa Miller	Governor’s Appointee
Liberty County	Doyle Brown	County Commissioner
Wakulla County	Quincee Messersmith	County Commissioner

Ex-Officio Members in Attendance

Tanya Branton – FL Dept. of Transportation
Diane Scholz – FL Dept. of Economic Opportunity

ARPC Staff in Attendance

Josh Adams – Environmental Planning Manager
Hauwa Black – Housing Coordinator
Ben Chandler – Transportation Planning Manager
Kwentin Eastberg – Deputy Director
Melissa Franklin – Communications Coordinator
Denise Imbler – Special Projects Director
Christian Levings – Emergency Planning Manager
Pat Maurer – Commuter Assistance Coordinator
Rick McCraw – Senior Planner
Josh Pasqualone – ARPC Legal Counsel
Monica Pitts – Finance & Human Resources Director
Chris Rietow – Executive Director
Caroline Smith – Economic Development Planning Manager
Amber Tyrie – Housing Programs Administrator
Alex Valdes – Economic Development Planner

Others in Attendance

Wendy Schlesinger – Jackson County Community Development
Vanessa Spaulding – Tallahassee International Airport
Greg Slay – Capital Region Transportation Planning Agency
Justin Stiehl – Gadsden County Planning Department
Greg Burke – Capital Region Transportation Planning Agency
Antonio Jefferson – City of Gretna



Cherry Jochum – FEMA
Laurel Bradley – Gadsden County
TJ Lewis – Gadsden County
David Pollard – Tallahassee International Airport
Eric Brown – Florida Department of Agriculture and Consumer Services
Kevin Gehrke – Tallahassee-Leon County Office of Economic Vitality
Josh Brown
Sean Lewis – Florida Commerce

Approval of Agenda

Commissioner Walker motioned to approve the October 2023 ARPC Board Meeting Agenda.
Commissioner Goldwire seconded the motion.
Motion approved unanimously.

Approval of Board Minutes

Commissioner Walker motioned to approve the August 2023 Board Meeting Minutes.
Commissioner Minor seconded the motion.
Motion approved unanimously.

Foreign Trade Zones Presentation

David Pollard and Vanessa Spaulding (Tallahassee International Airport) joined Kelly Halver-son (IMS Worldwide) in presenting the Board with an overview of the Tallahassee Interna-tional Airport’s proposal to create a Foreign Trade Zone within the Apalachee Region.

Foreign Trade Zones (FTZ) are designated locations within the United States where compa-nies can utilize special customs procedures to increase competitiveness with other nations for manufacturing and operations. Each site is granted FTZ status by the US Foreign-Trade Zones Board (FTZ Board) under the US Department of Commerce.

Tallahassee International Airport is seeking an FTZ designation. The FTZ Proposed Service Area includes Franklin, Gadsden, Jefferson, Liberty, Leon, Taylor, Madison, Gulf, Wakulla, Jackson, and Calhoun counties. The FTZ application requires letters of support from each county within the FTZ Proposed Service Area.

FTZs can be utilized for distribution, storage, testing & inspection, repackaging, assembly, repair, scrap, and manufacturing. Operational benefits of an FTZ include Duty Deferral, Duty Elimination, Duty Reduction, Duty Inversion, Duty Free Export/Scrap, Merchandise Process-ing Fee Reduction, and Improved Supply Chain Velocity.

As site selection teams often have FTZ as criterion on their checklists, having an FTZ program is an important recruiting and retention tool for local EDC groups. FTZ tenants typically have higher retention rates due to their links to CBP, increased supply chain velocity, and invest-ment in physical security.

Franklin-98 Living Shoreline Presentation

Construction of the Franklin-98 Living Shoreline has begun! North Florida Construction, a lo-cally based company, loads the limestone materials onto a barge in Eastpoint and transports them to the project site for deployment. This method allows for the materials to be effi-ciently placed without disturbing submerged aquatic vegetation (SAV) or damaging uplands with tracked vehicles. Additionally, the minimized amount of construction equipment along the shoulder and right of way will reduce traffic congestion along the project area. Three barges will be utilized in the construction of the project.



Reefs will be placed in shallow water, less than six feet. Excavators will be used from the barges to position the materials. Turbidity curtains, materials that contain disturbed sediments that are suspended in the water, and aerial imaging will be used to minimize damages to SAV and ensure accuracy of materials placement. The reefs are marked with an RTK GPS unit, ensuring accuracy to the centimeter. Stakes are placed to demarcate the placement area, and the edges marked and mapped once in place. The construction of the reefs will take place over the fall and winter 2023-2024.

Once the low-profile reefs are constructed, a marsh will be constructed behind them. The marsh will primarily be comprised of Spartina alterniflora. The combination of the marsh and reefs will benefit the local ecology through providing enhanced habitat that has been preempted by seawall in many locations along the project area. The enhancements will also help to offset erosion and catch sediment, increasing shoreline resiliency.

**Executive Director Report
Financial Reports**

Commissioner Walker motioned to approve the October 2023 ARPC Financial Summary.
Commissioner Jones seconded the motion.
Motion approved unanimously.

Staff Program Reports

- Economic Development: Staff is currently preparing four Rural Infrastructure Fund Applications.
- Revolving Loan Fund (RLF): Several RLF loans remain in delinquent status. After repeated attempts to contact borrowers, legal actions have been taken to recoup lost funds.
- Letter of support for Foreign Trade Zone
 - o Tallahassee International Airport has requested a letter of support for the FTZ application.

Commissioner Walker motioned to approve TIA’s request for n FTZ letter of approval.
Councilwoman Applewhite seconded the motion.
Motion approved unanimously.

- GIS Program: ARPC has purchased a drone, which will be essential for expanding regional resiliency work and environmental planning.
- Housing: ARPC welcomes Marcus Thompkins to the team!

Executive Committee Meeting update

Commissioner Jones motioned to approve the actions of the Executive Committee.
Commissioner Walker seconded the motion.
Motion approved unanimously.

Starlink Pilot Program

The Council has been asked to file an appropriation request to administer a pilot program for Starlink. Approximately 300 broadband kits would be deployed throughout the Region, and the Council would administer the program and then report back to the Legislature on the results of the process.

Commissioner Jones motions to approve the request.
Commissioner Walker seconded the motion.
Motion approved unanimously.



Next Board Meeting will be held February 1st, 2024.

Meeting adjourned at 11:26am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL
MEETING IN REGULAR SESSION ON FEBRUARY 1, 2024:

SIGNED:

ATTEST:

Ricky Jones
Chair

Chris Rietow
Executive Director



EXECUTIVE DIRECTOR'S REPORT
Chris Rietow

The following items will be reported and discussed with the Board:

I. *Financial Reports: Included in the Board Packet are the following items for Board review and approval:

- A. FY 2023/2024 Summary
 - o FY 2023/2024 Expense Summary for October, November, and December

II. Staff Reports: Staff program reports are included on the following pages. Staff will be present at the meeting to answer any questions and report on any additional program updates.

III. Starlink Pilot Program Discussion Update: Overview on a potential pilot project that would involve a legislative appropriation request by ARPC.

