



LOCAL PARTNERSHIPS REGIONAL IMPACT

APALACHEE REGIONAL PLANNING COUNCIL

FULL COUNCIL BOARD MEETING

335th Public Meeting

Thursday, March 28th, 2024

10:00am EST/ 9:00am CT

arpc.org

850.488.6211 2507 Callaway Road, Suite 100, Tallahassee, FL 32303

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

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

AGENDA – MARCH 28TH, 2024

**APALACHEE REGIONAL PLANNING COUNCIL
FULL COUNCIL BOARD MEETING
THURSDAY – MARCH 28, 2024
10:00 AM EST / 9:00 AM CT**

[Click here to join the meeting virtually.](#)

Meeting ID: 247 612 330 492 Passcode: GmwYnb

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**APALACHEE REGIONAL PLANNING COUNCIL
FULL COUNCIL BOARD MEETING
THURSDAY – February 1, 2024
10:00 AM EST/ 9:00 AM CT**

Call to Order and General Business

- Commissioner Ricky Jones called the meeting to order at 10:05am.
- Quorum confirmed
- Pledge
- Mr. Rietow recognized the unexpected passing of Commissioner Stephen Walker following our previous Board Meeting. Staff developed a resolution of respect and asked for a moment of silence.

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
Jackson County	Kim Applewhite	Councilwoman, Town of Grand Ridge
Jefferson County	John Jones	Councilman, City of Monticello
Leon County	Rick Minor	County Commissioner
Leon County	Jack Porter	Commissioner, City of Tallahassee
Leon County	Lisa Miller	Governor’s Appointee

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 – Florida Department of Environmental Protection

ARPC Staff in Attendance

Josh Adams – Environmental Planning Manager
Evan Blythe – Environmental Project Manager
Kwentin Eastberg – Deputy Director
Melissa Franklin – Communications Coordinator
Juliette Kearce – Finance Administrator
Marion Knowles – ARPC Intern
Divina Lade – Geospatial Planning Manager
Christian Levings – Emergency Planning Manager
Pat Maurer – Commuter Assistance Coordinator
Rick McCraw – Senior Planner
Josh Pasqualone – ARPC Legal Counsel
Logan Patten – LEPC Coordinator
Monica Pitts – Finance & Human Resources Director
Chris Rietow – Executive Director
Caroline Smith – Economic Development Planning Manager
Marcus Thompkins – Housing Coordinator
Amber Tyrie – Housing Programs Manager
Alex Valdez – Economic Development Planner

Others in Attendance

Kevin Gehrke – Tallahassee Leon OEV
Justin Stiell – Gadsden County Planning Department

Jim McShane – CareerSource Capital Region
Greg Burke – Capital Region Transportation Planning Agency
Sean Lewis – Florida Commerce
Natalie Knowles – Wakulla County
Richard Williams – Opportunity Florida
Roy Baker – Opportunity Florida

Approval of Agenda

Governor’s Appointee Lisa Miller motioned to approve the February 2024 ARPC Board Meeting Agenda. Commissioner Porter seconded the motion. Motion approved unanimously.

Approval of Board Minutes

Commissioner Porter motioned to approve the October 2023 Board Meeting Minutes. Commissioner Jones seconded the motion. Motion approved unanimously.

Program Snapshots

Executive Director Chris Rietow provided the Board with an overview of services that the Council offers. As a visionary force, ARPC serves as a dynamic catalyst for sustainable development, fostering economic development, connectivity, and community resilience.

Through visionary planning, collaborative partnerships, and a commitment to inclusivity, ARPC aims to shape a Region where every community thrives, cultural heritage is preserved, and celebrated, and innovation paves the way for a brighter and more interconnected future.

With a strong focus on collaboration and community engagement, ARPC serves as a vital resource for local governments, businesses, and residents, offering comprehensive planning, research, and technical assistance services.

ARPC works closely with its member counties to address a wide range of regional issues, such as:

- transportation
- land use and growth management
- economic development
- housing & community development
- GIS
- emergency planning
- and environmental planning.

By facilitating effective communication and cooperation among stakeholders, the Council helps shape long-term strategies and policies that promote balanced growth and preservation of natural resources.

Through its expertise in data analysis, mapping, and urban planning, ARPC provides valuable insights and recommendations to support informed decision-making processes. Whether it’s developing transportation networks to improve connectivity, promoting affordable housing options, or advocating for sustainable practices, ARPC plays a crucial role in shaping the Region’s future.

Executive Director Report

Financial Reports

Commissioner Applewhite motioned to approve the February ARPC Financial Summary. Commissioner Porter seconded the motion. Motion approved unanimously.

Staff Program Reports

- Economic Development: Staff hosted a workshop with Economic Development partners to better understand the various roles and opportunities when funding opportunities arise.
- Emergency Planning: Logan Patten has joined the team as LEPC Coordinator
- Revolving Loan Fund (RLF): Matthew Vossler has joined the team as Revolving Loan Fund Manager.
- Transportation Planning: Ben Chandler has left ARPC, and potential candidates for the open position are under consideration.
- Housing: Marcus Thompkins is now full time in the Housing Program.
- Growth Management Planning: Donald Morgan has left the ARPC for another opportunity.

Starlink discussion update: Upon further discussion with ARPC partners regarding the Starlink pilot program, ARPC was asked not to proceed with the initiative, as it circumvents an existing process that Florida Commerce has put in place.

