

# Apalachee Regional Planning Council

## BOARD OF DIRECTORS MEETING

Thursday – May 29, 2014

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



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

ARPC OFFICE – Conservation Center Conference Room

2507 Callaway Road, Suite 200

Tallahassee, Florida

[www.thearpc.com](http://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, man-made, and social environments of the Apalachee Region.*

**APALACHEE REGIONAL PLANNING COUNCIL  
BOARD OF DIRECTORS**

JOHN JONES, CHAIRMAN (JEFFERSON)  
RANDY MERRITT, VICE-CHAIRMAN (WAKULLA)  
JANE SAULS, SECRETARY/TREASURER (LEON)

FRCA POLICY BOARD MEMBERS: JOHN JONES, DELORES MADISON AND STEVE CUTSHAW

<b>Calhoun County</b>	Darrell McDougald Wes Johnston Don Stephens	County Commissioner Mayor, Town of Altha Governor's Appointee
<b>Franklin County</b>	Cheryl Sanders Brenda LaPaz Dawn Radford	County Commissioner Commissioner, City of Carrabelle Governor's Appointee
<b>Gadsden County</b>	Brenda Holt Delores Madison Henry Grant	County Commissioner Commissioner, City of Midway Governor's Appointee
<b>Gulf County</b>	Ward McDaniel Tony Justice Michael Hammond	County Commissioner Commissioner, City of Wewahitchka Governor's Appointee
<b>Jackson County</b>	Kenneth Stephens Gene Wright <i>Vacant</i>	County Commissioner Mayor, Town of Malone Governor's Appointee
<b>Jefferson County</b>	Stephen Walker John Jones <i>Vacant</i>	County Commissioner Commissioner, City of Monticello Governor's Appointee
<b>Leon County</b>	Jane G. Sauls Nancy Miller Lisa Miller	County Commissioner Commissioner, City of Tallahassee Governor's Appointee
<b>Liberty County</b>	Davis Stoutamire Woody Stewart Steve Cutshaw	County Commissioner Commissioner, City of Bristol Governor's Appointee
<b>Wakulla County</b>	Randy Merritt Gail Gilman Ed Brimner	County Commissioner Commissioner, City of St. Marks Governor's Appointee
<b>Ex-Officio Members</b>	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 Center Conference Room  
2507 Callaway Road, Suite 200  
Tallahassee, Florida**

**THURSDAY – MAY 29, 2014  
10:30 AM Eastern Time / 9:30 AM Central Time**

**AGENDA**

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11.	<u>Adjournment</u>	

**APALACHEE REGIONAL PLANNING COUNCIL  
Holiday Inn & Suites - Tallahassee, Florida**

**March 27, 2014**

**MINUTES**

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

Chairman Jones called the meeting to order at 10:30 am and led the Board in the Pledge of Allegiance. He asked all in attendance to introduce themselves and note the local government or organization they represented.

**ARPC Board Members in Attendance:**

Calhoun County	Darrell McDougald	Calhoun County Commissioner
	Wes Johnston	Altha Mayor
	Don Stephens	Governor's Appointee
Franklin County	Brenda LaPaz	Carrabelle City Commissioner
	Dawn Radford	Governor's Appointee
Gadsden County	Henry Grant	Governor's Appointee
Gulf County	Joanna Bryan	Gulf County Commissioner
	Tony Justice	Wewahitchka City Commissioner
	Michael Hammond	Governor's Appointee
Jackson County	Gene Wright	Malone, Mayor
Jefferson County	John Jones	Monticello City Councilman
Liberty County	Davis Stoutamire	Liberty County Commissioner
	Woody Stewart	Bristol City Councilman
	Steve Cutshaw	Governor's Appointee
Wakulla County	Randy Merritt	Wakulla County Commissioner
	Ed Brimmer	Governor's Appointee

**Ex-Officio Members in Attendance**

Paul Thorpe	Northwest FL Water Management District
Diane Scholz	Enterprise Florida
Virgie Bowen	FL Dept. of Transportation

**ARPC Staff in Attendance**

Chris Rietow	Executive Director
Bruce Ballister	Senior Planner: Economic Development
Janice Watson	Finance Officer

**Others in Attendance**

Dale Allen	FL Greenways & Trails Foundation
Sheri Coven	Florida Regional Councils Association

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

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

**A motion to approve the minutes of the February 6, 2014, ARPC meeting as presented was made by Randy Merritt. The motion was seconded by Tony Justice. A vote was taken and the motion carried unanimously.**

## **Item 3: Chairman's Report:**

Chairman Jones reported to the Board that since the last meeting Governor Scott had announced the following new appointments: Ed Brimmer of Wakulla County and Steve Cutshaw of Liberty County, and re-appointments: Henry Grant of Gadsden County, Dawn Radford of Franklin County and Don Stephens of Calhoun County. The Board welcomed the new members.

Chairman Jones reported that in the past, the ARPC had designated one individual in addition to the Chairman to serve on the Florida Regional Councils Association (FRCA) Policy Board. He explained that the ARPC was now eligible to have three voting positions on the FRCA Policy Board. Chairman Jones announced that he was appointing Jane Sauls to serve in the county elected position, Steve Cutshaw to serve in the gubernatorial appointee position and that he would continue to serve in the municipal elected position. He announced that the next semi-annual FRCA Policy Board meeting would be held in August 2014 and noted the new policy board member fact sheet included on page 19 of the board package.

The 2014 ARPC Board meeting schedule approved at the last meeting was briefly discussed and by general consensus it was determined that the meeting originally scheduled for October 30, 2014 would be moved to November 20, 2014.

## **Item 4: Executive Director's Report**

**Executive Committee Meetings:** Chris Rietow reported that since the last ARPC meeting on February 6<sup>th</sup>, the Executive Committee had not met. Mr. Rietow stated that in the future, the Executive Committee would be meeting on the off months that the ARPC Full Board did not hold a regular meeting.

**Outreach Efforts:** Mr. Rietow reported that since the last Board meeting, ARPC staff had made presentations at the City of Bristol Council meeting and the Calhoun County Commission meeting. He thanked Councilman Stewart for inviting staff to the City of Bristol, and Commissioner McDougald for the invitation to Calhoun County. Mr. Rietow noted that ARPC staff had been invited to back to hold a workshop in April or May with the Calhoun County Commission to discuss the ARPC programs in further detail.

Mr. Rietow thanked Michael Hammond for his continued efforts in reaching out to the Legislature and the Governor's staff in reference to the FY 14/15 for Florida's Regional Planning Councils (RPCs). Mr. Rietow reported that Lisa Miller, Leon County Governor's Appointee had taken the lead on assembling a coalition of the RPC Governor's Appointees appointed by Governor Scott to request a meeting with him on the importance of supporting the Legislative RPC funding appropriation.

Mr. Rietow also noted the letter included on page 23 of the Board package sent from Jackson County Board Member Kenneth Stephens to the Governor in support of the ARPC. He stressed that time was of the essence and encouraged any other Board members intending on sending letters of support to the Governor to do so as soon as possible.

RPC Statutory Responsibilities: Mr. Rietow briefly reviewed with the Board a separate document included with the board package mailing which outlined the Statutory and Non-Statutory programs and responsibilities of Florida's RPCs.

Florida Regional Councils Association (FRCA) Update: Mr. Rietow reviewed with the Board the FRCA Strategic Assessment included under separate cover with the Board package. He stated that the report had been prepared by the SouthEast Regional Director's Institute (SERDI) and was a summary of a numerous personal interviews, an RPC Board member on-line survey and a Policy Board Retreat attended by Chairman Jones and Councilman Delores Madison in January 2014. He noted how the ARPC was already implementing the retreat strategy on page two which suggested a gubernatorial appointee coalition.

Mr. Rietow also encouraged the Board to read through the FRCA monthly activities report and legislative update included in the Board package beginning on page 25. He noted that FRCA was working to develop a palm card for RPC Board members and staff to use as a quick informational guide. Mr. Rietow reported that he had discussed with the other RPC Directors the ARPC's current four-point approach of Economic Development, Emergency Management, Transportation, and Technical Assistance and they had been very receptive to the idea.

Mr. Rietow reported that currently, the RPC funding appropriation was included in the House Appropriations bill and he had received positive information from FRCA leadership that it would also be included in the Senate bill very soon.

Mission Statement: Mr. Rietow, in response to questions about the ARPC's Mission statement at the last meeting, read to the board the following mission statement adopted by the ARPC many years ago: *The Apalachee Regional Planning Council serves its citizens and local governments by providing technical assistance and a forum of communication and collaboration, to preserve and enhance the economic, natural, man-made, and social environments of the Apalachee Region.* It was determined by general consensus for staff to work with the Executive Committee on possibly updating the mission statement to reflect the new four-point approach.

ARPC By-Laws: Mr. Rietow reported that the ARPC had never adopted an official set of by-laws outside of the rules initially establishing the ARPC and included in Chapter 29L of the Florida Administrative Code (FAC). He explained that much of the information included in 29L was outdated and not required to be part of the FAC, explaining that actual operating procedures and policies of the ARPC would best be served by adopted by-laws. The Board requested that staff work with the ARPC Executive Committee to prepare draft by-laws for the ARPC and to bring the draft back to the Board for further discussion and review.

Staff Cell Phone Stipend: Mr. Rietow reported to the Board that he had authorized a \$30 monthly cell phone stipend for all six ARPC staff members to cover the use of their personal cell phones for ARPC business while out in the field and after regular business hours. He stated that he had researched the cost of supplying staff cell phones and reported that a monthly stipend was more economically feasible for the ARPC at this time than purchasing and maintaining individual office cell phones. In addition, Mr. Rietow consulted with legal counsel for guidance on cell phone use policy with respect to the Sunshine Law.

Financial Report: Mr. Rietow reviewed with the Board the Check Register and the Budget Revenue/Expenditure Report for February 2014, included in the agenda package beginning on page 35. He also reviewed with the Board the ARPC list of accounts payable as of 3/20/14. Mr. Rietow and Janice Watson reviewed with the Board the proposed amended budget included on page 39 of the board package. Ms. Watson explained that ARPC staff continued to bring in new contracts and collect on FY 12/13 program accounts receivable which was reflected in the increased revenue of the proposed budget. Mr. Rietow explained that the increased revenues had been spread across several line items.

**A motion was made by Randy Merritt to approve the financial reports for February 2014 and the proposed amended ARPC FY 13/14 Budget as presented. The motion was seconded by Henry Grant. A vote was taken and the motion carried unanimously.**

A copy of the Amended Budget for FY 13/14 is included to these minutes as Attachment "A".

#### **Item 5: Council Attorney's Report**

Council Attorney Ed Blanton reported that there was no litigation or other legal issues to report since the last meeting.

#### **Item 6: Staff Reports**

Comprehensive Plan Reviews In the absence of Keith McCarron; Mr. Rietow reviewed with the Board the ARPC staff reports on the Gulf County Capital Improvements Element 14-CIE1, the Wakulla County Proposed Amendment Series 14-1ESR and the City of Carrabelle Proposed Amendment Series 14-1ER, included in the board package beginning on page 41. He reported that staff had no regional comments on the Gulf and Wakulla amendments but offered the following regional comments on the Carrabelle amendment series.

1. Amended Future Land Use Policy 1.1.6 directs the City to withhold the certificate of occupancy (previously development orders and permits) if a development reduces the adopted level of service for public facilities below the standards adopted in the Comprehensive Plan. Consider including a provision in the comprehensive plan that also directs the City to confirm prior to the approval of a building permit that public facilities to serve new development will be available no later than the anticipated date of a certificate of occupancy and notify the applicant if capacity is insufficient.

2. Public Facilities Element Policy 1.9.2 directs the City to select alternative water supply and conservation project(s) from those identified in the Regional Water Supply Plan, Region V Franklin and Gulf Counties. Please note the Northwest Florida Water Management District has recently completed the *2013 Water Supply Assessment Update* that concludes water supplies in Region V are projected to be adequate for the 20-year planning period. Therefore the NFWFMD has discontinued the Regional Water Supply Plan for Region V and will not revisit this decision until the next 5-year Plan update. It is recommended that the City consult with the Department of Economic Opportunity and the Northwest Florida Water Management District on the wording of this policy.
  
3. If the City is implementing transportation concurrency in accordance with s. 163.3180 (5), F.S. it is recommended that the Plan include a provision for assessing a landowners proportionate share cost of providing transportation facilities necessary to serve a proposed development.

**A motion was made by Randy Merritt to approve and submit to the Department of Economic Opportunity and the respective local governments the ARPC staff reports on the Gulf County Capital Improvements Element 14-CIE1, the Wakulla County Proposed Amendment Series 14-1ESR and the City of Carrabelle Proposed Amendment Series 13-6ESR as presented. The motion was seconded by Wes Johnston. A vote was taken and the motion carried unanimously.**

Revolving Loan Fund Ms. Watson reviewed the report on the ARPC's Revolving Loan Fund Program report included in the board package beginning on page 57. Ms. Watson reviewed the fund balances and reported briefly on past due accounts.

Ms. Watson presented the minutes and following recommendations from the March 26, 2014, ARPC-RLF Committee Meeting.

ARPC-RLF Committee Recommendation #1: The ARPC-RLF Committee recommended approval of the loan request to Billy Traylor in Wewahitchka, FL and to fund the loan out of the EDA-RLF with the following terms and conditions:

- |                      |  |
|----------------------|--|
| <u>Loan Purpose:</u> | To expand the operations of Deep South Solutions of NWFL, Inc.   |
| <u>Loan Request:</u> | \$100,000 @ 6% with monthly principal and interest payments of \$1,933.29  |
| <u>Collateral</u>    | <ol style="list-style-type: none"> <li>a) 1<sup>st</sup> position lien on: the business construction trailer and all business equipment, a 2009 Nissan Titan Crew Cab Truck and a 2002 Chevy Suburban</li> <li>b) 1<sup>st</sup> position lien on all the company's accounts receivable, currently at \$109,400</li> </ol> |

c) Life Insurance Policy on Billy Traylor in the amount equal to the amount of the loan

d) Billy Traylor will personally guarantee the loan

Job Creation:

The business purchase will retain the thirteen (13) existing jobs and with projected growth made possible by the additional working capital will be able to add one (8) more full time jobs by the end of 12 months.

**A motion was made by Tony Justice to approve the recommendations of the ARPC RLF Committee for the \$100,000 loan request from Billy Traylor as presented above by ARPC staff. The motion was seconded by Michael Hammond. The Chairman called for discussion.**

The weakness of the collateral as proposed was discussed at length as well as the possibility of offering Mr. Traylor a reduced initial loan with the intent of re-visiting a request for additional funds at a later date. Concerns were also raised about the lack of experience in the industry of the owner and management employees. It was suggested that the loan might be structured as a line of credit instead of being amortized as proposed by ARPC staff in order to directly tie the loan to the company's accounts receivable invoices.