IV. FRCA Policy Board Meeting Overview: Summary of the January 26th Winter FRCA Policy Board Meeting in Tallahassee.

V. ARPC Annual Report: Highlights of the 2022-2023 ARPC Annual Report.

VI. Donald Morgan Board Memo: Discussion on the current challenges of retaining talent for the ARPC's programs.

ACTIONS NEEDED

- o *Motion to approve the Financial Summary through December 2023.

Apalachee Regional Planning Council				
Revenue & Expenses 23/24		\$ 106,320.06	Balance 10/1/23	
LINE-ITEM	Total	10/23	11/23	12/23
General Revenue	35,000.00	-	-	35,000.00
EDA Planning Grant	-	-	-	-
Jacob City Broadband	-	-	-	-
Gadsden Competitive FL	-	-	-	-
Franklin CPTA	-	-	-	-
Legacy RLF - Admin	-	-	-	-
CARES RLF - Admin	-	-	-	-
REVIVE RLF - Admin	15,000.00	-	-	15,000.00
FDEM - Hazards Analyses	-	-	-	-
FDEM - HMEP Planning	2,348.70	-	-	2,348.70
FDEM - HMEP Training	12,450.00	-	-	12,450.00
FDEM - LEPC Support Staff	10,780.00	-	10,780.00	-
Big Bend Healthcare - Admin	50,612.00	50,612.00	-	-
Wakulla CDBG Shelter	-	-	-	-
Small Emergency Planning Contracts	-	-	-	-
Regional Vulnerability Assessments	-	-	-	-
Franklin Vulnerability Assessments	-	-	-	-
Gadsden Vulnerability Assessments	-	-	-	-
Wakulla CDBG Risk	20,000.00	20,000.00	-	-
Franklin 98 - ARPC	37,057.64	37,057.64	-	-
Franklin 98 - Project Costs	292,429.95	292,429.95	-	-
FDEP - SQG	-	-	-	-
Small Environmental Contracts	-	-	-	-
Calhoun HHRP 2	-	-	-	-
Calhoun SHIP	8,750.00	8,750.00	-	-
Gulf SHIP	-	-	-	-
Jackson SHIP	11,470.38	11,470.38	-	-
Jackson HHRP	37,210.65	37,210.65	-	-
ARPC County Dues	35,359.94	22,279.66	13,080.28	-
CoC - Admin	-	-	-	-
FRCA - Admin	20,294.14	-	7,507.07	12,787.07
Misc. Small TA Contracts	6,495.00	-	1,495.00	5,000.00
Town of Havana	11,017.50	11,017.50	-	-
Town of Havan - Cemetery Mapping	-	-	-	-
Town of Grand Ridge	-	-	-	-
City of Quincy	15,340.00	-	-	15,340.00
Jackson GM	-	-	-	-
Small GM Contracts	9,197.50	9,197.50	-	-
CTD - Transportation Disadvantaged	4,914.87	-	-	4,914.87
FDOT - RideOn	44,367.65	-	44,367.65	-
FDOT - D3	13,200.00	3,350.00	9,850.00	-
TOTAL REVENUE	693,295.92	503,375.28	87,080.00	102,840.64

General Expenses				
Salaries	341,189.85	99,373.84	136,544.54	105,271.47
Fringe Benefits (FICA, CHP & FRS)	109,509.42	41,982.12	16,956.88	50,570.42
Travel	9,209.91	2,739.15	4,041.70	2,429.06
FLEET Vehicle Expenses	513.35	306.62	-	206.73
Consultants (Contract Required)	79,059.95	71,184.95	7,875.00	-
F-98 Consultants	221,245.00	221,245.00	-	-
Accounting	1,807.55	700.69	599.45	507.41
Advertising	349.54	213.58	135.96	-
Audit	6,000.00	-	6,000.00	-
Board Meeting Expenses	573.58	-	207.37	366.21
Dues (FRCA, NADO, SERDI & Other)	5,125.00	-	5,125.00	-
Equipment Lease - Copiers	2,525.35	669.22	1,131.93	724.20
Insurance (Work Comp, Liability)	2,233.37	702.37	1,531.00	-
IT Tech Support & Equipment	3,419.72	404.00	1,799.44	1,216.28
Legal	-	-	-	-
Licenses (REMI)	-	-	-	-
Miscellaneous	1,000.99	300.00	300.00	400.99
Office Supplies	2,358.11	763.32	1,323.86	270.93
Postage	225.68	217.12	8.56	-
Rent/Utilities	32,156.33	10,773.84	10,712.57	10,669.92
Subscriptions & Publications	-	-	-	-
Telephone/Internet	3,758.65	1,325.14	1,097.11	1,336.40
Contingency & Project Pass-Thru	(111,028.44)	(7,384.13)	6,950.46	(110,594.77)
TOTAL EXPENSES	711,232.91	445,516.83	202,340.83	63,375.25

\$ 88,383.07 Balance 12/31/23



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM

Caroline Smith & Alex Valdes

Technical Assistance

ARPC staff continues to assist regional partners with economic development planning, coordination, disaster recovery, grant writing, and other tasks. Recent technical assistance activities and highlights are listed below.

Conferences

ARPC staff actively participated in the NADO Annual Conference, a crucial platform for rural economic developers. This event, attended in 2023, covered key topics like wealth creation, regional data analysis, and board training, offering valuable insights. Staff engaged in mobile workshops, a Rock and Roll Hall of Fame reception, and networking sessions, connecting with industry leaders to discuss emerging trends in community and economic development.

Additionally, we were present at the Florida Rural Economic Development Summit hosted by Florida Rural Economic Development Association. This consortium, comprising key regional organizations, focuses on fostering the growth of rural Florida. Attending the summit from November 29 to December 1, 2023, proved invaluable as staff gained insights into strategic retail recruitment, economic development trends, rural broadband, solar energy, legislative priorities, and opportunities. This experience deepened the understanding of crucial issues and innovative solutions for advancing rural development.

Workshops and Facilitations

ARPC facilitated a “Whose Lane Is It Anyway” workshop, bringing together North Florida economic development organizations to discuss and outline responsibilities for improved coordination and collaboration, particularly regarding federal funding opportunities. Following the workshop, key action items were identified, including ARPC providing highlighted Notices of Funding Opportunities (NOFOs) to economic development partners, hosting annual economic development





ECONOMIC DEVELOPMENT

gatherings, creating a regional roadmap with measurable action steps, considering an annual Regional Economic Development Summit, and exploring the possibility of an ARPC Economic Development Newsletter to share successes and funding announcements. These initiatives aim to clarify roles, enhance collaboration, and strengthen the Region’s economic development efforts.

The Jacob City Broadband workshop, a two-part initiative planned and led by ARPC economic development staff, began with the presentation of the Jacob City Broadband needs assessment, compiled from community surveys. Recognizing the long-term nature of broadband planning, staff seized this opportunity to give back to the community by emphasizing not only broadband infrastructure but also the ability to harness the internet’s full potential. In the second half of the workshop, staff focused on digital empowerment, teaching participants essential digital skills such as using library resources like Hoopla and Libby and familiarizing them with Google Suite tools for both professional and personal use. As a result, five participants obtained library cards, and staff successfully tested Jackson County’s emergency hotspot to power the event. This comprehensive approach aims to bridge the digital divide and empower communities by addressing both infrastructure and digital literacy needs.

