Apalachee Regional Planning Council

FULL COUNCIL BOARD MEETING

Thursday – November 19, 2020
10:00 a.m. ET / 9:00 a.m. CT

317th Public Meeting

FLORIDA PUBLIC SAFETY INSTITUTE – CONFERENCE CENTER
(US Hwy 90 – 6 miles west of I-10 exit 192)
75 College Drive, Suite 203
Havana, Florida 32333
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

Randy Merritt, Chairman (Wakulla) • Kristin Dozier, Vice-Chair (Leon)
Ricky Jones, Secretary/Treasurer (Franklin) • John Jones, Past Chairman (Monticello)

FPCA Policy Board Members: Kristin Dozier, Lisa Miller and Gene Wright

FULL COUNCIL

Calhoun County
Gene Bailey
Vacant
Don Stephens

County Commissioner
Municipal Representative
Governor’s Appointee

Franklin County
Ricky Jones
Brenda La Paz
Vacant

County Commissioner
Mayor, City of Carrabelle
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
Mayor, City of Monticello
Governor’s Appointee

Leon County
Kristin Dozier
Dianne Williams-Cox
Lisa Miller

County Commissioner
Commissioner, City of Tallahassee
Governor’s Appointee

Liberty County
Vacant
Woody Stewart
Davis Stoutamire

County Commissioner
Councilman, 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
BOARD MEETING

Florida Public Safety Institute – Conference Center
(Hwy 90 - 6 miles west of I-10 Exit 192)
75 College Drive, Suite 203 - Havana, FL 32333

THURSDAY – NOVEMBER 19, 2020
10:00 AM Eastern Time / 9:00 AM Central Time

DRAFT AGENDA

1. Call to Order, Pledge of Allegiance and Introductions
2. *Approval of Agenda
3. *Approval of Minutes – September 24, 2020 Virtual Board Meeting
4. Revolving Loan Fund 101 – Jana Williams, ARPC RLF Administrator
5. Executive Director’s Report
   Chris Rietow, ARPC Executive Director
   A. *Financial Report
   B. Staff Program Reports
      1. Economic Development & Community Planning
      2. Disaster Resiliency Coordination
      3. Emergency Planning
      4. *Revolving Loan Fund
      5. Transportation Planning
      6. Environmental Planning
      7. GIS Program
      8. Housing Program
      9. Communications
   C. Tentative 2021 Board Meeting Schedule
   D. *ARPC Officer Elections
6. Board Member Reports / Local & Regional Issues Discussion
7. Ex-Officio Member Updates
8. Public Comment
9. Adjournment  (Lunch is available in the FL Public Safety Institute cafeteria immediately following the meeting.)
10. Next ARPC Board Meeting – January 21, 2021

*Items Requiring Board Action
APALACHIE REGIONAL PLANNING COUNCIL  
Virtual Meeting  

BOARD MEETING MINUTES – September 24, 2020

Item 1: Call to Order and Roll Call
Chairman Merritt called the meeting to order at 10:00 am. Chris Rietow called the roll and announced the following Board members in attendance:

ARPC Board Members in Attendance:
- Calhoun County: Don Stephens (Governor’s Appointee)
- Franklin County: Brenda La Paz (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)
- Jefferson County: Stephen Walker (County Commissioner)
- Jefferson County: John Jones (Mayor, City of Monticello)
- Leon County: Kristin Dozier (County Commissioner)
- Leon County: Dianne Williams-Cox (Commissioner, City of Tallahassee)
- Leon County: Lisa Miller (Governor’s Appointee)
- Wakulla County: Randy Merritt (County Commissioner)
- Wakulla County: Don Grimes (Mayor, City of St. Marks)

Ex-Officio Members in Attendance
- Darryl Boudreau (NW FL Water Management District)
- Diane Scholz (Enterprise Florida)
- Maria Showalter (FL Dept. of Transportation)

ARPC Staff in Attendance
- Chris Rietow – Executive Director
- Kwentin Eastberg – Planning Manager
- Zach Annett – EM Planning Manager
- Evan Blythe – Env. Project Manager
- Anthony Carpanini – LEPC Coordinator
- Ben Chandler – Recovery Coordinator
- Melissa Franklin – Communications Coord.
- Janice Watson – Finance Director
- Joshua Pasqualone – ARPC Attorney
- Pat Maurer – Commuter Assist. Coordinator
- Donald Morgan – Housing Manager
- Sharon Rodriguez – GIS Specialist
- Caroline Smith – ED Planner
- Amber Zies – Housing Coordinator

Others in Attendance
- Josh Askey – FL Dept. of Economic Opportunity
- Alec Bogdanoff – American Flood Coalition
- Greg Burke – CRTPA
- Susan Estes – Opportunity Florida
- Antonio Jefferson – Gretna City Manager
- Sean Lewis – FL Dept. of Econ. Opportunity
- Shannon Metty – Jefferson Co. Planning
- Katie Smith - FL Dept. of Ec. Opportunity

Chairman Merritt welcomed the ARPC guests and asked that the records show a quorum of the Apalachicola Regional Planning Council (ARPC) was in attendance. He requested a moment of
silence for the recent loss of Liberty County Commissioner and ARPC Board Member Dexter Barber.

**Items 2: Approval of the Agenda**
A motion was made by Lisa Miller to approve the September 24, 2020 Agenda as presented. The motion was seconded by Henry Grant. A vote was taken, and the motion carried unanimously.

**Items 3: Approval of the Minutes**
A motion was made by John Jones to approve the Minutes of the July 23, 2020 ARPC Full Council Board Meeting as presented. The motion was seconded by Henry Grant. A vote was taken, and the motion carried unanimously.

**Item 4: Resiliency Compact Presentation**
Chris Rietow introduced Alec Bogdanoff of the American Flood Coalition (AFC) who gave the Board an informative presentation on the AFC. Mr. Bogdanoff explained that the AFC was a non-profit organization dedicated to finding solutions to National Flood Insurance problems across the country. He reported that the AFC provides: educational guides, tools for communication, networks of leaders on flooding, and a platform for advocacy and education. Mr. Bogdanoff described in detail the following four pillars for coastal and inland solutions of the AFC: building economic stability, building safer communities that ultimately save taxpayer dollars, re-building stronger communities that are better protected from future floods, and ensuring that military installations are ready to deploy 365 days a year. He explained that the online tools offered by the AFC were targeted toward communities with populations of 50,000 or less. Mr. Bogdanoff noted that the most recent publication of the AFC is a Dual Disaster Handbook to address new challenges of tackling a disaster like a flood, while at the same time dealing with the public under the constraints of a pandemic.

Mr. Bogdanoff discussed with the Board the purpose and benefits of the establishment of a Regional Resilience Collaborative. He explained that it would create a formal partnership to work together to improve the resilience of the communities within the Apalachee Region and to determine how they could collectively plan for the future. Mr. Bogdanoff gave specific examples of a similar initiative recently developed by the East Central Florida Regional Planning Council in Orlando. He closed his presentation by stating that a Regional Resiliency Collaborative can offer all of the participants: increased capacity; regional planning standards to address resiliency; a louder voice on resiliency issues; a platform for collaboration on resiliency projects and studies; and more competitive funding applications to finance resiliency projects.

On behalf of the AFC, Mr. Bogdanoff offered a grant of up to $10,000 grant to the ARPC to assist in setting up a Regional Resiliency Collaborative for the Apalachee Region. Lisa Miller thanked Mr. Bogdanoff for his presentation and for being a flood insurance industry advocate for Florida. Commissioner Kristin Dozier thanked Mr. Bogdanoff for his presentation and commented that these type of resiliency compacts around the state and the nation are becoming more common especially in South Florida which has had a significant amount of private sector involvement. She shared concerns that the Apalachee Region could not count on
a high level of private sector involvement in setting up the compacts and noted that the ARPC regional compact would need additional resources to help track down grants to sustain its compact. Mr. Bogdanoff assured the ARPC that one of the main missions of the AFC was to offer start up options. He also noted that State Resiliency grants from the FL Dept. of Environmental Protection (FDEP) were often a good option to pursue. He suggested a first great step would be for representatives of the ARPC Board to talk directly with the Secretary of FDEP. Commissioner Dozier noted that in setting up a compact of this type, there was always the concern that resiliency policies might restrict the area from attracting new businesses. She stressed the importance of private sector involvement to ensure that it would be set up as a true resiliency compact and not simply another regulatory organization.

