



**LOCAL PARTNERSHIPS  
REGIONAL IMPACT**

[www.arpc.org](http://www.arpc.org)

**850.488.6211**

2507 Callaway Rd, Suite 100  
Tallahassee, Florida 32303

Serving Calhoun, Franklin,  
Gadsden, Gulf, Jackson,  
Jefferson, Leon, Liberty,  
& Wakulla counties &  
their municipalities

## **Apalachee Regional Planning Council FULL COUNCIL BOARD MEETING**

**332nd PUBLIC MEETING**

**THURSDAY, OCTOBER 26, 2023  
10:00AM ET/ 9:00AM CT**

The Apalachee Regional Planning Council (ARPC) assists with grants, outreach, project implementation, and other planning activities to enhance the nine-county Apalachee Region. The Council houses a variety of programs, including economic development, emergency preparedness, transportation, housing, GIS, and environmental/resiliency 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 – Leon  
John Jones, Past Chairman – City of Monticello

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

## FULL COUNCIL

### Calhoun County

Darryl O'Bryan  
Sheila Blackburn  
Vacant

County Commissioner  
Councilwoman, City of Blountstown  
Governor's Appointee

### Franklin County

Ricky Jones  
Sebrina Brown  
Vacant

County Commissioner  
Commissioner, City of Carrabelle  
Governor's Appointee

### Gadsden County

Brenda Holt  
Evelyn Goldwire  
Vacant

County Commissioner  
Councilwoman, City of Gretna  
Governor's Appointee

### Gulf County

Sandy Quinn, Jr.  
Johnny Paul  
Michael Hammond

County Commissioner  
Commissioner, City of Wewahitchka  
Governor's Appointee

### Jackson County

Jim Peacock  
Kim Applewhite  
Vacant

County Commissioner  
City Clerk, City of Marianna  
Governor's Appointee

### Jefferson County

Stephen Walker  
John Jones  
Vacant

County Commissioner  
Councilman, City of Monticello  
Governor's Appointee

### Leon County

Rick Minor  
Jack Porter  
Lisa Miller

County Commissioner  
Commissioner, City of Tallahassee  
Governor's Appointee

### Liberty County

Doyle Brown  
James Kersey  
Davis Stoutamire

County Commissioner  
Mayor, City of Bristol  
Governor's Appointee

### Wakulla County

Quincee Messersmith  
Paul Sheddan  
Vacant

County Commissioner  
Mayor, City of St. Marks  
Governor's Appointee

### Ex-Officio Members

Kristine Morris  
Darryl Boudreau  
Tanya Branton  
Diane Scholz

Fl. Dept. of Environmental Protection  
NW Fl. Water Management District  
Fl. Dept. of Transportation  
Florida Commerce



# AGENDA – OCTOBER 26, 2023

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

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1. Call to Order, Pledge of Allegiance, and Introductions	
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4. Foreign Trade Zone Presentation - Vanessa Spaulding, Manager-Airport Foreign Trade Zone & Air Service Development, Tallahassee International Airport	
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9. Public Comment	
10. Adjournment	
11. Next ARPC Board Meeting – ARPC Board Member Appreciation! (DATE & LOCATION TBA)	



# MINUTES – AUGUST 31, 2023

APALACHEE REGIONAL PLANNING COUNCIL  
FULL COUNCIL BOARD MEETING  
THURSDAY – August 31, 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 10:04am.
- 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	Henry Grant	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
Leon County	Rick Minor	County Commissioner
Leon County	Jack Porter	Commissioner, City of Tallahassee
Liberty County	Doyle Brown	County Commissioner

### Ex-Officio Members in Attendance

Tanya Branton – FL Dept. of Transportation  
 Diane Scholz – FL Dept. of Economic Opportunity  
 Darryl Boudreau – NW FL Water Management District  
 Kristine Morris – FL Dept. of Environmental Protection

### 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 Valdez – Economic Development Planner

### Others in Attendance

Chris Doolin – Small Counties Coalition  
 Greg Slay – Capital Region Transportation Planning Agency  
 Justin Stiell – Gadsden County Planning Department  
 Jim McShane – CareerSource Capital Region  
 Greg Burke – Capital Region Transportation Planning Agency  
 Dennis Henderson – City of Greensboro  
 Hunter Flowers  
 Lauren Schlitt – Aide to Commissioner Jack Porter



# MINUTES – AUGUST 31, 2023

## 2. Approval of Agenda

Commissioner Peacock motioned to approve the August 2023 ARPC Board Meeting Agenda.

Commissioner Porter seconded the motion.

Motion approved unanimously.

## 3. Approval of Board Minutes

Commissioner Minor motioned to approve the May 2023 Board Meeting Minutes.

Commissioner Messersmith seconded the motion.

Motion approved unanimously.

## 4. Neighborhood Lending Partners, George Romagnoli, Senior Vice President

Mr. George Romagnoli, Senior Vice President of Neighborhood Lending Partners, provided an overview of the services and programs of interest to local governments.

Neighborhood Lending Partners (NLP) is a certified CDFI (Community Development Financial Institution), and lending consortium of banking institutions that facilitate private investments for community revitalization and neighborhood preservation. NLP offers flexible financing for affordable housing and community development.

NLP will underwrite rental and homeownership projects for local governments. The process involves a review of the development's proposed sources and uses, pro forma, developer capacity and capability, appraisal, market study, ability to pay back loan, HOME and SHIP eligibility and other areas as required by contracted agency.

If requested by local government, NLP will also: recommend a loan payment that project and developer can sustain; if several projects submitted, rank according to criteria set by local government; and perform a HOME Program Subsidy Review. NLP will manage your loan portfolio, whether we underwrote your loan or not. We will inspect the property according to your requirements, monitor insurance coverage, and collect loan repayments.

Additional services provided by NLP include:

- Bank Lending Pool
- Bridge Financing
- Agency Short Term Funding
- Supplemental Agency Funding
- Rental Rehabilitation/Construction for Non-Profit Agencies
- Non-Profit Construction Financing
- Program Management

For more information, please visit [www.nlp-inc.com](http://www.nlp-inc.com).

## 5. Executive Director Report

### Financial Reports

Commissioner Peacock motioned to approve the May/June/July 2023 ARPC Financial Summary.

Commissioner Porter seconded the motion.

Motion approved unanimously.

### Staff Program Reports

- Welcome to Juliette Kearce, ARPC's new Finance and Administrative Assistant
- Economic Development: Eight CPTA grant applications were submitted



# MINUTES – AUGUST 31, 2023

and one was awarded (Franklin County). ARPC was also awarded the Florida Competitive Partnership Grant to assist Gadsden County.

- Emergency Management Planning: Staff is updating ARPC’s Continuity of Operations Plan.
- Revolving Loan Fund (RLF): Executive Committee Meeting will be held in September to review new application and delinquent accounts.
- Transportation Planning: Progress continues on the Regional Rural Transportation Plan.
- Environmental Planning: A new contractor, local to Franklin County, was hired for the Franklin-98 project, and construction is anticipated to start in the Fall. In addition, staff completed vulnerability assessments through the DEP Resilient Florida Grant.
- GIS Program: Divina Lade just returned from a GIS program at NASA.
- Housing: Amber Tyrie is ARPC’s new Housing program manager. HHRP in Calhoun wraps up in a couple of months.
- Growth Management – Donald Morgan is ARPC’s new Growth Management Director. Work will currently be focused in Havana, Quincy, Grand Ridge, and Franklin County

SB 146 Sun Trail Update: Letting CRTPA take the lead and ARPC can join the efforts in approximately one year.

