

Apalachee Regional Planning Council

BOARD OF DIRECTORS MEETING

Thursday – April 2, 2015

10:30 a.m. ET / 9:30 a.m. CT



285th Public Meeting

ARPC OFFICE – Conservation Centre Conference Room

2507 Callaway Road, Suite 200

Tallahassee, Florida

www.thearpc.com

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
BOARD OF DIRECTORS**

RANDY MERRITT, CHAIRMAN (WAKULLA)
STEVE CUTSHAW, VICE-CHAIRMAN (LIBERTY)
JANE SAULS, SECRETARY/TREASURER (LEON)

FRCA POLICY BOARD MEMBERS: JANE SAULS, DELORES MADISON AND LISA MILLER

Calhoun County

Darrell McDougald
Wes Johnston
Don Stephens

County Commissioner
Mayor, Town of Altha
Governor's Appointee

Franklin County

Pinki Jackel
Brenda LaPaz
Dawn Radford

County Commissioner
Commissioner, City of Carrabelle
Governor's Appointee

Gadsden County

Brenda Holt
Delores Madison
Henry Grant

County Commissioner
Commissioner, City of Midway
Governor's Appointee

Gulf County

Ward McDaniel
Tony Justice
Michael Hammond

County Commissioner
Commissioner, City of Wewahitchka
Governor's Appointee

Jackson County

Eric Hill
Gene Wright
Vacant

County Commissioner
Mayor, Town of Malone
Governor's Appointee

Jefferson County

Stephen Walker
John Jones
Vacant

County Commissioner
Commissioner, City of Monticello
Governor's Appointee

Leon County

Jane G. Sauls
Nancy Miller
Lisa Miller

County Commissioner
Commissioner, City of Tallahassee
Governor's Appointee

Liberty County

Dexter Barber
Woody Stewart
Steve Cutshaw

County Commissioner
Commissioner, City of Bristol
Governor's Appointee

Wakulla County

Randy Merritt
Gail Gilman
Ed Brimner

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

Ex-Officio Members

Benjamin Blich
Paul Thorpe
Virgie Bowen
Diane Scholz

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

**APALACHEE REGIONAL PLANNING COUNCIL
BOARD MEETING**

ARPC OFFICE – Conservation Centre Conference Room
2507 Callaway Road, Suite 200
Tallahassee, Florida

THURSDAY – APRIL 2, 2015
10:30 AM Eastern Time / 9:30 AM Central Time

AGENDA

	<u>Page #</u>
1. <u>Call to Order, Pledge of Allegiance and Introductions</u>	
2. <u>*Approval of Agenda</u>	1
3. <u>*Consent Agenda Action Items</u>	
A. Minutes – January 22, 2015 Regular Board Meeting	4
B. Financial Report – Feb. 28, 2015	13
C. Killearn Lakes DRI NOPC – Regional Report	14
D. Enterprise Zone – Resolution	17
4. <u>Chairman’s Report – Randy Merritt</u>	
A. Staff Reports	
1. Community Development	18
2. Economic Development	19
3. Emergency Management	22
5. <u>Executive Director’s Report – Chris Rietow</u>	25
A. SB 484 and HB 933 Update	26
B. EDA RLF Update	33
C. FL Regional Councils Association Update	36
6. <u>Council Attorney Report – Ed Blanton</u>	
7. <u>Rural County Summit – Major Shawn Wood, Gadsden Co. Sheriff’s Office . . .</u>	41
8. <u>Board Member Reports / Local & Regional Issues Discussion</u>	
9. <u>Ex-Officio Member Updates / Public Comment</u>	
10. <u>Adjournment</u>	

Lunch will be served immediately following the meeting.

CONSENT AGENDA ITEM 3 - A

**APALACHEE REGIONAL PLANNING COUNCIL
Conservation Centre Conference Room - Tallahassee, Florida**

January 22, 2015

MINUTES

Item 1: Call to Order, Pledge of Allegiance and Roll Call

Chairman Jones called the meeting to order at 10:30 am, led the Board in the Pledge of Allegiance and asked all in attendance to introduce themselves for the Roll Call.

ARPC Board Members in Attendance:

Calhoun County	Wes Johnston	Altha Mayor
Franklin County	Brenda LaPaz	Carrabelle City Commissioner
	Dawn Radford	Governor's Appointee
Gadsden County	Eric Hinson	Gadsden County Commissioner
Gulf County	Ward McDaniel	Gulf County Commissioner
	Tony Justice	Wewahitchka City Commissioner
Jackson County	Gene Wright	Malone Mayor
Jefferson County	Stephen Walker	Jefferson County Commissioner
	John Jones	Monticello City Councilman
Leon County	Jane Sauls	Leon County Commissioner
	Lisa Miller	Governor's Appointee
Liberty County	Dexter Barber	Liberty County Commissioner
	Woody Stewart	Bristol City Councilman
	Steve Cutshaw	Governor's Appointee
Wakulla County	Randy Merritt	Wakulla County Commissioner

Ex-Officio Members in Attendance

Zena Riley-Taylor	FL Dept. of Transportation
Diane Scholz	Enterprise Florida

ARPC Staff in Attendance

Chris Rietow	Executive Director
Ed Blanton	ARPC Attorney
Vanita Anderson	Transportation Disadvantaged Coordinator
Bruce Ballister	Senior Planner: Economic Development
Denise Imbler	Director Emergency Planning Programs
Keith McCarron	Senior Planner: Community Development
Janice Watson	Finance Director/Loan Coordinator

Others in Attendance

Connie Lee Butts	Sneads Town Manager
Sergio Diaz	FSU – Planning Student
Brian Mimbs	Senator Marco Rubio - Aide

Chairman Jones asked that the records show a quorum of the Apalachee Regional Planning Council in attendance.

Item 2: Approval of the Agenda

A motion was made by Gene Wright to approve the agenda. The motion was seconded by Tony Justice. A vote was taken and the motion carried unanimously.

Item 3: Approval of the Minutes

A motion was made by Gene Wright to approve the minutes of the November 20, 2014 meeting as presented. The motion was seconded by Brenda LaPaz. A vote was taken and the motion carried unanimously.

Item 4: Chairman's Report

Chairman Jones reported that the Executive Committee met at 9:00 am prior to the ARPC meeting at the ARPC office and had accomplished the following:

ARPC RLF Update: Reviewed the correspondence from EDA in reference to the findings in the FY 12/13 audit concerning the RLF Program and discussed the upcoming site visit by EDA/RLF Coordinator Tom Pellegrino, scheduled for January 28th.

ARPC By-Laws: Approved amending following sections to the ARPC By-Laws:

Section 4-c will be amended to read: "Elections: The election of the Chairman, Vice-Chairman and other officers as may be created or appointed by the Council shall be at the end of the first regular meeting of the calendar year every other year and installation shall immediately follow."

Section 4-d-1 will be amended by adding the following: "Three voting members of the Executive Committee shall constitute a quorum. Participation by Executive Committee members in the Executive Committee meetings by teleconference is allowable if an emergency situation is determined by the Chairman."

2014 Audit Request for Proposal: Reviewed the recent resignation of Council Auditor Bud Guilford and reviewed and approved the FY 13/14 Audit Request for Proposal prepared by ARPC Staff.

Board Meeting Format: Discussed at length the current format of the Board meetings and agreed by consensus that more time should be allowed for each board member to report on current local issues that would be of interest and relevance to others board members.

Item 5: Executive Director's Report

ARPC Goals Update: Mr. Rietow reviewed with the Board the 2015 Goals which had been updated to include comments received from the Board at the last meeting. The 2015 ARPC Goals were approved as presented by general consensus. A copy of the 2015 Goals is included to these minutes as "Attachment A".

Florida Regional Councils Association (FRCA) Update: Mr. Rietow reviewed with the Board the FRCA Proposed 2015-16 Strategic Operating Plan, the FRCA Monthly Activity Reports for November and December and the 2015 Proposed FRCA Legislative Agenda included in the Board Package beginning on Page 15. He also explained to the Board the membership and function of the FRCA Policy Board and its role in setting policy guidelines for all of the RPCs on the State level. Mr. Rietow stated that there were current discussions in the Legislature about the composition of Florida's planning districts and that a boundary study was a very likely possibility following the close of the Legislative Session.

Randy Merritt suggested that due to the wide variety of services currently provided by the ARPC, that the word Planning did not accurately reflect the primary service and mission of the Council. Brenda LaPaz questioned what would happen to staff titles, all of which were considered Planners and most had degrees in Planning. Mr. Rietow explained that regardless of the name of the organization, the Planner titles would still be appropriate for the job description and tasks performed. Discussion ensued in reference to possible options of more suitable names for the ARPC.

A motion was made by Randy Merritt to change the name of the Apalachee Regional Planning Council to the Apalachee Regional Council. The motion was seconded by Lisa Miller. A vote was taken and the motion carried unanimously.

Mr. Rietow added that there had also been discussion among the RPC Directors at previous FRCA meetings about changing the name of all the FL Regional Planning Councils in the same manner. The Board directed Mr. Rietow to make the transition gradually as supplies ran out and not to incur additional expense in order to immediately implement the name change.

FL New Markets Tax Credit Alliance Update: Mr. Rietow reported that Congress had approved funding of the New Markets Tax Program and that application approval notices were expected in May 2015.

Financial Report:

Mr. Rietow reviewed with the Board the Findings in the FY 12/13 Audit as discussed in detail during the Executive Committee meeting prior to the Board Meeting and the response from the Economic Development Administration to the questioned costs involving the Revolving Loan Fund, included in the Board package on page 27. He reported that EDA-RLF Coordinator Tom Pellegrino, would be meeting with ARPC staff and ARPC Auditor on January 28th to review the audit and assist in charting a plan of action for moving forward with resolving the issues noted in the audit.