Active Projects

Gadsden County Economic Development Strategy

ARPC is collaborating with the Gadsden County to craft a new economic development strategy. This initiative builds upon GCDC’s “Opportunity for All” strategy and will align with FAMU’s Re compete award for Gadsden County, focused on reducing the prime age employment gap.

Jacob City Broadband Feasibility Study

Progress continues on the Jacob City Broadband Feasibility Study. ARPC has engaged Finley Engineering to handle technical aspects, ensuring a comprehensive analysis. Anticipated completion for this project is in April.



EMERGENCY PLANNING

EMERGENCY PLANNING PROGRAM Christian Levings – Elizabeth Todak – Denise Imbler

Regional Hazardous Materials Program

The ARPC staffs the Apalachee Local Emergency Planning Committee (LEPC), which is responsible for implementing the federal Emergency Planning and the Community Right-To-Know Act (EPCRA) for the ARPC Region. The four primary activities of the Apalachee LEPC are hazardous materials planning, training, emergency exercises, and public outreach.

Quarterly Meetings

ARPC staff held the most recent meeting of the Apalachee LEPC on December 19th, 2023. During the meeting, the LEPC membership discussed the activities that occurred during the previous quarter, as well as future training and exercise opportunities. The next LEPC meeting will be in March 2024. The location has yet to be determined.



Hazardous Materials Training

The following trainings were held in coordination with the Apalachee LEPC since the last ARPC Board meeting (see table).

APALACHEE LEPC-SPONSORED TRAININGS		
DATE	COURSE	# OF STUDENTS
10.17.2023 - 10.18.2023	(4) 3-HOUR GASOLINE TANKER RESPONSE	68
UPCOMING ALEPC-SPONSORED TRAININGS		
DATE	COURSE	
2.2024	8-HOUR HAZTOX: TOXMEDIA COURSE	
3.2024	8-HOUR CHLORINE HANDLING & EMERGENCY RESPONSE	

SERC Meetings

ARPC staff attended this quarter’s State Emergency Response Commission meeting and took part in the Training Task Force, Chairman/Coordinator, and SERC meetings over the course of two days in Daytona at this year’s Hazmat Symposium.

One of the main topics of discussion revolved around the hazards created by EV batteries and their disposal, particularly when they have come in contact with saltwater as they did during Hurricane Ian.

District Response Procedures

As part of the Hazardous Materials Emergency Preparedness (HMEP) Grant, ARPC staff is developing a commodity flow study for the ALEPC region. This study is conducted by ALEPC and supplemental ARPC staff who go into the region and track hazardous material moving through key transportation ways and intersections. The findings of this study will be used to inform Transportation Hazmat Incident SOP updates, as well as training needs for the ALEPC.



Hazardous Materials Exercises:

ARPC staff has been in contact with local partners to discuss the development of a hazmat exercise for Summer of 2024. Exercise specifics are still pending, but the exercise will likely include a functional component.

Big Bend Healthcare Coalition (BBHCC)

ARPC staff for the Big Bend Healthcare Coalition (BBHCC), held its most recent general membership meeting on December 6th, 2023. During the meeting there were several presentations from guest speakers, including Mark Wool from the National Weather Service in Tallahassee. Additionally, members of the BBHCC in Taylor County presented to the group about their actions prior to and immediately after Hurricane Idalia. This same group will be welcomed back for the pre-hurricane season meeting.



The BBHCC has been actively engaged in creating several specialty annexes for reference use by its partners and members throughout the region. These include Radiation Surge, Pediatric Surge, and Chemical Surge Annexes. The Radiation Surge and Pediatric Surge Annexes were exercised in a tabletop format in May 2023, and the Chemical Surge Annex will be exercised sometime in Spring of 2024. The Chemical Surge Annex will inform the Medical Surge and Response (MRSE) exercise set to take place in June of 2024.

The BBHCC is assisting members with Member Project submissions approved by both the Florida Department of Health and BBHCC Board to source and reimburse for the approved equipment. This years approved items include satellite communications equipment, outdoor cooling equipment for post-disaster medical teams, an EMS transportation ventilator, a remote lighting unit, and a quick shelter kit for triaging patients post-incident.

Training and Exercises

The BBHCC has multiple trainings and exercises occurring in the next six months. These include a Nursing Home Incident Command Systems course, a Planning Section Chief offering in partnership with Wakulla County, a Crisis Standard of Care Exercise, a Chemical Surge Exercise, and a Medical Response and Surge Exercise.

Wakulla County Shelter Plan

ARPC assisted Wakulla County in securing grant funding for a county-wide shelter analysis project, including a final Shelter Plan for the county. The Emergency Planning team has been actively meeting with officials in Wakulla County, and are in the process of verifying buildings in the county that meet sheltering criteria. The project is continuing to progress, and will be completed by Fall of 2024.



REVOLVING LOAN FUND (RLF) REPORT
Legacy, CARES Act & REVIVE! RLFs
Rick McCraw

New RLF Manager Hired

Matt Vossler has been hired as the new RLF Manager. Matt comes to the ARPC from the FAMU Credit Union where he managed the Black Business Loan Program, a \$1.0 million loan program providing small businesses with loans from \$10,000 to \$250,000. He also has extensive not-for-profit management and community outreach experience that will benefit our goal to double the amount of funds available to loan and the number of approved borrowers in the next eight years.

Revolving Loan Fund (RLF) Overview

The ARPC RLF Program consists of three revolving loan funds: Legacy, CARES Act and REVIVE! and as of September 30th is servicing thirty-five loans. The main priorities for ARPC staff regarding RLF support and administration are to service the existing loans, provide borrowers with technical assistance when needed, and seek qualified applicants for new loans through marketing. The three RLF programs are briefly described below.

Legacy RLF

The Legacy RLF program launched in 1984 with an initial Economic Development Administration (EDA) award of \$1 million and an ARPC match with Community Development Block Grant (CDBG) funds of \$335,000. Since 1984, the ARPC has transformed the original sum of money into over \$5 million dollars in loans to small businesses within the rural communities of the ARPC Region.



Summary Status

As of December 31, 2023, there are fourteen active Legacy RLF loans. One loan for \$220,000 with TIFCO Enterprises was fully paid off in October 2023. Eleven borrowers in total, 73 percent, have signed up for ACH loan payments.

A total of \$899,749 has been loaned and \$220,000 from one loan, TIFCO Enterprises, has been fully repaid. Currently \$679,750 is loaned, with \$438,076 in outstanding principal. The amount available for lending is \$218,719.

Four loans are either delinquent (90 days or more without a loan payment) or in



REVOLVING LOAN FUND

default and pending possible foreclosure/repossession, with a total outstanding balance of \$151,005.34. These loans are briefly described below. APRC staff and attorney are working with the borrowers to help them become current or to secure any payment from available collateral or other sources to reduce potential losses to the ARPC.

Delinquent Loans

- Angelcare With a Vision (Tammy Ceasor). The borrower was approved for a \$122,000 loan in May 2019 for an assisted living facility in Gadsden County. The outstanding principal loan balance is \$103,572. The borrower has missed four \$1,200 monthly loan payments between May 2023 and October 2023, for a total of \$4,800. Other than these missing payments, she is current with her monthly payments. Staff are working with Ms. Ceasor to make the missing payments by the end of January.

