

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, DECEMBER 8, 2020 - 6PM
BATTERY PARK COMMUNITY CENTER
1 BAY AVE., APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the five minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

I. Call to Order

- Invocation
- Pledge of Allegiance

II. Agenda Adoption

III. Mayor and Commissioner Comments

- New tree / Riverfront Park
- Pier repairs update
- Veteran's hiring preference

IV. Public Comment

- A. Recreation Committee presentation

V. Unfinished Business

- A. City Attorney Performance Review
- B. Street Dining Proposal for Ave. D

VI. New Business

- A. CDBG-DR Rebuild Florida Hometown Revitalization Program
- B. Committee Assignments / P&Z, Tree, Library, and HCA
- C. Yearly Auditor contract

VII. City Manager Communications

VIII. Attorney Kristy Branch Banks Communications

- Hale Smith / Rich Hall lawsuit

IX. Finance Director Leo Bebeau Communications

X. Consent Agenda

- A. **Meeting Minutes Adoption** – Oct. 13, 2020 SM, Nov. 3 2020 RM, Nov. 30 2020 SM, Nov. 30 2020 PH
- B. P&Z minutes

XI. Department Reports

XII. Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020

SUBJECT: Recreation Committee / Adopt-A-Park Program Proposal

AGENDA INFORMATION:

Agenda Location: Public Comment, Item A

Presenter: Elinor Mount-Simmons

BRIEF SUMMARY:

The City Recreation Committee proposes the City establish an Adopt-A-Park program. We recognize in these days of limited funding, as well as limited manpower, the City is experiencing difficulties in maintaining our 14 parks. As these areas are, or should be, a focal point of our city, an area used by residents and visitors for rest, relaxation and recreation, we feel it is imperative that they be presentable and not become an eyesore. The program would align local community groups, churches, school groups, and businesses in partnership with the City of Apalachicola in a joint venture to maintain the beauty of our city. These city-approved volunteers will assist city workers by helping keep the parks clean, performing such tasks as cutting grass, picking up debris, and other tasks as determined by city staff. Specific guidelines outlined by the City will be followed in selection of the volunteers. City staff will also be the overseers of the program.

FUNDING SOURCE: n/a

ATTACHMENTS: Program overview

STAFF'S COMMENTS AND RECOMMENDATIONS:

Support.



City Recreation Committee

Presentation to City Commission

Tuesday, December 8, 2020

ADOPT-A-PARK PROGRAM

The City Recreation Committee proposes the City establish an Adopt-A-Park program. We recognize in these days of limited funding, as well as limited manpower, the City is experiencing difficulties in maintaining our 14 parks. As these areas are, or should be, a focal point of our city, an area used by residents and visitors for rest, relaxation and recreation, we feel it is imperative that they be presentable and not become an eyesore.

An Adopt-A-Park program would be a great solution to help with our current situation. The program would align local community groups, churches, school groups, and businesses in partnership with the City of Apalachicola in a joint venture to maintain the beauty of our city. These city-approved volunteers will assist city workers by helping keep the parks clean, performing such tasks as cutting grass, picking up debris, and other tasks as determined by city staff.

Specific guidelines outlined by the City will be followed in selection of the volunteers. City staff will also be the overseers of the program.

In our research, we have come across much information that would provide guidelines to create an Adopt-A-Park program; however before we delved into this extensive work, we are bringing the idea before you to seek initial acceptance of the program. If acceptance is granted, know that the City Recreation Committee would be delighted to create an Adopt-A-Program draft and/or assist City staff in developing the guidelines for your eventual approval.

Just as a reminder, we have listed below the 15 City Parks. Some are not named, to our knowledge, so we have indicated their location.