FRCA Policy Board

The Winter FRCA meeting provided a thorough understanding of the projects around the state and the legislative priorities of the various regions. Dues were discussed, and there is potential for a \$2500 to \$3000 increase in FRCA dues.

ARPC 2022 2023 Annual Report

- Over 39 grants awarded
- Over 33 Loans administered
- 3.3 million in funding
- 15 LEPC Hazmat Trainings
- Revenue breakdown: \$48:1 ROI in 2022/2023, compared to \$36:1 ROI in 2021/2022

Next Board Meeting on March 28th, 2024.

Meeting adjourned at 12:00 pm.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL

MEETING IN REGULAR SESSION ON

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:

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

FY 2023/2024 Summary
FY 2023/2024 Expense Summary for January and February

B. *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.

C. *2024 Signature Authority Resolution: Annual resolution to authorize the Executive Director to sign contracts, agreements, and grants.

D. Regional Passenger Rail Update: Update on the Federal Railroad Administration's recent report on a proposed route through Tallahassee.

ACTIONS NEEDED

- *Motion to approve the Financial Summary through February 2024.
- *Motion to approve the Signature Authority Resolution.
- *Motion to approve the updated RLF Plans for CARES and REVIVE!
- *Motion to approve the Kids First Learning Academy, LLC RLF application from the REVIVE! RLF

Apalachee Regional Planning Council

Revenue & Expenses 23/24 \$ 106,320.06 Balance 10/1/23

LINE-ITEM	Total	10/23	11/23	12/23	1/24	2/24
General Revenue	52,500.00	-	-	35,000.00	-	17,500.00
EDA Planning Grant	-	-	-	-	-	-
Jacob City Broadband	-	-	-	-	-	-
Gadsden Competitive FL	-	-	-	-	-	-
Franklin CPTA	-	-	-	-	-	-
Legacy RLF - Admin	-	-	-	-	-	-
CARES RLF - Admin	-	-	-	-	-	-
REVIVE RLF - Admin	27,600.00	-	-	15,000.00	100.00	12,500.00
FDEM - Hazards Analyses	10,467.35	-	-	-	10,467.35	-
FDEM - HMEP Planning	2,348.70	-	-	2,348.70	-	-
FDEM - HMEP Training	20,325.00	-	-	12,450.00	-	7,875.00
FDEM - LEPC Support Staff	26,180.00	-	10,780.00	-	-	15,400.00
Big Bend Healthcare - Admin	101,224.00	50,612.00	-	-	50,612.00	-
Wakulla CDBG Shelter	-	-	-	-	-	-
Small Emergency Planning Contracts	-	-	-	-	-	-
Regional Vulnerability Assessments	-	-	-	-	-	-
Franklin Vulnerability Assessments	-	-	-	-	-	-
Gadsden Vulnerability Assessments	-	-	-	-	-	-
Walkulla CDBG Risk	20,000.00	20,000.00	-	-	-	-
Franklin 98 - ARPC	57,308.38	37,057.64	-	-	20,250.74	-
Franklin 98 - Project Costs	1,740,059.77	292,429.95	-	-	1,447,629.82	-
FDEP - SQG	-	-	-	-	-	-
Small Environmental Contracts	-	-	-	-	-	-
Calhoun HHRP 2	-	-	-	-	-	-
Calhoun SHIP	17,500.00	8,750.00	-	-	-	8,750.00
Gulf SHIP	-	-	-	-	-	-
Jackson SHIP	22,940.76	11,470.38	-	-	-	11,470.38
Jackson HHRP	74,421.00	37,210.65	-	-	-	37,210.35
ARPC County Dues	64,403.62	22,279.66	13,080.28	-	7,476.55	21,567.13
CoC - Admin	2,127.00	-	-	1,221.75	905.25	-
FRCA - Admin	33,271.78	-	7,507.07	12,787.07	12,977.64	-
Misc. Small TA Contracts	21,342.50	9,197.50	1,495.00	5,000.00	1,900.00	3,750.00
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	-	-	-	-	-	-	-	-	-	-
CTD - Transportation Disadvantaged	76,847.52	-	-	-	4,914.87	-	-	55,520.55	-	16,412.10
FDOT - RideOn	94,907.44	-	-	44,367.65	-	-	-	-	-	50,539.79
FDOT - D3	17,400.00	3,350.00	-	9,850.00	-	-	-	4,200.00	-	-
TOTAL REVENUE	2,509,532.32	503,375.28	87,080.00	104,062.39	1,612,039.90	202,974.75				

