

MINUTES OF THE SPECIAL MEETING/BUDGET WORKSHOP OF THE APALACHICOLA CITY COMMISSION  
HELD TUESDAY, JULY 21, 2021, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash  
Commissioner Anita Grove  
Commissioner Despina George  
Interim Commissioner Tammie Ray-Hutchinson  
Travis Wade, City Manager  
Leo Bebeau, Finance Director

ABSENT: Commissioner Adriane Elliott

**CALL TO ORDER**

Mayor Brenda Ash called the budget workshop to order. Mr. Leo Bebeau stated this is just discussion, no decisions to be made tonight. If any Commissioners have any suggestions, please contact Mr. Bebeau. Mr. Bebeau is requesting a Special Meeting for August 3<sup>rd</sup> at 5:30pm to set the tentative millage rate, and at that time, distribute the first copy of the budget calendar, so that dates and times can be set.


Commissioner Anita Grove made a motion to set a Special Meeting for August 3, 2021, at 5:30pm, to set the tentative millage rate. Commissioner Despina George seconded and the motion carried 4-0.

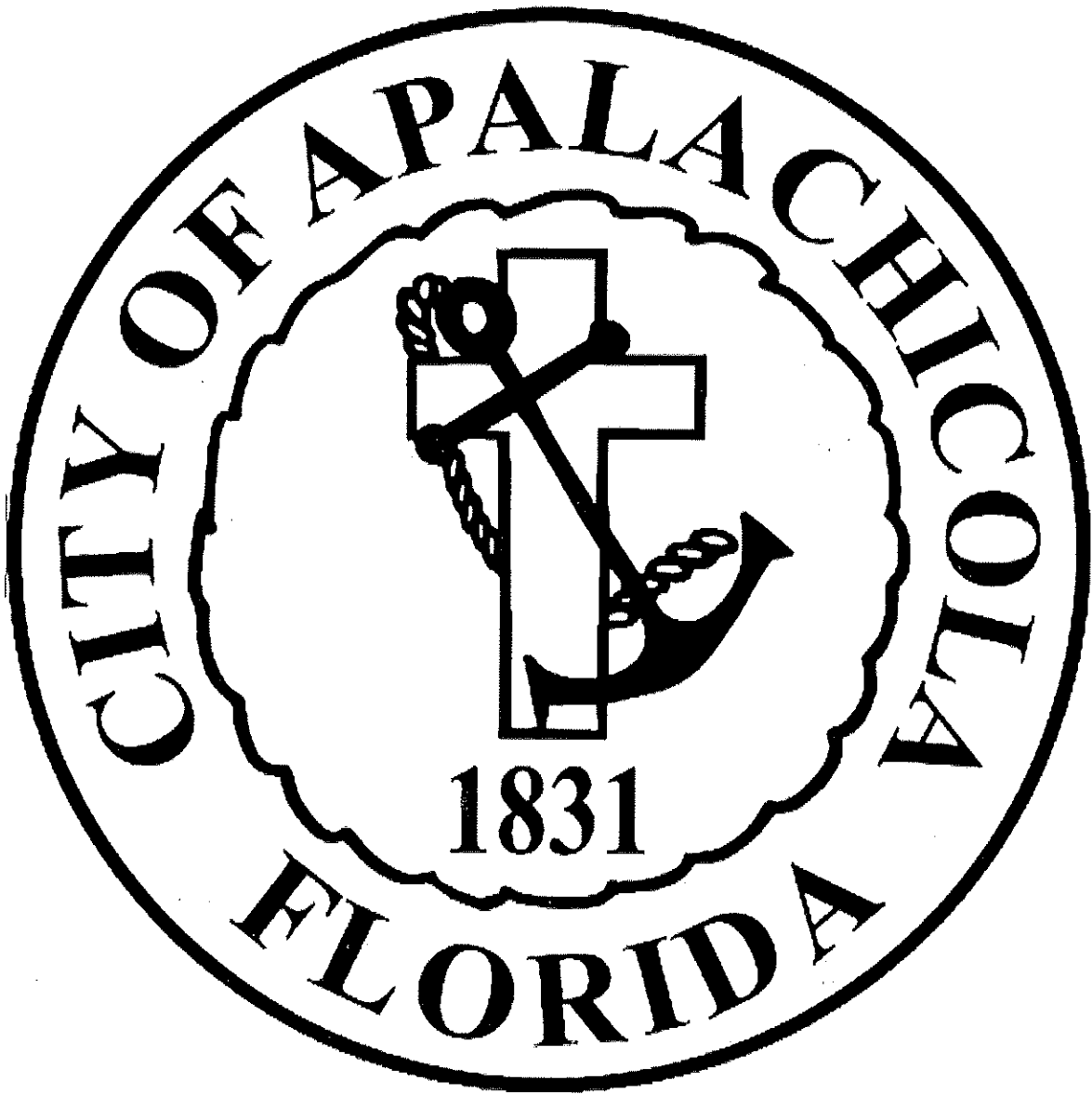
Discussion included: Revenue Projections; Capital Expenditures – Major Repairs; Minimum Wage; Cost of Living Increase; Merit Increase; Additional Personnel; Contractors; Inter-local Agreement with Franklin County concerning the funding of the Community Redevelopment Agency; City Asset Plan for capital investment; Assessment of City properties for repairs, etc.; Lafayette Park Pier Pavilion; Personnel needs analysis and job descriptions; Un-used Annual Leave; EPC; City Grants and adding a project management and a grant management position; Consulting Fees; and City rental properties and maintenance. See Attachment "A"

