

# Apalachee Regional Planning Council

## FULL COUNCIL VIRTUAL BOARD MEETING

Thursday – May 20, 2021

10:00 a.m. ET / 9:00 a.m. CT



*320<sup>th</sup> Public Meeting*

<https://global.gotomeeting.com/join/767076573>

OR

<tel:+18668994679,,767076573#>

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

*The Apalachee Regional Planning Council serves its citizens and local governments by providing technical assistance and a forum for communication and collaboration, to preserve and enhance the economic, natural, and social environments of the Apalachee Region.*

**APALACHEE REGIONAL PLANNING COUNCIL**

**EXECUTIVE COMMITTEE**

**Kristin Dozier**, Chair (Leon) • **Ricky Jones**, Vice-Chair (Franklin)  
**Jim Peacock**, Secretary/Treasurer (Jackson) • **Randy Merritt**, Past Chairman (Wakulla)  
*FRCA Policy Board Members: Kristin Dozier and Lisa Miller*

**FULL COUNCIL**

**Calhoun County**

Darryl O'Bryan  
Sheila Blackburn  
Don Stephens

County Commissioner  
Councilwoman, City of Blountstown  
Governor's Appointee

**Franklin County**

Ricky Jones  
Despina George  
*Vacant*

County Commissioner  
Commissioner, City of Apalachicola  
*Governor's Appointee*

**Gadsden County**

Brenda Holt  
Evelyn Goldwire  
Henry Grant

County Commissioner  
Commissioner, City of Gretna  
Governor's Appointee

**Gulf County**

Ward McDaniel  
Johnny Paul  
Michael Hammond

County Commissioner  
Commissioner, City of Wewahitchka  
Governor's Appointee

**Jackson County**

Jim Peacock  
Gene Wright  
*Vacant*

County Commissioner  
Mayor, Town of Malone  
*Governor's Appointee*

**Jefferson County**

Stephen Walker  
John Jones  
*Vacant*

County Commissioner  
Councilman, City of Monticello  
*Governor's Appointee*

**Leon County**

Kristin Dozier  
Jack Porter  
Lisa Miller

County Commissioner  
Commissioner, City of Tallahassee  
Governor's Appointee

**Liberty County**

Daniel Stanley  
Margaret Rankin  
Davis Stoutamire

County Clerk  
Councilwoman, City of Bristol  
Governor's Appointee

**Wakulla County**

Randy Merritt  
Don Grimes  
*Vacant*

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

**Ex-Officio Members**

Michael Fuller  
Darryl Boudreau  
Maria Showalter  
Diane Scholz

FL Dept. of Environmental Protection  
NW FL Water Management District  
FL Dept. of Transportation  
Enterprise Florida

APALACHEE REGIONAL PLANNING COUNCIL  
VIRTUAL BOARD MEETING



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**THURSDAY – MAY 20, 2021**  
10:00 AM Eastern Time / 9:00 AM Central Time

**DRAFT AGENDA**

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| 1. <u>Call to Order and Introductions</u>  |               |
| 2. <u>*Approval of Agenda</u>  | A-1           |
| 3. <u>*Approval of Minutes – March 25, 2021 Board Meeting</u>                              | B-1           |
| 4. <u>Economic Development Assistance Overview</u> – Caroline Smith, ARPC Staff            |               |
| 5. <u>Rural Broadband Legislative Summary</u> – Senator Lorraine Ausley ( <i>Invited</i> ) |               |
| 6. <u>Executive Director’s Report</u> - ARPC Chris Rietow, Executive Director              | B-9           |
| A.     *Financial Report   |               |
| B.     Staff Program Reports   |               |
| 1.     Economic Development & Community Planning   | B-10          |
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| 3.     Emergency Planning  | B-19          |
| 4.     Revolving Loan Fund   | B-22          |
| 5.     *Transportation Planning  | B-31          |
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| 8.     Housing Program   | B-42          |
| 9.     Communications  | B-44          |
| C.     *ARPC Executive Committee Update  | C-1           |
| B. <u>Board Member Reports / Local &amp; Regional Issues Discussion</u>                    |               |
| C. <u>Ex-Officio Member Updates</u>  |               |
| D. <u>Public Comment</u>   |               |
| E. <u>Adjournment</u>  |               |
| F. Next ARPC Board Meeting – Thursday, July 22, 2021                                       |               |

**AGENDA ITEM – 3**

**APALACHEE REGIONAL PLANNING COUNCIL  
VIRTUAL MEETING**

**BOARD MEETING MINUTES – March 25, 2021**

**Item 1: Call to Order and Introductions**

Chair Dozier called the meeting to order at 10:08 am Eastern. As this was a virtual meeting, roll call was digitally recorded via the GoToMeeting platform. Chair Dozier welcomed all attendees. A quorum of the Apalachee Regional Planning Council (ARPC) was in attendance. The following Board members attended the virtual meeting:

**ARPC Board Members in Attendance**

Calhoun County	Darryl O’Bryan	County Commissioner
Calhoun County	Don Stephens	Governor’s Appointee
Franklin County	Despina George	Councilwoman, City of Apalachicola
Franklin County	Ricky Jones	County Commissioner
Franklin County	Brenda LaPaz	Mayor, City of Carrabelle
Gadsden County	Evelyn Goldwire	Commissioner, City of Gretna
Gadsden County	Henry Grant	Governor’s Appointee
Gulf County	Johnny Paul	Commissioner, City of Wewahitchka
Jackson County	Jim Peacock	County Commissioner
Jefferson County	John Jones	Mayor, City of Monticello
Leon County	Kristin Dozier	County Commissioner
Liberty County	Margaret Rankin	Councilwoman, City of Bristol
Wakulla County	Don Grimes	Mayor, City of St. Marks
Wakulla County	Randy Merritt	County Commissioner

**Ex-Officio Members in Attendance**

Darryl Boudreau – NFWWMD  
Michael Fuller – FL DEP  
Diane Scholz – FL DEO

**ARPC Staff in Attendance**

Chris Rietow – Executive Director	Janice Watson – Finance Director
Kwentin Eastberg – Planning Manager	Anthony Carpanini – LEPC Coordinator
Jana Williams – RLF Manager	Ben Chandler – Disaster Resilience Coordinator
Josh Adams – Env’l Planning Manager	Melissa Franklin – Communications Coordinator
Zach Annett – Emergency Planning Manager	Pat Maurer – Commuter Assistance Coordinator
Donald Morgan – Housing Manager	Adriana Silva – Associate Planner
Oluwaseyi Akinrinde – Urban Designer	Amber Zies – Housing Planner
Caroline Smith – Economic Development	

**Others in Attendance**

Michelle Metcalf – Wakulla County                      Katie Smith – FL Dept. of Economic Opportunity

Sydney Armstrong – Jackson County  
Richard Williams – Opportunity Florida  
Lauren Cruz – Wakulla County Planning  
Greg Slay – CRTPA  
Chris Doolin – FL Association of Counties  
Joshua Gabel – Senator Rubio’s Office  
Cristina Paredes – Leon County OEV  
Jennifer Paredes – FL FWC

Antonio Jefferson – Jackson County Comm. Dev.  
Cherry Jochum – FEMA  
Jack Kostrzewa – Gulf County EDC  
Amanda Wander – Big Bend Continuum of Care  
Jim McShane – CareerSource Capital Region  
Diane Quigley – Gadsden County Growth Mgmt.  
Shannon Metty – Jefferson County Planning  
Susan Estes – Opportunity Florida

## **Item 2: Approval of the Agenda**

Chair Dozier asked for a motion to approve the March 25, 2021 Agenda.

**A motion was made by Commissioner Randy Merritt to approve the March 25, 2021 Agenda. The motion was seconded by Commissioner Ricky Jones. A vote was taken, and the motion carried unanimously.**

## **Item 3: Approval of the Minutes**

**A motion was made by Commissioner Randy Merritt to approve the Minutes of the January 21, 2021 ARPC Full Council Board Meeting as presented. The motion was seconded by Commissioner Ricky Jones. A vote was taken, and the motion carried unanimously.**

## **Item 4: Big Bend Healthcare Coalition**

Mr. Rietow introduced Zach Annett, ARPC Emergency Planning Manager. Mr. Annett explained that the purpose of his presentation is to educate the Board regarding the Big Bend Healthcare Coalition (BBHCC), which is one of the many programs that the ARPC administers on behalf of its members. Healthcare coalitions are a federal initiative developed by the Hospital Preparedness Program and are funded by the Assistant Secretary for Preparedness and Response (ASPR).

The purpose of a healthcare coalition is to ensure local healthcare providers and community partners plan collaboratively for risks that face the healthcare community, while also identifying available local resources. There are seven Health Care Coalitions in Florida. The ARPC has been tasked with administration of the BBHCC Region, which mirrors much of the ARPC Region and includes the following eight counties: Franklin, Gadsden, Gulf, Jefferson, Leon, Madison, Taylor, and Wakulla. Although the BBHCC region does not perfectly match the Apalachee Region, the ARPC includes its other member counties in all the BBHCC’s healthcare coalition-related activities and planning efforts.

Over 100 member organizations participant in the BBHCC, including county emergency management offices; hospitals; local health departments; skilled nursing facilities; health and rehab centers; transportation organizations; EMS; fire and law enforcement agencies; and dialysis facilities. The goals of the BBHCC include increasing the Region’s fundamental capabilities related to healthcare and medical readiness, healthcare and medical response coordination, continuity of healthcare service and delivery, and preparedness for medical surges. BBHCC uses a ‘whole community’ approach to meet these goals. In addition to hosting quarterly meetings, Mr. Annett and ARPC staff plan and facilitate regional exercises, workshops,

and trainings for BBHCC members. These information sharing, networking, and collaboration opportunities are integral facets of the whole community approach adopted by the BBHCC. 'Stop the Bleed' workshops, Active Shooter Response Training, COVID-10 Vaccination Awareness Workshops, and other federally developed trainings are offered to BBHCC members on an annual basis, totaling approximately 720 student hours of in-person and virtual training hours.

In addition to the ample networking and training opportunities, each year coalition members can apply for funding to support various projects to increase their capabilities. For example, over the past two years, the BBHCC has funded roughly \$80,000 worth of projects, including the provision of a Franklin County Oxygen Tank Fill Station and Leon County EMS Containment Unit; FSU 'Stop the Bleed kits (tourniquet training); provision of Personal Protective Equipment (PPE) for the Bond Community Health Center; and provision of Capital Regional Medical Center (CRMC) Decontamination Tents.

The BBHCC has also made a huge impact assisting members throughout the COVID-19 pandemic. While not a true "response" agency, the BBHCC has complimented the COVID-19 response by sending out Situation Reports throughout the incident (on a weekly or bi-monthly basis, depending on need); sharing hazard information; sharing resource availability and acquisition information; acting as a conduit between facilities and Emergency Support Function-8 (ESF-8) designees; collecting and sharing data on local facilities/hospitals in the Region; and assisting Emergency Management, ESF-8 designees, and partner agencies. BBHCC's COVID-19 Situation Reports are a monthly compilation of useful information from a variety of sources, not all of which are readily available to the masses. These centralized reports consist of webinars, executive orders, vaccine information and a variety of other key pandemic-related topics.

Throughout 2020, the BBHCC has provided various protective equipment, such as gloves and gowns, to Jefferson County Emergency Management, Taylor County Emergency Management, and the Bond Community Health Center in Leon County. More recently, the BBHCC assisted the FL Dept. of Health with a drive-through vaccination clinic in Leon County. Finally, the BBHCC has also provided funding to purchase thermal imaging cameras for Tallahassee Memorial Hospital and mobile screening sites for Capital Regional Medical Center to increase testing and screening capabilities.

Mr. Annett concluded his presentation by re-iterating the many benefits of being a member of the BBHCC, including:

- Becoming an engaged member of the local community's preparedness and response system.
- Gaining access to timely situation and status information on key decisions surrounding emergency conditions.
- Gaining access to funding for projects.
- Utilizing and leveraging the local emergency management system.
- Participating in FREE training and exercises; and
- Receiving sensitive and important information to avoid negative impacts.

Mr. Rietow thanked Mr. Annett for his presentation and emphasized the fact that the BBHCC is a federal initiative with the intent of taking advantage of economies of scale. The federal government decided to fund healthcare coalitions, but to let them identify amongst themselves the priorities within their respective regions and how the funding dollars should be spent. Mr. Rietow added that some of the federal requirements make it difficult to administer, but overall

it is a good program for the ARPC because of the strong relationships we have with our local governments and partners, which allows for us to provide better service on a regional level. The program is free to all ARPC members.

Commissioner Ricky Jones asked how often the BBHCC meets. Mr. Annett replied that they meet on a quarterly basis and June 1<sup>st</sup> is the next date. This meeting will be virtual due to COVID-19, but they otherwise meet in person at various locations.

For further information or to be added to the BBHCC email distribution list, please contact Mr. Annett via email at [zannett@arpc.org](mailto:zannett@arpc.org) or by phone at (850) 488-6211, ext. 107.

#### **Item 5: Big Bend Continuum of Care (BBCoC)**

Mr. Rietow then introduced the next presenter, Amanda Wander, Executive Director of the Big Bend Continuum of Care (BBCoC). The purpose of her presentation was to provide an overview of the role of her organization within our Region. The BBCoC is a 501c-3 non-profit organization, with the goal to end homelessness in the Big Bend utilizing accurate and meaningful data to set priorities, high-quality best practices, and evidence-based interventions. This membership, planning and oversight body for homeless services covers Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla counties. Since 2019, the BBCoC has been housed under the guidance of the ARPC and will continue its partnership with the ARPC until it is ready to be a completely independent organization. Through this arrangement, funding from the U.S. Dept. of Housing and Urban Development (HUD) is funneled through the ARPC, who, in turn, provides the BBCoC with administrative support services (payroll, HR, etc.). This partnership has allowed Ms. Wander and her 5-member team to get right to work identifying gaps in service and meeting the needs of the homeless population.

The purpose of the BBCoC is two-fold: (1) to develop and implement strategies to end homelessness; and (2) to coordinate policies, strategies, and activities to end homelessness. To meet these needs, the BBCoC gathers and analyzes data to determine local homeless/housing needs; identifying and bridging gaps in housing and services; implementing strategic resources; educating the community on homelessness; providing advice and input on operations of homeless services; and measuring BBCoC performance. To determine system performance outcomes, the BBCoC relies on data collected within the Homeless Management Information System (HMIS). This database compiles data regarding who has been served and what their needs are to inform the BBCoC Homelessness Assistance Plan and Strategic Plan and to track systemic performance progress. The Coordinated Entry System is also utilized to track the needs and care of homeless persons in our community. This system provides standardized individual assessments, recommended interventions, referrals and documentation, and priority services for the most vulnerable.

The BBCoC is also responsible, as stated in federal and state statute, to apply for funding with HUD and the State Office on Homelessness through the FL Dept. Of Children and Families (the organization that serves the BBCoC coverage area). HUD's funding policy priorities for healthcare coalitions include: ending homelessness for all persons (tailoring to those with the highest needs and longest experiences of homelessness); creating a systematic response to homelessness (using system performance measures to determine program effectiveness);

strategically allocating and using resources (using cost, performance and outcome data to measure program effectiveness); and using a 'Housing First' approach (prioritizing rapid placement in permanent housing without requiring service participation or pre-conditions to housing). Ms. Wander also reviewed BBCoC's Best Practice homeless interventions, which include homeless prevention; street outreach; emergency shelter diversion; emergency shelter; rapid rehousing; permanent supportive housing. Finally, Ms. Wander informed the Board about a very useful Interactive Disaster Response Rehousing Guide, which can be found at: <https://disaster-response-rehousing.info/>. Ms. Wander concluded her presentation with a list of BBCoC contracted service providers and Coordinates Entry Access Points within Leon County. These include Ability 1<sup>st</sup> Center for Independent Living, Big Bend Homeless Coalition, Catholic Charities of Northwest Florida, Capital City Youth Services (CCYS), The Kearney Center, and Refuge House. She remarked that it is important to earmark more funding to serve the homeless in our rural areas.

A brief discussion ensued about the difference between how the FL Dept. of Education and HUD define homelessness. In rural communities, families tend to double-up rather than live on the street or they will stay in sub-standard housing to avoid being deemed homeless. Thus, it can be more difficult to identify homelessness and allocate in rural areas. Commissioner Ricky Jones echoed that the FL DOE classifies children as homeless even if they are being raised by grandparents. Ms. Wander agreed that the designation depends on the situation and what the family discloses. If families are afraid of repercussions, then the homeless numbers are likely to be under-represented. Commissioner Jones asked for Ms. Wander to make her presentation to the Franklin County Board of Commissioners. Chair Dozier commented that inviting the BBCoC into our counties is a good indication to federal and state officials that our local communities are working hard to assist the homeless and this may help us all to qualify for future additional funding.