General Expenses													
Salaries	564,729.33	99,373.84	136,544.54	105,271.47	122,032.41								101,507.07
Fringe Benefits (FICA, CHP & FRS)	221,335.44	41,982.12	16,956.88	50,570.42	69,300.04								42,525.98
Travel	15,257.18	2,739.15	4,041.70	2,429.06	1,259.84								4,787.43
FLEET Vehicle Expenses	846.35	306.62	-	206.73	215.95								117.05
Consultants (Contract Required)	7,875.00	-	7,875.00	-	-								-
F-98 Consultants	1,660,884.57	292,429.95	-	-	1,368,454.62								-
Accounting	3,060.36	700.69	599.45	507.41	95.72								1,157.09
Advertising	443.04	213.58	135.96	-	-								93.50
Audit	8,000.00	-	8,000.00	-	-								-
Board Meeting Expenses	1,188.93	-	207.37	366.21	75.22								540.13
Dues (FRCA, NADO, SERDI & Other)	14,050.00	-	5,125.00	-	800.00								8,125.00
Equipment Lease - Copiers	4,035.78	669.22	1,131.93	724.20	841.21								669.22
Insurance (Work Comp, Liability)	12,165.12	702.37	1,531.00	-	8,596.75								1,335.00
IT Tech Support & Equipment	18,102.19	404.00	1,799.44	1,216.28	2,368.93								12,313.54
Legal	6,907.50	-	-	-	-								6,907.50
Licenses (REMI)	-	-	-	-	-								-
Miscellaneous	1,625.99	300.00	300.00	400.99	300.00								325.00
Office Supplies	4,945.89	763.32	1,323.86	270.93	2,375.10								212.68
Postage	225.68	217.12	8.56	-	-								-
Rent/Utilities	53,618.91	10,773.84	10,712.57	10,669.92	10,720.03								10,742.55
Subscriptions & Publications	-	-	-	-	-								-
Telephone/Internet	6,476.55	1,325.14	1,097.11	1,336.40	1,352.39								1,365.51
Contingency & Project Pass-Thru	(185,892.51)	(7,384.13)	4,950.46	(110,373.02)	(87,831.63)								14,745.81
TOTAL EXPENSES	2,419,881.30	445,516.83	202,340.83	63,597.00	1,500,956.58								207,470.06



APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

RESOLUTION NO. 2024 – 01

WHEREAS, *the Council employs the Executive Director to administer the day-to-day operations of the Council and to carry out the policies set forth by the Council; and*

WHEREAS, *it has been the Council's practice that the Executive Director sign all revenue generating contracts, grants, agreements, or similar instruments, except where the funding entity required Executive Committee action and the Chair's signature; and*

WHEREAS, *it is the Council's desire to develop mechanisms which enhance the agency's financial well-being, while simultaneously being responsive to the efficiency desires of our financial partners,*

NOW, THEREFORE, BE IT RESOLVED

The Council hereby authorizes, consistent with agency practice, the Executive Director to execute on behalf of the Council, all bank account signature cards, resolutions, contracts, grants, and agreements for the Council.

DULY ADOPTED by the Apalachee Florida Regional Planning Council this 28th day of March 2024.

BY THE: APALACHEE REGIONAL PLANNING COUNCIL

Ricky Jones
Chairman

ATTEST:

Chris Rietow
Executive Director

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.

WORKSHOPS, FACILITATIONS & MEETINGS

The Economic Development team attended its second EDA quarterly coordination meeting. These meetings aim to bring together all the EDDs in Florida with EDA staff to discuss current opportunities, noteworthy updates, and share best practices. ARPC staff leads a complementary meeting that provides a platform for statewide EDDs to collaboratively problem-solve and host short webinars on various topics related to our work.

Additionally, ARPC staff attended a showcase of MARU's Rolling Unit, a multipurpose expandable vehicle that has been utilized in various capacities, from emergency management to marketing. The Tallahassee-Leon County Office of Economic Vitality has been collaborating with Estonian manufacturers to expand their operation into Northwest Florida.



ACTIVE PROJECTS

Gadsden County Economic Development Strategy: ARPC is in the process of planning a series of stakeholder engagement meetings spanning education to industry. Soliciting diverse stakeholder input will enable ARPC, in partnership with Gadsden County, to develop a robust and action-oriented Economic Development Strategy.

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

EMERGENCY PLANNING PROGRAM
Christian Levings – Elizabeth Todak – Denise Imbler

REGIONAL HAZARDOUS MATERIALS PROGRAM

The ARPC staffs the Apalachee Local Emergency Planning Committee (ALEPC), 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 March 19th, 2024. 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 June 2024. The location has yet to be determined.



Hazardous Materials Training

There were no sponsored trainings held in coordination with the Apalachee LEPC since the last ARPC Board meeting. The Apalachee LEPC did not receive its approved training budget from the Florida Division of Emergency Management until very recently. ALEPC Coordinator Logan Patten is in the process of scheduling upcoming training.

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. Apalachee LEPC Member Captain Allen Willis of Tallahassee Fire Department was awarded the Thomas Yatabe Award for outstanding contribution to the ALEPC.

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 materials 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. The exercise will take place in Gulf County and test the transportation Hazmat SOP developed for them by the ALEPC last year.

BIG BEND HEALTHCARE COALITION (BBHCC)

ARPC staff the Big Bend Healthcare Coalition (BBHCC). Due to logistical and planning constraints, members were notified that there would be no regular Spring General Membership meeting, and that meetings would resume in June.



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 was exercised in March 6th 2024.

The BBHCC continues to work with members who had their 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 conducted its Crisis Standards of Care and Chemical Surge Exercises and is currently working to address gaps revealed in the exercises. Future training offerings include a Nursing Home Incident Command Systems course, a Planning Section Chief offering in partnership with Wakulla County, and a Medical Response and Surge Exercise (MRSE.) The MRSE exercise will be held as a facet of a Statewide Terrorism Exercise conducted by the Florida Division of Emergency Management through the Regional Domestic Security Taskforce Regions.