**ADJOURNMENT**

Interim Commissioner Tammie Ray-Hutchinson made a motion to adjourn the meeting. Commissioner George seconded and the motion carried 4-0.

  
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Brenda Ash, Mayor

  
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Deborah Guillotte, City Clerk



City of Apalachicola

Budget Planning

For Fiscal Year October 1, 2021 to September 30, 2022

City of Apalachicola

Revenue Projections

Under Budget  
Discussion

Income	Oct 20 - Jun 21	Budget	\$ Over Budget	% of Budget
1400000 - GENERAL REVENUE				
1411001 - AD VALOREM TAXES	1,459,216.29	1,459,176.00	30,040.29	102.06%
1412001 - 1/2 CENT SALES TAX	156,278.77	136,000.00	23,278.77	117.12%
1412002 - MOBILE HOME LICENSE TAX	62.75	100.00	-37.25	62.75%
1412003 - ALCOHOLIC BEV LICENSE TAX	4,051.16	5,000.00	-948.84	81.02%
1413100 - UTILITY FRANCHISE	121,899.54	155,000.00	-33,100.46	78.65%
1413200 - LOCAL COMMUNICATION TAX	51,974.65	51,000.00	974.65	101.91%
1414100 - UTILITY TAX	161,468.68	225,000.00	-63,531.32	71.76%
1415120 - STATE REVENUE SHARING	71,475.97	90,250.00	-18,774.03	79.2%
1421001 - BUSINESS LICENSE FEES	24,859.23	30,000.00	-5,140.77	82.66%
1422001 - BUILDING PERMIT FEES	65,166.54	40,000.00	25,166.54	162.92%
1422004 - SPEC EXCERPT/VARIANCE FEE	0.00	5,000.00	-5,000.00	0.0%
1422005 - GOLF CART PERMIT	5,350.00	10,000.00	-4,650.00	53.5%
1422007 - TREE APP FEE	400.00	3,000.00	-2,600.00	13.33%
1430100 - COUNTY FIRE PROTECT-MSBU	36,951.24	40,000.00	-3,048.78	92.38%
1430200 - FINES AND FORFEITURES	94.54	2,000.00	-1,905.46	4.73%
1430300 - CEMETERY LOTS & OPENINGS	4,850.00	15,000.00	-10,050.00	33.0%
1430400 - OYSTER HARVESTING LICENSES	0.00	0.00	0.00	0.0%
1435000 - STORMWATER UTILITY FEES	13,734.86	35,000.00	-21,265.14	39.24%
1440100 - MISCELLANEOUS				
1110280 - Electric Car Charger Revenue	-112.18			
1453220 - Surplus Prop Auction Proceeds	50,887.26			
1453760 - Cares Act Funding - 2021	393,093.85			
INT INC - GENERAL FUND INTEREST INCOME				
1440181 - INT - FARMER MARKET	4.58	0.00	4.58	100.0%
1450700 - INTEREST - FIRE DEPT ESCROW	0.89	0.00	0.89	100.0%
1450900 - INTEREST - GENERAL ACCOUNT	908.19	0.00	908.19	100.0%
1451000 - INTEREST - SBA ACCOUNT	102.59	280.00	-177.31	36.68%
1451200 - INT - OYSTER LICENSE	20.67	0.00	20.67	100.0%
1451600 - INTEREST - PAYROLL ACCT	6.10	0.00	6.10	100.0%
1455600 - INT - COMMUNITY GARDEN	0.38	0.00	0.38	100.0%
1455800 - INT - HISTORY CULTURE ART	7.64	0.00	7.64	100.0%
1456110 - INT - POLICE/FIRE RESERVE	8.04	0.00	8.04	100.0%
1456200 - INT - USDA POL/FIRE SINKING	3.43	0.00	3.43	100.0%
1457000 - INT - STORMWATER UTILITY	8.69	0.00	8.69	100.0%
1457100 - INT - WATER QUALITY PROJECT	0.23	0.00	0.23	100.0%
1457300 - INT - REDEVELOPMENT TRUST	164.49	0.00	164.49	100.0%
1458100 - INT - FIRING RANGE	0.03	0.00	0.03	100.0%
5420200 - INTEREST - LIBRARY ACCT	0.00	0.00	0.00	0.0%
5420201 - INT - LIBRARY TRUST	8.58	0.00	8.58	100.0%
5420300 - INTEREST - LIBRARY MM	0.00	0.00	0.00	0.0%
Total INT INC - GENERAL FUND INTEREST INCOME	1,244.53	280.00	964.53	444.51%
1440100 - MISCELLANEOUS - Other	-3,571.04	3,000.00	-6,571.04	-119.04%
Total 1440100 - MISCELLANEOUS	441,566.88	3,280.00	438,286.88	13,452.41%
1440120 - MISC-EQUIP/PROP RENTAL	7,900.00	25,000.00	-17,100.00	31.6%
1440130 - MISC - COPIES	0.00	0.00	0.00	0.0%
1440163 - TRAFFIC LIGHT REIMB	0.00	4,900.00	-4,900.00	0.0%
1440180 - FARMER MARKET REVENUE	530.00	3,000.00	-2,470.00	17.67%
1440182 - SANITATION				
1440183 - SANITATION FEES	414,597.57	550,000.00	-135,402.43	75.38%
1440184 - SANITATION - ADMINISTRATION FEE	22,536.28	28,556.00	-4,019.71	84.85%

# City of Apalachicola

Budget Workshop  
7/21/21  
Attachment "A"