For further information, Ms. Wander can be contacted via email at [awander@bigbendcoc.org](mailto:awander@bigbendcoc.org) or by phone at (850) 524-0544.

#### **Item 6: Executive Director's Report**

Item 6A – Financial Report: Mr. Rietow referred attendees to Section 6A of the *Board Package* for a detailed review of the financial status of the ARPC. Mr. Rietow addressed the following action items:

1. Review of the ARPC 20/21 Revenue and Expense Report.
2. Review of the ARPC Budget Report for the months ending February 28, 2021 and January 31, 2021.

**A motion was made by Commissioner Randy Merritt to accept the ARPC Financial Reports for the period ending January 31, 2021 and February 28, 2021. The motion was seconded by Commissioner Ricky Jones. A vote was taken, and the motion carried unanimously.**

Item 6B – Staff Reports: Mr. Rietow referred attendees to pp. B-10 through B-34 of the *Board Package* for Program Area overviews of current ARPC programs and projects, as prepared by ARPC staff. Mr. Rietow also introduced Divina Lade, the newest member and GIS Analyst of the ARPC team. ARPC staff highlights include:

1. The ARPC Economic Development team applied for 3 rural infrastructure grants on behalf of Liberty County, the Town of Havana, and the City of Midway and all 3 have been awarded, totaling over \$300,000.
2. The ARPC Economic Development team also recently provided support to the Port Authority of Port St. Joe, Gulf County, and the Guld County Economic Development Coalition in the preparation of a Triumph Gulf Coast grant application for \$17.5 million to dredge the Port’s shipping channel to provide access for domestic and international trade activity at the Port of Port St. Joe.
3. ARPC staff from the Environmental Planning, Economic Development, and Housing program areas have been collaborating with the University of Florida Shimberg Center on 2 disaster-focused data-based projects, one of which could provide at least partial funding for a new 3-year ARPC staff position.
4. The ARPC Emergency Planning team, along with GIS Analyst Divina Lade, are hard at work completing the Statewide Regional Evacuation Study (SRES), which is slated for completion by June 30, 2021.
5. The ARPC Environmental Planning team is beginning to visit county commission meetings to educate and encourage community leaders to join the ARPC-led Regional Resilience Collaborative, as well as to identify ‘low-hanging fruit’ type projects that support resiliency and sustainability in their areas.
6. The ARPC Revolving Loan Fund (RLF) program is making a lot of progress, due in large part to the successful marketing and communications efforts of ARPC staff member Melissa Franklin. Further good news includes:
  - The ARPC is meeting the RLF benchmarks indicated within the RLF administration plans.
  - The Tallahassee-Leon County Office of Economic Vitality amended its Memorandum of Understanding to provide the ARPC with an additional \$25k in grant administration funding annually.

Item 6C – Senate Bill 62 (and other Legislative Updates): Mr. Rietow reported that Legislative activity related to SB 62 has thus far been stalled. RPCs have continued to apply pressure in opposition to the bill and Leon County and the City of Carrabelle both recently signed resolutions to oppose SB 62. Other interested members are encouraged to sign the resolution, as well. Besides SB 62, Mr. Doolin commented that there has been a proposed \$140 million budgetary cut proposed for the FL Dept. of Corrections, which will result in the closure of 4 prisons (the locations are unidentified as of now) and additional work camps throughout the state. Prisons are significant economic drivers in our rural areas. Mr. Doolin encouraged ARPC members to find out what their local wardens are hearing and to keep everyone posted so that Board members can encourage the Legislature to keep our rural prisons and work camps in business.

Item 6D – APA Florida Virtual Mobile Tour: On February 23, 2021, the ARPC hosted a virtual mobile tour for attendees of the Florida American Planning Association’s annual conference. The virtual tour allowed the ARPC to familiarize conference attendees with the Apalachee Region and learn more about specific ARPC projects within the Environmental Planning, Housing, and Economic Development program areas. A link to the recording of the virtual tour will be available in the next edition of the *ARPC Board Highlights*.

Item 6E – ARPC Executive Committee Update: Mr. Rietow next directed the Board’s attention to the meeting minutes of the past two ARPC Executive Committee Meetings, which occurred on February 4, 2021 and March 4, 2021. Mr. Rietow pointed out that although the Executive Committee has the ability to act on behalf of the Full Council, he always likes to ensure that the entire Board is aware of their decisions. The recent Executive Committee meetings covered changes to the ARPC By-Laws relating to new officer installation as well as adding a City of Tallahassee representative to the Executive Committee for additional oversight regarding the REVIVE! RLF program. The Executive Committee also approved some CARES Act and REVIVE! loans. They agreed to begin meeting on a monthly (as-needed) basis in to review the recent wave of loan applications. Chair Dozier commented that the addition of Commissioner Porter to the Executive Committee has already benefitted the RLF program due to Commissioner Porter’s promotional efforts with local media outlets.

**A motion was made by Commissioner Randy Merritt to ratify the actions made by the ARPC Executive Committee resulting from the February 4, 2021 and March 4, 2021 Executive Committee meetings. The motion was seconded by Governor’s Appointee Henry Grant. A vote was taken, and the motion carried unanimously.**

**Item 7: Board Member Reports / Local & Regional Issues Discussion**

No comment.

**Item 8: Ex-Officio Member Updates**

No comment.

**Item 9: Public Comment**

Chair Dozier asked for any further Board or public comments and there were none. She announced that the next ARPC Board Meeting would be held on May 20, 2021 at a location to be determined.

There being no further business, the meeting was adjourned at 11:34 am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL  
MEETING IN REGULAR SESSION ON May 20, 2021

SIGNED:

ATTEST:

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Kristin Dozier  
Chair

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Chris Rietow  
Executive Director

## AGENDA ITEM – 6

### EXECUTIVE DIRECTOR REPORT – Chris Rietow

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

- A. **\*Financial Reports:** On the following pages are the following financial reports:
  - 20/21 Revenue and Expense Report
  - Budget Report for the months ending March 31, 2021 and April 30, 2021
  - Check Registers for March 2021 - April 2021
  
- 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. **\*ARPC Executive Committee Update:** Please refer to the documents, below:
  - Approved minutes from the March 25, 2021 – ARPC Executive Committee Meeting
  - Approved minutes from the April 22, 2021 – ARPC Executive Committee Meeting
  - Draft minutes from the May 10, 2021 – ARPC Emergency Executive Committee Meeting

### ACTION NEEDED

\*Motion to accept ARPC Financial Reports for the period ending March 31, 2021 and April 30, 2021.

\*Motion to approve ARPC Resolution No. 21-3; ARPC Resolution No. 21-4; and ARPC Resolution No. 21-5 (Agenda Item 6 – B – 5, Transportation Planning Program).

\*Motion to ratify actions by the ARPC Executive Committee resulting from the March 25, 2021; April 22, 2021; and May 10, 2021 ARPC Executive Committee meetings.

Apalachee Regional Planning Council  
 Revenue & Expenses 20/21

\$ 203,442.44 Balance 10/1/20

LINE-ITEM	Total	10/20	11/20	12/20	1/21	2/21	3/21	4/21
<b>General Revenue</b>								
EDA - Planning Grant	35,000.00	17,500.00	-	-	-	17,500.00	-	-
EDA - Disaster Recovery Coord.	40,000.00	20,000.00	-	-	20,000.00	-	-	-
EDA - CARES Act Planning	100,000.00	-	-	-	-	-	100,000.00	-
EDA - Franklin LTR	20,000.00	-	-	20,000.00	-	-	-	-
Legacy RLF - Admin	7,031.93	-	-	-	-	-	7,031.93	-
CARES RLF - Admin	900.00	-	-	-	-	-	900.00	-
REVIVE RLF - Admin	-	-	-	-	-	-	-	-
FDEM - Hazards Analyses	18,137.34	-	-	9,068.67	-	-	9,068.67	-
FDEM - HMEP Planning	25,000.00	-	25,000.00	-	-	-	-	-
FDEM - HMEP Training	3,220.00	-	-	-	-	-	3,220.00	-
FDEM - LEPC Support Staff	55,700.00	-	10,300.00	-	-	10,300.00	-	35,100.00
FDEM - State Regional Evacuation	47,734.00	-	-	23,867.00	-	-	-	23,867.00
Small Emergency Planning Contracts	7,500.00	-	-	-	-	-	-	7,500.00
EPA - Brownfield	15,250.00	-	-	-	-	-	15,250.00	-
NFWF Franklin 98 - Admin	70,743.15	5,966.78	28,980.25	4,006.68	-	-	-	31,789.44
NFWF Franklin 98 - Project	695,820.00	23,000.00	117,260.00	448,270.00	-	-	-	107,290.00
NGMSSC - Alligator Point	23,597.00	-	-	-	-	20,257.00	3,340.00	-
FDEP - SQG	-	-	-	-	-	-	-	-
Small Environmental Contracts	21,970.00	-	-	17,000.00	-	-	-	4,970.00
Calhoun HHRP - Admin	48,000.00	11,700.00	10,000.00	10,900.00	-	-	15,400.00	-
CRF - Calhoun Liberty & Gulf	18,668.73	-	-	-	13,126.16	5,542.57	-	-
Calhoun SHIP	-	-	-	-	-	-	-	-
ARPC County Dues	44,805.50	-	8,226.50	9,176.25	-	17,402.75	-	10,000.00
Big Bend Healthcare - Admin	105,000.00	35,000.00	-	35,000.00	-	-	-	35,000.00
CoC - Admin	15,000.00	2,500.00	2,500.00	2,500.00	-	2,500.00	2,500.00	2,500.00
FRCA - Admin	29,650.00	3,950.00	4,000.00	7,000.00	6,400.00	-	4,900.00	3,400.00
FDEO - GM Toolkit	-	-	-	-	-	-	-	-
FDEO - Eastpoint Competitive FL	-	-	-	-	-	-	-	-
FDEO - Carrabelle Competitive FL	-	-	-	-	-	-	-	-
FDEO - Campbellton Competitive FL	-	-	-	-	-	-	-	-
Misc. Small TA Contracts	12,700.00	1,300.00	400.00	11,000.00	-	-	-	-
CTD - Transportation Disadvantaged	77,589.96	-	-	42,489.74	7,476.12	27,624.10	-	-
FDOT - RideOn	72,966.47	-	12,619.28	9,950.08	-	8,821.17	41,575.94	-
QGAA - Admin	17,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<b>TOTAL REVENUE</b>	<b>1,629,484.08</b>	<b>123,416.78</b>	<b>221,786.03</b>	<b>652,728.42</b>	<b>49,502.28</b>	<b>112,447.59</b>	<b>205,686.54</b>	<b>263,916.44</b>
<b>General Expenses</b>								
Salaries	598,146.50	72,760.00	78,475.00	128,614.00	79,867.50	79,576.50	78,929.00	79,924.50
Fringe Benefits (FICA, CHP & FRS)	189,011.98	22,227.78	26,491.11	35,839.45	25,233.74	27,694.80	26,696.76	24,828.34
Travel	10,859.55	3,126.02	1,082.47	1,447.60	784.98	1,246.01	1,263.59	1,908.88
Consultants (Contract Required)	764,038.75	23,000.00	118,560.00	474,300.00	-	4,500.00	30,958.75	112,720.00
Accounting	880.00	38.00	42.00	44.00	48.00	138.00	48.00	522.00
Advertising	1,754.31	52.88	456.17	653.19	272.50	29.96	289.61	-
Audit	-	-	-	-	-	-	-	-
Board Meeting Expenses	404.64	-	28.97	-	202.38	-	-	173.29
Dues (FRCA, NADO, SERDI & Other)	15,050.00	-	-	9,925.00	-	-	5,125.00	-
Equipment Lease - Copiers	6,590.77	788.75	985.25	788.75	867.63	1,357.43	788.75	1,014.21
Insurance (Work Comp, Liability)	14,945.88	4,453.13	-	712.00	4,453.13	-	874.50	4,453.12
IT Tech Support & Equipment	14,867.32	4,005.25	2,248.04	2,774.00	1,151.08	2,129.37	870.13	1,689.45
Legal	-	-	-	-	-	-	-	-
Licenses (REMI)	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Office Supplies	2,223.48	236.41	245.64	401.61	265.04	154.83	632.95	287.00
Postage	2,170.44	200.00	524.63	200.00	233.93	505.94	120.61	385.33
Rent	32,165.00	4,475.00	4,715.00	4,595.00	4,595.00	4,595.00	4,595.00	4,595.00
Subscriptions & Publications	264.04	85.00	-	34.65	36.40	-	107.99	-
Telephone & Internet	7,947.86	1,015.19	1,122.64	1,264.68	1,203.26	1,047.54	1,104.98	1,189.57
Contingency & Project Pass-Thru	29,268.66	2,535.06	225.00	22,822.16	1,921.13	218.64	1,286.06	260.61
<b>TOTAL EXPENSES</b>	<b>1,690,589.18</b>	<b>138,998.47</b>	<b>235,201.92</b>	<b>684,416.09</b>	<b>121,135.70</b>	<b>123,194.02</b>	<b>153,691.68</b>	<b>233,951.30</b>

\$ 142,337.34 Balance 4/30/21

**Apalachee Regional Planning Council  
Budget Report as of 4/30/21**

Bal. 3/31/21      Bal. 9/30/20  
112,372.20      203,442.44

LINE-ITEM	FY 20/21	April	FY-To-Date	Budget	Budget
General Revenue	Budget	2021	as of 4/30/21	Balance	Used
EDA Planning Grant	70,000	-	35,000.00	35,000	50%
EDA Disaster Recovery Coordinator	60,000	-	40,000.00	20,000	67%
EDA CARES Planning	200,000	-	100,000.00	100,000	50%
EDA - Franklin LTR	-	-	20,000.00	(20,000)	
Legacy RLF - Admin	10,000	-	7,031.93	2,968	70%
CARES RLF - Admin	25,000	-	900.00	24,100	4%
REVIVE RLF - Admin	10,000	-	-	10,000	0%
FDEM - Hazards Analyses	22,000	-	18,137.34	3,863	82%
FDEM - HMEP Planning	25,000	-	25,000.00	-	100%
FDEM - HMEP Training	25,000	-	3,220.00	21,780	13%
FDEM - LEPC Support Staff	80,000	35,100.00	55,700.00	24,300	70%
FDEM - State Regional Evacuation	71,600	23,867.00	47,734.00	23,866	67%
Small Emergency Planning Contracts	10,000	7,500.00	7,500.00	2,500	75%
EPA - Brownfield	165,000	-	15,250.00	149,750	9%
NFWF Franklin 98 - Admin	68,000	31,789.44	70,743.15	(2,743)	104%
NFWF Franklin 98 - Project	301,000	107,290.00	695,820.00	(394,820)	231%
NGMSSC - Alligator Point	20,000	-	23,597.00	(3,597)	118%
FDEP - SQG	33,000	-	-	33,000	0%
Small Environmental Contracts	2,500	4,970.00	21,970.00	(19,470)	879%
Calhoun HHRP - Admin	150,000	-	48,000.00	102,000	32%
CRF - Calhoun Liberty & Gulf	42,000	-	18,668.73	23,331	44%
Calhoun SHIP	20,000	-	-	20,000	0%
ARPC County Dues	65,000	10,000.00	44,805.50	20,195	69%
Big Bend Healthcare - Admin	120,000	35,000.00	105,000.00	15,000	88%
CoC - Admin	30,000	2,500.00	15,000.00	15,000	50%
FRCA - Admin	60,000	3,400.00	29,650.00	30,350	49%
FDEO - GM Toolkit	40,000	-	-	40,000	0%
FDEO - Eastpoint Competitive FL	35,000	-	-	35,000	0%
FDEO - Carrabelle Competitive FL	33,000	-	-	33,000	0%
FDEO - Campbellton Competitive FL	33,000	-	-	33,000	0%
Misc. Small TA Contracts	5,000	-	12,700.00	(7,700)	254%
CTD - Transportation Disadvantaged	185,000	-	77,589.96	107,410	42%
FDOT - RideOn	150,000	-	72,966.47	77,034	49%
QGAA - Admin	30,000	2,500.00	17,500.00	12,500	58%
<b>TOTAL REVENUE</b>	<b>2,196,100</b>	<b>263,916.44</b>	<b>1,629,484.08</b>	<b>566,616</b>	<b>74%</b>
<b>General Expenses</b>					
Salaries	1,010,000	79,924.50	598,146.50	411,854	59%
Fringe Benefits (FICA, CHP & FRS)	300,000	24,828.34	189,011.98	110,988	63%
Travel	50,000.00	1,908.88	10,859.55	39,140	22%
Consultants (Contract Required)	559,000.00	112,720.00	764,038.75	(205,039)	137%
Accounting	1,000	522.00	880.00	120	88%
Advertising	5,000	-	1,754.31	3,246	35%
Audit	25,000	-	-	25,000	0%
Board Meeting Expenses	4,000	173.29	404.64	3,595	10%
Dues (FRCA, NADO, SERDI & Other)	25,500	-	15,050.00	10,450	59%
Equipment Lease - Copiers	12,000	1,014.21	6,590.77	5,409	55%
Insurance (Work Comp, Liability)	15,000	4,453.12	14,945.88	54	100%
IT Tech Support & Equipment	25,000	1,689.45	14,867.32	10,133	59%
Legal	6,000	-	-	6,000	0%
Licenses (REMI)	6,500	-	-	6,500	0%
Miscellaneous	500	-	-	500	0%
Office Supplies	5,000	287.00	2,223.48	2,777	44%
Postage	3,000	385.33	2,170.44	830	72%
Rent	55,000	4,595.00	32,165.00	22,835	58%
Subscriptions & Publications	500	-	264.04	236	53%
Telephone & Internet	12,000	1,189.57	7,947.86	4,052	66%
Contingency & Project Pass-Thru	76,100	260.61	29,268.66	46,831	38%
<b>TOTAL EXPENSES</b>	<b>2,196,100</b>	<b>233,951.30</b>	<b>1,690,589.18</b>	<b>505,511</b>	<b>77%</b>
	Bal. 4/30/21	142,337.34	142,337.34	Bal. 4/30/21	
	<b>Operating Acct. Balance 4/30/21</b>		<b>142,337.34</b>		