**Ex-Officio Member update**

FDOT 5-year work plan program hearing will take place mid-October. TRIP and SunTrail applications will be available at the end of September/beginning of October.

Meeting adjourned at 10:51am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL  
MEETING IN REGULAR SESSION ON OCTOBER 26, 2023

SIGNED:

ATTEST:

Ricky Jones  
Chair

Chris Rietow  
Executive Director



# EXECUTIVE DIRECTOR'S REPORT

## 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 2022/2023 Summary
    - o FY 2022/2023 Expense Summary for August and September
- 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. Executive Committee Meeting: Summary of actions of the Executive Committee at their September 28, 2023 meeting.
- IV. \*Starlink Pilot Program Discussion: Overview on a potential pilot project that would involve a legislative appropriation request by ARPC.

### ACTIONS NEEDED

- \* Motion to approve the Financial Summary through August 2023.
- \* Motion to ratify the actions of the Executive Committee at their September 28th meeting



# FINANCIAL SUMMARY – OCTOBER 2023

Apalachee Regional Planning Council  
Revenue & Expenses 22/23

\$ 51,019.12 Balance 10/1/22

LINE-ITEM	Total	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23
<b>General Revenue</b>													
EDA - Planning	52,500.00	-	-	17,500.00	-	-	-	-	-	35,000.00	-	-	-
Legacy RLF - Admin	5,101.55	-	-	-	-	-	-	5,101.55	-	-	-	-	-
CARES RLF - Admin	5,675.12	-	-	-	-	-	-	5,675.12	-	-	-	-	-
REVIVE RLF - Admin	31,061.32	-	-	12,500.00	-	-	-	6,061.32	-	-	-	12,500.00	-
FDEM - Hazards Analysis	22,193.73	-	-	8,877.49	-	8,877.49	4,438.75	-	-	-	-	-	-
FDEM - HMBP Planning	35,819.02	0.47	25,808.77	-	-	6,505.90	-	-	-	-	2,258.00	-	245.88
FDEM - HMBP Training	84,466.01	-	26,559.00	-	-	5,259.59	0.26	-	-	-	35,322.16	-	17,325.00
FDEM - LEPC Support Staff	70,000.00	-	9,800.00	-	-	28,200.00	-	-	16,200.00	-	15,800.00	-	-
Wakulla CD66 Risk	5,000.00	-	5,000.00	-	-	-	-	-	-	-	-	-	-
Small Emergency Planning Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
EPA - Brownfield	48,267.50	-	48,267.50	-	-	-	-	-	-	-	-	-	-
Regional Vulnerability Assessments	250,863.00	-	-	-	-	-	-	-	-	-	-	250,863.00	-
Wakulla CSR	-	-	-	-	-	-	-	-	-	-	-	-	-
Franklin 98 - ARPC	101,904.00	-	-	-	-	34,985.40	-	53,380.97	-	-	13,537.63	-	-
Franklin 98 - Project Costs	582,475.30	-	-	-	-	381,255.50	-	62,243.90	-	-	138,965.90	-	-
FDEP - SCG	28,568.63	-	-	-	-	-	-	-	-	-	8,000.00	-	-
Small Environmental Contracts	8,000.00	-	-	-	-	-	-	-	18,208.66	-	-	-	-
Calhoun HHRP 1	40,625.98	-	4,208.66	18,208.66	-	-	-	-	-	46,210.20	-	28,423.15	-
Calhoun HHRP 2	164,877.70	-	44,052.00	46,282.35	-	-	-	-	8,750.00	-	-	8,750.00	-
Calhoun SHIP	35,000.00	8,750.00	-	8,750.00	-	-	-	-	7,000.00	-	-	9,284.28	-
Jackson SHIP	30,284.28	-	7,000.00	-	-	7,000.00	-	-	-	-	-	-	-
Jackson HHRP 1	359,843.55	-	19,376.19	-	-	113,489.12	-	-	113,489.12	-	-	113,489.12	-
Jackson HHRP 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Wakulla CD66 Shelter	35,000.00	-	-	-	35,000.00	-	-	-	-	-	-	-	-
ARPC County Dues	69,723.61	19,762.00	1,600.00	-	19,762.00	1,600.00	-	26,999.61	-	-	-	-	-
Big Bend Healthcare - Admin	202,448.00	50,612.00	-	50,612.00	-	-	-	50,612.00	-	-	-	50,612.00	-
CoC - Admin	3,625.00	-	425.00	425.00	-	-	850.00	-	850.00	425.00	425.00	-	425.00
FRCA - Admin	68,888.30	-	5,460.07	4,986.07	17,487.83	-	13,205.64	4,730.07	3,921.57	-	10,326.41	-	8,570.64
FDEO - Gnetra Competitive FL	36,000.00	-	-	-	-	-	-	-	-	-	-	-	-
FDEO - Liberty Broadband	86,000.00	-	-	-	-	86,000.00	-	-	-	-	-	-	-
NAS Gulf Research Program	130,000.00	130,000.00	-	-	-	130,000.00	-	-	-	-	-	-	-
FDEO - Wakulla Broadband	190,000.00	-	60,000.00	-	-	-	-	-	-	-	-	-	-
CPTA Regional BB Planning	56,000.00	-	-	-	-	-	-	-	-	-	-	56,000.00	-
Havana TA	8,970.00	-	-	-	-	-	-	-	4,355.00	-	4,615.00	-	-
Misc. Small TA Contracts	31,975.00	1,430.00	-	675.00	-	-	-	-	3,375.00	-	22,340.00	-	-
CTD - Transportation Disadvantaged	189,924.00	-	2,350.26	56,480.75	-	-	41,597.12	34,211.50	15,978.86	-	-	-	39,304.51
FDOT - RideOn	159,834.73	-	32,588.45	-	-	42,907.39	-	-	33,461.69	-	-	50,877.20	-
FDOT - DS	22,900.00	-	-	-	-	-	-	4,650.00	5,050.00	-	-	7,850.00	5,350.00
<b>TOTAL REVENUE</b>	<b>3,253,915.33</b>	<b>210,554.47</b>	<b>242,884.98</b>	<b>94,899.48</b>	<b>253,268.59</b>	<b>846,090.39</b>	<b>60,091.77</b>	<b>253,666.04</b>	<b>230,640.90</b>	<b>81,635.20</b>	<b>280,158.73</b>	<b>628,803.75</b>	<b>71,221.03</b>







**ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM**  
**Caroline Smith & Alex Valdes**

**ECONOMIC DEVELOPMENT**

**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.

**Grant Application Development and Awards**

- Submission of Application to USDA Broadband
- Technical Assistance (BTA) Grant to continue activities of the Apalachee Regional Technology Planning Team (RTPT).
- Gadsden County’s Competitive Florida Partnership Grant Application has been awarded funding and ARPC staff continue to support the County with project planning.
- Franklin County has been awarded the DEO Community Planning Technical Assistance (CPTA) Grant to fund an update to the County’s Comprehensive Plan and Zoning Code.
- Submission of an application for the EDA Reconnect Pilot Program for Gadsden County.
- Submission of 3 applications to the National Association of Development Organizations (NAOD) for NADO
- Impact Awards, which have been awarded. ARPC staff will receive the Awards at the NADO Annual Training Conference (ATC) in November 2023.