WAKULLA COUNTY SHELTER PLAN

The ARPC additionally assisted Wakulla County in securing grant funding for a county-wide shelter analysis project, including development of 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 progressing, and aims to be completed by Fall of 2024.

REVOLVING LOAN FUND (RLF) REPORT
Legacy, CARES Act & REVIVE! RLFs
Matthew Vossler

REVOLVING LOAN FUND (RLF) OVERVIEW

The ARPC RLF Program consists of three revolving loan funds: Legacy, CARES Act and REVIVE! and as of March 2024, is servicing twenty-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 (Defederalized)

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.

Current Status:

ORIGINAL FUND	ACTIVE LOANS	CURRENTLY LOANED	OUTSTANDING PRINCIPAL	AVAILABLE TO LEND
\$1,300,000	15	\$899,800	\$438,076	\$226,043

Delinquent Loans:

1) 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 \$101,330. The borrower had missed four \$1,200 monthly loan payments between May 2023 and October 2023, for a total of \$4,800; however, the borrower has now made progress by catching up on two of the four payments in February 2024.

Loans in Default:

1) 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. A loan payment of \$50.00 was made in February 2024.

2) 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.

3) 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.

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.

Current Status:

ORIGINAL FUND	ACTIVE LOANS	CURRENTLY LOANED	OUTSTANDING PRINCIPAL	AVAILABLE TO LEND
\$580,000	11	\$528,200	\$443,000	\$203,569

Delinquent Loans:

None at this time.

Loans in Default:

1) 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.

2) 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.

3) 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. 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 (RE-VIVE!) 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.

Current Status:

ORIGINAL FUND	ACTIVE LOANS	CURRENTLY LOANED	OUTSTANDING PRINCIPAL	AVAILABLE TO LEND
\$1,000,000	9	\$515,000	\$386,400	\$649,233

Delinquent Loans:

1) 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 \$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.

2) 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.

Loans in Default:

None at this time.

GENERAL UPDATES

A message from Matt: Thank you for the opportunity to serve as the Revolving Loan Fund Manager for the ARPC. It is my intention to bring all my experience, talent, and creativity to bear for the ARPC and those that we serve. I have begun my tenure by getting up to speed on the processes, procedures and loans already in place within the three revolving loan fund programs. It is my hope to not only meet but exceed the expectations and goals set forth.

ACTIONS NEEDED:

- * Motion to approve the updated RLF Plans for CARES and REVIVE!
- * Motion to approve the Kids First Learning Academy, LLC RLF application from the REVIVE! RLF

**ARPC Staff Summary- Kids First Learning Academy, LLC
March 20, 2024**

**Freda and Julius Harris, Co-Owners
Kids First Learning Academy, LLC
512 M L King Blvd, Quincy, FL (Gadsden County)**

Project Summary

Freda and Julius Harris, co-owners of Kids First Learning Academy, LLC (Kids First) have applied for a \$20,000 Revolving Loan Fund (RLF) loan from the Apalachee Regional Planning Council (ARPC). This is the third ARPC RLF loan request for Kids First submitted by the HARRISES. The first loan for \$10,000 was approved in November 2015 following the purchase of the Kids First property and business at 512 M L King Blvd, Quincy, Florida. The funds were used as working capital to assist with the initial business expenses until Head Start reimbursements for childcare fees. The first loan balance of \$6,000 was paid in full in May 2017 and a second RLF loan for \$31,000 was approved. These loan funds were used to purchase and make improvements to the Golden Wings 3-Es Academy property and business at 1003 W. Jefferson St, which is adjacent to the Kids First location. The second RLF loan was paid in full in July 2020.

Additionally, while the business resides in Gadsden County Florida, the borrower has stated “that 37 parents (59 children that we care for) that work in Tallahassee (Leon County)”.

Kids First Learning Academy, LLC

In January 2024, the HARRISES submitted a loan application requesting \$20,000 to retain staff, purchase marketing materials, and connect to central sewer and replace their HVAC system at their 512 M L King Blvd location. The central sewer and HVAC system replacement are expected to increase the number of students they can serve at that location.



Job Creation

Kids First currently has 10 full-time and 3 part-time employees. Ms. Freda Harris, who serves as Director, is also one of the full-time employees. Consistent with US Department of Commerce, Economic Development Administration (EDA) requirements, the ARPC Hurricane Michael/REVIVE RLF Plan each \$20,000 RLF loan to create or retain one job. The proposed Kids First loan funds are expected to retain 2 of the existing full-time employees.

Collateral

Freda and Julius Harris are offering their business property at 512 M L King Boulevard, Quincy, Florida, 32351, as collateral for the \$20,000 loan. A current appraisal

of the property was not prepared but the Gadsden County Property Appraiser lists the 2023 Certified Value, Just Market Value of the property at \$199,066. The mortgage is held by Truist Bank (formerly SunTrust; Book 858, Page 86, Gadsden County Clerk of Courts), and the February 2024 mortgage balance is \$179,023. This leaves \$20,043 in equity that can be used by the Kids First Loan if approved by the ARPC Executive Committee. The Kids First location at 512 M L King Boulevard is also the recipient of a \$100,000 Small Business Administration (SBA) COVID EIDL loan. Currently the applicants are paying interest only payments of \$1,022/month. The applicant has requested a copy of the loan agreement to determine when the principal and interest payments begin, what the loan payment will be, and how the loan is secured. A copy of the Gadsden County Property Appraiser's Certified Valuation and the Truist Business Loan Statement are available in Supplemental Materials.