Mr. Rietow reviewed with the Board the Income Statements, the Reconciled Check Registers and Budget Revenue Expenditure Reports as of November 30, 2014 and December 31, 2014, included in the Board package beginning on page 33. He also reviewed with the Board the ARPC list of accounts payable and the current check register through January 15, 2015.

A motion was made by Randy Merritt to approve the financial reports as presented for September and October 2014. The motion was seconded by Gene Wright. A vote was taken and the motion carried unanimously.

Mr. Rietow reviewed a Proposed FY 14/15 Budget Amendment to reflect new contracts and contract amendments as negotiated by ARPC Staff.

A motion to approve the Proposed FY 14/15 Budget Amendment as presented was made by Randy Merritt. The motion was seconded by Tony Justice. A vote was taken and the motion carried unanimously.

A copy of the Budget Amendment is included to these minutes as "Attachment B".

Item 6: Council Attorney's Report

Council Attorney Ed Blanton reported that he continued to coordinate with ARPC staff on the disputed costs identified in the ARPC audit response and would be coordinating further dialogue with the ARPC Auditor and funding agencies on that matter.

Item 7: Staff Reports

Small Quantity Generator (SQG) Program Keith McCarron reported he and Mr. Rietow continued to work with the FL Dept. of Environmental Protection on a grant application to cover the costs of the SQG program for the Region's counties currently contracting with the ARPC for these services, which are currently paid for out of the counties' General Budgets.

FDOT Work Program Liaison Mr. McCarron briefly reported on his work with this program noting the projects within the Region approved for SCOP grant awards.

Killearn Lakes Development of Regional Impact (DRI) Notification of Proposed Change (NOPC) Mr. McCarron reported that ARPC staff had reviewed a NOPC from Villas at Oak Grove, LLC on November 14, 2014, and also coordinated the review of the other State Agencies. He noted that the NOPC proposed to change a portion of the Killearn Lakes Plaza Subdivision from Commercial to Commercial/Assisted Living to allow the development of a senior assisted living facility. Mr. Rietow explained that the ARPC fee for the NOPC review and project coordination was paid for by the developer.

Economic Development Bruce Ballister reported that ARPC staff was working through several issues with the Contractor's close out package on the North Port St. Joe Water – Phase 1 project and explained once the project was completely closed out; ARPC staff would begin on the CDBG application for the North Port St. Joe Water – Phase 2 project.

Mr. Ballister reported that ARPC staff continued to work on updating the City of Midway Comprehensive Plan and Land Development Regulations, which would be presented to the City Council in February and upon approval submitted to the FL Dept. of Economic Opportunity in April following public hearings and incorporation of the comments as received from the Midway City Council and staff.

Mr. Ballister reported briefly on ARPC staff work on the EDA grant awarded to the Wakulla Environmental Institute, the general planning services provided to the Town of Havana, and the assistance provided to the Tallahassee/Leon Economic Development Council on developing an Economic Development Action Plan. He shared with the Board a PowerPoint presentation on the specific pages referencing Florida's Regional Planning Councils in the Florida Chamber's Regional Scorecard website, discussing the various levels of data and how it reported the economic condition of the Region in terms of wages, building permits, tourism development taxes and unemployment. Mr. Ballister offered his assistance on accessing and or using the Scorecard information and the data as presented on the Florida Chamber website.

ARPC Comprehensive Economic Development Strategy (CEDS): Mr. Ballister reviewed with the Board the mid-term update of the CEDS as reviewed and approved by the ARPC CEDS Committee. He noted that most importantly there were changes to the Vital Projects List which serves as the basis for determination of funding by the Economic Development Administration for public works projects throughout the Region.

A motion was made by Randy Merritt to approve the mid-term update of the ARPC CEDS as presented for submission to the Economic Development Administration. The motion was seconded by Stephen Walker. A vote was taken and the motion carried unanimously.

Regional Hazardous Material Program: Mr. Rietow reported on his work with the FL Division of Emergency Management (FDEM) on several projects including the Local Emergency Planning Committee (LEPC) and the Hazards Analysis Update, noting that the next meeting of the District 2 LEPC would be held on February 4th at the Tallahassee/Leon Public Safety Complex. Mr. Rietow stated that the Hazardous Materials Emergency Preparedness (HMEP) planning project for FY 14/15 would be a full-scale exercise involving an over-turned tanker truck carrying hazardous materials. Early discussions have suggested a potential night operations exercise.

Domestic Security Program: Denise Imbler reported that ARPC staff assisted county emergency management offices in developing funding templates for evacuation and mass sheltering exercises in 2015, which are scheduled to take place in the Spring of 2015.

Emergency Management Program: Ms. Imbler reported that ARPC staff continued to work on updating the inundation and storm surge maps for the impacted counties in the Region, continued to assist the FL Dept. of Agriculture and Consumer Services (FDACS) in updating the Standard Operating Guideline for the State Animal Response Team and to conduct a functional exercise for the FL Integrated Rapid Response Team (FLIRRT). Ms. Imbler reported that staff progress continued with the Gulf of Mexico Alliance to conduct outreach and assist the business community of Franklin County on developing and enhancing disaster preparedness plans.

North FL Medical Reserve Corps: Ms. Imbler reported that ARPC staff continues to serve as the Coordinator for the North FL Medical Reserve Corps which serves in the Apalachee Region and had supported Leon County with school health screenings and Ebola response planning.

Transportation Disadvantaged (TD) Program: Vanita Anderson briefly reviewed with the Board the 2014 Annual Performance Report and TD Local Coordinating Board Meeting Schedule included in the Board Package on page 61. She presented the list of appointments made to the TD Local Coordinating Boards by Mr. Rietow since the last meeting.

A motion to approve the Executive Director’s appointments to the designated TD Local Coordinating Boards was made by Steve Cutshaw. The motion was seconded by Dawn Radford. A vote was taken and the motion carried unanimously.

Revolving Loan Fund Janice Watson reviewed the report on the ARPC’s Revolving Loan Fund Program included in the board package beginning on page 69. Ms. Watson reviewed the fund balances and reported briefly on the status of the accounts. She noted that she was reviewing two loan applications, but the EDA had instructed the ARPC not to make any new loans until the issues in the ARPC FY 12/13 audit could be resolved with the EDA’s RLF Coordinator.

Item 8: Election of Officers

Council Attorney Ed Blanton reported that the ARPC Officer candidates nominated for the 2-year term of calendar years 2015 and 2016 were as follows: Chairman – John Jones and Randy Merritt; Vice-Chairman – Steve Cutshaw; Secretary/Treasurer – Jane Sauls; FRCA Policy Board Representatives, Jane Sauls, Delores Madison, and Lisa Miller. He explained that the Board had been mailed anonymous ballots with return envelopes which had been opened and tallied at the close of the Executive Committee meeting. Mr. Blanton reported the following results of the mail-in ballots:

Randy Merritt	Chairman
Steve Cutshaw	Vice-Chairman
Jane Sauls	Secretary/Treasurer
Jane Sauls	FRCA Policy Board (County)
Delores Madison	FRCA Policy Board (Municipal)
Lisa Miller	FRCA Policy Board (Gubernatorial Appointee)

A motion was made by Randy Merritt to approve the slate of officers as presented for a two-year term beginning at the close of the meeting. The motion was seconded by Dawn Radford. A vote was taken and the motion carried unanimously.

Item 10: Correspondence / Items of Interest

Mr. Rietow briefly reviewed a Letter from the North FL Economic Development Partnership thanking ARPC staff for participating as presenters at the Rural Economic Development Summit held in November 2014.

Item 10: Council / Public Comment

Chairman Jones asked for any public comments and there were none. He announced that the next ARPC Board meeting would tentatively be held on March 26, 2015 at 10:30 am ET, in the same location.

There being no further business the meeting was adjourned at 12:30 pm.

APPROVED BY THE APALACHEE REGIONAL PLANNING COUNCIL, MEETING IN REGULAR SESSION
ON APRIL 2, 2015.

SIGNED:

ATTEST:

Randy Merritt
Chairman

Chris Rietow
Executive Director



"Attachment A"

Apalachee Regional Planning Council
Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty,
Leon and Wakulla Counties and their municipalities

2015 Apalachee Regional Planning Council Goals

- I. Return financial stability to the Council
 - a. Work with EDA to resolve the EDA Revolving Loan Fund audit findings
 - b. Restore the Operating Budget to the historical level of \$60,000
 - c. Continue efforts to establish increased base funding for the Council to improve the ability to provide services to member local governments

- II. Educate and market the Council's services and capabilities to member counties and municipalities
 - a. Upgrade the Council's website to better represent the Council's economic development, emergency management, transportation and technical assistance activities
 - b. Develop and maintain an email distribution list of pertinent interested parties that will receive ARPC-related and regionally significant information
 - c. Create an annual report that summarizes the programs and the accomplishments of the Council
 - d. As funding permits, attend all meetings that pertain to regional initiatives in order to stay informed on current issues

- III. Grow and expand the capabilities of the Council
 - a. Become the recognized convener of the Apalachee region to discuss, collaborate and resolve regional issues
 - b. Foster ownership of the Council by the Board of Directors and encourage the Board to provide guidance and direction to staff

Mission Statement: The ARPC 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.