**Other Activities**

- Finalization of Regional Broadband Plan and Broadband Mapping Tool. Continuation of broadband planning project for Jacob City, which will culminate in a Broadband Infrastructure Plan for the community.
- Continued collaboration with UF Shimberg Center and The Data Center for creation of data portal. ARPC staff facilitated a 2-day visit to Calhoun and Liberty counties.
- ARPC staff met with Chattahoochee Main Street to tour and discuss community needs.
- Support for Town of Campbellton with implementation of Economic Development Strategy.
- Support for applications to Florida Commerce’s Rural Infrastructure Fund (RIF) Grant.





**Recent Event Participation**

ARPC staff participated in the Florida Broadband Summit in September 2023 in Orlando, Florida. The Summit provided a great forum for understanding the state of broadband projects and funding and led to great insights for the ongoing broadband initiative in Jacob City.

For the Jacob City Broadband project, ARPC staff also managed a booth at the Jacob City Day annual celebration, which led to additional survey participation and better understanding of the community’s values and needs.



Figure 1. New mural in Chattahoochee—part of the City’s arts and revitalization efforts.



Figure 2. Participants at the 2023 Florida Broadband Summit.

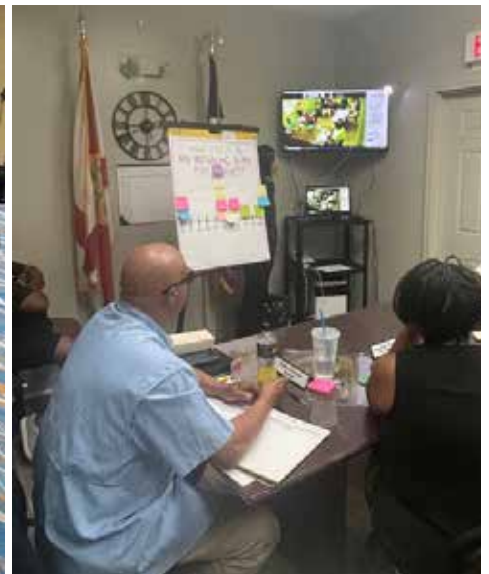


Figure 3. Scene from October’s Community Broadband Workshop in Jacob City (Jackson County). Participants included Jacob City Councilmembers and Jackson County staff.



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 September 20th, 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 September 2023. 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).

Hazardous Materials Training

The following trainings were held in coordination with the Apalachee LEPC since the last ARPC Board meeting:

DATE	COURSE	# OF STUDENTS
8.16 - 8.18	(4) 8-Hour Hazmat Tech Refresher	68

**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 St Augustine. The main topic of discussion revolved around the hazards created by EV batteries and their disposal, particularly when they have encountered saltwater as they did during Hurricane Ian.

*Upcoming Apalachee LEPC Training Dates*

DATE	COURSE
10.17-10.18	(4) 3-Hour Gasoline Tanker Response

**District Response Procedures**

As part of the Hazardous Materials Emergency Preparedness (HMEP) Grant, ARPC staff is developing district response procedures (SOPs) for incidents involving the transportation of flammable liquids, chlorine, and anhydrous ammonia to include in-county comprehensive emergency management plans (CEMP) and district response plan. They will be added to the 2023 LEPC Regional Hazardous Material Response Plan and provide first responders details as to the most shipped hazardous materials through the Region. Staff have so far met with Jackson, Wakulla, Jefferson, and Gulf County Emergency Management agencies to update their plans.



# EMERGENCY PLANNING

## **Hazardous Materials Exercises:**

ARPC staff has been in contact with local partners to discuss the development of a hazmat exercise for Spring 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 September 12th, 2023. During the meeting there were several presentations from guest speakers, including Mark Wool from the National Weather Service in Tallahassee, the BBHCC Medical Director Dr. George Rust, and Will Minkoff from BOLD Planning.



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, and the Chemical Surge Annex will be exercised sometime in Spring of 2024. The Chemical Surge Annex will be combined with the Medical Surge and Response (MRSE) exercise.

The BBHCC was able to utilize the extra funding provided this year by providing new equipment to Tallahassee Fire Department for mass decontamination of patients, which was a noted gap from our radiation exercise. The BBHCC was also able to provide equipment to Leon County EMS with extra funding to help with monitoring of patients after chemical or radiological exposure, another gap noted after the previous exercises.

## **Training and Exercises**

BBHCC staff is actively working with Local, State, and Private partners to bring Stop-The-Bleed training back to our region based on requests from partners and members. The BBHCC has obtained a Stop the Bleed training kit, which has already been used. The BBHCC helped to coordinate training for Stop the Bleed in Jefferson County with member partners completing the training. The BBHCC has two classes scheduled, a Certified Healthcare Emergency Professional course and a Nursing Home Incident Command Systems course.

## **Wakulla County Shelter Plan**

The ARPC additionally assisted Wakulla County secure a grant 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

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

### 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 September 30, 2023, there are fifteen active Legacy RLF loans. Eleven borrowers, 73 percent, have signed up for ACH loan payments.

A total of \$854,359.92 is currently loaned, with \$431,963.05 in outstanding principal. The amount available for lending is \$189,536.95.

Four loans are either delinquent (90 days or more without a loan payment) or in default and pending possible foreclosure/repossession, with a total outstanding balance of \$151,005.34. These loans are briefly described below. ARPC 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 \$108,786.08. The borrower has missed eight \$1,200 monthly loan payments between September 2022 and September 2023, for a total of \$9,600. However, the borrower made a loan payment of \$2,400 on October 2nd (reducing the late loan payments to \$7,200), has agreed to resume the regular \$1,200 monthly loan payments starting in October, and has identified a schedule to repay the remaining \$7,200 in late payments by November 2023.



# REVOLVING LOAN FUND

## **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 \$10,160.95. Up until January 2023, they had been making periodic loan payments of \$75.00 to \$100. 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. 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. 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:**

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 September 30, 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 \$457,517.06 in outstanding principal. The amount available for lending is \$152,267.09.



# REVOLVING LOAN FUND

Four loans are in default, with an outstanding balance of \$72,744.31. These are listed below and are discussed in greater detail under Default Loan Recommendations.

- 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. 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. 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 working capital and to purchase a cargo van for catering events. The loan has an outstanding balance of \$24,000. 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 March 31, 2023, there are nine active Hurricane Michael/REVIVE RLF loans. All nine borrowers have signed up for ACH loan payments.

A total of \$480,000 is currently loaned, with \$441,404.97 in outstanding principal. The amount available for lending is \$574,995.03.

The outstanding balance is \$105,000 from two delinquent loans. These loans are briefly described below. APRC staff are working with the two borrowers to collect missed payments from 2022, which will make their loans current.

- 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 balance is \$90,130.01. 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





# REVOLVING LOAN FUND

machine for embroidering hats, shirts, jackets, and other items materials with personalized designs/logos. The outstanding principal loan balance is \$17,357.65. 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 has been delayed due to changes in RLF staff, the need to train new staff on the updated financial reporting and portal system used by EDA and submitting financial reports through 3/31/23 to EDA and receiving their approval. 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 anticipates implementing the new software program in October with the start of Fiscal Year 2024.