**The original motion was amended by Tony Justice to approve a loan of \$50,000 to Billy Traylor to be used solely as working capital for Deep South Solutions, Inc. and for the loan to be structured as a 5-year line of credit, assigning the collateral as proposed by ARPC staff and ARPC RLF Committee. The amendment to the motion was seconded by Michael Hammond. A vote was taken and the motion carried with all the Board members voting yes except Joanna Bryan who voted no.**

Economic Development Bruce Ballister reported on his work with the two CDBG grants for North Port St. Joe, the City of Apalachicola Scipio Creek Boat Basin CDBG and EDA grants, the City of Midway EAR based Comprehensive Plan Amendments, the Florida Energy Resiliency Study and the upcoming RiverWay South Rural Summit. Mr. Ballister noted that the Rural South Summit agenda included a host of experts on developing ecotourism and encouraged the Board to have representatives at the Summit from their jurisdictions. He also noted that the Economic Development Administration (EDA) was very close to issuing the contract to Tallahassee Community College for funding the access road into the Wakulla Environmental Institute, a project which will be administered by the ARPC. Mr. Ballister handed out a memo from DEO re-designating the Florida Rural Areas of Critical Economic Concern. He explained that the re-designation allows Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty and Wakulla Counties to continue their eligibility for a waiver of match requirements when applying for State funding.

Emergency Management Chris Rietow reported on his work with the FL Division of Emergency Management on several projects including the Local Emergency Planning Committee (LEPC); the Hazards Analysis Update; and a full-scale exercise at the FSU National High Magnetic

Laboratory in Tallahassee scheduled for April 28, 2014. Mr. Rietow stated that the multi-jurisdictional, domestic security exercise was in the final planning stages and added that a video presentation of the exercise would be shared with the Board after the project was officially closed out. He reported briefly on Ms. Imbler's work as the Region 2 Domestic Security Task Force Planner and her work on numerous exercises throughout the region. Mr. Rietow reported that additionally Ms. Imbler continued to assist the Jackson County Emergency Management Agency on a Continuity of Operations Plan and the FL Dept. of Health on the coordination of the North FL Medical Reserve Corps. He reported that work was progressing on the 3<sup>rd</sup> Annual Rural County Summit scheduled for July 9-13, 2014 at the FL Public Safety Institute in Gadsden County. Mr. Rietow noted that the Coordinator of the event, Major Sean Wood of the Gadsden County Sheriff's Office, had been invited to present at a future Board meeting and discuss the upcoming event in further detail.

#### **Item 7: Florida Greenways & Trails Foundation Presentation**

Mr. Rietow introduced Dale Allen of the Florida Greenways & Trails Foundation who gave the Board a brief summary on the efforts to close the gaps along the Florida Trail within the Apalachee Region. Mr. Allen explained the process of land acquisition through trail development and provided the Board with maps outlining proposed routes. He noted that they were also looking at the possibility of establishing a bikeway project from Tallahassee to Panama City Beach. Steve Cutshaw stressed the importance of connecting the Florida Trail with the existing trails at Torreya State Park in Liberty County. Chairman Jones thanked Mr. Allen for his presentation and asked him to keep the Board informed about any future assistance they could provide in the development of the Florida Trail.

#### **Item 8: Correspondence / Items of Interest**

Mr. Rietow briefly reviewed several articles of interest included in the Board package beginning on page 83. He also handed out a copy of a recent press release from the Governor's office outlining the projects planned to assist Franklin County communities in their recovery after the collapse of the oyster harvesting industry in Apalachicola Bay.

#### **Item 9: Council / Public Comment**

Diane Scholz reported that the N. FL Economic Development Partnership had recently launched a website of potential buildings and sites available for future economic development. She encouraged the Board to review the website and forward her information about any sites that needed to be added to the inventory.

Virgie Bowen reported that the FL Dept. of Transportation in conjunction with the FL Dept. of Economic Opportunity would be offering a video conference on sector planning at the Burns Building in Tallahassee. She agreed to forward the information to any Board members interested in attending or sending staff to the conference.

Paul Thorpe reported that the Northwest FL Water Management District had recently approved 112 grants within the Apalachee Region. He stated there was \$10 million awarded out of \$40 million in applications, with the majority of the projects being cost share assistance for Agriculture users.

Chairman Jones asked Chris Rietow to express to the landlord the Board's appreciation for his graciousness in allowing the ARPC Board meeting to be held in the Conservation Conference Room at no additional cost to the ARPC. He announced that the next ARPC Board meeting would be held on May 29, 2014.

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 MAY 29, 2014.

SIGNED:

ATTEST:

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John Jones, Jr.  
Chairman

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Chris Rietow  
Executive Director

## Attachment "A"

## APALACHEE REGIONAL PLANNING COUNCIL FY 2013 / 2014 BUDGET - As Amended 3/27/14

<b>INCOME/REVENUES:</b>	<b>Current</b>	<b>Proposed Changes</b>	<b>Amended as of 3/27/14</b>	<b>Description</b>
County Dues	45,000		45,000	
EDA Planning Grant	63,000		63,000	
EDA - Regional Score Card	0	10,000	10,000	Adding new contract
Revolving Loan Fund - Admin	20,000		20,000	
Apalachicola Scipio: CDBG/EDA	30,000		30,000	
FDEM - ComTraning Course	4,000		4,000	
FDEM - Hazards Analyses	21,000		21,000	
FDEM - Annual Haz Mat Planning	20,000		20,000	
FDEM - HMEP Training	32,000		32,000	
FDEM - Local Emer. Planning	41,000		41,000	
FDEM - RDSTF Planner	60,000		60,000	
FDEM - Reg. Evacuation Update	15,000		15,000	
FDEM - RDSTF Exercise	46,000		46,000	
FDOH - N F. MRC Admin	28,000		28,000	
Jackson County - SHSGP / COOP	0	10,000	10,000	Adding new contract
Leon County POD Exercise	0	1,000	1,000	Adding new contract
Small Quantity Generator Insp.	30,000		30,000	
Port St. Joe Water - CDBG	38,000		38,000	
CTD - Transportation Disadvantage	96,000		96,000	
Energy Resilience Study	9,000		9,000	
FDACS - Animal Safety Planner	10,000		10,000	
FDOT - Liasion	25,000		25,000	
RCSC - Admin	10,000	(5,000)	5,000	Reducing Existing contract
Collected FY 12/13 Receivables	0	30,000	30,000	Adding collected receivables
FDACS - Pass Thru	50,000		50,000	
FRCA - Pass Thru	104,000		104,000	
<b>TOTAL INCOME/REVENUES</b>	<b>797,000</b>	<b>46,000</b>	<b>843,000</b>	
<b>OPERATING EXPENSES:</b>				
Accounts Payable (Old)	36,000		36,000	
Accounting	650	400	1,050	Adding software purchase
Advertising	350		350	
Audit	15,000		15,000	
Board Meetings	0	2,000	2,000	Adding costs of Bd. Meetings
Consultant (HA & HMEP)	28,500		28,500	
Contingency	0	38,900	38,900	Accting for excess revenue
Dues (FRCA, NADO, SERDI)	17,500		17,500	
Equipment Lease - Copiers	9,900		9,900	
Fringe Benefits	109,500		109,500	
Insurance (Work Comp, Liability)	13,600		13,600	
IT Tech Support	1,200	600	1,800	Additional IT support
Legal	6,000		6,000	
Licenses (REMI)	6,300		6,300	
Misc. Expenses	0	1,000	1,000	Adding a Misc. Line Item
Office Supplies	1,500	1,000	2,500	Additional office supplies
Postage	1,200	1,000	2,200	Increased postage fees
Rent	27,000		27,000	
Salaries	353,200		353,200	
Telephone	3,600	1,100	4,700	Adding cell phone stipend
Travel	12,000		12,000	
FDACS - Pass Thru	50,000		50,000	
FRCA - Pass Thru	104,000		104,000	
<b>TOTAL OPERATING EXPENSES:</b>	<b>797,000</b>	<b>46,000</b>	<b>843,000</b>	

# 3<sup>RD</sup> ANNUAL

## RURAL COUNTY SUMMIT COMMUNITY DISASTER AND EMERGENCY RESPONSE

### JULY 9-11, 2014

9:00am - 5:00pm



## Florida Public Safety Institute Conference Center

215 Academy Drive, Havana, FL

### WHO SHOULD ATTEND:

Senior Leadership from emergency management, fire, emergency medical services and law enforcement.

Guest speakers include emergency responders from the following disasters:

West, Texas | Moore, Oklahoma | Yarnell, Arizona | Boulder, Colorado



### COST:

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

### REGISTRATION:

Please register using this [link](#).

Space is limited. Please register early. Only individuals with a confirmed advance registration will be admitted to the summit. No registrations will be accepted at the door. Priority will be given to attendees from rural counties.

### HOSTED BY:

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

## AGENDA ITEM 5

### CHAIRMAN'S REPORT – John Jones

The following items will be reported and presented to the Board for discussion, review and action:

#### A. Executive Committee Meeting (May 8, 2014) Report

- i. A draft FY 2014/15 ARPC Per Capita County Dues Structure on the following pages was discussed at length and approved by the Executive Committee for submission to the Council for final review and action.
- ii. A draft ARPC By Laws document is included on the following pages. The document was developed and approved by the Executive Committee for submission to the Council for final review and action.
- iii. A draft employment agreement between the ARPC and the Executive Director was prepared by Council Attorney Ed Blanton. The draft agreement was reviewed and edited by the Executive Committee. A copy of the final agreement is included on the following pages and was approved by the Executive Committee for submission to the Council for review and action.

#### B. Governor's Appointee Report on May 16<sup>th</sup> Meetings

ARPC Governor's Appointees: Lisa Miller (Leon), Michael Hammond (Gulf), and Don Stephen (Calhoun) along with Commissioner Ward McDaniel and ARPC staff were invited to meet with Cynthia Kelly (Governor's Budget Director) and Mark Kruse (Governor's Office of Policy and Budget Coordinator) to discuss the 2014 legislative funding appropriation for Florida's RPCs. The ARPC group was allowed 40 minutes to promote and describe the many varied programs and services provided by RPCs. The group emphasized the return on investment the State can expect on a non-vetoed appropriation.

Ms. Kelly agreed to take the message to the Governor about the value of the RPCs and encouraged the group to also reach out to the FL Dept. of Economic Opportunity (DEO) as the RPC appropriation was currently listed in the State Budget as a sub-item under the DEO general government appropriation. The group then proceeded to the DEO and was afforded a 20-minute unscheduled meeting with Bill Wilson, FDEO's Director of Legislative and Cabinet Affairs who also agreed to take the RPC message to Jesse Panuccio, Executive Director of the DEO.

The group will give a more detailed report at the Board meeting.

## RPC Local Government Membership Dues Summary

Regional Planning Council	Date Established	2012 Regional Population	County Dues Formula	Total Estimated Dues
Apalachee	8/23/1977	470,869	\$5,000/County	\$45,000
Central Florida	7/1/1974	807,818	\$0.25/capita	\$201,955
East Central Florida	2/22/1962	3,227,358	\$0.16/capita	\$516,377
North Central Florida	5/7/1969	499,912	\$0.30/capita	\$149,974
Northeast Florida	4/14/1977	1,528,872	\$0.41/capita	\$626,838
South Florida	7/1/1974	4,395,286	\$0.175/capita	\$769,175
Southwest Florida	11/8/1973	1,565,702	\$0.30/capita	\$469,711 <sup>1</sup>
Tampa Bay	2/16/1962	2,975,363	\$2,000 base fee plus \$0.295/capita	\$885,732 <sup>2</sup>
Treasure Coast	8/19/1976	1,902,419	\$0.43/capita	\$818,040
West Florida	10/1/1964	913,444	\$1,000 base fee plus \$0.0325/capita	\$46,819 <sup>2</sup>
Withlacoochee	7/3/1973	787,444	\$0.35/capita	\$275,444

1. Accounts for municipal dues.
2. Does not account for municipal dues.

### ARPC Per Capita Dues

County	4/1/13 BEBR Population Estimate (less inmates)	Per Capita Dues Amount <sup>2</sup>			Executive Committee
		Low	Medium	High	\$4,000 Base
		\$0.248	\$0.283	\$0.318	\$0.07
Calhoun County	12,929	\$3,206	\$3,659	\$4,111	\$4,905.03
Franklin County	9,856	\$2,444	\$2,789	\$3,134	\$4,689.92
Gadsden County	44,778	\$11,105	\$12,672	\$14,239	\$7,134.46
Gulf County <sup>1</sup>	12,748	\$3,162	\$3,608	\$4,054	\$4,892.36
Jackson County	42,435	\$10,524	\$12,009	\$13,494	\$6,970.45
Jefferson County	13,435	\$3,332	\$3,802	\$4,272	\$4,940.45
Leon County	276,969	\$68,688	\$78,382	\$88,076	\$23,387.83
Liberty County	6,725	\$1,668	\$1,903	\$2,139	\$4,470.75
Wakulla County	27,403	\$6,796	\$7,755	\$8,714	\$5,918.21
<b>TOTAL</b>	447,278	\$110,925	\$126,580	\$142,234	\$67,309.46
	<b>Net Gain</b>	<b>\$65,925</b>	<b>\$81,580</b>	<b>\$97,234</b>	<b>\$22,309.46</b>

1. Median Population: 12,748 (Gulf County)

2. \$0.283/capita derived proportionally from NCFRPC per capita rate of \$0.30 for population of 499,912

**BY LAWS**  
**OF THE**  
**APALACHEE REGIONAL PLANNING COUNCIL**

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**1. ORGANIZATION**

The name of the agency shall be the Apalachee Regional Planning Council. It is a regional planning council formed in August of 1977 under the authority of Chapter 160, Florida Statutes, as a voluntary association of local governments of the counties and municipalities which comprise the Region, namely, the counties of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla. The regional boundaries are those defined as Comprehensive Planning District Two as specified by rule by the Executive Office of the Governor pursuant to 27E-1.002, F.A.C.

**2. POWERS AND DUTIES**

The Council shall have the following powers and duties prescribed and granted by Chapter 186.505(1) through (25), Florida Statutes, and as they may be amended from time to time.

### 3. MEMBERSHIP

The Council shall consist of twenty seven (27) voting members. A voting member shall represent each Principal member unit of the Council as described in the following.