Mr. Bogdanoff added that Realtor.com was offering additional flood resiliency opportunities and noted that a regional approach had proven much more effective than a local approach. He cited as an example that the City of Miami and the City of Miami Beach had both received a better bond rating in direct response to their collaborative efforts in resiliency. Darryl Boudreau of the Northwest Florida Water Management District (NWFWMMD) stated that the NWFWMMD was very interested in assisting in the establishment of these regional partnerships. Mr. Rietow stated ARPC staff was currently in negotiation with the Leon County and the City of Tallahassee for the administration of the Capital Area Sustainability Compact.

A motion was made by Lisa Miller for the ARPC to become a member of the AFC and work with them collaboratively for the efforts of advancing resiliency in the Region. The motion was seconded by John Jones. A vote was taken, and the motion carried unanimously.

A question was raised about the costs of becoming a member of the AFC, and Mr. Bogdanoff stated that there would be no cost to the ARPC to become a member of the AFC.

Chairman Merritt thanked Mr. Bogdanoff for his informative presentation.

**Item 5: Executive Director’s Report**

5A – Financial Report: Mr. Rietow reviewed with the Board the Budget Reports and Reconciled Check Registers as of July 31, 2020 and August 31, 2020.

A motion was made by Mayor John Jones to approve the Financial Reports for the periods ending July 31, 2020 and August 31, 2020 as presented. The motion was seconded by Henry Grant. A vote was taken, and the motion carried unanimously.

5B – Staff Reports: Mr. Rietow highlighted the following ARPC Program Reports prepared by ARPC staff and included in the Board Package beginning on page 21. He shared program updates with the Board subsequent to the Board Package publication.

1. Economic Development & Community Planning – Caroline Smith
2. Disaster Recovery Coordination – Ben Chandler
3. Emergency Planning – Zach Annett, Anthony Carpanini, Denise Imbler
4. Revolving Loan Fund – Janice Watson
5. Transportation Planning – Kwentin Eastberg, Pat Maurer
6. Environmental Planning – Josh Adams, Evan Blythe
7. GIS Program – Sharon Rodriguez
8. Housing Program – Donald Morgan, Amber Zies
9. Communications Program – Melissa Franklin

5.B.1 – Economic Development Program: Mr. Rietow commended the work of ARPC staff members Caroline Smith and Ben Chandler on their efforts to expand the ARPC Economic Development program. He reported that interviews were currently being held to hire two additional planners to assist in fulfilling the obligations on recently awarded Technical Assistance and Competitive Florida grants from the FL Dept. of Economic Opportunity (FDEO). Mr. Rietow explained in detail the Growth Management Toolkit that would be developed by ARPC staff, a project that would initially assist the local governments of the ARPC and upon completion would be made available through FDEO to all the local governments of Florida.

5.B.2 – Disaster Resiliency Coordination: Mr. Rietow reported that Ben Chandler would be assisting Florida Main Street in developing a toolkit for businesses going forward in the post/Hurricane Michael/COVID-19 world and to help businesses promote and develop a better online presence. He added that the toolkit being developed for Florida Main Street would also be shared with the communities of the Apalachee Region upon completion.

5.B.3 – Emergency Planning Update: Mr. Rietow reported that ARPC staff had begun work on the Statewide Regional Evacuation Study which would be a collaborative effort by all 10 of the regional planning councils in Florida with an estimated completion date of June 30, 2021.

5.B.4 – Revolving Loan Fund (RLF): Mr. Rietow reported that the funding had been approved for the two new RLFs and a new full-time RLF Manager had been hired to take the lead on deploying that the additional RLF capital in the Region. He noted that the new RLF Manager, Jana Williams would be starting on October 1, 2020.

5.B.5 – Transportation Planning: Mr. Rietow reported that the ARPC’s contract with FDOT under the Regional Commuter Assistance Program (RideOn) had been extended until December 31, 2020 and staff was encouraged that the contract will be renewed for another year on January 1, 2021. He explained that under the constraints of 2020 COVID-19 restrictions the program has been challenging to grow and develop as quickly as had been originally anticipated. Mr. Rietow also reported that the Emerald Coast Regional Council in coordination with ARPC staff had recently completed a Regional Transportation Study. He noted that there will be a presentation at the November 19, 2020 ARPC meeting to review the recommendations of the plan. Mr. Rietow explained that one of the recommendations of the plan was for the development of an ongoing rural transportation planning effort following the MPO model of the urban areas. He thanked Maria Showalter, ARPC FDOT ex-officio board member for all her support throughout the study.
5.B.6 – Environmental Planning Update: Mr. Rietow reported that ARPC staff continued to work on the 15 million dollar project funded by the National Fish and Wildlife Federation to create a 12-mile living shoreline between Eastpoint and Carrabelle in Franklin County. He noted that sub-contractors have begun collecting the baseline data for the project area.

5.B.8 – Housing Program Update: Mr. Rietow reviewed the work of ARPC staff with respect to the Housing Program. He noted that the ARPC Housing program had already been expanded to assist Calhoun, Gulf, and Liberty Counties, with the administration of recently awarded Coronavirus Relief Fund (CRF) programs. Mr. Rietow commended ARPC Housing staff members, Donald Morgan and Amber Zies for hitting the ground running on the establishment of the program and for continuing to look for opportunities to assist the communities of the Apalachoo Region with housing initiatives.

5.B.9 – Communications Update: Mr. Rietow reported that in the past, the ARPC had never needed to market the RLF program and the funds were usually all loaned out and the RLF often had a waiting list of potential borrowers. However, he noted that ARPC communications staff had been working on a marketing strategy to get the word out about the new influx of capital into the ARPC RLF. He added that the ARPC staff had been working on promotional materials for the Franklin Hwy 98 project and the Big Bend Healthcare Coalition.

5.C – Executive Committee Meeting Overview: Mr. Rietow summarized the ARPC Executive Committee meeting held on September 23, 2020 and reviewed the following actions of the ARPC Executive Committee.

- Approved RLF Loans to:
  - Telogia Trading Post – Logan Durden
  - Norris Smokehouse – Jena and Bill Norris
  - Watson Baled Straw – Leon Watson
- Approved ARPC FY 20/21 Budget
  - Budget had increased from 1.3 million dollars in FY 19/20 to 2.2 million for FY 20/21
- Approved the updated ARPC Personnel Manual, which is now more in line with State of Florida Employee benefits.
- Approved a one-year engagement with Joshua Pasqualone to serve as ARPC Legal Counsel.

A motion was made by Stephen Walker to ratify the actions of the ARPC Executive Committee taken at its meeting on September 23, 2020. The motion was seconded by Henry Grant. A vote was taken, and the motion carried unanimously.

Commissioner Dozier commended ARPC staff for their efforts in obtaining new projects and growing the ARPC Budget by over a million dollars in one year while still increasing the ARPC Reserve Fund.

ARPC Board Meeting Minutes
September 24, 2020
Item 6: Board Member Reports / Local & Regional Issues Discussion
Mr. Rietow announced that the ARPC bi-annual officer elections would take place at the November 19, 2020 ARPC Meeting. He asked the Board to email nominations to him before the end of October for the offices of Chairman, Vice-Chairman, and Secretary-Treasurer. Chairman Merritt noted that ballots would be mailed to the board before the next meeting.

Chairman Merritt asked for any further Board or public comments and there were none. He announced that the next ARPC Board meeting would be held on November 19, 2020 at a location to be determined.

There being no further business the meeting was adjourned at 11:30 am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL MEETING IN REGULAR SESSION ON NOVEMBER 19, 2020

SIGNED: ATTEST:

Randy Merritt Chris Rietow
Chairman Executive Director

ARPC Board Meeting Minutes September 24, 2020
AGENDA ITEM - 5

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:
   - Budget Report for the month ending September 30, 2020
   - Final Budget Amendment Summary FY 19/20
   - Budget Report for the month ending October 31, 2020

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. *Tentative 2021 ARPC Board Meeting Schedule: Staff will review the upcoming calendar schedule for Board Meetings.