**Apalachee Regional Planning Council  
Budget Report as of 3/31/21**

Bal. 2/28/21      Bal. 9/30/20  
60,377.34      203,442.44

LINE-ITEM	FY 20/21	March	FY-To-Date	Budget	Budget
General Revenue	Budget	2021	as of 3/31/21	Balance	Used
EDA Planning Grant	70,000	-	35,000.00	35,000	50%
EDA Disaster Recovery Coordinator	60,000	-	40,000.00	20,000	67%
EDA CARES Planning	200,000	100,000.00	100,000.00	100,000	50%
EDA - Franklin LTR	-	-	20,000.00	(20,000)	
Legacy RLF - Admin	10,000	7,031.93	7,031.93	2,968	70%
CARES RLF - Admin	25,000	900.00	900.00	24,100	4%
REVIVE RLF - Admin	10,000	-	-	10,000	0%
FDEM - Hazards Analyses	22,000	9,068.67	18,137.34	3,863	82%
FDEM - HMEP Planning	25,000	-	25,000.00	-	100%
FDEM - HMEP Training	25,000	3,220.00	3,220.00	21,780	13%
FDEM - LEPC Support Staff	80,000	-	20,600.00	59,400	26%
FDEM - State Regional Evacuation	71,600	-	23,867.00	47,733	33%
Small Emergency Planning Contracts	10,000	-	-	10,000	0%
EPA - Brownfield	165,000	15,250.00	15,250.00	149,750	9%
NFWF Franklin 98 - Admin	68,000	-	38,953.71	29,046	57%
NFWF Franklin 98 - Project	301,000	-	588,530.00	(287,530)	196%
NGMSSC - Alligator Point	20,000	3,340.00	23,597.00	(3,597)	118%
FDEP - SQG	33,000	-	-	33,000	0%
Small Environmental Contracts	2,500	-	17,000.00	(14,500)	680%
Calhoun HHRP - Admin	150,000	15,400.00	48,000.00	102,000	32%
CRF - Calhoun Liberty & Gulf	42,000	-	18,668.73	23,331	44%
Calhoun SHIP	20,000	-	-	20,000	0%
ARPC County Dues	65,000	-	34,805.50	30,195	54%
Big Bend Healthcare - Admin	120,000	-	70,000.00	50,000	58%
CoC - Admin	30,000	2,500.00	12,500.00	17,500	42%
FRCA - Admin	60,000	4,900.00	26,250.00	33,750	44%
FDEO - GM Toolkit	40,000	-	-	40,000	0%
FDEO - Eastpoint Competitive FL	35,000	-	-	35,000	0%
FDEO - Carrabelle Competitive FL	33,000	-	-	33,000	0%
FDEO - Campbellton Competitive FL	33,000	-	-	33,000	0%
Misc. Small TA Contracts	5,000	-	12,700.00	(7,700)	254%
CTD - Transportation Disadvantaged	185,000	-	77,589.96	107,410	42%
FDOT - RideOn	150,000	41,575.94	72,966.47	77,034	49%
QGAA - Admin	30,000	2,500.00	15,000.00	15,000	50%
<b>TOTAL REVENUE</b>	<b>2,196,100</b>	<b>205,686.54</b>	<b>1,365,567.64</b>	<b>830,532</b>	<b>62%</b>
<b>General Expenses</b>					
Salaries	1,010,000	78,929.00	518,222.00	491,778	51%
Fringe Benefits (FICA, CHP & FRS)	300,000	26,696.76	164,183.64	135,816	55%
Travel	50,000.00	1,263.59	8,950.67	41,049	18%
Consultants (Contract Required)	559,000.00	30,958.75	651,318.75	(92,319)	117%
Accounting	1,000	48.00	358.00	642	36%
Advertising	5,000	289.61	1,754.31	3,246	35%
Audit	25,000	-	-	25,000	0%
Board Meeting Expenses	4,000	-	231.35	3,769	6%
Dues (FRCA, NADO, SERDI & Other)	25,500	5,125.00	15,050.00	10,450	59%
Equipment Lease - Copiers	12,000	788.75	5,576.56	6,423	46%
Insurance (Work Comp, Liability)	15,000	874.50	10,492.76	4,507	70%
IT Tech Support & Equipment	25,000	870.13	13,177.87	11,822	53%
Legal	6,000	-	-	6,000	0%
Licenses (REMI)	6,500	-	-	6,500	0%
Miscellaneous	500	-	-	500	0%
Office Supplies	5,000	632.95	1,936.48	3,064	39%
Postage	3,000	120.61	1,785.11	1,215	60%
Rent	55,000	4,595.00	27,570.00	27,430	50%
Subscriptions & Publications	500	107.99	264.04	236	53%
Telephone & Internet	12,000	1,104.98	6,758.29	5,242	56%
Contingency & Project Pass-Thru	76,100	1,286.06	29,008.05	47,092	38%
<b>TOTAL EXPENSES</b>	<b>2,196,100</b>	<b>153,691.68</b>	<b>1,456,637.88</b>	<b>739,462</b>	<b>66%</b>
	Bal. 3/31/21	<b>112,372.20</b>	<b>112,372.20</b>	Bal. 3/31/21	
	<b>Operating Acct. Balance 3/31/21</b>		<b>112,372.20</b>		

## AGENDA ITEM 6 – B – 1

### ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM

Caroline Smith – Olu Akinrinde – Adriana Silva

#### 2018-2022 Comprehensive Economic Development Strategy (CEDS) Update

ARPC staff is coordinating with regional partners to implement CEDS objectives. ARPC staff are currently finalizing the *2020 CEDS Update*.

#### EDA Investment Priorities Update

The U.S. Department of Commerce's Economic Development Administration (EDA) recently updated their investment priorities for EDA grant funding, which are listed below:

1. **Equity:** Economic development planning or implementation projects that advance equity across America through investments that directly benefit traditionally underserved populations or underserved communities within geographies that have been systemically and/or systematically denied a full opportunity to participate in aspects of economic prosperity, and rural areas with demonstrated, historical underservice.
2. **Recovery & Resilience:** Economic development planning or implementation projects that build economic resilience to and long-term recovery from economic shocks, like those experienced by coal and power plant communities, or other communities impacted by the decline of an important industry or a natural disaster, that may benefit from economic diversification-focused resilience.
3. **Workforce Development:** Economic development planning or implementation projects that support workforce education and skills training activities directly connected to the hiring and skills needs of the business community and that result in well-paying, quality jobs.
4. **Manufacturing:** Economic development planning or implementation projects that encourage job creation, business expansion, technology and capital upgrades, and productivity growth in manufacturing.
5. **Technology-Based Economic Development:** Economic development planning or implementation projects that foster regional knowledge ecosystems that support entrepreneurs and startups, including the commercialization of new technologies.
6. **Environmentally-Sustainable Development:** Economic development planning or implementation projects that help address the climate crisis including through the development and implementation of green products, processes (including green infrastructure), places, and buildings.
7. **Exports & Foreign Direct Investment (FDI):** Economic development planning or implementation projects that enhance or build community assets to support growth in US exports or increased foreign direct investment.

## Other Technical Assistance

ARPC staff continue to assist regional partners with economic development planning, intergovernmental coordination, COVID-19 economic recovery, grant writing, and other tasks.

### Community Planning Toolkit

ARPC staff are finalizing a *Community Planning Toolkit*, which will support local growth management planning activities, especially activities related to local government *Comprehensive Plans* and *Land Development Regulations*. Once the *Community Planning Toolkit* is completed, printed and electronic copies will be sent to each local government in the Region for staff use.

### Competitive Florida Partnership Grant, FY 2021-2022

The application window for the FL Dept. of Economic Opportunity's (DEO) *Competitive Florida Partnership Grant* will close on May 25, 2021. The grant provides funding to rural communities to write a community-driven, asset-based *Economic Development Strategy*. ARPC staff are assisting the City of St. Marks with an application to this grant program for FY 2021-2022.

### Community of Eastpoint, Competitive Florida

ARPC staff held the third and final public workshop for Eastpoint's *Competitive Florida Partnership Grant* on May 17, 2021. ARPC staff are working to finalize Eastpoint's *Economic Development Strategy* and will close out grant activities in June 2021.

### City of Carrabelle, Competitive Florida

ARPC staff recently facilitated the Carrabelle's virtual asset mapping exercise and third public workshop for the city's *Competitive Florida Partnership Grant*. ARPC staff are finalizing Carrabelle's *Economic Development Strategy* and will close out grant activities in June 2021.



Figure 1: Aerial view of Carrabelle, taken by drone for the City's virtual Asset Mapping Exercise as part of grant activities for Carrabelle's Competitive Florida Partnership Grant.

## Town of Campbellton, Competitive Florida

ARPC staff hosted the third public workshop for Campbellton's *Competitive Florida Partnership Grant*, during which stakeholders provided feedback on the draft economic development strategy. ARPC staff are finalizing Campbellton's strategy and will wrap up the project in June.



Figure 2: Campbellton's Volunteer Fire Department, which recently acquired a new washer and dryer using CARES funding.

## Town of Campbellton, Campbellton Crossroads

ARPC staff continue to work towards the creation of a *Town Center Redevelopment Plan*, which is being funded through the FL DEO *Rural Infrastructure Fund (RIF)*. ARPC staff held the third workshop on April 1, 2021 and will facilitate the fourth and final public workshop on May 20, 2021. The resulting plan, once approved by the Town Council, will be transferred to an engineering firm to determine feasibility and costs.

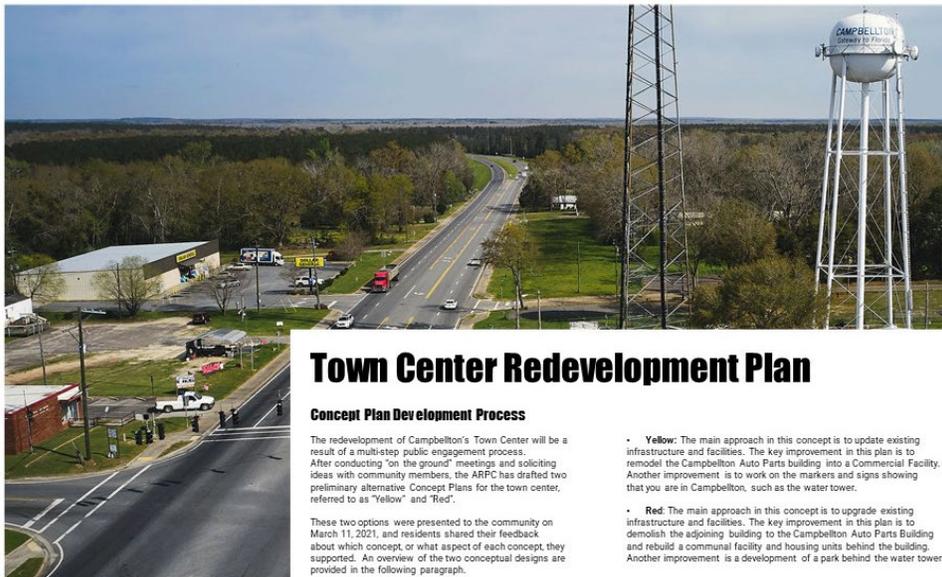


Figure 3: Cover page for Campbellton's draft Town Center Redevelopment Plan.

Town Center Redevelopment Plan  
Town of Campbellton, FL

### DEO Rural Infrastructure Fund (RIF) Special Appropriation, 2021-2023

ARPC staff assisted Liberty County, the Town of Havana, and the City of Midway with applications for the FL DEO *Rural Infrastructure Fund (RIF) Specific Appropriation 2314* for inland counties impacted by Hurricane Michael. All three planning projects have been awarded funding. ARPC staff are currently working with these local governments to refine the scopes of work and prepare to begin project activities.

Liberty County received funding for a *Broadband Feasibility Study*. The Town of Havana and the City of Midway received funding for *Downtown Redevelopment Plans*.

### DEO Community Planning Technical Assistance (CPTA) Grant, FY 2021-2022

ARPC staff submitted several applications on behalf of local governments for the FL DEO *Community Planning Technical Assistance Grant*, including an application on behalf of the Town of Havana to conduct a *Bike Trail Feasibility Study*. The application window closed on May 18, 2021.

### University of Florida (UF) Shimberg Center

ARPC staff are collaborating with the UF Shimberg Center on a disaster-focused data-based project, which will serve to pilot the concept of a *Disaster Preparedness and Recovery Data Clearinghouse* for the Apalachee Region. ARPC staff and UF Shimberg Center staff are currently finalizing the scope of work for the initiative. UF Shimberg Center staff have also submitted a grant application that, if funded, would provide at least partial funding for an ARPC staff position.

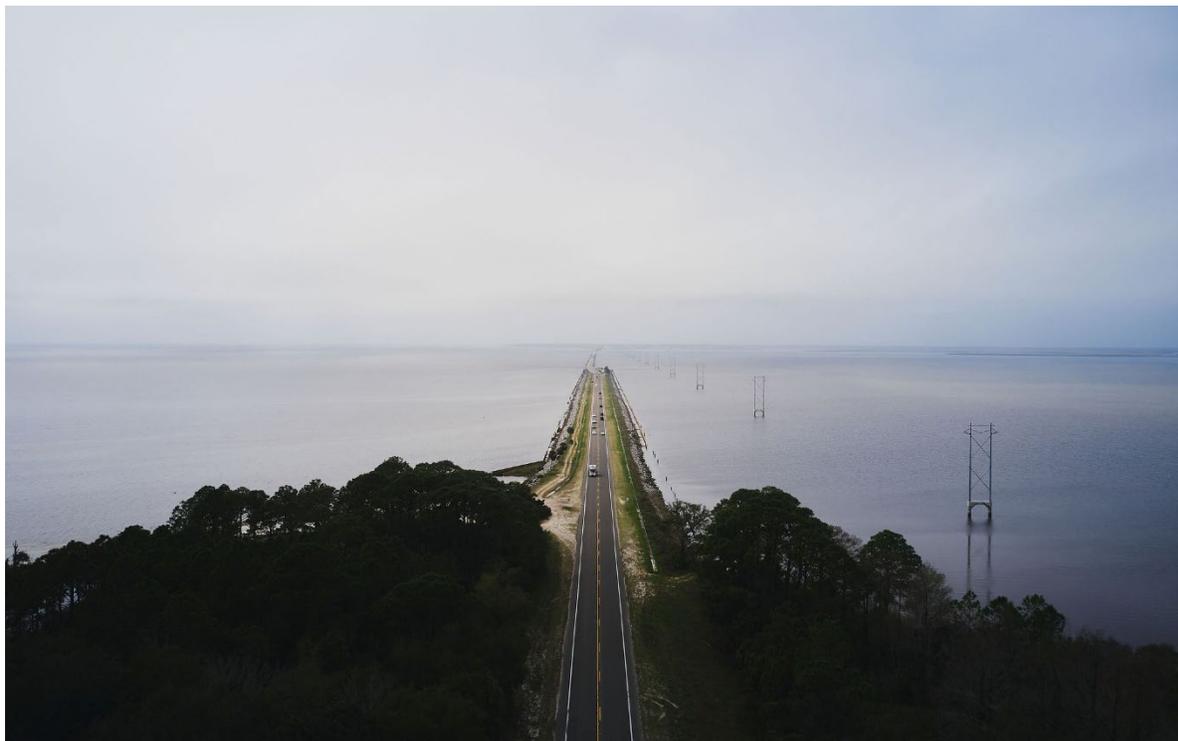


Figure 4: Aerial view of the bridge over the Apalachicola Bay, taken by drone for Eastpoint's virtual Asset Mapping Exercise as part of grant activities for their Competitive Florida Partnership Grant.