Revenue Projections

Under Budget  
Discussion

	Oct '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 1440182 - SANITATION	437,133.85	576,556.00	-139,422.14	75.82%
1440190 - WFWMD STORMWATER QUALITY IMP	161,253.94	0.00	161,253.94	100.0%
1440400 - FEMA - Hurricane Sally	81,448.05	0.00	0.00	0.0%
1450500 - GIS MAPPING SERVICE-INC	5.00	0.00	0.00	0.0%
1452400 - ELECTRONIC CRASH REPORT	3,450.00	7,000.00	-3,550.00	49.28%
1453210 - FIRING RANGE	0.00	0.00	0.00	0.0%
1453700 - TECHNICAL ASSIST GRANT	0.00	0.00	0.00	0.0%
1453710 - GRANT - FC BUSINESS CENTER	0.00	0.00	0.00	0.0%
1453720 - GRANT - DOT BEAUTIFICATION	0.00	0.00	0.00	0.0%
1453730 - GRANT - COASTAL RESILIENCE PRGM	0.00	0.00	0.00	0.0%
1453740 - GRANT - NOAA RESILIENCE PRGM	0.00	0.00	0.00	0.0%
1453750 - GRANT - USDA RURAL BUSINESS DEV	0.00	319,286.00	-319,286.00	0.0%
1455300 - LIB - MEMORY LAB GRANT	0.00	0.00	0.00	0.0%
1455500 - COMMUNITY GARDEN REVENUE	200.00	2,000.00	-1,800.00	10.0%
1455700 - HISTORY CULTURE REVENUE	6,043.48	20,000.00	-13,956.51	30.22%
1457300 - CDBG - MANHOLE PROJECT INC	616,138.16	582,829.00	33,309.16	105.72%
3410200 - PROJECT IMPACT REVENUE	355,593.92	511,320.00	-155,726.08	69.54%
5410200 - LIBRARY MISC. REVENUE	1,156.96	4,000.00	-2,843.04	28.17%
5410300 - LIBRARY DONATIONS	0.00	0.00	0.00	0.0%
6410100 - LOGT PROCEEDS	0.00	0.00	0.00	0.0%
Total 1400000 - GENERAL REVENUE	4,323,364.48	4,390,697.00	-67,332.52	98.14%
1415143 - Local Option Gas Tax 143	51,155.99	62,000.00	-10,844.01	82.51%
1422003 - SIGN PERMITS	0.00	0.00	0.00	0.0%
1422008 - REFORESTATION FUND FEES	260.00	2,000.00	-1,740.00	13.0%
1422009 - FENCE PERMITS	0.00	0.00	0.00	0.0%
1422011 - Sidewalk Permits	150.00	0.00	150.00	100.0%
1422013 - RV Permits	0.00	0.00	0.00	0.0%
1440200 - HURRICANE MICHAEL	0.00	0.00	0.00	0.0%
1440201 - FEMA - Hurricane Michael	37,342.96	471,615.00	-434,272.04	7.92%
1440202 - Insurance Proceeds - Michael	170,841.34	0.00	170,841.34	100.0%
1440203 - Governor Office - Michael	0.00	0.00	0.00	0.0%
1440204 - Hur Michael 12.5% State Contrib	0.00	0.00	0.00	0.0%
1440200 - HURRICANE MICHAEL - Other	0.00	0.00	0.00	0.0%
Total 1440200 - HURRICANE MICHAEL	208,184.30	471,615.00	-263,430.70	44.14%
1450000 - APALACHICOLA CRA	0.00	0.00	0.00	0.0%
1450428 - FRANKLIN COUNTY TIF	0.00	0.00	0.00	0.0%
145042C - CITY OF APALACHICOLA TIF	60,297.00	60,297.00	0.00	100.0%
145043C - FRANKLIN COUNTY - TIF	53,822.72	53,822.72	0.00	100.0%
1454900 - CRA DUE FROM GENERAL FUND	75,581.00	75,581.00	0.00	100.0%
Total 1450000 - APALACHICOLA CRA	189,700.72	189,700.72	0.00	100.0%
1450140 - Project Impact Admin Fee	0.00	0.00	0.00	0.0%
1450420 - REDEVELOPMENT TRUST FUND INC	0.00	0.00	0.00	0.0%
1450510 - HURRICANE MITIGATION GRANT INC	0.00	0.00	0.00	0.0%
1453640 - BATTERY PARK PWC REVENUE	-471.08	0.00	0.00	0.0%
1513484 - Comm Planning Tech Assist Grant	0.00	0.00	0.00	0.0%
2430100 - INTEREST EARNED SBA ACCT	0.00	0.00	0.00	0.0%
3450300 - INT - PROJECT IMPACT	9.04	0.00	9.04	100.0%
4400000 - WATER & SEWER FUND	0.00	0.00	0.00	0.0%
4443600 - W&S UTILITIES REV	0.00	0.00	0.00	0.0%
SEWER - SEWER UTILITY BILL REV	458,680.00	624,000.00	-165,340.00	73.5%
4443605 - SUF REV	653,871.39	867,380.00	-213,408.61	75.4%
SEWER - SEWER UTILITY BILL REV - Other	0.00	0.00	0.00	0.0%