- 1] Battery Park (*& Battery Park Annex-the area beside the Popham Building*)
- 2] Bayview Park (*98 near IGA*)
- 3] Dog Park
- 4] Lafayette Park
- 5] Riverfront Park
- 6] Riverwalk Park
- 7] Scipio Creek Marina
- 8] Skateboard Park
- 9] Splash Pad Park
- 10] Sylvester Williams Park
- 11] Commerce St & Avenue F (*we call it Allen Jones Park*)
- 12] Park on Bay Avenue (*opposite Buzzett home*)
- 13] Park opposite Gibson Hotel (*we call it Marks Park b/c it has a statue of a Marks*)
- 14] Park on Water Street (*between Gander's Petroleum and Up the Creek Restaurant*)

Reported submitted by Apalachicola City Recreation Committee:

Elinor Mount-Simmons, Chair
Diane Brewer
Torben Madson

Mark Milligan
Donna Ingle
Dolores Croom (Alternate)

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020

SUBJECT: City Attorney Performance Review

AGENDA INFORMATION:

Agenda Location: Unfinished Business, Item A

Presenter: Mayor Begos

BRIEF SUMMARY:

Yearly performance reviews are common in both government and business. This process should aim to help both the City and its staff communicate and perform more efficiently. Ms. Banks currently bills the City \$2500 per month, on a yearly retainer.

FUNDING SOURCE: n/a

ATTACHMENTS: Reviews from Mayor and Commissioners

STAFF'S COMMENTS AND RECOMMENDATIONS:

Renew City Attorney retainer contract for another year.

**CITY ATTORNEY PERFORMANCE REVIEW
RATING SHEET**

Rate each item from 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

I. LEGAL CONSULTATION

- 3 A. Has legal advice provided by the City Attorney proven to be accurate and technically correct?
- 4 B. Does the City Attorney provide his best and honest recommendations given all existing legal issues and ramifications?
- 3 C. Does the City Attorney possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?
- 2 D. Does the City Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City?
- n/a E. Does advice provided by the City Attorney regularly take into account and balance the overall goals and objectives of the City?
- 2 F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise, either from himself, within his firm or other available resources?
- 2 G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- 2 H. Are alternatives and innovative solutions provided rather than just raising problems?
- 3 I. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

II. LEGAL REPRESENTATION

- 5 A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?

- 3 B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- 5 C. Does the City Attorney represent the City in a professional and ethical manner?
- 5 D. Is the City Attorney impartial and objective in his duties and responsibilities?
- 3 E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

III. STAFF WORK

- 3 A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Council, City Manager and/or department directors?
- 3 B. Does the City Attorney maintain good working relationships and serve as an effective member of the management team?
- 3 C. Does the City Attorney accurately identify and address all legal issues within documents and items that he reviews?
- 1 D. Are staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- 4 E. Does the City Attorney display a positive attitude in carrying out his responsibilities and responding to requests?
- 3 F. Has the City Attorney been successful in accomplishing objectives previously established?

IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- 4 A. Are regular legal activities achieved within budgetary goals and limits?
- 5 B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?
- 2 C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
- 3 D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

- 2 E. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
- 3 F. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- 4 G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

V. RESPONSIVENESS/TIMELINESS OF ACTIONS

- 1 A. Are requested legal work and assignments completed in a timely manner within established time frames?
- 5 B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- 1 C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- 2 D. Does the City Attorney follow-up effectively to requests that are made?
- 3 E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

VI. COMMUNICATIONS

- 3 A. Does the City Attorney communicate effectively with the City Council, staff and the community?
- 2 B. Are answers provided in a timely and in an understandable manner?
- 3 C. Are timelines for follow-up to requests clearly communicated?
- 5 D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?
- 3 E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

General Comments and Rating Regarding City Attorney's Performance:

Attorney Banks has a fine legal mind, a positive attitude, and she loves Apalachicola. However, her strengths are offset by problems in completing legal tasks in a timely manner, and by difficulties in communicating legal points to laymen in a brief and clear way.

Chris Holley, Mayor Begos, and others have made repeated efforts to alert Ms. Banks to these issues. The core challenge is that Ms. Banks has a thriving legal practice that places tremendous demands on her time, and the City certainly respects her obligation to take care of the business she worked so hard to create.

But Ms. Banks must learn to alert the Manager, Mayor, and Commissioners if she cannot complete vital legal work in a timely manner. Ms. Banks repeatedly takes on more City work than she can realistically handle, causing needless frustrations for everyone, including herself. There is no harm in saying "I'm too busy this week (or month)."

Ms. Banks has recently begun to acknowledge and correct these issues. That is a positive step.

And while Ms. Banks needs to be realistic about what she can accomplish, the City Commission and Manager must also be clearer and more realistic with their demands.