## AGENDA ITEM 6 – B – 2

### ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) DISASTER RESILIENCE & RECOVERY PROGRAM – Ben Chandler

#### Program Summary

The original two-year grant awarded to the ARPC by the U.S. Department of Commerce, Economic Development Administration (EDA) to fund the *Disaster Resilience & Recovery Program* has ended as of March 2021. However, the efforts of the program continue through the CARES Act planning grant awarded to the ARPC by EDA in 2020. As such, the program continues to partner with federal, state, and regional agencies, as well as local government officials, in the implementation of ongoing initiatives in response to Hurricane Michael and the COVID-19 pandemic.

#### Rural Recreational Economy (RRE) Alliance

The goal of RRE Alliance is to identify and build local capacity and cross-sector partnerships to support long-term economic recovery and resilience in the Florida Panhandle and promote a successful regional recreational economy. In continuing the regional partnership with the RRE Alliance (an outcome of the Recovery & Resiliency Partnership Project [R<sup>2</sup>P<sup>2</sup>]), two projects aimed at regional recreational connectivity are being focused upon: the feasibility of adding a bike path to the Apalachicola River bridge connecting Sneads and Chattahoochee and the Chattahoochee-to-Bristol Trail (C2B).

#### Apalachicola River Bridge Bike Path

Discussion is in the initial stages to explore the opportunities and logistics for adding/constructing/restriping a bicycle path across the Apalachicola River on Victory Bridge between Sneads and Chattahoochee (Figure 1). This path would serve to connect biking opportunities along the Historic U.S. 90 corridor. The RRE Alliance is coordinating with the FL Dept. of Transportation (FDOT) - District 3 and the Capital Region Transportation Planning Agency (CRTPA) to evaluate the feasibility of creating a path with either the existing right-of-way and configuration or looking toward future construction (when the time comes) for a replacement bridge.



*Figure 1: Victory Bridge (Apalachicola River), view from Chattahoochee River Landing. Photo by Ben Chandler, 2014.*

## Chattahoochee-to-Bristol Trail (C2B)

This effort is a continuation of the feasibility study prepared by the ARPC in 2017 (Figure 2). At this stage, the RRE Alliance is seeking to coordinate with landowners and potentially team with the *Franklin's Promise Coalition* through their Conservation Corps youth development program as a possible option for future trail-building opportunities.

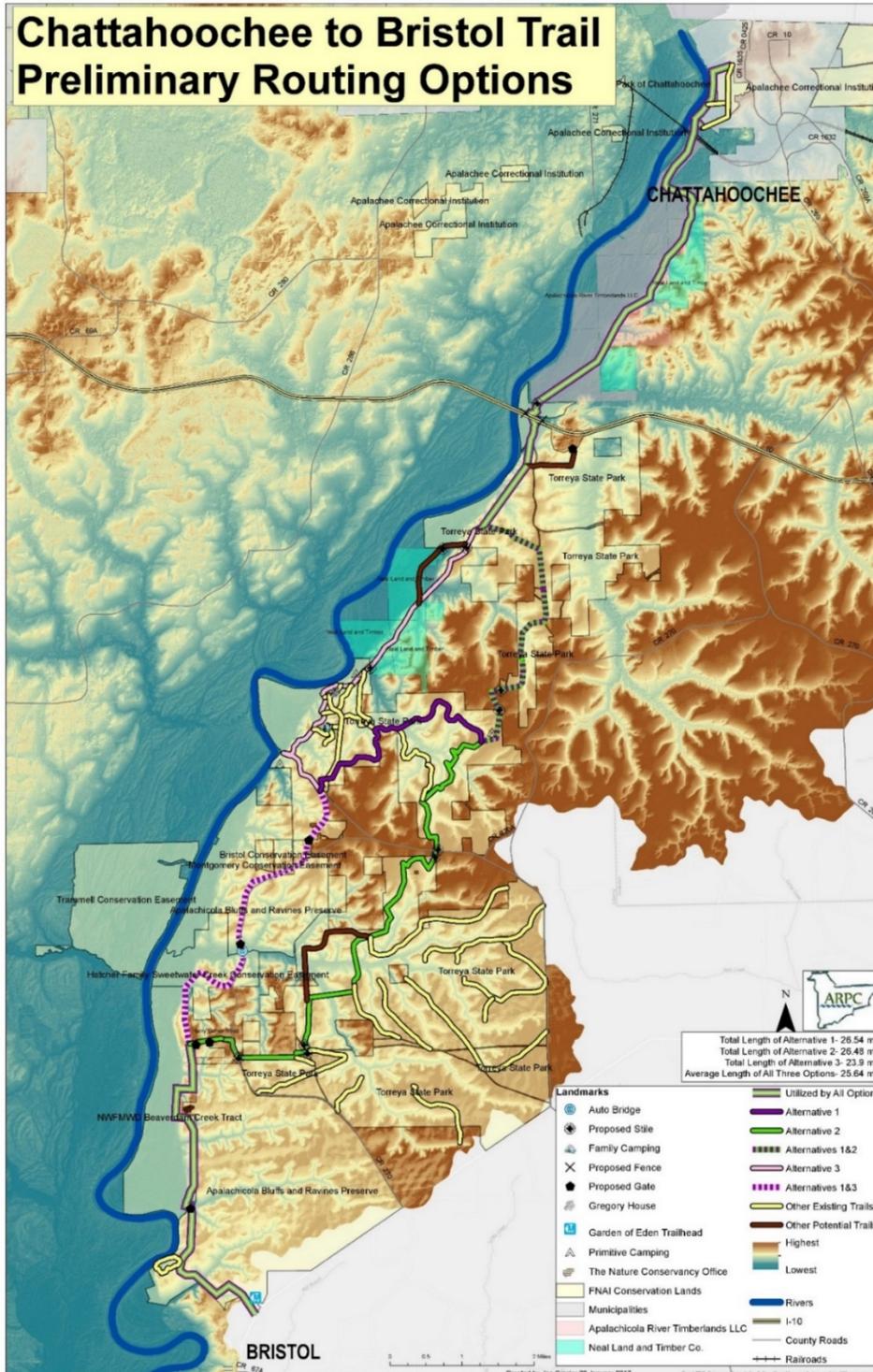


Figure 2: *Chattahoochee-to-Bristol Trail Feasibility Study* (ARPC, May 2017).

## Grant Application Assistance – Recovery & Resiliency Partnership Projects (R<sup>2</sup>P<sup>2</sup>)

### City of Quincy and Quincy CRA

To implement design plans from the R<sup>2</sup>P<sup>2</sup> program, the ARPC assisted the City of Quincy in preparing an application under the *Rebuild Florida Hometown Revitalization Program*. This program is administered by the FL Dept. of Economic Opportunity (DEO) through funding by the U.S. Department of Housing and Urban Development (HUD) *Community Development Block Grant – Disaster Recovery (CDBG-DR)*. These funds were federally allocated as part of the *Supplemental Appropriations for Disaster Relief Act, 2018* and the *Additional Supplemental Appropriations for Disaster Relief Act, 2019*.

In the scope of work, the City will be improving streetscapes, sidewalks, and physical improvements to the historic downtown commercial areas around the County Courthouse (Figure 3). The block of Washington Street north of the courthouse, between Adams Street and Madison Street is proposed to serve as a convertible event plaza that accommodates both everyday traffic use as well as special events. Also, to support a vibrant and prosperous downtown with improved streetscapes, streetscape improvements at each of the four intersections would create “parklets” that include wider, safer sidewalks and street crossings, outdoor gathering areas, and improved visibility for storefronts. Finally, the Kelly Lot “brownfield,” located on the south side of W. Franklin Street between Monroe Street and Adams Street, is planned for redevelopment as *Gerald “Andy” Gay III Park*. It will serve as a dedicated downtown greenspace for festivals and community events. The City of Quincy and Quincy CRA have received notice from DEO that their application for funding has passed the first level of review and a virtual site visit by the Department is scheduled for Tuesday, May 18.

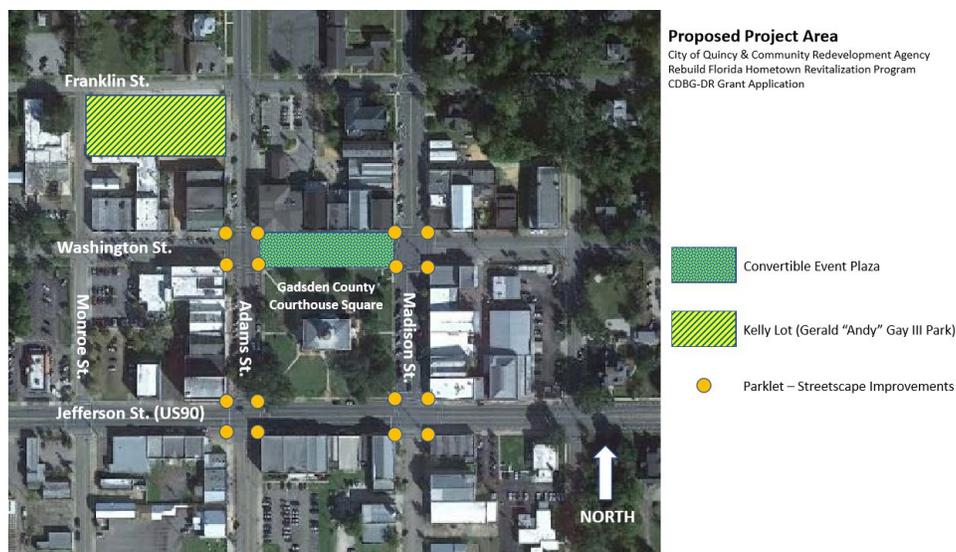


Figure 3: Convertible Event Plaza on Washington Street. Graphic courtesy of the City of Quincy Recovery and Resiliency Partnership Project, 2020.

## Gulf County – Triumph Gulf Coast Grant Application Assistance

As reported in March, the ARPC provided support to the Port Authority of Port St. Joe, Gulf County, and the Gulf County Economic Development Coalition in the preparation of a *Triumph Gulf Coast* grant application to dredge the shipping channel to provide access for domestic and international trade activity at the Port of Port St. Joe. That application, requesting \$17.5 million, was submitted to the Triumph Board on March 11, 2021. Subsequently, Gulf County is separately applying for funding from Triumph Gulf Coast, Inc. to construct a floating dry dock at the Port St. Joe Shipyard. This project proposes to build needed infrastructure to support vessel outfitting and repair of current committed shipbuilding industry and will create an estimated 225 new skilled workforce jobs. The new infrastructure will include a self-docking floating dry dock capable of accommodating large vessels to serve existing committed industry as well as serve as a catalyst for further development in Gulf County and the Region.

The completion of these important projects are critical components to further develop the Gulf-to-Gadsden Freight Logistics Zone (FLZ), a regional keystone project for economic development in Florida’s rural Panhandle area (Figure 4).

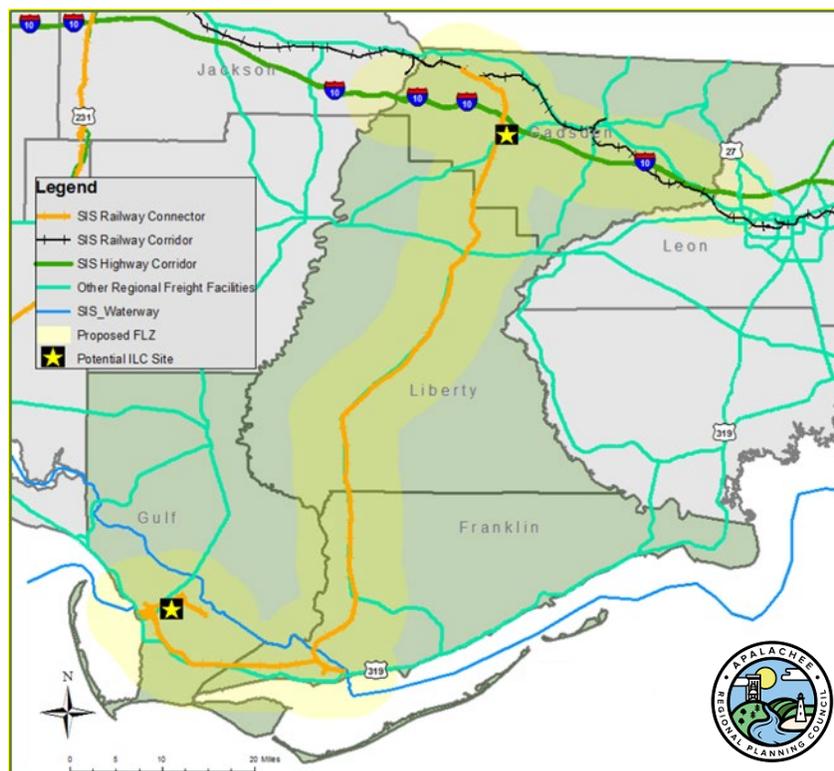


Figure 4: Gulf-to-Gadsden Freight Logistics Zone

The drydock design has been completed and Eastern Shipbuilding has agreed exclusively to lease and operate the dry dock following the permitting and dredging of the channel. The

project will provide foundational support to Eastern Shipbuilding's contract with the U.S. Coast Guard to design and manufacture offshore patrol cutters.

The FLZ has an extensive regional network of intermodal assets serving north Florida, the southeastern United States, and the Midwest. Anchored by the Port of Port St. Joe, the FLZ is serviced by several significant components of Florida's Strategic Intermodal System (SIS), including state and regionally significant roads, rail lines, intracoastal waterways, and coastal shipping lanes.

### **Town of Havana – Central Business District/Historic Preservation Ordinances**

During the months of March through May, ARPC staff has been assisting the Town of Havana with preparing and updating ordinances for the Central Business District (CBD) and to establish a historic preservation designation process. These ordinances are intended to preserve and protect the town's history and heritage while fostering an environment to spur economic development and recovery. Havana Main Street has been an important partner in this process.

### **Liberty County – Communications Infrastructure Master Plan**

On behalf of the Liberty County Board of County Commissioners, and in support of the Liberty County Sheriff's Office, Liberty County School Board, County Departments (including Emergency Services, Fire Control, and other public works services), and the Liberty County Chamber of Commerce, the ARPC has proposed a scope of work for a DEO *Community Planning Technical Assistance* grant to develop a *Communications Infrastructure Master Plan* for Liberty County.

Updating and enhancing the County's communication infrastructure is consistent with the primary goals and objectives of the Liberty County *Long-Term Recovery Plan* from Hurricane Michael. The primary purpose for developing this plan is to have a defined project (or set of prioritized projects) as a foundational basis for all future grant funding requests to physically procure the needed updated communications equipment and/or otherwise to rehabilitate, repair, or construct the necessary infrastructure to support reliable and effective county-wide communications among internal departments and external partners.

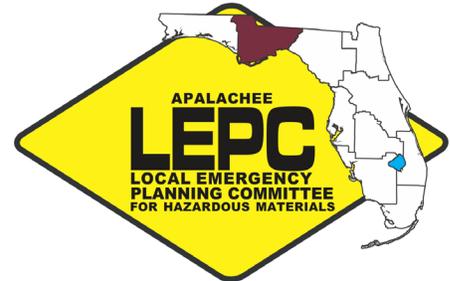
**AGENDA ITEM 6 – B – 3**

**EMERGENCY PLANNING PROGRAM**

Zach Annett – Anthony Carpanini – Denise Imbler

**Regional Hazardous Materials Program**

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



Quarterly Meetings

ARPC staff held the most recent meeting of the Apalachee LEPC on March 10, 2021 virtually via GoToMeeting. During the meeting, the LEPC membership discussed the activities that occurred during the previous quarter, as well as training and exercise opportunities. The next LEPC meeting will be in May 2021. The location has yet to be determined.

Hazardous Materials Exercises

ARPC staff and the Jackson County Emergency Management Office held a hazardous materials tabletop exercise on March 18, 2021. The exercise scenario involved a chlorine release from a well facility near the town of Cottdale. At least five agencies from across the Region participated.

Hazardous Materials Training

The following training sessions were distributed virtually in the Region over the past quarter:

- *Steel Drum 101 Webinar for First Responders* - Transportation Community
- *Awareness and Emergency Response* - TRANSCAER
- *CAMEO Data Manager* - National Association of SARA Title III
- *Ethanol Emergency Response Webinar* - TRANSCAER
- *Virtual Science of Chemical Releases (SOCR)* - NOAA Office of Response and Restoration.