"Attachment B"

APALACHEE REGIONAL PLANNING COUNCIL FY 2014 / 2015 BUDGET - As Amended 1/22/15				
		Proposed	Amended as	
INCOME/REVENUES:	Current	Changes	1/22/2015	Description
EDA Planning Grant	63,000		63,000	
Revolving Loan Fund - Admin	12,000		12,000	
EDA Regional Score Card	10,000		10,000	
Apalachicola Scipio: CDBG/EDA	30,000	20,000	50,000	Contract Increase
FDACS - Rapid Response Team	10,000		10,000	
FDACS - State Animal Response Team	7,000		7,000	
FDACS - Animal Safety Planner	52,500		52,500	
FDEM - Hazards Analyses	23,500		23,500	
FDEM - HMEP Planning	20,000	2,000	22,000	Contract Increase
FDEM - HMEP Training	32,000	6,000	38,000	Contract Increase
FDEM - LEPC Support Staff	42,000		42,000	
FDEM - RDSTF Planner	52,500		52,500	
FDEM - Reg. Evacuation Update	50,000	8,000	58,000	Added tasks to contract
FDOH - N FL MRC Admin	29,000		29,000	
GOMA - Disaster Preparedness	17,000		17,000	
Small Quantity Generator Insp.	51,000		51,000	
ARPC County Dues	68,000	(5,000)	63,000	Removing Calhoun County
City of Midway - FDEO	25,000		25,000	
FL Regional Councils Association	104,000		104,000	
City of Port St. Joe - CDBG	10,000		10,000	
RCSC - Admin	2,500		2,500	
TCC - Wakulla Enviro. Institute	20,000		20,000	
CTD - Transportation Disadvantaged	96,000		96,000	
FDOT - Rural Liasion	25,000		25,000	
TOTAL INCOME/REVENUES	852,000	31,000	883,000	
OPERATING EXPENSES:				
Accounting	700		700	
Advertising	500		500	
Audit	22,500		22,500	
Board Meeting Expenses	3,000		3,000	
Contingency	10,000	18,000	28,000	Accting for excess revenue
Consultant (HA & HMEP)	43,500		43,500	
Dues (FRCA, NADO, SERDI)	28,700		28,700	
Equipment Lease - Copiers	10,000		10,000	
Fringe Benefits	135,100	3,000	138,100	Health insurance increase
Insurance (Work Comp, Liability)	10,500		10,500	
IT Tech Support	3,600		3,600	
Legal	6,000		6,000	
Licenses (REMI)	9,600		9,600	
Office Supplies	2,400		2,400	
Postage	3,600		3,600	
Rent	36,500		36,500	
Salaries	505,500		505,500	
Subscriptions & Publications	300		300	
Telephone	6,000		6,000	
Travel	14,000	10,000	24,000	Travel expenses increase
TOTAL OPERATING EXPENSES:	852,000	31,000	883,000	

CONSENT AGENDA ITEM 3 - B

APALACHEE REGIONAL PLANNING COUNCIL FY 2014 / 2015			Budget Balance
<i>Income Statement 2/28/15</i>		<i>Oct 14 - Feb. 15</i>	<i>2/28/2015</i>
INCOME/REVENUES:	BUDGET		
EDA Planning Grant	63,000	31,500.00	31,500.00
Revolving Loan Fund - Admin	12,000	3,135.86	8,864.14
EDA Regional Score Card	10,000	-	10,000.00
Apalachicola Scipio: CDBG/EDA	50,000	50,000.00	0.00
FDACS - Rapid Response Team	10,000	-	10,000.00
FDACS - State Animal Response Team	7,000	-	7,000.00
FDACS - Animal Safety Planner	52,500	26,312.05	26,187.95
FDEM - Hazards Analyses	23,500	-	23,500.00
FDEM - HMEP Planning	22,000	5,000.00	17,000.00
FDEM - HMEP Training	38,000	12,600.00	25,400.00
FDEM - LEPC Support Staff	42,000	21,393.18	20,606.82
FDEM - RDSTF Planner	52,500	28,020.71	24,479.29
FDEM - Reg. Evacuation Update	58,000	22,500.00	35,500.00
FDOH - N FL MRC Admin	29,000	13,587.50	15,412.50
GOMA - Disaster Preparedness	17,000	-	17,000.00
Small Quantity Generator Insp.	51,000	19,900.00	31,100.00
ARPC County Dues	63,000	31,705.00	31,295.00
City of Midway - FDEO	25,000	-	25,000.00
FL Regional Councils Assoc. - Pass Thru	104,000	44,000.00	60,000.00
City of Port St. Joe - CDBG	10,000	-	10,000.00
RCSC - Admin	2,500	-	2,500.00
TCC - Wakulla Enviro. Institute	20,000	-	20,000.00
CTD - Transportation Disadvantaged	96,000	58,467.28	37,532.72
FDOT - Rural Liasion	25,000	12,500.00	12,500.00
TOTAL INCOME/REVENUES	883,000	380,621.58	502,378.42
OPERATING EXPENSES:			
Accounting	700	345.74	354.26
Advertising	500	93.38	406.62
Audit	22,500	3,750.00	18,750.00
Board Meeting Expenses	3,000	685.14	2,314.86
Contingency	28,000	1,902.64	26,097.36
Consultants (HA HMEP GOMA FSU)	43,500	18,296.00	25,204.00
Dues (FRCA, NADO, SERDI)	28,700	13,804.95	14,895.05
Equipment Lease - Copiers	10,000	6,902.05	3,097.95
FL Regional Councils Assoc. - Pass Thru	104,000	43,796.83	60,203.17
Fringe Benefits	124,100	58,142.70	65,957.30
Insurance (Work Comp, Liability)	10,500	5,019.50	5,480.50
IT Tech Support	3,600	1,639.65	1,960.35
Legal	6,000	2,500.00	3,500.00
Licenses (REMI)	9,600	3,285.50	6,314.50
Office Supplies	2,400	1,203.79	1,196.21
Postage	3,600	1,596.99	2,003.01
Rent	36,500	15,198.75	21,301.25
Salaries	415,500	176,743.40	238,756.60
Subscriptions & Publications	300	110.80	189.20
Telephone	6,000	2,290.40	3,709.60
Travel	24,000	8,531.40	15,468.60
TOTAL OPERATING EXPENSES:	883,000	365,839.61	517,160.39
		<i>10/1/14 Starting Cash</i>	7,244.76
		<i>Plus Revenues Oct 14 - Feb 15</i>	380,621.58
		<i>Minus Expenses Oct 14 - Feb 15</i>	365,839.61
		<i>Cash Balance as of 2/28/15</i>	22,026.73

CONSENT AGENDA ITEM 3 – C

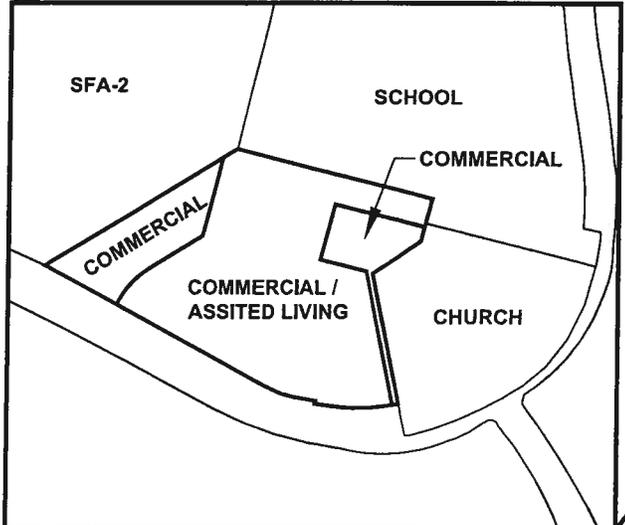
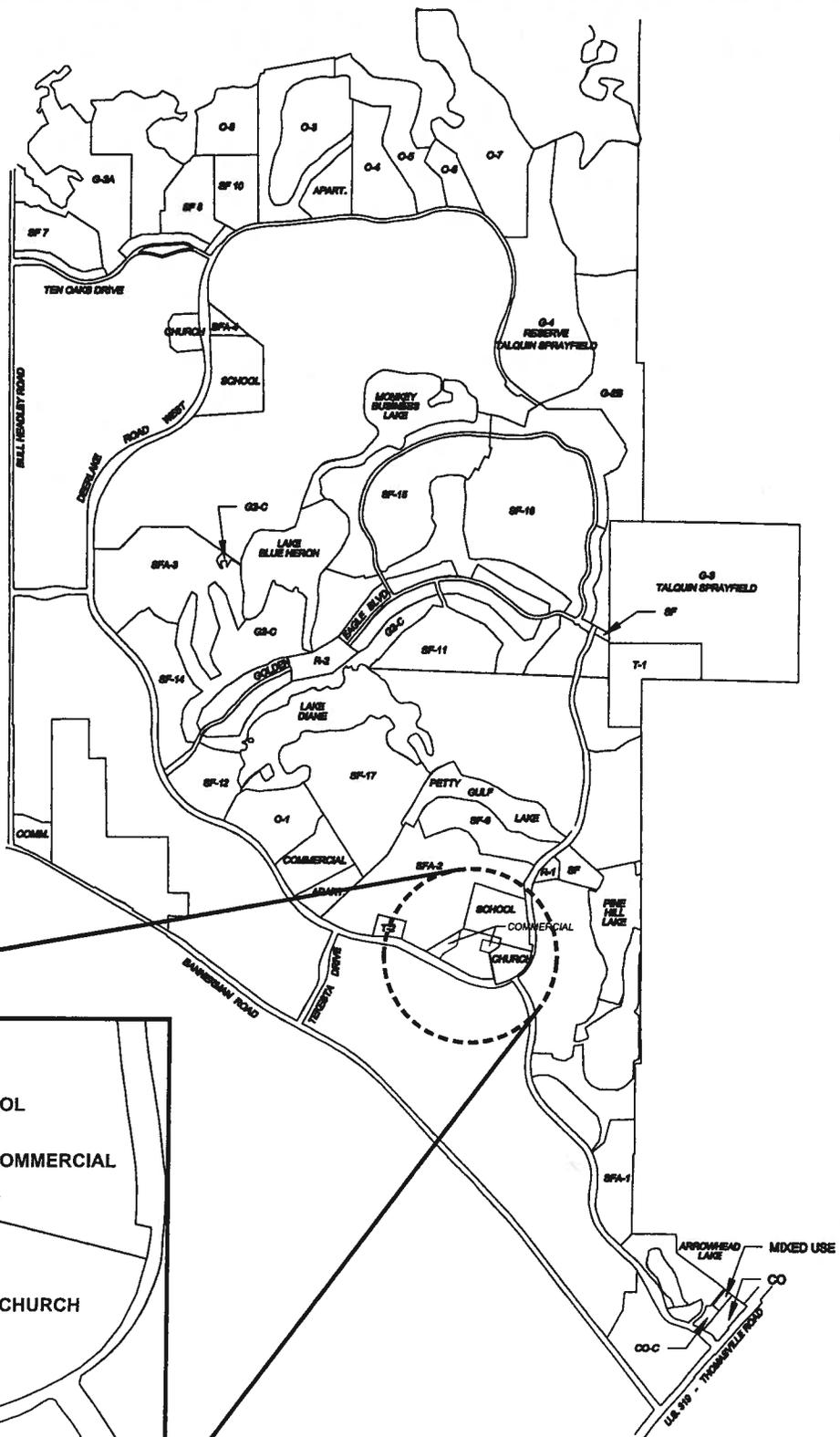
**KILLEARN LAKES DRI – 5th AMENDMENT NOPC
ARPC REGIONAL REPORT AND RECOMMENDATION**