## **Default Loan Recommendations**

Write Off the Loans:

- Deep South Solutions: Loan for \$50,000.00 was closed on April 8, 2014. The ARPC collected \$22,566.44 in principal payments and \$19,160.89 in interest payments through October 2022 prior to the passing of Billy Traylor in November. The loan principal balance is \$27,431.56. The ARPC attorney has advised the ARPC cannot collect on this loan since the borrower is deceased and the company has no assets. He recommends we write off the loan. This is a Legacy Loan, writing off the loan will reduce the \$621,500.00 in defederalized funds by \$27,431.56 plus any associated fees.
- Rutabaga Café & Soiree Catering, LLC: Two loans were approved, with the funds borrowed by Billy Ray Austin and Robert D. Gibson.
  - o Loan 1: Loan for \$25,000.00 was closed on May 18, 2021. The ARPC collected \$1,090.11 in principal payments and \$709.89 in interest payments. A total of four payments were made on this loan between September 30, 2021, and January 14, 2022; no payments were made after January 2022. The loan principal balance is \$23,909.89. This does not include any collection fees and other expenses with a foreclosure. Mr. Austin passed in September 2022. Based on a review by the ARPC attorney, the equipment offered as collateral (Thermo-Kool Walk-In Freezer, Manitowic Ice Machine, and Master Bilt Display Freezer) are either missing or in such poor condition that they have no value. The ARPC does have a mortgage on the property at property at 27 Jackson Street, Chattahoochee, FL. The property has a 2023 Preliminary Value from the Gadsden County Property Appraiser of \$21,074. The ARPC attorney recommends the ARPC foreclose on the property and auction it for sale. This is a CARES loan and might be appropriate as a partial write off with EDA approval. Seeking payment from Robert D. Gibson as the Guarantor and Co-Borrower may be an option.



# REVOLVING LOAN FUND

o Loan 2: Loan for \$3,500.00 was closed on March 3, 2022. This was a bridge loan at 6.0% interest due in full on June 2, 2022, with a single payment of \$3,710.00. No payments were made on this loan. Like Loan 1, this is a CARES loan. Seeking payment from Robert D. Gibson as the Guarantor and Co-Borrower may be an option.

## **Consider Partial Loan Balance Payment and Write-Off:**

- Busy Bee Daycare: Two loans were approved, with the borrowed by Tynalin Smiley and Lawanda Smiley

- o Loan 1: Loan for \$10,000.00 was closed on October 6, 2011. The loan was approved for household improvements to the Busy Bee Childcare Development Center. Loan secured with a first mortgage on the Smiley residence at 111 Harbor St, Port St Joe, Florida.

- o Loan 2: Loan for \$20,000.00 was closed on October 23, 2014. This loan included \$4,188.98 to pay off the first loan. The loan was for leasehold maintenance of Busy Bee Child Development Center and to complete improvements to the Smiley's Detail Shop. Loan remains secured by applicant's personal residence at 111 Harbor Street. The childcare and detail shop were damaged during Hurricane Michael and borrowers appear not to have had liability/damage insurance. Full loan payments of \$386.66 stopped after Hurricane Michael with intermittent payments of \$75.00 to \$100.00/month. To date, the ARPC has collected \$15,086.59 in principal payments and \$4,589.39 in interest payments. The loan principal balance is \$10,160.95. If they received any disaster grant or loan funds from SBA or FEMA to help with business losses and repairs, we may be able to collect some of the principal balance. Perhaps settle for a single payment of \$5,080.00, which is half of the loan principal balance, then write off the remaining \$5,080.95. This was a Legacy Loan, writing off the loan will reduce the defederalized funds by \$5,080.95 and \$10,160.95.

- Sloan Family Grain: Two loans with a total value of \$9,500 (\$7,500 and \$2,000) were closed on April 18, 2018, and November 7, 2018, respectively. The ARPC collected \$4,626.75 in principal payments and \$1,939.25 in interest payments through August 2022. No loan payments from September 2022 on. The loan principal balance is \$4,626.75. This does not include any collection fees and other expenses with a foreclosure. Collateral/security for loan included the assignment of titles for a 2001 Chevy Tahoe and a 2003 Nissan Xterra. Kelley Blue Book estimates the national average value the Chevy Tahoe is \$5,302 (could not find a copy of the title where we are listed as lien holder) and the national average value of the Xterra with 171,115 miles is between \$3,600 and \$4,000 (we have a copy of the title, but we are not listed as a lien holder). The ARPC also had a UCC lien on brewery equipment purchased with the loan funds, but the lien expired in April 2023. Kelley Blue Book estimates the national average value of the Chevy Tahoe is \$5,302. One option would be to agree to write off half the loan if the borrower agrees to a single loan payment of \$2,314.00 (half the loan balance). This was a Legacy Loan, writing off the loan will reduce the defederalized funds by between \$2,312.75 and \$4,626.75.



# REVOLVING LOAN FUND

Recovery Vehicles/Equipment Used as Collateral/Security, Sell at Auction and Adjust the Loan Balance:

- Dansby Trucking: Loan for \$25,000 closed on May 26, 2021. The ARPC collected \$3,665.58 in principal payments and \$984.42 in interest payments through August 2022. In August 2022 ARPC staff amended the terms of the loan at the request of the borrower, reducing the monthly loan payments from \$775.00 to \$500.00. The loan terms were amended with the understanding the borrowers would make loan payments electronically each month via EFT/ACH. This did not occur. One loan payment of \$500 was made in August 2022, with no payments since then despite numerous efforts to reach out to them by staff and the ARPC attorney. The loan principal balance is \$21,334.42. This does not include any collection fees and other expenses with a foreclosure. Collateral/security for the loan is a 1999 Freightliner FLD120 (Vin # 1FUYSZB7XPA14062). The current average sales price of this vehicle is between \$14,000 and \$16,000. The ARPC attorney recommends repossession of the semitruck cab, auctioning it for sale, and adjusting the loan to reflect the sale of the vehicle and any other costs incurred by the ARPC to recover late payments.

- Chef Shac: Loan amount was \$24,000. The ARPC collected a single interest payment of \$120.00 in May 2022. Loan payments were supposed to start in August 2022, but no principal or interest payments have been made on the loan. The loan principal balance is \$24,000.00. Collateral/security for the loan is a 2015 Ford Transit van (VIN # 1FTNE1ZM0FKA11919) with 230,591 miles at the time of the sale to Chef Shac LLC on March 3, 2022, and a UCC application for a sandwich station (Mega Bran Top Refrigerator, Model # MSF8306GR, Serial # MSF8306GRAUS1T0321121500C40002). The sales price of the van was \$20,000.00. The ARPC is listed as the sole lien holder. Kelley Blue Book estimates the private party value of the Ford Transit, in good condition, is \$5,987-\$9,176. The ARPC attorney recommends we repossess the truck, auction it for sale and adjust the loan to reflect the sale of the vehicle. In her email to ARPC staff on September 5, 2023, Chef Shac expressed an intent to repay the loan but has noted she does not have the financial resources at this time and was waiting for a grant she had applied for to repay the loan.



**TRANSPORTATION PLANNING PROGRAM**  
**Kwentin Eastberg – Pat Maurer – Ben Chandler**

**Transportation Disadvantaged (TD) Program**

ARPC staff has completed and billed for the first quarter deliverables in FY 2023-2024. First quarter meetings of the TD Local Coordinating Boards included reviewing the Bylaws, Complaint and Grievance Procedures, and submitting the Actual Expenditure Reports, in addition to adopting new TD Service Plans for the newly designated Community Transportation Coordinators 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.