The following trainings have been scheduled and will be sponsored by the Apalachee LEPC in the upcoming quarter:

Date	Course	Attendance
5/10/21-5/13/21	Four 8-Hr HazMat Technician Refresher Courses	TBD
5/24/21-5/28/21	Four 8-Hr HazMat Technician Refresher Courses	TBD

Figure 1: Apalachee LEPC-sponsored training dates for the upcoming quarter.

### Hazard Analysis

ARPC staff will be distributing the completed 2020-2021 Hazardous Analysis to all LEPC members and interested parties. Staff will also be informing facility owners and operators that the information on their corresponding facility is now available.

### Public Outreach

ARPC staff participated in the Jefferson County *Build-a-Bucket Hurricane Preparedness* event on April 16, 2021. The event was held by the Jefferson County Sheriff's Office Division of Emergency Management and disaster preparedness kits were distributed to all those in attendance. Staff distributed information on the *Emergency Planning and Community Right-to-Know Act* and discussed how to take proper precautions during a hazardous materials release. These precautions included directions regarding how to shelter-in-place and the steps necessary during an emergency evacuation.

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

ARPC staffs the Big Bend Healthcare Coalition (BBHCC), which held its most recent meeting virtually on March 2, 2021 with approximately eighty (80) participants from throughout the Region. During the meeting, Alliant Quality provided the members with a presentation focusing on the goals and mission of their organization to collaborate with community coalitions and nursing homes to improve quality within these facilities. The Department of Health in Leon County also updated members on the status of COVID-19 vaccination efforts within the community. The next general membership meeting of the BBHCC is scheduled for June 1, 2021.



### COVID-19 Response

Staff continues to support local public health and emergency response officials in their response to COVID-19. This support includes sharing of information such as current *Executive Orders*, monthly newsletters, and assisting local health partners with vaccination distribution planning.

Staff has partnered with All Clear Emergency Management Group to host a series of workshops with coalition members to develop a *Regional Infectious Disease Response Plan*. To date, two workshops have been held and the *Plan* is on schedule to be completed by early June. This *Regional Infectious Disease Response Plan* will be distributed to members across the Region and will be used to inform other infectious disease planning projects in the future.

### Trainings, Exercises, and Outreach

The Coalition is partnering with the District 2 Medical Examiner's Office, the Florida Department of Law Enforcement, Tallahassee Memorial Hospital, and the Leon County Sheriff's Office to develop a tabletop exercise to evaluate the Region's *Mass Fatality Plan*. The exercise is scheduled for June 17, 2021 and will include participants of various emergency response disciplines from throughout the Region.



## **Statewide Regional Evacuation Study (SRES)**

Florida's ten regional planning councils are under contract with the Florida Division of Emergency Management (FDEM) to update the *Statewide Regional Evacuation Study (SRES)*. ARPC staff recently completed an update of small area data and are currently coordinating with the county Emergency Management Departments to review evacuation routes. The *Apalachee RES* update will also include updated data regarding evacuation behavioral analyses, evacuation transportation networks, and evacuation clearance times. The updated report will be completed by June 30, 2021.

### **Other Technical Assistance**

ARPC staff is working with the City of Carrabelle to review and make any final edits to the *Continuity of Operations Plan (COOP)* and its annexes before submitting it for approval by the City Commission at the June 3<sup>rd</sup> City Commission meeting.

ARPC staff will be working with Liberty County to apply for a *Community Planning Technical Assistance Grant* to develop a *Communications Infrastructure Master Plan* for the County. The goal of this plan is to identify the current scope of coverage for the County's communications systems and develop a plan to address and fill any gaps to increase their emergency preparedness and communication capabilities.

**AGENDA ITEM 6 – B – 4 a**

**LEGACY REVOLVING LOAN FUND (RLF) REPORT – Jana Williams**

**Approved Loan Applications**

Three Legacy RLF loans, totaling \$55,000, have been approved (and closed) by the ARPC Executive Committee since the March 25, 2021 ARPC Full Board Meeting. All three loan recipients – the Corner Café, Marlowe Logging, and Tri-State Termite & Pest Control -- are current Legacy RLF borrowers with perfect pay-back histories. The additional funds will allow for continued business expansion (refer to Table 1). As of April 30, 2021, the Legacy RLF has \$68,948.27 available for lending.

**Table 1. Approved Legacy Revolving Loan Fund Recipients**

<b>Business Name</b>	<b>County</b>	<b>Loan Amt</b>	<b>Loan Closed in</b>	<b>Purpose of Loan</b>
Corner Café	Gulf	\$10,000	April 2021	To purchase another mobile home on their rental property.
Marlowe Logging	Liberty	\$20,000	April 2021	To purchase a new tractor and loader.
Tri-State Termite & Pest Control	Calhoun	\$25,000	April 2021	To purchase a replacement service vehicle.

- 1. Corner Café:** Mitchell and Ann Johnson, owners of Corner Café in Wewahitchka requested an additional loan from the ARPC for \$10,000 to add another mobile home on their rental property lot in Wewahitchka. The rental property currently has three residential units, and the requested loan would allow them to add a fourth unit. The noted rental property serves as the collateral property for the Johnson’s first loan from the ARPC.

The Johnsons borrowed \$40,000 from the ARPC Legacy RLF in January 2020 to expand the kitchen and dining area of their restaurant, which has been in operation for eleven (11) years. The Johnsons completed the renovations funded by the first RLF loan and were able to adapt business operations during the 2020 COVID restrictions and keep the business open. The restaurant has four (4) full-time



*Figure 1: Mitchell Johnson at the Corner Café.*

employees. In addition to owning and managing the restaurant property, Mr. & Mrs. Johnson own and maintain a rental property with three (3) residential tenants. The purchase of the additional unit will allow the Johnsons to add one (1) part-time employee for maintenance at the restaurant and on the rental units.

- 2. Marlowe Logging:** Leo Marlowe requested an additional loan of \$20,000 to purchase a new tractor and loader for his sawmill business. Mr. Marlowe has requested that the new loan be combined with his existing Legacy RLF loan balance of \$22,800, for a new total balance of \$42,800.

Mr. Marlowe paid off his first loan from the ARPC in 2019 which was used to purchase a small skidder. Subsequently, Mr. Marlowe borrowed \$28,000 from the ARPC to purchase a portable sawmill which he currently uses in his logging operations. In 2018, Hurricane Michael created a new demand for hardwoods to be sawn into lumber for local property owners. The old forklift and tractor that Mr. Marlowe has been using to load the logs onto the sawmill are at the end of their useful life and the new tractor will allow him to operate more efficiently and immediately increase the volume of lumber that can be produced by the sawmill.



*Figure 2: Mr. Marlowe's sawmill.*



*Figure 3: Mr. Marlowe's new tractor.*

**3. Tri-Sate Termite and Pest Control:**

Dee Ridley, owner of Tri-State Termite and Pest Control, requested a new loan of \$25,000 to purchase a replacement service vehicle. Mr. Ridley has a perfect loan payment history with the ARPC RLF Program since the closing of his first loan in October 2013 and his second loan in 2019. The business will retain the three (3) existing full-time jobs and with the continued growth they are experiencing, Mr. Ridley projects adding one (1) more full-time job at the end of twelve (12) months. Mr. Ridley serves customers in Calhoun, Franklin, Gadsden, Gulf, Jackson, and Liberty counties.



*Figure 4: Tri-State Termite & Pest Control service truck.*

**New Loan Applications**

No new loan applications have been received for the Legacy RLF since approval of the above loans at the ARPC Executive Committee meeting (also held on March 25, 2021).

**AGENDA ITEM 6 – B – 4 b**

***Regional Economies Vested in Vital Enterprises (REVIVE!)***  
**REVOLVING LOAN FUND (RLF) REPORT – Jana Williams**

The *Regional Economies Vested in Vital Enterprises (REVIVE!)* program is a \$1 million Revolving Loan Fund (RLF) to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs in Leon County. Full attention is directed at promoting the REVIVE! RLF program to women and minority-owned business owners in Leon County and guiding loan applicants through the REVIVE! RLF loan application process. Beginning with a balance of \$1 million, the REVIVE! RLF currently has \$785,000 available for lending.

**Approved Loan Applications**

Three REVIVE! RLF loans, totaling \$80,000, have been approved by the ARPC Executive Committee since the March 25, 2021 ARPC Full Board Meeting.

**Table 1. Newly Approved REVIVE! Revolving Loan Fund Recipients**

<b>Business Name</b>	<b>County</b>	<b>Loan Amt</b>	<b>Loan Closed in</b>	<b>Purpose of Loan</b>
Crowning Glory	Leon	\$20,000	May 2021*	To purchase additional equipment and for working capital.
New Era Entrepreneur Network	Leon	\$30,000	May 2021*	To renovate/upgrade two adjacent properties located within the Greater Bond neighborhood.
H.E.R.Z Development	Leon	\$30,000	May 2021*	To use as working capital to cover business 'soft costs' (i.e., land surveys, marketing, etc.)

*\*Anticipated closing date.*

- 1. Crowning Glory:** Crowning Glory, LLC is a start-up custom embroidery and sewing business that was founded by Ms. Sandra Charleston after her doctor advised her to seek employment in a less COVID-risky environment than retail sales. The requested funds will be used to purchase a new commercial 10-needle embroidery machine, an outdoor structure to serve as a backyard workshop, and working capital to pay for materials and marketing expenses. These purchases will enable her to create large orders in a shorter amount of time. Ms. Charleston will be the sole



*Figure 1: Ms. Charleston, modeling a custom mask and lap cover.*

employee at Crowning Glory, LLC, until she acquires enough customers/contracts to hire a part-time assistant.

- 2. New Era Entrepreneur Network:** Dr. Christopher Daniels is the president of this five-year old company that repairs and upgrades apartments in the southside area of Tallahassee to provide much needed affordable housing. Dr. Daniels has extensive experience in property redevelopment and is also strongly connected to the affordable housing network within Tallahassee. His business also educates young men and women regarding construction skills, financial literacy, and the importance of real estate investing. The requested funds will be used to renovate/upgrade two adjacent properties located within the Greater Bond neighborhood, which is located within walking distance to Florida A&M University and Bond Elementary School. The Greater Bond community recently received a \$6.4 million grant over the next three years from the City of Tallahassee’s Community Redevelopment Agency and there are currently 87 vacant properties that are available for renovation in this area. The loan proceeds will help to retain five (5) jobs and create approximately ten (10) more sub-contracting jobs.



*Figure 2: Dr. Daniels with a New Era work crew at Building 1 of the project site.*

- 3. H.E.R.Z Development:** Mal’Lica Benton is the founder and owner of H.E.R.Z Development, LLC (“H.E.R.Z”), a start-up company in the business of providing affordable detached single-family homes in Leon and Gadsden counties. Distressed properties are acquired and reconditioned to their fair market value. Her company also targets in-fill lots of well-established communities or lots with existing structures that are damaged beyond repair for their new construction projects. Ms. Benton strives to sell redeveloped and new construction homes at affordable price points not to exceed an average monthly mortgage payment of more than 30% of the area’s average median income (max. price: \$200,000). Therefore, the maximum estimated monthly mortgage payment on a H.E.R.Z home in Leon County would be \$1,328, and in Gadsden County it would be \$1,035.

Ms. Benton requested a loan for \$30,000 and plans to use the loan for working capital, including payments for the ‘soft-costs’ of her business such as marketing, land surveying,

insurance, and upfront building material costs. She is the full-time owner of the business and, in addition to herself, she currently employs one (1) full-time employee and one (1) part-time employee. Therefore, the loan is projected to retain 2.5 jobs. One of Ms. Benton's goals is to be able to keep her construction work crew continually employed, rather than paying them on a 'per job' basis.



*Figure 3: H.E.R.Z founder, Ms. Benton, at the 3107 Prospect St. project in Apalachee Ridge Estates (near Jack McLean Park).*



*Figure 4: A successful H.E.R.Z project - 4bd/2ba home (817 Millard St.) that sold for \$129,000.*

### **New Loan Applications**

ARPC staff has been busy vetting and reviewing loan application materials. ARPC staff is currently working with a guardianship attorney and the founder of a performing arts company to see if the REVIVE! RLF program is the right fit for them.

### **Marketing & Outreach**

ARPC staff is diligently working to spread the word about the ARPC REVIVE! RLF to small business owners in Leon County. Now that the pandemic is slowing down, ARPC staff has begun hosting a community outreach booth at festivals and other community outreach events (that follow social distancing and face mask policies) to spread the word about the RLF program.

**AGENDA ITEM 6 – B – 4 c**

**ARPC CARES ACT REVOLVING LOAN FUND (RLF) REPORT – Jana Williams**

The CARES Act Revolving Loan Fund (RLF), program is a Revolving Loan Fund (RLF) seeking to provide to small business owners within the Apalachee Region (specifically Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty, and Wakulla counties) with gap financing to help them survive and recover from the impacts of the pandemic. Beginning with a balance of \$580,000, the CARES Act RLF currently has \$100,000 available for lending.

**Approved Loan Applications**

Three CARES Act RLF loans, totaling \$300,000 have been approved by the ARPC Executive Committee since the March 25, 2021 ARPC Full Board Meeting.

**Table 1. Newly Approved CARES Act Revolving Loan Fund Recipients**

Business Name	County	Loan Amt	Loan Closed in	Purpose of Loan
Dansby Trucking	Calhoun	\$25,000	May 2021*	To purchase a second semi-truck (used).
Rutabaga Café and Soiree Catering	Gadsden	\$25,000	May 2021*	To purchase additional kitchen/catering equipment.
Angelcare with a Vision – Assisted Living Facility (ALF)	Gadsden	\$250,000	May 2021*	To provide the necessary funding for a permanent re-location of the ALF. Funding will be used to purchase the land, purchase the portables, provide the capital needed to move the existing fire alarm system, install the sprinkler system, move the kitchen from the current location, and construct minor upgrades to the new kitchen.

*\*Anticipated closing date.*

- Dansby Trucking:** This start-up freight transport company was founded in Altha, Florida and currently transports regional commodities including agriculture, timber, steel (and any extra loads possible with one driver and a reset time). Kimberly and Jeremy Dansby, owners of Dansby Trucking, requested a loan for \$25,000 to purchase a second (used) semi-truck. Kimberly Dansby manages all business aspects of Dansby Trucking. She also owns and manages Suicidal Ink Tattoo and Piercing Studio in Blountstown, Florida, which



*Figure 1: Jeremy Dansby and his adopted son (in front of his current Dansby Trucking semi).*

has been in business since 2009 (but has been shuttered over the past year due to COVID-19). Mr. Dansby does the truck driving. The addition of a second truck will enable them to hire another driver (they have one on standby) and transport more freight.

**2. Rutabaga Café and Soiree Catering:**

In 2014, Chef Billy and his partner, Darrell Gibson, opened Soiree Catering, LLC, a catering business serving customers in Gadsden County and its surrounding area. One year later, the two men opened the Rutabaga Café, which has been featured in publications such as *Southern Living* and *Tallahassee Magazine*. The aftermath of Hurricane Michael in 2018 significantly slowed down business at the café and they were dealt a second blow when the COVID-19 pandemic slowed the café's business to a standstill and completely halted all of Soiree's catering gigs scheduled for 2020.



Figure 2: Chef Billy in front of the Rutabaga Café.

Chef Billy estimates that the between the two businesses, he lost about \$80,000 in revenue due to the coronavirus restaurant lockdown and the cancellation of both large and small catering events. Last month, Chef Billy reached out to Beth Cicchetti, Executive Director of the Gadsden County Development Council, expressing to her that without a boost in capital, he would be unable to meet the demands of his 67 upcoming catering events in addition to serving his loyal café customers. Ms. Cicchetti referred him to the ARPC, as the loss of Chef Billy's enterprises would have a significant negative economic impact on the City of Chattahoochee. Chef Billy and Darrell Gibson requested a \$25,000 loan to purchase a new commercial dishwasher, in addition to more steam well and prep tables for their catering events. This loan will enable the café to retain its current six (6) employees. Chef Billy anticipates hiring 3-5 additional catering and serving employees as business increases.

**3. Angelcare with a Vision:** The ARPC has approved a loan to Tammy Ceasor for \$250,000, which will provide the necessary funding for a permanent re-location of her 16-patient Assisted Living Facility (ALF), Angelcare with a Vision ("Angelcare"), from the City of Chattahoochee to the City of Gretna in Gadsden County. Ms. Ceasor is currently sub-leasing a portion of the old Chattahoochee High School from a local faith-based organization. Due to a water leak at this location, mold has developed in a portion of the building that Ms. Ceasor is leasing. It is financially infeasible for Ms. Ceasor to invest \$60,000 into a property that she does not own to bring it back into compliance with FL Dept. of Health (FDOH)



Figure 3: ALF residents enjoying foot baths at current Angelcare location (Chattahoochee, FL).