Weaknesses

The periodic lack of a consistent income stream appears to be the primary challenge facing Kids First growth plans. As noted in a November 20, 2023, email from PEAC Solutions email to Ms. Harris, they were not able to move forward with a loan request due to the drop off in monthly revenue between August and October 2023. Formally being advised they are not currently eligible for a loan from a traditional lender is one of the standing conditions for RLF loan applicants.

Strengths

Since starting Kids First in November 2015, a total of \$41,000 in RLF loans were awarded to Kids First. The first RLF funds helped start the business and two years later the second RLF funds helped the business expand by buying an adjacent property with a competing childcare business. During the period between November 2015 and August 2020, the Harrises maintained a consistent loan payment history and were able to fully pay each loan within two to three years. The planned improvements from the \$20,000 currently requested are expected to increase monthly tuition fees by \$5,000/month, increasing annual revenue from \$564,000 to \$624,000.

RLF Advisory Committee Comments

Staff and borrowers have met with RLF Advisory Committee. RLF Advisory Committee recommended approval of the loan.

Two Attachments

1. RFL Application
 - Form A – Loan Application
 - Form B – Personal Financial Statement
 - Form C – Monthly Business Expenses
 - Form D – Assets/Collateral
 - Form E – Monthly Personal Income/Expenses
2. Supplementary Documentation
 - Profit & Loss Statement
 - Balance Sheet
 - Copies of 2021 2022 Tax Returns
 - Lean Business Plan

TRANSPORTATION PLANNING PROGRAM
Kwentin Eastberg – Mary O’Brien – Pat Maurer

WELCOME TO MARY O’BRIEN
– TRANSPORTATION PLANNING MANAGER

Ms. O’Brien has a master’s degree in urban and environmental planning with an emphasis in transportation. She spent five years with the Florida Department of Transportation’s Central Office as the State Bicycle Pedestrian Coordinator. With her experience and partnerships with FDOT in addition to her skills as a certified life coach we are excited to see what Mary will do as ARPC’s new Transportation Planning Manager. Welcome!



TRANSPORTATION DISADVANTAGED (TD) PROGRAM

ARPC staff has wrapped up all third quarter coordinating board meetings and will submit billing for all completed deliverables once the quarter ends. Third quarter meetings of the TD Local Coordinating Boards included reviewing the Annual Evaluation 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.

<i>COUNTY</i>	<i>JUNE 2024</i>
Calhoun 1:00 PM CT	11 Tuesday
Franklin 10:00 AM ET	12 Wednesday
Gadsden 2:00 PM ET	20 Thursday
Gulf 12:00 PM ET	12 Wednesday
Jackson 10:00 AM CT	11 Tuesday
Jefferson 10:00 AM ET	20 Thursday
Leon 2:00 PM ET	19 Wednesday
Liberty 3:30 PM ET	11 Tuesday
Wakulla 10:00 AM ET	19 Wednesday

REGIONAL COMMUTER ASSISTANCE PROGRAM

RideOn Commuter Services is the Regional Commuter Assistance Program 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](#) or visit the [website](#) and download the RideOn app.

SMART CYCLING TRAINING

RideOn hosted a day of safe cycling education on February 3rd. Instructors Hugh Aaron and Martin Guttenplan began the day with classroom instruction. Parking lot drills were conducted to improve on-bike skills. Participants were then escorted on a 7-mile, on-street ride, to allow instructors to assess their knowledge and abilities. All 5 participants successfully completed the training.



CTD LEGISLATIVE AWARENESS DAY

On January 18, ARPC/RideOn staff was present at the Capitol, distributing information and incentive items to the public, as well as conferring with our regional partners who were also in attendance. TD Legislative Awareness Day allows advocates to speak with their state elected officials and promote the TD program that is so vital to so many underserved people around the state



WORKING WELL

ARPC was the site of the Lunch & Learn hosted by Working Well on January 24th. Members of this employer forum were very appreciative of staff efforts and hospitality.



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, and has also participated on an RFQ scoring committee. Staff is also an active member of the Leon County Community Traffic Safety Team, the Bike/Ped Working Group, and the Transportation & Land Use Committee of Sustainable Tallahassee and has been asked to serve as Vice-President on the Board of Directors of Working Well.

REGIONAL RURAL TRANSPORTATION PLAN (RRTP)

The foundation of the Regional Rural Transportation Plan (RRTP) is well underway. Staff have begun Phase I of their public outreach endeavor and as of this board meeting have visited each of the counties (Calhoun, Franklin, Gulf, Jackson, and Liberty) listed in the plan at least twice since the last board meeting. Staff has begun to compile all the information received thus far and will be working with the Technical Advisory Committee (TAC) to review and process all comments and compile a synopsis before Phase II of public workshops begin in the spring and continue into the summer. A visual representation of the timeline for this project is below. Please be on the lookout for the next RRTP public workshop in your area. We would love to hear from you!



ENVIRONMENTAL PLANNING PROGRAM**Josh Adams - Evan Blythe****FRANKLIN-98 LIVING SHORELINE
RESILIENCY PROJECT**

Phase I of the F-98 project is proceeding according to schedule, with reefs nearly built-out. The reefs that were accessible via land have been successfully completed. Construction crews are currently engaged in cleanup activities along the shoulder of US Highway 98, addressing any disturbances caused by the construction efforts. Additionally, local crews tasked with installing the spartina marsh have commenced planting activities behind the reefs.