**Table 1: Transportation Disadvantaged Coordinating Boards: 2023 - 2024 Meeting Calendar**

<i>COUNTY</i>	<i>NOVEMBER 2023</i>	<i>FEBRUARY 2024</i>	<i>JUNE 2024</i>
Calhoun 1:00 PM CT	14 Tuesday	6 Tuesday	11 Tuesday
Franklin 10:00 AM ET	15 Wednesday	7 Wednesday	12 Wednesday
Gadsden 2:00 PM ET	16 Thursday	15 Thursday	20 Thursday
Gulf 12:00 PM ET	15 Wednesday	7 Wednesday	12 Wednesday
Jackson 10:00 AM CT	14 Tuesday	6 Tuesday	11 Tuesday
Jefferson 10:00 AM ET	16 Thursday	15 Thursday	20 Thursday
Leon 2:00 PM ET	8 Wednesday	14 Wednesday	19 Wednesday
Liberty 3:30 PM ET	14 Tuesday	6 Tuesday	11 Tuesday
Wakulla 10:00 AM ET	8 Wednesday	14 Wednesday	19 Wednesday

Unfortunately, the 32nd Annual Commission for the Transportation Disadvantaged (CTD) Training Workshop and Expo that was supposed to be held in Orlando from August 28-30 was cancelled due to Hurricane Idalia track and landfall timing. The CTD board meeting was rescheduled to Friday September 15th, and the conference fees have been refunded.



# TRANSPORTATION PLANNING

## Regional Commuter Assistance Program

RideOn Commuter Services is the Regional Commuter Assistance Program for the Florida Department of Transportation (FDOT) District 3 (D3). The program’s mission is to improve mobility in ways that benefit the economy and the environment. Staff is currently preparing for the annual statewide Mobility Week campaign which will take place October 27-November 4, 2023.

Follow RideOn activities and events on Facebook at: <https://www.facebook.com/RideOnTogether> or visit: [www.RideOnTogether.org](http://www.RideOnTogether.org).



## CareerSource Capital Region

ARPC/RideOn continues to build connections with agencies and employer partners working with CareerSource to assist job seekers in the Region. RideOn is a valuable resource for removing transportation barriers that would otherwise limit employment opportunities.

## EcoMotion at FSU

Transportation & Parking Services, the Office of Sustainability, and Campus Police hosted an information fair promoting safe and sustainable travel on and around campus. StarMetro and RideOn provided students with information about our programs, including the Emergency Ride Home.



## Crosswalks to Classrooms

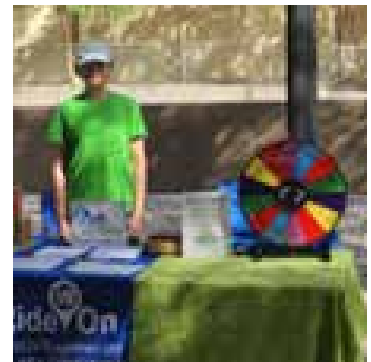
KCCI sponsored this initiative which utilizes street art to increase safety for cyclists and pedestrians. This project was installed at Sable Palm Elementary, and included local law enforcement agencies, service organizations, and free helmet fittings by RideOn.



One young man was so pleased with his new bike helmet, he announced his intention to wear it all day.

## Franklin County Corrections Institute

ARPC staff met with Warden Payne and his senior staff, to provide a detailed briefing on the benefits to employers who promote RideOn Commuter Services. Staff was invited to present our programs to all personnel in the near future.



## Tallahassee Science Festival

Beautiful weather and record-breaking crowds made this annual event a Saturday well spent.

Staff estimated 300+ visitors to the RideOn exhibit, where adults received program information, and young guests were challenged to answer environmental questions for the scavenger hunt and invited to spin the prize wheel for incentive items.





# TRANSPORTATION PLANNING

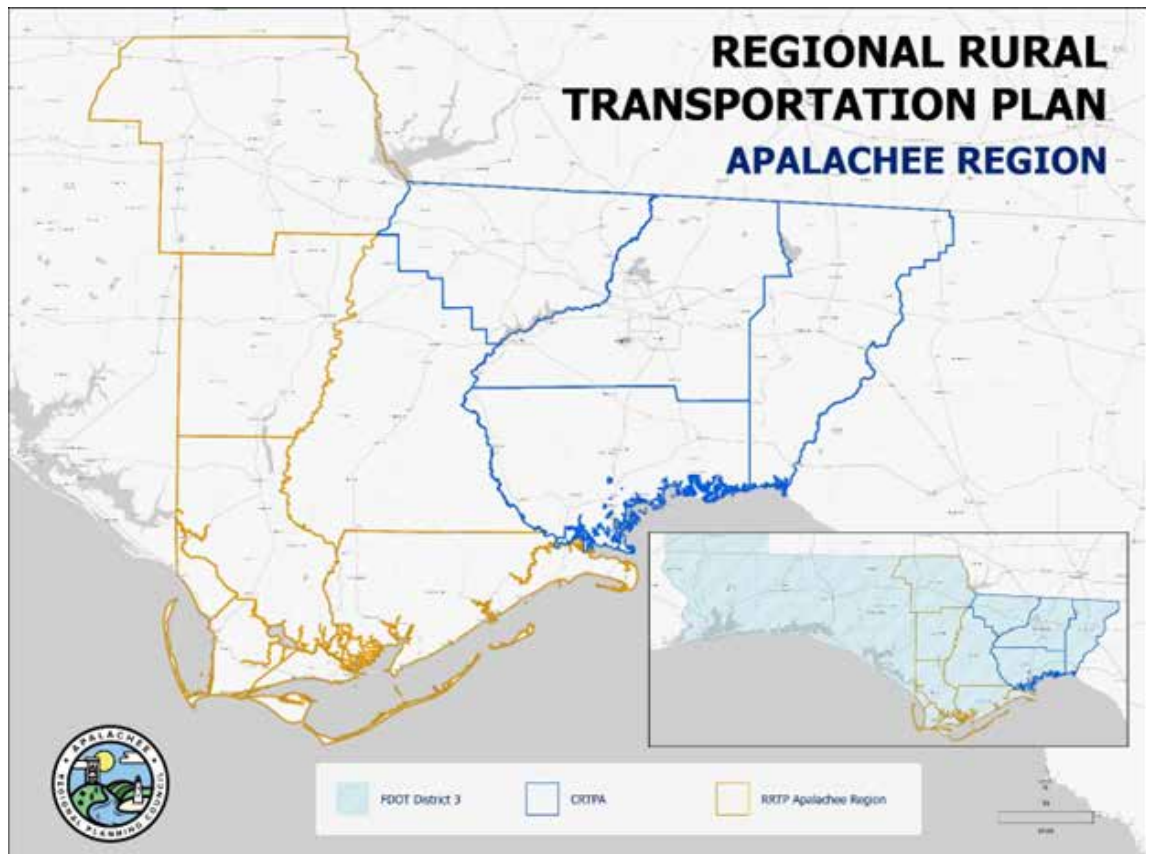
### Additional Program Area Information

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





# TRANSPORTATION PLANNING

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.

One of the first steps in the process has been to develop a Public Involvement Plan (PIP). The draft PIP document 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 plan shall use a similar format to the Long-Range Transportation Plans (LRTP) produced for established Transportation Planning Organizations (TPOs) and include a Needs Plan List and corresponding map that identifies all proposed improvements and meets the goals of the FTP.