Currently, Angelcare has seven (7) full-time employees and one (1) part-time employee. With the loan for relocation and expansion, four (4) full-time jobs will be added to care for an additional four (4) residents. Without the approved funding from the ARPC CARES Act RLF, the eight (8) existing jobs would have been lost on May 31, 2021, with the pending FDOH forced closure.

### **New Loan Applications**

ARPC Staff is working with Spring Breeze Accounting and Taxes (Calhoun County). This women-owned business has requested a \$100,000 loan so that they can purchase the building that they are currently leasing as their storefront. If this loan is approved at the next ARPC Executive Committee meeting on Thursday, May 27, 2021, then all the initial CARES Act RLF program funding will have successfully been deployed.

standards for Assisted Living Facilities. Additionally, there would not be any guarantee that future problems will not develop due to the age and continued deterioration of the building.

Thus, in early April 2021, Ms. Ceasor signed a contract to purchase a 3-acre tract of land in the City of Gretna for the permanent relocation of her business. The City has approved her zoning application to relocate the business to the property, which is also served by City water and sewer. Ms. Ceasor has had the land cleared and prepared for the setup of the modular buildings she plans to purchase and move onto the new business property.



Figure 4: Angelcare - New Location after clearing the property (Gretna, FL).

**AGENDA ITEM 6 – B – 5**

**TRANSPORTATION PLANNING PROGRAM**

Kwentin Eastberg – Pat Maurer

**Transportation Disadvantaged (TD) Program**

Transportation Disadvantaged Coordinating Board (TDCB) meetings have now returned to in-person meetings. All meetings are open to the public and all are invited to attend (public health mandates will be followed). Meeting notices are published in local county newspapers, as well as on the ARPC website. A meeting calendar for the remaining meetings for Fiscal Year 2020-2021 is provided below.

***Transportation Disadvantaged Coordinating Boards  
2020 - 2021 Meeting Calendar***

<b>COUNTY</b>	<b>JUNE 2021</b>
<b>Calhoun 1:00 PM CT</b>	<b>1 Tuesday</b>
<b>Franklin 10:00 AM ET</b>	<b>2 Wednesday</b>
<b>Gadsden 2:00 PM ET</b>	<b>10 Thursday</b>
<b>Gulf 12:00 PM ET</b>	<b>2 Wednesday</b>
<b>Jackson 10:00 AM CT</b>	<b>1 Tuesday</b>
<b>Jefferson 10:00 AM ET</b>	<b>10 Thursday</b>
<b>Leon 2:00 PM ET</b>	<b>9 Wednesday</b>
<b>Liberty 3:30 PM ET</b>	<b>1 Tuesday</b>
<b>Wakulla 10:00 AM ET</b>	<b>9 Wednesday</b>

*Figure 1: TD meeting calendar for the remainder of Fiscal Year 2020-2021.*

**TD Planning Grant Allocation for Fiscal Year 2021-2022:**

The ARPC will again be continuing their role of the Designated Official Planning Agency for Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla counties. The Commission for the Transportation Disadvantaged (CTD) has issued the Planning Grant Funding Allocation for the period of July 1, 2021 to June 30, 2022. This year’s allocation has increased \$5,304 compared to the previous years’ planning grant allocation. The annual TD Planning Grant funds by county are as follows:

<b>County</b>	<b>Amount</b>
<b>Calhoun</b>	<b>\$20,283</b>
<b>Franklin</b>	<b>\$20,229</b>
<b>Gadsden</b>	<b>\$20,958</b>
<b>Gulf</b>	<b>\$20,309</b>
<b>Jackson</b>	<b>\$21,000</b>
<b>Jefferson</b>	<b>\$20,279</b>
<b>Leon</b>	<b>\$26,162</b>
<b>Liberty</b>	<b>\$20,155</b>
<b>Wakulla</b>	<b>\$20,667</b>
<b>Total</b>	<b>\$190,042</b>

The proposed ARPC Resolution 21-3 included on the following page is required by the Commission for the Transportation Disadvantaged and will authorize the ARPC Executive Director to execute the FY 21-22 TD Planning Grant Agreements for the counties listed above.

**ACTION NEEDED**

Motion to approve ARPC Resolution 21-3.



## APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

### ARPC RESOLUTION No. 21-03

**A RESOLUTION** of the Apalachee Regional Planning Council (hereafter referred to as the "BOARD") hereby authorizes the filing and execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

**WHEREAS**, the BOARD is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

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

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Chris Rietow, Executive Director, to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement on behalf of the Board acting as the Designated Official Planning Agency for Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla Counties with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Chris Rietow, Executive Director. The Registered Agent's address: is 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303.

**DULY PASSED AND ADOPTED THIS 20<sup>th</sup> DAY OF MAY 2021**

**BY THE: APALACHEE REGIONAL PLANNING COUNCIL**

\_\_\_\_\_  
Kristin Dozier  
ARPC Chair

ATTEST:

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

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

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

## **Community Transportation Coordinator Selection**

Every five years the designation for the Community Transportation Coordinator (CTC) goes out for bid. As the Designated Official Planning Agency, the ARPC is tasked with undertaking the procurement process for the CTC in each county and recommending the best transportation service provider for the county to the Commission for the Transportation Disadvantaged (CTD), who will ultimately enter into a service agreement with that transportation entity for the five-year term. During this cycle both Calhoun and Wakulla counties were up for designation. Following the procurement process, the ARPC published an RFQ in the Florida Administrative Register, the largest circulating newspaper in each respective county, the ARPC website, and sent it to the CTD Email group.

- **Calhoun County**

Only one applicant responded to the RFQ, that was Calhoun County Senior Citizens Association, Inc., d.b.a. Calhoun County Transit. This entity has been the CTC in Calhoun County for 35 years and has proven to be knowledgeable of available resources and meets the demands and needs of the Transportation Disadvantaged. Staff reached out to the CTD for approval to continue the procurement process with a sole applicant and received approval from the CTD in a letter dated April 30, 2021.

As such, staff recommends the ARPC move forward to authorize, by Resolution, the recommendation to use Calhoun County Senior Citizens Association, Inc., d.b.a. Calhoun County Transit as the CTC in Calhoun County.

### **ACTION NEEDED**

Motion to approve ARPC Resolution 21-4.

- **Wakulla County**

In Wakulla County there were two responses to the RFQ, and both were found to be eligible transportation entities, therefore a full RFP was conducted. The two entities are Wakulla Senior Citizens Council, d.b.a. Wakulla Transportation, and Big Bend Transit. Responses to the RFP are due by 5:00pm on Wednesday May 12, 2021. The ARPC Scoring Committee will evaluate each Proposal and provide a recommendation to the Board at the Full Council Board Meeting on May 20, 2021 of the highest scoring and most qualified entity to provide transportation in Wakulla County.

Similarly, staff recommends the ARPC move forward to authorize, by Resolution, the recommendation for the Wakulla CTC designation as outlined in Resolution 21-5.

### **ACTION NEEDED**

Motion to approve ARPC Resolution 21-5.



## APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

### RESOLUTION NO. 21 – 04

**A RESOLUTION OF THE APALACHEE REGIONAL PLANNING COUNCIL  
RECOMMENDING A COMMUNITY TRANSPORTATION COORDINATOR  
FOR CALHOUN COUNTY TO THE  
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

---

**WHEREAS**, the Apalachee Regional Planning Council is the designated official planning agency for the Transportation Disadvantaged program in Calhoun County; and

**WHEREAS**, as part of their statutory duty must recommend to the Florida Commission for the Transportation Disadvantaged a Community Transportation Coordinator; and

**WHEREAS**, the Apalachee Regional Planning Council has considered the need to supply services under this program that best meet the demand in a cost-effective and cost-efficient manner; and

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2021; and

**WHEREAS**, Calhoun County Senior Citizens Association, Inc., d.b.a. Calhoun County Transit has proven itself to be a highly effective Community Transportation Coordinator for the past thirty-five years; and

**WHEREAS**, Calhoun County Senior Citizens Association, Inc., d.b.a. Calhoun County Transit is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that the Calhoun County Senior Citizens Association, Inc., d.b.a. Calhoun County Transit be retained as the Community Transportation Coordinator in Calhoun County for a five-year period beginning July 1, 2021 through June 30, 2026.

*Duly adopted by the Apalachee Regional Planning Council Board of Directors  
on this 20<sup>th</sup> day of May, 2021.*

SIGNED:

ATTEST:

\_\_\_\_\_  
Kristin Dozier, ARPC Chair

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

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

2507 Callaway Rd, Suite 200 Tallahassee, FL 32303

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

## Regional Commuter Assistance Program

RideOn Commuter Services is the Regional Commuter Assistance Program for FDOT District 3. Commuter Assistance Programs offer free transportation consulting to local governments, employers, community stakeholders, and individuals. Our mission is to improve mobility in ways that are both economically beneficial and environmentally sustainable.



*Figure 2: Earth Day artwork created by ARPC's Melissa Franklin.*

ARPC staff created a social media campaign for Earth Month in April, with technical support from our Emerald Coast Regional Council counterparts. Daily articles, infographics, and features were designed to raise awareness of our programs, encourage sustainable transportation choices, and promote local resources that support our goals.

RideOn was an exhibitor at the Calhoun County Wildflower Festival in Blountstown on April 24. Unfortunately, the event was cut short due to dangerous weather conditions.

During this reporting period, Commuter Programs Coordinator Pat Maurer successfully completed training offered by the Florida Bicycle Association and was awarded certification as a Group Ride Leader/Ride Marshall.

Ms. Maurer also serves as a representative on the Community Traffic Safety Team, as well as a member of the Tallahassee-Leon County Bicycle Working Group and sits on the Technical Advisory Committee of the Capital Region Transportation Planning Agency.

ARPC RideOn staff offers information daily via the toll-free hotline, answering questions about local transit service, and providing referrals for--and assistance to--community partners. ARPC staff invites you to follow RideOn on Facebook at <https://www.facebook.com/RideOnTogether>, download the RideOn App or visit the program online at [www.RideOnTogether.org](http://www.RideOnTogether.org)

## Other Transportation Planning Initiatives

Staff has begun working with ARPC Ex-Officio member Maria Showalter from FDOT on reviving the Region's Transportation Regional Incentive Program (TRIP) partnerships. The TRIP program is yet another opportunity available to our local member governments for 50/50 grant funding for larger scale regional transportation projects.

Staff also continues to attend Capital Region Transportation Planning Agency (CRTPA) *Technical Advisory Committee Meetings*.

## AGENDA ITEM 6 – B – 6

### ENVIRONMENTAL PLANNING PROGRAM

Josh Adams – Evan Blythe

#### RESTORE Grant Administration

The first draft of the *Wacissa River Park Improvement Project* is nearly complete. This document will help Jefferson County better understand the feasibility of acquisition of property around the headwaters of the Wacissa Springs.

The Lloyd-to-Monticello project application is awaiting an updated estimate for construction. The project, if approved, would provide the infrastructure to offline about two hundred (200) existing septic tanks, and upgrade the capacity of the City of Monticello sewage plant and lift stations to service future growth. The Lloyd-to-Monticello corridor is located along a critical aquifer recharge area; reducing nutrient leaching, by reducing active septic systems, would help the County achieve its Basin Management Action Plan (BMAP) goals and reach its target Total Maximum Daily Loads (TMDLs) values. The City of Monticello would be amicable to an agreement with Jefferson County if a feasibility study can flesh out the long term costs, and if those numbers are acceptable to the City.

#### Franklin-98 Living Shoreline Resiliency Project

The Franklin-98 Team has received Requests for Additional Information (RAI) from the Division of State Resources and the FL Dept. of Environmental Protection (FDEP). ARPC staff have yet to hear from the United States Army Corps of Engineers, but they have a more onerous review process. These requests are normal for the permitting process and the ARPC Environmental Planning Team is working to address RAI concerns. The Team is currently working on the right of way (ROW) permissions stage; property owners adjacent to the project must sign a consent form granting permission for implementation.

As a related project, ARPC staff are looking into an experiment where commercial oystermen may be able to utilize their over-catch to help seed reefs with living oysters.



Figure 1: Australian long-line method of oyster aquaculture.

## Apalachee Regional Resiliency Collaborative

ARPC staff are extremely encouraged by the support and feedback that has thus far been received for this project. To date, eight (8) of our nine (9) counties have signed the ARPC's Memorandum of Understanding (MOU) that was adopted by the Board in November 2020. Of the eight (8), all BoCCs have adopted with unanimous support. The ARPC will soon begin to draft its Resilience Action Plan to begin to identify common resiliency needs in the Region.

## Small Quantity Waste Generator Program

The ARPC Environmental Planning Team has just wrapped up a great week of training for the *Small Quantity Waste Generator Program*. This included New Inspector Training and a Hazardous Waste Operations (HAZWOPER) refresher. The ARPC has added a new inspector, allowing greater flexibility to meet the needs of the Region.

## Brownfields Grant

The ARPC continues to find properties in need of Phase I and II Environmental Site Assessments. These assessments help free-up otherwise unused industrial sites, often unused because of their potential for contamination. September 2021 is the deadline to draw-down funding for the free assessments, which has been a difficult task on the heels of Hurricane Michael and the COVID-19 pandemic. Feel free to reach out to ARPC staff for more information on obtaining Phase I and II Environmental Site Assessments within the Region.



Figure 2: A Sonic rig takes core samples for environmental testing.

## AGENDA ITEM 6 – B – 7

### GIS Program – Divina Lade

#### State Regional Evacuation Study (SRES)

Florida's ten regional planning councils are under contract with the FL Division of Emergency Management (FDEM) to update the *Statewide Regional Evacuation Study (SRES)*. ARPC GIS staff recently completed an update of hurricane evacuation routes for the nine (9) counties in the Apalachee Region. Geodatabases (gdb) were generated for each county using the *Flood Master Suite* tool. Each gdb file contains updated demographic data for each county. The updated demographic data and layers for each county were used to create a Hurricane Evacuation Map depicting Evacuation Areas (i.e., shelters and hotels) in addition to the Evacuation Zone layers.

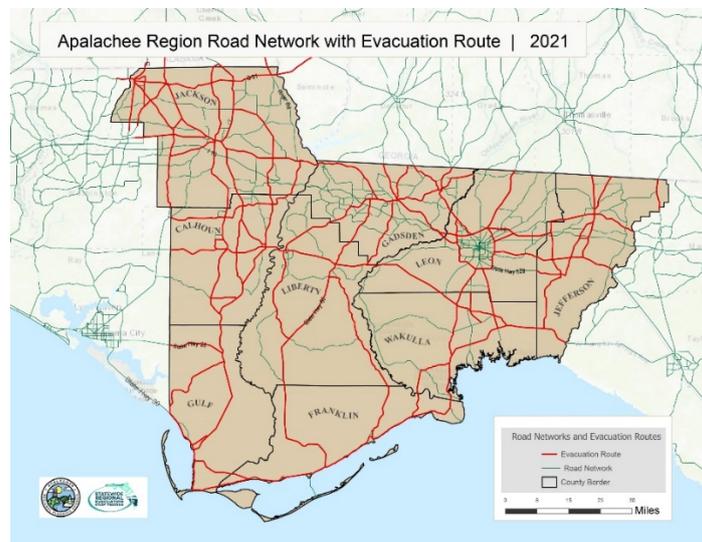


Figure 1. Updated hurricane evacuation route for the Apalachee Region (2021).

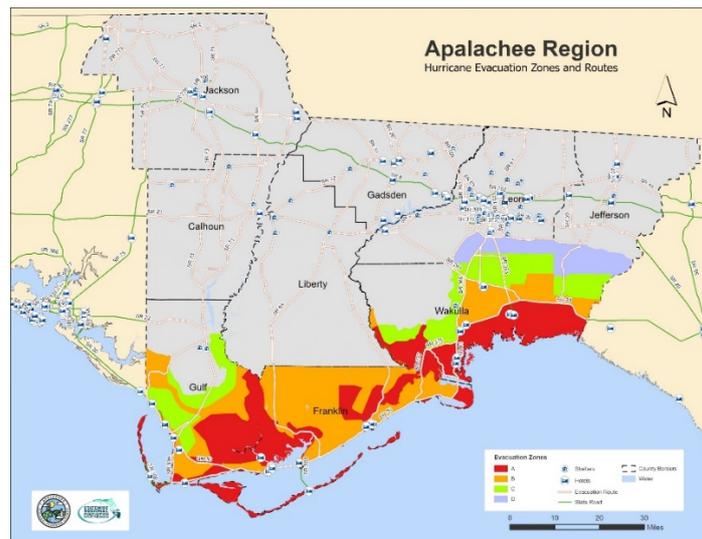


Figure 2. Updated hurricane evacuation zone map for Apalachee Region (2021).