The project team is currently in the process of securing the necessary permits from the State for Phase 2 of the project, which will exclusively involve private landowners. Upon issuance of the permit, construction activities for Phase 2 will commence.



SMALL QUANTITY HAZARDOUS WASTE GENERATOR (SQG) OUTREACH

The ARPC has began it's SQG outreach compliance visits and have been busy traveling around the Region. We are responsible for providing guidance to, and auditing our member counties except for Leon, which runs their own program. Our goal is to ensure that every potential hazardous waste facility that we cover is inspected once every five years, and maintain a rolling database of active SQG designated businesses.

USED OIL

Used oil is **exempt** from HW regulations if it is sent for recycling or burned for energy recovery. All containers used to collect or store used oil must be in good condition, labeled 'used oil', maintained closed or otherwise protected from weather, AND must either be double-walled or stored on an oil impermeable surface within secondary containment with the capacity to hold 110% of the volume of the largest tank or container within the containment area.



USED OIL FILTERS

Used oil filters cannot be disposed with solid waste. Used oil filters must be managed in containers labeled 'used oil filters', in good condition, closed or otherwise protected from weather and stored on an oil-impermeable surface.



USED ANTIFREEZE

Used antifreeze is **exempt** from HW regulations if it is recycled. Reusable or recycled antifreeze can be used in facility vehicles, sold or given away. Manage used antifreeze in closed, labeled containers.



SPENT LEAD ACID BATTERIES

Spent lead acid batteries contain lead and corrosive acid which are considered HW. Spent batteries are **exempt** from HW regulations if recycled or returned to manufacturer and documentation is maintained.



SPENT PARTS WASHER SOLVENT

Spent mineral spirits, Stoddard solution and petroleum naphtha may be HW when disposed. Conduct a waste determination on spent solvent, sludge and filters prior to disposal and manage accordingly. Use solvents with low VOC content or citrus or water based detergent cleaners when possible.



SOILED SHOP TOWELS

Certain solvent contaminated wipes are exempt from HW regulations if specific management standards are met. Please contact your local DEP office for additional guidance outlining the conditional exclusions and required management standards or visit <http://www.dep.state.fl.us/waste/categories/hwRegulation/default.htm>.

A HW determination is required prior to disposal of wipes that are not managed in accordance with the conditional exclusions.



WASTE TIRES & WEIGHTS

Waste tires must be disposed at a permitted or DEP approved facility. Registration as a waste tire collector is required if you transport more than 25 waste tires at a time. A permit is required to store over 1500 waste tires at your facility. Lead tire weights are **exempt** from HW regulation if recycled.



ABSORBENT

Manage absorbent that comes in contact with HW as a HW. Spent absorbent should be managed in closed, labeled, leak-proof containers. Check with your solid waste authority as to whether you may dispose of oily wastes in the trash can.



AEROSOL CANS

Empty aerosol cans are **exempt** from HW regulations and can be recycled as scrap metal. Partially full aerosol cans may be regulated as HW when discarded if they contain ignitable propellants or chlorinated solvents. An aerosol can is still reactive (hazardous) until the propellant is completely discharged.



FLUORESCENT LAMPS

Spent fluorescent lamps generated from businesses are banned from solid waste incineration. Spent fluorescent lamps are exempt from HW regulations if managed in a safe, secure manner to prevent breakage, labeled 'waste mercury lamps' and recycled.



Department of Environmental Protection
2500 Blair Stone Rd, Tallahassee, FL
32310. Main (850) 245-4000
<http://www.floridadep.com>

Always maintain all disposal and recycling records as proof of properly managing regulated waste.

Disclaimer: This brochure is for guidance purposes only. It is not official rule language and does not include a comprehensive listing of all environmental regulations that may be applicable to a particular business.

Rev. 1/31/2014

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

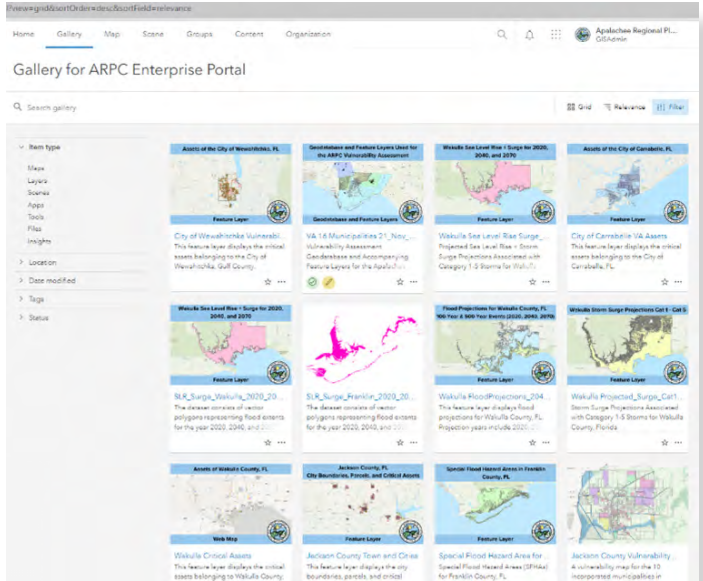
VULNERABILITY ASSESSMENT PROJECTS

Staff provided support to the Environmental Program by developing a web application that allows public input with regards to community assets. Below is a screenshot of the web application developed to collect public input about the identified assets in the region that are potentially vulnerable to flooding and inundations.