- a. One voting member from each member county shall be a member of that county's Board of County Commissioners and appointed by that Board.
- b. One voting member from each member county shall be a Mayor, a City Commission or Council member, or other elected municipal official from one of the local general purpose governments in the county, appointed by the Board of County Commissioners from the respective County.
- c. Any municipality in the Region having a population of 50,000 persons or more may join the Council. They shall have one (1) voting member who is appointed by the governing body of the municipality.
- d. There shall be nine (9) voting members appointed by the Governor, subject to confirmation by the Florida Senate. One (1) member who is a resident of that county shall represent each County.
- e. **Ex-officio Members:** There may be (1) non-voting ex-officio member from the Northwest Florida Water Management District (NFWFMD), from the Florida Department of Transportation (FDOT), from the Florida Department of Environmental Protection (FDEP), and from the Florida Department of Economic Opportunity.

### 4. OFFICERS, TERM OF OFFICE AND STANDING COMMITTEES

- a. **Officers:** The Council shall elect from its membership, a Chairman, a Vice-Chairman and a Secretary/Treasurer. The Chairman shall preside over regular and special meetings of the Council. The Chairman may also represent and speak for the Council at other official meetings and functions. The Vice-Chairman shall assume duties of the Chairman on request of the Chairman or in the absence of the Chairman.
- b. **Terms of Office:** The Chairman, Vice Chairman, and Secretary/Treasurer shall be elected bi-annually.
- c. **Elections:** The election of the Chairman, Vice Chairman and other officers as may be created or appointed by the Council shall be at the last regular meeting

of the calendar year every other year. Installation shall be at the next regular meeting, which is normally in January of the new year.

- d. **Standing Committees:** The Council may establish such standing committees, as it may deem appropriate to the efficient pursuit of its duties and responsibilities. Members of all committees shall be appointed by the Chairman and shall serve at his or her discretion. Ad hoc and special committees may be appointed and dissolved by the Chairman with the approval of the Council. The following committee is hereby established as a standing committee.
1. **Executive Committee:** Duties of the Executive Committee shall be to represent and act on behalf of the Council between regular meetings, on personnel relations and regulations, budget control, and on contractual relationships with individuals, agencies and firms. The Committee will review and approve the timesheets of the Executive Director on a monthly basis. The Committee may meet in lieu of the regular Council meeting and shall have the authority to conduct Council business. Membership shall be composed of the Chairman, Vice Chairman, Secretary/Treasurer, Past Chairman and FRCA Policy Board Members.

## 5. EXECUTIVE DIRECTOR

- a. The Executive Director of the Apalachee Regional Planning Council shall be selected by the Executive Committee and shall be appointed by a majority of those Council members present and voting at an official meeting of the Council at which an appointment is being considered. Compensation for the Executive Director shall be set and adjusted from time to time by the Council.
- b. The Executive Director shall be appointed for an indefinite term to continue for such time as both parties find the association to be satisfactory. Neither party shall terminate the period of employment with less than sixty (60) days written notice, unless the other party waives the rights to such notice. The Council retains the right to remove the Executive Director from office for just cause without notice or compensation in the event of fraud, dishonesty, or criminal actions and may suspend said Executive Director pending investigation and hearings on charges before the Council.
- c. The Executive Director shall operate the Regional Planning Agency with the concurrence of the Council, and shall report at each meeting of the Council on the progress, problems and status of the approved programs. The duties and the limits of his or her authority shall, from time to time, be prescribed by the Council and shall include, but not be limited to the following:

1. Recruit, employ, set compensation, and train and direct all authorized staff personnel in accordance with the annual budget as approved by the Council.
2. Approve all expenditures and account for all budgeted funds.
3. Prepare all budgets for Council review and approval.
4. Negotiate for all available funding from local, state and/or federal or private sources.
5. Conduct such research, planning and economic development programs as will benefit the member governments as approved by the Council.
6. Coordinate the programs of all departments to insure maximum benefit and minimum costs.

## **6. GENERAL INFORMATION**

The office of the Council is located at 2507 Callaway Road, Suite 200, Tallahassee, Florida. The mailing address is the same. The office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, excepting authorized legal holidays. Any person wishing to obtain specific forms, applications for licensees, permits, publications, documents, or information, may do so at this office.

## **7. PUBLIC RECORDS**

Any and all Council correspondence, reports, publications, memoranda and other documents are public records and thus open for public inspection during office hours.

The Council maintains a list of publications available and the cost per document. Individuals using the Council's copying machine are charged a set per page fee. Any person may purchase documents. Local general-purpose governments within the region shall be charged only the direct cost of production and are not subject to regular cost schedules.

## **8. PUBLIC MEETINGS**

The Council normally meets every other month on the last Thursday of the month at 10:30 a.m. The date and time of regular meetings may change for the convenience of the Council. The Chairman or any two Executive Committee members may call Executive Committee meetings. The Council and Executive Committee meetings shall be conducted pursuant to Roberts Rules of Order Revised.

- a. **Quorum:** A majority of voting members shall constitute a quorum. For purposes of establishing a quorum, the following rules shall apply. (1) Vacant seats on the Council shall not count as a "voting member". (2) Any member who has been absent from the last three meetings of the Council, for whatever reason, shall not count as a "voting member". In the event that a quorum is not present, a majority of the voting members present may reschedule and adjourn the meeting.
- b. **Annual Meeting:** The regular January meeting shall be known as the Annual Meeting, and shall be for the purpose of installing the Chairman, Vice-Chairman and Secretary/Treasurer, hearing the Annual Report and hearing the Annual Audit of the Council and conducting other business as may come before the membership.
- c. **Notice:** The general public is cordially invited to all Council meetings and proceedings. Notice of these meetings is published at least ten (10) days prior thereto in the Florida Administrative Register. In addition, notice is mailed to all Council members and to anyone who has requested notice.

**APALACHEE REGIONAL PLANNING COUNCIL  
EMPLOYMENT AGREEMENT  
WITH CHRIS RIETOW**

This employment agreement is made and entered into by and between the Apalachee Regional Planning Council (hereinafter referred to as the "Council") and Chris Rietow (hereinafter referred to as the "Executive Director"). The parties agree to the following terms of employment:

**1. Employment**

The Council hires Chris Rietow as Executive Director of the Council. The Executive Director serves at the pleasure of the Council.

**2. Duties**

The Executive Director shall have the following duties:

- A. Prepare and present to the Council a proposed annual budget for approval.
- B. Ensure that the Council, its employees and its programs are in compliance with state and federal regulations and laws.
- C. Prepare or supervise the preparation of all reports required by state or federal agreements.
- D. Attend all Council meetings and committee meetings.
- E. Prepare an agenda for each Council meeting in coordination with Council Chairperson.
- F. Hire, supervise and manage any employees of the Council.
- G. All duties as defined in the Council's Job Description for the Executive Director.
- H. Such other duties as may be assigned by the Council from time to time.
- I. Work forty (40) hours or more per week with no other gainful employment or other income producing activities unless provided written permission by the Executive Committee. Exception to this shall be activities related to religious or non-profit agencies with no Council resources or work week hours devoted to this exception.
- J. Any further duties that shall be deemed to be in the best interest of the Council.

**3. Compensation**

The Executive Director shall be compensated as follows:

- A. An initial annual salary of \$80,000 shall be paid on the same schedule as all other Council employees.
- B. Benefits shall be provided as follows:

- 1) Retirement
  - a. The Council shall contribute the maximum allowable contribution to the Council's retirement plan on behalf of the Executive Director.
  
- 2) Leave
  - a. The Executive Director shall receive 176 hours of annual leave per year on the first day of the Council's fiscal year. The Executive Director's total accrual of annual leave may not exceed 240 hours at any time. The Executive Director shall coordinate with the Council Chairperson on scheduled annual leave exceeding one consecutive week in duration.
  - b. The Executive Director shall receive sick leave consistent the established sick leave policies for all Council employees.
  - c. The Executive Director shall receive paid holidays consistent with Council approved holidays for all employees.
  - d. The Executive Director has been offered by the Council an insurance package consistent with that of other Council employees. The Executive Director has currently declined said insurance coverage, but reserves the right to accept said coverage at a later date under the same terms and conditions.
  
- 3) Other
  - a. The Executive Director shall be paid mileage reimbursement in accordance with the established travel policies for all Council employees.
  - b. The Council shall pay professional dues on behalf of the Executive Director as approved by the Council on a case-by-case basis.
  - c. The Council shall pay monthly the Executive Director a monthly cell phone, web-based email service and laptop broadband access charges up to \$100 per month.

#### **4. Terms and Severability**

- A. Term
  - 1) This agreement will be reviewed by the Council and the Executive Director no later than June 30<sup>th</sup> of each year.
  - 2) Review of this agreement shall occur after the annual evaluation of the Executive Director the Council.
  
- B. Termination Provisions
  - 1) The Executive Director shall be appointed for an indefinite term to continue for such time as both parties find the association to be satisfactory. Neither party shall terminate the period of employment with less than sixty (60) days written notice, unless the other party

with less than sixty (60) days written notice, unless the other party waives the rights to such notice. The Council retains the right to remove the Executive Director from office for just cause without notice or compensation in the event of fraud, dishonesty, or criminal actions and may suspend said Executive Director pending investigation and hearings on charges before the Council.

- 2) The Council may terminate this agreement at any time for cause due to any of the following actions of the Executive Director:
  - a. committing any criminal act, classified as a felony; or
  - b. knowingly violating a state or federal law or regulation while managing the business of the Council; or
  - c. failing to execute the duties detailed in Section 2 of this agreement; or
  - d. misconduct as defined in FS 443.036(30).

The Governing Board of the Council, by majority vote of a lawful quorum, shall have the right to terminate the Executive Director who shall receive salary and benefits only to the effective date of termination.

**5. Professional Training, Continuing Education, and Conferences**

The Council shall pay for the Executive Director's attendance at those training seminars and industry conferences as are approved by the Council in the annual budget.

Agreed to this on the 29<sup>th</sup> day of May, 2014.

Executive Director

Apalachee Regional Planning Council

\_\_\_\_\_  
Chris Rietow

\_\_\_\_\_  
John S. Jones, Jr., Chairman

The Chairman of the Council affirms the negotiation of the agreement was approved by the Governing Board of the Council at its regular meeting on May 29<sup>th</sup>, 2014, and was determined to be retroactive to October 31, 2013, Chris Rietow's first day of employment as Executive Director of the Council as duly noted in the minutes of the Council's regular meeting held on October 24, 2013.

ATTEST:

\_\_\_\_\_  
Edwin F. Blanton, Council Attorney

## AGENDA ITEM 6

### EXECUTIVE DIRECTOR REPORT – Chris Rietow

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

- A. **Outreach Efforts:** Report on recent activities by Board Members and staff to promote the Council as a technical assistance resource and educate member local governments on the value of the Council.
- B. **Southeastern Regional Directors Institute (SERDI) Training:** Report on staff's attendance of the 2014 New Director's Training and the Annual Professional Development Conference in Clear Point, Alabama on May 16-19, 2014.
- C. **FL Regional Councils Association:** Summary on staff efforts to implement the recommendations of the FRCA Strategic Assessment report. Summary on the FRCA monthly activity reports and legislative highlights.
- D. **RPC Funding Update:** A brief update on the current status of the historical appropriation of RPC funding.
- E. **\*Financial Report:** On the following pages are the financial reports for March 2014 and April 2014.

### ACTION NEEDED

Motion to accept the Financial Reports for the period of March 1, 2014 – April 30, 2014.

# BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

1000 CECIL G. COSTIN, SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456  
PHONE: (850) 229-6106/639-6700 • FAX: (850) 229-9252 • EMAIL: [bocc@gulfcountry-fl.gov](mailto:bocc@gulfcountry-fl.gov)  
WEBSITE: [www.gulfcountry-fl.gov](http://www.gulfcountry-fl.gov)

DATE AND TIME OF MEETINGS: SECOND AND FOURTH TUESDAYS AT 9:00 A.M., E.T.

April 22, 2014

Honorable Rick Scott  
Office of the Governor  
State of Florida  
The Capitol  
400 S. Monroe Street  
Tallahassee, Florida 32399-0001

RE: FUNDING FOR APALACHEE REGIONAL PLANNING COUNCIL (ARPC)

Dear Governor Scott:

The Gulf County Board of County Commissioners respectfully request that you support and not veto funding for the Regional Planning Councils in the upcoming 2014-15 annual budget. We are aware you have vetoed this appropriation for the last several years. While we are not privy to your reasons for the vetoes, we would like you to know why we need our planning council.

The A.R.P.C. handles coordinated transportation/transportation disadvantaged for our county; they apply for and administer EDA and CDBG grants for both Economic Development projects and neighborhood water/sewer projects; they handle emergency preparedness/terrorism grants and exercises through the Department of Homeland Security and Florida Emergency Management; they administer a revolving loan program for small business loans in our 9 county area; they review and transmit land use/comp. plan updates to the State. We have faith in the staff and board of the A.R.P.C. and want you to know that Gulf County and our neighboring small counties depend on the services provided by the A.R.P.C.

We would be willing to meet with you and discuss this issue further. If you have any questions or concerns, please do not hesitate to contact me any time.

Respectfully,

GULF COUNTY BOARD OF COUNTY COMMISSIONERS



Thomas W. McDaniel  
Chairman

TWM/II



The Honorable Rick Scott, Governor  
Plaza Level 05, The Capitol  
400 South Monroe Street  
Tallahassee, FL 32399-0001

May 21, 2014

Dear Governor Scott:

The Tallahassee City Commission respectfully requests that you support the funding for the Regional Planning Councils in the 2014-14 annual budget. I have served on the Board of Directors for the Apalachee Regional Planning Council (ARPC) for just over three years. The ARPC provides many valuable services to its member local governments. Although the City of Tallahassee has many qualified professional staff for planning and related work, the City has relied on the ARPC to provide assistance in a number of areas.

The ARPC annually assists the City with several emergency management-related work projects, including the Hazards Analysis for facilities that store Extremely Hazardous Substances on site, training exercises for domestic security preparedness and work related to the Local Emergency Planning Committee. The ARPC has also helped the City develop its Post Disaster Redevelopment Plan, Local Mitigation Strategy and the Statewide Regional Evacuation Study.

The ARPC provides economic development assistance to the City through coordination with the Tallahassee/Leon Economic Development Council and through its regional econometric modeling capabilities. The ARPC has even administered a small business loan to a local coffee shop in Tallahassee.

The bimonthly ARPC Board meetings provide a regional dialogue not available to me as a Commissioner elsewhere. In an informal setting, I am able to network with other elected officials of the region as we discuss our local government issues. Participation on the Apalachee Regional Planning Council Board is a constant reminder to me of the importance of regionalism and that the City of Tallahassee is directly affected by the issues of my neighboring jurisdictions and likewise, as they are by ours.