## Regional Hazardous Material Response Plan

The regional and county-level maps of facilities storing hazardous substances have also been updated. The 2021 maps are part of the yearly update of the *Regional Hazardous Material Response Plan*. There are a total of 194 facilities for year 2021.

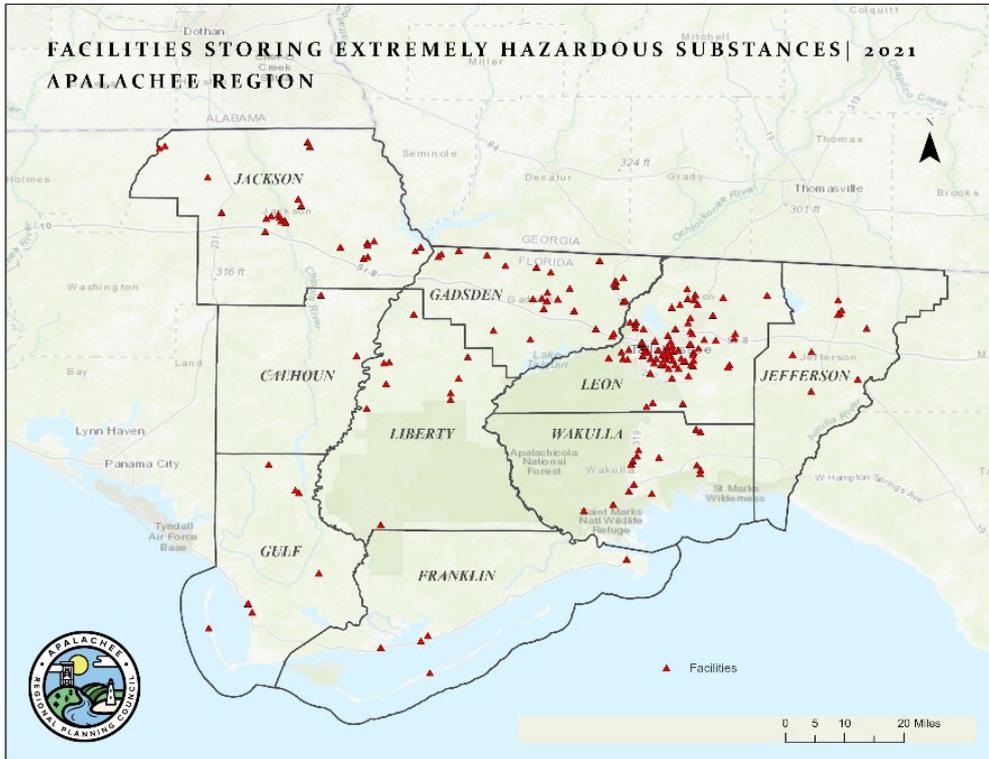


Figure 3. An updated 2021 map showing the number of facilities storing hazardous substances.

## Havana Central Business District Rendering

ARPC GIS staff rendered a proposed Central Business District (CBD) map for the Town of Havana in Gadsden County. Figure 4 depicts the final proposed CBD area based on community input.

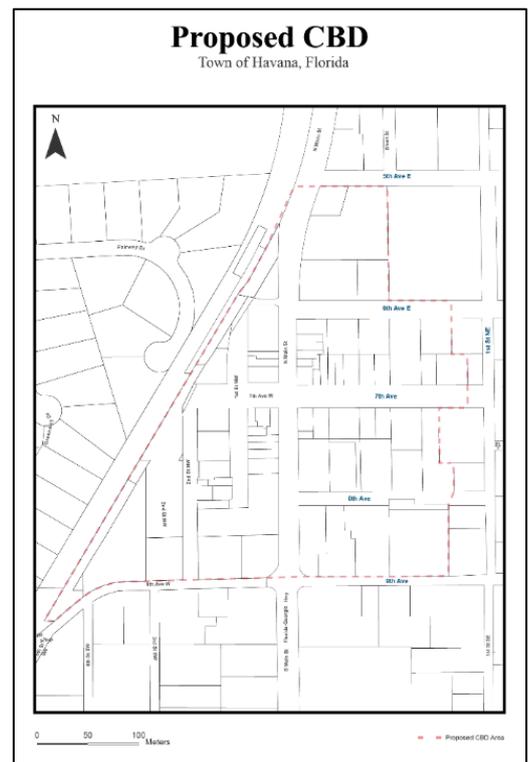


Figure 4: Rendering of the Town of Havana CBD.



## AGENDA ITEM 6 – B – 8

### HOUSING PROGRAM

Donald Morgan – Amber Zies

#### Calhoun County Hurricane Housing Recovery Program (HHRP)

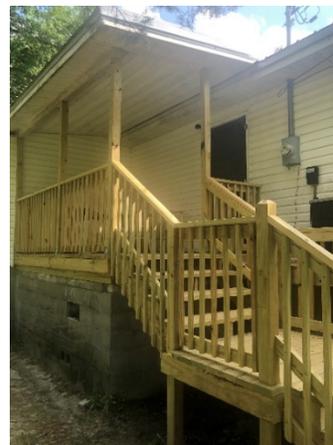
ARPC Staff continues to provide housing recovery assistance via Hurricane Housing Recovery Program (HHRP) to Calhoun County residents impacted by Hurricane Michael. ARPC staff, in conjunction with Calhoun County, are prepared to provide recovery assistance to ninety-eight (98) residents who have been conditionally approved to receive housing assistance under the HHRP. Beyond initial application submission, final eligibility and approval are determined through the Resident Income Certification (RIC) form. Qualified Calhoun residents will be assisted through the following strategies identified by the Calhoun County Board of County Commissioners (BoCC) in the *Local Housing Assistance Plan (LHAP)*:

- Purchase Assistance
- Owner Occupied Housing Rehabilitation/Repairs
- Demolition/Reconstruction
- Foreclosure Prevention/Mortgage Assistance
- Land Acquisition and Construction (Mobile Home Placement)

The HHRP is currently working with twenty-two (22) households to provide housing recovery assistance including rehabilitation, mobile home replacement/placement, purchase assistance and land acquisition/construction. There are six (6) active rehabilitation projects and fifteen (15) new mobile home purchases. Two (2) residents will be utilizing the Land Acquisition strategy, which will accompany a new mobile home purchase, and one (1) resident will be assisted using the Purchase Assistance strategy.



*Figure 1: Calhoun County Residence with repaired deck on the front of the home. The work was performed by Kevin Smith Contracting, LLC. The former deck sustained severe damage during Hurricane Michael and posed a threat to the homeowners.*



*Figure 2: Calhoun County residence in Figure 1, showing newly repaired deck on the rear of the home. Both front and back decks sustained damage during Hurricane Michael.*

The mobile home purchases are being completed in partnership with US Mobile Homes (Marianna) and Family Home Center of Dothan. These two manufacturing companies have been excellent in maintaining communication with ARPC staff and their stellar customer service has been integral in helping keep this program moving forward. Five (5) final inspections were conducted in the last two (2) weeks and ARPC staff is working to close out these projects!



Figure 3: Residence with new bathroom remodel



Figure 4: Newly remodeled home in residence, ADA compliant.

As a key development since last the last ARPC Board Meeting, two (2) of the three (3) housing rehabilitation projects that began at the beginning of the year are 100% complete, with the remaining project nearing completion. Improvements in both homes include American Disability Act (ADA) accommodations such as grab bars, toilets, slip-resistant tubs, etc.

A pre-bid walkthrough for additional rehabilitation projects for the next assistance groups will be held later this month. Please be on the lookout for ARPC Housing Program advertisements in both local and regional newspapers, the ARPC website, etc. Additionally, ARPC Housing staff, in coordination with the ARPC Communications Team, recently drafted an article highlighting Calhoun County's progress with disaster recovery assistance with HHRP. The article will be featured in the local newspaper and will share the story of ARPC's partnership with its member local government.

### **Wakulla County CDBG-MIT Grant Applications**

In July 2020, two applications were submitted to the FL Dept. of Economic Opportunity (DEO) for the *Community Development Block Grant-Mitigation (CDBG-MIT)* on behalf of Wakulla County. The grant applications were proposals for the development of a county-wide *Shelter Plan* and *Disaster Risk Analysis Plan*, respectively. In January 2021, Governor DeSantis announced nearly \$20 million in awards, including both Wakulla proposals. The Scope of Work is being developed for each project and ARPC staff is schedule to meet with the County later this month to discuss the drafts and finalize them before official submittal to DEO for approval.

## AGENDA ITEM 6 – B – 9

### Marketing & Communications Program – Melissa Franklin

#### Revolving Loan Fund (RLF) Program

Word is out, and applications for the REVIVE! RLF Program continue to roll in! As such, ARPC staff is temporarily decreasing the frequency of media coverage and will resume efforts when necessary. On May 12, 2021, ARPC staff attended the *Women Wednesdays* campaign kick-off event for “Women Owning, Running, and Driving Business”. This community-wide campaign highlighted women-owned and women-run businesses, as well as the overall economic impact of women purchasers. The event proved to be an excellent opportunity to engage business owners regarding the ARPC Revolving Loan Fund programs.

#### Big Bend Health Care Coalition (BBHCC)

On March 31, 2020, ARPC staff began developing and distributing the *BBHCC COVID-19 Situation Report* in response to COVID-19. As of March 31, 2021, fifty-five (55) *Situation Reports* have been created and distributed. As the COVID-19 pandemic begins to turn the corner, ARPC staff has discontinued the *BBHCC COVID-19 Situation Reports* and will instead begin distributing a monthly BBHCC newsletter to members and interested parties.

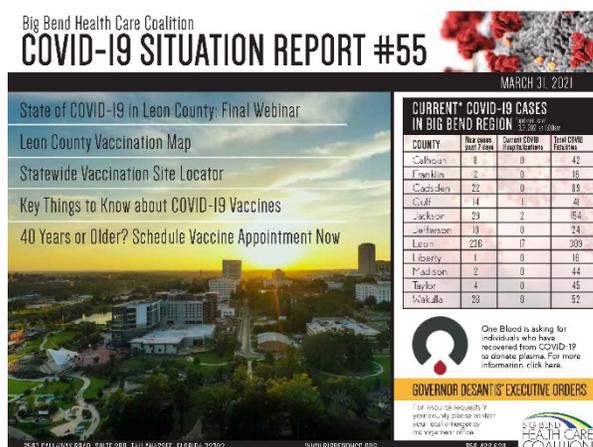


Figure 1: Cover of COVID-19 Situation Report #55.

#### RideOn

May is *National Bike Month* and the RideOn team is ready! In recognition of Bike Month, StarMetro graciously offered advertising space on city and FSU buses. ARPC staff designed posters promoting *National Bike Month* activities and the *RideOn Emergency Ride Home Program* specifically for these advertising spaces. Staff continues to provide graphics and communication support to the RideOn Program as needs arise.



Figure 2: Bike Month and RideOn posters for StarMetro City and FSU buses.

## ARPC General Communications

With so many extraordinary programs throughout the Council, ARPC staff is regularly distributing press releases regarding exciting news and ARPC Program updates and continues to develop relationships with direct contacts throughout local media venues.

In March, ARPC staff developed and distributed the *March Board Highlights*, and continues to manage ARPC social media engagement, as well as website updates and document uploads. *Apalachee Online* has been reformatted by ARPC staff to create a mobile-friendly experience, and the ARPC website is currently being reformatted for mobile devices, as well.

In April, the ARPC participated in the *2021 LeMoyne Chain of Parks Art Festival*. This two-day festival in the downtown Tallahassee area was an excellent opportunity to engage with the community and garner further awareness of ARPC and the organization's impact throughout the Region. ARPC staff provided participants with crafting materials to "Build their own Park." In addition, ARPC staff developed several coloring sheets explaining Regional Planning Councils and Urban Planning, as well as the numerous and varied programs that the ARPC is involved in.



Figure 3: ARPC staff at the 2021 LeMoyne Chain of Parks Art Festival.

ARPC staff is in the early planning stages for the next *850 Hemp Summit* to engage a Region-wide discussion regarding the production of industrial hemp as a viable economic option in our agricultural areas. More details will be available soon!

Additionally, ARPC staff is finishing up the design and format of the *Community Planning Toolkit*, as well as the *Carrabelle Continuity of Operations (COOP) and Continuity of Government (COG) Draft Plan*. At the request of an ARPC member, ARPC staff is also developing a one-page flyer to assist in informing residents about the North Port St. Joe Project Area Coalition (NPSJ PAC) and Paradise Community Development Corporation (CDC) programs.

Finally, on June 12<sup>th</sup>, ARPC staff will participate in the *Carrabelle Riverfront Festival*! The primary focus will be to engage the community regarding the *Franklin-98 Living Shoreline Project*, but ARPC staff will also provide information regarding various other ARPC programs as well.

## AGENDA ITEM 6 – C – 1

**APALACHEE REGIONAL PLANNING COUNCIL  
Executive Committee Virtual Meeting**

**Executive Committee Meeting Minutes - Thursday, March 25, 2021**

**Item 1. Welcome and Introductions.**

Chair Dozier called the meeting to order at 9:02am. As this was a virtual meeting, roll call was digitally recorded via the GoToMeeting platform. Chair Dozier welcomed all attendees.

**ARPC Executive Committee Members in Attendance**

Kristin Dozier, Chair	Leon County Commissioner
Ricky Jones, Vice-Chair	Franklin County Commissioner
Jim Peacock, Secretary/Treasurer	Jackson County Commissioner
Randy Merritt, Past-Chair	Wakulla County Commissioner
Jack Porter	City of Tallahassee Commissioner

**ARPC Staff in Attendance**

Chris Rietow	Executive Director
Janice Watson	Finance Director
Jana Williams	RLF Manager

**Item 2. Approval of Minutes.**

**A motion was made by Commissioner Randy Merritt to approve the Minutes of the March 4, 2021 ARPC Executive Committee Meeting as presented. The motion was seconded by Commissioner Ricky Jones. A vote was taken, and the motion carried unanimously.**

**Item 3. Legacy RLF Applications.**

- a. Corner Café – Gulf County (Legacy RLF):** ARPC staff recommended approval of a loan request for \$10,000 from Mitchell and Ann Johnson, amortized for a period of 3 years at 5% interest with the first monthly payment of \$300.00 to begin on May 1, 2021. ARPC staff also recommended that the ARPC retain its first mortgage on the Johnson's rental property as collateral and that the loan be funded from the Legacy RLF which currently has \$86,000 available for lending.

**A motion was made by Commissioner Randy Merritt to approve the Legacy RLF loan for the Corner Café. The motion was seconded by Commissioner Jack Porter. A vote was held, and the motion carried unanimously.**

- b. Marlowe Logging – Liberty County (Legacy RLF):** ARPC staff recommended approval of a loan request from Marlowe Logging for \$20,000 and added that the new loan be combined with the existing principal balance of \$22,800, for a total of \$42,800 to be amortized at 5% for 8 years with a monthly payment of \$550.00 beginning on May 1,

2021. ARPC staff also recommended that the ARPC retain the current 1<sup>st</sup> mortgage on Mr. Marlowe's personal home as collateral and the loan be funded from the Legacy RLF which currently has \$86,000 available for lending.

**A motion was made by Commissioner Randy Merritt to approve the Legacy RLF loan for Marlowe Logging. The motion was seconded by Commissioner Jack Porter. A vote was held, and the motion carried unanimously.**

**Item 4. CARES RLF Applications.**

- a. Tri-State Pest Control – Calhoun County (CARES RLF):** ARPC staff recommends approval of a loan request for \$25,000 from Dee Ridley for a period of 5 years at 5% interest with the first monthly payment of \$500.00 beginning on May 1, 2021. ARPC staff recommended that the ARPC retain its second mortgage on Mr. Ridley's personal home as collateral and that the loan be funded from the CARES RLF which currently has \$400,000 available for lending.

**A motion was made by Commissioner Randy Merritt to approve the CARES RLF loan for Tri-State Pest Control. The motion was seconded by Commissioner Ricky Jones. A vote was held, and the motion carried unanimously.**

- b. Angelcare with a Vision – Gadsden County (CARES RLF) – Progress Update:** Tammy Ceasor, owner of Angelcare with a Vision Assisted Living Facility (ALF), a current Legacy RLF borrower, must relocate her ALF to a new location by July 1, 2021 due to a mold issue in her current building. Ms. Ceasor has a constant revenue stream through Medicare and a waiting list, making business expansion a logical move. As such, Ms. Ceasor is investigating the following two options and will be requesting a new RLF loan very soon:
- **Option 1-** Purchase the old Gretna Elementary School building, along with approximately 16 acres. Ms. Ceasor is working with Capital City bank to help finance this purchase and may also apply for a loan from the ARPC CARES Act RLF to fill any financing gaps.
  - **Option 2-** Purchase a 3.6-acre property in Gretna and house it with mobile home 'portables' for 30 ALF-resident beds; also install an on-site sprinkler system.