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.



GEOSPATIAL SUPPORT TO ARPC PLANNING PROGRAMS

PROGRAM	PROJECT	DESCRIPTION
ECONOMIC DEVELOPMENT	NAS-GRP	Creation of geospatial data highlighting the unincorporated communities in Liberty and Calhoun Counties. Development of maps representing the cities and unincorporated communities in Calhoun and Liberty Counties.
TRANSPORTATION	REGIONAL RURAL TRANSPORTATION PLAN	Maintenance of the R RTP web application developed for this project.
GROWTH MANAGEMENT	GRAND RIDGE FLUM	Anticipated geospatial support by updating the Grand Ridge FLUM
GROWTH MANAGEMENT	HAVANA FLUM	Anticipated geospatial support by updating the Havana FLUM and developing an interactive web application.
SPECIAL PROJECT	WAKULLA RISK ADAPTATION PLAN	Development of a web application to collect public input about the updated list of Wakulla Community Assets that are vulnerable to flooding.

GEOSPATIAL PLANNING SUPPORT SERVICES

ARPC will continue offering planning support across the region. Here are some of the Geospatial Planning Support and Services available to counties & municipalities within the ARPC Region.

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 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
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HOUSING AND COMMUNITY DEVELOPMENT

Amber Tyrie - Marcus Thompkins

CALHOUN COUNTY HURRICANE HOUSING RECOVERY PROGRAM (HHRP FY 19-20 & 20-21)

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, 2023 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 Housing staff began working on the second allocation of HHRP with 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 2023. 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 SHIP program currently offers three strategies of assistance:

- Owner-Occupied Rehabilitation
- Purchase with/without Rehabilitation (First-Time Homebuyer Program)
- Foreclosure Prevention / Mortgage Assistance

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 ten active rehabilitation projects.

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 six active rehabilitation projects, four active purchase assistance applicants, and one demolition/reconstruction project that will result in a newly constructed stick-built home.

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 March of 2024 bid openings took place for three demolition/reconstruction projects and two additional rehab projects. Staff is coordinating another walk-thru with the remaining projects as we get closer to project closeout.



GULF COUNTY STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)

The applications for the SHIP 22/23 funding year went live on Neighborly on Friday, February 2nd, 2024 for the following strategies:

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

Applications are being received on an on-going basis subject to availability of funding. Only completed applications will be considered on a first-come, first-served based however the county does give priority to veterans and elderly households. Interested residents can still go online at www.gulfcounty-fl.gov/county_government/s_h_i_p. to submit a pre-screening and application. The Apalachee Regional Planning Council is committed to accessibility for all applicants. Staff has been working with residents directly for technical assistance or accommodation to apply for assistance.



MARKETING & COMMUNICATIONS PROGRAM

Melissa Franklin

COMMUNICATIONS SUPPORT

ARPC staff developed and distributed the February 2024 Board Notes and continue to manage ARPC social media engagement, as well as website updates and maintenance. 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.

PROFESSIONAL DEVELOPMENT

ARPC staff recently completed 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.

Staff attended the **2024 South and Appalachian Creative Placemaking Summit** in Atlanta, Georgia. Co-produced by Creative Placemaking Communities and South Arts, the South and Appalachian Creative Placemaking Summit is the preeminent gathering of creative placemaking professionals in the southern region. Staff had an opportunity to delve into innovative and effective approaches to placemaking, with an emphasis on arts and culture ecosystems.



NEXT ARPC BOARD MEETING: MARCH 28TH, 2024



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DESIGN SUPPORT

- ARPC staff developed informational materials for the Franklin-98 Living Shoreline project. In addition, staff developed wepages detailing the project, and providing educational resources as well.
- Staff developed a webpage for the Regional Rural Transportation Planning Project to provide updates, and collect feedback from the communities.
- In addition, staff developed a webpage for the Vulnerability Assessments project to provide updates and pertinent information to the communities.
- Staff formatted the deliverables for the Franklin County Comprehensive Plan Review and the Franklin County Zoning Code updates.