# City of Apalachicola

**City of Apalachicola**  
**Total Revenues & Expenditures Budget vs Actual**  
**October 2020 through June 2021**

**Budget Workshop**  
**7/21/21**  
**Attachment "A"**

**Revenue Projections**

Under Budget  
 Discussion

	Oct 20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total SEWER - SEWER UTILITY BILL REV	1,112,631.39	1,491,380.00	-378,748.61	74.5%
WATER - WATER UTILITY BILL REV	710,658.86	947,580.00	-236,931.14	75.0%
4443600 - W&S UTILITIES REV - Other	-7,727.89	0.00	-7,727.89	100.0%
Total 4443600 - W&S UTILITIES REV	1,815,562.36	2,438,970.00	-623,407.64	74.44%
4443604 - WATER TAPS	0.00	2,500.00	-2,500.00	0.0%
4443602 - SEWER TAPS	0.00	0.00	0.00	0.0%
4443604 - LATE CHARGES REV	27,792.70	15,000.00	12,792.70	185.02%
4443607 - STORMWATER UTILITY	1,586.00	0.00	1,586.00	100.0%
4450000 - INTEREST INCOME				
4443001 - INTEREST-W&S	127.14	0.00	127.14	100.0%
4450010 - INTEREST - DEP TRUST	81.52	0.00	81.52	100.0%
4450010 - INTEREST - O&M	0.86	0.00	0.86	100.0%
4450030 - INT - SINKING	1.63	0.00	1.63	100.0%
4450031 - INT - SINK 03 BOND	3.94	0.00	3.94	100.0%
4450040 - INT - RESERVE	13.27	0.00	13.27	100.0%
4450041 - INT - RESERVE 03 BOND	90.98	0.00	90.98	100.0%
4450070 - INT - ENT EXPENSE	7.91	0.00	7.91	100.0%
4450093 - INT - DEBT SERV	33.38	0.00	33.38	100.0%
4450094 - INT - SRF REPAY RESERVE	5.32	0.00	5.32	100.0%
Total 4450000 - INTEREST INCOME	365.95	0.00	365.95	100.0%
4400000 - WATER & SEWER FUND - Other	1,568.00	0.00	1,568.00	100.0%
Total 4400000 - WATER & SEWER FUND	1,846,825.01	2,486,470.00	-609,644.99	75.18%
4410000 - MISC REV-SC	-127.00	47,400.00	-47,527.00	-0.27%
4411000 - SCPIO CREEK MORRING BASIN				
4411001 - INTEREST - SC	4.64	0.00	4.64	100.0%
4412001 - MOORING REV - SC	35,638.17	53,000.00	-17,361.83	67.26%
4412003 - LAUNCH FEES SC	0.00	0.00	0.00	0.0%
4412006 - REPAIR YARD REV	7,271.75	6,000.00	1,271.75	121.2%
Total 4411000 - SCPIO CREEK MORRING BASIN	42,932.56	59,000.00	-16,067.44	72.77%
4420000 - BATTERY PARK BOAT BASIN				
4420001 - INTEREST-BP	35.11	0.00	35.11	100.0%
4422001 - MOORING REV-BP	41,364.07	62,000.00	-20,635.93	66.72%
4422002 - LAUNCH FEES BP	2,377.00	7,000.00	-4,623.00	33.98%
Total 4420000 - BATTERY PARK BOAT BASIN	43,776.18	69,000.00	-25,223.82	63.44%
4450095 - Water Trust Interest	0.00	0.00	0.00	0.0%
5410600 - PALS CONTRIBUTIONS	0.00	0.00	0.00	0.0%
6430200 - INTEREST-SBA	0.00	0.00	0.00	0.0%
7400000 - SPECIAL REVENUE FUND				
7410000 - PROGRAM INCOME				
7410600 - LOVE CENTER	0.00	0.00	0.00	0.0%
7411000 - ANNA MARIA CANATELLA	5,305.13	5,377.00	-71.87	98.86%
7411100 - DAVID WALKER INC	616.25	2,430.00	-1,813.75	25.36%
7411300 - MEL LIVINGSTON INC	1,266.56	3,037.00	-1,770.44	41.67%
7440100 - INTEREST - REVOLVING LOAN	0.00	0.00	0.00	0.0%
7440200 - INTEREST - SBA	86.92	0.00	86.92	100.0%
Total 7410000 - PROGRAM INCOME	7,253.85	10,844.00	-3,590.15	66.89%
Total 7400000 - SPECIAL REVENUE FUND	7,253.85	10,844.00	-3,590.15	66.89%
Total Income	6,713,014.05	7,728,726.72	-1,015,712.67	86.86%

