



# **APALACHEE REGIONAL PLANNING COUNCIL LOCAL PARTNERSHIPS REGIONAL IMPACT**

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**FULL COUNCIL BOARD MEETING  
339th Public Meeting  
Thursday, January 30th, 2025  
10:00am EST/ 9:00am CT**

EXECUTIVE COMMITTEE

**Ricky Jones, Chair – Franklin**  
**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  
 Martha “Mert” Stephens Councilwoman, City of Blountstown

**Franklin County**

Ricky Jones County Commissioner  
 Sebrina Brown Commissioner, City of Carrabelle

**Gadsden County**

Brenda Holt County Commissioner  
 Evelyn Goldwire Commissioner, City of Gretna

**Gulf County**

Sandy Quinn, Jr. County Commissioner  
 Johnny Paul Commissioner, City of Wewahitchka  
 Michael Hammond Governor’s Appointee

**Jackson County**

Paul Donofro County Commissioner  
 Kim Applewhite Councilwoman, Town of Grand Ridge

**Jefferson County**

John Jones Councilman, City of Monticello

**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  
 John Lawhon Commissioner, City of St. Marks

**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

APALACHEE REGIONAL PLANNING COUNCIL  
 FULL COUNCIL BOARD MEETING  
 THURSDAY – JANUARY 30TH, 2025  
 10:00 AM EST / 9:00 AM CT  
[Click here to join the meeting.](#)

Meeting ID: 254 948 709 098 Passcode: af7Mb3w3

1. Call to Order, Pledge of Allegiance, and Introductions	
2. <b>Approval of Agenda</b>	<b>3</b>
3. <b>Approval of Minutes – October 31st, 2024 Board Meeting</b>	<b>4</b>
4. Annual ARPC Programs Refresher	
5. FY 2023–24 Annual Report Presentation – Melissa Franklin, Communications Coordinator	
6. Executive Director’s Report – ARPC Chris Rietow, Executive Director	<b>8</b>
A. <b>Financial Report &amp; Budget Amendment</b>	<b>9</b>
<b>Signature Authorization Resolution</b>	<b>14</b>
B. Staff Program Reports	
1. Economic Development & Community Planning	<b>15</b>
2. Emergency Planning	<b>17</b>
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5. Environmental Planning	<b>26</b>
6. GIS Program	<b>27</b>
7. Housing Program	<b>31</b>
8. Communications	<b>33</b>
9. Growth Management	<b>34</b>
C. FRCA Policy Board Meeting Recap	
D. <b>ARPC Officer Elections</b>	
E. <b>CRTPA Ex-Officio Member</b>	
7. Board Member Reports / Local & Regional Issues Discussion	
8. Ex-Officio Member Updates	
9. Public Comment	
10. Adjournment	

**Next ARPC Board Meeting – March 27, 2025**

**APALACHEE REGIONAL PLANNING COUNCIL  
 FULL COUNCIL BOARD MEETING  
 THURSDAY - OCTOBER 31ST, 2024  
 10:00 AM EST/ 9:00 AM CT**

**Call to Order and General Business**

- Commissioner Ricky Jones called the meeting to order at 10:06 am.
- Quorum confirmed.
- Pledge

**ARPC Board Members in Attendance**

Franklin County	Ricky Jones	County Commissioner
Franklin County	Sebrina Brown	Commissioner, City of Carrabelle
Gadsden County	Evelyn Goldwire	Mayor, City of Gretna
Gadsden County	Brenda Holt	County Commissioner
Gulf County	Michael Hammond	Governor’s Appointee
Gulf County	Johnny Paul	Commissioner, City of Wewahitchka
Jackson County	Jim Peacock	County Commissioner
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

**Ex-Officio Members in Attendance**

- Tanya Branton – FL Dept. of Transportation
- Diane Scholz – FL Dept. of Economic Opportunity
- Kristine Morris – Florida Department of Environmental Protection

**ARPC Staff in Attendance**

- Josh Adams – Environmental Planning Manager
- Evan Blythe – Environmental Project Manager
- Ausitn Britt – Transportation Planner
- Kwentin Eastberg – Deputy Director
- Melissa Franklin – Communications Coordinator
- Juliette Kearce – Finance Administrator
- Divina Lade – Geospatial Planning Manager & Resilience Officer
- Christian Levings – Emergency Planning Manager
- Isabella Marmanidis – Housing Coordinator
- Rick McCraw – Senior Planner
- Mary O’Brien – Transportation Planning Manager
- Monica Pitts – Finance & Human Resources Director
- Chris Rietow – Executive Director
- Justin Stiell – Growth Management Senior Planner
- Thomas Thompson – Commuter Assistance Coordinator
- Marcus Thompkins – Housing Administrator
- Alex Valdez – Economic Development Planner
- Matthew Vossler – RLF Manager
- Josh Pasqualone – ARPC Legal Counsel



Khalig Atakishiyev – GIS Specialist  
Brianna Williams – Intern  
Lydia Johnson – Environmental Planner

**Others in Attendance**

Mark Brock – FDOT  
Greg Slay – CRTPA  
Kyndra Light – Gulf Coast Manufacturing & Design  
Yolanda Dixon – LCS  
Lila Seagle – FSU  
Kay Dennis – City of Marianna  
Roy Baker – Opportunity Florida

**Approval of Agenda**

*Commissioner Peacock moved to approve agenda as presented.  
Commissioner Minor seconded to approve the October 2024 ARPC Board Meeting Agenda. Motion approved unanimously.*

**Approval of Board Minutes**

*Commissioner Applewhite motioned to approve the August 2024 Board Meeting Minutes. Commissioner Peacock seconded the motion. Motion approved unanimously.*

**2055 Florida Transportation Plan Presentation - DOT District 3 Staff**

The Florida Transportation Plan update process is a forum for regional collaboration that aims to connect communities, policies, and programs across the state. The plan will be a comprehensive statewide blueprint guiding Florida’s 30-year transportation future. Updated every five years, the Florida Transportation Plan is a collaborative effort of state, regional, and local transportation partners in the public and private sectors. The plan will be developed through Steering Committee guidance, Focus Group support, and comprehensive community engagement (both partner and public engagement). Each Floridian has various opportunities to get involved in the development of the 2055 Florida Transportation Plan (or FTP) update. The plan will reflect community visioning and goals unique to the needs of each individual community, and the main priorities will focus on: Safety & Security; Community & Environment; Economic Competitiveness; Multimodal Options; and Resilient Infrastructure. For more information, please visit: [floridaftp.com](http://floridaftp.com).

**3D Printing & Manufacturing Applications - Kyndra Light, CEO, Gulf Coast Additive Manufacturing & Design, LLC**

The construction industry continues to face mounting challenges, as communities across the Region grapple with housing shortages and aging infrastructure. In a time when sustainability and resiliency couldn’t matter more, 3D printing provides cost effective building solutions utilizing a strength-tested cementitious material to construct structures that are beautifully designed, affordable, and low-maintenance. Large-scale 3D concrete printing is executed through either a gantry (utilized mainly for larger structures, but can be set up within a warehouse for the production of mod-

ular wall systems and more) or a robotic arm (can produce larger structures, modular wall systems and a variety of blue and hard infrastructure). In 2022, the first 3D printed home in the state of Florida was completed in Griffin Heights Tallahassee, Florida and received designation as certified affordable housing.

For more information, visit: [www.rethinkconstruction.com](http://www.rethinkconstruction.com)

## **Executive Director Report**

### **Financial Reports**

*Commissioner Peacock motioned to approve the ARPC Financial Summary. Councilwoman Applewhite seconded the motion. Motion approved unanimously.*

### **Staff Program Reports**

- Environmental Planning: Franklin-98 post-Helene – The F-98 Project Site performed better than to be expected. The materials utilized have proven to be resilient. The rack line was near the road, and the project itself doubled its marsh footprint. The suspended sediment then settled in among the grasses, more than doubling the available area for planting marsh grasses.
- Transportation: Tom Thompson presented information regarding the ARPC Transportation Program. Staff is committed to helping people get to work, school, and life sustaining appointments, particularly in rural areas of the Region. Staff is currently conducting a rural route analysis to assess needs and bridge the gaps. Mobility Week, an initiative of FDOT, is intended to raise awareness of the transportation options available throughout the Region and support partners in transit.

## **October 9th Executive Committee Meeting Update**

A CPA has been hired to assist the finance department with audits. The 2024/2025 FY proposed budget has been reviewed and approved, and the ARPC dues increase was approved by eight of the nine counties.