Informational Summary – Keith McCarron

The ARPC received a Notice of Proposed Change (NOPC) from Villas at Oak Grove, LLC on November 14, 2014. The NOPC proposes changing a portion of the Killlearn Lakes Plaza Subdivision from Commercial to Commercial/ Assisted Living to allow the development of a senior assisted living facility. Copies of the NOPC were distributed to DRI review agencies for comment, but no substantive issues or concerns were identified. The Tallahassee Leon County Planning Commission held a public hearing on January 6, 2015 and the Leon County Commission considered and approved the proposed change at its February 10, 2015 meeting. A letter from the ARPC expressing a finding of consistency with the Apalachee Strategic Regional Policy Plan as proposed by ARPC staff is attached for Board approval.

ACTION NEEDED

Approval and authorization for the Chairman to sign the letter to FL Dept. of Economic Opportunity for the purpose of forwarding the ARPC Regional Report and Recommendation on the Killlearn Lakes DRI 5th Amendment to the Development Order.



URBAN CATALYST CONSULTANTS, INC.
 2840 PABLO AVENUE
 TALLAHASSEE, FLORIDA, 32308
 PHONE: (850) 999-4241
 WWW.UCCENG.COM
 FL CA 00030572

VILLAS AT KILLEARN LAKES
NOTICE OF PROPOSED CHANGE

PROPOSED MAP H
MASTER DEVELOPMENT PLAN
KILLEARN LAKES

LEON COUNTY FLORIDA

DATE	BY	REVISIONS

SEAN K. MARSTON, P.E.
 LICENSE NUMBER: 36067

DRAWN BY: W.E.C.
 CHECKED BY: S.K.M.
 DATE: 10/3/14
 HORZ. SCALE: N.T.S.

SHEET **Exhibit 2**
 PROJECT No. 14028.00



Apalachee Regional Planning Council

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

April 2, 2015

D. Ray Eubanks, Administrator
FDEO Plan and DRI Processing Unit
Caldwell Building – 107 E. Madison Street
Tallahassee, FL 32399

Re: Killlearn Lakes DRI – 5th Amendment NOPC – Regional Report and Recommendation

Dear Mr. Eubanks:

ARPC REGIONAL REPORT

Introduction: Leon County approved the Killlearn Lakes DRI Development Order (DO) in 1976. The original DO authorized 5,515 single and multi-family residential units, 683,000 sq. ft. of commercial and institutional uses. The DO was amended in 1997 to significantly reduce the original development program to 2,223 single and single-family attached residential units, 393,700 sq. ft. of commercial development and minor institutional uses.

The ARPC received a Notification of Proposed Change (NOPC) for the 5th Amendment to the Killlearn Lakes DRI Development Order on November 19, 2014. The NOPC proposes a new Commercial/Assisted Living use in an existing Commercial area as shown on Map H.

Regional Impact Assessment: The NOPC was distributed to DRI review agencies for comment on November 16, 2014 and no substantive issues or concerns were identified. ARPC staff reviewed the NOPC and found the proposed change in use would not significantly change the amount of traffic, wastewater, solid waste, stormwater or potable water impact beyond what was previously approved for the development.

ARPC REGIONAL RECOMMENDATION

The Killlearn Lakes DRI – 5th Amendment NOPC is consistent with the *Apalachee Strategic Regional Policy Plan* and should not be appealed by the FL Dept. of Economic Opportunity.

Respectfully,

Randy Merritt
Chairman

cc: Urban Catalyst Consultants, Inc.

AGENDA ITEM 3 – D

RESOLUTION NO. 2015-2

**A RESOLUTION OF THE APALACHEE REGIONAL PLANNING COUNCIL
SUPPORTING THE EXTENSION OF THE FLORIDA ENTERPRISE ZONE ACT**

WHEREAS, the Apalachee Regional Planning was established in 1977 by an Interlocal Agreement, operates as mandated by Florida Statutes Chapter 186, and is more particularly described in the Florida Administrative Code Chapter 29L; and

WHEREAS, the rural, nine (9) county Region served by the Apalachee Regional Planning Council suffers from severe and chronic economic distress and the majority of which has been designated by the State of Florida as a Rural Area of Opportunity; and

WHEREAS, the Florida Enterprise Zone Act was created by the Florida Legislature in 1994, to offer an assortment of tax incentives to businesses that choose to create employment within an Enterprise Zone, a specific geographic area targeted for economic revitalization; and

WHEREAS, rural areas do not attract and retain the same types of businesses that urban areas do, and likewise rural Enterprise Zones are given different tax credits through the various incentives; and

WHEREAS, the Florida Legislature established a repeal date, or “sunset” of the current Enterprise Zone program on December 31, 2015; and

WHEREAS, the Enterprise Zone program provides valuable competitive tools available to rural municipalities and counties to encourage job creation for residents residing in Enterprise Zones and tax incentives to induce private enterprise for investment within the zones; now therefore, be it

RESOLVED, that the Apalachee Regional Planning Council supports the State of Florida’s extension of the Florida Enterprise Zone Act for an additional ten (10) years beginning January 1, 2016; and

RESOLVED, that the current Enterprise Zone boundaries within counties in designated Rural Areas of Opportunity be extended to apply to the entire county; and

RESOLVED, that appropriate legislation, hereto, by the State of Florida be enacted.

***Duly adopted by the Apalachee Regional Planning Council Board of Directors
on this 2nd day of April 2015.***

SIGNED:

ATTEST:

Randy Merritt
Chairman

Chris Rietow
Executive Director

AGENDA ITEM 4 – A – 1

COMMUNITY DEVELOPMENT REPORT – Keith McCarron

Small Quantity Generator (SQG) Program: The FL Dept. of Environmental Protection (FDEP) has agreed to provide financial assistance for the Apalachee Regional Planning Council (ARPC) Small Quantity Generator Assessment, Notification and Verification Program (SQG Program) for FY 2014-2015. A grant agreement between the ARPC and the FDEP is currently under final review by the FDEP.

The contract requires the following tasks to be performed for Calhoun, Franklin, Gulf, Jackson, Jefferson, Liberty and Wakulla Counties:

- **Task 1:** Prepare an updated assessment roll for each contracted county that identifies all known and potential small quantity generators of hazardous waste and verify through onsite inspections, the waste management practices of at least 20% of the facilities identified on the assessment roll.
- **Task 2:** Mail an FDEP approved brochure or fact sheet that outlines a small quantity generator's waste management responsibilities to all known and potential generators identified on the county assessment rolls.

Previously the ARPC's work on this required program had to be paid directly to the ARPC out of each of the seven counties' General Revenue funds. For FY 14/15, the ARPC's work on the SQG Assessment Program will be paid for directly by the FDEP at no additional cost to the Counties listed above.

FDOT Work Program Liaison Contract: The Joint Participation Agreement between ARPC and the FDOT District 3 to serve as a liaison for rural counties not represented by a Transportation Planning Organization expires on June 30, 2015. In January 2015, District 3 notified ARPC staff they would not be renewing the Liaison Contract as FDOT District 3 Planning staff would be handling the liaison work in-house after the contract with the ARPC expires. ARPC staff will be assisting FDOT staff during the transition.

AGENDA ITEM 4 – A – 2

ECONOMIC DEVELOPMENT REPORT – Bruce Ballister

2015 Brownfields Forum: ARPC staff is joining the West FL Regional Planning Council, the FL Dept. of Environmental Protection, and the US Environmental Protection Agency in hosting the Third Annual Northwest Florida Brownfields Redevelopment Forum on June 11, 2015. The forum is intended to inform communities, investors, and developers on the advantages of participating in Brownfields programs. A save the date brochure is included immediately following this report.

Port St. Joe – North Port St. Joe Water 1: Final closeout documents for the CDBG project have been submitted to the FL Dept. of Economic Opportunity (FDEO) for approval. The ARPC's final draw of \$11,000 is expected to be issued by the City of Port St. Joe upon approval of the closeout documents by the FDEO.

Port St. Joe – North Port St. Joe Water 2: ARPC staff reported to the Port St. Joe City Council last month on new rules with respect to the CDBG application process. The City has contracted with the ARPC to apply for CDBG funds to finish its replacement of aging clogged waterlines in North Port St. Joe.