This list is a compilation of requests from each department head and

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	Each	Quantity	Extended	
Police				
Vehicle	\$36,000.00	1	\$36,000.00	To replace 2012 Dodge Charger Q1/2022
Vehicle	\$36,000.00	1	\$36,000.00	For additional Officer Q2/2022
Radio	\$2,028.48	3	\$6,085.44	To replace damages units Q4/2021
Radio	\$2,489.39	2	\$4,978.78	To replace on rotation Q4/2021
Taser	\$2,230.61	3	\$6,691.83	To replace damages units Q4/2021
Public Works				
Vehicle	\$29,000.00	1	\$29,000.00	To replace 2006 Model currently in use. Q1/2022
City Hall - Project Impact				
AC Units	\$600.00	4	\$2,400.00	Replace broken AC in 4 classrooms Q4/2021
Doors	\$1,171.00	2	\$2,342.00	Replace non-functioning fire doors. Q4/2021
City Hall - Common Area				
Doors	\$1,171.00	4	\$4,684.00	Replace Glass Doors adjacent to Q1/2022
Glass	\$680.00	2	\$1,360.00	Emergency Generator Q1/2022
Restroom	\$15,000.00	1	\$15,000.00	Replace Glass Windows adjacent to Emergency Generator with Safety Glass Q2/2022
LED Lighting by Duke	\$84,000.00	1	\$84,000.00	ADA Compliant Restroom Q4/2021
AC	\$18,000.00	1	\$18,000.00	7 Year Savings Contribution Q4/2021
				Office for Project and Finance Expansion Q4/2021
Wastewater				
Dikes	\$50,000.00	1	\$50,000.00	Consent order Q4/2021
Vehicle	\$29,000.00	1	\$29,000.00	To replace 2007 Model currently in use. Q1/2022
E/Q Tank Maintenance	\$50,000.00	1	\$50,000.00	May be eligible for some grant funding Q1/2022
Vehicle	\$29,000.00	1	\$29,000.00	To replace 2007 Model currently in use. Q2/2022
Pump	\$30,000.00	1	\$30,000.00	Worn out / been rebuilt multiple times Q2/2022
Valve	\$19,000.00	1	\$19,000.00	Replacement Q3/2022
Drinking Water				

Surface Water Storage Refurbishment Plan	1	\$440,000.00	\$440,000	Replace valves on Water Plant ground level storage tank, add pump for pressure during down time of grand level tank, clean an repair ground level water tank, clean 5th Street Elevated tank, Paint 5th Street tank.	Q4/2021 Q1/2022 Q3/2022 Q4/2022
Vehicle	1	\$29,000.00	\$29,000.00	To replace 2007 Model currently in use.	Q2/2022
Fire Hydrants	120	\$3,205.00	\$384,600.00		Q4/2021 Q1/2022 Q3/2022 Q4/2022 Q2/2022 Q4/2021
AC Units for Office	3	\$3,200.00	\$9,600.00		
Chlorine Booster Pump	1	\$6,000.00	\$6,000.00		
Community Center					
AC Replacement	1	\$13,200.00	\$13,200.00		Q2/2022
Exterior Refurbishment	1	\$18,000.00	\$18,000.00	Pressure wash, stain and Paint, repair siding in eaves	Q2/2022
Fire					
Sheetrock, Insulation, Kitchen	1	\$20,000.00	\$20,000.00	? Fund from MBSU	Q1/2022
Harbormaster	1	\$80,000.00	\$80,000.00		Q4/2021 Q1/2022 Q3/2022 Q4/2022
Old City Hall					
HCA					
Raney House					
6th Street Park					
Holy Family					
				Assumption that grant funding from NPS Covers all repairs of these buildings. Assumption of Award from Large Project State Grant Assumption CRA will fund Budgeted into this year	
			<b>TOTAL</b>		
			<b>\$1,369,942.05</b>		

I. \$15 Minimum Wage

The City currently has 5 employees which earn less than the \$15 per hour minimum which will be required in the State of Florida by January 1, 2026, 4 Years.