*Councilman Jones motioned to ratify the actions of the Executive Committee. Commissioner Porter seconded the motion. Motion approved unanimously.*

**NADO Impact Awards:** We are thrilled to announce that ARPC received two Aliceann Wohlbruck Impact Awards from the National Association of Development Organizations. The Impact Awards program recognizes regional development organizations and their partners for improving the economic and community competitiveness of our nation’s regions and local communities. ARPC Geospatial staff worked ardently to develop a Franklin County Zoning Map Look Up application, while ARPC Emergency Planning staff attentively developed a platform to assist healthcare organizations in the creation of Comprehensive Emergency Management Plans and Continuity of Operations Plans.

*Commissioner Minor moved to appoint a representative form the Capital Region Transportation Planning Agency as an ARPC Ex-Officio Board Member. Commissioner Peacock seconded the motion. Motion approved unanimously.*

Next Board Meeting on January 25th, 2025.

Meeting adjourned at 11:20am

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL  
MEETING IN REGULAR SESSION ON JANUARY 30, 2025.

SIGNED:

Ricky Jones  
Chair

ATTEST:

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 Expense Summary for October, November & December**
  - **FY 2024/25 Budget Amendment**
- 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. FRCA Policy Board Meeting Recap: Brief overview and highlights of the FRCA Policy Board Meeting.**
- D. \*ARPC Officer Elections: Biennial officer elections—Chairman, Vice-Chairman, and Secretary-Treasurer.**
- E. \*CRTPA Ex-Officio Member: Request to add Capital Region Transportation Planning Agency (CRTPA) Executive Director, Greg Slay, as an Ex-Officio Board member.**

**ACTIONS NEEDED**

- \* **Motion to approve the Financial Summary through December 2024 and the FY 2024/25 Budget Amendment.**
- \* **Staff report action item I thought there was resolution for KE?**
- \* **Call for Nominations of ARPC officers.**
- \* **Motion to approve CRTPA Executive Director Greg Slay as ARPC Ex Officio Board member.**



LINE-ITEM	FY 24/25	FY-To-Date	Budget	Budget
General Revenue	Draft Budget	as of 12/31/24	Balance	Used
EDA Planning	70,000	-	70,000	0%
EDA Diaster Relief Coordination (DRC)	100,000	-	100,000	0%
Safe Streets & Roads for All (SS4A)	248,900	-	248,900	0%
Jacob City Broadband	40,500	-	40,500	0%
Revolving Loan Fund - CARES Interest	5,000	-	5,000	0%
Revolving Loan Fund - Legacy Interest	5,000	-	5,000	0%
Revolving Loan Fund - REVIVE Interest/OEV Admin	30,000	-	30,000	0%
Town of Havana	20,000	4,351.25	15,649	22%
Liberty County Planner	42,000	8,063.25	33,937	19%
Franklin County Planner	80,000	20,000.00	60,000	25%
Jackson (RIF) GM	31,000	31,000.00	-	100%
City of Chattahoochee	3,500	455.00	3,045	13%
Calhoun GIS	15,000	662.50	14,338	4%
Franklin GIS	15,000	-	15,000	0%
Gadsden GIS	15,000	-	15,000	0%
Wakulla LMS	15,000	-	15,000	0%
FDEM - Hazards Analyses	26,850	7,939.02	18,911	30%
FDEM - HMEP Planning	15,000	-	15,000	0%
FDEM - HMEP Training (Pass-Through)	35,000	-	35,000	0%
FDEM - LEPC Support Staff	90,000	13,050.00	76,950	15%
Big Bend Healthcare - Admin	224,600	-	224,600	0%
Big Bend HealthCare Coalition (Pass-through)	139,470	91,086.50	48,384	65%
Wakulla CDBG Shelter	15,000	-	15,000	0%
FDEM - Hurricane Milton Assistance	25,200	25,200.00	-	100%
Wakulla Risk	12,500	-	12,500	0%
FDEM Cyber	105,000	-	105,000	0%
Regional Resiliency Entity Grant 24/25	220,000	-	220,000	0%
Franklin Vulnerability Assessments	175,000	-	175,000	0%
Gadsden Vulnerability Assessments	157,500	-	157,500	0%
Franklin 98 - ARPC Admin	155,000	-	155,000	0%
Franklin 98 - Project (Pass-through)	6,500,000	-	6,500,000	0%
Riparian County Stakeholder Coalition (RCSC)	5,700	5,700.00	-	100%
FDEP - Small Quantity Generator (SQG)	36,500	-	36,500	0%
Calhoun SHIP	35,000	8,750.00	26,250	25%
Gulf SHIP	28,000	-	28,000	0%
Jackson SHIP	45,800	19,144.74	26,655	42%
Jackson HHRP	288,600	258,203.24	30,397	89%
CTD - Transportation Disadvantaged	209,905	56,685.96	153,219	27%
FDOT - RideOn	213,000	41,099.52	171,900	19%
FDOT - RRTP D3	90,500	33,000.00	57,500	36%
FDOT - RRTP D3 Maintenance	30,000	-	30,000	0%
ARPC County Dues	141,800	33,287.15	108,513	23%
FRCA Admin Fees	3,770	10,566.39	(6,796)	280%
FRCA - (Pass-through)	70,000	-	70,000	0%
General Project Pass-through	28,780	148,036.96	(119,257)	514%
Interest Accrued	10,000	1,207.57	8,792	12%
<b>TOTAL REVENUE</b>	<b>9,869,375</b>	<b>817,489.05</b>	<b>9,051,886</b>	<b>8%</b>

# FINANCIALS

General Expenses				
Salaries	1,639,665	458,852.77	1,180,812	28%
Fringe Benefits	522,355	123,174.93	399,180	24%
Travel - Direct	35,000	8,901.63	26,098	25%
Travel - Indirect	2,000	891.02	1,109	45%
Travel - FRCA	1,200	-	1,200	0%
Accounting (QuickBooks and Assoc. Fees)	9,700	1,500.07	8,200	15%
Accounting (Public Trust CPAs)	6,690	1,740.00	4,950	26%
Advertising	1,500	638.21	862	43%
Audit	24,000	2,000.00	22,000	8%
Banking Fees	5,200	1,077.37	4,123	21%
Big Bend HealthCare Coalition (Pass-through)	139,470	91,656.50	47,814	66%
Board Meeting Expenses	3,000	989.62	2,010	33%
Consultants (Contract Required)	20,000	-	20,000	0%
Dues (FRCA, NADO, SERDI)	30,000	7,350.00	22,650	25%
EDA Match	30,000	-	30,000	0%
Equipment Lease (Copier, Postage Machine)	10,000	2,467.13	7,533	25%
F-98 Consultants (Pass-through)	6,500,000	1,499.89	6,498,500	0%
FLEET	2,000	336.76	1,663	17%
FRCA - Pass-through	70,000	14,702.10	55,298	21%
HMEP-T Consultants (Pass-through)	35,000	1,953.83	33,046	6%
Insurance (Work Comp, Liability, Drone)	35,400	10,508.87	24,891	30%
Internet	3,500	867.00	2,633	25%
IT Tech Support & Equip	49,000	10,894.24	38,106	22%
Legal	8,000	5,220.00	2,780	65%
Licenses (REMI)	5,550	-	5,550	0%
Licenses (Enterprise)	6,500	-	6,500	0%
Miscellaneous	500	-	500	0%
Office Janitorial	3,600	900.00	2,700	25%
Office Supplies	15,000	8,121.68	6,878	54%
Postage	300	75.00	225	25%
Professional Development	5,000	-	5,000	0%
Project Expenses (Pass-Through)	113,780	109,166.86	4,613	96%
Rent	126,000	31,370.97	94,629	25%
Reserves (from ARPC to Reserves)	20,000	-	20,000	0%
Subscriptions & Publications	300	134.47	166	45%
Telephone (office, cells, fax)	13,760	3,621.64	10,138	26%
Utilities	7,000	1,116.61	5,883	16%
Contingency	428,805	-	428,805	0%
<b>TOTAL EXPENSES</b>	<b>9,928,775</b>	<b>901,729.17</b>	<b>9,027,046</b>	<b>9%</b>
	12/31/2024	23,190.07	12/31/2024	
		23,190.07		