D. *ARPC Officer Elections: Officer election results will be reported to the Board.

**ACTIONS NEEDED**


*Motion to approve the Final Budget Amendment for FY 19/20.

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<th>LINE-ITEM</th>
<th>FY 19/20 Budget</th>
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<th>Budget Balance</th>
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**TOTAL REVENUE**

1,332,100 59,036.41 1,687,011.12 (354,911) 127%

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<td>Board Meeting Expenses</td>
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<td>Contingency &amp; Project Pass-Thru</td>
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<td>Consultants (Contract Required)</td>
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<td>Dues (FRCA, NADO, SERDI &amp; Other)</td>
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<td>Equipment Lease - Copiers</td>
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**TOTAL EXPENSES**

1,332,100 103,600.29 1,591,847.39 (259,747) 119%

<table>
<thead>
<tr>
<th>Bal. 9/30/20</th>
<th>203,442.44</th>
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<td>Operating Acct. Balance 9/30/20</td>
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## Apalachee Regional Planning Council FY 2019/2020 Budget (Final)

### Income/Revenues:

<table>
<thead>
<tr>
<th>Economic Development Programs</th>
<th>$243,300</th>
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<tbody>
<tr>
<td>EDA Planning Grant</td>
<td>70,000</td>
<td></td>
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<tr>
<td>EDA Recovery Coordinator</td>
<td>60,000</td>
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<tr>
<td>EDA Franklin Long Term Recovery</td>
<td>20,000</td>
<td></td>
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<tr>
<td>Calhoun Long Term Recovery</td>
<td>40,000</td>
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<tr>
<td>Liberty Long Term Recovery</td>
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<tr>
<td>Revolving Loan Fund - Admin</td>
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<tr>
<td><strong>Emergency Planning Programs</strong></td>
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<tr>
<td>FDACS - Animal Safety Planner</td>
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<tr>
<td>FDEM - Hazards Analyses</td>
<td>22,000</td>
<td></td>
</tr>
<tr>
<td>FDEM - HMEP Planning</td>
<td>33,000</td>
<td></td>
</tr>
<tr>
<td>FDEM - HMEP Training</td>
<td>25,000</td>
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<tr>
<td>FDEM - Local Emergency Planning</td>
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<td>Small EM Contracts</td>
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<tr>
<td><strong>Environmental Programs</strong></td>
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<td>FDEP - Hwy 98</td>
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<tr>
<td>FDEP - Carrabelle LMP</td>
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<td>FDEP - SOG</td>
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<tr>
<td>RESTORE - Jefferson</td>
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<td>RCSC - Admin</td>
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<td>Small Enviro Contracts</td>
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<tr>
<td><strong>Housing Programs</strong></td>
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<td>Calhoun HHRP</td>
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<td><strong>Technical Assistance Programs</strong></td>
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<td>Big Bend Health Care Coalition</td>
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<td>CDBG - Port St. Joe</td>
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<td>Continuum of Care</td>
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<tr>
<td>FDEO - Midway Competitive FL</td>
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<td>FDEO - Chattahoochee Streetscape</td>
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<td>Small TA Contracts</td>
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<td><strong>Transportation Programs</strong></td>
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<td>FDOT - RideOn</td>
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<tr>
<td>Small Transportation Contracts</td>
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**Total Income/Revenues:** $1,701,200 100%

### Operating Expenses:

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<th>Category</th>
<th>Amount</th>
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<tr>
<td>Advertising</td>
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<td>Audit</td>
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<td>Dues (RFCA, NADO, SERDI, others)</td>
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<td>IT Tech Support</td>
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<td>Legal</td>
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<td>Licenses (REMI)</td>
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<td>Miscellaneous</td>
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<td>Office Supplies</td>
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<td>Postage</td>
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<td>Telephone</td>
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<td>Travel - Staff / Board</td>
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**Total Operating Expenses:** $1,701,200
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<th>LINE-ITEM</th>
<th>General Revenue</th>
<th>FY 20/21 Budget</th>
<th>October 2020</th>
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<th>Budget Used</th>
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<td>22,000</td>
<td>-</td>
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<td>FDEM - HMEP Planning</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
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<td>0%</td>
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<td>FDEM - HMEP Training</td>
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<td>FDEP - SQG</td>
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<td>FDEO - Eastpoint Competitive FL</td>
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<tr>
<td>FDEO - Carrabelle Competitive FL</td>
<td>33,000</td>
<td>-</td>
<td>-</td>
<td>33,000</td>
<td>0%</td>
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<tr>
<td>FDEO - Campellton Competitive FL</td>
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<td>-</td>
<td>-</td>
<td>33,000</td>
<td>0%</td>
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<tr>
<td>Misc. Small TA Contracts</td>
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<td>1,300.00</td>
<td>3,700</td>
<td>26%</td>
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<tr>
<td>CTD - Transportation Disadvantaged</td>
<td>185,000</td>
<td>-</td>
<td>-</td>
<td>185,000</td>
<td>0%</td>
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</tr>
<tr>
<td>FDOT - RideOn</td>
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<td>-</td>
<td>-</td>
<td>150,000</td>
<td>0%</td>
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<td>QGAA - Admin</td>
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<td>2,500.00</td>
<td>27,500</td>
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</tr>
</tbody>
</table>

**TOTAL REVENUE**: 2,196,100

| General Expenses | | |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Salaries | 1,010,000 | 72,760.00 | 72,760.00 | 937,240 | 7% |
| Fringe Benefits (FICA, CHP & FRS) | 300,000 | 22,227.78 | 22,227.78 | 277,772 | 7% |
| Travel | 50,000.00 | 3,126.02 | 3,126.02 | 46,874 | 6% |
| Consultants (Contract Required) | 559,000.00 | 23,000.00 | 23,000.00 | 536,000 | 4% |
| Accounting | 1,000 | 38.00 | 38.00 | 962 | 4% |
| Advertising | 5,000 | 52.88 | 52.88 | 4,947 | 1% |
| Audit | 25,000 | - | - | 25,000 | 0% |
| Board Meeting Expenses | 4,000 | - | - | 4,000 | 0% |
| Dues (FRCA, NADO, SERDI & Other) | 25,500 | - | - | 25,500 | 0% |
| Equipment Lease - Copiers | 12,000 | 788.75 | 788.75 | 11,211 | 7% |
| Insurance (Work Comp, Liability) | 15,000 | 4,453.13 | 4,453.13 | 10,547 | 30% |
| IT Tech Support & Equipment | 25,000 | 4,005.25 | 4,005.25 | 20,995 | 16% |
| Legal | 6,000 | - | - | 6,000 | 0% |
| Licenses (REMI) | 6,500 | - | - | 6,500 | 0% |
| Miscellaneous | 500 | - | - | 500 | 0% |
| Office Supplies | 5,000 | 236.41 | 236.41 | 4,764 | 5% |
| Postage | 3,000 | 200.00 | 200.00 | 2,800 | 7% |
| Rent | 55,000 | 4,475.00 | 4,475.00 | 50,525 | 8% |
| Subscriptions & Publications | 500 | 85.00 | 85.00 | 415 | 17% |
| Telephone & Internet | 12,000 | 1,015.19 | 1,015.19 | 10,985 | 8% |
| Contingency & Project Pass-Through | 76,100 | 2,535.06 | 2,535.06 | 73,565 | 3% |

**TOTAL EXPENSES**: 2,196,100

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<th>187,860.75</th>
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</table>
AGENDA ITEM 5 – 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 is engaged in conversations with Economic Development Administration (EDA) staff and regional partners to figure out the best way to incorporate economic recovery from Hurricane Michael and COVID-19 into the 2020 CEDS update, which will be completed by January 2021.

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

Quincy Neighborhood Beautification Plan
City of Quincy staff have engaged ARPC staff in conversations on conducting a neighborhood beautification planning project. ARPC staff have submitted a proposed scope of work, toured the community, and are looking forward to the possibility of completing this design-focused project.