Default Loans

- Busy Bee Daycare (Tan Smiley). The borrower was approved for a \$25,249.54 loan in August 2015 for leasehold maintenance of the Busy Bee Child Development Center and to complete improvements to the Smiley’s Detail Shop. The daycare and detail shop were destroyed by Hurricane Michael in 2018. The outstanding principal loan balance is \$10,110.95. Up until January 2023, they had been making periodic loan payments of \$75.00 to \$100 per month. A loan payment of \$50.00 was made in October 2023.

- Deep South Solutions (Billy Traylor). The borrower was approved for a \$50,000 loan in April 2014 for a tower installation/maintenance business in Gulf County. The outstanding loan balance is \$27,431.56. This does not include interest payments, late fees, or any legal fees to collect the loan. The borrower passed away in November 2022. At this point there does not appear to be any financial assets available to the ARPC to help reduce the outstanding loan balance.

- Sloan Family Grain Works (Tim Sloan). The borrower was approved for a \$9,500 loan in April 2018 as working capital purchase equipment to convert the leftover malted grain from craft breweries into craft sodas and teas for sale at food truck locations and festivals. The outstanding loan balance is \$4,626.75. This does not include interest payments, late fees, or any legal fees to collect the loan. The borrower has not responded to repeated requests from the ARPC staff or the ARPC attorney to make the missing payments or to discuss a revised payment schedule. The ARPC attorney is handling the foreclosure.

De-federalization of the Legacy RLF Program



REVOLVING LOAN FUND

On May 30, 2023, the ARPC executed a defederalization agreement of the Legacy RLF (Award Fund No. 04-19-03362) with the US Department of Commerce, Economic Development Administration (EDA), providing the ARPC with a capital base of \$621,500. The capital base consists of \$465,565.65 from EDA and \$155,934.35 in funds contributed by the ARPC when the Legacy program began. The agreement with EDA reduces administrative burden, including no longer having to provide semi and annual RLF reports to EDA or update the Legacy RLF Plan, and allows the ARPC a broader use of the funds provided one or more of the activities carry out the economic development purposes of the Public Works and Economic Development Act.

CARES Act RLF

The Coronavirus Aid, Relief, and Economic Security (CARES) Act RLF provides small business owners within the Apalachee Region with gap financing to help them recover from the impacts of the COVID pandemic.

Summary Status

As of December 31, 2023, there are eleven active CARES Act RLF loans. Seven of the eleven borrowers, 64 percent, have signed up for ACH loan payments.

A total of \$608,200.00 has been loaned and \$80,000 from three loans have been fully repaid. Currently \$528,200 is loaned, with \$448,634 in outstanding principal. The amount available for lending is \$161,280.

Four loans are in default, with an outstanding balance of \$72,744.31. The loans are briefly described below. APRC staff and attorney are working with the borrowers to help them become current or to secure any payment from available collateral or other sources to reduce potential losses to the ARPC.

- Dansby Trucking, LLC (Jeremy and Kimberly Dansby). Approved for a \$25,000 loan in May 2021 for the purchase of a semi-truck cab. The outstanding loan balance is \$21,334.42. This does not include interest payments, late fees, or any legal fees to collect the loan. No loan payments have been made since August 2022.

- Rutabaga Café & Soiree Catering, LLC – Loans 1 and 2 (Billy Austin & Robert Gibson). Approved for a \$25,000 loan in May 2021 and a 90-day loan of \$3,500 in March 2022. Both loans were provided as working capital to complete the expansion of the Rutabaga operations. The combined outstanding loan balance for the two loans is \$27,409.89. This does not include interest payments, late fees, or any legal fees to collect the loan. No loan payments have been made since August 2022. Mr. Austin died in September 2022.

- Chef Shac, LLC (Shacafrika Simmons). Approved for a \$24,000 loan for



REVOLVING LOAN FUND

working capital and to purchase a cargo van for catering events. The loan has an outstanding balance of \$24,000. This does not include interest payments, late fees, or any legal fees to collect the loan. No payments have been made since May 2022.

Hurricane Michael/REVIVE! RLF

The Hurricane Michael/Regional Economies Vested in Vital Enterprises (REVIVE!) program is a \$1 million RLF to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs within Leon County/Tallahassee. The program is funded with \$800,000 from the EDA and a \$200,000 match from Leon County.



Summary Status

As of December 31, 2023, there are nine active Hurricane Michael/REVIVE RLF loans, this includes a second \$15,000 loan to Wall Doctors Plastering, LLC, which closed on December 22, 2023. All nine borrowers have signed up for ACH loan payments.

A total of \$530,000 has been loaned and \$40,000 from two loans (Impact Foods and Wall Doctors Plastering #1) has been fully repaid. Currently \$480,000 is loaned, with \$410,509 in outstanding principal. The amount available for lending is \$119,492.

The outstanding balance is \$99,560 from two delinquent loans. The loans are briefly described below. APRC staff and attorney are working with the borrowers to help them become current or to secure any payment from available collateral or other sources to reduce potential losses to the ARPC.

- WCRx Pharmacy (Dr. Emanuel Inwang). The borrower was approved for a \$100,000.00 loan in April 2021 for working capital to help with the expansion of his pharmacy in Tallahassee. The outstanding principal loan



REVOLVING LOAN FUND

balance is \$83,446. This does not include interest payments, late fees, or any legal fees to collect the loan. The borrower missed two monthly loan payments in September and October 2022, no other loan payments are outstanding.

- Crowning Glory Loan 1. The borrower was approved for a \$25,000.00 loan in June 2021. The loan funds were used to purchase a commercial sewing machine for embroidering hats, shirts, jackets, and other items materials with personalized designs/logos. The outstanding principal loan balance is \$16,114. This does not include interest payments, late fees, or any legal fees to collect the loan. The borrower missed a loan payment in September 2022; no other loan payments are outstanding.

RLF Servicing Software from Grants Management Systems, Inc.

The ARPC Board approved a new loan servicing software system in August 2022 to streamline the RLF loan application, processing, and monitoring procedures. The full implementation of the software is underway. A critical component of the implementation is to ensure the EDA and ARPC balances for each RLF are the same at the time the individual loans are loaded into the system.

A critical component of the implementation is to ensure the EDA and ARPC balances for each RLF are the same at the time the individual loans are loaded into the system. Staff are working to address loan payment and balance differences between staff reports and the EDA Portal reports from a small number of older loans. These need to be addressed before those loans can be added activated in the system to ensure future reporting is accurate.



TRANSPORTATION PLANNING PROGRAM
Kwentin Eastberg – Pat Maurer – Ben Chandler

Transportation Disadvantaged (TD) Program

ARPC staff has completed and billed for the second quarter deliverables in FY 2023-2024. Second quarter meetings of the TD Local Coordinating Boards included reviewing the Annual Operating Reports and a review of each county’s quarterly reports. Meetings are open to the public and meeting notices are published in each local county newspaper, as well as on the ARPC website. A meeting calendar for the remainder of Fiscal Year 2023-2024 is provided below, in Table 1.