# FINANCIALS

## Apalachee Regional Planning Council

Revenue & Expenses 24/25 \$ 107,430.19 Balance 10/1/24

LINE-ITEM	Total	10/23	11/23	12/23
<b>General Revenue</b>				
EDA Planning	-	-	-	-
EDA Diaster Relief Coordination (DRC)	-	-	-	-
Safe Streets & Roads for All (SS4A)	-	-	-	-
Jacob City Broadband	-	-	-	-
Revolving Loan Fund - CARES Interest	-	-	-	-
Revolving Loan Fund - Legacy Interest	-	-	-	-
Revolving Loan Fund - REVIVE Interest/OEV Admin	-	-	-	-
Town of Havana	4,351.25	1,805.46	-	2,545.79
Liberty County Planner	8,063.25	-	-	8,063.25
Franklin County Planner	20,000.00	-	-	20,000.00
Jackson (RIF) GM	31,000.00	-	-	31,000.00
City of Chattahoochee	455.00	455.00	-	-
Calhoun GIS	662.50	-	662.50	-
Franklin GIS	-	-	-	-
Gadsden GIS	-	-	-	-
Wakulla LMS	-	-	-	-
FDEM - Hazards Analyses	7,939.02	-	-	7,939.02
FDEM - HMEP Planning	-	-	-	-
FDEM - HMEP Training (Pass-Through)	-	-	-	-
FDEM - LEPC Support Staff	13,050.00	-	13,050.00	-
Big Bend Healthcare - Admin	-	-	-	-
Big Bend HealthCare Coalition (Pass-through)	91,086.50	91,037.00	-	49.50
Wakulla CDBG Shelter	-	-	-	-
Wakulla Risk	25,200.00	-	-	25,200.00
FDEM Cyber	-	-	-	-
Hurricane Milton Assistance	-	-	-	-
Regional Resiliency Entity Grant 24/25	-	-	-	-
Franklin Vulnerability Assessments	-	-	-	-
Gadsden Vulnerability Assessments	-	-	-	-
Franklin 98 - ARPC Admin	-	-	-	-
Franklin 98 - Project (Pass-through)	-	-	-	-
Riparian County Stakeholder Coalition (RCSC)	5,700.00	5,700.00	-	-
FDEP - Small Quantity Generator (SQG)	-	-	-	-
Calhoun SHIP	8,750.00	-	8,750.00	-
Gulf SHIP	-	-	-	-
Jackson SHIP	19,144.74	11,470.38	7,674.36	-
Jackson HHRP	258,203.24	186,053.24	72,150.00	-
CTD - Transportation Disadvantaged	56,685.96	56,685.96	-	-
FDOT - RideOn	41,099.52	-	41,099.52	-
FDOT - RRTP D3	33,000.00	33,000.00	-	-
FDOT - RRTP D3 Maintenance	-	-	-	-
ARPC County Dues	33,287.15	-	-	33,287.15
FRCA Admin Fees	10,566.39	10,566.39	-	-
FRCA - (Pass-through)	-	-	-	-
General Project Pass-through	148,036.96	2,645.34	-	145,391.62
Interest Accrued	1,207.57	233.43	659.71	314.43
<b>TOTAL REVENUE</b>	<b>817,489.05</b>	<b>399,652.20</b>	<b>144,046.09</b>	<b>273,790.76</b>

# FINANCIALS

APALACHEE REGIONAL PLANNING COUNCIL FY 2024 / 2025 BUDGET - Proposed Amended (Amendment #1)									
		Received as	Current	Proposed	Proposed				
		12/31/2024	Budget	Changes	Amended				Description
<b>INCOME/REVENUES:</b>									
<b>Economic Development Projects</b>									
534-Comprehensive Planning	EDA Planning Grant	-	70,000	-	70,000	-	-	-	70,000
	EDA Disaster Relief Coordination (DRC)	-	-	100,000	100,000	-	-	-	Addition - New Contract
	Safe Streets & Roads for All (SS4A)	-	-	248,900	248,900	-	-	-	Addition - New Contract
	Jacob City Broadband	-	40,500	-	40,500	-	-	-	
	Revolving Loan Fund - CARES Interest	-	5,000	-	5,000	-	-	-	
	Revolving Loan Fund - Legacy Interest	-	5,000	-	5,000	-	-	-	
	Revolving Loan Fund - REVIVE Interest/DEV Admin	-	30,000	-	30,000	-	-	-	
<b>Growth Management Projects</b>									
534-Comprehensive Planning	Town of Havana	4,351	20,000	-	20,000	-	-	-	20,000
	Liberty County Planner	8,063	42,000	-	42,000	-	-	-	42,000
	Franklin County Planner	20,000	80,000	-	80,000	-	-	-	80,000
	Jackson (RIF) GM	31,000	31,000	(31,000)	-	-	-	-	Deleting Line Item - Contract Expended
	City of Chattahoochee	455	3,500	-	3,500	-	-	-	3,500
<b>Geospatial Projects</b>									
534-Comprehensive Planning	Calhoun GIS	663	15,000	-	15,000	-	-	-	15,000
	Franklin GIS	-	15,000	-	15,000	-	-	-	15,000
	Gadsden GIS	-	15,000	-	15,000	-	-	-	15,000
	Wakulla LIMS	-	-	15,000	15,000	-	-	-	Addition - New Contract
<b>Emergency Planning Projects</b>									
532-Public Safety	FDEM - Hazards Analyses	7,939	26,850	-	26,850	-	-	-	26,850
	FDEM - HMEP Planning	-	15,000	-	15,000	-	-	-	15,000
	FDEM - HMEP Training	-	35,000	-	35,000	-	-	-	35,000
	FDEM - LEPC Support Staff	13,050	90,000	-	90,000	-	-	-	90,000
	Big Bend HealthCare Coalition	-	224,600	-	224,600	-	-	-	224,600
	Big Bend HealthCare Coalition (Pass-through)	91,087	-	139,470	139,470	-	-	-	Addition - New Line Item
	Wakulla CDBG Shelter	-	15,000	-	15,000	-	-	-	15,000
	Wakulla Risk	-	12,500	-	12,500	-	-	-	12,500
	FDEM Cyber	-	105,000	-	105,000	-	-	-	105,000
	Hurricane Milton Assistance	25,200	-	25,200	25,200	-	-	-	Addition - New Contract
<b>Environmental Projects</b>									
534-Economic Environment	Regional Resiliency Entity Grant 24/25	-	220,000	-	220,000	-	-	-	220,000
	Franklin Vulnerability Assessments	-	175,000	-	175,000	-	-	-	175,000
	Gadsden Vulnerability Assessments	-	157,500	-	157,500	-	-	-	157,500
	NFWF - Franklin 98 Admin	-	155,000	-	155,000	-	-	-	155,000
	NFWF - Franklin 98 Project (Pass-through)	-	6,500,000	-	6,500,000	-	-	-	6,500,000
	Riparian County Stakeholder Coalition (RCSC)	5,700	-	5,700	5,700	-	-	-	Addition - New Contract
	FDEP - Small Quantity Generator (SQG)	-	36,500	-	36,500	-	-	-	36,500
<b>Housing Projects</b>									
534-Economic Environment	Calhoun SHIP	8,750	35,000	-	35,000	-	-	-	35,000
	Gulf SHIP	-	28,000	-	28,000	-	-	-	28,000
	Jackson SHIP	19,145	45,800	-	45,800	-	-	-	45,800
	Jackson HHRP	258,203	288,600	-	288,600	-	-	-	288,600
<b>Transportation Projects</b>									
544-Transportation Planning	CTD - Transportation Disadvantaged	56,686	209,905	-	209,905	-	-	-	209,905
	FDOT - RideOn	41,100	213,000	2,909	215,909	-	-	-	Amending Total Amount of Contract
	FDOT - RRTP D3	33,000	90,500	-	90,500	-	-	-	90,500
	FDOT - RRTP D3 Maintenance	-	-	30,000	30,000	-	-	-	Addition - New Contract