Community Planning Toolkit
Activities are currently underway for the FL Dept. of Economic Opportunity (DEO)-funded Community Planning Toolkit project. ARPC staff will soon conduct a survey on community planning needs and use the findings to design community planning training workshops, which will be held in early 2021.

Community of Eastpoint, Competitive Florida
ARPC staff have begun project activities for Eastpoint’s Competitive Florida Partnership Grant. ARPC staff are working on outreach efforts, hosted the community’s first public workshop on November 2, 2020, and have scheduled the second workshop to be held on February 1, 2021.

City of Carrabelle, Competitive Florida
ARPC staff have signed an agreement with the City of Carrabelle to lead project activities for Carrabelle’s Competitive Florida Partnership Grant. ARPC staff and City staff are currently identifying dates for upcoming public workshops and will begin outreach activities in December 2020.
Town of Campbellton, Competitive Florida ARPC staff have signed an agreement with the Town of Campbellton to carry out project activities for Campbellton’s Competitive Florida Partnership Grant. ARPC staff will host the first public workshop on December 10, 2020, with outreach and additional activities continuing into 2021.

Town of Campbellton, Campbellton Crossroads
This planning project, funded by the FL Dept. of Economic Opportunity (DEO) Rural Infrastructure Fund (RIF), is currently underway, with the first public workshop set for the evening of November 19, 2020 at the Campbellton Community Center.

FL Dept. of Economic Opportunity (DEO) Rural Infrastructure Fund Special Appropriation, 2021-2023
DEO has made an additional $5.5 million available under the RIF Special Appropriation for inland counties impacted by Hurricane Michael. Eligible entities include Calhoun, Gadsden, Jackson, and Liberty counties and their municipalities. Funds may be used for planning or construction projects. No match is required for planning projects, such as feasibility studies or downtown redevelopment plans, while a 50-percent match is required for construction projects. The application window is currently open and will close on November 30, 2020. Interested parties may contact the ARPC for application assistance.

Franklin County Long-Term Recovery Strategy
ARPC staff have finalized grant requirements for the EDA-funded Resilient Franklin project. However, project activities will continue as ARPC staff assist with establishing an Economic Development Council (EDC) in Franklin County. The EDC will help to finalize, adopt, and implement the economic development strategy.

Left: Aerial view of Apalachicola.
AGENDA ITEM 5 – B – 2

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

Program Summary
The Disaster Resilience & Recovery 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. Since September’s ARPC Board meeting, the program has been focused in the following areas:

- Florida Department of Transportation (FDOT): TransPlex Web Series Presentation
- Regional Recreation Economy Summit
- Regional Investments by the U.S. Department of Commerce
- Long Term Recovery Plans for Calhoun & Liberty counties

Florida Department of Transportation: TransPlex Web Series Presentation
In October, the Florida Department of Transportation’s (FDOT) Office of Policy Planning hosted the Transportation Planning Exchange or TransPlex Web Series in conjunction with National Planning Month. The first webinar of the series was held on October 2, 2020 and focused on community planning and partnerships. The purpose of the discussion was to address FDOT’s shift in thinking about community planning toward more partnerships and relationship building with examples from around the state. Mr. Ben Chandler was one of the featured presenters tasked to provide an overview of an example of a local community planning partnership with FDOT. Mr. Chandler highlighted the Chattahoochee Streetscape Improvement Concept Plan, which was a successful partnership project just recently completed by the ARPC through a Community Planning Technical Assistance grant from the FL Dept. of Economic Opportunity (DEO).
The presentation focused on how the success of the project largely depended upon the involvement of state and regional agencies, as they were the entities responsible for providing input and approvals as the project moved forward with engineering design. Garnering early and continuous input from FDOT, the Capital Region Transportation Planning Agency, Gadsden County, Florida Main Street, the Florida Department of State’s Division of Historical Resources, Chattahoochee Main Street, and the City of Chattahoochee helped gain local confidence and community support in the project to move it forward.

**Regional Recreation Economy Summit**

The *Florida Panhandle Regional Recreation Economy (virtual) Summit* was hosted by the Environmental Protection Area (EPA) Region 4 and the Federal Emergency Management Agency’s (FEMA) Interagency Recovery Coordination field operations to bring together local and regional stakeholders, along with state and federal resource partners, to craft a vision and action plan to support the regional recreation economy.

The *Summit* built upon the six (6) *Recovery and Resiliency Partnership Project (R2P2)* efforts in Hurricane Michael-impacted communities in the panhandle. Three (3) of the participating communities reside in the Apalachee Region: Marianna, Quincy, and Chattahoochee. The partnerships identified stormwater resiliency and greenspace connections with visions for revitalized downtowns and strengthened community connectivity to parks and other recreational opportunities supporting the local economy and long-term regional recovery.

The virtual *Summit* highlighted capacity support to identify and align financial, technical, and in-kind resources to build business support infrastructure, promote ecosystem and watershed resiliency, and integrate historical and cultural resource assistance to strengthen the regional recreation economy for the Panhandle of Florida. The *Summit* was a culmination of the R2P2 mission in its priority to build local capacity and cross-sector partnerships to support these efforts. The event provided an opportunity to share recreational opportunities that connect the cities, identify additional partners and resources that can support a recreational vision, and showcase capacity building partnerships that could support a collaborative regional recreation economy perspective.

The ARPC was an integral partner in working with our participating communities in identifying projects to support these efforts. The ARPC will serve as one of several organizations supporting the refinement of the action plan outlined during the *Summit*. The final reports for each of the Region’s participating communities can be viewed and downloaded using the following links:

- City of Chattahoochee: [http://r2p2.skeo.com/chattahoochee/](http://r2p2.skeo.com/chattahoochee/)
- City of Marianna: [http://r2p2.skeo/marianna/](http://r2p2.skeo/marianna/)
- City of Quincy: [http://r2p2.skeo/quincy/](http://r2p2.skeo/quincy/)
Regional Investments by the U.S. Department of Commerce
Since the last ARPC Board meeting, the U.S. Department of Commerce, Economic Development Administration (EDA) has announced three (3) investment awards in the Apalachicola Region. These projects have been funded by the additional federal supplemental appropriations under the Disaster Relief Act of 2019.

Leon County Research and Development Authority (at Innovation Park)
In a press release dated September 17, 2020, U.S. Secretary of Commerce Wilbur Ross announced that the EDA awarded a “$10.2 million grant to the Leon County Research and Development Authority, Tallahassee, Florida, to build a 40,000 square-foot, high-tech business incubator within the Innovation Park of Tallahassee to aid in the formation and expansion of technology businesses, disseminating technologies to existing businesses, and establishing new business operations throughout the region. The EDA grant will be matched with more than $6.8 million in local investment.”

Jackson County Industrial Park (at the Endeavor Site)
In a press release dated October 2, 2020, U.S. Secretary of Commerce Wilbur Ross announced that the EDA awarded a “$2.6 million grant to Jackson County to construct a building at the Jackson County Industrial Park to support manufacturing growth and boost county economic diversification and resiliency efforts. The EDA grant, to be matched with $2 million in state funding, is expected to create 200 jobs, retain 200 jobs and spur $2 million in private investment.” The funding will help construct a facility consisting of 6,000 square feet of office space and 44,000 square feet of warehouse and manufacturing space. Secretary Ross made a personal visit to Jackson County to make the formal announcement of the award.

Gulf County (at Costin Airport)
In a press release dated October 20, 2020, it was announced that EDA awarded a “$615,448 grant to Gulf County, Florida, to make critical, disaster resistant infrastructure improvements needed to support manufacturing and industrial growth at the Costin Airport site and along Cessna Drive in Port St. Joe. The EDA grant, to be matched with $153,862 in local investment, is expected to create 71 jobs and spur $5.2 million in private investment.”

Mr. Dana Gartzke, performing the delegated duties of the Assistant Secretary of Commerce for Economic Development, was present for the announcement to Gulf County. In his remarks, he stated that “(t)his project will make infrastructure improvements to serve the Costin Airport site and Cessna Drive to support advanced manufacturing, including a major manufacturer of manned and unmanned aircrafts and other businesses that will diversify and strengthen Gulf County’s economy in the wake of Hurricane Michael.”
This EDA investment will fund paving of roads and installation of utilities necessary for the operation of a new hangar at Costin Airport and support the growth of other developable property.
The pathway to the EDA investment awards for these projects are made possible, in part, by the regional planning efforts of the ARPC, which EDA funds to bring together the public and private sectors to create a Comprehensive Economic Development Strategy (CEDS) that helps to strengthen the regional economy, support private capital investment, and create jobs.