Unfortunately, the variety of services provided to us by the ARPC staff has been severely diminished due to the three-year absence of the historical State appropriation. The Apalachee region is predominately rural and an investment by the State would have immediate positive impacts and allow the ARPC to provide for many of the unmet needs of the Region.

The ARPC meets regularly in Tallahassee, and we would welcome your attendance at one of our Board meetings. It would be an excellent opportunity for you to talk with us in person and discuss our valuable potential for advancing your initiatives for the State of Florida. Please support the funding for the Regional Planning Councils this year as there truly is a return on investment.

Respectfully,

Nancy Miller  
City of Tallahassee Commissioner

CITY HALL  
300 South Adams Street  
Tallahassee, FL 32301-1731  
850-891-0000  
TDD: 711 • Talgov.com

JOHN R. MARKS, III  
Mayor

ANITA F. THOMPSON  
City Manager

ANDREW GILLUM  
Commissioner

JAMES R. ENGLISH  
City Attorney

NANCY MILLER  
Commissioner

GARY HERNDON  
City Treasurer-Clerk

MARK MUSTJAN  
Commissioner

SAM M. McCALL  
City Auditor

GIL D. ZIFFER  
Commissioner



Apalachee • Central Florida  
East Central Florida • North Central Florida  
Northeast Florida • South Florida • Southwest Florida  
Tampa Bay • Treasure Coast • West Florida • Withlacoochee

104 West Jefferson Street, Tallahassee, FL 32301-1713 • 850.224.3427

## RETREAT OUTCOMES/RECOMMENDATIONS SHORT TERM ACTION PLAN

*As of April 30, 2014*

*Most recent activities are noted below in red text.*

### **Gubernatorial Advisory Committees**

Following the retreat, some regional planning councils began moving forward on their own to create Gubernatorial Advisory Committees or consortiums of key members on their councils or within their regions, to meet with the Governor for the purpose of advocating for regional planning council funding by demonstrating the value of financially supporting regional planning councils at the state level to further the Governor's priorities. After discussing this approach with Ron Book, Executive Director, and FRCA President Patty Asseff, it was determined that this approach was viable and wouldn't preclude the creation of a FRCA Gubernatorial Advisory Committee, which will come together in conjunction with the next Policy Board meeting in August 2014.

### **Actions to Date:**

- **FRCA:** Successfully secured a \$2.5 million appropriation for regional planning councils in the 2014-15 proposed budget; issued Legislative/Executive Talking Points for use by RPC members when meeting with a legislator, the Governor, or staff to advocate for RPC funding.
- **ARPC:** A Gubernatorial Appointee has offered to take the lead and gather a list of other Governor Scott appointees to RPCs to determine their interest in meeting with the Governor.
- **NEFRC:** All board members have been provided with FRCA's Legislative Talking Points and are using them with they meet with members of the Legislature and representatives of the Administration. UPDATE: A NEFRC Gubernatorial Appointee will be meeting with the Governor on another matter but will address the issue of RPC funding.
- **SFRPC:** Staff is working with individual board members to determine their ability and willingness to communicate their support to the Executive Office of the Governor.
- **TCRPC:** A Gubernatorial Advisory Committee was formed and met one time, but as of yet, has not taken any action to meet with the Governor; however, individual committee members may contact the Governor to discuss RPC funding.
- **WFRPC:** Two elected members are planning to seek a meeting with the Governor to discuss several issues, including RPC funding.

### **Communications Strategy**

To move forward with a FRCA communication plan or program, the following activities were recommended:

- Creation of an orientation package for all newly elected officials within each region;
- Sharing of best practices through a quarterly FRCA newsletter;

- Sharing of individual council accomplishments within the region through a council electronic newsletter;
- Issuance of press releases/public service announcements; and,
- Strengthening relationships with the Florida Association of Counties and Florida League of Cities by having a presence in the exhibit hall at each of its annual conferences.

#### **Actions to Date:**

- **FRCA:**
  - Chose a social marketing vendor, Vertical Response, to host FRCA's quarterly newsletter subscription;
  - Issued a press release unveiling FRCA's economic scorecard website utilizing the Six Pillars metrics and worked with Enterprise Florida to further distribute the press release to the economic development organizations in the state;
  - Provided each of the RPC Executive Directors with an electronic copy of the FRCA Annual Report; FRCA Brochure; Economic Modeling hand-out; Return on Investment Document; Economic Development Districts and Economic Development Organizations document; and narrative regarding the role of RPCs in economic development, for use in their respective orientation packages; and,
  - Secured a booth in the Exhibit Hall at the Florida Association of Counties annual conference; and, will secure space in the Florida League of Cities' resource room at its annual conference.
- **ARPC:** The council issued its own press release within the region pertaining to FRCA's economic scorecard website.
- **CFRPC:** The council is looking at modifying or supplementing its annual report, which is used as the base orientation document with its board, with additional materials. The council is also working on a design for an e-newsletter but hasn't determined how often it will be issued.
- **ECFRPC:** The Council is working on a brief marketing hand-out/brochure. It currently produces a newsletter associated with the Central Florida GIS Program only.
- **NEFRPC:** The NEFRPC is creating a newly elected officials academy, which will be a one day session to present regional issues; those who do not attend will receive copies of the materials and have the ability access them on-line. The Council will continue issuing its quarterly electronic newsletter and has plans to expand its current pool of recipients.
- **SFRPC:** The SFRPC provides an orientation package to new council members only at the current time and has updated the package to include the FRCA materials. The Council is planning to continue sending out updates pertaining to the Seven50 project.
- **SWFRPC:** The SWFRPC is continuing its orientation program, with the next one scheduled in May; the Executive Director also meets individually with newly elected officials and city and county managers.
- **TBRPC:** The council issued its own press release within the region pertaining to FRCA's economic scorecard website.
- **TCRPC:** The TCRPC created an orientation package, which was given to its council members at its February board meeting. The council also issued its own press release within the region pertaining to FRCA's economic scorecard website.
- **WFRPC:** The WFRPC is designing an orientation packet around its 50<sup>th</sup> Anniversary and will include the FRCA items described above. The WFRPC currently issues an electronic newsletter that may evolve into email blasts issued on a more regular basis.



Sheri Coven  
Director of Intergovernmental Affairs  
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(850) 294-0526

## MONTHLY ACTIVITY REPORT: April 2014

### OUTREACH

- Continued to discuss partnership opportunities with Gail Stafford, Compliance Administrator at the Florida Energy Office, specific to a U.S. Economic Development Administration grant application.
- Distributed a press release pertaining to FRCA's unveiling of its new economic scorecard website to its partners and worked with Enterprise Florida to send the same press release on FRCA's behalf to the economic development organization in Florida.
- Researched and chose a social marketing vendor for FRCA's quarterly newsletter subscription service.
- Developed an outline for the 2013-14 FRCA Annual Report using the Florida Chamber Foundation's Six Pillars as an organizing framework and distributed it to the RPC Executive Directors for further input.
- Provided assistance to the National Association of Development Organizations with regard to its research on business continuity planning; Safe Routes to School National Partnership on a survey distribution; Florida Local Government Coalition's Innovation Committee on its resource development tasks; and, Enterprise Florida as it pertained to linking up the hosts of its economic development organization partner training sessions with the appropriate RPC.

### RESOURCE DEVELOPMENT/CAPACITY BUILDING

- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, attended meetings of the Local Emergency Planning Committees, State Emergency Response Commission, Metropolitan Planning Organization Advisory Council, and, Rural Economic Development Initiative; and participated in Enterprise Florida's monthly conference call for its economic development partners.
- Issued letters in support of funding applications submitted by the Northeast Florida Regional Council and Tampa Bay and Southwest Florida RPCs.
- Prepared and submitted to the Florida Department of Economic Opportunity FRCA's 2013-14 third quarter report demonstrating implementation of the *Florida Strategic Plan for Economic Development*.
- Distributed funding announcements from the U.S. Economic Development Administration and U.S. Small Business Administration.

### **LEGISLATIVE SUPPORT**

- Issued two Legislative Highlights reports and four bill tracking reports.
- Continued to analyze bills on the FRCA's bill tracking report; monitored the final 2014 legislative committee meetings; and monitored actions taken by the Florida Senate and House of Representatives.

### **ADMINISTRATIVE**

- Updated the FRCA website to include announcements and links pertaining to the new economic scorecard website and release of the *Florida Energy Resiliency Report*.
- Updated and distributed the FRCA Strategic Assessment Retreat short term action plan demonstrating progress on the recommendations pertaining to the creation of Gubernatorial Advisory Committees and improving communication among the councils and between the councils, their stakeholders, and the press.
- Prepared the March FRCA meeting summaries; participated in the April FRCA meetings; and, handled all necessary meeting logistics.
- Continued to prepare for the June FRCA meetings, which will be held in conjunction with the Florida Association of Counties Annual Conference.



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## MONTHLY ACTIVITY REPORT: March 2014

### OUTREACH

- Met with Bill Killingsworth, Director of the Division of Community Development for the Florida Department of Economic Opportunity, and Sherri Martin, Rural Coordinator Supervisor for the Division, to determine the eligibility of regional planning councils under Section 288.018, F.S. (Regional Rural Development Grants), which may be possible, provided grant proposals increase local economic capacity and are not regional planning council project specific.
- Met with Gail Stafford, Compliance Administrator at the Florida Energy Office, to explore a collaborative partnership between the Office and the regional planning councils on a grant application to the U.S. Economic Development Administration.
- Met with Jason Hight, Biological Administrator at the Florida Fish and Wildlife Conservation Commission, to reinforce collaboration with the agency.
- Spoke to Nick Wiley, Executive Director of the Florida Fish and Wildlife Conservation Commission, to remind him that regional planning councils can help the Commission reach out to local governments as needed.
- Spoke to Jeff Hendry, Director of the Florida Institute of Government and North Florida Economic Development Partnership (NFEDP), to confirm that the NFEDP's Economic Development Academy included a component that explained the role of regional planning councils as federally designated economic development districts and provided Mr. Hendry with appropriate educational materials.
- Continued to work with representatives from the Florida Chamber Foundation to create on-line regional scorecards for each council, which were beta tested during the last week of March and officially unveiled on March 31, 2014 (see <http://floridarpcscorecard.com/>), along with a press release from the Florida Chamber Foundation, which was provided to each of the councils and may be tailored for us in their respective regions.

### RESOURCE DEVELOPMENT/CAPACITY BUILDING

- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, attended meetings of the Small County Coalition; Florida Transportation Commission; Florida Defense Support Task Force; and, Rural Economic Development Initiative; and participated in Enterprise Florida's monthly conference call for its economic development partners.
- As FRCA's newly appointed representative to the participating industry support organizations that assist Emergency Support Function 18 (Business, Industry, and

- Economic Stabilization), attended a coordination meeting at the State Emergency Operations Center and reviewed and provided comments on revisions to the Emergency Support Function 18 Standard Operating Guidelines and the Emergency Support Function 18 Appendix in the Comprehensive Emergency Management Plan.
- Prepared and submitted to the Florida Department of Economic Opportunity a performance report, which evaluated the progress regional planning councils have made toward implementation of the *State Strategic Plan for Economic Development*.
- Distributed funding announcements from the Florida Department of Economic Opportunity; U.S. Center for Disease Control and Prevention; U.S. Department of Agriculture; U.S. Department of Commerce; U.S. Department of Homeland Security; and, U.S. Economic Development Administration.

### **LEGISLATIVE SUPPORT**

- Revised FRCA's legislative talking points to provide further guidance to those who may have the opportunity to meet with their legislative representatives or the Governor.
- Issued a March Legislative Highlights report and four bill tracking summaries.
- Reviewed newly filed bills for the 2014 Legislative Session and monitored legislative committee meetings held during the month.

### **ADMINISTRATIVE**

- Participated in two conference calls with FRCA President Patty Asseff (Commissioner, City of Hollywood) along with Jim Murley (SFRPC) and Brian Teeple (NEFRC) to determine how to best demonstrate progress being made on implementation of the FRCA Strategic Assessment Retreat recommendations.
- With feedback from each of the regional planning councils, created a short term action plan that demonstrated progress on the FRCA Strategic Assessment Retreat recommendations pertaining to the creation of Gubernatorial Advisory Committees and improving communication among the councils and between the councils, their stakeholders, and the press.
- Prepared the February FRCA meeting summaries; participated in the March FRCA meetings; identified and confirmed presenters for the April FRCA meetings; and, addressed any required meeting logistics.
- Began making preparations for the June FRCA meetings, which will be held in conjunction with the Florida Association of Counties Annual Conference, including securing meeting space and a booth in the Exhibit Hall.



**AGENDA ITEM 8 - A**

**COMPREHENSIVE PLAN AMENDMENT REVIEWS**

Informational Summary – Keith McCarron

Tallahassee - Leon County Proposed Amendment Series 14-1ESR: The proposed amendment series contains five large scale Future Land Use Map (FLUM) changes and two text amendments. The attached staff report summarizes the amendment series.

**ACTION NEEDED**

Motion to approve the ARPC staff report as amended by the Board, and authorize forwarding it to Leon County and the FL Dept. of Economic Opportunity.

**ARPC REVIEW OF THE TALLAHASSEE-LEON COUNTY  
PROPOSED AMENDMENT SERIES 14-1ESR**

***Introduction***

The Tallahassee-Leon County Proposed Amendment Series 14-1ESR was received at the office of the Apalachee Regional Planning Council (ARPC) in April 2014. The amendment series contains five Future Land Use Map (FLUM) changes and two text amendments.

***Staff Analysis***

**PROPOSED MAP AMENDMENTS**

**1) Amendment # PCM 140103**

Size (Acres)	Proposed Land Use Amendment		Proposed Development Plan
	From	To	
29.56	Industrial (storage, manufacturing, distribution, and wholesaling)	Suburban (mix of residential employment and shopping uses)	Mixed Use

The amendment proposes to change the Future Land Use Map designation from "Industrial" to "Suburban" on four parcels totaling 29.56 acres located at Capital Circle Northwest, between Tharpe Street and the Northwest Passage. The existing Industrial category is intended for storage, manufacturing, distribution, and wholesaling activities with the potential for producing negative off-site impacts. Two of the parcels have structures not designed for industrial use, the third parcel is adjacent to residential subdivision and the fourth is consistent with a commercial park. The proposed change improves compatibility with surrounding land uses and is likely to remain so based on current development trends according to local government planning staff.