Miscellaneous Projects (Contracts)						
S.LLAdmin	ARPC County Dues	33,287	141,800	-	141,800	
	FRCA - Admin Fees	10,566	3,770	12,000	15,770	Changed Title of Contract
	FRCA - (Pass-through)	-	-	70,000	70,000	Addition - New Line Item
	General Project Pass-through	148,037	-	150,000	150,000	Addition - New Line Item
S.LLAdmin	Miscellaneous Revenue					
	Interest Accrued	1,208	10,000	-	10,000	
	<b>TOTAL INCOME/REVENUES</b>	<b>817,489</b>	<b>9,206,325</b>	<b>768,179</b>	<b>9,974,504</b>	
	<b>OPERATING EXPENSES:</b>					
	Salaries	458,853	1,581,635	58,030	1,639,665	Increasing due to staff raises
	Fringe benefits	123,175	510,005	12,350	522,355	Increasing due to staff raises
	Travel - Direct	8,902	35,000	-	35,000	Revising Title of Line Item
	Travel - Indirect	891	-	2,000	2,000	Adding Line Item
	Travel - FRCA	-	1,200	-	1,200	
	Accounting (Quickbooks & Associated Fees)	1,500	9,700	-	9,700	
	Accounting (Public Trust CPAs)	1,740	6,690	-	6,690	
	Advertising	638	1,500	-	1,500	
	Audit	2,000	24,000	-	24,000	
	Banking Fees	1,077	5,200	-	5,200	
	Big Bend HealthCare Coalition (Pass-through)	91,657	-	139,470	139,470	Adding Line Item
	Board Meeting Expenses	990	3,000	-	3,000	
	Consultants (Contract Required)	-	20,000	-	20,000	
	Dues (FRCA, NADO, SERDI)	7,350	30,000	-	30,000	
	EDA Match	-	-	30,000	30,000	Adding Line Item
	Equipment Lease (Copier/Postage)	2,467	10,000	-	10,000	
	F-98 Consultants (Pass-through)	1,500	6,500,000	-	6,500,000	
	FLEET	337	2,000	-	2,000	
	FRCA - Pass-through	14,702	-	70,000	70,000	Adding Line Item
	HIMEP-T Consultants (Pass-through)	1,954	35,000	-	35,000	
	Insurance (Work Comp, Liability, Drone)	10,509	35,400	-	35,400	
	Internet	867	3,500	-	3,500	
	IT Tech Support & Equipment	10,894	49,000	-	49,000	
	Legal	5,220	8,000	-	8,000	
	Licenses (REMI)	-	5,550	-	5,550	
	Licenses (Enterprise)	-	6,500	-	6,500	
	Miscellaneous	-	500	-	500	
	Office Janitorial	900	3,600	-	3,600	
	Office Supplies	8,122	15,000	-	15,000	
	Postage	75	500	(200)	300	Decreasing Amount - not spending all of budget in past years
	Professional Development	-	5,000	-	5,000	
	Project Expenses (Pass-through)	109,167	28,780	85,000	113,780	Increasing Amount
	Rent	31,371	126,000	-	126,000	
	Reserves	-	20,000	-	20,000	
	Subscriptions & Publications	134	500	(200)	300	Decreasing Amount - not spending all of budget in past years
	Telephone (Office, Cells, Fax)	3,622	13,760	-	13,760	
	Utilities	1,117	7,000	-	7,000	
	Contingency	-	102,805	371,729	474,534	Adding to balance budget
	<b>TOTAL OPERATING EXPENSES:</b>	<b>901,729</b>	<b>9,206,325</b>	<b>768,179</b>	<b>9,974,504</b>	



## RESOLUTION NO. 2025 – 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 30th day of January 2025.

**BY THE: APALACHEE REGIONAL PLANNING COUNCIL**

\_\_\_\_\_  
Ricky Jones  
Chairman

ATTEST:

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

**ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM****Caroline Smith****Program Staffing Announcement**

For the past 1.5 years, Alexandra “Alex” Valdes has served as Economic Development Planner at ARPC. She has recently taken a new job opportunity in Indianapolis and, while we are sad to see her leave our team, we are very excited for her to take this next step in her career. Her position will be filled by our current Housing Coordinator, Isabella Marmanidis, who will be transitioning from the ARPC Housing Program to the ARPC Economic Development Program during early 2025. We are confident that she will make an excellent addition to the Economic Development Program.

**Grant Opportunities**

For support with grant application preparation, please contact Caroline Smith, ARPC Economic Development Manager, at [csmith@arpc.org](mailto:csmith@arpc.org). Recent grant application activities include:

- U.S. Economic Development Administration (EDA) Disaster Recovery Coordination Grant: ARPC staff applied for and received a 5-year federal funding award for \$500,000 to conduct disaster resiliency work in the Region. A variety of activities will be conducted under this funding, including an overhaul of the Apalachee Online website.
- U.S. Department of Transportation (USDOT) Safe Streets for All (SS4A) Grant: ARPC Economic Development staff partnered with ARPC Transportation staff to apply for multi-year project funding to create a Regional Safety Action Plan that would complement work currently underway for the Rural Regional Transportation Plan (RRTP). ARPC was awarded 2-year federal funding in the amount of \$497,839. Project activities will kick off in 2025.
- Florida Department of Transportation (FDOT) Beautification Grant: ARPC staff partnered with the Town of Sneads on an application for the 2024 FDOT Beautification Grant to create landscaping improvements along Highway 90. FDOT has awarded \$110,281 to the Town of Sneads to carry out this project.
- Florida Department of State Division of Historical Resources (DHR) Small Matching Grant: ARPC staff applied for the DHR Small Matching Grant on behalf of Chattahoochee Main Street to cover the cost of an engineering inspection on their new Main Street building. Awards will be determined during an upcoming state legislative session.
- Florida Commerce Rural Infrastructure Fund (RIF) Grant: ARPC staff partnered with the Town of Sneads and City of St. Marks to submit two RIF grant applications. While the St. Marks application was not awarded funding, the Town of Sneads application was awarded for approximately \$65,000 to conduct urgent water system repairs.

**Workshops, Facilitations, and Meetings**

- RPC Coordination: ARPC Economic Development staff are planning a statewide RPC training on economic modelling. The training will be hosted centrally at Tampa Bay RPC.
- Gadsden County Economic Development Plan: ARPC staff held a workshop with the Gadsden County Board of County Commissioners (BoCC) to solicit feedback on the final draft of the new Gadsden County Economic Development Plan. Revisions are underway and the final Plan will be presented for adoption in early 2025.
- Meeting Participation: ARPC staff participated in meetings for organizations across the Region, including Opportunity Florida, Rural Economic Development Initiative (REDI), Wakulla County Economic Development Council, Economic Security Committee for the Leon County Commission on the Status of Women and Girls (CSWG), and the Alliance of Entrepreneur Resource Organizations (AERO).
- Conference Participation: ARPC staff recently attended the 2024 Florida Broadband Summit, 2024 National Association of Development Organizations (NADO) Annual Training Conference (ATC), and the 2024 Florida Rural Economic Development Summit.

**Active Projects**

- Gadsden County Economic Development Plan: ARPC staff continue activities toward the updating of Gadsden County’s Economic Development Plan. The project is currently in the final revisions phase and will conclude in early 2025.
- St. Marks Master Planning with Florida State University (FSU) Department of Urban and Regional Planning: ARPC staff are coordinating an FSU student project with the City of St. Marks in which the students will work during the spring 2025 semester to propose a set of site alternatives for a new St. Marks Master Plan.
- Project Preparation: ARPC staff are currently working on early project activities for newly awarded grant projects.





## **EMERGENCY PLANNING PROGRAM**

### **Christian Levings – Elizabeth Todak – Logan Patten**

#### **Regional Hazardous Materials Program**

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 Quarter 2 meeting of the Apalachee LEPC at the Tallahassee Fire Training Division on December 18th, 2024. The LEPC held elections; Brian Bradshaw of Tallahassee Fire/Emergency Management was elected Chair, Matt Herring of Gulf County Emergency Management was elected Vice Chair, and Allen Willis Jr. of Tallahassee Fire Department was elected the Training Taskforce Member. Additionally, several new Primary and Secondary members submitted applications, which are set to be approved at the next SERC Meeting.

#### **Hazardous Materials Training**

The Florida LEPCs did not receive their training budget money until recently; no training has been held since the previous meeting. ALEPC Coordinator Logan Patten is working on scheduling training for the next quarter.

#### **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.

#### **Commodity Flow Study**

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

#### **Big Bend Healthcare Coalition (BBHCC)**

ARPC staff the Big Bend Healthcare Coalition (BBHCC.) The most recent general membership meeting was held virtually on December 3rd.

#### **Healthcare Planning**

The BBHCC has worked with the other Florida Healthcare Coalitions (HCCs) to bring an easy-to-use, AHCA-compliant online planning platform to the State through BOLD

Planning. Members of the Florida HCCs are able to now complete their Comprehensive Emergency Management Plan (CEMP) completely online, and County Emergency Management staff will also be able to review and approve these plans entirely online. The result of this initiative by the Florida HCCs is a drastic reduction in the time and effort needed to create, review, and approve healthcare facility plans on the required annual basis. Although not required by all agencies, users also have the option to create a Continuity of Operations (COOP) plan for their facilities as well through the platform.

**Training and Exercise**

The Big Bend Healthcare Coalition is primarily a preparedness organization and offers several training and exercise opportunities to its membership throughout the year. These trainings and exercises can be in-person, virtual, or hybrid.

<b>BBHCC TRAININGS &amp; EXERCISES</b>	
<b>DATE</b> FEB. 26-27, 2025	<b>COURSE</b> Pediatric Disaster Response Training
<b>DATE</b> MARCH 3, 2025	<b>COURSE</b> Certified Healthcare Safety Professional Training
<b>DATE</b> TBD	<b>COURSE</b> BOLD Planning (Multiple Offerings) Training
<b>DATE</b> TBD	<b>COURSE</b> Medical Response and Surge Exercise
<b>DATE</b> TBD	<b>COURSE</b> Wildfire/Smoke Hazard Exercise

**Special Emergency Preparedness Projects**

**Wakulla County Shelter Plan**

The ARPC additionally assisted Wakulla County to secure a grant to do a county-wide shelter analysis project, including a final Shelter Plan for the county. The Emergency Preparedness team is in the process of finalizing the Shelter Plan and closing out the project.