Long-Term Recovery Plans for Calhoun & Liberty Counties
As mentioned in past reports, both Calhoun and Liberty counties were awarded 2019/20 Community Planning Technical Assistance Grants from the FL Dept. of Economic Opportunity (DEO) to develop long-term recovery plans in response to the devastation of Hurricane Michael. Both plans were developed in partnership with the ARPC and Julie Dennis of OVID Solutions.

These individual countywide recovery plans have been developed and designed to identify priority projects that each county hopes to accomplish, along with funding strategies for achieving each one. On November 5, 2020, the Liberty County Board of County Commissioners voted unanimously to adopt the Liberty County Long-Term Recovery Plan for Hurricane Michael.
Calhoun County is scheduled to hold their adoption hearing for their long-term recovery plan on November 17, 2020. The outcome of that hearing will be reported to the ARPC Board on November 19, 2020 at the ARPC Board meeting.

The draft plans have been, and continue to be, available for download at the following websites:

- Calhoun County: [https://calhouncountygov.com/](https://calhouncountygov.com/)

Both plans are also available for viewing and download on the ARPC’s home page at [https://www.arpc.org/](https://www.arpc.org/).
AGENDA ITEM 5 – 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 November 18, 2020 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 February 2021. The location has yet to be determined.

Hazardous Materials Exercises
ARPC staff and the Jackson County Emergency Management Office are in the initial planning phase of a hazardous materials exercise that will be conducted in early 2021.

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

- Anhydrous Ammonia Safety Training
- Awareness and Emergency Response
- Chlorine Safety Training
- Chlorine Emergencies: An Overview for First Responders
- Crude Oil by Rail
- Ethanol Training & Emergency Response
- Steel Drums 101 for Emergency Responders
- AWR 219-C: Site Protection Through Observational Techniques

The following trainings were sponsored by the Apalachee LEPC during the past quarter:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/29/2020</td>
<td>4-Hour HazMat Awareness (Virtual)</td>
<td>13</td>
</tr>
</tbody>
</table>

Hazard Analysis
ARPC staff has completed the first deliverable of the 2021 Hazard Analysis Contract. This includes performing 40 site verifications to those facilities storing extremely hazardous substances across the Apalachee Region.
State Agricultural Response Team

Over the past two years, ARPC staff has been providing support to the Florida Department of Agriculture and Consumer Services’ (FDACS) State Agricultural Response Team (SART) to develop an online Pet-Friendly Sheltering Course. This course is an Independent Study course that students can complete at their own pace and receive a certificate upon completion. The course is in its final stages and is ready to be sent to the state for final approval. At this time, the ARPC has completed its obligation to the FDACS and SART.

Big Bend Healthcare Coalition (BBHCC)

ARPC staffs the Big Bend Healthcare Coalition (BBHCC), which held its most recent meeting virtually on September 1, 2020 with approximately 90 participants from throughout the Region. During the meeting, there were discussions surrounding special needs sheltering during COVID-19, in addition to an overview of the BBHCC project funding application and deadlines. The next general membership meeting of the BBHCC is scheduled for December 1, 2020 and will be held virtually.

COVID-19 Response

Staff continues to support local public health and emergency response officials in the response to COVID-19. This support includes sharing information such as current Executive Orders, bi-weekly situation reports, and assisting local health partners with vaccination distribution planning. The BBHCC also continues to provide personal protective equipment such as gloves and gowns to facilities in need, as necessary.

To support COVID-19 vaccination planning throughout the Region, the BBHCC partnered with the Department of Health in Leon County to deliver an educational workshop centered around vaccination distribution. The workshop was held on October 22, 2020 and provided details on all aspects of the COVID-19 vaccine, including delivery, storage, and administration at the federal, state, and local levels. The workshop also discussed the importance of organizations registering as Closed Points of Dispensing (PODs) and the ability of these organizations to vaccinate a population quickly and efficiently. Roughly 60 people attended the virtual workshop and the presentation can be found on the BBHCC website at www.BigBendHCC.org.

Recently, the Florida Hospital Association awarded funding to coalitions in the State of Florida to assist with infectious disease and COVID-19 response. The BBHCC was awarded nearly $60,000 to distribute over a 5-year period, ending in April 2024. The BBHCC will be working with its Board of Directors and other partners to develop various projects to support the Region. Some potential project ideas include developing infectious disease response guidebooks and providing infectious disease consultants for facilities to identify any gaps in their plans or procedures and strengthen their capabilities.
BBHCC Member Project Funding
Each year the BBHCC provides competitive funding to members to support various public health-related projects. Last year the BBHCC funded six projects including the purchase of a thermal body camera for Tallahassee Memorial Hospital, Stop the Bleed Kits for Florida State University, and portable treatment tents for Capital Regional Medical Center. This year, the BBHCC announced availability of $50,000 and has received three projects for consideration. The BBHCC Board of Directors will meet to discuss the projects and determine which will be approved for funding.

Trainings, Exercises and Outreach
The Coalition Surge Tool Exercise is scheduled to take place on December 15, 2020. The BBHCC partnered with Tallahassee Memorial Hospital, Capital Regional Medical Center, the FL Dept. of Health, Leon County Emergency Medical Service and Leon County Emergency Management to test the ability of the BBHCC and its members to carry out a mass evacuation of a hospital. The purpose of the exercise is to secure transportation for and place all evacuated patients into proper facilities throughout the region within a 90-minute timeframe.

The BBHCC is offering an Emergency Department Mass Casualty Response Training course to be held in-person on January 15, 2021 in Tallahassee. The course will focus on educating emergency department staff on how to triage and treat an overwhelming number of patients in a short period of time and will provide attendees with hands-on training opportunities throughout the course. This training will follow strict social distancing measures to ensure participant safety. To register for the class, please visit the following link: ED Mass Casualty Course.

BBHCC staff is also working to develop an online Nursing Home Incident Command Course, which should be ready to deliver to members in late 2020 or early 2021. The course will focus on how rural nursing homes can set up an incident command system and work with local emergency operation centers to acquire resources and assistance during disaster situations.

Statewide Regional Evacuation Study
ARPC staff is working with the FL Division of Emergency Management (FDEM) and with the other nine regional planning councils to update the Statewide Regional Evacuation Study (SRES). ARPC staff recently completed an update of storm surge maps and will next work with the county Emergency Management Departments to determine if updates to their evacuation zones are warranted. The Apalachee RES update will also include updated data regarding evacuation behavioral analyses, evacuation transportation networks, and evacuation clearance times. The update will be completed by June 30, 2021.

Other Technical Assistance
ARPC staff worked with Wakulla County to update the Wakulla County Local Mitigation Strategy, which has been submitted to the FL Division of Emergency Management (FDEM) for review and approval.
AGENDA ITEM 5-B-4a

LEGACY REVOLVING LOAN FUND (RLF) REPORT – Jana Williams

New Loan Applications
No new loan applications have been received for the Legacy RLF since the last meeting.

Approved Loan Applications
ARPC staff closed the $40,000 line of credit renewal to Watson Baled Straw on September 29, 2020. The loan was approved by the Executive Committee on September 23, 2020.

Table 1. Approved Loan Applications

<table>
<thead>
<tr>
<th>Business Name</th>
<th>County</th>
<th>Loan Amount</th>
<th>Purpose of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watson Baled Straw, LLC</td>
<td>Calhoun</td>
<td>$40,000</td>
<td>Working capital from now until April 2021 (when the peak spring pine straw shipping season begins)</td>
</tr>
</tbody>
</table>
AGENDA ITEM 5 – B – 4 b

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

In July 2020, the Economic Development Administration (EDA) awarded $580,000 to the ARPC to support the CARES Act Revolving Loan Fund (RLF), which will provide businesses throughout the Apalachicola Region with gap financing to help them survive and recover from the impacts of the COVID-19 pandemic. After an extensive six-month review process, the ARPC CARES Act RLF Plan received provisional approval from the EDA on October 28, 2020. Official approval from EDA is anticipated to occur in November after the ARPC submits documentation indicating that the Plan has also been approved by the ARPC Board. A copy of the ARPC CARES Act RLF Plan is included under separate cover.