CDBG Cycle Update: The Community Planning and Development section of FDEO has published a rule change and proposed a revised CDBG application for approval. ARPC staff attended a training event to update grant administrators on the proposed rule change. There are substantive changes in the scoring methodology and changes in requirements for the Citizens Advisory Task Force which could affect final scores. The anticipated opening for the 2015 cycle is expected to be in mid April with closing in early June. However, local governments may submit an Economic Development CDBG application at any time, even if the local government applicant already has a Neighborhood, Commercial or Housing grant open. ARPC staff is available for CDBG application preparation and development. New Community Wide Needs Scores are now available online at the DEO/CDBG website.

City of Apalachicola – Scipio Creek Boat Basin: Closeout documents for both funding agencies (EDA and CDBG) have been submitted for approval. The ARPC has been paid in full for its services on both of these grants.

Midway Comp Plan Amendments: ARPC staff presented all elements of the Midway Comprehensive Plan to the City's Planning Commission in March including updates to the Data and Analysis supporting document. The revised document including comments and changes from the Planning Commission will be presented to the Midway City Council at its meeting in April. ARPC staff has received a courtesy review from the FDEO and their comments have also been incorporated into the package to be presented to the City Council. Upon approval of the document by the Midway Council, the package will be submitted to the FDEO as a component of the EAR based amendment process. The City of Midway received a grant from FDEO for \$25,000 to contract with the ARPC for this service.

Wakulla Environmental Institute: The Tallahassee Community College (TCC) team has received approval from the Economic Development Administration (EDA) for the selection of Cook Brothers, Inc. (a Gadsden County contractor) as the prime contractor for the facility. TCC is now working to schedule a pre-construction conference. The start date for construction should be in late April with completion scheduled in time for the beginning of the January 2016 semester.

Havana Planning: The Havana Town Council reviewed ARPC staff recommendations for revisions to the Town's Land Development Code. At the Town Council's request, staff met with Karen Bass, a local Civil Engineer and the Town's newest Council member to review the recommendations in detail. The recommendations were presented to the Town Council on March 24 and will subsequently be advertised per the requirements for ordinances.

Comprehensive Economic Development Strategy (CEDS): ARPC staff has begun the process of preparing the 2015 update to the ARPC CEDS. Notice has been received from the EDA that the recommended format for CEDS reports is being revised. ARPC staff will be working closely with EDA to incorporate the format changes into the 2015 ARPC CEDS update.

Enterprise Zones: The FL Enterprise Zone program is scheduled to sunset in 2015. The program provides numerous incentives for new and relocating businesses located in those zones. From equipment sales tax relief, to payroll subsidies in the start-up years, the program helps new firms finance start-up costs for getting a new business up and running. The Enterprise Zone program also provides additional points for CDBG applications if the project site is located in a FL Enterprise Zone. ARPC staff encourages the Board to contact their respective Legislative Delegation in support of continuing the Enterprise Program

Jefferson County Land Development Code: At the request of a Jefferson County Commissioner, ARPC staff reviewed proposed revisions to the Jefferson County Land Development Code. The County's planner had done extensive work updating the code and reorganizing its sections so that it flowed in relation to the development application process. There were a number of minor edits found for language and readability. There were also several instances where ARPC staff made specific recommendations to policy considerations. The request from Jefferson County indicated a time pressure due to upcoming public hearings. ARPC staff received the marked up document from the Jefferson County Planning Director and returned comments for consideration. Staff maintained ongoing contact with the Planning Director to ensure understanding of the comments and recommendations.

SAVE THE DATE

June 11, 2015

Third Annual Northwest Florida Brownfields Redevelopment Forum

City of Callaway Arts and Conference Center
500 Callaway Parkway Callaway, Florida 32404

This forum is designed to help communities learn about Florida's Brownfield Redevelopment Program which facilitates redevelopment and job creation by empowering communities, local governments and other stakeholders to work together to assess, clean up and reuse properties that may have been previously impacted by pollutants. As more information becomes available, it will be posted on DEP's Northwest District [webpage](#).



AGENDA ITEM 4 – A – 3

EMERGENCY MANAGEMENT AND DOMESTIC SECURITY PLANNING REPORT

Chris Rietow & Denise Imbler

Regional Hazardous Materials Program

The Apalachee Regional Planning Council staffs the District 2 Local Emergency Planning Committee (LEPC) which is responsible for implementing the federal Emergency Planning and the Community Right-To-Know Act (EPCRA) for the Council’s nine-county region. The four primary activities of the LEPC are hazardous materials planning, training, emergency exercises and public outreach.

The most recent quarterly meeting of the District 2 LEPC was held on February 4, 2015 at the Tallahassee/Leon Public Safety Complex. The next meeting is scheduled for May 5, 2015 at the same location. Staff attended the quarterly meetings of the State Emergency Response Commission (SERC) for Hazardous Materials in Daytona Beach, Florida on January 20-21, 2015 in conjunction with the 2015 Hazardous Materials Training Symposium. The next round of SERC meetings will be held on April 9-10, 2015 in Tallahassee.

Hazardous Materials Training

Staff sponsored the following training course since the last ARPC Board Meeting:

Date	Course	Location	Hours	Participants
1/21-23/15	2015 HazMat Symposium	Daytona Beach	20	3
2/7/15 & 2/14/15	16-hr HazMat Operations Course	Monticello Volunteer Classroom	16	33

Staff worked to get approval from DEM to use training funds to send three personnel from TFD to the 2015 HazMat Symposium in Daytona Beach. Staff arranged for lodging and reviewed all reimbursement requests for accuracy. Staff coordinated a 16-hr Operations Level course for Jefferson County fire departments in Monticello which included over 30 participants on two consecutive Saturdays. Staff worked with the Tallahassee Fire Department (TFD) to schedule three 8-hr Flammable/Combustible Liquid Tank Truck Fire Attack and Rollover Emergency courses on May 12, 13 & 14, 2015. The three consecutive dates allows for each of the three HazMat Team shifts to attend the training. Staff also scheduled a 1-hr CSX Operation Respond course for District 2 responders in Tallahassee on May 7, 2015. Staff attended the Region 2 DEM Coordinator’s meeting on March 5, 2015 at the Gadsden County EOC and gave an update on upcoming hazardous materials training and an overview on training funds.

Hazards Analysis Update

Each year, staff visits 50% of the Region’s (excluding Jackson and Wakulla Counties) Section 302 facilities to verify Extremely Hazardous Substance (EHS) inventories and emergency contact information. Section 302 facilities store EHSs at or above the established

Environmental Protection Agency (EPA) thresholds. Examples of common EHSs in the Apalachee Region include chlorine, sulfur dioxide, sulfuric acid and anhydrous ammonia. The site visits aid in creating an electronic hazards analysis (HA) summary that includes worst-case spill/release data. The information is used by first responders and emergency management planners.

Staff continued Hazards Analysis (HA) work for Calhoun, Franklin, Gadsden, Gulf, Jefferson, Liberty and Leon Counties. Staff requested a deliverables extension to allow for the completion of remaining site visits. The DEM staff granted a sixty-day extension. Staff also participated in the March 19th Hazards Analysis Working Group conference call.

Staff met with DEM Division Director Bryan Koon and his staff on Feb. 13th to discuss RPC management of the HA Program. The Division supported RPC management of the program, but unfortunately the governor's staff denied the budget authority request. Ultimately, it was decided to see what happens in the legislative session and to try again for full management of the HA Program by FL RPCs in FY 2016-17.

HMEP Planning Project

Staff began the 2014-15 HMEP Planning Project which will be a full-scale hazardous materials exercise involving an overturned tanker truck. The exercise will be held in May and will allow previously held Tanker Rollover training to be put to the test. The initial planning meeting was held on March 24th with the exercise planning team.

Multi Year Training and Exercise Plan

Staff worked with the DEM Region 2 Coordinator and the Tallahassee Fire Department to identify hazardous materials training and exercise needs for the District 2 LEPC. The Tallahassee Fire Department serves as the Region 2 HazMat Team for the majority of the counties within District 2.

Domestic Security Program - Region 2 Domestic Security Task Force

Seven domestic security task forces were formed in Florida after the events of September 11, 2001 and in accordance with F.S. 943.0312. The main responsibilities of the Task Forces are to improve Florida's ability to detect and prevent terrorist threats, collect and disseminate intelligence and investigative information, protect critical infrastructure, coordinate the delivery of training and support the purchase of proper equipment for first responders and Task Force response teams. ARPC staff serves as the Emergency Management Planner for the Region 2/North Florida RDSTF.

Exercises

The Planner participated in a tabletop exercise that included a flooding event in Wakulla County. Additionally, the Planner is serving on the planning team for a regional healthcare tabletop exercise scheduled to take place in April. Counties around the Region are planning exercises to take place throughout the spring of 2015.

Planning

The Planner serves as the Coordinator for the Big Bend Community Organizations Active in Disaster (COAD) and has worked with the Leadership Group to develop a strategic plan and response procedures to enhance operational organization of the volunteer organizations in the Region. The COAD has formed a working group to develop a regional mass feeding strategy. The Planner will be updating the "EM Toolkits," a subset of the Regional Evacuation Study after new SLOSH runs for the Region are complete.