**Florida Division of Emergency Management Statewide Cyber-Disruption Emergency Response Annex**

The Florida Division of Emergency Management approached the ARPC Emergency Preparedness team about a comprehensive update to its annex created in 2019. The project will be conducted in three phases; currently the first phase - data collection and statute review - is taking place. This project will be completed by the end of June 2025.



**REVOLVING LOAN FUND (RLF) PROGRAM**  
**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 thirty-two 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.

**CARES Act RLF (Revolving Phase)**

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.

**Hurricane Michael/REVIVE! RLF (Disbursement Phase)**

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.

**CURRENT PORTFOLIO STATUS AS OF 9/30/2024**

<b>Portfolio Balance</b>	<b>\$1,251,137.68</b>
<b>Portfolio Yield</b>	<b>5.61%</b>
<b>INTEREST PAID IN 2024</b>	<b>\$41,836.42</b>

**DEFAULTED LOANS**

- |                           |                                 |
|---------------------------|---------------------------------|
| Legacy - Sloan Grainworks | CARES – Dansby                  |
| Legacy- Deep South        | CARES – Rutabaga Café           |
| Legacy- Busy Bee (Smiley) | CARES – SWAT (Seafood Wings And |
| Cares - Chef Shac         | Things)                         |

ARPC staff has been diligently working to resolve the defaulted loans either through write-off or collection proceedings.

## LOAN STATUSES AS OF 7/31/2024

BUSINESS	INTEREST RATE	MATURITY DATE	TERM LEFT	NEXT PAYMENT	REGULAR PAYMENT	LOAN BALANCE
CAS Childcare	6.000%	02/01/2027	26	01/15/2025	\$241.74	\$1,334.88
Corner Cafe 1	6.000%	02/01/2027	26	01/15/2025	\$600.00	\$14,229.33
Herz Development	5.000%	10/01/2031	82	07/15/2024	\$325.00	\$22,544.89
New ERA Entrepreneur Network	5.000%	10/01/2031	82	01/15/2025	\$325.00	\$21,456.57
Peaks Ink	6.000%	12/01/2034	120	01/15/2025	\$600.00	\$46,925.22
Pretty Girlz	6.000%	12/01/2027	36	01/15/2025	\$500.00	\$50,320.99
Saucy Lady Oyster Company	5.000%	04/01/2026	16	08/15/2024	\$500.00	\$9,992.10
Southern Fields Brewing	6.000%	12/01/2029	60	11/15/2024	\$1,000.00	\$60,246.21
Marlowe Logging	5.000%	03/01/2029	51	01/01/2025	\$550.00	\$25,540.12
Norris Smokehouse	5.000%	04/01/2031	76	01/15/2025	\$550.00	\$34,769.16
Rejuvenate U Massage Studio	5.000%	07/01/2029	55	11/15/2024	\$175.00	\$7,994.96
Seafood Wings and Things (SWAT), LLC	6.000%	07/01/2027	31	04/15/2024	\$775.00	\$27,936.99
Springbreeze Accounting & Taxes	5.000%	09/01/2034	117	11/15/2024	\$1,200.00	\$162,103.92
Telogia Trading Post	5.000%	03/01/2035	123	01/15/2025	\$800.00	\$81,136.24
Tri-State Pest Control	5.000%	02/01/2026	14	01/15/2025	\$500.00	\$6,416.08
Freda Harris, Julius Harris, Kids First Learning Academ	7.000%	06/15/2034	114	12/15/2024	\$525.00	\$17,555.37
Boss Chic	6.000%	04/01/2032	88	01/15/2025	\$600.00	\$37,108.27
CBS Inc	6.000%	10/01/2032	94	08/15/2024	\$1,100.00	\$84,947.71
Crowning Glory	5.000%	09/01/2031	81	01/02/2025	\$225.00	\$17,583.17
Law Office of Felicia S.W. Thomas	5.000%	11/01/2031	83	01/15/2025	\$425.00	\$25,706.43
Revolutionary Expressions	5.000%	10/01/2031	82	01/15/2025	\$650.00	\$43,582.60
Tremont Concrete Construction Inc	5.000%	07/01/2032	91	12/15/2024	\$975.00	\$71,165.93
Wall Doctors Plastering LLC	6.000%	02/15/2034	110	01/15/2025	\$175.00	\$13,883.94
WCRx Pharmacy	5.000%	08/01/2031	80	01/15/2025	\$1,100.00	\$71,609.06
Om Sairam LLC	7.000%	06/15/2039	174	01/15/2025	\$1,798.16	\$196,027.82
					\$16,214.90	\$1,251,137.68

**Total**

**Current Portfolio Yield: 5.607%**

**\$16,214.90**

**\$1,251,137.68**

**TRANSPORTATION PLANNING PROGRAM**

**Kwentin Eastberg – Mary O’Brien – Tom Thompson – Austin Britt**

**TRANSPORTATION DISADVANTAGED (TD) PROGRAM**

The Transportation Disadvantaged Program is a state-wide effort that assists with travel to and from necessary and life-sustaining services (medical appointments, employment, and educational) for community members that are otherwise disadvantaged (at-risk children, seniors, disabled and low-income residents).



The Apalachee Regional Planning Council (ARPC) is the Designated Official Planning Agency for the 9 counties in our Region, stipulated through a contract with the Commission for the Transportation Disadvantaged (CTD).

**Updates**

- CTD Executive Director
  - David Darm stepped down in November 2024.
  - The Assistant Executive Director, Karen Somerset, is the Interim Director.
- 2nd Quarter FY 24-25: staff held Local Coordinating Boards (LCB) meetings (November). Deliverables were completed and invoices were sent.
- 3rd Quarter FY 24-25: staff will hold LCB meetings (March) which will focus on the annual Community Transportation Coordinator (CTC) Evaluation. Meetings are advertised and open to the public.
- Florida Triple Crown Bus Rodeo will be in Gainesville, February 14 & 15
  - The Rodeo is for Florida’s paratransit and fixed route bus operators and maintenance technicians. It includes training opportunities, skills testing, and an awards banquet.
  - Last year the ARPC Region received many awards and hope to do well again this year.

**Announcement**

- Transportation Disadvantaged Legislative Awareness Day at the Capitol
  - The week of March 10th. Updates can be found [here](#).



**For more information, visit FDOT CTD, ARPC CTD, or reach out to Kwentin Eastberg at [KEastberg@arpc.org](mailto:KEastberg@arpc.org) or Austin Britt at [ABritt@arpc.org](mailto:ABritt@arpc.org).**

## **REGIONAL COMMUTER ASSISTANCE PROGRAM (CAP)**

The Commuter Assistance Program is a statewide initiative funded by the Florida Department of Transportation (FDOT). Here in District 3 the program is branded as RideOn Commuter Services.



Ultimately, the goal for the RideOn program is to help reduce single occupant vehicle usage by providing commuter options, thus reducing roadway traffic, parking congestion, and carbon emissions.

### **Updates**

- Mobility Week (Oct. 25 – Nov. 2, 2024) highlights: Liberty County Sheriff’s “Trunk or Treat” event smashed attendance records, and overall staff engaged over 1,000 people with the RideOn message.
- RideOn staff continue to build partnerships with employers and transit providers in ARPC’s Region
  - Big Bend Transit and Commute with Enterprise
  - Introductory meetings with the Amazon Fulfillment Center & Florida Department of Corrections about carpooling and vanpooling solutions
- The website is being revamped to ensure its viability as a capable marketing and teaching platform to widely carry the RideOn message.
- The mobile app is being completely overhauled to be easier to:
  - Navigate
  - Connect with others to carpool
  - Collect clearer and more accurate data for RideOn and FDOT staff to measure progress.
- A visible and coordinated marketing effort is being planned
  - It will begin when the new mobile app is complete
  - The kickoff will focus on FSU students to help reduce on-campus parking issues

### **Rural Route Analysis (RRA)**

The RRA is designed to serve as an overview of public transportation in the Region, address any needs, and provide possible recommendations. Ultimately the goal is to increase mobility options to residents and help advance economic vitality initiatives. A survey was distributed in the six counties throughout ARPC’s Region that don’t already contain at least one deviated fixed route public transit service. The survey solicits feedback to help determine the viability of creating a “Rural Route” in the Region.

**For more information, visit RideOn, ARPC RideOn, or reach out to Tom Thompson at [TThompson@arpc.org](mailto:TThompson@arpc.org).**

## REGIONAL RURAL TRANSPORTATION PLAN (RRTP)

The Florida Department of Transportation's (FDOT) first Regional Rural Transportation Plan (RRTP) was conducted through a pilot program with Emerald Coast Regional Council (ECRC) in the rural portions of the Emerald Coast.