**Marketing & Outreach**

The ARPC has created a RLF marketing and outreach strategy to showcase both the REVIVE! RLF and the CARES Act RLF programs. Efforts have begun to highlight the programs’ purpose, requirements, and call-to-action. In order to help spread the word, the ARPC is reaching out to business ecosystem partners, including the Greater Tallahassee Chamber of Commerce, the Big Bend Minority Chamber of Commerce, Capital City Chamber of Commerce, Domi Station, ACT House, Jim Moran Institute for Global Entrepreneurship, Florida Small Business Development Center, CareerSource Capital Region, Alliance of Entrepreneur Resource Organizations, Leon County Research and Development Authority, and TalTech Alliance. In this way, information about the RLF programs will be distributed to thousands of local businesses through word-of-mouth, newsletters, social media and online. Furthermore, the ARPC has identified media outlets that can help us reach our ideal audience. Starting in October, representatives from the ARPC began their outreach mission to articulate the vision and purpose of the REVIVE! and CARES Act RLFs. See the table below for more details.

<table>
<thead>
<tr>
<th>Date</th>
<th>Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15, 2020</td>
<td>Press Release Distribution</td>
</tr>
<tr>
<td>October 21, 2020</td>
<td>Tallahassee-Leon County Stakeholders meeting</td>
</tr>
<tr>
<td>October 26, 2020</td>
<td>Institute for Applied Business Research: FSU College of Business – meeting</td>
</tr>
<tr>
<td>October 30, 2020</td>
<td>FAMU Small Business Development Center – Access to Capital Roundtable</td>
</tr>
<tr>
<td>November 2020</td>
<td>Conversations with Nicole – interview, local YouTube show</td>
</tr>
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<td>November 12, 2020</td>
<td>Capital Connections with Terrance Barber – interview, local radio show</td>
</tr>
<tr>
<td>November 16, 2020</td>
<td>FAMU Federal Credit Union – meeting re: Black Business Loan Program</td>
</tr>
<tr>
<td>November 17, 2020</td>
<td>NW FL Black Business Investment Corp. – meeting with Sherwood Brown</td>
</tr>
<tr>
<td>December 2020</td>
<td>Women Wednesdays – event</td>
</tr>
<tr>
<td>December 2020</td>
<td>Capital City Chamber of Commerce SOUL – event</td>
</tr>
<tr>
<td>January 2021</td>
<td>Greater Tallahassee Chamber of Commerce Lunch &amp; Learn – event</td>
</tr>
<tr>
<td>January 2021</td>
<td>WFSU Radio Advertising – advertising spot</td>
</tr>
<tr>
<td>February 2021</td>
<td>WFSU Perspectives – radio show</td>
</tr>
</tbody>
</table>
New Loan Applications
There are no new loan applications currently under consideration. However, ARPC staff expects this to change as the RLF marketing strategy outlined above continues.

Approved Loan Applications
ARPC staff presented two loan applications to the Executive Committee for review on September 23, 2020. Both loans were approved, accounting for a total of $150,000 to be disbursed. For details, please refer to the table below. A disbursement request was sent to the EDA on November 6, 2020. Loan commitment letters will be emailed to the Applicants upon receipt of the funds from EDA.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table 2. Approved Loan Applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telogia Trading Post, Inc.</td>
<td>Liberty</td>
<td>$100,000</td>
</tr>
<tr>
<td>Norris Smokehouse &amp; Meat Processing</td>
<td>Calhoun</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Pay off the deed agreement from the previous property owner, minor upgrades and renovations to the store, and for working capital

Upgrade the facility’s septic tank and drain fill, purchase additional equipment, and working capital

ACTION NEEDED

Motion needed to approve the ARPC CARES Act RLF Plan.
ARPC CARES Act Revolving Loan Fund

RLF PLAN CERTIFICATION

This is to certify that the ARPC CARES Act Revolving Loan Fund Plan for EDA

Project No. 04-79-07543 has been reviewed and approved by the Apalachee

Regional Planning Council meeting in regular session on November 19, 2020.

______________________________    __________________________
Randy Merritt, Chairman            Date

______________________________    __________________________
Chris Rietow, Executive Director   Date
AGENDA ITEM 5 – B – 4c

REVIVE! REVOLVING LOAN FUND (RLF) REPORT – Jana Williams

In June 2020, the Economic Development Administration (EDA) awarded an $800,000 grant to the ARPC, matched with a $200,000 investment by the Office of Economic Vitality (OEV), to establish the Regional Economies Vested In Vital Enterprises (REVIVE!) program, which 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. After an extensive six-month review process, the REVIVE! RLF Plan received provisional approval from the EDA on October 28, 2020. Official approval from EDA is anticipated to occur in November after the ARPC submits documentation indicating that the Plan has also been approved by the ARPC Board. The ARPC REVIVE! RLF Plan mirrors the ARPC CARES Act Plan included as a separate document.

Marketing & Outreach
The ARPC has created an RLF marketing and outreach strategy to showcase both the REVIVE! RLF and the CARES Act RLF programs. Efforts have begun to highlight the programs’ purpose, requirements, and call-to-action. In order to help spread the word, the ARPC is reaching out to business ecosystem partners, including the Greater Tallahassee Chamber of Commerce, the Big Bend Minority Chamber of Commerce, Capital City Chamber of Commerce, Domi Station, ACT House, Jim Moran Institute for Global Entrepreneurship, Florida Small Business Development Center, CareerSource Capital Region, Alliance of Entrepreneur Resource Organizations, Leon County Research and Development Authority, and TallyTech Alliance. In this way, information about the RLF programs will be distributed to thousands of local businesses through word-of-mouth, newsletters, social media and online. Furthermore, the ARPC has identified media outlets that can help us reach our ideal audience. Starting in October, representatives from the ARPC began their outreach mission to articulate the vision and purpose of the REVIVE! and CARES Act RLFs. See the table below for more details.

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<td>February 2021</td>
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</tr>
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REVIVE! New Loan Applications
ARPC staff is currently working with one new loan applicant. See the below table for details. If all documentation is received in a timely manner, ARPC staff will be presenting the loan to the RLF Committee for consideration in late November 2020.

Table 2. New Loan Applications

| Impact Food Services Group | Leon  | $35,000 | Purchase of 5 additional self-serve kiosks, as well as working capital |

Approved Loan Applications
No loans have been approved yet.

ACTION NEEDED

Motion needed to approve the ARPC REVIVE! RLF Plan.
ARPC Hurricane Michael Revolving Loan Fund
RLF PLAN CERTIFICATION

This is to certify that the ARPC Hurricane Michael Revolving Loan Fund Plan for EDA Project No. 04-79-07446 has been reviewed and approved by the Apalachee Regional Planning Council meeting in regular session on November 19, 2020.

__________________________
Randy Merritt, Chairman

__________________________
Chris Rietow, Executive Director

Date

Date
ARPC, OEV Announces $1M to Establish Revolving Loan Fund to Serve Businesses in Tallahassee-Leon County

TALLAHASSEE, Fla., October 15, 2020 – Today, the Apalachee Regional Planning Council (ARPC) and Office of Economic Vitality (OEV) are proud to announce the establishment of the Regional Economies Vested In Vital Enterprises (REVIVE!) program, a $1 million Revolving Loan Fund (RLF) to assist businesses in Tallahassee-Leon County. This program was made possible by an $800,000 grant to the ARPC by the U.S. Department of Commerce’s Economic Development Administration, matched with a $200,000 investment by OEV.

The purpose of REVIVE! is aimed at stimulating long-term, private sector investment and employment in the Apalachee Region, and specifically, in Florida’s Capital. This program provides urgent capital needs to small businesses that have been underserved by either traditional lending institutions or other public funding programs. REVIVE! complements OEV’s efforts of economic inclusion, and creating and retaining permanent jobs, and ARPC’s efforts of improving the economic environment of the Apalachee Region.