**2) Amendment # PCM 140106:**

Size (Acres)	Proposed Land Use Amendment		Proposed Development Plan
	From	To	
63.35	Residential, Recreation/ Open Space, Suburban and University Transition	Government Operational	State-owned History Museum

The amendment proposes to change the Future Land Use Map designation for Mission San Luis from Residential, Recreation and Open Space, Suburban and University Transition to Government Operational. The property is ± 63.35 acres and is owned by the state of Florida. The subject site is located north of West Tennessee Street and west of Ocala Road. The Florida

Division of Historical Resources supports this amendment. The current Future Land Use Map designations do not reflect the current use of the property. The Government Operational category more accurately reflects the current use of the Mission San Luis site as a government owned history museum.

3) **Amendment # PCM 140107**

Size (Acres)	Proposed Land Use Amendment		Proposed Development Plan
	From	To	
16.88	<i>The Grove (10.19 ac)</i> Recreation/Open Space	<i>The Grove</i> Government Operational	State-owned History Museum
	<i>Gov. Mansion (6.69 ac)</i> Government Operational & Central Urban	<i>Gov. Mansion</i> Central Urban	

This is a request to change the Future Land Use Map designation on six State-owned parcels totaling 16.88 acres. Two parcels known as *The Grove* (10.19 acres) will change from "Recreation and Open Space" to "Government Operational" and four parcels known as the *Governor's Mansion* (6.69 acres) will change from "Government Operational" and "Central Urban" to "Central Urban." The Historic Preservation Overlay will be maintained for all parcels except the Governor's Mansion/Greenhouse property. The Government Operational and Central Urban categories more accurately reflect the current uses of The Grove and Governor's Mansion as museums.

4) **Amendment # PCM 140108**

Size (Acres)	Proposed Land Use Amendment		Proposed Development Plan
	From	To	
100	Rural	Government Operational	Active Recreation Park

The amendment proposes to change the Future Land Use Map designation on a single 100-acre parcel from "Rural" to "Government Operational." The intent of this proposed amendment is to allow the establishment of an active recreation park (the "Northeast Park") on the northeast side of the Tallahassee urban area. The subject parcel is owned by Leon County, and it is located on the east side of Thomasville Road at the intersection of Proctor Road.

5) **Amendment # PCM 140109**

Size (Acres)	Proposed Land Use Amendment		Proposed Development Plan
	From	To	
858	Lake Protection and Residential Preservation	Recreation/Open Space	State Park

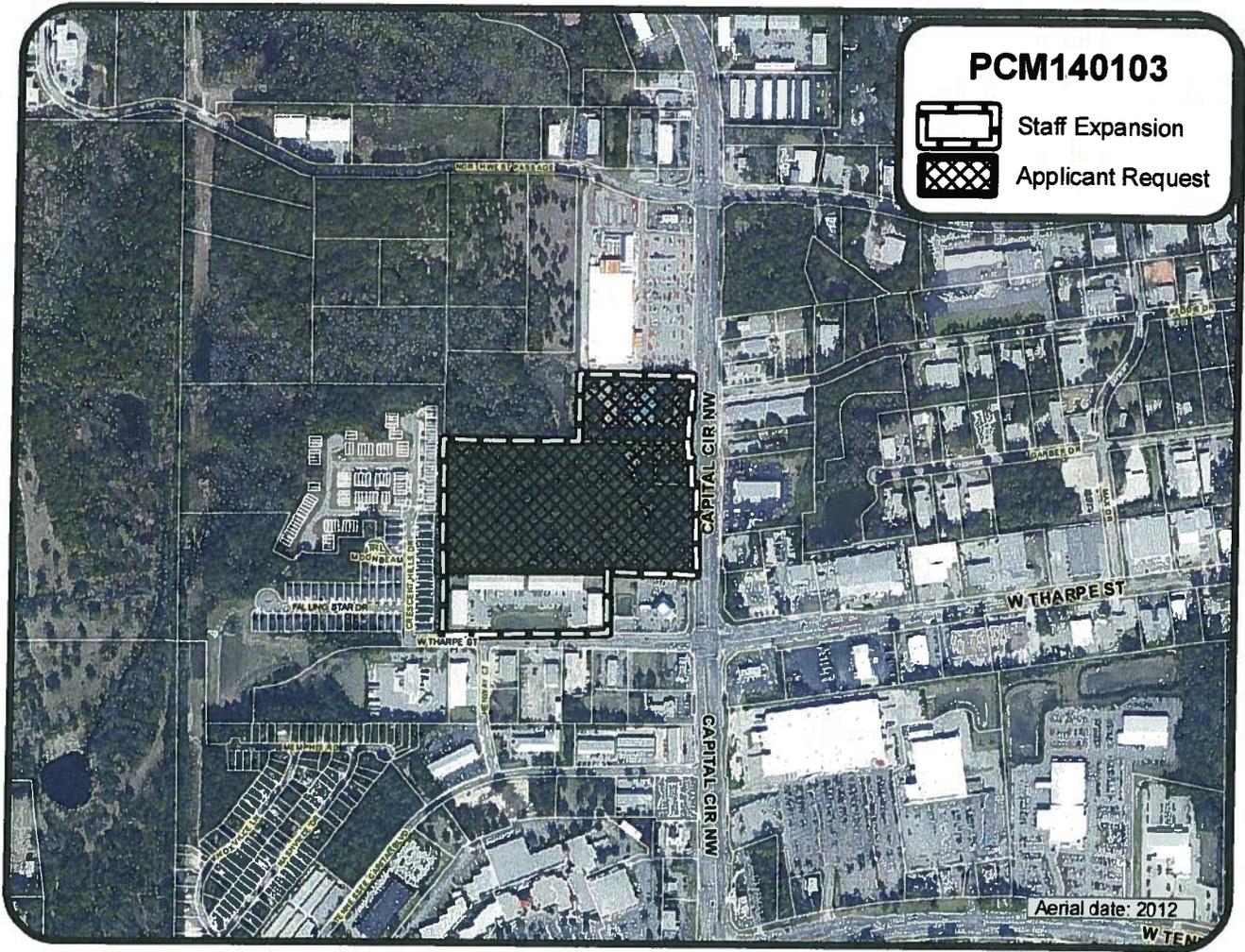
The amendment proposes to change the Future Land Use designation of three parcels totaling approximately 858 acres from Lake Protection & Residential Preservation to Recreation/Open Space. The parcel is located east of Meridian Road between Maclay and Miller Landing roads. These parcels are owned by the State of Florida and managed as an addition to Alfred B. Maclay Gardens State Park.

**PROPOSED TEXT AMENDMENTS**

- 6) **Amendment # PCT 140111** is an amendment to Future Land Use Policy 2.2.5 that will change the per-parcel development limitations within the Suburban future land use category. Current policies within the Suburban future land use category restrict large-scale developments and discourage parcel amalgamation because of an existing 200,000 square feet per parcel development limitation. This limitation encourages the subdivision of parcels to accommodate large-scale developments and lengthens the development review process for applicants. Removing this limitation will improve local economic and development opportunities for parcels currently designated within the Suburban future land use category. The proposed text amendment will not affect environmental or concurrency requirements related to future development.
- 7) **Amendment # PCT 140112** is an amendment to Future Land Use Policy 2.2.18 to eliminate the 1/2-acre minimum lot requirement for cluster developments in the unincorporated areas of the Lake Protection (LP) future land use category where sewer facilities are available. The 1/2 acre minimum lot requirement for cluster development in LP was included in the Comprehensive Plan to mitigate impacts of development that utilized septic tanks or other onsite treatment and disposal systems. At the time this land use category was developed, the reasoning was that since the majority of the LP category was located in the unincorporated area where central sewer was not available, development would utilize septic tanks or other onsite treatment and disposal systems. However, the provision of central sewer within the Urban Services Area is now routine and the 1/2 acre minimum requirement is no longer needed. Removal of the 1/2 acre lot size requirement will not result in an increase in the number of new development units.

***Regional Comments:***

None



**PCM140103**

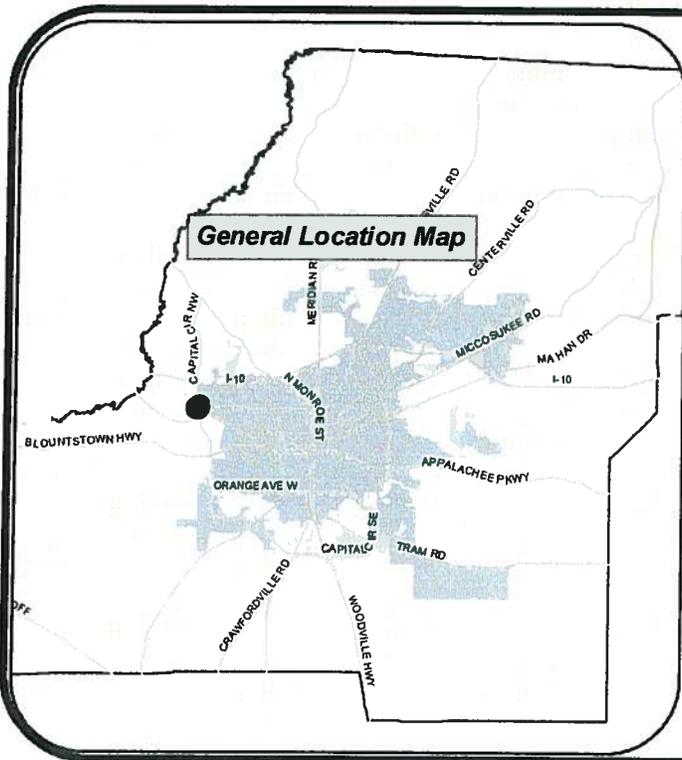


Staff Expansion



Applicant Request

Aerial date: 2012



**General Location Map**

**Capital Circle NW  
PCM140103**

Leon County  
Board of  
County Commissioners

**Applicant Request**

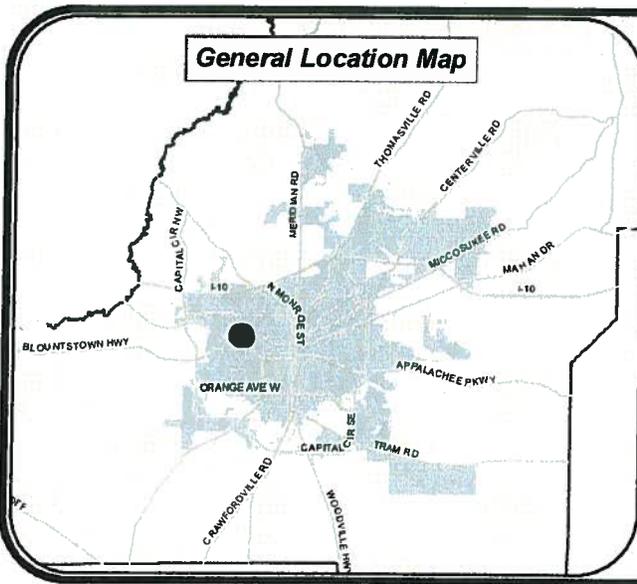
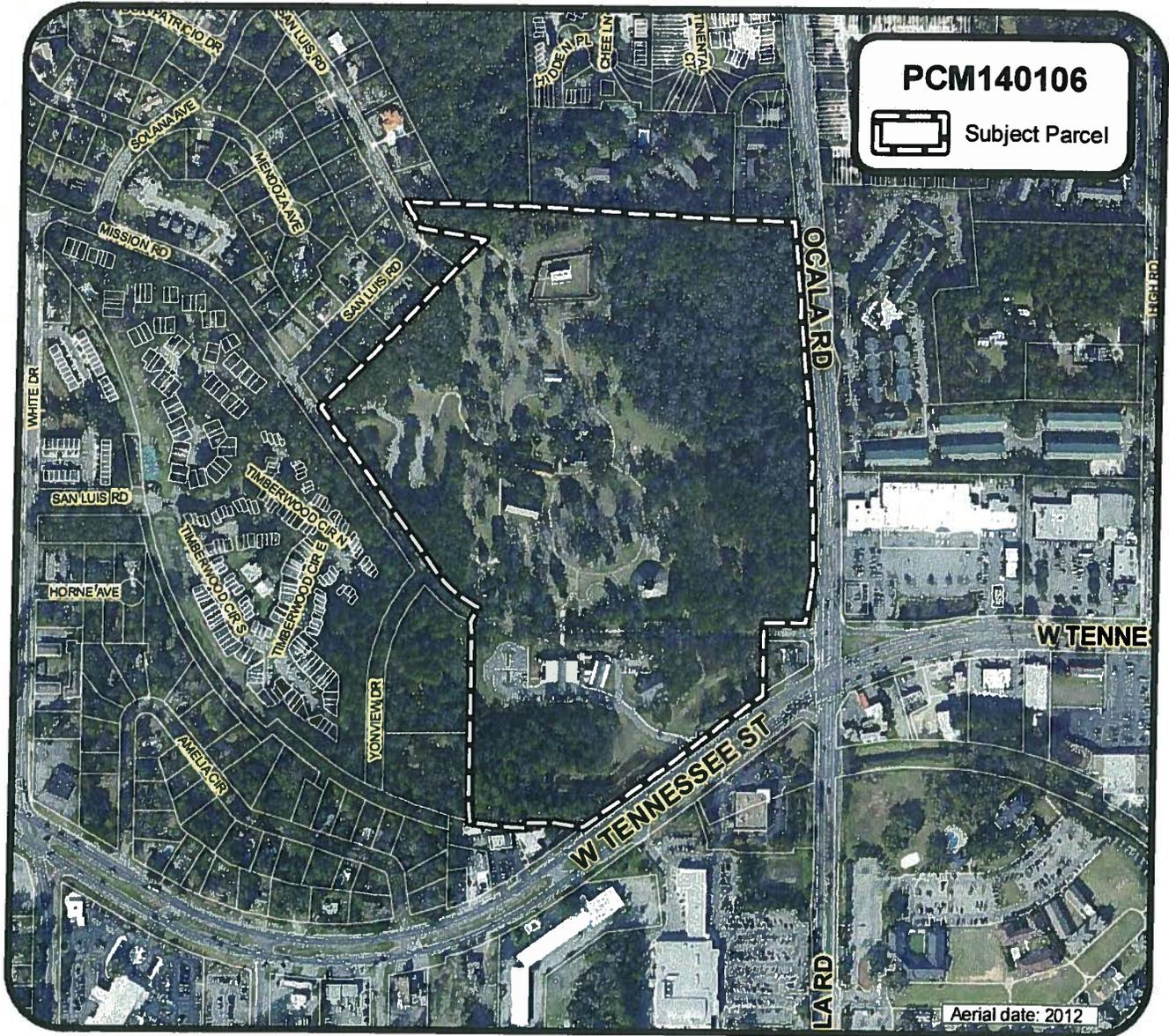
SITE TAX ID:  
21-19-51-049-1100  
21-19-51-051-1110  
21-19-51-051-1111