The Apalachee Regional Planning Council (ARPC) has contracted with FDOT, District 3 to create the second RRTP for the five rural counties within the ARPC Region (Calhoun, Franklin, Gulf, Jackson, and Liberty counties). The main purpose of the RRTP is to collect information on the greatest transportation needs within the 5-county area.

### UPDATES

- The project scoring criteria was approved by the RRTP's Technical Advisory Committee (TAC) and used by a scoring committee to rank projects.
- The TAC reviewed how the projects ranked, made some adjustments, and approved the project lists as seen in the RRTP.
- The TAC reviewed the draft RRTP in its entirety and approved sending it to the ARPC Board for approval at the January meeting.
- Staff visited the Resilient Infrastructure & Disaster Response Center (RIDER) and Rural Equitable and Accessible Transportation (REAT) Center in Tallahassee and saw the Driving Simulator Lab, for example. RIDER/ REAT would like to engage with the ARPC area more in the future.

### Announcement

- MagLab Open House 2025 (1800 East Paul Dirac Drive, Tallahassee, FL) – Saturday, Feb. 22, 2025. 10am – 3pm: Free all ages event to engage with their innovation and research and learn how the MagLab impacts economic and community development.

**For more information click [here](#), or reach out to Mary O'Brien at [MO'Brien@arpc.org](mailto:MO'Brien@arpc.org) or 850-312-3708.**



## ARPC RESOLUTION No. 25-02

**A RESOLUTION** of the Apalachee Regional Planning Council (hereafter referred to as the "ARPC") certifying its approval of the Regional Rural Transportation Plan (RRTP).

**WHEREAS**, the ARPC is the designated Regional Transportation Area to serve the regional needs of Calhoun, Franklin, Gulf, Jackson, and Liberty Counties; and

**WHEREAS**, in its role as the Regional Transportation Area, ARPC assumed the role of creating a Regional Rural Transportation Plan (RRTP), which commenced on March 6, 2023, through a contractual services agreement with Florida Department of Transportation (FDOT) District 3; and

**WHEREAS**, during development of the project, there was continuous coordination with FDOT District 3 and all local governments included in the study area and with the ARPC's Technical Advisory Committee (TAC); and

**WHEREAS**, public outreach efforts included additional meetings, presentations, written collateral, and a web page dedicated to the project, which included an interactive map; and

**WHEREAS**, project ranking criteria were developed and adopted according to the contractual agreement with FDOT;

**NOW, THEREFORE, BE IT RESOLVED BY THE ARPC BOARD THAT:**

1. THE APALACHEE REGIONAL PLANNING COUNCIL HEREBY APPROVES THE REGIONAL RURAL TRANSPORTATION PLAN.

**DULY PASSED AND ADOPTED THIS 30<sup>TH</sup> DAY OF JANUARY 2025.**

**BY THE: APALACHEE REGIONAL PLANNING COUNCIL**

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

ATTEST:

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





# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## ARPC RESOLUTION No. 25-03

A RESOLUTION of the Apalachee Regional Planning Council (hereafter referred to as the "ARPC") approving the Regional Rural Transportation Plan (RRTP) Project Priorities/Ranking Lists.

**WHEREAS**, the ARPC is the designated Regional Transportation Area to serve the regional needs of Calhoun, Franklin, Gulf, Jackson, and Liberty Counties; and

**WHEREAS**, in its role as the Regional Transportation Area, ARPC assumed the role of creating a Regional Rural Transportation Plan (RRTP), which commenced on March 6, 2023, through a contractual services agreement with Florida Department of Transportation (FDOT) District 3; and

**WHEREAS**, the RRTP will include a list of ranked projects that are identified for future funding with both short and long term priorities; and

**WHEREAS**, the future intent of the ARPC Rural Transportation Planning process is to have a major update of the RRTP every five years, with annual updates to the project rankings list; and

**WHEREAS**, ARPC Staff and RRTP Technical Advisory Committee (TAC) members developed evaluation criteria and ranked the plan's projects according to those criteria; and

**WHEREAS**, project ranking was completed by the TAC at a meeting on January 16, 2025, and was recommended for ARPC board's approval;

**NOW, THEREFORE, BE IT RESOLVED BY THE ARPC BOARD THAT:**

1. THE APALACHEE REGIONAL PLANNING COUNCIL HEREBY APPROVES THE REGIONAL RURAL TRANSPORTATION PLAN PROJECT PRIORITIES/RANKING LISTS.

**DULY PASSED AND ADOPTED THIS 30<sup>TH</sup> DAY OF JANUARY 2025.**

**BY THE: APALACHEE REGIONAL PLANNING COUNCIL**

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

ATTEST:

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

**ENVIRONMENTAL PLANNING PROGRAM**  
**Josh Adams – Evan Blythe – Lydia Johnson**



**FRANKLIN-98 (F-98) LIVING SHORELINE RESILIENCY PROJECT**

The Franklin-98 Living Shoreline project is entering its final year of development. Construction of reefs will continue in the spring, with more favorable tides during the daytime. Monitoring has concluded for the 2024 year and with it, some insights into the project area. In general, we are seeing more absolute counts of oysters along the project area, although large size oysters have died back. This might be due to a number of factors, but oyster colonization continues to be up compared to 2021 baseline metrics. Shoal grass continues to dominate the project area, in numbers consistent with previous years' observations. The shoreline is generally stable, with varying Mean High Water Line observed in some areas experiencing erosion and retreat. The reef construction will have very little influence on the shoreline for 2024 but is expected to be observed in the 2025 monitoring period.

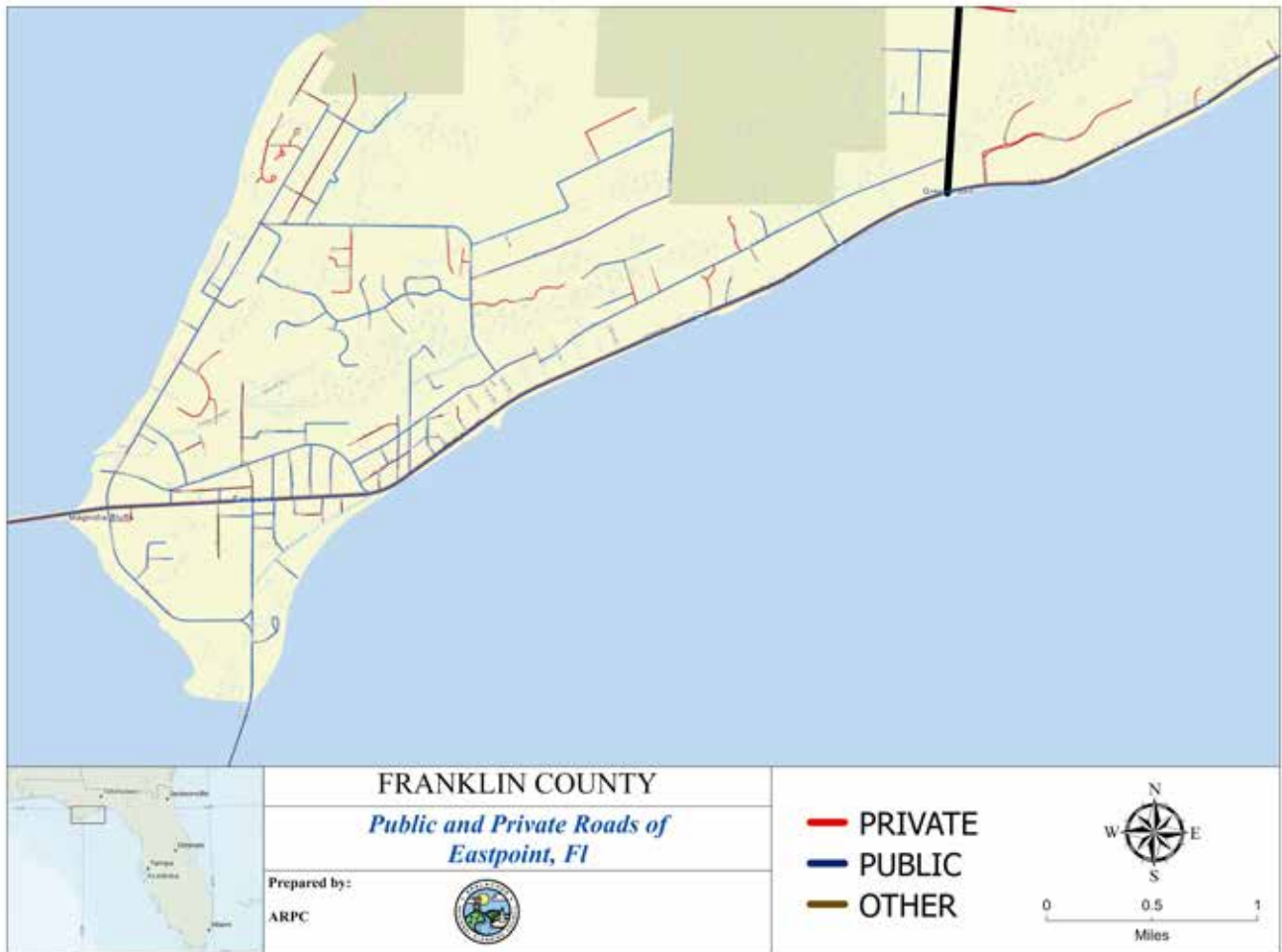


**Franklin and Gadsden Vulnerability Assessments**

ARPC has conducted background data collection exposure and sensitivity analyses to evaluate potential flood impacts over the years 2040 and 2070 for Franklin and Gadsden County. Focus areas have been set for each county to serve as adaptation action areas. These action areas will help to orient future development with resilient infrastructure in mind. Specific action types for the potentially impacted infrastructure are being generated and will be included in the final report.