The RRTP will cover a 20-year planning horizon that identifies the needs of the study area and prioritizes projects, both short and long-range, for consideration in the Statewide Transportation Improvement Program (STIP). The plan will be consistent, as practicable, with future land use elements and the goals, objectives, and policies of the respective approved local government comprehensive plans. The RRTP will also outline how the projects identified meet the regional vision.

The initial outreach to counties has begun. Currently, the Technical Advisory Committee (TAC) is being developed. The TAC is an advisory committee to the ARPC Board of Directors, who will have final decision-making authority for the contents of the RRTP. The purpose of the TAC shall be to review issues of importance related to the Rural Transportation Planning efforts and to make recommendations to the ARPC Board for their consideration. The TAC shall have a maximum of 15 voting members:

- 2 elected or non-elected representatives appointed by each of the 5 counties
- 1 elected or non-elected representative appointed by the ARPC Board to collectively represent the municipalities in each of the 5 counties
- Total of 15 TAC members

Since the last update, the baseline mapping that will be used in the upcoming public workshop series is being developed. It will provide an online interactive platform for the public to see what transportation projects are planned and programmed as well as the proposed projects to be included in the RRTP.



## FOREIGN-TRADE ZONE OVERVIEW

Foreign-Trade Zones (FTZ) are secure areas under U.S. Customs and Border Protection (CBP) supervision that are generally considered outside CBP territory upon activation. Located in or near CBP ports of entry, they are the United States' version of what are known internationally as free-trade zones. Foreign and domestic merchandise may be moved into zones for operations, not otherwise prohibited by law, including storage, exhibition, assembly, manufacturing, and processing. Under zone procedures, the usual formal CBP entry procedures and payments of duties are not required on the foreign merchandise unless and until it enters CBP territory for domestic consumption, at which point the importer generally has the choice of paying duties at the rate of either the original foreign materials or the finished product. Domestic goods moved into the zone for export may be considered exported upon admission to the zone for purposes of excise tax rebates and drawback. Qualified public or private corporations that may operate the facilities themselves or contract for the operation sponsors foreign-trade zones. The operations are conducted on a public utility basis, with published rates. A typical general-purpose zone provides leasable storage/distribution space to users in general warehouse-type buildings with access to various modes of transportation. Many zone projects include an industrial park site with lots on which zone users can construct their own facilities.

### Benefits:

- CBP duty and federal excise tax, if applicable, are paid when the merchandise is transferred from the zone for consumption.
- While in the zone, merchandise is not subject to U.S. duty or excise tax. Certain tangible personal property is generally exempt from state and local ad valorem taxes.
- Goods may be exported from the zone free of duty and excise tax.
- CBP security requirements provide protection against theft.
- Merchandise may remain in a zone indefinitely, whether or not subject to duty.
- The rate of duty and tax on the merchandise admitted to a zone may change as a result of operations conducted within the zone. Therefore, the zone user who plans to enter the merchandise for consumption to CBP territory may normally elect to pay either the duty rate applicable on the foreign material placed in the zone or the duty rate applicable on the finished article transferred from the zone whichever is to his advantage.
- Merchandise imported under bond may be admitted to a FTZ for the purpose of satisfying a legal requirement of exporting the merchandise. For instance, merchandise may be admitted into a zone to satisfy any exportation requirement of the Tariff Act of 1930, or an exportation requirement of any other Federal law (and many state laws) insofar as the agency charged with its enforcement deems it so.





# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

October 26, 2023

Ms. Elizabeth Whiteman  
Acting Executive Secretary  
U.S. Foreign-Trade Zones Board  
U.S. Department of Commerce  
1401 Constitution Ave., NW, Room 21013  
Washington, DC 20230

Dear Ms. Whiteman,

Apalachee Regional Planning Council (ARPC) is pleased to express their strong support for the establishment of a new Foreign Trade Zone (FTZ) project under the Alternative Site Framework (ASF) Application being submitted by the Tallahassee International Airport (TLH), the proposed Grantee. This Application will have a positive impact on the economy of not only Leon County but also the surrounding northwest and north central Florida regions.

ARPC serves Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla Counties and their respective municipalities by providing economic development, emergency preparedness, environmental, transportation and local technical assistance. ARPC's 27-member Board is comprised of county and municipal elected officials along with a gubernatorial appointee from each of the nine counties in the Region, in addition to several Ex-Officio members of state agencies. Additionally, ARPC is designated as a federal Economic Development District by the US Dept. of Commerce, Economic Development Administration.

As international commerce becomes an increasingly important aspect of our country's economic vitality, local communities need the tools to compete successfully with other counties. The establishment of this new FTZ will empower these communities to expand their footprint in the global market and increase our country's manufacturing strength. Tallahassee International Airport has already taken steps to ensure the success of the FTZ. A feasibility study was completed, and it was determined that sufficient demand exists to justify the new Zone. In addition, the Airport created a framework to support an FTZ through an economic development sales tax initiative and the construction of a new Federal Inspection Station (FIS).

ARPC strongly endorses this Application for a new Zone. Approval of this FTZ would greatly increase the global competitiveness of our region in international trade. Given the economic benefits, public support, and vast demand for a new FTZ, I urge the Foreign-Trade Zones Board to give this application serious consideration. I applaud the Tallahassee International Airport for their efforts to establish an FTZ that will serve as an economic driver for the community, create new job opportunities, encourage business expansion, and facilitate growth in the region's freight logistics capacity. Thank you for your consideration of their application.

Respectfully,

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Ricky Jones, ARPC Chairman

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Chris Rietow, ARPC Executive Director



ENVIRONMENTAL PLANNING PROGRAM  
Josh Adams - Evan Blythe



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

ARPC has awarded the construction contract for the Franklin-98 project to North Florida Construction. They are locally based and have worked with FDOT on right of way maintenance for Highway-98. The construction operations and materials staging began on October 9, 2023. Below, you can see the the loading zone for the materials for the low-profile oyster reefs.

The limestone materials are loaded onto 40x20 foot barges by an excavator. The materials are then taken from the loading zone in Eastpoint, at the breakwater, to the project site. The deployment method allows for materials to be efficiently 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.





# ENVIRONMENTAL PLANNING

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.





GIS

## GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM

Divina Lade

**Wakulla Risk Project**  
ARPC Staff completed the development of a Story Map for Wakulla Risk Project. The interactive web platform showcases the identified and validated critical assets and projected inundation scenarios.



Figure 1A. A Story Map showing the critical assets in Wakulla County.

**Rural Regional Transportation Plan**  
Development of the interactive web application for this project is ongoing. Individual geospatial layers were collected, and customization of each layer is part of the overall development. Thanks to our GIS intern, Darby Webb, for helping us with this effort.