COUNTY	FEBRUARY 2024	JUNE 2024
Calhoun 1:00 PM CT	6 Tuesday	11 Tuesday
Franklin 10:00 AM ET	7 Wednesday	12 Wednesday
Gadsden 2:00 PM ET	15 Thursday	20 Thursday
Gulf 12:00 PM ET	7 Wednesday	12 Wednesday
Jackson 10:00 AM CT	6 Tuesday	11 Tuesday
Jefferson 10:00 AM ET	15 Thursday	20 Thursday
Leon 2:00 PM ET	14 Wednesday	19 Wednesday
Liberty 3:30 PM ET	6 Tuesday	11 Tuesday
Wakulla 10:00 AM ET	14 Wednesday	19 Wednesday



Regional Commuter Assistance Program

RideOn Commuter Services is the Regional Commuter Assistance Program (CAP) for the FL Dept. of Transportation (FDOT) District 3 (D3). CAPs offer free transportation consulting to local governments, employers, stakeholders, and individuals. The program’s mission is to improve mobility in ways that are both economically beneficial and environmentally sustainable. ARPC/RideOn staffs a toll-free hotline (1-888-454-RIDE) to provide information about various programs, local transit services, and other regional partners. Follow RideOn activities and events on Facebook at: <https://www.facebook.com/RideOnTogether>; or visit the website at: www.RideOnTogether.org and download the RideOn app.

New users



New Users Growing

The RideOn database saw significant growth this quarter, which featured our annual Mobility Week Campaign. The number of new users in October more than doubled that of the previous month, and November continued with above average activity.

FDOT-Chipecy

RideOn was invited to present at the annual Grants Workshop held November 1st at FDOT District 3 headquarters in Chipecy. Representatives of transportation providers from across our service area, as well as some local government agencies, were offered specific examples of ways the CAP can assist with their goals, as well as receiving incentive items and information about Best Workplaces for Commuters.



Working Well Corporate Cup Challenge

RideOn was once again a silver level sponsor and exhibitor at this annual competition. This year, ARPC also fielded a team of competitors, and the team came in fourth place!



Smart Cycling Class

A day-long bike safety training course which was scheduled for December 2nd had to be postponed, due to unsafe weather. This FREE course has now been rescheduled for Saturday, February 3rd.

Mobility Week 2023

RideOn staff has been working diligently to engage transportation partners, holding in-person meetings to brainstorm ideas, resulting in a busy roster of local events.

Kick-off at FDOT Central Office

RideOn staff organized an information fair at the Burns Building on October 27th. Flyers were created to promote the event.

Exhibits included:

- Complete Streets
- Safe Mobility for Life
- School Crossing Guard Program
- Target Zero
- CRTPA
- MADO
- FL Department of Health
- FL Department of Blind Services
- RideOn
- StarMetro
- Big Bend Transit
- Commission for the Transportation Disadvantaged
- Best Workplaces for Commuters
- Mobility Week



Additional Program Area Information

ARPC staff continue to serve on the Capital Region Transportation Planning Agency (CRTPA)'s Technical Advisory Committee, representing the ARPC and RideOn, respectively. Staff is also an active member of the Leon County Community Traffic Safety Team and the Transportation & Land Use Committee of Sustainable Tallahassee, and on the Board of Directors of Working Well.

Regional Rural Transportation Plan (RRTP)

Developing the foundation for the Regional Rural Transportation Plan (RRTP) continues. As previously reported, in partnership with the Florida Department of Transportation (FDOT), the primary purpose of this effort is to develop a RRTP serving the 5 rural non-MPO counties in the Region:

- Calhoun County
- Franklin County
- Gulf County
- Jackson County
- Liberty County



The culmination of the project will be the final component to provide complete long-range transportation planning coverage for all 16 counties in District 3. The RRTP will emphasize priority planning areas associated with safety, equity, resiliency, emerging mobility, and system connectivity.

The development of the Public Involvement Plan (PIP) has been completed and will serve as the guide for conducting public outreach in support of the RRTP. It describes the strategies and procedures for stakeholder involvement in the planning process. The plan identifies the stakeholders and how they will be involved in the process. The PIP is designed to gather input from a diverse population within the project area using targeted techniques and provides multiple channels for the public to review and provide input as well as comment on the development of the plan.

The initial outreach to counties has begun, and the final establishment of the Technical Advisory Committee (TAC) will happen within the month. Following the establishment of the TAC, an advisory committee to the ARPC Board who ultimately have final decision-making authority for the contents of the RRTP, Phase I of public engagement meeting will take place. Two meetings will be held in each county during Phase I of the public involvement period. Information gathered at these meetings will be utilized in the development of the RRTP as we transition to Phase II of public involvement later this spring.



ENVIRONMENTAL PLANNING PROGRAM
Josh Adams - Evan Blythe

Franklin-98 (F-98) Living Shoreline Resiliency Project

With years in the making, going back to 2019, we are excited to announce we have ROCKS IN THE WATER. Construction of our reefs began in October 2023 and has progressed through the beginning of January 2024. We were able to complete approximately 4,470 tons of reef laid during this period of time.

In the first image, you can see in detail the structure and profile of the reefs. Stakes are used to outline the reefs and guide the placement of the dolomitic limestones used in the project.

The second image shows a chain of excavators placing the stones. The third image shows segments of reef that work in unison to reduce the wave energy; notice the flat water behind it. Below, a completed segment of reef.



These pictures showcase the planting utilized in our project. The first image captures plants that have been planted since September 2023. They survived a number of tropical and winter storms. The second image shows fresh plantings with the nearshore reef in the background.

The images below show two segments of shoreline that have experienced serious shoreline erosion, evidenced by the landward movement of the mean high water line (MHWL). If our project is successful, the combination of reef and marsh should slow the landward migration of the MHWL, in addition to improving habitat about the MHWL.