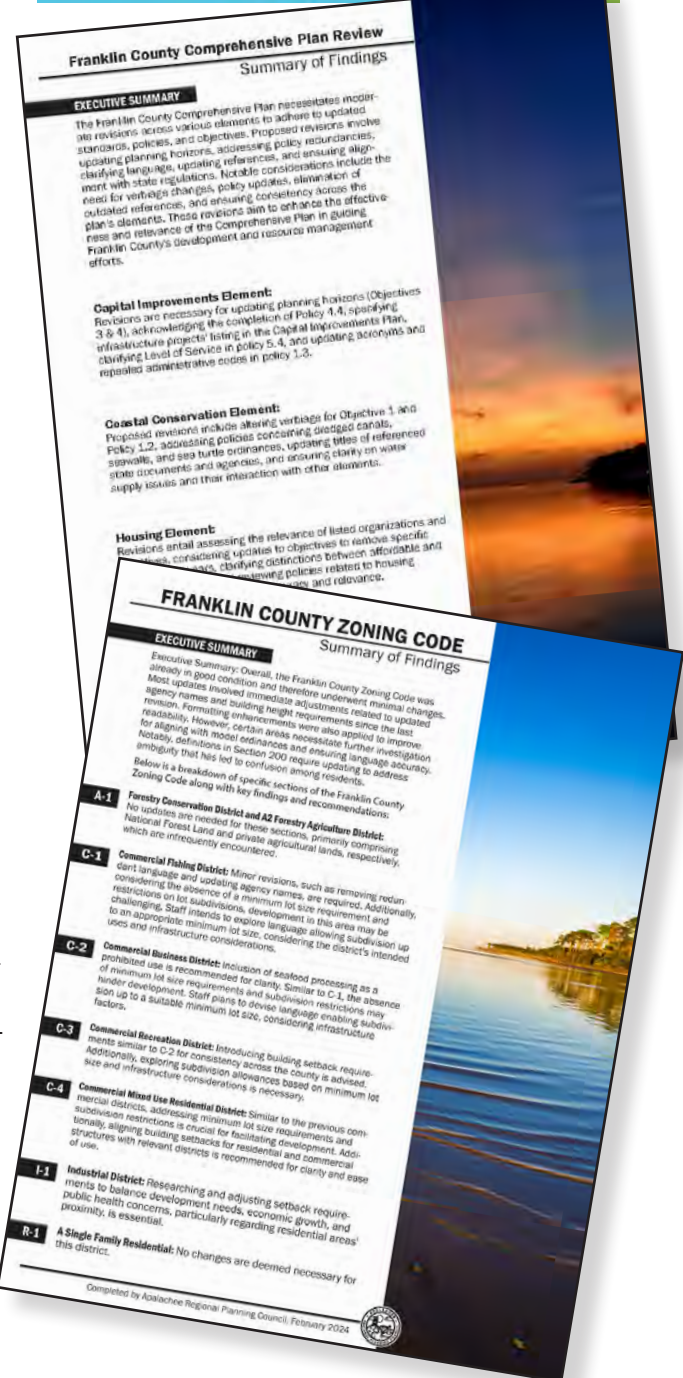
ARPC BRAND STYLE GUIDE

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

ADMINISTRATIVE SUPPORT

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.
- Assistance 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 PROGRAM

Justin Stiehl

The ARPC Growth Management Program 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.

CURRENT/ONGOING PLANNING SERVICES

Initially, planning services were provided as technical assistance through the Economic Development Planning Team. Now that this work and requests for services have increased and have become broader, ARPC staff has determined it to be necessary to establish a dedicated program to address these regional needs. Currently, ARPC is under contract to provide planning services to the following communities:

- Town of Havana
- Town of Grand Ridge
- City of Chattahoochee
- City of Quincy
- Franklin County
- Jackson County

COMMUNITY PLANNING TECHNICAL ASSISTANCE (CPTA) GRANT, FY 2023-2024

During the 2023-2024 cycle of Community Planning Technical Assistance (CPTA) Grant applications through Florida Commerce, ARPC staff (both the Growth Management Team and the Economic Development Planning Team) was requested to assist several jurisdictions in preparing the grant applications in anticipation of administering the scope of work of each grant should they be awarded.

The following jurisdictions submitted proposals to the CPTA program with support from ARPC for the following projects:

- Calhoun County: Comprehensive Plan & Future Land Use Map Update / Land Development Code Update
- Franklin County: Comprehensive Plan and Zoning Code 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 Zoning Code update was awarded. ARPC staff have been subcontracted to carry out the project, which is currently underway and will be completed by June 2024.

**COMMUNITY PLANNING TECHNICAL ASSISTANCE (CPTA) GRANT,
FY 2024-2025**

ARPC staff will submit a multi-community application to the Florida Commerce CPTA Grant for fiscal year 2024-2025. This proposal will center on growth management activities, such as comprehensive plan updates, future land use/zoning map updates, or other similar activities. Any interested communities can e-mail Justin Stiell at jstiell@arpc.org to discuss having their project include in this joint proposal.





MONTHLY ACTIVITY REPORT: January 2024

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Collected articles for the January *FRCA Forward Newsletter*.
- Updated and maintained the email listserv for approximately 2,350 individuals who receive *FRCA Forward*.
- Updated the FRCA website with the 2022-23 FRCA Annual Report available at <http://www.flregionalcouncils.org/resources/annualreports/>
- 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 shared information:
 - Florida Defense Support Task Force Meeting hosted by FloridaCommerce,
 - 2040/2070 Agriculture Webinar,
 - Climate Pollution Reduction Grant Coordination Meetings hosted by The Nature Conservancy, and;
 - Affordable Housing Legislative Webinar hosted by the Florida Housing Coalition,
- Compiled the October – December quarterly report on activities in each regional planning council area.

ASSOCIATION MANAGEMENT

- Hosted and participated in the January FRCA Executive Directors Advisory Committee (EDAC) and the Winter Policy Board meetings held in Tallahassee. Guest presenters included the Florida Department of Commerce.
- Developed and distributed the 2024 FRCA Bill Report.
- Worked to develop Articles of Incorporation for the Association.
- Continued to coordinate logistics for the 2024 meeting and conference schedule.
- Shared, grant opportunities and information of interest from local, state and national organizations.

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STRATEGIC EMPOWERMENT EQUALS SUSTAINABLE RESILIENCE



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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 FOSTERS
REGIONAL RESILIENCY
& ENHANCES
QUALITY OF LIFE**