

**APALACHEE REGIONAL PLANNING COUNCIL
BOARD MEETING**

HOLIDAY INN HOTEL & SUITES

2725 Graves Road
Tallahassee, Florida

10:30 A.M. Eastern Time / 9:30 A.M. Central Time

Thursday - October 24, 2013

DRAFT AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA* 1

3. APPROVAL OF MINUTES *

4. "CHEMICAL CHAOS EXERCISE" VIDEO PRESENTATION
Chris Rietow, ARPC Emergency Management

5. COMPREHENSIVE PLAN REVIEWS

 - A. City of Marianna Proposed Amendment Series 13-1ESR*
 - B. City of Port St. Joe Proposed Amendment Series 13-1ESR*
 - C. City of Apalachicola Proposed Amendment Series 13-1*

6. STAFF REPORTS
 - A. FDOT Liaison Report
 - B. Economic and Community Development Update
 - C. Emergency Management Update
 - D. Revolving Loan Fund Update
 - E. Transportation Disadvantaged Update*

- 7. COUNCIL ATTORNEY REPORT

- 8. EXECUTIVE DIRECTOR'S REPORT
 - A. Financial Statements*

- 9. CHAIRMAN'S REPORT
 - A. Personnel Committee Report*

- 10. COUNCIL / PUBLIC COMMENT

- 11. CORRESPONDENCE / ITEMS OF INTEREST

- 12. ADJOURNMENT

****DENOTES ACTION NEEDED***

LUNCH WILL BE SERVED IMMEDIATELY FOLLOWING THE MEETING

NEXT SCHEDULED MEETING DATE - THURSDAY - JANUARY 30, 2014

HOLIDAY INN HOTEL & SUITES - TALLAHASSEE

AGENDA ITEM 6 - D

REVOLVING LOAN FUND (RLF)

Informational Summary

Attached are the following revolving loan fund updates for Board review:

- RLF Update
- RLF Loan Re-Cap Sheets

ACTION NEEDED

None

REVOLVING LOAN FUND UPDATE

Informational Summary

Economic Development Administration Revolving Loans

1.	Southland Milling Co.	Current
2.	CAS Childcare Center	Current
3.	Burke & Co.	Current
4.	Tolliver's Inc.	Current
5.	Busy Bee Child Center	Past Due
6.	TIFCO Enterprises, Inc.	Current
7.	Watson Baled Straw	Current
8.	Mason Dixon	Current
9.	Tri-State Pest Control	Current
10.	Sandridge Logging	Current

Small Business Revolving Loans

1.	Rusty Crum Seafood	Current
2.	Hatcher's Shaved Ice	Current

Economic Development Administration Revolving Loan Fund Balance as of June 30, 2013

\$ 186,738.05 (Principal)
5,951.79 (Interest)

\$ 192,689.84

Small Business Revolving Loan Fund Balance as of June 30, 2013

\$ 37,999.96 (Principal)
2,415.50 (Interest)

\$ 40,415.46

Economic Development Administration Revolving Loan Fund Balance as of September 30, 2013

\$ 148,718.00 (Principal)
\$ 7,978.69 (Interest)

\$ 156,696.69

Small Business Revolving Loan Fund Balance as of September 30, 2013

\$ 1,280.21 (Principal)
\$ 408.42 (Interest)

\$ 1,688.63

**ECONOMIC DEVELOPMENT ADMINISTRATION - page 1
REVOLVING LOAN FUND RE-CAP SHEET - AS OF OCTOBER 17, 2013**

<u>Borrower</u>	<u>Loan Date Int. Rate Term</u>	<u>Loan Amount</u>	<u>Loan Balance</u>	<u>Monthly Payment Amount</u>	<u>Date of Last Payment</u>	<u>Remarks</u>
1. Southland Milling Co. <i>Wholesale Grain Elevator</i> *Consolidated Loan (Calhoun County)	Feb-11 7% 10 years	89,685.89	72,134.76	1,041.33	10/7/13	Current
2. CAS Chidcare Center <i>Day Care</i> (Calhoun County)	Dec-06 9% 10 years	35,000.00	24,864.67	241.74	10/7/13	Current
3. Burke & Co. <i>Family Hair Care</i> (Liberty County)	Feb-12 7% 10 years	17,487.43	13,944.03	203.05	10/9/13	Current
4. Tolliver's Inc. <i>Gift Shop / Catering</i> (Franklin County)	Aug-11 7% 5 years	12,500.00	7,385.74	247.52	10/7/13	Current
5. Busy Bee Child Center <i>Day Care</i> (Gulf County)	Feb-11 7% 5 years	10,000.00	6,975.51	198.02	9/9/13	Past Due

**ECONOMIC DEVELOPMENT ADMINISTRATION - page 2
REVOLVING LOAN FUND RE-CAP SHEET - AS OF OCTOBER 17, 2013**

<u>Borrower</u>	<u>Loan Date Int. Rate Term</u>	<u>Loan Amount</u>	<u>Loan Balance</u>	<u>Monthly Payment Amount</u>	<u>Date of Last Payment</u>	<u>Remarks</u>
6. TIFCO Enterprises, Inc. <i>Foam Insulation Service</i> (Gulf County)	Apr-12 6% 5 years	100,000.00	77,731.63	1,933.29	10/7/13	Current
7. Mason Dixon, LLC <i>Food Service Vendor</i> (Gulf County)	Nov-12 7% 5 years	26,000.00	24,534.55	514.84	10/7/13	Current
8. Tri-State Pest Control <i>Pest Control Service</i> (Calhoun/Gulf Counties)	7% 5 years	90,000.00	90,000.00			Loan Closed 6/27/13 Payments begin 11/1/13
9. Sandridge Logging <i>Small Tract Logging</i> (Liberty/Gadsden Counties)	7% 5 years	40,000.00	40,000.00			Loan Closed 8/13/13 Payments begin 1/1/14
10. Watson Baled Straw <i>Pine Straw Harvester</i> (Calhoun County)	Oct-13 7% 7 months	40,000.00	40,000.00	10% of sales after 4/1/13 monthly interest pmt		Loan Closed 10/10/13

SMALL BUSINESS REVOLVING LOAN FUND - page 1
REVOLVING LOAN FUND RE-CAP SHEET - AS OF OCTOBER 17, 2013

<u>Borrower</u>	<u>Loan/ Orig. Date Int. Rate Term</u>	<u>Original Loan Amount</u>	<u>Principle Balance</u>	<u>Monthly Payment Amount</u>	<u>Date of Last Payment</u>	<u>Remarks</u>
1. Rusty Crum Seafood Seafood Processor (Franklin County)	Dec-08 8% 8 years	50,000.00	23,959.95	694.20	10/9/13	Current
2. Hatcher's Shaved Ice Concessions (Liberty County)	Apr-10 7% 10 years	23,000.00	17,032.86	267.05	9/24/13	Current

AGENDA ITEM 8 - A

FINANCIAL STATEMENTS

Informational Summary

Attached are the following Financial Statements for Board review:

- Budget Expenditure Reports by program and line-item for the periods ending July 31, 2013, and August 31, 2013. The ARPC office is now closing out the books for FY 2012/2013 and the September 30, 2013, Budget Expenditure report will be handed out at the meeting.
- Balance Sheet / Fund Balance and General Fund Report
- 60-day Cash Flow Projection

ACTION NEEDED

Motion to accept Financial Statements for the periods ending July 31, 2013, August 31, 2013, and September 30, 2013.

APALACHEE REGIONAL PLANNING COUNCIL
 BUDGET EXPENDITURE REPORT BY PROGRAM
 7/31/13

PROGRAM	12/13 BUDGET	MONTH EXPEND.	YEAR TO-DATE	CONTRACT ENDS	BUDGET BALANCE
GRANTS ADMINISTRATION	100,000.00	9,948.01	110,726.44	Varies	(10,726.44)
CONSULTING ASSISTANCE	290,000.00	11,921.92	167,505.38	Varies	122,494.62
DOT	25,000.00	7,052.77	28,490.01	06/13	(3,490.01)
EDA	63,000.00	7,169.72	55,505.96	09/13	7,494.04
EMERGENCY MANAGEMENT	255,000.00	63,912.02	431,879.57		(176,879.57)
MISCELLANEOUS INCOME	6,900.00			Varies	6,900.00
LOCAL	45,000.00	120.62	10,932.52	09/13	34,067.48
BUDGETED RESERVES	100,000.00			09/13	100,000.00
RLF	18,000.00	769.47	12,652.65	09/13	5,347.35
TRANS. DISADVANTAGED	140,171.00	8,118.04	115,935.79	06/13	24,235.21
TOTALS	1,043,071.00	109,012.57	933,628.32		109,442.68

10/12 = 83.33% = \$869226
 ACTUAL EXPENDITURE = 79.06% = \$933,628
 *VARIANCE = (\$64,402)

*Variance indicates the difference between permissible expenditures as budgeted on a monthly to yearly basis versus actual expenditures for the same period. It is presented in an (over)/under format. If there are parentheses or brackets around the variance amount, the Council is expending more at that point in time than was budgeted. If there are no parentheses the expenditures are less than what was budgeted.

APALACHEE REGIONAL PLANNING COUNCIL
 BUDGET EXPENDITURE REPORT BY LINE-ITEM
 7/31/13

LINE-ITEM	12/13 BUDGET	MONTH EXPEND.	YEAR TO-DATE	BUDGET BALANCE
ACCOUNTING	6,500.00	420.00	6,148.80	351.20
ADVERTISING	2,000.00		696.03	1,303.97
AUDIT	15,000.00	(1,666.67)	(8,666.68)	23,666.68
CONSULTANTS/IN-KIND	15,000.00	24,552.25	87,516.00	(72,516.00)
CONTINGENCY	5,000.00			5,000.00
DUES AND CONFERENCES	35,000.00	4,341.33	17,072.33	17,927.67
DUPLICATION	-		1,886.61	(1,886.61)
EQUIPMENT/CAPITAL OUTLAY LEASE	10,000.00	2,182.19	11,885.03	(1,885.03)
FRINGE BENEFITS	192,968.00	8,384.94	109,100.06	83,867.94
INSURANCE	13,600.00	929.30	9,296.59	4,303.41
LEGAL	6,000.00		4,500.00	1,500.00
MAINTENANCE	2,000.00	70.00	1,260.45	739.55
MISCELLANEOUS	15,000.00	68.51	15,427.15	(427.15)
OFFICE SUPPLIES	5,000.00	10.75	5,036.61	(36.61)
POSTAGE	10,000.00	573.88	1,179.27	8,820.73
PRINTING	2,000.00	2,144.00	2,144.00	(144.00)
RENT	49,420.00	10,564.49	47,292.86	2,127.14
SALARIES	613,383.00	50,775.95	582,744.41	30,638.59
SUBSCRIPTIONS & PUBLICATIONS	3,000.00			3,000.00
TELEPHONE	7,200.00	748.78	5,801.33	1,398.67
TRAVEL	35,000.00	4,912.87	33,307.47	1,692.53
TOTALS	1,043,071.00	109,012.57	933,628.32	109,442.68

APALACHEE REGIONAL PLANNING COUNCIL
 BUDGET EXPENDITURE REPORT BY PROGRAM
 8/31/13

PROGRAM	12/13 BUDGET	MONTH EXPEND.	YEAR TO-DATE	CONTRACT ENDS	BUDGET BALANCE
GRANTS ADMINISTRATION	100,000.00	9,318.29	120,044.73	Varies	(20,044.73)
CONSULTING ASSISTANCE	290,000.00	9,471.67	176,977.05	Varies	113,022.95
DOT	25,000.00	6,691.36	35,181.37	06/13	(10,181.37)
EDA	63,000.00	355.25	55,861.21	09/13	7,138.79
EMERGENCY MANAGEMENT	255,000.00	19,342.01	451,221.58		(196,221.58)
MISCELLANEOUS INCOME	6,900.00			Varies	6,900.00
LOCAL	45,000.00	2,816.63	13,749.15	09/13	31,250.85
BUDGETED RESERVES	100,000.00			09/13	100,000.00
RLF	18,000.00	591.85	13,244.50	09/13	4,755.50
TRANS. DISADVANTAGED	140,171.00	10,010.28	125,946.07	06/13	14,224.93
TOTALS	1,043,071.00	58,597.34	992,225.66		50,845.34

11/12 = 91.67% = \$956,148
 ACTUAL EXPENDITURE = 79.06% = \$992,226
 *VARIANCE = (\$36,078)

*Variance indicates the difference between permissible expenditures as budgeted on a monthly to yearly basis versus actual expenditures for the same period. It is presented in an (over)/under format. If there are parentheses or brackets around the variance amount, the Council is expending more at that point in time than was budgeted. If there are no parentheses the expenditures are less than what was budgeted.

APALACHEE REGIONAL PLANNING COUNCIL
 BUDGET EXPENDITURE REPORT BY LINE-ITEM
 8/31/13

LINE-ITEM	12/13 BUDGET	MONTH EXPEND.	YEAR TO-DATE	BUDGET BALANCE
ACCOUNTING	6,500.00		6,148.80	351.20
ADVERTISING	2,000.00		696.03	1,303.97
AUDIT	15,000.00	(1,666.67)	(10,333.35)	25,333.35
CONSULTANTS/IN-KIND	15,000.00		87,516.00	(72,516.00)
CONTINGENCY	5,000.00			5,000.00
DUES AND CONFERENCES	35,000.00		17,072.33	17,927.67
DUPLICATION	-		1,886.61	(1,886.61)
EQUIPMENT/CAPITAL OUTLAY LEASE	10,000.00		11,885.03	(1,885.03)
FRINGE BENEFITS	192,968.00	8,076.04	117,176.10	75,791.90
INSURANCE	13,600.00	929.30	10,225.89	3,374.11
LEGAL	6,000.00		4,500.00	1,500.00
MAINTENANCE	2,000.00	906.68	1,260.45	739.55
MISCELLANEOUS	15,000.00		16,333.83	(1,333.83)
OFFICE SUPPLIES	5,000.00		5,036.61	(36.61)
POSTAGE	10,000.00		1,179.27	8,820.73
PRINTING	2,000.00		2,144.00	(144.00)
RENT	49,420.00		47,292.86	2,127.14
SALARIES	613,383.00	48,336.06	631,080.47	(17,697.47)
SUBSCRIPTIONS & PUBLICATIONS	3,000.00			3,000.00
TELEPHONE	7,200.00	80.31	5,881.64	1,318.36
TRAVEL	35,000.00	1,935.62	35,243.09	(243.09)
TOTALS	1,043,071.00	58,597.34	992,225.66	50,845.34

Balance Sheet by Category

Walachee Regional Planning Council

Period Ending: 08/31/13
Format: 1 Board Reports

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Assets:

Not Assigned to a Code	381,451.21
RPC Cash-Operating	68.78
RPC Cash-Savings	143.37
RLF Cash	73,223.62
Acct Rec & Prepayments	2,959.93
Accts Rec- Emer Mgmt Response	172,981.75
Accts Rec-Title III	1,397.63
Accts Rec-CDBG	154,659.18
Accts Rec-TD	18,243.59
Accts Rec-EDA	13,750.00
Accts Rec-Local Mitigation	17,686.16
Accts Rec-Jefferson Co	10,874.40
Accts Rec-Haz Waste	5,163.68
Accts Rec-FRCA	10,000.00
Accts Rec-WP Liaison	38,313.03
Accts Rec-Tech Asst Projects	58,699.33
Accts Rec-DRI	35,529.27
RLF Notes Receivable	174,598.07
Net of Fixed Assets	13,851.67

Total Assets:

\$1,183,594.67

Liabilities:

Not Assigned to a Code	908.07
Accounts Payable	747.66
Payroll Taxes Payable	2,878.97
Accrued Annual & Sick Leave	52,812.28
Accrued Retirement	-17,119.78
Other Accrued Expenses	-30,333.34
Cost Allocation Control	1,239.13

Total Liabilities:

\$11,132.99

Equity:

Not Assigned to a Code	-130,577.70
Proj Bal-RLF Admin	-57,159.79
Proj Bal-Emerg Mgmt Response	-34,231.45
Proj Bal-Haz Materials	-3,340.50
Proj Bal-CDBG	-24,271.35
Proj Bal-DOT Workplan	-21,694.42
Proj Bal-Technical Assistance Projects	14,722.32
Proj Bal-Start-Up Grant Writing	20,211.37
Proj Bal-RLF FMHA	162,676.52
Proj Bal-RLF-EDA	22,322.20

Balance Sheet by Category

Walachee Regional Planning Council

Period Ending: 08/31/13

Format: 1 Board Reports

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Fund Bal-A-1 Unrestricted	-280.60
Fund Bal-FAPC Restricted	13,067.46
Fund Bal-FAPC Unrestricted	6,172.01
Fund Bal-RLF/EDA Restricted	610,119.57
Fund Bal-RLF/EDA Unrestricted	247,615.78
Fund Bal-RPC Unrestricted	333,258.59
Invested in Fixed Assets	13,851.67

Total Equity:	<u><u>\$1,172,461.68</u></u>
Total Liabilities and Equity	<u><u>\$1,183,594.67</u></u>
Balance:	<u><u>\$0.00</u></u>

**APALACHEE REGIONAL PLANNING COUNCIL
60-DAY CASH FLOW PROJECTION
November 30, 2013**

	<u>Nov. 2013</u>	<u>Dec. 2013</u>
Checking Account Balance	12,400.50	34,914.28
 <u>Projected Expenditures</u>		
Salaries and Benefits	54,465.15	53,593.06
Operating Expenses	<u>17,501.19</u>	<u>17,501.19</u>
Total 60-Day Projected Expenditures	71,966.34	71,966.34
 <u>Projected Revenues</u>		
County Dues	3,750.00	9.00
HMEP Planning & Training		9,320.13
LEPC		10,227.25
Transportation Disadvantaged	36,910.72	
Other Program Income	<u>53,819.40</u>	<u>73,849.42</u>
	94,480.12	93,396.80
 Projected Revenue over Projected Expend.	 22,513.78	 21,430.46
 TOTAL FUNDS AVAILABLE	 \$34,914.28	 \$56,344.74

AGENDA ITEM 11

CORRESPONDENCE / ITEMS OF INTEREST

ACTION NEEDED

None

Regional planning council expresses support for port

By Tim Croft | The Star

Published: Wednesday, September 4, 2013 at 20:01 PM.

PORT ST. JOE — Citing the progress of the recent past and the potential for the future, the Apalachee Regional Planning Council recently unanimously passed a resolution supporting ongoing efforts to develop the Port of Port St. Joe.

The ARPC planning area includes Gulf County.

The council also urged, as the Board of County Commissioners has, for other counties in the region to get onboard to support development of the port.

“(The planning council) encourages all the communities of the Apalachee Region to pledge their support and cooperation in these efforts,” read the resolution signed by council chair John S. Jones, Jr. and executive director Charles D. Blume.

The resolution is part of regionwide effort to support the work of the St. Joe Company and Port of Port St. Joe officials in development of the port.

The ARPC has long championed the Port of Port St. Joe as a fulcrum for economic development in a region that includes Gulf, Franklin, Jackson, Jefferson, Leon, Calhoun, Liberty, Gadsden and Wakulla counties and the 28 municipalities in those counties.

“The Council seeks to continue its long history of support for the development of the Port of Port St. Joe through its partnerships with the St. Joe Company and other cooperatives of both public and private investment for the growth and promotion of the deepwater port as a gateway to international trade,” the ARPC resolution begins.

The resolution details the financial, marketing and capital outlay infrastructure in place to promote and develop the port.

The ARPC highlights St. Joe’s promotion and marketing of the port, and its strategic positioning in global exporting and importing markets, to national and international companies.

St. Joe has engaged one of the top infrastructure investment teams in the hemisphere in the Bank of Montreal, which is marketing the across a variety of platforms in the private sector.

The ARPC also highlights the infrastructure amenities, including bulkheads of 1,900 linear feet at the ship channel turning basin and 900 feet along the Gulf County Canal.

The Port of Port St. Joe is also one of the closest and most accessible deepwater ports to the Panama Canal, the expansion of which will be completed in 2015.

With 260 acres of property adjacent to the bulkheads and 5,000 surrounding acres for additional business development and expansion, the port is also poised for growth.

Located 21 miles from the Apalachicola Regional Airport and 57 miles from the recently-opened Northwest Florida Beaches International Airport, and with direct access to the Intercoastal Waterway, which serves as a navigable inland waterway of 1,050 miles from Carrabelle to Brownville, Texas and provides access to the inland river system to locations such as Chicago, Pittsburgh, Memphis, Tulsa and other major U.S. cities, the port is a true regional gateway.

“The Council recognizes the emergence of the Port of Port St. Joe through its partnership with the St. Joe Company as a primary catalyst to the future business and jobs growth of the Apalachee Region,” the resolution reads. “The Council recognizes the unique and abundant opportunities that will be created for this and future generations from the success that is accomplished in the development of the Port of Port St. Joe.”

The ARPC resolution comes at a time when the Port St. Joe Port Authority is crafting an outreach campaign to solicit support for port development from the public and private sectors.



Northwest Florida Brownfields Workshop *Free Event*

The workshop will cover topics associated with brownfields such as updates to Florida law, liability protection, economic incentives, assessment funding and grants and site closure using institutional controls.

November 13, 2013
8:30 a.m. – 3:30 p.m.
Crestview Community Center
1446 Commerce Drive

Registration Link

http://www.dep.state.fl.us/northwest/NWF_Brownfields_Workshop.htm

For more information please contact Keith McCarron at (850) 488-6211





8:30-9:00 registration

9:00 ***Welcome and Introduction***

- Shawn Hamilton, DEP Northwest District Director - confirmed
- Nathan Boyles, Okaloosa County Commissioner - confirmed
- Jorge Caspary, DEP Waste Management Division Director - confirmed
- Terry Joseph, Executive Director, West Florida Regional Planning Council - confirmed
-

9:40 ***EPA Brownfield Grants*** - Margaret Olsen, EPA Region IV Project Officer & Paul Gagliano, EPA Region IV, Program Manager - invited

10:00 ***Brownfield 101/ Voluntary Cleanup Tax Credit*** - Kim Walker, DEP Waste Management Division Administrator- confirmed

10:20 Break

10:40 ***Brownfields Legislative Update*** - Roger Register, Cardno Director - confirmed

11:00 ***Rails to Trails*** - Samantha Browne, DEP Office of Greenways and Trails Bureau Chief- invited

11:20 ***ASTM Changes*** - Beth Norman, Cardno Project Manager- confirmed

11:40 ***Asbestos Regulations*** - Jennifer Waltrip, DEP NWD Compliance Assurance Inspector – confirmed

Lunch

1:00 ***Gaines Street Corridor Successes*** - Koren Taylor, City of Tallahassee Environmental Programs Coordinator – confirmed

1:20 ***Using Institutional Controls for Site Closure*** - Dale Frierson, Jim Stidham & Associates Professional Geologist – confirmed

1:40 ***Port St. Joe Mill Site: Economic Development Opportunity*** - Christine McClure, St. Joe Company Director of Litigation & Real Estate Legal Services and April Wilkes, Project Manager – confirmed

2:00 ***Brownfield Success Stories in Panhandle*** - Sally Cooley, DEP NWD Project Manager - confirmed

2:20 Break

2:40 ***Institutional Controls*** – Jack Chisolm, DEP Deputy General Counsel - invited.

3:00 Questions & Closing Remarks