Meetings and Workshops

The Planner attended the following meetings and workshops since the last board meeting:

- Big Bend Healthcare Coalition Exercise Planning Meeting, January 20, 2015
- State Working Group Meeting, January 28, 2015
- FLIRRT MAC Meeting, January 29, 2015
- Gulf of Mexico Alliance Coordination Meeting, February 3 - 6, 2015
- Regional Evacuation Study Meeting, February 24, 2015
- National Healthcare Awareness Week Planning Meeting, March 5, 2015
- Jackson County COOP Planning Meeting, March 12, 2015
- RDSTF Planner Meeting, March 17, 2015
- RDSTF Quarterly Meeting, March 25, 2015
- Big Bend COAD Meeting, March 31, 2015

Emergency Management Program

The ARPC has received funding to update inundation maps for the impacted counties in the Region and is working with county emergency management directors on the project. The update to the Storm Tide Atlas and the Depth Tide Atlas for Franklin, Gulf, Jefferson, Leon and Wakulla are complete. The completion of the Directional Depth Tide Atlas will be complete by the end of April. Staff is assisting the FL Department of Agriculture and Consumer Services to update the Standard Operating Guideline for the State Agricultural Response Team and conducted a functional exercise for the Florida Integrated Rapid Response Team. The ARPC has received grant funds from the Gulf of Mexico Alliance to conduct outreach and assist the business community in Franklin County to develop or enhance disaster preparedness plans.

North Florida Medical Reserve Corps

Staff continues to serve as the Coordinator for the North Florida Medical Reserve Corps which serves an eight-county region in the Big Bend. The North Florida MRC has supported Leon County with school health screenings and Ebola response planning. The North Florida MRC membership includes more than 50 licensed medical volunteers from around the Region. An Orientation Session for new volunteers took place on January 28, 2015 and the next Orientation Session is scheduled for May.

AGENDA ITEM 5

EXECUTIVE DIRECTOR REPORT – Chris Rietow

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

- A. **SB 484 and HB 933 Update:** Summary of the filed legislation with respect to Regional Planning Council responsibilities, boundaries and funding. The following pages include correspondence to the governor as well as talking points regarding the proposed legislation.

- B. **EDA RLF Update:** Summary on the status of the Economic Development Administration's suspension of the Revolving Loan Program. The following pages include the minutes of the March 2, 2015 Executive Committee meeting as well as the adopted resolution.

- C. **FL Regional Councils Association Update:** Brief summary on FRCA activities. FRCA monthly activity reports for January and February are also included.



Ronald L. Book, P. A.

LAW OFFICES
PROFESSIONAL ASSOCIATION

February 17, 2015

The Honorable Rick Scott
Governor
The Capitol
Tallahassee, FL

Dear Governor Rick Scott:

Thank you for meeting with Senator Simpson and me on February 3, 2015. In response to your questions, I put together these brief answers that will demonstrate why regional planning councils (RPCs) are not only the logical but the necessary and appropriate entity to carry out the functions described below.

What are RPCs and What do They do?

RPCs have existed throughout the Nation since the 1950s to meet local needs and administer certain federal programs. Today there are approximately 550 organizations similar to Florida's RPCs throughout the U.S.

Florida's RPCs are state sanctioned associations of local governments that are governed by Boards of Directors comprised of 2/3 local elected officials and 1/3 gubernatorial appointees.

RPCs perform the following primary functions:

- They serve as sub-state program/policy delivery entities for state and federal government, including:
 - serving as the state's Local Emergency Planning Committees;
 - administering the transportation disadvantaged program in rural areas of the state on behalf of the Florida Commission for the Transportation Disadvantaged; and,
 - administering federal revolving loan funds, including those for Brownfields, that result in job creation.
- They provide technical assistance to their local governments, including:

REPLY TO:

Harbour Centre - 1885 N.E. 29th Avenue, Suite 1010 - Aventura, Florida 33180 - Telephone (305) 935-1866 - Fax (305) 935-9737

104 West Jefferson Street - Tallahassee, Florida 32301 - (850) 224-3427

The Honorable Rick Scott
Florida's Regional Planning Councils
February 17, 2015
Page 2 of 6

- regional economic impact analysis modeling to help local governments and economic development organizations made decisions regarding incentives for new or expanding economic development projects;
 - grant writing and administration to bring economic development and infrastructure funds to the state, such as the one written by the North Central Florida RPC that secured over \$4 million in infrastructure grants to help enable Klausner Lumber One locate on the Suwannee County Catalyst Site and one written by the Treasure Coast RPC that resulted in a \$364,000 grant to the City of Fellsmere to build critical roadway infrastructure for Florida Organic Aquaculture; and,
 - developing local mitigation strategies that must be in place to receive federal mitigation assistance program funds resulting from presidential disaster declarations.
- They are the “conveners of their regions” to address issues that are of greater-than-local concern, including:
 - the regional forums held by the RPCs in FY 2011-12 on behalf of the Florida Department of Economic Opportunity to gather suggested strategies and recommendations to support development of the *State Strategic Plan for Economic Development*; and,
 - the 90 public meetings and workshops with community leaders and elected officials conducted by the Treasure Coast RPC since 2012 to gather public input pertaining to All Aboard Florida.

Generally RPCs' program/policy functions fall into the following three major categories:

- Economic Development/Job Creation
- Emergency Preparedness Planning, Training & Exercise
- Land Development and Growth Related Activities

Additional RPC programs are typically dictated by local needs and priorities and include, but are not limited to, transportation, affordable housing, leadership development, and tourism development.

Why are RPCs Necessary and Non-Duplicative?

As noted earlier, with 550 similar regional organizations around the Nation, states/local governments have found RPCs to be important and necessary. RPCs provide a cost-effective and efficient mechanism for sub-state program delivery, which saves state

The Honorable Rick Scott
Florida's Regional Planning Councils
February 17, 2015
Page 3 of 6

resources. Working through the eleven RPCs is much more cost-effective than working directly with 67 counties and 410+ municipalities.

RPCs provide services not offered by any other organization in the state, such as providing economic modeling for local government incentives, resolution of disputes among units of government and serving as the state's Local Emergency Planning Committees. Resources are simply too slim to allow for any duplication of effort and our state and federal partners recognize this and make assignments in accordance with it.

With regard to the three program/policy functions mentioned above, the RPCs' responsibilities are unique and not performed elsewhere, as explained below:

1. Economic Development/Job Creation – each RPC is a designated Economic Development District by the U.S. Economic Development Administration (EDA). This provides a means for providing technical assistance to our Economic Development Organizations/local governments and an avenue to access federal economic development funds. Over the past ten years RPCs' leveraged over \$600 million in private sector investment, creating nearly 5,000 jobs and retaining over 10,000 jobs with limited funding from the EDA.

While it is possible that another entity could seek an EDA designation were the RPCs to abdicate their role, the law requires that the applicant be a public organization formed through an inter-governmental agreement for the joint exercise of local government powers; a public organization established under State-enabling legislation for the creation of multi-jurisdictional area-wide planning organizations; or, a non-profit organization incorporated under the applicable non-profit status of the State in which it is incorporated. The EDA has a standing practice of designating RPCs as Economic Development Districts and the Florida Department of Economic Opportunity would not be an allowable applicant under the law.

In addition, it would take several years to designate new entities due to the requirements in Title 13, Part 304, resulting in lost opportunities to bring in and administer EDA grants to support job creation in the state, such as the EDA grant recently awarded for Tallahassee Community College's Wakulla Environmental Institute, which is being administered by the Apalachee RPC. There would also be the additional cost of time and resources that would have to be invested in training new staff and satisfying the requirements in the law, including the development of an EDA approved Comprehensive Economic Development Strategy.

The Honorable Rick Scott
Florida's Regional Planning Councils
February 17, 2015
Page 4 of 6

All eleven RPCs perform economic modelling services for their local governments, Economic Development Organizations and the private sector. This function is critical in determining the return on investment for providing local government incentives for job creating projects. The cost of owning these models would be prohibitive for many local governments. In addition, RPCs are often asked by Economic Development Organizations to launch and sustain regional initiatives such as "Innovate Northeast Florida" – a joint project between the Northeast Florida RPC and JAXUSA Partnership to catalyze job growth and talent development in the region.

2. Emergency Preparedness Planning, Training and Exercise – this area will be discussed below.
3. Land Development and Growth Related Activities – In accordance with the Community Planning Act, RPCs' review proposed local government comprehensive plan amendments for extra-jurisdictional impacts and impacts to identified resources and facilities of regional significance. This function is not duplicated elsewhere and provides a valuable service to the state and its local governments by encouraging cooperation and impact avoidance. RPCs are also an invaluable source of data and technical assistance to the state and local governments in accommodating growth and development.

What is the RPCs Role in Hurricane Preparedness?

RPCs play a major role in Disaster Preparedness, which includes hurricanes, dating back to the 1970s. Regional evacuation studies have historically been conducted by the RPCs under contract with and at the direction of the Florida Division of Emergency Management (DEM). In 2007, all eleven RPCs conducted the Statewide Regional Evacuation Study Program, under the direction of DEM, and in 2010, produced eleven Regional Evacuation Studies using the same data sets, methodologies and state-of-the-art predictive modelling tools. This program placed Florida far ahead of the rest of the Nation in hurricane preparedness and was recognized by the American Planning Association in 2012 with its National Planning Excellence Award for Best Practices in Hazard Mitigation and Disaster Planning.

These evacuation studies provide the data and information necessary for County Emergency Management Departments (often with the help of their RPC) to develop operational evacuation plans.

Disasters, whether natural or man-made, are regional events by nature and it requires a regional perspective in preparing for them. RPCs are the logical partner to both DEM and the counties when preparing for these types of events. RPCs have the in-house

The Honorable Rick Scott
Florida's Regional Planning Councils
February 17, 2015
Page 5 of 6

expertise and understanding of their communities to fine tune approaches to prepare for, deal with and recover from disasters.

What is the RPCs Role in Hazardous Materials?