**GEOSPATIAL PLANNING PROGRAM**  
**Divina Lade – Khalig Atakishiyev**

**Digitization of Franklin County Private and Public Roads (Eastpoint, FL)**



**ONGOING GEOSPATIAL SUPPORT TO MEMBER COUNTIES**

COUNTY	GEOSPATIAL SUPPORT
CALHOUN	Updates on Calhoun FLUM.
FRANKLIN	Maintenance of the Franklin Zoning Web Application.

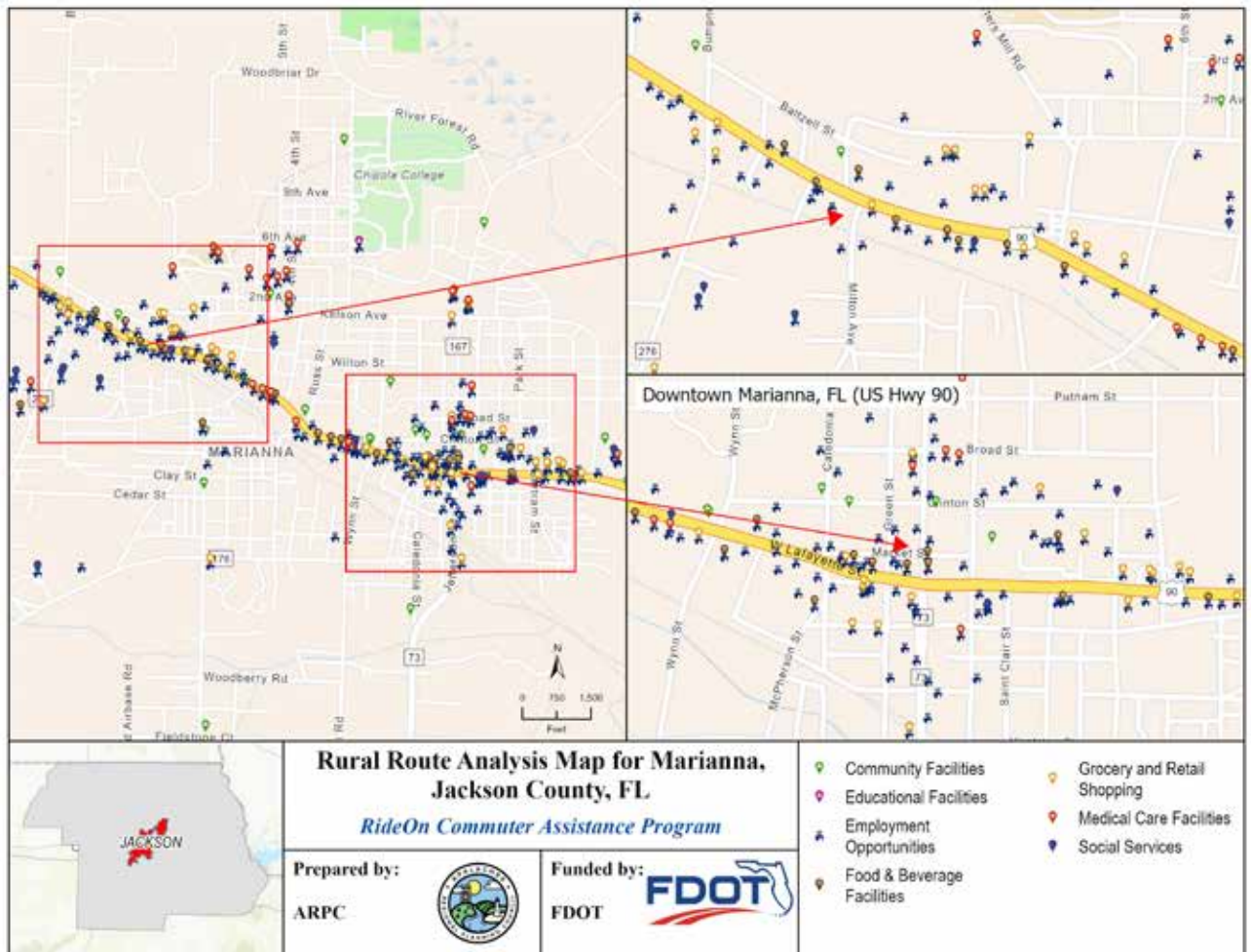
**Vulnerability Assessment Projects**

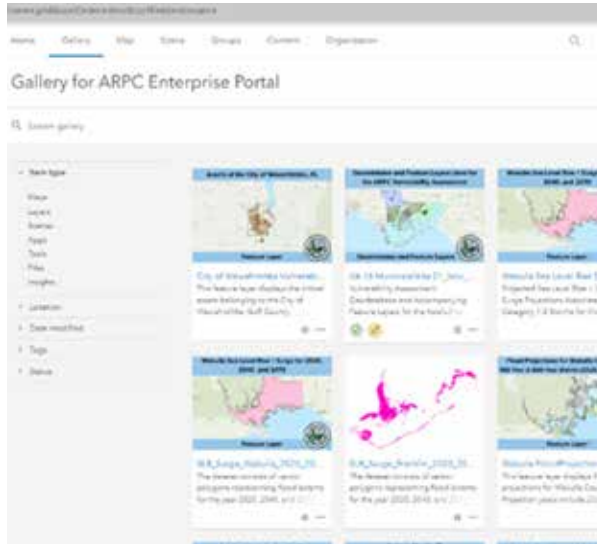
Provided support to the Environmental Program by developing a web application that allows public input about a list of community assets.

## GEOSPATIAL SUPPORT TO ARPC PLANNING PROGRAMS

PROGRAM	PROJECT	DESCRIPTION
TRANSPORTATION	REGIONAL RURAL TRANSPORTATION PLAN	Maintenance of the RRTP web application developed for this project.
	RIDEON	Preparation of Rural Route Analysis maps.
GROWTH MANAGEMENT		Identification of vacant parcels in Franklin County.
ECONOMIC DEVELOPMENT		Developed population & density maps for Gadsden County.

### Geovisualization of RideOn Assets





**ARPC ArcGIS Enterprise Portal**

Continual maintenance of ARPC’s ArcGIS Enterprise Portal’s geospatial features and layers is as crucial as managing other GIS components across various planning projects. The Geospatial program is committed to carefully populating metadata for all published content and establishing a consistent thumbnail layout for each item, as illustrated in the image on the left. This ongoing task emphasizes our commitment to upholding a standardized and well-organized repository of geospatial data.

**ARPC WON NADO AWARD FOR FRANKLIN COUNTY MAP**

The Apalachee Regional Planning Council (ARPC) has earned the 2024 Aliceann Wohlbruck Impact Award from the National Association of Development Organizations (NADO) for creating a Zoning Map Look Up app for Franklin County. This app contains digitized paper maps and makes it easier for local governments and residents to access zoning details and stay updated on changes. The interactive tool features color-coded zones, parcel searches, and detailed zoning rules such as building heights, lot sizes, and permitted uses.

Funded through a contract with Franklin County, the app also provides PDFs with zoning regulations and links to the Franklin County property appraiser’s website for more property information. It is now embedded in the county’s website. It has streamlined zoning information sharing, helping county staff, residents, and developers make better decisions while showcasing ARPC’s use of modern technology in urban planning.

**SHRUG 2024 WORKSHOP**

The geospatial program participated in SHRUG 2024 Workshop in November and delivered three presentations for the workshop participants. The topics of the presentations were:

- Democratizing Zoning Data: From Static Maps to an Interactive Web Application. Presenting the case of Franklin County and the City of Carrabelle.
- Assessing Inland Municipal Vulnerabilities to Rain-induced Flooding: Application Inundate Model in the Apalachee Region.
- Harnessing Drone-Captured 3D Models for Enhanced Vulnerability Assessments and Funding Opportunities



# GEOSPATIAL PLANNING SUPPORT 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 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)

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**HOUSING AND COMMUNITY DEVELOPMENT**  
**Marcus Thompkins – Isabella Marmanidis – Rick McCraw**

**Calhoun County State Housing Initiatives Partnership (SHIP)**

ARPC provides administration to Calhoun County's SHIP Program. The county receives an annual allocation of \$350,000.00 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 four strategies of assistance:

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

**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





**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

**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 basis, 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](http://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 have been working with residents directly for technical assistance or accommodation to apply for assistance.