3 of the 5 employees currently make \$13.46 per hour / \$28,000 per year. This is a \$1.54 per hour / \$3,200 per year. With increases to \$15 per hour, the cost to the City will be \$9,600 per year. City Staff recommends these raises. These individuals will not receive the Cost of Living increase which other employees will receive.

2 of the 5 employees have been employed by the city for an average of 3.2 years. Currently they make \$13.91 per hour and \$14.15 per hour. In order to preserve the differential of seniority and prior year raises, City Staff recommends that these employees receive the \$1.54 per hour / \$3,200 per year increase. The cost to the City will be \$6,400 per year. City Staff recommends these raises. These individuals will not receive the Cost of Living increase which other employees will receive.

Total \$16,000.00

II. Cost of Living Increase

Option A - Percentage Increase

The cost of living increase will be a standard percentage for all employees not covered by the \$15 minimum wage increases. For Fiscal 2020-2021, all employees received a 1% increase.

Increases would be as follows:

5% - \$33,216.59

~~3% - \$21,370.33~~

2% - \$14,246.75

1% - \$ 7,123.38

Option B - Flat Increase

A flat increase for 27 employees would be as follows:

\$1,500 per employee - \$40,500

\$1,230.22 per employee - \$33,215.94

\$1,000 per employee - \$27,000

~~\$791.50 per employee - \$21,370.50~~

III. Merit Increase

Establish a pool of \$15,000 in annual increases to be awarded to employees based on merit and certifications which enhance the employee knowledge and skills for their current job. Raises will only be awarded in conjunction with a full review. No employee increase can exceed 5% of their current compensation. A strict policy will be developed for implementation of these raises.



## **Additional Personnel**

Presently, needs exist for additional staffing.

### Public Works

Two Employees – Starting Salary - \$35,000 each

These employees will assist Robert Osborne, Public Works Maintenance Supervisor, in doing general day to day maintenance and projects. It is requested that one person start in Q4/2021 and the other in Q2/2022. This includes all properties of the city, but does not include any landscape maintenance.

### Police Department

One Police Officer– Starting Salary - \$38,000

### Water Department

Fulltime employee to replace William Cox (moving to Wastewater Plant Operator) as Field Crew – Starting Salary - \$38,000. This position will be funded from the current position in Wastewater currently held by William Cox

### Project Management

For the projects presently moving through the approval pipelines, (CDBG-DR and HMGP) the City has approximately \$150,000 of forced labor funding over the various terms of the projects. All city staff who work on the planning, development, procurement, admin payables processing. Personnel will only be added as funding is available. All positions will be full time. No contractors or part-time personnel.

## **Contractors**

Presently, the city has 7 independent contractors providing part-time services in various departments. Efforts will be made to align this spending to provide better support for the city. In this process, City staff will examine specific need for planning, grants support, lobbying, water certifications, and engineering.

## **Community Redevelopment Agency Funding**

**Last year, the City Commission directed City staff to negotiate an inter-local agreement with Franklin County concerning the funding of the Community Redevelopment Agency.**

As a result, the City is required to fund an additional \$34,833 to compensate for the shortfall.

City staff seeks direction in funding for the 2021-2022 Budget. With a 50% level, the City would reduce the contribution for the future year to offset the additional funding required.

City staff would like to present a budget using the reduced funding which can be incorporated into the final budget only upon agreement and execution with Franklin County of a multi-local agreement.

With the reduced funding, the CRA will receive approximately \$68,000 in TIF funding from the City of Apalachicola. This is 13.3% more than planned for the current year.