Following the passage of the Florida Hazardous Materials Emergency Planning and Community Right to Know Act of 1988, the State decided to implement the federally required Local Emergency Planning Committees (LEPCs) at the regional level. DEM partnered with the RPCs to provide staff support to the LEPCS. As LEPCs, the RPCs provide the following three pronged approach to create state-of -the-art Hazardous Materials Plans:

- Public Outreach and Technical Assistance
- Hazards Analysis/HazMat Planning Projects
- Training/Exercises

Florida is recognized as having the leading hazardous materials planning process in the Nation making disastrous outcomes, such as that experienced recently at the West Texas fertilizer plant, a far less likely possibility.

Florida's RPCs provide valuable, efficient and cost-effective functions to the State of Florida and the 477+ local governments they serve, saving both resources and personnel at the state and local level. By their nature, they are not duplicative as their partners, again at the local and state levels, do not and would not assign them duties that were being undertaken elsewhere. The work conducted by the RPCs is at an economy of scale that could not be achieved by any other organizations in the state.

The Honorable Rick Scott
Florida's Regional Planning Councils
February 17, 2015
Page 6 of 6

Please let me know what further questions you may have or additional information you may need. Thank you.

Sincerely,



Ronald L. Book
Executive Director
Florida Regional Councils Association

RLB:rpl

cc: Kim McDougal, Ph.D., Deputy Chief of Staff, Office of the Governor
Senator Wilton Simpson



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SENATE BILL 484 TALKING POINTS

The bill is consistent with the Governor's and Legislature's commitment to **shrink government** and **reduce duplication**.

The bill **eliminates RPC functions** that have never been performed, have been completed, or are duplicated by others.

The bill allows the RPCs to continue to address and enhance the **priorities of the current administration**, which are focused on **economic development**.

- RPCs are designated as federal **Economic Development Districts** to promote economic development in conjunction with local economic development organizations and provide access to federal economic development funding. From January 2005 through September 2014, regional planning councils **facilitated the investment of \$64.5 million in 36 projects** in Florida to **create/retain 15,069 jobs**.
- Over the past 10 years, RPCs conducted 507 **regional econometric impact analyses** on policy and investment decisions in support of local economic development organizations, helping them **create jobs and invest in local communities**.
- RPCs prepare **grant applications** for federal/state economic development infrastructure funds to support economic development and job creation projects as evidenced by the \$4 million in infrastructure grants to help enable **Klausner Lumber One** locate on the Suwannee County Catalyst Site or the \$364,000 grant for the **City of Fellsmere** to build critical roadway infrastructure.

The bill also allows the RPCs to refocus their efforts on **core responsibilities** that are not as well known by those outside their immediate arena, including those related to **emergency management and preparedness**.

- RPCs serve as the state's **Local Emergency Planning Committees**, which includes administration of a **nationally recognized hazardous materials planning process**, which makes disastrous outcomes, such as that experienced recently at the West Texas Fertilizer Plant, a far less likely possibility.
- RPCs **trained 34,577 first responders** and other emergency management personnel over the past 10 years to improve their response to accidents and disasters.
- RPCs assist local governments in developing **local mitigation strategies** that must be in place to receive federal mitigation assistance program funds resulting from federal disaster declarations.
- In 2007, RPCs conducted the **Statewide Regional Evacuation Study Program**, under the direction of the Florida Division of Emergency Management, and in 2010, produced eleven Regional Evacuation Studies using the same methodologies and predictive modeling tools. **These evacuation studies provide the information necessary for county emergency management departments to develop operational evacuation plans.**

Finally, the bill restores \$2.5 million in funding for RPCs to carry out their duties under Florida Statutes, implement the **State Strategic Plan for Economic Development**, and provide technical assistance to their local governments, which is another core mission of the RPCs.

- In FY 2010-11, which is the last time RPCs received state funding, they **leveraged 11 dollars** in local, federal, and private direct investment for every dollar invested by the State of Florida.

AGENDA ITEM 5 – B

APALACHEE REGIONAL PLANNING COUNCIL (ARPC)

Executive Committee Meeting

ARPC Office – 2507 Callaway Road, Tallahassee, FL

March 2, 2015

MINUTES

ARPC Executive Committee Members in Attendance:

Randy Merritt ARPC Chairman, Steve Cutshaw ARPC Vice-Chairman (by phone), Jane Sauls ARPC Secretary-Treasurer, and John Jones ARPC Past-Chairman

Others in Attendance:

Chris Rietow, Janice Watson (ARPC Staff) and Ed Blanton (ARPC Attorney)

Chairman Merritt called the meeting to order at 2:00 pm and asked that the records show a quorum of the members of the ARPC Executive Committee were in attendance.

Item 1: EDA RLF Update / Resolution

Executive Director, Chris Rietow reported to the Board on the suspension of the ARPC's Revolving Loan Fund by the Economic Development Administration (EDA) explaining that on January 28th Tom Pellegrino, RLF Program Coordinator for EDA visited the ARPC office and spent four hours with Janice Watson, himself, and ARPC Auditor Bud Guilford. Subsequent to the visit, and upon direction from Mr. Pellegrino, Mr. Rietow reviewed a copy of the letter submitted to EDA requesting a 60-day extension to reconcile the RLF Records. Next he reviewed the response from EDA denying the request as submitted and requiring that the extension request be re-submitted in the form of a resolution. Mr. Rietow then reviewed a draft resolution to satisfy the conditions outlined by EDA in their response. He noted that a draft of the resolution was sent to EDA for their cursory review, and had been approved.

A motion was made by John Jones to approve the resolution as submitted. The vote was seconded by Steve Cutshaw. A vote was taken and the motion carried unanimously.

A copy of the Resolution is attached to these minutes as "Attachment A".

Janice Watson reported that as stated in the resolution, EDA was requiring the ARPC to contract for a program specific audit of the EDA-RLF Program and reviewed the draft Request for Proposal (RFP) for the program specific audit. By unanimous consent the Committee approved the RFP for the EDA-RLF as presented.

For information, Ms. Watson shared with the Committee summary worksheets on the EDA-RLF portfolio since its beginning in 1986 and on her work in compiling the RLF Borrower and RLF Reports in preparation for the audit.

Item 2: SB 484 and HB 783 Update

Mr. Rietow reported to the Committee on the status of SB 484 and HB 783 and potential implications for the ARPC if the bills were approved as filed. He explained that the Florida Regional Councils Association (FRCA) was encouraging the submission of letters from

individuals and/or companies that had been directly and positively impacted by the ARPC. The Committee suggested that Tallahassee Community College might submit a letter on behalf of the ARPC's involvement in the funding of the Wakulla Environmental Institute. It was also suggested that the Gadsden County Sheriff's office might be willing to submit a letter on behalf of the ARPC's continued support of its annual Rural Summit. Ms. Watson stated that she would be contacting Leon Watson of Watson Baled Straw about writing a letter of support and Mr. Rietow stated that he would contact the Tallahassee Fire Department about submitting a letter on behalf of the ARPC and the countless training hours that have been provided to that agency over the last three decades.

Item 3: Next Board Meeting

Mr. Rietow reported that the next regularly scheduled Full Council meeting on March 26th, conflicted with the annual legislative luncheon of the Small County Coalition. He requested permission to move the Full Council meeting to Thursday, April 2nd. By general consensus the Committee approved moving the next Full Council meeting to April 2nd.

Item 4: Other Business

Ms. Watson reviewed with the Board the check registers for January and February and the Budget Expenditure Report for the period of October 2014 – February 2015. By general consensus the Committee approved the financial reports as presented.

Chairman Merritt stated that he would like to change the existing format of the Full Council meetings beginning with the upcoming meeting on April 2nd. He outlined a plan that would: eliminate oral staff reports on programs that are already fully reported on in writing in the board package; include a consent agenda to take care of all of the routine action items at once at the beginning of the meeting; include a reporting time from each county on current local issues that would be of interest and relevance to the other counties, explaining that this item should take up the majority of the meeting; include legislative updates from a Small County Coalition representative; and include updates from representatives from the Region's Legislative delegation and Congressional representatives. Mr. Merritt summarized that it was his intent to make the ARPC Full Council bi-monthly meetings a true regional conference for the ARPC counties to learn from and partner with each other on ways to operate their respective local governments more effectively, and when necessary address issues with a strong regional voice where a single county local voice would be less or ineffective.

Item 5: Next Executive Meeting

Mr. Rietow suggested that the Executive Committee reconvene before the next Full Council meeting on April 2nd, unless an issue with the EDA RLF program audit needed action before that date. By general consensus the Committee approved the next meeting date. There being no further business the meeting was adjourned at 3:30 pm.

RESOLUTION NO. 2015-1

**A RESOLUTION OF THE APALACHEE REGIONAL
PLANNING COUNCIL REQUESTING A TIME EXTENSION
TO RECONCILE REVOLVING LOAN FUND RECORDS
WITH THE AUDITED FINANCIAL STATEMENTS**

WHEREAS, the Apalachee Regional Planning Council acknowledges that Revolving Loan Funds were diverted for purposes other than authorized under the terms and conditions of the Revolving Loan Fund Award and Revolving Loan Fund Program, and

WHEREAS, the Apalachee Regional Planning Council acknowledges that the Revolving Loan Fund Program or the US Government will have to be repaid any funds diverted from Economic Development programs for purposes other than authorized; and

WHEREAS, the Apalachee Regional Planning Council will immediately solicit for a program specific audit to be conducted of the Revolving Loan Fund program records and the Apalachee Regional Planning Council General Ledger, by a qualified independent auditor acceptable to the Economic Development Administration; and

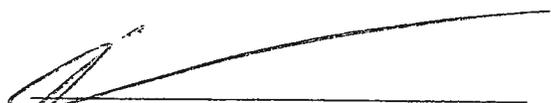
WHEREAS, the Apalachee Regional Planning Council has notified its bonding company and official liability underwriter of a potential claim; and

WHEREAS, the Apalachee Regional Planning Council acknowledges that the Economic Development Administration Revolving Loan Fund and Partnership Planning Programs have been suspended until the Council's Revolving Loan Fund Records and General Ledger have been reconciled;

NOW, THEREFORE, BE IT RESOLVED, that the Apalachee Regional Planning Council formally requests a time extension to May 31, 2015 in order to reconcile Revolving Loan Fund records with the Council's General Ledger and Financial Statements for the purpose of determining the amount of Revolving Loan Funds diverted; and authorization to apply 50% of the cost of the program specific audit as a cost to the Revolving Loan Fund Program.