Franklin-98 Shoreline Change 2020-2023





GIS

AGENDA ITEM 5.B.6

GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM
Divina Lade

Ongoing Geospatial Support to Counties

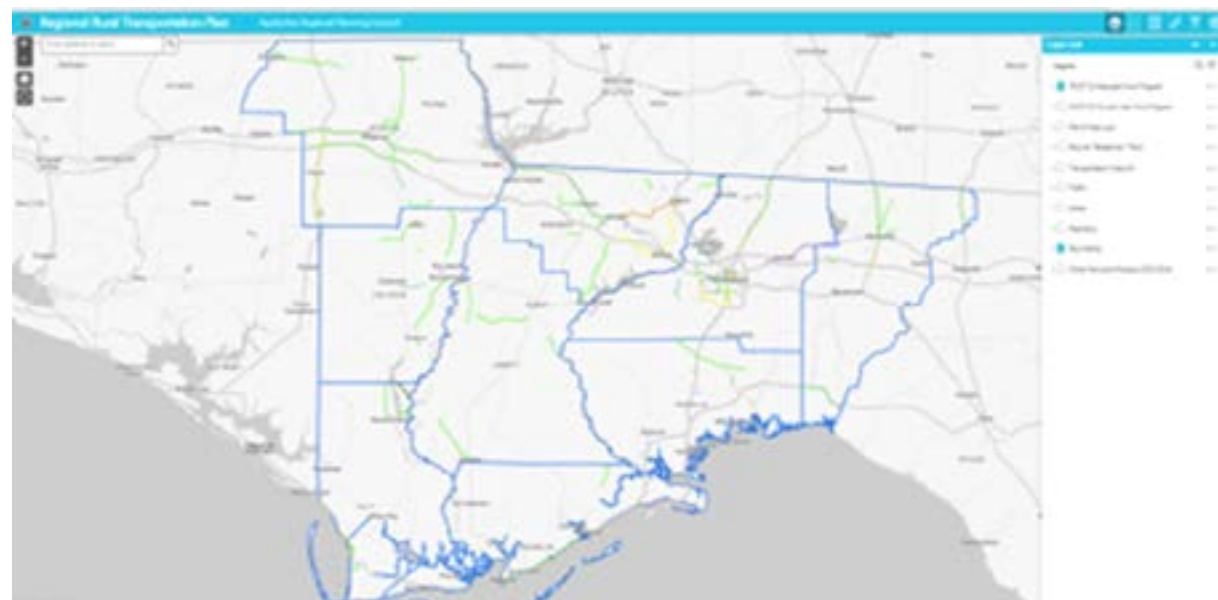
CALHOUN – Updates on the Calhoun FLUM

FRANKLIN – Maintenance of the Franklin Zoning Web Application

Rural Regional Transportation Plan

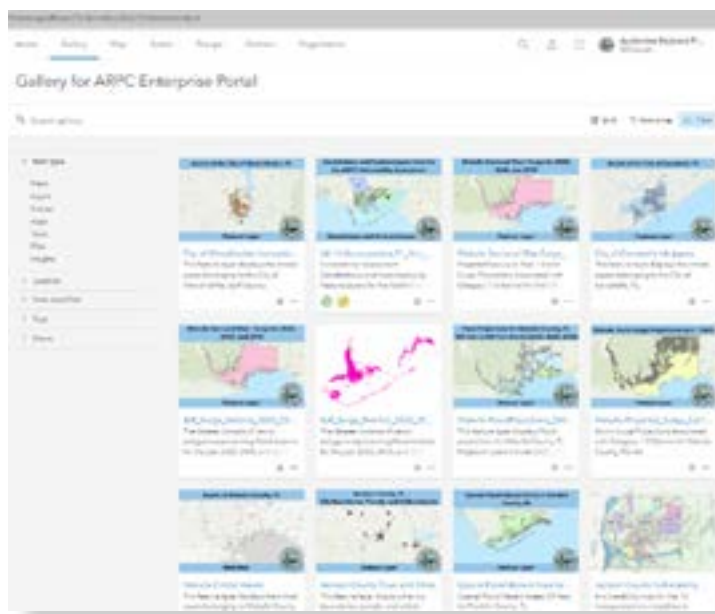
The web application is currently in development, with the recent addition of the FDOT D3 Adopted Workplan to the GIS layers utilized within the application.

A screenshot of the updated interactive web application developed for the Rural Regional Transportation Project for the Apalachee Region is represented below. Click on the image to visit the RRTP web application.



ARPC ArcGIS Enterprise Portal

The ongoing support from our GIS Intern plays a crucial role in organizing the geospatial features and layers available in the ARPC Geospatial ArcGIS Enterprise Portal. They are dedicated to ensuring that Metadata is accurately populated for each published content, while also implementing a uniform thumbnail layout for every item (as depicted in the image on the right). This task is a continuous effort, underscoring our commitment to maintaining a standardized and well-organized repository of geospatial data.



GIS

Integrating Drone Technology in Regional Planning

We are thrilled to announce the acquisition of a drone for ARPC, marking a significant step towards integrating advanced technology into our regional planning initiatives. This strategic move enhances our ability to support both ongoing and upcoming projects with cutting-edge tools. In addition to the drone, we have acquired 'PIX4DMapper,' a software enabling the creation of 3D maps and models using aerial images captured during drone operations.

To ensure proficient use of these new assets, four members of the ARPC staff underwent a comprehensive one-day drone operations training conducted by Florida Drone Supply on November 20, 2023. This training equips our team with the necessary skills to maximize the potential of the drone and associated software.

This technological leap positions ARPC at the forefront of innovation in regional planning. We are excited about the opportunities these advancements bring and are committed to leveraging them for the success of our planning projects.



HOUSING AND COMMUNITY DEVELOPMENT
Amber Tyrie

Calhoun County Hurricane Housing Recovery Program (HHRP)

Initially, ninety-eight residents were conditionally approved to receive housing assistance under the county’s first HHRP allocation (FY 19-20) which totaled \$5,135,000.00. As of March 31st, ARPC, in coordination with Calhoun County, has assisted all residents who applied for disaster recovery assistance and were deemed eligible under the first allocation of HHRP. ARPC staff is currently working to closeout out all administrative aspects of the program (file closeout, reconciliation, invoice processing/payment, etc.), per agreement, and in preparation for Annual Reporting. Per Florida Housing, any remaining administration funds may be used for projects (in this case, projects for applications received for FY 20-21).

HHRP (FY 20-21)

The second allocation of HHRP funding is being utilized to assist residents through the following strategies identified by the Calhoun County Board of County Commissioners (BoCC) in the HHRP Funding Agreement:

HHRP Funding Agreement Strategies

- Purchase Assistance
- Owner-Occupied Housing Rehabilitation/Repairs
- Demolition/Reconstruction
- Foreclosure Prevention/Mortgage Assistance
- Land Acquisition and Construction

ARPC Housing staff began working on the fourteen encumbered projects and were able to add six additional projects from the waiting list for a total of twenty projects as of August 1st. As of January 10th, 2024 all twenty projects were completed. With a small amount of funds remaining staff, in coordination with the Calhoun County Board of County Commissioners, are working towards assisting one additional household off the waiting list. This final household will be completed in partnership with local State Housing Initiatives Partnership (SHIP) funds.

Calhoun County State Housing Initiatives Partnership (SHIP)

In addition to HHRP, ARPC provides administration to Calhoun County’s SHIP Program. The county receives an annual allocation of \$350,000 from the Sadowski Trust Fund (Florida Housing Finance Corporation) to assist residents in addressing housing repairs that impact life, safety, and code.

The program also serves as a vehicle to assist first-time home buyers with closing costs, as well as residents who have fallen behind on mortgage payments and are at-risk for foreclosure (Foreclosure Prevention Program). Staff are currently working with six active rehabilitation projects and closed out one foreclosure prevention assistance in the past quarter.

Jackson County State Housing Initiatives Partnership (SHIP)

Since July 2021, the ARPC has been working with Jackson County residents to coordinate needed housing repairs, as well as to assist first-time home buyers with purchasing a home.