ACRES: 23.50 ±

Staff expansion  
PARCEL TAX ID:  
21-19-55- A-0010  
ACRES: 6.06 ±

**Total Acreage 29.56 ±**



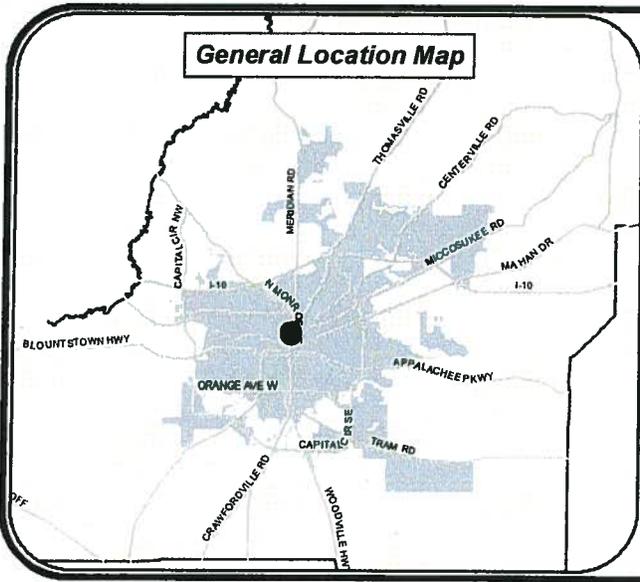
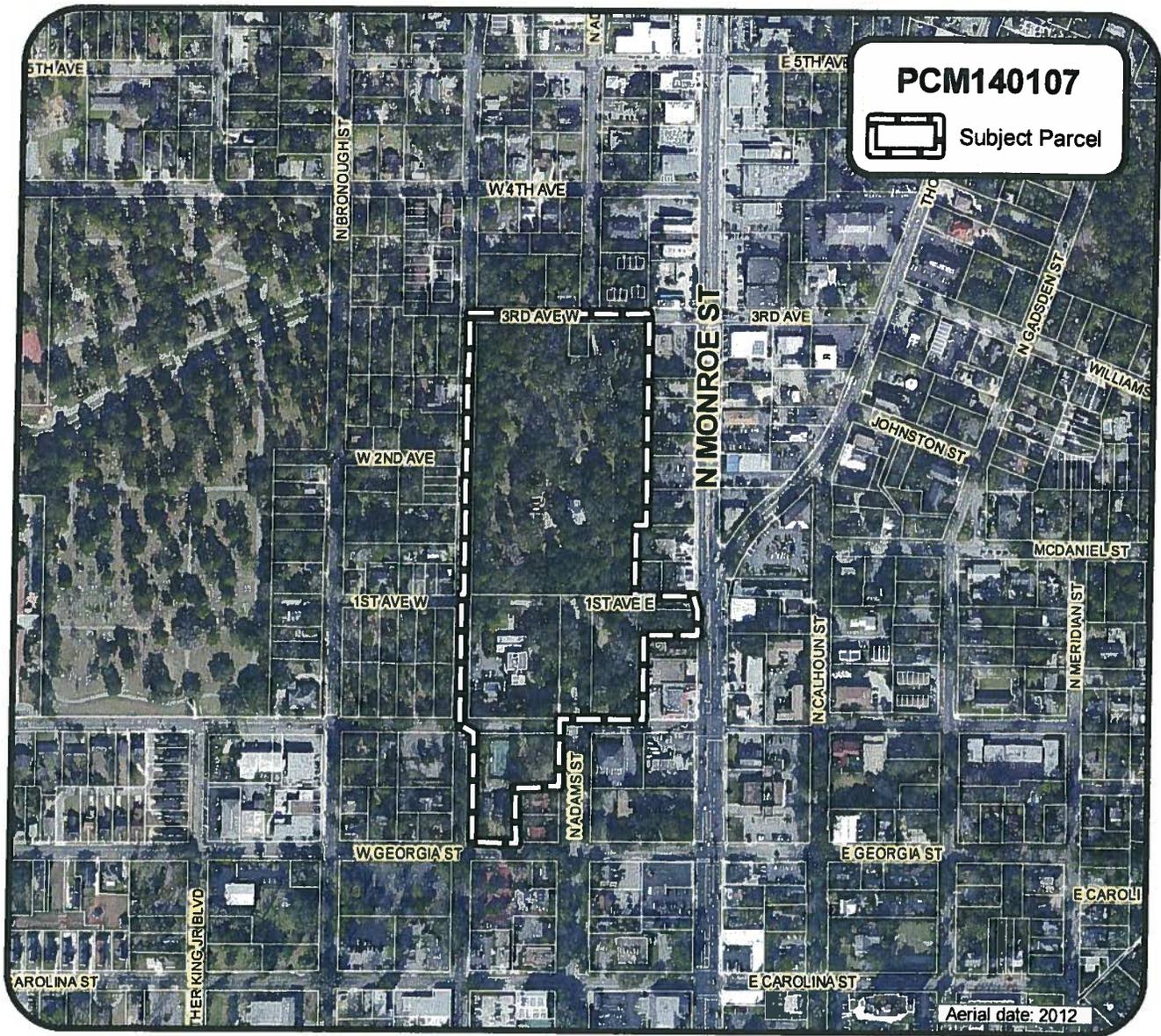


**Ocala and Mission Rd.  
PCM140106  
Mission San Luis  
Tallahassee/Leon County  
Planning Department**

**SITE TAX ID:  
21-27-20-434-000-0  
(RP-1 Portion Only)**

**ACRES: 63.35 ±**

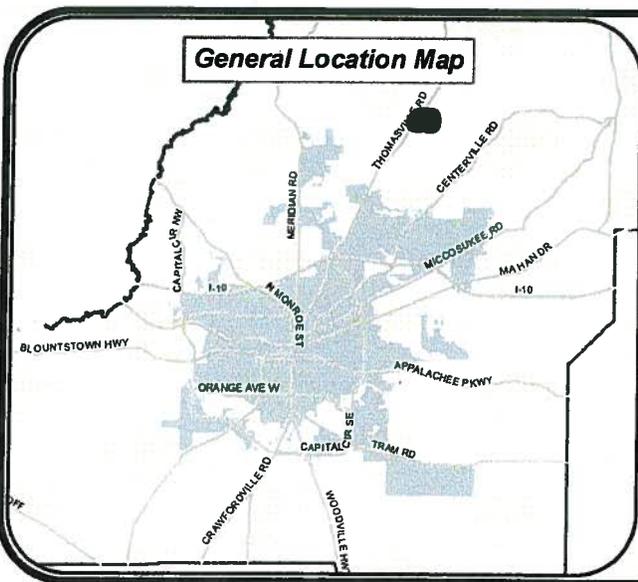
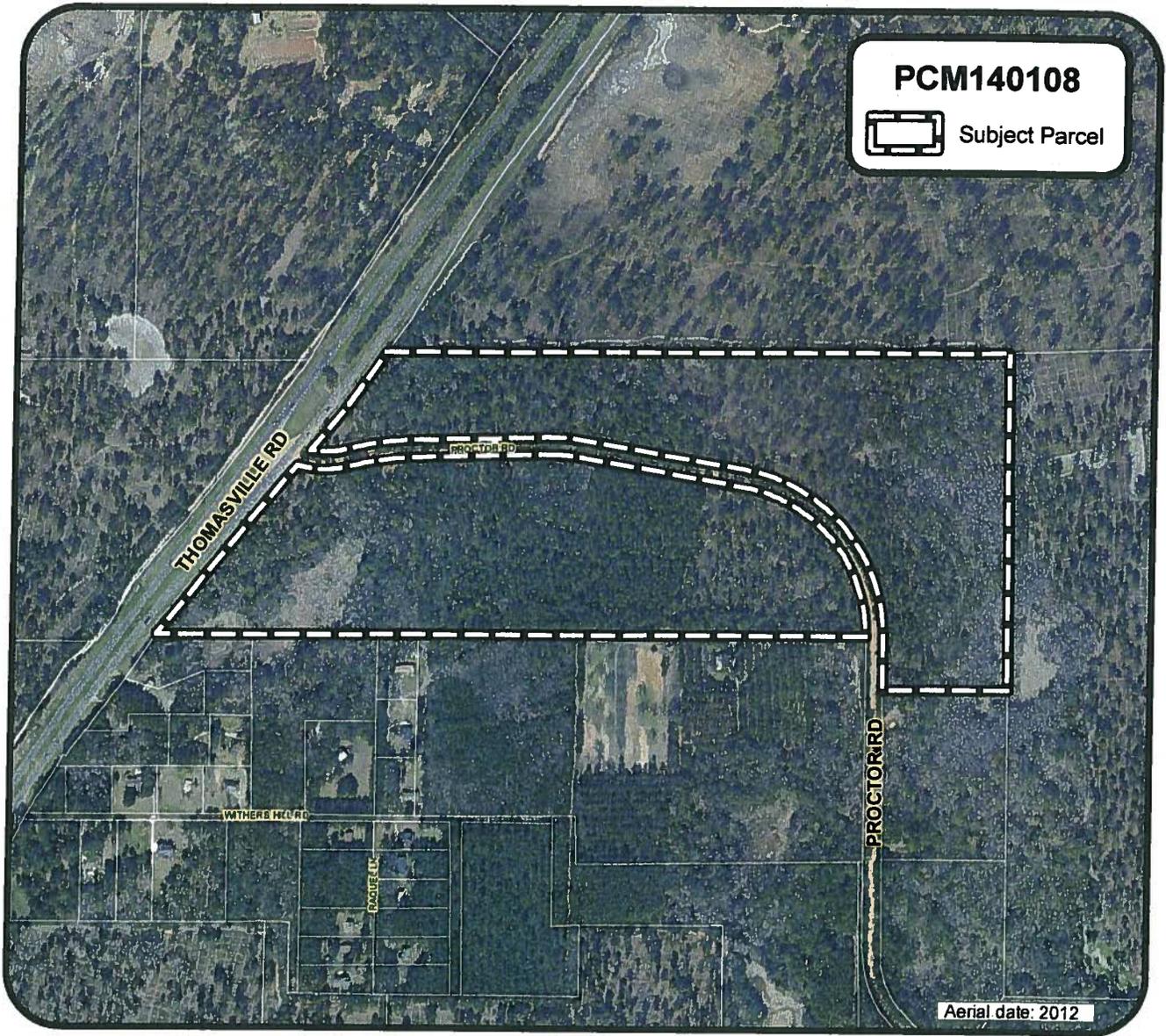




**Duval & Brevard St.**  
**PCM140107**  
 Governor's Mansion, The Grove  
 Tallahassee/Leon County  
 Planning Department

**SITE TAX ID:**  
 21-25-20-419-000-0  
 21-25-20-419-000-1  
 21-25-45-000-002-0  
 21-25-45-000-003-0  
 21-36-40-173-386-5  
 21-25-20-488-000-0  
 ACRES: 16.88 ±





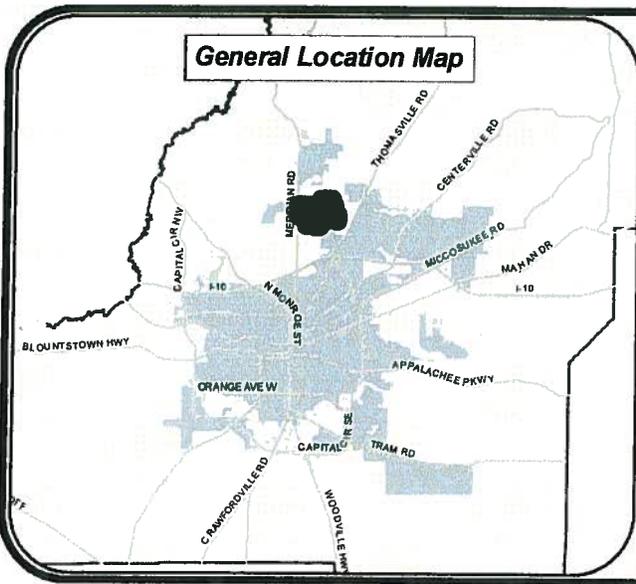
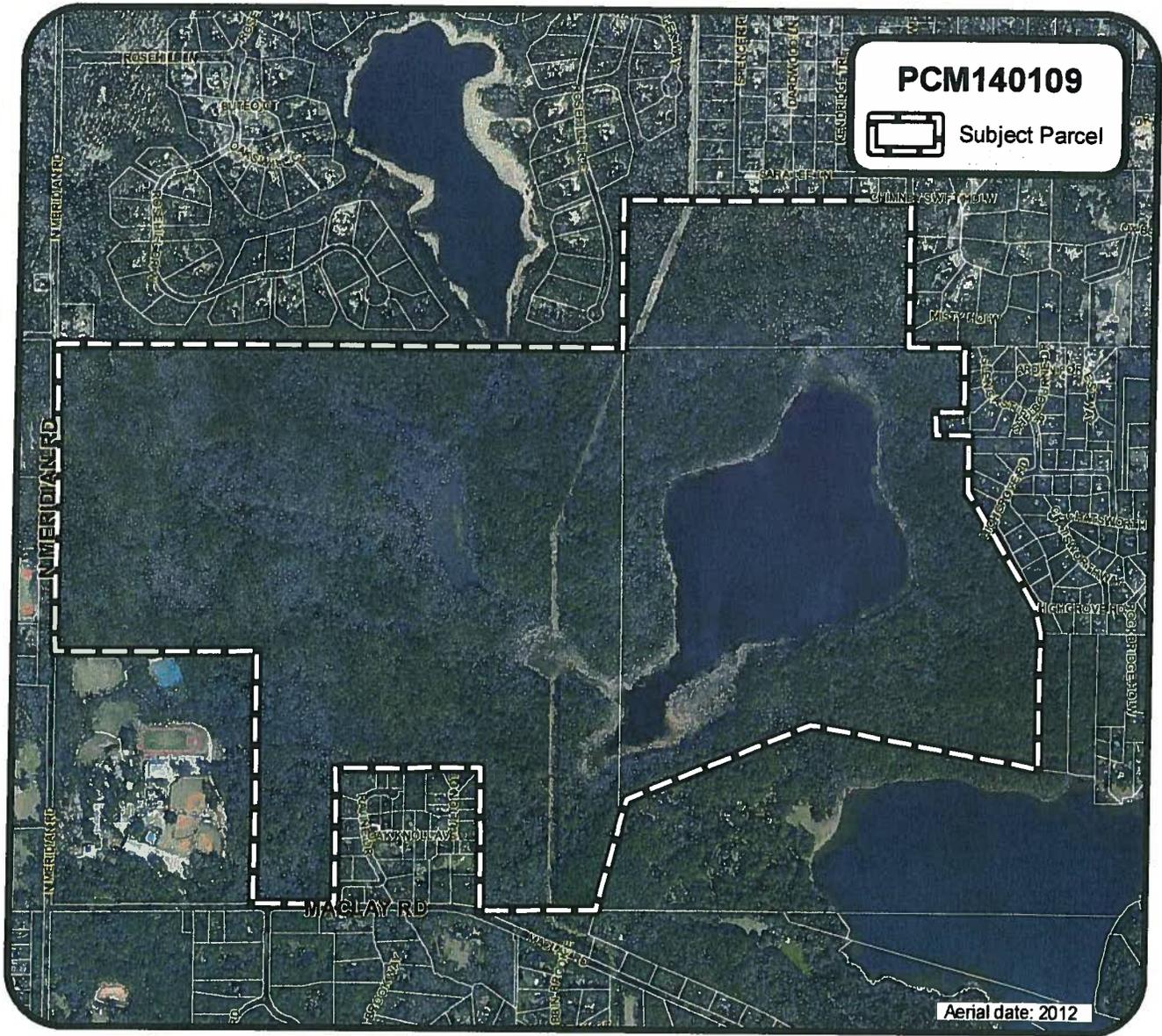
**Thomasville Rd.  
and Proctor Rd.  
PCM140108**