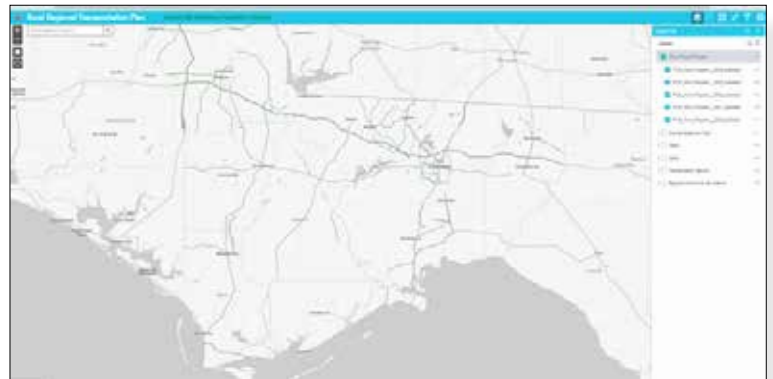
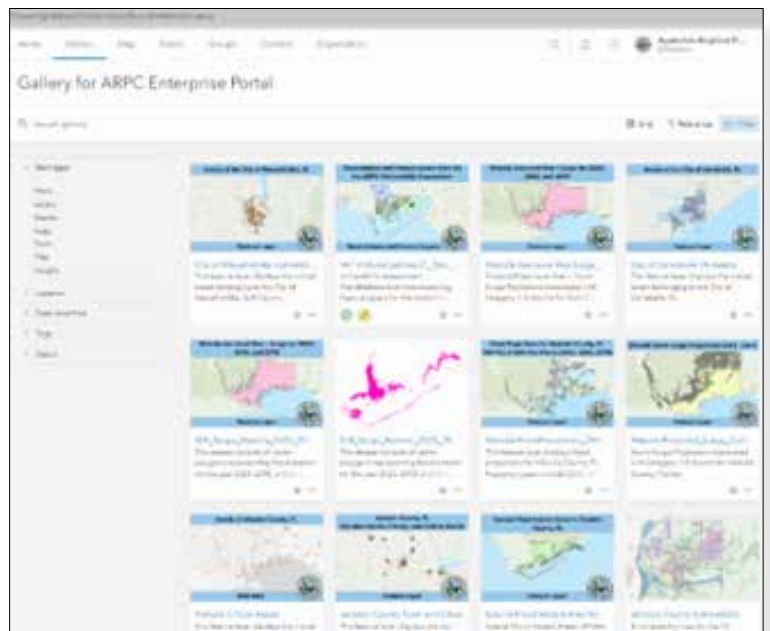


Figure 2. A screenshot of the draft interactive web application developed for the Rural Regional Transportation Project for the Apalachee Region

**ARPC ArcGIS Enterprise Portal**  
Our GIS Intern is also working on organizing the published geospatial features and layers that were published in the ARPC Geospatial ArcGIS Enterprise Portal, ensuring the Metadata is populated for each published content and applying a consistent thumbnail layout for each item (see image on the left). This is an ongoing task.





# GIS

## Calhoun County GIS

The development of the Calhoun Zone Lookup web application (see image below) has been successfully finalized. ARPC is pleased to announce its ongoing commitment to provide comprehensive geospatial planning support and services to Calhoun County, following the approval of a two-year GIS contract. This commitment includes the essential task of maintaining the newly developed web application, ensuring its smooth operation and functionality for the duration of the contract period.

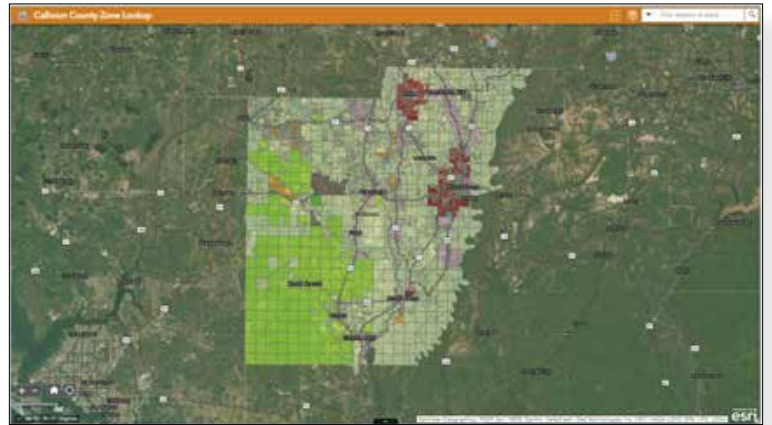
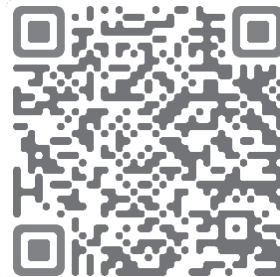


Figure 3. A screenshot of the Calhoun Zone Lookup.

# SCAN



WAKULLA RISK PROJECT



CALHOUN COUNTY GIS

## Upcoming ARPC Drone for Regional Planning

ARPC is excited to announce the integration of drones into our regional planning support services. We have recently acquired a drone to enhance our support for both ongoing and upcoming planning projects.





# GIS

# GEOSPATIAL PLANNING SUPPORT AND SERVICES

**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)

**GEOSPATIAL PRODUCT STORAGE AND MAINTENANCE**  
(storage and annual maintenance of published web map and applications via ARPC's Geospatial Enterprise Portal.)

**Custom Mapping, Digitization, and Spatial Analysis**  
(digitization of paper maps)

**DRONE IMAGE, VIDEO, AND 3D MODELLING**  
(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 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 used 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. Three projects are currently active/underway, seventeen have been completed. Staff assists clients daily and work to maintain current/compliant files with preparation to bring all projects to a close as efficiently as possible.



Above: Photo of new well installation to ensure safe drinking water for HHRP applicant following damage from Hurricane Michael in 2018.



Above: General Contractor and residents as they receive the keys to a newly constructed single-family home.



# HOUSING

## **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).

The new Local Housing Assistance Plan (LHAP 2022-2025), which outlines the County's plan and strategies for addressing housing matters, was accepted, and approved by the Florida Housing Finance Corporation and has been posted to their website. Staff are currently working with one active rehabilitation project and six are encumbered and are either in the bidding or inspection phase. There is one active purchase assistance applicant and one active foreclosure prevention applicant.

## **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.

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 3 active rehabilitation projects that were awarded to contractors at the last bid opening. Eight applications for Purchase Assistance have been received and/or are prescreened and under review.

Two projects have been pending due to estimate of repairs exceeding program limits, property value, and unpermitted additions to the home, respectively. These homes along with two additional projects will be included on a bid walk-through for contractors on October 13th. Sealed bids from contractors will be opened on November 3rd.

## **Jackson County Hurricane Housing Recovery (HHRP)**

The SHIP program currently offers four 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 begun construction and are underway.

Down Payment/Closing costs was provided for four residents with two being \$65,000 and one being for \$55,000. Two residents have been conditionally approved for assistance and are anticipated to close in the coming month(s).

## **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 or Jackson County can start by following the link either on the county's website or at [arpc.org/housing](http://arpc.org/housing). ARPC staff will continue to work with Jackson Community Development, Calhoun County Board of County Commissioners and other community partners to inform residents and offer trainings throughout the county.





# HOUSING

## 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! 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](mailto:dmorgan@arpc.org) for more info.



Above: ARPC Staff and representatives from Legal Services of North Florida outside the “Justice on the Block, on the move!” bus for a Wills on Wheels event.



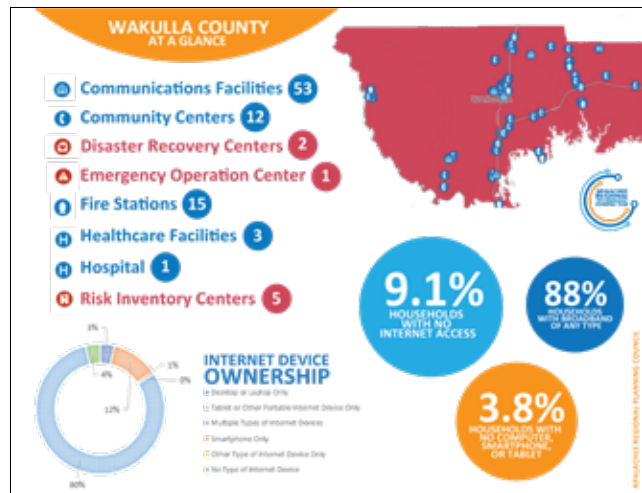
**MARKETING & COMMUNICATIONS PROGRAM**  
**Melissa Franklin**

**ARPC General Communications**  
 ARPC staff developed and distributed the August 2023 Board Notes and continues 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. 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.