**Additional Information**

The rising cost of construction materials has created limitations in project scope and flexibility. Contractors have voiced concerns regarding their ability to start and complete projects without receiving an advance payment.

Housing Studies can be used to study the local housing environment in preparation of housing policy, development, preservation, and further research. Staff is currently open to partnering with any interested County in conducting a Housing Study.



**COMMUNICATIONS PROGRAM**  
Melissa Franklin

**COMMUNICATIONS SUPPORT TO ARPC PROGRAMS**

<b>PROGRAM</b>	<b>PROJECT</b>	<b>DESCRIPTION</b>
TRANSPORTATION	REGIONAL RURAL TRANSPORTATION PLAN	Extensive webpage updates; developed FDOT funding chart; RRTP draft formatting.
TRANSPORTATION	RIDEON	Formatted and published RRA survey (print & digital versions).
TRANSPORTATION	RIDEON	Designed display banners; provided additional support.
ECONOMIC DEVELOPMENT	SS4A	Logo development; project research.
EMERGENCY MANAGEMENT	WAKULLA COUNTY SHELTER PLAN	Formatted the Wakulla County Shelter Plan.
EMERGENCY MANAGEMENT		Generated an online cyber security survey.
ARPC	COMMUNICATIONS	Developed a 2025 ARPC Calendar to showcase the Region.
ARPC	COMMUNICATIONS	Developed the 2023/2024 ARPC Annual Report.
ARPC	COMMUNICATIONS	Developed the January 2025 ARPC Board Package. planning & coordination of Full Council Board Meeting;
ARPC	COMMUNICATIONS	SEO optimization is underway.
ARPC	COMMUNICATIONS	Developed the October 2024 Board Notes.
ARPC	COMMUNICATIONS	Social media & website maintenance.

## **GROWTH MANAGEMENT PROGRAM**

### **Justin Stiel**

The Growth Management Program is primarily responsible for a range of planning activities, including comprehensive plan amendments (such as Future Land Use amendments), zoning changes, land use recommendations, and writing and amending land development regulations. Additionally, the program supports local public workshops, assists with planning grant administration, and coordinates special planning projects. These activities provide essential technical assistance to ARPC's member local governments and municipalities.

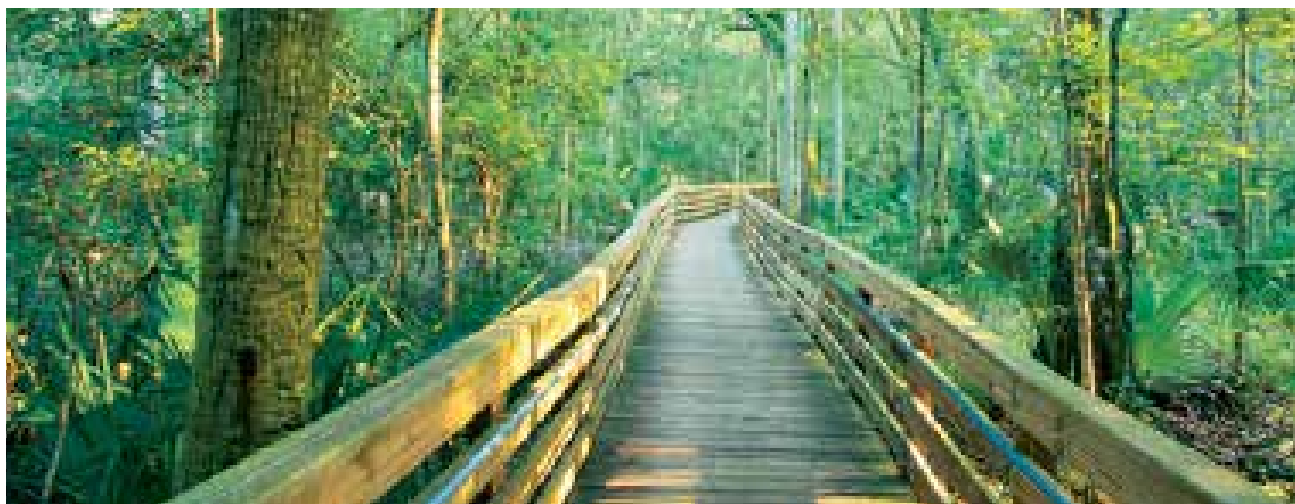
### **CURRENT AND ONGOING PLANNING SERVICES**

ARPC provides planning services through direct collaboration with local government staff on project reviews. ARPC currently assists the Town of Havana and the City of Quincy with respective growth management needs. The Growth Management Program has continued to expand, adding two continuing service contracts with Liberty County and Franklin County.

Staff are finalizing updates to the Jackson County Comprehensive Plan, as needed for Jackson County's Evaluation and Appraisal Report.

### **CONSISTENCY WITH LOCAL COMPREHENSIVE PLANS & LAND DEVELOPMENT REGULATIONS**

Serving as an extension of our member local governments, ARPC staff reviews development applications to ensure they comply with local Comprehensive Plans and Land Development Regulations. ARPC's current review practices include completing site plan reviews in less than 10 days and providing recommendations for approval, approval with conditions, or denial for residential development, commercial development, subdivisions, accessory uses, accessory buildings, and code enforcement issues. Additionally, ARPC staff participate in meetings with developers to offer guidance on relevant sections of the land development code and comprehensive plan, as requested by local governments.





## **MONTHLY ACTIVITY REPORT: November 2024**

### **ASSOCIATION MANAGEMENT**

- Hosted the November FRCA EDAC monthly meeting.
- Hosted RPC Finance Work Group meeting and participated in the RPC Communications Work Group and the Resilience Collaborative Coalition meetings.
- Met with member of FRCA Lobbyist team, Rana Brown
- Signed Contract for FRCA's Winter Policy Board meeting, prepared draft Agenda and identified potential speaker for the meeting.
- Worked with FRCA's new Bookkeeper to facilitate transition and draft new Monthly Finance Report
- Researched and applied for FRCA's Employee Identification Number and received quotes from two Banks for FRCA's new account
- Reviewed FRCA Bylaws and Researched Nonprofit designation for FRCA's application in January 2025
- Received Letter of Engagement from Auditor and policy templates for internal controls and nonprofit best practices; began drafting new policies for Association
- Met with Densie Imbler to review FRCA's website, newsletter and Annual Report
- Reviewed all RPC websites, signed up for Newsletters if available, reviewed all FRCA branding materials, and identified opportunities for FRCA's communications and outreach efforts

### **RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH**

- Met with EDA representative to discuss RPC Listening Sessions and Recovery Workshops for Hurricanes Debbie, Helene and Milton
- Attended RPC Community Challenge Grant meeting
- Contacted FRCA Partners to provide update on new Association Director
- Began working with RPC staff on Newsletter submissions, Quarterly Data Reports, and Workgroups.
- Began looking for opportunities to increase FRCA's capacity and outreach to support Florida's RPCs



## MONTHLY ACTIVITY REPORT: December 2024

### ASSOCIATION MANAGEMENT

- Prepared the agendas and hosted the December FRCA EDAC Executive Committee meeting and the EDAC December meeting.
- Prepared agenda and finalized logistics for hosting FRCA's Winter Policy Board meeting.
- Conducted a full review of FRCA's budget and met with EDAC current and past Treasurer to review new accrual based accounting system.
- Received quotes from two banks and established FRCA's new bank account.
- Reviewed FRCA By-laws and created a list of action items for FRCA's Policy Board, EDAC and the Association Director.
- Monthly meeting with FRCA's Bookkeeper and EDAC Treasurer
- Created a new FRCA Forward Newsletter template and began work to update FRCA's website and social media presence.

### RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Met with EDA representative to discuss RPC Listening Sessions and Recovery Workshops for Hurricanes Debbie, Helene and Milton
- Worked with EDA representative and RPC Directors to schedule individual meetings with the EDA and ERSF Team.
- Met with representatives from Florida Department of Transportation Freight and Rail Office
- Attended Florida Regional Resilience Collaborative Coordinators Forum
- Contacted FRCA Partners to provide update on new Association Director
- Worked with Central Florida RPC to create FRCA's FY23/24 Annual Report
- Continued discussions to identify opportunities to increase FRCA's capacity and outreach to support Florida's RPCs

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