**Item 5. REVIVE! RLF Applications**

- a. Impact Foods (Collateral Change Request):** ARPC staff has reconsidered the issue of collateral for the recently approved \$35,000 REVIVE! RLF loan to Impact Food Services Group. The initially agreed upon collateral was to be a 2<sup>nd</sup> mortgage on the business owner's home. However, as equity in the house is minimal, ARPC staff recommends that it is in the Council's best interest to instead take a Uniform Commercial Code (UCC) lien on five brand new Byte fresh-food vending machine kiosks.

**A motion was made by Commissioner Randy Merritt to approve the REVIVE! loan collateral change for Impact Food Services Group. The motion was seconded by Commissioner Jack Porter. A vote was held, and the motion carried unanimously.**

- b. Applications in Progress Update:** ARPC staff is currently reviewing multiple RLF loan applications. REVIVE! applicants include Crowning Glory (custom embroidery and sewing); New Era Entrepreneur Network (non-profit affordable housing); HERZ Development (housing development and renovation); Brian D. Smith Cleaning Service (cleaning service); and Sword Transportation Service (transportation of vehicles and freight). CARES RLF applicants include Dansby Trucking, a freight transport business located in Calhoun County and Spring Breeze Accounting and Taxes, also located in Liberty County.

**Item 6. SolSmart Designation.**

- a.** SolSmart is a national designation program designed to recognize communities that have taken key steps to address local barriers to solar energy and foster the growth of mature local solar markets. In fact, Leon County received the SolSmart Gold Designation (for individual communities) in June 2020. The SolSmart organization is now looking to include regional organizations under the SolSmart designation. ARPC staff has recommended that applying for the SolSmart designation is a logical fit as a first project for the ARPC Resilience Collaborative, as the goals of the two organizations align very well. To pursue the designation, an extensive application and full ARPC Board support will be necessary.

**A motion was made by Commissioner Randy Merritt for the ARPC Resilience Collaborative to begin application efforts to obtain a regional SolSmart designation. The motion was seconded by Commissioner Ricky Jones. A vote was held, and the motion carried unanimously.**

**Item 7. Other Business.**

- a.** Mr. Chris Rietow thanked the Executive Committee members for participating in the recent Doodle Poll and confirmed everyone that there will be a standing Executive Committee meeting at 10am on the fourth Thursday of every month to review RLF loan applications and other ARPC business, as needed.
- b.** Chair Dozier raised the question of whether RLF Applicants should always be present at their loan application review meetings. Her concern is that with the increase in loan applications, the meetings might be considerably longer if each loan applicant is given the chance to speak. One suggestion was to only invite those applicants who might raise more questions than the average loan applicant. For those loan applicants whose loans are approved -- but did not have the chance to make an appearance -- they will be given the opportunity to meet the Executive Committee at a future meeting that has a

shorter agenda so that everyone can place faces with names and to promote additional borrower accountability.

There being no further business, the meeting was adjourned at 9:27am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL EXECUTIVE COMMITTEE  
MEETING ON APRIL 22, 2021

SIGNED:

ATTEST:

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Kristin Dozier  
Chair

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Chris Rietow  
Executive Director



**NOTE:** A side-discussion regarding Credit Reports and sensitive financial information also occurred at this time. Please refer to Item 4(b) Other Business for further details.

- b. New Era Entrepreneur Network, Inc. – Leon County (REVIVE! RLF):** ARPC staff recommended approval of a loan request for \$30,000 from Dr. Christopher Daniels (president), amortized for a period of 10 years at 5% interest with a monthly payment of approximately \$320.00 beginning on September 1, 2021. ARPC staff also recommended that the ARPC take a first mortgage on Parcel I.D. 4101750000070, Tallahassee, FL 32310, and 1424 Russell St, Tallahassee, FL 32312.

**A motion was made by Commissioner Randy Merritt to approve the REVIVE! RLF loan for New Era Entrepreneur Network, Inc. The motion was seconded by Commissioner Jack Porter. A vote was held, and the motion carried unanimously.**

- c. H.E.R.Z Development, LLC – Leon County (REVIVE! RLF):** ARPC staff recommended approval of a loan request for \$30,000 from Ms. Mal'Lica Benton (founder), amortized for a period of 10 years at 5% interest with a monthly payment of approximately \$320.00 beginning on September 1, 2021. ARPC staff also recommended that the ARPC take a first mortgage on 258 Bermuda Road, Tallahassee, FL 32312.

**A motion was made by Commissioner Randy Merritt to approve the REVIVE! RLF loan for H.E.R.Z Development, LLC. The motion was seconded by Commissioner Ricky Jones. A vote was held, and the motion carried unanimously.**

- d. Dansby Trucking, LLC – Calhoun County (CARES RLF):** ARPC staff recommended approval of a loan request for \$25,000 from Jeremy and Kimberly Dansby (owners), amortized for a period of 3 years at 5% interest with a monthly payment of approximately \$750.00 beginning on September 1, 2021. ARPC staff also recommended that the ARPC take a lien on the second truck that the Dansby's intend on purchasing in addition to ensuring that the Dansby's also agree to the following seven (7) loan conditions:

1. As a gesture of commitment (proof of 'skin in the game'), Dansby Trucking will contribute 10% (\$2,500) towards the purchase of the truck. If 10% is not possible, then 5% (\$1,250) will be sufficient.
2. Dansby Trucking will wait to shop for a truck until after the loan has been approved and closed.
3. Once the loan is closed, Dansby Trucking will identify a quality truck(s) priced at \$25,000.
4. Any candidate vehicles must be first checked out by a certified semi technician/mechanic prior to purchase.
5. If the truck passes inspection, then the ARPC will write a check directly to the seller. 100% of the loan will be put towards buying the truck.

6. The truck must be insured and the ARPC must be acknowledged as the lienholder and assigned as an Additional Insured on the insurance policy.
7. ARPC will hold the title on the truck until the loan has been paid off in full.

**A motion was made by Commissioner Randy Merritt to approve the CARES RLF loan for Dansby Trucking, LLC. The motion was seconded by Commissioner Ricky Jones. A vote was held, and the motion carried unanimously.**

- e. **Rutabaga Café and Soiree Catering, LLC – Gadsden County (CARES RLF):** ARPC staff recommended approval of a loan request for \$25,000 from Chef Billy Austin and Robert D. Gibson, Jr. (owners), amortized for a period of 7 years at 5% interest with a monthly payment of approximately \$355.00 beginning on September 1, 2021. ARPC staff also recommended that the ARPC take a first mortgage on Chef Billy's 27 Jackson Street property, in addition to liens on the new equipment that is purchased with the loan and on all existing equipment equal to the amount of the loan that is not covered by the 27 Jackson Street property.

**A motion was made by Commissioner Randy Merritt to approve the CARES RLF loan for Rutabaga Café and Soiree Catering, LLC. The motion was seconded by Commissioner Jim Peacock. A vote was held, and the motion carried unanimously.**

- f. **Angelcare with a Vision – Gadsden County (CARES RLF):** ARPC staff recommended approval of a loan request for \$250,000 for 10 years from Tammy Ceasor (owner), which will provide the necessary funding for a permanent re-location of her Assisted Living Facility (ALF) from the City of Chattahoochee (Gadsden County) to the City of Gretna (Gadsden County). The relocation is necessary and urgent due to a mold issue in her current building which the leaseholder refuses to mitigate. The loan approval recommendation is contingent on Ms. Ceasor's agreement of the five (5) following conditions:
  1. ARPC will finance the loan for 10 years at 5% interest with an amortized payment of \$2,700.00 per month to begin on 9/1/21.
  2. ARPC will collect interest-only monthly payments of \$1,000 on 6/1/21, 7/1/21, and 8/1/21.
  3. ARPC will hold a 1st mortgage on the Dewey Johnson Way business property in Gretna, FL.
  4. ARPC will retain its UCC holding on all the business equipment.
  5. Tammy Ceasor will furnish the ARPC with a \$250,000 life insurance policy, assigning the ARPC as the primary beneficiary of the policy. Ms. Ceasor is the driving force of the business and the ultimate key to its success. This requirement will add an additional level of security for the ARPC.

The Executive Committee stated that they need additional information prior to making the decision to approve the proposed \$250,000 loan, including (but not limited to) answers to the following questions:

- a. Will the new site require just a connection to the City of Gretna's water and sewer system, or will a new lift station and/or gravity/pressure sewer be necessary to handle the additional capacity?
- b. Is there a land development site plan and stormwater plan?
- c. Is there an engineering estimate/cost breakdown for the new site?
- d. Will the new site require a FL Dept. of Transportation driveway permit?
- e. Will the new site need to extend the water lines to the closest fire hydrant?
- f. Is there a floorplan of the modular building set-up?
- g. How old are the modular buildings that Ms. Ceasor plans to purchase?

Commissioner Merritt volunteered his engineering expertise in reviewing the site plans, etc. It was agreed that the Executive Committee could reconvene earlier than the next regularly scheduled meeting on May 27<sup>th</sup>, if necessary, to review the Angelcare with a Vision loan proposal, given the time-crunch Ms. Ceasor is in due to the June 30<sup>th</sup> move-out deadline imposed by the FL Dept. of Health.

**A motion was made by Commissioner Randy Merritt to table the CARES RLF loan approval for Angelcare with a Vision until more information regarding the project is provided to the Executive Committee. The motion was seconded by Commissioner Jim Peacock. A vote was held, and the motion carried unanimously.**

#### **Item 4. Other Business.**

- a. **Status Summaries: REVIVE! RLF & CARES Act RLF:** ARPC staff has developed concise reference tables that outline and summarize the current financial and loan status of both the REVIVE! and CARES Act Revolving Loan Funds. Chair Dozier requested that ARPC staff also develop a summary table for the Legacy Revolving Loan Fund.
- b. **Credit Report Issue(s):**
  1. Change in credit report pricing structure: The ARPC has been pulling credit reports on behalf of RLF Applicants through the online services provided by Factual Data. Historically, the ARPC has paid a standard amount per credit report request. Factual Data has recently changed its pricing structure to include a \$500 monthly minimum in credit report requests. To meet this minimum requirement, ARPC staff would need to pull at least 25 credit reports per month. This price change is economically infeasible, as ARPC staff typically only need to pull 3-5 reports per month. It was suggested and agreed upon by the Executive Committee that, moving forward, the ARPC shall request each RLF applicant to pull their own credit report (they receive 1 free per year) and submit it as part of their loan application package. This change needs to be reflected in the existing RLF application package materials and on the ARPC website.
  2. Redacting sensitive financial information from RLF summaries: Members of the Executive Committee, in addition to ARPC attorney Josh Pasqualone, expressed

concern over the inclusion of all personally identifiable information (PII) within the RLF loan application summaries that comprise the Executive Committee Agenda packages. To better protect all applicants, the following guidelines shall be followed:

- i. Moving forward -- APCR staff will redact personally identifiable information (i.e., Social Security Number, bank account number, loan number, and birth date) from the RLF loan application summaries within the Executive Committee Agenda package. If the applicant is applying directly, then it is also advised to redact their personal phone number and address, as well.
- ii. Regarding past RLF agenda packages -- Any RLF applicant information that is in possession of a Board Member needs to be treated as confidential and disposed of in an appropriate manner when no longer necessary.

There being no further business, the meeting was adjourned at 10:57am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL EXECUTIVE COMMITTEE  
MEETING ON MAY 27, 2021

SIGNED:

ATTEST:

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Kristin Dozier  
Chair

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Chris Rietow  
Executive Director

AGENDA ITEM 6 – C – 3

APALACHEE REGIONAL PLANNING COUNCIL  
\*EMERGENCY\* Executive Committee Virtual Meeting

Executive Committee Meeting Minutes - Monday, May 10, 2021

**Item 1. Welcome and Introductions.**

Chair Dozier called the meeting to order at 3:05 pm. Chair Dozier welcomed all attendees and thanked them for making time for this urgent meeting.

ARPC Executive Committee Members in Attendance

Kristin Dozier, Chair	Leon County Commissioner
Ricky Jones, Vice-Chair	Franklin County Commissioner
Randy Merritt, Past Chair	Wakulla County Commissioner
Jack Porter, COT Representative	City of Tallahassee Commissioner
Lisa Miller, FRCA Policy Board Rep	Governor’s Appointee (Leon County)

ARPC Staff in Attendance

Chris Rietow	Executive Director
Janice Watson	Finance Director
Jana Williams	RLF Manager

Others in Attendance

N/A

**Item 2. Emergency Meeting – Background Information.**

- a. During the April 22, 2021 Executive Committee Meeting, the Committee stated that additional information was necessary prior to making an informed decision to approve the proposed \$250,000 CARES Act RLF loan for the Angelcare with a Vision Assisted Living Facility in Gadsden County. Commissioner Merritt volunteered his engineering expertise in reviewing the site plans, etc. It was agreed that the Executive Committee could reconvene earlier than the next regularly scheduled meeting on May 27<sup>th</sup>, if necessary, to review the Angelcare with a Vision loan proposal, given the time-crunch Ms. Ceasor is in due to the June 30<sup>th</sup> move-out deadline imposed by the FL. Dept. of Health.

This Emergency Meeting was thus called to re-visit the Angelcare with a Vision CARES Act RLF loan application. Janice Watson prepared a revised Loan Summary in addition to supplemental documentation (available upon request) in response to the Executive Committee’s questions from the April 22, 2021 meeting.

- b. Ms. Watson re-iterated the necessity and strengths of the loan request:
- The greatest strength of the project is ability of the ARPC RLF to save 8 jobs and to prohibit 16 low-income elderly assisted living residents from being removed from a very comfortable environment and pushed back into the State system to be relocated to other Medicaid facilities. Ms. Ceasor has been successful in keeping the residents isolated and unaffected by the pandemic with zero cases of COVID-19 for the employees and residents of Angelcare With A Vision. Ms. Ceasor's experience, commitment, and investment both personally and financially in the business are of equal value to the jobs to be saved and created. With 20 residents, the business will be operating at 2/3 capacity in the square footage of the new location.
  - Ms. Ceasor hopes to expand to full capacity within the next two years. Training and securing competent caregivers are top priorities for the business, and Ms. Ceasor adds new residents only as she is confident that she has competent staff to care for them. The monthly fee for all current 16 residents is paid by 100% by Medicaid and the future for that continued revenue stream is secure. Angelcare has maintained a waiting list since it originally opened, which is evidence that it should have no trouble remaining at capacity. The current monthly fee paid for each resident paid by Medicaid is \$2,300. Ms. Ceasor's previous loan and payback history with the ARPC RLF program adds additional strength to the application.

### **Item 3. RLF Application.**

- a. **Angelcare with a Vision – Gadsden County (CARES Act RLF):** ARPC staff recommended approval of a new CARES Act RLF loan request for \$250,000 for 10 years from Tammy Ceasor (owner), which will provide the necessary funding for a permanent re-location of her Assisted Living Facility (ALF) from the City of Chattahoochee (Gadsden County) to the City of Gretna (Gadsden County). The relocation is necessary and urgent due to a mold issue in her current building which the leaseholder refuses to mitigate. The loan approval recommendation is contingent on Ms. Ceasor's agreement of the five (5) following conditions:
1. ARPC will finance the loan for 10 years at 5% interest with an amortized payment of \$2,700.00 per month to begin on 9/1/21.
  2. ARPC will collect interest-only monthly payments of \$1,000 on 6/1/21, 7/1/21, and 8/1/21.
  3. ARPC will hold a 1st mortgage on the Dewey Johnson Way business property in Gretna, FL.
  4. ARPC will retain its Uniform Commercial Code (UCC) holding on all the business equipment.
  5. Tammy Ceasor will furnish the ARPC with a \$250,000 life insurance policy, assigning the ARPC as the primary beneficiary of the policy. Ms. Ceasor is the driving force of the business and the ultimate key to its success. This requirement will add an additional level of security for the ARPC.

**A motion was made by Commissioner Randy Merritt to approve the CARES Act RLF loan for Angelcare with a Vision. The motion was seconded by Lisa Miller, Governor’s Appointee. A vote was held, and the motion carried unanimously.**

Chair Dozier thanked Janice Watson and Commissioner Randy Merritt for the extra time they have spent researching and reviewing the loan application. There being no further business, the meeting was adjourned at 3:17 pm.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL EXECUTIVE COMMITTEE  
MEETING ON MAY 27, 2021

SIGNED:

ATTEST:

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Kristin Dozier  
Chair

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



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