GEOSPATIAL PLANNING SUPPORT SERVICES

AND GEOSPATIAL PRODUCT STORAGE AND MAINTENANCE

(storage and annual maintenance of published web map and applications via ARPC’s Geospatial Enterprise Portal)

Geospatial Data Creation and Editing

(creation of geospatial features, e.g., setting up a field maps database to collect location information of fire hydrants as basis in a developing an interactive map, and transforming non spatial information into geographic information data)

Custom Mapping, Digitization, and Spatial Analysis

(digitization of paper maps)

DRONE IMAGE, VIDEO, AND 3D MODELING

(aerial mapping, disaster mapping including mapping the extent of flooding, structural damage, and risk analysis, pre and post hurricane mapping, FEMA/ insurance documentation; utilize imagery and videos to better engage community in a planning process, water tower inspection, documentation of existing road conditions, and asset inventories)

Web Application Development and Geo-visualization

(development of interactive web applications from zoning map, comprehensive land use maps, utilities maps, fire hydrants, Story Maps and Dashboard Development)

GIS EDUCATION AND TRAINING

(in-person or remote technical support to county planning staff)

CONTACT
DIVINA LADE
DLADE@ARPC.ORG



HOUSING



HOUSING

The SHIP program currently offers four strategies of assistance:

- Owner-Occupied Rehabilitation
- Purchase with/without Rehabilitation (First-Time Homebuyer Program)
- Emergency Repair
- Demolition/Reconstruction

The SHIP Program has four active rehabilitation projects that were awarded to contractors at the last bid opening and two in the inspection stage. Four applications for Purchase Assistance have been received and/or are prescreened and under review.

Jackson County Hurricane Housing Recovery Program (HHRP)

The HHRP program currently offers three strategies of assistance:

- Owner-Occupied Rehabilitation
- Purchase with/without Rehabilitation (First-Time Homebuyer Program)
- Demolition/Reconstruction

In July of 2023 initial closings for two projects (one stick-built and one manufactured home) were held and the projects have began construction and are underway.

Down Payment/Closing costs were provided for seven residents with two being \$55,000 and five being for \$55,000.

ARPC Housing ONLINE!

ARPC purchased a license for Neighborly Software which will offer an online presence for HHRP and SHIP applications! That's right, ARPC Housing is going online! The "live date" for online applications was September 1st, 2023 after being delayed. Any applicant interested in prescreening for housing assistance in Calhoun, Jackson, or Gulf County can start by following the link either on the county's website or at arpc.org/housing. ARPC staff will continue to work with our counties and other community partners to inform residents and offer trainings throughout the county.



HOUSING

Gulf County State Housing Initiatives Partnership (SHIP)

ARPC Housing and Community Development is very excited to announce that we have entered an agreement with another county in our Region to help in their housing efforts. The agreement entered on September 28th, 2023 will allow ARPC Housing to begin administering the State Housing Initiatives Partnership (SHIP) in Gulf County for the 22/23 funding year. To kick this application cycle off staff will be in the county on January 17th and January 24th hosting a total of 3 homeowner application workshops. The goal of these workshops is to share general application requirements, answer questions, and give insight on the process that residents can take to receive either rehabilitation or purchase assistance. The workshops are highly encouraged but not mandatory. Any residents interested in SHIP assistance can go online starting Thursday, February 1st, 2023 to start the process.

AARP Community Challenge Grant Cycle 2023

For the seventh annual AARP Community Challenge, AARP received more than 3,600 applications from nonprofits and government entities, resulting in a highly competitive selection process.

The AARP Community Challenge provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. In 2023, the AARP Community Challenge accepted applications across three different grant opportunities, two of which were new. Some \$3.6 million is being distributed to fund 310 quick-action projects across the country, helping urban, rural and suburban communities make immediate improvements and jumpstart long-term progress to support residents of all ages.

The ARPC submitted a grant proposal requesting \$20,000 to launch an initiative to offer legal assistance to Region residents. The proposal was awarded! The initiative is called "Wills on Wheels" and will offer legal assistance including but not limited to simple wills, healthcare directives, power of attorney, last will and testament, deeds, etc. The ARPC has partnered with Legal Services of North Florida to provide these services and has completed five initial legal clinics in Calhoun, Gulf, Jackson, Liberty, and Wakulla counties. Collectively, the five clinics drew over 200 participants! Follow up clinics, for document execution, have been completed in Wakulla and Calhoun counties with tentative dates set for Jackson and Gadsden Counties in January 2024. Services were made available via mobile legal clinics throughout the Region by coordinating with participating county senior citizen agencies.

The ARPC looks forward to working around the region to provide these services! Please contact Donald Morgan at 850.312.3708 or dmorgan@arpc.org for more info.

Staff Update

ARPC Housing and Community Development is also thrilled to introduce the newest full-time Housing Coordinator, Marcus Thompkins! Marcus graduated in 2014 with a Masters of Science in Finance and just recently in December of 2023 with a Masters of Urban and Regional Planning. We are excited for his expertise and enthusiasm as we start another great year assisting our Region.



COMMUNICATIONS

AGENDA ITEM 5.B.8

MARKETING & COMMUNICATIONS PROGRAM

Melissa Franklin

ARPC General Communications
ARPC staff developed and distributed the October 2023 Board Notes and continue to manage ARPC social media engagement, as well as website updates and document uploads. In addition, staff is diligently working to increase ARPC's social media presence.

All websites (ARPC and BBHCC) are monitored for updates on a weekly basis. Staff recently revamped the ARPC website, streamlining the ARPC brand and updating imagery. Staff is currently updating the BBHCC website to achieve similar results.

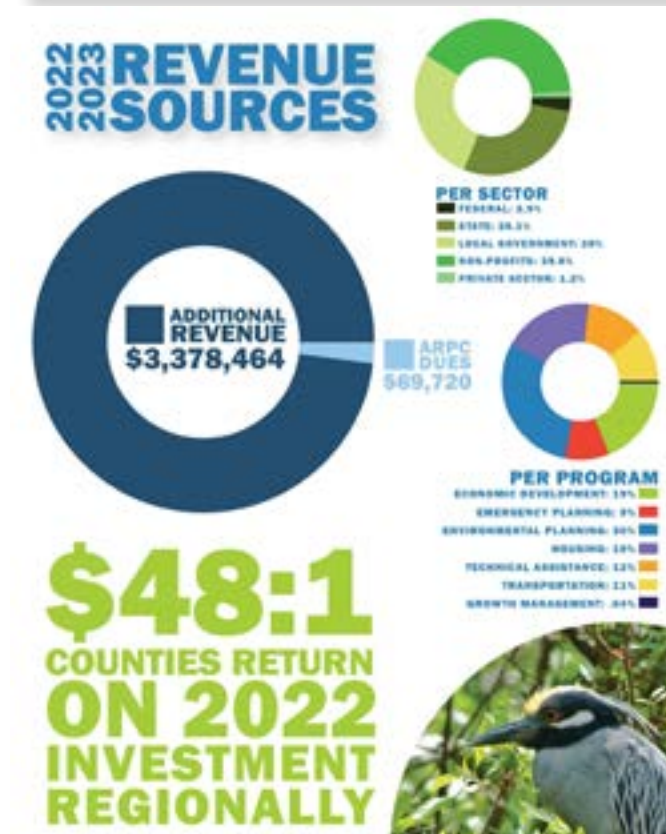
In addition, ARPC staff provides general graphics and communications support throughout the organization's numerous programs and projects, developing informative, professional, and eye-catching materials as needed.

2022 – 2023 Annual Report
Staff developed and designed the ARPC 2022 – 2023 Annual Report, highlighting the staggering impact of ARPC's commitment to the Apalachee Region.

ARPC Brand Style Guide
Staff is currently developing an ARPC Brand Style Guide, to ensure consistency throughout the organization's messaging and visual communications.