ARPC Executive Director Chris Rietow said, “The REVIVE! revolving loan fund will be of great assistance to small businesses that may have been overlooked by traditional lending institutions. We’re proud to partner with the Economic Development Administration and OEV to leverage these funds to provide local enterprises with much-needed capital.”

The program comes at a crucial time as many local businesses and entrepreneurs are still dealing with the effects of the COVID-19 pandemic. The funds are intended to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs. To qualify for REVIVE!, a business must create or retain full-time, permanent jobs and be located in Tallahassee-Leon County.

“Our small businesses are critical to our local economy and OEV is pleased to provide matching funds to leverage the federal grant into the program so that businesses in Leon County have

-more-

2507 Callaway Road, Suite 200 • Tallahassee, FL 32303
P: 850.488.6211 • www.arpc.org
access to capital," OEV Director Cristina Paredes said. “Our goal with this program is to make sure businesses have the ability to thrive in the Tallahassee-Leon County community and throughout our region.”

To learn more about the eligibility requirements and to obtain the loan application for REVIVE!, visit https://www.arpc.org/rif. Applicants may also begin the process of applying for REVIVE! by contacting Jana Williams at ARPC at jwilliams@arpc.org or calling 850-339-4564.

About the Tallahassee - Leon County Office of Economic Vitality (OEV)

When you are looking to grow, relocate or start your business in Florida’s capital city, the Office of Economic Vitality is your front door to business resources. OEV can guide you in a variety of ways: site location, talent solutions, financial assistance, for instance. To foster a strong business climate, the Office of Economic Vitality provides data, resources and support to site selectors, state partners, and business leaders in the community alike. We serve as the connector between state economic development, workforce development, and business.

About the Apalachee Regional Planning Council (ARPC)

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

###
AGENDA ITEM 5 – B – 5

TRANSPORTATION PLANNING PROGRAM – Kwentin Eastberg and Pat Maurer

Transportation Disadvantaged (TD) Program
ARPC staff has continued to accomplish significant work despite the lingering impacts from COVID-19. Due to the Governor not extending the executive order to allow for virtual meetings after October 31, 2020, the Transportation Disadvantaged Coordinating Boards (TDCB) in all nine counties decided to move up their second quarter meeting (traditionally held in November) to the last week in October. This decision was made because the TDCBs have several “high-risk” board members with respect to COVID and they wished to maintain the safety of everyone involved while also staying in compliance with the Governor’s mandate.

The second quarter meeting had a light agenda, but did include a public workshop and presentation from the RideOn Commuter Services program. Each virtual meeting had the quorum necessary to conduct business while remaining safe and socially distanced. These meetings are open to the public and all are invited to attend. Meeting notices are published in the local county newspaper, as well as on the ARPC website. A meeting calendar for the remaining meetings for Fiscal Year 2020-2021 is provided below. These are expected to be in-person meetings.

Transportation Disadvantaged Coordinating Boards
2020 - 2021 Meeting Calendar

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>FEBRUARY 2021</th>
<th>JUNE 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun</td>
<td>2 Tuesday</td>
<td>1 Tuesday</td>
</tr>
<tr>
<td>1:00 PM CT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franklin</td>
<td>3 Wednesday</td>
<td>2 Wednesday</td>
</tr>
<tr>
<td>10:00 AM ET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gadsden</td>
<td>11 Thursday</td>
<td>10 Thursday</td>
</tr>
<tr>
<td>2:00 PM ET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gulf</td>
<td>3 Wednesday</td>
<td>2 Wednesday</td>
</tr>
<tr>
<td>12:00 PM ET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackson</td>
<td>2 Tuesday</td>
<td>1 Tuesday</td>
</tr>
<tr>
<td>10:00 AM CT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jefferson</td>
<td>11 Thursday</td>
<td>10 Thursday</td>
</tr>
<tr>
<td>10:00 AM ET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leon</td>
<td>10 Wednesday</td>
<td>9</td>
</tr>
<tr>
<td>2:00 PM ET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberty</td>
<td>2 Tuesday</td>
<td>1 Tuesday</td>
</tr>
<tr>
<td>3:30 PM ET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wakulla</td>
<td>10 Wednesday</td>
<td>9</td>
</tr>
<tr>
<td>10:00 AM ET</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. The mission of the program is to improve mobility in ways that are both economically beneficial and environmentally sustainable.

Information regarding RideOn is provided daily by ARPC staff via a toll-free hotline. ARPC staff answer questions about local transit services and provide referrals for – and assistance to – community partners. More information regarding the RideOn program can be found via the RideOn app, on Facebook or online at: www.RideOnTogether.org.

As schools and businesses have increased their activities, COVID-19 cases in Florida have also increased, which has severely limited the anticipated scope of the campaign. The position of ARPC staff throughout the pandemic has been to exercise an abundance of caution, so RideOn continues to recommend and promote modes of transportation and mobility practices that best support public health and safety.

Mobility Week 2020

ARPC staff have been participating fully in the development and launch of the FL Dept. of Transportation’s (FDOT) statewide Mobility Week 2020 campaign. As part of the campaign, the FDOT sponsored a Virtual Mobility Summit, utilizing the latest in website design to create an immersive and highly interactive 3-D environment. ARPC staff created and produced informative videos and downloadable print collateral for this virtual event. The online platform can be accessed at: https://vmr.vhb.com/v/R81y7bBljAd.

LoveToRide Florida Challenge

ARPC staff efforts during this period have also focused on advancing public awareness of our mission and services and promoting the LoveToRide Florida Challenge, an online engagement effort to recruit new cyclists and encourage riders of all ages and experience levels to use active transportation.

Other Transportation-Related Initiatives

Commuter Programs Coordinator Pat Maurer concluded her appointment as a seated member of the City of Tallahassee’s Transit Advisory Committee, having served the term limits of the organization bylaws. Ms. Maurer will continue to participate in an advisory capacity.

ARPC staff continues to meet with various partners throughout the Region to promote safe, efficient, and equitable transportation for all.
AGENDA ITEM 5 – B – 6

ENVIRONMENTAL PLANNING PROGRAM – Josh Adams and Evan Blythe

RESTORE

The *Wacissa River Park Improvement* project in Jefferson County has been awarded; however, the original scope of work needed to be amended due to unforeseen complications with the selling landowner. ARPC staff has worked with County representatives to create a Request for Proposal (RFP) for the *Wacissa River Park Project*. The RFP has been approved and will be advertised in accordance with county protocol.

The *Monticello-to-Lloyd Sewage Improvement* project in Jefferson County is beginning to take shape. ARPC staff has participated in phone calls with the City of Monticello’s Mayor, Planner, and Engineering Firm regarding preliminary designs that had been previously assembled. ARPC staff will move forward with this project as soon as the RFP for the *Wacissa River Park Improvement* project has been approved by the Jefferson County Board of Commissioners.

**Alligator Point Coastal Resiliency Study**

The ARPC has contracted with Franklin County for completion of an *Alligator Point Coastal Resiliency Study: Vulnerability Assessment and Alternatives Analysis*. ARPC staff has conducted the better half of a series of video diary interviews with landowners who live on Alligator Point for the purpose of informing an ‘alternatives analysis’ for options to reduce coastal erosion. Phase I of the project was funded by the FL Dept. of Environmental Protection (FDEP) and the remainder of the project was funded by the Northern Gulf of Mexico Sentinel Site Cooperative. The first half of the project, including stakeholder outreach, records review, and review of the *Franklin County Comprehensive Plan: Coastal Element* is complete. The draft report for the has been completed and ARPC staff will attend a Franklin County Board of Commissioners meeting to present their findings.

**Franklin-98 Living Shoreline Resiliency Project Update**

Funding has been secured from both the Gulf Environmental Benefit Fund (GEBF) and the Emergency Coastal Resilience Fund (ECRF). The project is in full swing, as subcontractors have
completed the collection of baseline data for the project area. Since the last ARPC Board meeting, ARPC staff has hosted an additional Technical Working Group meeting that consisted of representatives from the National Fish and Wildlife Service (NFWS), FL Dept. of Environmental Protection (FDEP), FSU Marine Lab, and FL Fish and Wildlife Commission (FWC). The next steps for the project will be permitting, monitoring of test materials, ongoing community outreach and project design, which we expect to commence within the next month.