**NE Park  
Tallahassee/Leon County  
Planning Department**

**SITE TAX ID:  
14-12-20-002-0000**

**ACRES: 100.04 ±**





**Lake Overstreet  
Addition  
PCM140109**

**Leon County  
Board of County  
Commissioners**

**SITE TAX ID:  
14-29-20-602-0000  
14-31-20-004-0000  
14-32-20-002-0000**

**ACRES: 871 ±**



## AGENDA ITEM 8 - C

### ECONOMIC AND COMMUNITY DEVELOPMENT UPDATE

#### Informational Summary – Bruce Ballister

Port St. Joe – North Port St. Joe Water I: The selected contractor, GAC Construction has sub-contracted to Pickron Excavating out of Blountstown to do a majority of the work. Initial visits have been made to confirm that Davis Bacon requirements are being met. It is expected that the project will be completed by mid-summer.

City of Apalachicola – Scipio Creek Boat Basin: The project has been awarded \$1,855,000 from the Economic Development Administration (EDA) and \$484,596 from the DEO's CDBG program. The City of Apalachicola is providing an additional \$215,000. The project is underway with significant process already accomplished on new dock construction and rehabilitation of the electrical system. The project is approximately 25% complete.

RiverWay South Apalachicola Choctawhatchee (AC) Summit: The April 2014 Summit was, from all accounts, a tremendous success. The exhibitors and invitees provided a great mix for information sharing. All DEO metrics were met with the presentation. A highlight of the event was the oyster boat provided by the Apalachicola Seafood Workers Association.

Wakulla Environmental Institute: The EDA has issued the contract documents to Tallahassee Community College for signature. ARPC staff is expecting additional information on this project before the Board meeting and will give an update at the meeting.

Havana Technical Assistance: Upon request, the ARPC provides fee for service planning assistance for the Town of Havana. ARPC staff recently provided pre-application site plan review for a proposed commercial development at the vacant intersection of 5<sup>th</sup> Street, (CR12 east) and US 27. The developer is proposing a commercial retail building and a drive-through fast food restaurant. Due to issues raised in the current application's review as well as several previous applications, the ARPC is reviewing the Town's Land Development Code to seek responsible modifications to its severe restrictions on variances. Draft modifications will be presented to the Town in appropriate public hearings in the near future.

#### ACTION NEEDED

None



**United States Senate**  
WASHINGTON, DC 20510-0905

BILL NELSON  
FLORIDA

April 17, 2014

Chris Rietow  
Apalachee Regional Planning Council  
20776 Central Avenue East, Suite 1  
Blountstown, Florida 32424

Dear Chris:

Congratulations on the Economic Development grant award for Partnership Planning. Your dedication to improving private capital investment and job creation in Florida is appreciated and laudable.

Best wishes for continued success.

Sincerely,

*Bill Nelson*

**AGENDA ITEM 8 – D**

**EMERGENCY MANAGEMENT and DOMESTIC SECURITY PLANNING**

Informational Summary – Chris Rietow and 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 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 April 9, 2014 at the Tallahassee/Leon Public Safety Complex. The next meeting is scheduled for July 30, 2014 at the same location. Staff attended the quarterly meetings of the State Emergency Response Commission (SERC) for Hazardous Materials in Tallahassee, Florida on April 3-4, 2014. The next round of SERC meetings will be held on July 17-18 in West Palm Beach.

Hazardous Materials Training

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

Date	Course	Location	Hours	Participants
3/26/14	4-hr Awareness	FSU	4	21
4/14/14	8-hr HazMat Incident Commander Courses	TFD Training Division Facility	8	12
4/15/14	8-hr HazMat Incident Commander Courses	TFD Training Division Facility	8	23
4/16/14	8-hr HazMat Incident Commander Courses	TFD Training Division Facility	8	16

Staff developed a draft training plan to ensure that all transportation-related hazardous materials training funds are spent for FFY 2014-5 as requested by DEM staff. Three 8-hr HazMat Incident Commander courses were held on April 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> for the Tallahassee Fire Department’s HazMat Team A, B and C shifts. Staff is working to schedule several Awareness level courses to spending the remaining training funds prior to September 30<sup>th</sup>.

Hazards Analysis Update

Each year, staff visits 50% of the Region’s (excluding Jackson and Wakulla Counties) Section 302 facilities to verify Extremely Hazardous Substances (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 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. On April 30<sup>th</sup>, staff submitted the second set of deliverables to the Division of Emergency Management for review and is continuing additional work to complete the contract.

Staff worked with the Northeast Florida Regional Council and the North Central Florida Regional Council to develop a Scope of Work for the Florida Regional Planning Councils to take over the management of the Hazards Analysis Program from the Division of Emergency Management. The Division's legal counsel is currently reviewing the Scope of Work. Once approved, a cost estimate will be developed and submitted to the Division.

#### HMEP Planning Project

Staff selected the *Hazards Analysis Facility Summary* for the District II LEPC's annual Federal Fiscal Year 2013-14 HMEP planning project. This project will result in a hard copy binder of organized facility data to be used by dispatchers. Staff continued the process of reviewing the District 2 LEPC's 2011 Hazards Analysis Summary to identify areas for improvement. Staff also began reviewing the Microsoft Access 2010 database application that was developed by District 11 to determine potential integration with the District 2 planning project. The project will be completed in September 2014.

#### Biennial LEPC Exercise

The LEPC is required to facilitate an exercise every other year to satisfy the requirements of the Division of Emergency Management LEPC Staff Support contract. Staff has coordinated with the Tallahassee Fire Department and CSX to schedule a functional exercise on June 4, 2014. The exercise will involve a train derailment that releases hazardous materials in a populated area.

Staff is also working with Tallahassee Community College emergency management staff to develop a hazardous materials training exercise. Staff attended the initial planning meeting on May 5, 2014. The exercise will likely be held in August.

#### **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*

On April 10<sup>th</sup>, Madison County Emergency Management hosted a mass casualty incident exercise involving local first responders and Madison County Memorial Hospital. The exercise was held in the evening so that volunteer responders could also participate. The following day, on April 11<sup>th</sup>, Taylor County hosted a drill of their Points of Dispensing procedures.

On April 23<sup>rd</sup>, staff facilitated a tabletop exercise to prepare for the upcoming Region 2 Exercise – Operation Deep Freeze which took place on April 28<sup>th</sup> at multiple locations. The Big Bend Regional Bomb Squad and Tallahassee and Leon County first responders worked together to respond to a simulated explosion at the Florida State University National High Magnetic Field Laboratory. Meanwhile, the regional Urban Search & Rescue (USAR) team deployed to a demolished building off Chaires Cross Rd. The rubble of the structure provided an opportunity for the search and rescue team to have a hands-on training and response event in a collapsed structure.

Operation Deep Freeze was the first regional exercise held since Operation School Safety in 2008. A related SWAT/Bomb Squad exercise was held in Live Oak on May 9<sup>th</sup>. The ARPC partnered with the North Central Florida RPC for assistance with the Live Oak component of the exercise. Staff facilitated a total seven planning meetings and four conference calls with stakeholders. Staff also coordinated an evaluator debriefing conference call on May 5<sup>th</sup> for input from the individual exercise evaluators. WFSU is producing a short documentary on the exercise that will be presented at a future Board meeting.

Following is a list of other exercises held throughout the Region during quarter:

- April 5 – Fire Rescue Exercise, Gadsden County
- May 16 – Active Shooter Functional Exercise, Calhoun, Franklin and Liberty Counties
- May 19 – 22 – Statewide Hurricane Exercise

### *Planning*

The Planner assisted Region 2 counties apply for residual domestic security funds focused on enhancement to county emergency operating centers. The Planner will serve to support the Division of Emergency Management with a region wide accounting of resources purchased with federal funds using an automated software program, SRMN. The RDSTF 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 Leadership Council met during April.

The Planner worked with the Region 2 counties and the Area Coordinator to develop the “*Region 2 Response Timeline for Hurricanes*”. The Planner is now working with the counties individually to enhance the guide for their specific needs. The Planner is also updating the “EM Toolkits” a subset of the Regional Evacuation Study in preparation for hurricane season.

### *Meetings and Workshops*

The RDSTF Planner continues to assist with the development of the 3<sup>rd</sup> Annual Rural County Summit scheduled for July 9 – 13, 2014 at the Florida Public Safety Institute. This year the

Summit will focus on emergency response in a small community and feature guest speakers from:

- West, Texas (Fertilizer Plant Explosion)
- Moore, Oklahoma (F5 Tornado)
- Yarnell, Arizona (Wildfire)
- Boulder, Colorado (Flooding)
- Blue Ribbon Fire, North Florida

The RDSTF Planner attended the following meetings since the March Board meeting:

- Big Bend COAD Leadership Meeting, April 8, 2014
- District 2 LEPC Meeting, April 9, 2014
- 3<sup>rd</sup> Annual Rural County Summit Planning Meeting, April 9, 2014
- State Working Group Meetings held in St. Augustine, April 14 – 16, 2014
- RDSTF Planner Conference Call, April 23, 2014
- National Weather Service Regional Meeting, May 6, 2014
- Big Bend COAD General Membership Meeting, May 6, 2014
- Region 2 Training and Exercise Plan Meeting, May 7, 2014
- Governor's Hurricane Conference, Orlando, May 14 – 16, 2014

#### **Emergency Management Program**

The Council contracted with the Jackson County Emergency Management Agency to facilitate an update to their Continuity of Operations Plans (COOP) for five Jackson County agencies including:

- Jackson County Emergency Management
- Jackson County Sheriff's Office
- Jackson County Fire Rescue
- Jackson County 911
- Jackson County Road and Bridge Department

Staff has conducted several meetings with these agencies and the COOP updates will be completed by May 30, 2014.

#### **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 membership includes more than 50 licensed medical volunteers from around the region. The next quarterly orientation is scheduled for June 4, 2014.

#### **ACTION NEEDED**

None

**AGENDA ITEM 8 - E**

**TRANSPORTATION DISADVANTAGED PROGRAM**

Informational Summary – Vanita Anderson

**Florida Commission for the Transportation Disadvantaged Contract**

**Distribution of Planning Related Grants**

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“Planning related grant funds will be apportioned for distribution to the planning agencies as follows: (a) 25% of the planning allocation shall be divided into shares equal to the percentage of population each county has relative to the total state population, with each planning agency receiving a share for each county within its jurisdiction; (b) 75% of the planning allocation shall be divided into shares equal to the number of counties throughout the state, with each planning agency receiving no more than one share for each county within its jurisdiction.”  
41-2.014(6) F.A.C.

**Allocation for Fiscal Year 2014-2015**

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The Florida Commission for the Transportation Disadvantaged funding allocation for the period July 1, 2014, to June 30, 2015 is as follows.

<u>COUNTY</u>	<u>2014/2015 ALLOCATION</u>
Calhoun	\$19,058
Franklin	\$18,992
Gulf	\$19,080
Jackson	\$19,800
<u>Liberty</u>	<u>\$18,918</u>
<b>TOTAL</b>	<b>\$95,848</b>

The 2014/2015 allocation is \$78 less than the 2013/2014 allocation.

**Contract**

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The Florida Commission for the Transportation Disadvantaged, in an effort to streamline the administrative effort and cost associated with planning contract reimbursement, supporting documentation, focus on the actual contract deliverables and affording greater flexibility in getting the job done, and the format of the planning grant contract, has developed a firm, fixed price, deliverable based contract determined by the weighted value of specific tasks. The planning grant project description and responsibilities remain the same as the current requirements and are provided on the following pages.

**Project Description & Responsibilities**

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The Transportation Disadvantaged Planning Grant provides for the accomplishment of the duties and responsibilities of the Designated Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Florida Commission for the Transportation Disadvantaged policies and the Program Manual for Transportation Disadvantaged Planning Grant as revised on April 2, 2014. Specific required tasks are as follows:

**TASK 1: Weighted value= 17%**

Jointly develop and annually update the Transportation Disadvantaged Service Plan with the community transportation coordinator and the local coordinating board.

**TASK 2: Weighted value= 15%**

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed, **OR**
- B. Provide staff support to the local coordinating board in conducting an annual evaluation of the community transportation coordinator, including local developed standards as delineated in the adopted Transportation Disadvantaged Service Plan. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

**TASK 3: Weighted value= 40%**

Organize and provide staff support and related resources for at least four (4) local coordinating board meetings per year, holding one meeting during each quarter. LCB meetings will be held in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines and will include at least the following: (1) Agendas for local coordinating board meetings. Where applicable, operator payments should be addressed as a standard agenda item for each meeting. (2) Official minutes of local coordinating board meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years. (3) A current full and active membership of voting and non-voting members to the local coordinating board. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of local coordinating board members. (4) A report of the LCB membership's attendance at the last 4 consecutive LCB meetings (not committees).

Provide staff support for committees of the local coordinating board.

Provide public notice of local coordinating board meetings in accordance with the most recent Local Coordinating Board and Planning Agency Operating Guidelines.

Provide program orientation and training for newly appointed Local Coordinating Board members.

**TASK 4: Weighted value=4%**

Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be held separately from the local coordinating board meetings. It may, however, be held on the same day as the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).

**TASK 5: Weighted value=4%**

Develop and annually update by-laws for local coordinating board approval.