*Duly adopted by the Apalachee Regional Planning Council Board of Directors
on this 2nd day of March 2015.*

SIGNED:



Randy Merritt
Chairman

ATTEST:



Chris Rietow
Executive Director

AGENDA ITEM 5 – C



Sheri Coven
Director of Intergovernmental Affairs
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MONTHLY ACTIVITY REPORT: January 2015

OUTREACH

- Along with Brian Teeple (NEFRC), Chair of the FRCA Executive Directors Advisory Committee, met with Bill Killingsworth, Director of the Florida Department of Economic Opportunity's Division of Community Development, to discuss several issues, including the need to move forward with the Governor's economic development appointments to regional planning councils.
- Along with Chairman Teeple, met with representatives of the Florida Department of Economic Opportunity's Division of Strategic Business Development and Bureau of Labor Market Statistics to see whether the Department and the Councils could better coordinate their respective economic modeling programs.
- Met with Jenna Titcomb and John Thomas from the Florida League of Cities regarding coordinating the regional activities of the Florida Local Government Coalition with the appropriate regional planning councils.
- Congratulated Jon Steverson on his appointment as the new Secretary of the Florida Department of Environmental Protection.
- Reached out to the Secretary of the Florida Department of Transportation, District 3, to promote the continuation of the District's transportation planning contracts with the Apalachee and West Florida Regional Planning Councils.

RESOURCE DEVELOPMENT/CAPACITY BUILDING

- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, participated in or attending the following meetings: Rural Economic Development Initiative; Florida Defense Support Task Force; Enterprise Florida, Inc.'s (EFI's) Stakeholders Council; EFI's Legislative Committee meeting; EFI's meeting of its Board of Directors; Florida .
- Prepared and submitted to the Florida Department of Economic Opportunity FRCA's 2014-15 second quarter report demonstrating implementation of the *Florida Strategic Plan for Economic Development*.
- Attended the first meeting of the Florida Department of Transportation's Florida Transportation Plan/Strategic Intermodal System Plan Update Steering Committee.
- Participated in the Florida Chamber Foundation's 2015 Transportation Summit.
- Participated in a planning meeting for the Florida Civic Advance inaugural annual conference, which is an initiative of the Florida Consensus Center.
- Distributed funding announcements from the Florida Department of Economic Opportunity, U.S. Department of Agriculture, U.S. Department of Homeland Security/FEMA, and U.S. Department of Transportation.

LEGISLATIVE SUPPORT

- Provided support to FRCA's Executive Director, Ron Book, and Chairman Teeple to address certain legislative issues.
- Coordinated with Mr. Book to ensure FRCA was represented at the Sadowski Coalition's meetings with House and Senate leadership.
- Finalized the 2015 FRCA Legislative Agenda as approved by the FRCA Policy Board on January 9, 2015 and posted it to the FRCA website.
- Created and distributed a Legislative Highlights report covering the January 5-9, 2015 Interim Committee Week and reviewed pertinent bills and issued related bill tracking reports.

ASSOCIATION MANAGEMENT

- Worked with Mr. Book to respond to a constituent concern in the Withlacoochee region.
- Participated in a variety of conference calls involving the Executive Directors, FRCA President Pat Huff, and Policy Board presenters in preparation for the January 9, 2015 FRCA Policy Board meeting.
- Prepared for and participated in the January 8-9 FRCA meetings.
- Finalized the logistics, secured speakers, developed agendas, and drafted meeting summaries for the February 12-13, 2015 FRCA meetings.



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MONTHLY ACTIVITY REPORT: February 2015

OUTREACH

- Developed and issued FRCA's Winter 2015 electronic newsletter, which focused on RPC "tools in the toolbox," economic modeling, and promotion of the FRCA annual report.
- Arranged a meeting between Bryan Koon, Director of the Florida Division of Emergency Management, and Brian Teeple, Chief Executive Officer of the Northeast Florida Regional Council and Chair of the FRCA Executive Directors Advisory Committee, as well as Chris Rietow, Executive Director of the Apalachee RPC, to discuss funding for hazardous analyses and the implications of Senate Bill 484 on RPC emergency management functions.
- With confirmed support from the West Florida and Apalachee RPCs, sent a letter to Sherri Martin, Chief of the Bureau of Economic Development, Florida Department of Economic Opportunity, supporting redesignation of the Northwest Florida Rural Area of Opportunity (formerly known as the Northwest Florida Rural Area of Critical Economic Concern).
- Continued to reach out to staff from the Florida Department of Transportation, District 3, to encourage their continuation of the District's transportation planning contracts with the Apalachee and West Florida Regional Planning Councils.

RESOURCE DEVELOPMENT/CAPACITY BUILDING

- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, participated in or attending the following: a meeting of the Rural Economic Development Initiative, Florida Defense Support Task Force, Safe Mobility for Life Coalition, and Florida State Emergency Response Team Stakeholders Group, as well as Enterprise Florida, Inc.'s monthly teleconference.
- Attended a meeting of the Florida Department of Transportation's Florida Transportation Plan/Strategic Intermodal System Plan Update Steering Committee.
- Attended the American Planning Association, Florida Chapter's annual Public Policy Workshop.
- Attended and helped staff the Florida Civic Advance inaugural annual conference, which was an initiative of the Florida Consensus Center.
- Distributed funding announcements from the Florida Department of Environmental Protection, U.S. Department of Agriculture, U.S. Department of Commerce, U.S. Department of Transportation, and U.S. Economic Development Administration.

LEGISLATIVE SUPPORT

- Helped FRCA's Executive Director, Ron Book, and Brian Teeple, Chief Executive Officer of the Northeast Florida Regional Council and Chair of the FRCA Executive Directors Advisory Committee, craft a letter to the Governor explaining the role and value of RPCs.
- Attended/monitored numerous committee meetings in the Florida Senate and Florida House of Representatives and reviewed and summarized relevant pieces of legislation as needed.
- Created and distributed two Legislative Highlights reports covering four 2015 Interim Committee Weeks and issued several iterations of FRCA's bill tracking report.

ASSOCIATION MANAGEMENT

- Updated the Director of Intergovernmental Affairs job description to reflect practices that have evolved over the past three years and recognize the existence of and need to implement FRCA's first Strategic Operating Plan.
- Updated the FRCA Website to address regular maintenance issues and post meeting agendas and summaries.
- Prepared for and participated in the February 12-13 FRCA meetings.
- Finalized the logistics, secured speakers, developed agendas, and drafted meeting summaries for the March 12-13, 2015 FRCA meetings.

AGENDA ITEM 7

RURAL COUNTY SUMMIT

Informational Summary – Major Shawn Wood

Major Shawn Wood will be providing a brief overview on the 4th Annual Rural County Summit – *Critical Decisions in Critical Incidents*. The free three-day summit will be held April 15th- 17th, 2015 at the Florida Public Safety Institute. Major Wood has been responsible for bringing in speakers from across the nation's to present on emergency preparedness, response and recovery. These presenters speak on their personal experiences as responders during many of the nation's most recognizable disasters. This outstanding training event in our Region is an invaluable opportunity for small counties dealing with limited resources.

Major Wood joined the Gadsden County Sheriff's Office in November 2004. He has over 23 years of law enforcement experience and previously served the community as Lieutenant with the Chattahoochee Police Department. Major Wood has a Bachelor of Science in Criminal Justice, from the University of West Florida, and has completed numerous law enforcement training classes and workshops in addition to his collegiate education. He currently serves as the Major of Law Enforcement and the Emergency Management Director.



4th ANNUAL

RURAL COUNTY SUMMIT

CRITICAL DECISIONS FOR CRITICAL INCIDENTS

April 15 -17, 2015

9:00am – 5:00pm

Florida Public Safety Institute

Conference Center

215 Academy Drive, Havana, FL

WHO SHOULD ATTEND:

Senior leadership and command staff from emergency management, fire, emergency medical services and law enforcement.

GUEST SPEAKERS:

Retired FBI Agent Byron Sage – Waco Siege

Retired Chief Bob Paudert – West Memphis Police Shooting

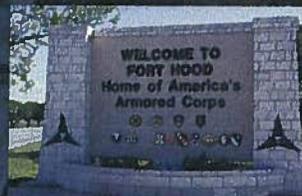
FBI Agent Royce Curtin and Lt. Donald Adams, Bell County

Sheriff's Office – Fort Hood: Extremist Shooting

Southern Poverty Law Center - Laurie Wood

Director Jim Wright, Nevada Department of Public Safety – United

States Bureau of Land Management and the Bundy Ranch Standoff



COST:

The summit is offered free of charge. Cost of travel, accommodations and meals are the responsibility of the attendee.

REGISTRATION:

Space is limited. Please register early. Only individuals who have a confirmed advance registration will be admitted to the summit. No registrations will be accepted at the door. If you are interested in attending, please send an email request to: ruralcountysummit@tds.net

HOSTED BY:

Gadsden County Sheriff's Office, Florida Division of Emergency Management, the United States Attorney's Office, Northern District of Florida and the North Florida Regional Domestic Security Task Force.

APALACHEE REGIONAL PLANNING COUNCIL

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