**Capital Area Sustainability Compact**

Leon County has provided the ARPC with the opportunity to serve as an administrator for the **Capital Area Sustainability Compact (CASC)**. The responsibilities will consist of facilitating and maintaining records for regularly scheduled Steering Committee and Working Group Meetings, maintaining payment records, as well as ad hoc tasks that may consist of special topical research, grant research, grant writing, and identifying opportunities for collaboration. The ARPC anticipates finalizing a contract for these services by the end of the month.
AGENDA ITEM 5 – B – 7

GIS Program – Sharon Rodriguez

State Regional Evacuation Study (SRES)
Storm surge analysis is on track and a GIS deliverable was recently completed for the State Regional Evacuation Study (SRES). The data layers were prepped by changing coordinate plane systems, editing the digital elevation layer (DEM) to ensure projected surge flow was not blocked by bridges or culverts, and enhancing the sea water layer. Current surge data from the National Hurricane Center (NHC) was acquired and ran through the Flood Master tool in ArcMap, which enhanced the NHC data and produced a surge output that is more detailed and accurate for our counties. A composite has been created for each county afflicted by hurricane surge (Categories 1 through 5).

Above: Franklin County storm surge composite.

Franklin-98 Living Shoreline Resiliency Project
Satellite data was processed for the Franklin-98 Living Shoreline Resiliency project. A model was created to identify areas of ocean with sea grass. The images were run through a Boolean test, which reads the initial value of a pixel and converts it to a ‘1’ or ‘0’ based on set of parameters.

For example, if a pixel had a value of 57 or higher, it became a ‘1’, which indicates sand. If the value is lower than 57, the value of the pixel became ‘0’, indicating vegetation. This information was then converted from raster to polygon for ease of further analysis.

Above: A portion of the ocean/sea grass output polygon for the Franklin-98 Living Shoreline Resiliency project.
Calhoun residents will be assisted through the following strategies identified by the Calhoun County Board of Commissioners in the Local Housing Assistance Plan (LHAP):

- Purchase assistance
- Owner-occupied housing rehabilitation/repairs
- Demolition/reconstruction
- Foreclosure prevention/mortgage assistance
- Land acquisition and construction

Currently, ARPC staff has completed **twelve (12)** Initial Home Inspections and has issued **nine (9)** award letters towards the priority. The housing assistance to be provided for these applicants include housing rehabilitation and demolition/construction (mobile home replacement). As a key development since the last ARPC Board meeting, the program is excited to announce the completion of two rehabilitation projects. Pictured to the right is a home that was a total loss after Hurricane Michael. Housing recovery assistance was provided through the Federal Emergency Management Agency (FEMA).
and the HHRP. The project was completed by Gulf Coast Home Solutions, LLC and is simply amazing!

Additionally, two more residents have been approved for mobile home replacements and two for home rehabilitation. Mobile homes are tentatively scheduled to arrive this month. ARPC staff is happy to provide additional information for those interested in submitting bids for future projects.

ARPC staff is currently working with other individuals and families in this category to complete the application process and move forward with an assistance determination. The ARPC Housing Program is proud to be a part of Calhoun County’s housing recovery efforts!

**Rebuild and Restore**
ARPC staff presented the *Rebuild and Restore* program to the Calhoun County Board of Commissioners at its meeting on June 16, 2020. The Calhoun County Board of Commissioners approved utilizing the program alongside HHRP funds. *Rebuild and Restore* is a housing assistance program from the Federal Home Loan Bank of Atlanta and Neighborhood Lending Partners of Florida that specializes in funding for disaster home repair and awards up to $10,000 in assistance. It is a program that has been highly advocated for by the Florida Housing Coalition and ARPC staff is excited to utilize it alongside HHRP. *Rebuild and Restore* is beneficial when used as a counterpart to HHRP because it has similar requirements of eligibility for residents, can assist both owner-occupied units and manufactured housing (titled as real property), and applies funds to a wide range of home rehabilitation activities.

ARPC staff has already identified currently served applicants who would greatly benefit from this program in addition to HHRP. ARPC staff is available to share information about this program with other ARPC counties. Please contact Donald and Amber directly for more information.

**Wakulla County CBDG-MIT Grant Applications**
Two applications were submitted to the FL Dept. of Economic Opportunity (DEO) for the Community Development Block Grant-Mitigation (CBDG-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. Initially, Wakulla County was selected to advance to the next stage of the selection process, known as the General Planning Support Program (GPS) Initial Conference for the Shelter Plan proposal. In October, DEO informed ARPC staff that Wakulla is now being considered for both the Shelter Plan and the Disaster Risk Analysis Plan. Funding status is still pending for both proposals. ARPC staff Donald Morgan and Amber Zies (Housing Program), along with Sharon Rodriguez (GIS Program), were the ARPC team members responsible for submitting these proposals.

CARES Act: Coronavirus Relief Fund (CRF)
Governor DeSantis has authorized $120 million of the State of Florida’s Coronavirus Relief Fund (CRF) allocation to the Florida Housing Finance Corporation (Florida Housing) to assist Floridians that have been negatively impacted by the COVID-19 pandemic and struggling to pay housing expenses such as: rent, mortgage payments, utilities, and emergency repairs that will keep families stable and safely housed. The CRF is a piece of the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed by Congress and signed into law by the President in March 2020 in response to the economic fallout of the COVID-19 pandemic. Florida Housing’s CRF Fund for Impacted Homeowners and Renters will be administered by the local State Housing Initiatives Partnership Program (SHIP) housing offices in the Region.

ARPC staff will be providing direct administration of the CRF Program in Calhoun, Gulf, and Liberty counties. Applications for assistance in either county can be found online at https://www.arpc.org/coronavirus-relief-fund and at the respective county courthouses. Application deadlines are as follows:

- Gulf County CRF program: November 30, 2020
- Calhoun County CRF program: December 18, 2020
- Liberty County CRF program: December 30, 2020

Donald Morgan and Amber Zies are available to answer any questions about the CRF programs in these counties.
AGENDA ITEM 5 – B – 9
Marketing & Communications Program – Melissa Franklin

Revolving Loan Fund (RLF) Program
ARPC staff finalized program branding and messaging for the ARPC REVIVE! Revolving Loan Fund (RLF), which was officially announced via press release on October 15, 2020. Interviews with various media outlets throughout the Region are being scheduled by ARPC staff. Over the next several months ARPC staff will be working closely with the Tallahassee-Leon County Office of Economic Vitality (OEV) to ensure longevity of program exposure. ARPC staff will be meeting with business leaders throughout the local business ecosystem to leverage partnerships and seek out potential applicants.

Franklin-98 Program
Phase II of the Franklin-98 Restoration project is underway and ARPC staff is working to spread the word. ARPC staff developed a media kit detailing the project and distributed it to news outlets throughout the Region. The Franklin-98 Restoration project was covered in a WFSU article by reporter Robbie Gaffney on August 10, 2020. In addition, WFSU ran an in-depth article and video clip online detailing the project on October 13, 2020. Please click here to view the full article and news clip.

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 November 19, forty-two (42) Situation Reports have been created and distributed and ARPC staff continues to focus efforts on distributing timely and useful information to BBHCC members.
RideOn
In response to the limitations of COVID-19, ARPC staff has adjusted the marketing strategy and communications plan for the RideOn Program and continues to provide additional assistance as needed.

ARPC General Communications
As the ARPC continues to grow, ARPC staff assists with job-postings and on-boarding of new team members and continues to provide general graphics and communications support throughout the organization. ARPC staff is in the process of reformatting the ARPC website to allow for more efficient updates. ARPC staff regularly takes on additional projects, including but not limited to logo redesigns (i.e., Eastpoint Civic Association) and website design (i.e., City of Panacea, Florida).

Above: ARPC marketing graphic
2021 Tentative ARPC Board Meeting Dates

January:
- January 21

February:

March:
- March 25

April:
- April 25

May:
- May 20

June:

July:
- July 22

August:

September:
- September 16

October:

November:
- November 18

December:
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