**TASK 6: Weighted value=4%**

Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

**TASK 7: Weighted value=4%**

Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.

**TASK 8: Weighted value=4%**

Research and complete the Actual Expenditures Report for direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. Complete the Actual Expenditure Report, using the Commission approved forms.

**TASK 9: Weighted value=4%**

Develop and provide the local coordinating board with quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program, including but not limited to, consultant contracts, special studies, and marketing efforts.

**TASK 10: Weighted value=4%**

Attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings, the Commission's annual training workshop, or other sponsored training.

**ACTION NEEDED**

Motion to authorize the Executive Director to execute related documents for the Transportation Disadvantaged Trust Fund planning grant for FY 2014/2015.

**Transportation Disadvantaged  
Local Coordinating Board Meetings**

Meeting locations, dates and times may change.  
Contact staff for current information regarding the meetings.

<b>COUNTY</b>	<b>TIME &amp; PLACE</b>	<b>JUNE 2014</b>
Calhoun	2 PM CT Senior Center , Blountstown	9
Franklin	10 AM ET Courthouse, Apalachicola	11
Gulf	2 PM ET Gulf Transp. Office, Port St. Joe	11
Jackson	10 AM CT JTrans, Marianna	16
Liberty	10 AM ET Civic Center, Bristol	10

**Proposed 2014-2015 TD Local Coordinating Board Meeting Schedule**

Meeting locations, dates and times may change. Please contact staff for current information regarding the meetings.

<b>COUNTY</b>	<b>TIME &amp; PLACE</b>	<b>SEPTEMBER 2014</b>	<b>NOVEMBER 2014</b>	<b>FEBRUARY 2015</b>	<b>JUNE 2015</b>
Calhoun	2 PM CT Sr. Center Blountstown	8	10	9	8
Franklin	10 AM ET Courthouse Apalachicola	10	12	11	10
Gulf	2 PM ET Gulf Transp. Office Port St. Joe	10	12	11	10
Jackson	10 AM CT JTrans Marianna	8	10	9	8
Liberty	10 AM ET Civic Center Bristol	9	11	10	9

## 2014 Annual Florida Triple Crown Roadeo

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In early April, Florida's best bus drivers and technicians participated in the 2014 2<sup>nd</sup> Annual Florida Triple Crown Bus Roadeo in Daytona Beach. The year's event was a joint effort of the Florida Public Transportation Association (FPTA), the Florida Rural Transit Assistance Program (RTAP), the Florida Department of Transportation (FDOT), and the Florida Association of Coordinated Transit Systems (FACTS), and hosted by Votran. The Florida Triple Crown Roadeo combined the FPTA and RTAP roadeos into a single weekend honoring all of Florida's maintenance technicians, paratransit and fixed route operators.

The roadeo is an opportunity for Florida paratransit drivers to gain recognition for their driving skills. While there are awards for the top finishers, winning is not the primary reason for the competition. The roadeo is an opportunity to test driver limits, improve driver skill levels, and provide an opportunity to learn from peers. Training opportunities are available for contestants to take advantage of prior to the contest. Skills are tested with a written test and then participants face the challenging course competition. The maintenance technicians faced similar challenges with a written test and a series of diagnostic tests.

As always, the event concluded with an Awards Banquet that crowned and recognized the 2014 champions in the paratransit van and cutaway divisions, the fixed route bus division, and the maintenance technician's team competition.

The Region's winners of the roadeo are:

### **VAN DIVISION:**

**In the Driving Event**, Tommy Griffis (JTrans/Jackson County) placed first, Raymond Almer (Gulf County Transportation/Gulf County) placed second and Peggy Shiver (Liberty Transit/Liberty County) placed third.

**In the Written Test Event**, Michael Wimberly (Calhoun Transit/Calhoun County) scored 46 points out of a possible 50 points.

**In the Pre-Trip Inspection Event**, Raymond Aylmer (Gulf County Transportation/Gulf County) placed first with 120 points out of a possible 150 points.

**The Yardstick Award** is awarded to the Operator with the lowest combined scores of the actual measurement at the passenger stop and the judgment stop. This year's Yardstick Award was presented to Raymond Aylmer (Gulf County Transportation/Gulf County).

**CUTAWAY-SMALL BUS DIVISION:**

**In the Driving Event, Linda Attaway (JTrans/Jackson County) placed second.**



This year a new trophy was presented by RTAP to the agency with the highest cumulative score in the van and cutaway divisions. JTrans received the trophy with a score of 1526 (Tommy 734, Linda 792). This trophy will be a traveling trophy and presented each year.

*Pictured Above: Tommy Griffis and Linda Attaway, JTrans*

As Florida Paratransit Roadeo Van Division winner, Tommy Griffis (Jackson County) earned an all expense paid trip to compete as the Florida representative at the National Paratransit Roadeo in St. Paul, Minnesota on June 7 and 8. JTrans will sponsor Linda Attaway (Jackson County), the second place small bus winner, in the competition.

**AGENDA ITEM 9**

**CORRESPONDENCE / ITEMS OF INTEREST**

Informational Summary

Attached is a selection of articles assembled by ARPC staff that may be of interest to the Board.

1. New Tax Reduction Summary Sheet provided by the Small County Coalition
2. Legislative Summary Article from the *The Florida Current*.

**ACTION NEEDED**

None

# Take Advantage of the New Tax Reductions

The 2014 Legislature Approved Tax breaks in the form of Tax Free Periods and Specific Tax Exemptions and Fee Reductions. Reductions are in HB 5601 and SB 186.

## **Purchasing “Back to School” Items (3 days) – August 1, 2014, and ending August 3, 2014.**

- During this time the following items are exempt:
- Clothing, footwear, wallets, and bags that cost \$100 or less.
- School supplies that cost \$15 or less per item.
- The first \$750 of the sales price for personal computers and related accessories purchased for noncommercial home or personal use, including tablets, laptops, monitors, input devices, and non-recreational software.

## **Purchasing Hurricane Supplies (9 days) – May 31, 2014, and ending on June 8, 2014.**

- During this time, the following items are:
- A portable self-powered light source selling for \$20 or less.
- A portable self-powered radio, two-way radio, or weather band radio selling for \$50 or less.
- A tarpaulin or other flexible waterproof sheeting selling for \$50 or less.
- A self-contained first-aid kit selling for \$30 or less.
- A ground anchor system or tie-down kit selling for \$50 or less.
- A gas or diesel fuel tank selling for \$25 or less.
- A package of AA-cell, C-cell, D-cell, 6-volt, or 9-volt batteries, excluding automobile and boat batteries, selling for \$30 or less.
- A nonelectric food storage cooler selling for \$30 or less.
- A portable generator selling for \$750 or less.
- Reusable ice selling for \$10 or less.

## **Purchasing Energy Efficient products (3 days)**

### **September 19, 2014, and ending on September 21, 2014**

- During the time period the exemption applied to the first \$1,500 of the sales price for a new ENERGY STAR product or WaterSense product.

### **Reduction of Motor Vehicle Tags and Fees – Effective 9/1/14**

- Most annual motor vehicle, mobile homes and vessel registration fees, and taxes have been reduced to the level of 2009. Savings to motor vehicle owners ranges from \$13.55 to \$25.05 for automobiles and trucks in the higher weight categories.
- Additional fee reductions associated with the annual vehicle registration are listed below:
  - The Florida Real Time Vehicle Information System service fee is reduced by 75 cents;
  - The general revenue registration service fee is reduced by \$2.50;
  - The registration receipt/decal fee is reduced by \$2.00.

- The materials processing/retroreflective fee is reduced by \$1.00;
- Two license tax surcharges are reduced by \$2.80 and \$4.50; and
- The annual license tax, or “base tax” on motorcycles, mopeds, automobiles, tri-vehicles, and light trucks is decreased by various amounts depending on the type of vehicle and the net weight of the vehicle.

● **Additional Tax Breaks Approved**

- A permanent sales tax exemption for **child restraint systems, booster seats for use in motor vehicles, and bicycle helmets** marketed for use by youth.
- A permanent sales tax exemption for **therapeutic pet foods** available through a licensed veterinarian.
- A permanent sales tax exemption for **college meal plans**.
- A three-year sales tax exemption for **cement mixing drums**.
- An Expansion of the amount of credits available under the New Markets Tax Credit program.
- A reduction of the sales tax rate on electricity purchases and creates an additional gross receipts tax on electricity purchases that are subject to sales tax. The effect of these changes is to provide a small tax reduction to purchasers of electricity and to create additional revenue for construction and maintenance of educational facilities.
- Delays the repeal of the Community Contributions Tax Credit program for one year and increases the credits available for affordable housing.
- Amends the statutory definition of “prepaid calling arrangement” to provide that certain prepaid mobile communications services are subject to state and local sales taxes instead of state and local communications services taxes.
- Allows sales tax dealers to receive credits or refunds of sales taxes paid on purchases made with uncollectable private-label credit card accounts.
- Revises the calculation of the premium tax imposed on bail bond premiums so that the tax rate is applied only to the amount of the premium received by the insurance company, excluding amounts retained by the bail bondsman.
- Increases cigarette tax revenue distributed to the Moffitt Cancer Center.
- Allows a local government to repeal or reduce local business taxes without establishing an equity study commission.
- Clarifies tourist development tax information sharing requirements to protect the identity of individual taxpayers.

# ***Session Summary: Growth Management and Real Estate***

Florida Current Staff, 05/12/2014 - 11:27 AM  
Bruce Ritchie and Gray Rohrer

Growth management remains a relatively quiet issue at the Capitol since the Legislature approved sweeping law changes in 2011. But some bills that were moving in 2014 did create a stir.

Developers have always bristled at state law requiring review of designated "developments of regional impact," claiming the process is duplicative and time-consuming. A proposal to expand the number of counties where those DRIs would be exempted from state review drew opposition from the Florida Association of Counties and environmental groups.

And HB 703, a wide-ranging environmental permitting bill by Rep. Jimmy Patronis, veered into growth management issues by weighing in on the side of agriculture and development interests against the Martin County Commission in a fight over future land use policies.

Some critics of the 2011 law changes, including former Gov. Bob Graham and former state planning chief Robert M. Rhodes, said it was time to revisit growth management -- but for different reasons.

But there seemed to be no interest among legislators this year for doing that. On the real estate front, lawmakers eventually passed HB 542, an attempt to entice private insurance companies to step into the market and provide an alternative for federal flood insurance policies, but not necessarily in the way insurance companies had envisioned.

Also, managers of homeowners associations were pleased with **HB 7037**, a bill defining more of their duties in an attempt to thwart a looming court decision. Legislation (**HB 489**) requiring home sellers to disclose to buyers if they are retaining rights to subsurface minerals at the property is also making its way to **Gov. Rick Scott's** desk. Realtors didn't get everything on their wish list this session, however, as proposals (**HB 11, SB 176**) to cut commercial rents sales taxes didn't make much headway despite a push from Scott.

## **Policy Note: Growth Management**

### **Developments of Regional Impact**

**SB 372**, expanding the areas where large construction projects are exempt from state review as "developments of regional impact," passed three committee stops but died

because the House bill wasn't moving. **Sen. Bill Galvano**, R-Bradenton, said he hoped for discussion that would improve his bill for the next session.

### **Growth referendums**

**SB 374**, which would eliminate a requirement that local referendums on development decisions involve five or more parcels, is headed to the governor. Bill sponsors sought to exclude Longboat Key from a ban on local growth management referendums imposed by the Legislature in 2011.

### **Impact fees**

**HB 7023**, an economic development bill, is headed to the governor without a ban on local traffic concurrency and development impact fees. When it passed the House on April 24, HB 7023 had contained a provision exempting commercial developments of less than 6,000 square feet from the fees. It was stripped from the bill in the Senate.

### **Community Development Districts**

More than one-third of the 1,634 special districts in Florida are community development districts used by developers to pay for infrastructure. **SB 1632**, which is headed to the governor, requires special districts to have web sites, amends reporting requirements and circumstances for removal of district officers by the governor and provides for the state code of ethics for public officers to apply to the districts. Special districts were stripped from **SB 846**, which applies the ethics code to quasi-government organizations and lobbying registration requirements on water management districts.

### **Fuel terminals**

**SB 1070**, which prohibits cities and counties in the future from classifying fuel terminals as nonconforming land uses in the future, passed the House 112-5 without debate and is headed to the governor. The **Florida League of Cities** had opposed the bill until it was amended to apply local permitting requirements for expansion of terminals.

### **Policy Note: Environmental Regulation & Permitting**

**HB 703**, a wide-ranging environmental permitting bill filed by **Rep. Jimmy Patronis**, R-Panama City, failed to make it to the House floor for a vote. The bill would have prohibited supermajority votes on changes to comprehensive plans. The bill also would have prohibited a county from rescinding urban zoning for properties that maintain an agricultural classification for tax purposes. A provision from the bill extending for two years state environmental permits that expire in 2014 or 2015 was included in **HB 7023** and is headed to the governor.

### **Policy Note: Flood Insurance**

The 2012 Biggert-Waters Act, a federal law phasing out subsidies for **National Flood Insurance Program** policies near the coast, began to spook real estate agents in the summer of 2013. In October, homes bought or transferred began paying the new, higher premium for flood insurance. Although Congress would pass a law reducing the

speed of the rate hikes during the legislative session, lawmakers still passed **SB 542**, which allows private companies to get fast-tracked rate reviews for flood policies until 2019. But the House's refusal to accept a provision allowing insurers to offer coverage only up to the amount of the outstanding mortgage means some insurers might be hesitant to jump into the market.

#### **Policy Note: Commercial Rents Sales Tax**

Realtors and business groups first floated the idea of cutting the sales tax on commercial rents in 2013, since Florida is the only state currently collecting the tax but the idea didn't gain much traction that year. Bills to cut the tax, **HB 11** and **SB 176**, by \$100 million next fiscal year (it brings in about \$2 billion per year) fell by the wayside despite being included in Scott's budget proposal. **Rep. Ritch Workman**, R-Melbourne, who helped craft the tax cut package this year, said other large tax and fee cuts like the vehicle registration fee cut budgeted left little room for trimming the commercial rents sales tax.

#### **Policy Note: Homeowners' Associations**

Ahead of a pending **Florida Supreme Court** decision that could declare much of the activities of community association managers (CAMs) that work for homeowners' associations as the unlicensed practice of law, lawmakers passed **HB 7037**, which expands the defined duties of CAMs. Proponents of the bill and CAM trade groups worried the higher cost of lawyers would trickle down to HOA fees, but the **Real Property, Probate and Trust Section of the Florida Bar** opposed the measure, saying errors by non-lawyers on technical matters could lead to hefty litigation.

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