Advertising & Display Materials

- ARPC staff developed and designed several advertisements and flyers for RideOn Commuter Services' participation in FDOT Mobility Week 2023.



COMMUNICATIONS

- ARPC staff developed flyers and advertisements for the Jacob City Broadband Workshop, and assisted in the facilitation of the workshop.

Professional Development

ARPC staff is currently participating in a 21-week course, **Social Marketing in Transportation Certificate Program**. This certificate was developed jointly by the University of South Florida's Center for Urban Transportation Research and the Florida Prevention Research Center/Center for Social Marketing. The workshop was developed to help transportation professionals learn how to develop more effective, efficient, and sustainable solutions to the transportation problems facing our communities.

Administrative Assistance

As ARPC continues to grow, staff is assisting in the restructuring process in all manners possible. Additional responsibilities include, but are not limited to:

- Compiling, formatting, and distributing ARPC Board Packages and additional Board Meeting materials.
- Assist in planning and coordination of Full Council Board Meetings; recording of Full Council Board Meeting minutes, as well as Executive Committee Board Meeting minutes.
- Assistance with the Revolving Loan Fund Program as needed.
- Answer ARPC phonelines and monitor voicemails.

Board Appreciation Event

Staff planned and executed a Board Appreciation gathering, including an award recognition for Dr. Henry Grant's fourteen years of service to the ARPC Board.





GROWTH MANAGEMENT

AGENDA ITEM 5.B.9

GROWTH MANAGEMENT PROGRAM Donald Morgan – Ben Chandler

As ARPC’s newest department, “Growth Management” is primarily responsible for planning activities including comprehensive planning, comprehensive plan amendments, zoning, land use, code of ordinance writing/amendments, local public workshop support, planning grant administration assistance, and special planning project coordination, among other technical assistance activities for ARPC’s member local governments and municipalities. This department will focus on community planning through growth management and requires liaising between local governments and state and federal agencies as well as providing technical assistance to these entities. Overall, this department, in conjunction with other ARPC team members and regional partners, will work to enhance communities throughout the Region.

Current/Ongoing Planning Services

Initially, planning services were provided as technical assistance through the Economic Development Planning Team. As requests for services continue to increase and expand in scope, ARPC staff has determined it necessary to establish a dedicated program to address these regional needs. Currently, ARPC is under contract to provide general planning services to the following communities:

- Town of Havana – General Planning Services (since March 2020)
- City of Quincy – General Planning Services (since May 2023)
- Town of Grand Ridge – Future Land Use Map update (since October 2023)
- Jackson County Board of County Commissioners - Comprehensive Plan Update (since December 2023)

During the 2023 cycle of Community Planning Technical Assistance (CPTA) grant applications through the Florida Department of Commerce (formally known as Florida Department of Economic Opportunity), ARPC staff (both the Growth Management Team and the Economic Development Planning Team) assisted several jurisdictions in preparing grant applications in anticipation of administering the scope of work of each grant should they be awarded. Franklin County received funding in the amount of up to \$50,000 to update their comprehensive plan/land development code.

ARPC has executed an agreement with Franklin County to administer and complete the project.

The Growth Management program will coordinate with other ARPC programs to serve these communities, and others, going forward to meet the needs of our Region as it continues to grow.



Apalachee • Central Florida
East Central Florida • Emerald Coast
North Central Florida • Northeast Florida • South Florida
Southwest Florida • Tampa Bay • Treasure Coast

MONTHLY ACTIVITY REPORT: December 2023

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the Holiday 2023 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*.
- Updated the email lists for and maintain the email listserv for approximately 2,750 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated with, or attended the following meetings and webinars:
 - Economic Development Administration Quarterly Meeting
 - Apalachee Regional Planning Council Economic Development Workshop
 - Coordination calls regarding implementation of climate pollution reduction grants
 - Coordination call with Florida Commerce
 - Statewide Emergency Shelter Working Group Meeting

ASSOCIATION MANAGEMENT

- Hosted FRCA Executive Directors Advisory Committee (EDAC) Meeting held December 8, 2023 and organized and prepared for January EDAC Meeting scheduled for January 11th. Continued meeting preparations for the Winter 2024 Policy Board Meeting scheduled for January 26th.
- Assisted with compilation of the FRCA 2023 Annual Report.
- Distributed grant opportunities and information of interest from local, state and national organizations.



APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

January 26, 2024

Honorable Ricky Jones, Board Chair
Honorable Jim Peacock, Board Vice-Chair
Cc: Mr. Chris Rietow, Executive Director
Apalachee Regional Planning Council
2507 Callaway Road, Suite 100
Tallahassee, FL 32303

Re: Donald R. Morgan Resignation Growth Management Director/Senior Planner

Commissioner Jones and ARPC Board Members:

Please accept this letter as formal notification that I am resigning from the role as Growth Management Director/Senior Planner with the Apalachee Regional Planning Council, effective Friday, January 26, 2024. Thank you so much for the opportunity to serve in senior planning/management roles for nearly four years!

I have been employed at the Apalachee Regional Planning Council (ARPC) since March 2020, becoming the first Housing Program Manager for the then newly established housing program. With a single goal in mind to grow the program and serve as a resource to nine counties and their municipalities, I have gained program administration experience that has refined my skills as an administrator and planner. Amid COVID, our team of two was successful in delivering funds Hurricane Housing Recovery Program (HHRP) funds, via remote work, to residents who sustained impacts and devastation in the aftermath of Hurricane Michael. Notably, in October 2022, my vision to expand the housing program's scope to include other community development initiatives was supported by ARPC leadership. As such, my request to rename the program from ARPC Housing to ARPC Housing and Community Development was granted, an additional housing coordinator was hired. I was subsequently named director. Again, thank you!

Below, I have highlighted the housing program's key accomplishments under my administration (March 2020-July 2023):

- 2020: Successfully proposed and secured three (3) contracts to administer the Coronavirus Relief Fund (CRF) and deliver emergency funding to residents within three of ARPC's member counties;
- 2020: Drafted two (2) proposals for Community Development Block Grant-Mitigation (CBDG-MIT) funding on behalf of a member county; Successfully secured funding for the County to develop an a) Shelter Plan and b) Disaster Risk Analysis and Adaptation Plan and was consequently awarded administration of both grants by the county
- 2021 & 2022 - Proposed and awarded two respective contracts for the administration of the State House Initiatives Partnership (SHIP) in two of the Council's member counties;
- 2023: Proposed and awarded grant funding from the AARP Community Challenge Grant to launch a region-wide initiative to provide older adults with pro-bono legal assistance (heirs property issues, executing/correcting property deeds/titles, wills, health care directives, etc.)



APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

- Purchased online application software (Neighborly) to allow member counties to streamline process and expedite assistance
- Accepted role as Growth Management Director, leading efforts throughout the region to update comprehensive plans and provide planning services

ARPC is blessed to have great leadership and is a great place to work. Chris and staff are doing amazing work in our region, and we are blessed to be unyielded by board leadership such as with our current board members. Thank you for the opportunity to work in each of your counties. It has certainly been a pleasure!

I wish the Board and ARPC staff continued success, and I hope to stay in touch in the future.

Sincerely,

Donald R. Morgan, MS, MPA
Outgoing Growth Management Director



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