Ms. Banks works for the City at extremely favorable rates, so her legal bills for the last year were about \$30,000. The previous City attorney sometimes charged three, four or even five times that figure. Excessive legal fees should be avoided, but it is not realistic for the Commission to expect that all our legal work can be done for \$30,000 per year.

From Commissioner Ash

CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET

Rate each item from 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

I. LEGAL CONSULTATION

- 3.5 A. Has legal advice provided by the City Attorney proven to be accurate and technically correct?
- 4 B. Does the City Attorney provide his best and honest recommendations given all existing legal issues and ramifications?
- 3.5 C. Does the City Attorney possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?
- 3.5 D. Does the City Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City?
- 3 E. Does advice provided by the City Attorney regularly take into account and balance the overall goals and objectives of the City?
- 3.5 F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise, either from himself, within his firm or other available resources?
- 3 G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- 3 H. Are alternatives and innovative solutions provided rather than just raising problems?
- 3 I. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

II. LEGAL REPRESENTATION

- 3 A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?

- 3 B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- 4 C. Does the City Attorney represent the City in a professional and ethical manner?
- 4 D. Is the City Attorney impartial and objective in his duties and responsibilities?
- N/A E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

III. STAFF WORK

- ? A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Council, City Manager and/or department directors?
- 4 B. Does the City Attorney maintain good working relationships and serve as an effective member of the management team?
- 4 C. Does the City Attorney accurately identify and address all legal issues within documents and items that he reviews?
- N/A D. Are staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- 4 E. Does the City Attorney display a positive attitude in carrying out his responsibilities and responding to requests?
- N/A F. Has the City Attorney been successful in accomplishing objectives previously established?

IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- 5 A. Are regular legal activities achieved within budgetary goals and limits?
- 3 B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?
- N/A C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
- 4 D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

- ? E. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
- ? F. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- 5 G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

V. **RESPONSIVENESS/TIMELINESS OF ACTIONS**

- 3 A. Are requested legal work and assignments completed in a timely manner within established time frames?
- 4 B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- 3 C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- 3 D. Does the City Attorney follow-up effectively to requests that are made?
- 4 E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

VI. **COMMUNICATIONS**

- 4 A. Does the City Attorney communicate effectively with the City Council, staff and the community?
- 3.5 B. Are answers provided in a timely and in an understandable manner?
- 3 C. Are timelines for follow-up to requests clearly communicated?
- 5 D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?
- 3 E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

From Commissioner George

CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET

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- 4 G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- 4 H. Are alternatives and innovative solutions provided rather than just solving problems?
- 4 L. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

I. LEGAL REPRESENTATION

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II. STAFF WORK

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III. COST/FISCAL ACCOUNTABILITY AND CONTROL

- 5 A. Are regular legal activities achieved within budgetary goals and limits?
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IV. RESPONSIVENESS/TIMELINESS OF ACTIONS

2 A. Are requested legal work and assignments completed in a timely manner within established time frames?

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2 D. Does the City Attorney follow-up effectively to requests that are made?

3 E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

V. COMMUNICATIONS

5 A. Does the City Attorney communicate effectively with the City Council, staff and the community?

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5 D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?

5 E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

General Comments and Rating Regarding City Attorney Performance:

Attorney Banks has stepped up to the challenge of being our city attorney in the past transitional year, with little continuity with a new majority on the commission, a new city manager, and the unavailability of documentation from her predecessor to clarify numerous pending legal fees. From her first commission meeting, she has proved herself to be a capable advisor and has been forthcoming about municipal legal matters for which she lacks experience. She has gotten our legal budget under control by offering her services at an affordable rate, and has restored the public's confidence in the way the city presents itself in legal matters.

Improvements can be made in communication and follow-up. Matters discussed at city commission meetings and referred to the city attorney for research are frequently not timely researched and reported to the city commission. Tasks are sometimes pending for unreasonable periods of time and various questions included in research assignments are left unanswered. Documents for commission review are often handed out at the beginning of the meeting, so that neither the commission nor the public have an opportunity to review them in advance of the meetings.

Monthly billings for services do not include an itemized list of work performed and hours billed, as required under the Attorney Consultation and Fee Contract.

Future Goals, Objectives, and Areas for Improvements:

- 1.- Continue to gain proficiency in municipal legal issues.
- 2.- