

Resolution No. 2021-09
AUTHORIZING ADOPTION OF
STATEWIDE MUTUAL AID AGREEMENT

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by CITY OF APALACHICOLA that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

Dated this the 6th day of July, 2021, in the regular monthly meeting of the City of Apalachicola Commission.

This resolution shall become effective immediately upon adoption and entered upon the journal by the Clerk.

By: Brenda Ash, Mayor

ATTEST:

By: Deborah Guillotte, City Clerk

Finance Director – Leo Bebeau for City Commission Meeting – July 6, 2021 – 6:00pm

1. **Budget Calendar** provided. Are there any Questions or Changes Requested?

2. **Continuing Engineering Services**

In March, City Commission approved staff to proceed with RFQ for Continuing Engineering Services from engineering firms. Firms submitting RFQs were also required to submit all documentation required for certification as a CFR-200 compliant firm. These certifications will enable the City of Apalachicola to engage a firm for services while with the knowledge that certain engineering fees can be reimbursed to the city under various grants. The CFR-200 compliance is required by HUD. Six firms responded with varying specialties from drinking water/wastewater, civil engineering, structural engineering, site development, planning, landscape architecture, flood plain analysis, community redevelopment, piers and docks, restorations, new building construction, stormwater, grant development and funding, roadways and sidewalks, ADA compliance, geospatial services, construction management, engineering code development, engineering studies, cost estimation and inspection services. This will enable the city to draw upon a large pool of information, knowledge and experience on the varied projects which the City will be undertaking in the next several years. After review, all firms have met the requirements of the RFQ. **Finance Director requests Board Action for Finance Director - to work with City Attorney Dan to develop and execute Continuing Engineering Services Contracts with each of the firms.**

Dewberry Engineering Services – Port St. Joe, Florida

CDG – Dothan, Alabama

Urban Catalyst Consultants – Tallahassee, Florida

SCE Southeastern Consulting Engineering, Inc. – Port St. Joe, Florida

Kimley-Horn and Associates, Inc. – Tallahassee, Florida

Keith and Associates, Inc. dba KEITH

3. **CRA Funding**

Errors have been made in the funding calculations for the CRA from the City of Apalachicola due to the failure of previous staff to complete the directives of the City Commission. Commissioner Despina George will participate in the presentation of the discrepancies and the actions need to correct the errors. City underfunded CRA by \$15, 327 for Fiscal 2019-2020 and \$14,844 for fiscal 2020-2021. Final numbers are being confirmed by Commissioner George. **Finance Director requests Board Action to have Finance Director correct funding errors for prior years.** Due to excess funding required, the Finance Director recommends reduction of funding for Fiscal 2021-2022 from the current unintended 95% less 5% to a revised funding amount of 55% less 5% to offset excess funding for the two prior years. **The Finance Director requests Board Action to authorize City Staff to enter negotiations for a new inter-local agreement for the CRA with the Franklin County BOCC.**

All information included in this report is accurate as of July 5, 2021 1:15pm. After that time, information is subject to change.

4. Grants Update

- a. Leslie Street has been determined to be ineligible for funding from FEMA for Hurricane Sally. HMGP has determined that Leslie Street will not be funded as it is not Hurricane Mitigation. Appeal to FEMA may be made within 60 days, by August 30, 2021. Appeal should include all maintenance records for Leslie Street for as many years as possible, up to 10 years. **Board Action to approve Finance Director to work with City Attorney Dan Hartman on appeal.** Next opportunity will be to submit a CDBG-DR Infrastructure Grant Application for this on September 17, 2021. **Finance Director requests Board Action to have all maintenance records for Leslie Street provided to him. Finance Director requests Board Action to have Gouras and Associates begin grant application and submit a CDBG-DR Infrastructure Grant Application for this project on September 17, 2021.**
- b. CDBG-DR Infrastructure – Avenues Stormwater Grant on Track. Commission Action needs to request Staff to develop RFP from Engineering Firms for this \$3.6 million project.
- c. CDBG-DR Hometown Revitalization – Riverfront and The Hill - Site visit went good.
 - i. Questions about new asphalt in Riverwalk Park when we are requesting funding for impervious pavers for other city parking areas.
 - ii. Demolition of Old Firehouse cannot proceed until project award even though the City has insurance proceeds to complete. The City cannot start any project which is part of the Application. The demolition is a part of the part of the parking lot project and cannot proceed until the project is awarded.
- d. HMGP Emergency Generators – Cost Benefit Analysis approved after corrections were made to the number of Apalachicola citizens the project would serve.
- e. HMGP Market Street Vacuum Station – City Attorney has completed title search concerning discrepancies in property ownership. Property believed to be owned by the city at 172 Market Street is not. Adjacent lot to the north is owned by the city. Franklin County Property Appraiser has corrected property ownership records. Survey has been ordered from Thurman-Rodenberry. Survey of the property and the alley between Market Street and 4th Street was to be completed by Friday, June 25. It has not been completed. Staff assigned this task has not followed up. Property certification will be made to HMGP administration along with determination about the demolition of the old Market Street pumping station contingent upon receipt of survey.
- f. HMGP Stormwater - This project is being trimmed to include back flow valves on the river, with amended application to include 7 additional backflow valves on the bay. All other projects in the original and amended applications for pipe lining, pervious parking and Leslie Street have been determined to be repairs or new improvements and do not meet the standards of mitigation.
- g. HCA and Cotton Warehouse - The Hurricane Michael NPS Subgrants panel reviewed and scored eligible subgrant applications on February 10th and 11th, 2021. The website states “The Hurricane Michael NPS Subgrants Recommended Ranking list below will be reviewed by the Secretary of State.” No further information is available.

- h. Avenue G project is nearing completion. Inclement weather has caused delays beyond an expected 6/30/2021 completion date. Determination cannot be made from documents gathered as re: the \$28,000 expenditure by the city required to meet the requirements for Avenue G to remain a two way street. Additionally, it has been discovered that there is a 38 page Stormwater System Maintenance Plan that was developed in 2017, in conjunction with the approximately \$4,000,000 of grants which the city has received from Florida Water Management Division since 2015. While some of this maintenance may have been required out of necessity, none of the scheduled maintenance has been completed. As the projects are being completed, the City will be required to provide a Report of Activities under the Stormwater System Maintenance Plan by January 31, 2022. Reports are required for two additional subsequent years. Forms are being generated to provide notice to Public Works of the work required and reported to be provided to the Finance Department so that the report may be compiled.
- i. CDBG Manhole Grant - Final paperwork has been submitted for the closeout of the CDBG Manhole Grant Project. Final payment to Roumelis Consulting will be made upon approval by the DEO and receipt of final funding.
- j. Michael FEMA Projects – Finance Director must file a quarterly report that indicated little or no progress on many funded claims.
 - i. Lafayette Park and Pier is getting close. Inclement weather has caused delays beyond an expected 6/30/2021 completion date. See Lafayette Park Lighting Below.
 - ii. Other projects need discussion.

5. *Holy Family*

FEMA has deemed all claims for Holy Family from Hurricane Sally are INELIGIBLE. The primary reason for this determination is that under a Hurricane Michael FEMA for \$18,515.00 which was funded, the Finance Director has been unable to find any evidence of any expenditures except for \$2,000 for flashing repair. The funding was for \$3,000 for roof and gutter repair and \$15,515 for interior repair. The failure to repair the roof and then the failure to repair the interior of the building, show Hurricane Sally site damage pictures and assessments to be almost identical to the Hurricane Michael site damage pictures and assessments. FEMA has requested and the City has been unable to provide maintenance records on the building. The Agenda package includes proposal and documentation from TREMCO, the State of Florida approved contractor. The City has a continued failure to maintain a building which FCT and other grant funders have invested almost \$2,000,000. **Board Action to authorize funding for the Water Proofing of the Building in the amount of \$177,200.** These funds will include the \$18,000 of FEMA funds and \$159,000 from the \$75,000 reserve established in the 20/21 budget, the estimated \$85,000 from estimated \$126,941 additional unbudgeted collections resulting from reduced revenue budgets for ad valorem @ 6/30 -\$30,040 and sales tax collections @ 6/30 - \$23,279 and estimated sales tax collections \$126,941 for receipts from the State of Florida of \$126,941.

CRA has already identified roof as a project.

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6. *Community Center*

The City has approximately \$22,190 from FEMA for repair of the roof. I am verifying that we may obtain additional funding from FEMA based on the actual expense required to make the specified repairs. I have requested updated pricing from Lewis Walker Roofing, only firm to submit a bid on the RFP in April, 2021, and from TREMCO, the State of Florida approved contractor. The City is still waiting information on the insurance claim that was submitted for the damages. The FEMA claim was reduced by \$30,000 due to the calculated amount that the City's insurance carrier might have paid.

7. *DEP Grant Application*

The Finance Director will be preparing and requests a **Board Action** authorizing the City to submit grant application with the DEP for the Wastewater Project which was submitted in the CDBG-DR Infrastructure Grant Application on November 30, 2020 - Wastewater. A copy of that grant application was provided to the city by the DEO. The City had been unable to access any information on the computer of former Mayor Begos.

8. *Project Impact*

Nadine Kahn, Director Project Impact, has completed and Leo Bebeau, City of Apalachicola Finance Director, has reviewed the 2021-2022 Application to the Florida Department of Education. Grant Application includes administration fee for the City. **Finance Director requests a Board Action to authorize submission of application.** Additionally, Finance Director is making request under the Florida Retirement System (FRS) that Nadine Kahn be considered for Senior Management Service Class per Florida Statute 121.055. Under (1)(b)1,c. "Each position added to the class must be a managerial or policymaking position filled by an employee who is not subject to continuing contract and serves at the pleasure of the local agency employer without civil service protection, and who: (I) Heads an organizational unit; or (II) Has responsibility to effect or recommend personnel, budget, expenditure, or policy decisions in his or her areas of responsibility." Nadine Kahn meets these requirements. Funding for this change in Florida Retirement System status will be included in the grant budget and requires no funding from the City of Apalachicola. **Finance Director requests a Board Action to authorize change of status for Nadine Kahn in the FRS and publish required advertising to affect this change.**

9. *Fire Hydrant Bid Rejection*

The City received two bids on Friday July 2, 2021 from contractors to install 30 new City supplied fire hydrants. The bid prices range from 233% to 366% higher than the estimate which was provide by another contractor. **Finance Director requests Board Action for the City Commission to reject any and all bids on the City of Apalachicola Fire Hydrants and Extensions RFP 2021-07.** The City will update and clarify RFP and advertise for new bids.

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10. Lafayette Park Lighting

The City of Apalachicola has been awarded funds for the repairs to Lafayette Park for damages due to Hurricane Michael.

Budget includes funds to sandblast, prime and paint light posts, convert lights to LED, clean light globes, sandblast, prime and paint finials, replace 5 damaged globes and replace worn "In Memory Of" plaques. Budget provided for \$8,000 for the conversion of the light posts to LED. Once the project was under way, Dave and Michaelin Watts presented an option to modify the lighting to more environmentally friendly lighting. I asked them to provide the information stating that the budget was \$8000 for the complete conversion and installation of the lighting upgrade to LED. After being assured that the manufacturer had this option available to ship immediately, I requested pricing. Pricing received for the environmentally friendly option is \$49,219.24. Delivery will not be until mid to late September. I informed the Watts that this was no option at all. The Watts along with Marie Marks-Marshall are willing to commit for alternate funding from outside the City to pay the increased expense. **Finance Director requests BOARD ACTION to accept the offer of alternative funding and agrees that it is acceptable for there to be possible no lighting in Lafayette until October, 2021.**

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CITY OF APALACHICOLA

2021 – 2022 BUDGET CALENDAR

June 1 – June 30	Actual revenues and expenditures of preceding year posted to budget worksheets
June 25	Capital Improvement Program (CIP) instructions distributed to Departments.
July 1	Finance Officer receives Certification of Taxable Value from Property Appraiser. - \$184,608,190 – Increase 7.96%
July 4	Repair & Maintenance Program (RMP) instructions distributed to Departments.
July 8	Budget instructions given to Departments.
July 12 – July 16	Actual revenues and expenditures for current year through May 31 posted to budget worksheets. Finance Officer estimates personnel and insurance costs for entry into departmental budget requests. Finance Officer completes preliminary revenue estimates.
July 15	Departments submit CIP and RMP requests to Finance Director. CIP & RMP expense projections posted to worksheets.
July 19	City Manager reviews adjusted CIP requests, compares with projected revenue and makes final adjustments.
July 20	Departments submit requests and objectives to Finance Director.
July 21	Budget Work Shop – 3:00pm Community Center
July 23, July 26	Budget discussions with department heads and administration. Departmental requests adjusted based on review.
July 26	Proposed CIP submitted to City Commission and filed with the City Clerk for public inspection.
July 28	Finance Officer prepares final revenue estimates.

**CITY OF APALACHICOLA
2021 – 2022 BUDGET CALENDAR**

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August 3	Finance Director presents Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing (At CC Regular Meeting) City Commission Tentatively Adopts Millage Rate.
August 4	Certification of Taxable Value Returned to Property Appraiser with Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing
August 4 – September 8	Budget review by City Commission with special meetings as needed.
August 24	Property Appraiser mails notices of proposed property taxes to property owners.
August 27	Publish public notice of budget hearing.
September 8	Public Budget Hearing - 5:00pm Community Center Amends Tentative Budget Re-calculates the proposed millage rate Publicly announce the percentage which the proposed millage exceeds the rolled-back rate Adopts a tentative millage and budget
September 9	Budget Advertisement submitted to newspaper.
September 16	Advertisement for Final Budget Public Hearing
September 22	Final Budget Public Hearing – 5:00pm Community Center Commission Resolution Adopting Millage Rate Adopts final budget.
September 24	Resolution adopting Millage Rate sent to Property Appraiser, Tax Collector and Department of Revenue
October 15	Trim Package submitted to Department of Revenue with Certification of Compliance Finance Director distributes budget books to City Commission.

**2021 Tax Increment Projections
City of Apalachicola CRA**

	<u>100%, less 5%</u>	<u>75%, less 5%</u>	<u>55%, less 5%</u>
1) Tax Increment Value	\$ 13,294,184.00	\$ 13,294,184.00	\$ 13,294,184.00
2) County Millage Rate	5.7761	5.7761	5.7761
3) County Payment to CRA	\$ 72,949.00	\$ 54,712.00	\$ 40,122.00
4) City Millage Rate	9.001	9.001	9.001
5) City Payment to CRA	\$ 113,667.00	\$ 85,258.00	\$ 62,523.00
6) Total payments to CRA (line 3 + line 5)	\$ 186,616.00	\$ 139,970.00	\$ 102,645.00

Tax Increment
City of Apalachicola CRA

	2015	2016	2017	2018	2019	2020	Total
1) Tax Increment Value	\$ 1,724,713.00	\$ 3,102,075.00	\$ 5,913,168.00	\$ 7,049,062.00	\$ 8,584,286.00	\$ 9,328,078.00	
2) County Millage Rate	6.3065	6.3065	6.3065	6.2679	5.9494	5.7761	
3) County Payment to CRA (100% - 5%)	\$ 10,333.00	\$ 18,585.00	\$ 35,427.00	\$ 41,974.00	\$ 43,158.63	\$ 53,823.00	
4) City Millage Rate	9.3543	9.3543	9.6043	9.6043	9.3000	9.0010	
5) City Payment calculated at 100%, less 5%	\$ 15,327.00	\$ 27,567.00	\$ 53,952.00	\$ 64,316.00	\$ 71,016.00	\$ 79,764.00	
6) Actual City Payment calculated at 75% , less 5%				\$	\$ 55,800.00	\$ 60,097.00	
7) Amount due from City to CRA (line 5 - line 6)				\$	\$ 15,216.00	\$ 19,667.00	\$ 34,883.00