As ARPC continues to grow, the impact of the organization's efforts increases exponentially. Staff is excited to grow awareness of these efforts, and as such, distributes news highlights throughout the Region on a regular basis.

**Advertising & Display Materials**

- ARPC staff developed and designed several display materials for RideOn Commuter Services, including advertisements for placement on StarMetro busses.
- ARPC staff developed several advertisements for FDOT Mobility Week.
- ARPC staff developed flyers and advertisements for the Jacob City Broadband Workshop. ARPC staff developed Broadband Fact Sheets for each of the counties within the ARPC Region.



COMMUNICATIONS



# COMMUNICATIONS

## **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.

In addition, staff attended the **Advancing Equity in Travel, Tourism, and Outdoor Recreation** webinar. National Governor's Association hosted its third webinar in a four-part series highlighting innovative and replicable projects that are funded by the U.S. Economic Development Administration's Travel, Tourism and Outdoor Recreation (TTOR) grant program. This webinar focused on projects intended to advance equity and access in the TTOR sectors.

## **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.



# GROWTH MANAGEMENT

## 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 (since March 2020)
- City of Quincy (since May 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. The following jurisdiction applied through the ARPC, or independently, for the following through the CPTA program:

- Calhoun County: Comprehensive Plan & Future Land Use Map Update / Land Development Code Update (independent submittal)
- Franklin County: Comprehensive Plan / Land Development Code Update
- Jackson County: Comprehensive Plan & Future Land Use Map Update
- City of Quincy: Future Land Use Map Update
- Town of Campbellton: Comprehensive Plan & Future Land Use Map Update
- Town of Havana: Future Land Use Map Update
- Town of Grand Ridge: Comprehensive Plan & Future Land Use Map Update
- Town of Malone: Comprehensive Plan & Future Land Use Map Update

Franklin County’s application for a Comprehensive Plan and Land Development Code update was awarded. ARPC will be coordinating with Franklin County to execute an agreement 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.



## Ex. Committee Meeting Minutes - September 28

### ARPC Executive Committee Meeting ARPC Conference Room

Thursday, September 28, 2023 – 10:00 am ET/ 9:00 am CT

#### **Item 1. Welcome and Introductions**

Chair Jones called the meeting to order at 10:02am

#### **ARPC Executive Committee Members in Attendance**

Councilman John Jones, Past Chair  
Commissioner Jim Peacock, Vice-Chair  
Commissioner Ricky Jones, Chair  
Commissioner Jack Porter, FRCA Policy Board  
Commissioner Rick Minor, FRCA Policy Board  
Governor's Appointee Lisa Miller, FRCA Policy Board  
Chris Moran, Moran & Smith  
Allie Rebel, Moran & Smith

#### **ARPC Staff in Attendance:**

Chris Rietow, Executive Director  
Monica Pitts, Finance Director  
Kwentin Eastberg, Deputy Director  
Rick McCraw, Senior Planner  
Josh Pasqualone, ARPC Legal Counsel  
Melissa Franklin, Communications Coordinator

#### **Item 2. Approval of Minutes**

Approval of the March 2023 Executive Committee meeting minutes occurred at the August 31st, 2023 Full Board ARPC Meeting.

#### **Item 3. \*FY 2021-22 Audit Review, Moran & Smith**

Presentation of the FY2022-2023 ARPC Audit.

Commissioner Jones moved to approve the FY2022-2023 ARPC Audit.

Commissioner Minor seconded.

Motion passed unanimously.

#### **Item 4. \*2022/23 Budget Amendment and 2023/24 Budget Review**

Review of Budget Amendment through the end of August. Some contracts have been moved to different programs.

Commissioner Peacock moved to approve the budget amendments.

Commissioner Minor seconded.

Motion passed unanimously.

Commissioner Peacock moved to approve the FY2023-2024 budget.

Commissioner Minor seconded.

Motion passed unanimously.



**Item 5: \*Wall Drs Plastering, LLC – 2nd RLF Loan Application**

\$15,000 from REVIVE! for Wall Drs Plastering.

Commissioner Peacock moved to approve the loan of \$15,000 to Wall Drs Plastering.

Commissioner John Jones seconded.

Motion passed unanimously.

**a. Legal fees – Legacy RLF**

Legacy fund is defederalized and the funds are now unencumbered. Mr. Rietow recommends that a portion of these funds be used to cover the legal fees for recovering defaulted loans.

Commissioner Peacock moved to approve the use of Legacy funds to cover legal fees.

Commissioner Minor seconded.

Motion passed unanimously.

**Item 6: \*ARPC Fleet Vehicle Purchase Authorization**

Commissioner Peacock moved to approve the purchase of an additional ARPC fleet vehicle.

Commissioner John Jones seconded.

Motion passed unanimously.

**Item 7: \*Transportation Disadvantaged Membership Approval**

Annual Appointments of TD representation throughout the nine-county region.

Commissioner Peacock moved to reapprove the TD appointments.

Commissioner Jones seconded the motion.

Motion passed unanimously.

**Item 8: \*Executive Director Annual Evaluation Review**

Commissioner Peacock moved to accept the ED evaluations.

Commissioner Minor seconded the motion.

Motion passed unanimously.

Commissioner Peacock moved to approve a raise for the Executive Director.

Lisa Miller seconded the motion.

Motion passed unanimously.

**Item 9: Other Business**

a. Next Full Council Board Meeting: Thursday, October 26, 2023

Meeting adjourned at 11:25am.



**Ex. Committee Meeting Minutes - September 28**

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL  
MEETING IN REGULAR SESSION ON OCTOBER 26 , 2023

SIGNED:

ATTEST:

\_\_\_\_\_  
Ricky Jones  
Chair

\_\_\_\_\_  
Chris Rietow  
Executive Director



## MONTHLY ACTIVITY REPORT: September 2023

### RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Gathered articles and began developing the September 2023 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*.
- Updated the email lists for and maintain the email listserv for approximately 2,850 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: [www.flregionalcouncils.org](http://www.flregionalcouncils.org).
- Drafted correspondence to the Economic Development Administration, Region 4 regarding funding increases for regional planning councils and their role as economic development districts.
- Submitted a proposal to the Governor's Hurricane Conference for a panel on the role of Disaster Recovery Coordinators housed at regional planning councils.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and webinars:
  - Florida Chapter of the American Planning Association Annual Conference
  - Florida Resilience Annual Conference
  - Statewide Emergency Shelter Working Group Meeting
  - EDA "Industries of the Future" Coordination Meetings
  - Statewide RPC and Geographic Information Office Coordination Meeting

### ASSOCIATION MANAGEMENT

- Continued preparations for the Annual FRCA Executive Directors Advisory Committee (EDAC) Retreat scheduled for October 17 – 18, 2023. Began logistical preparation for the Winter 2024 Policy Board Meeting.
- Began development of the 2023-2024 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.





LOCAL PARTNERSHIPS  
REGIONAL IMPACT

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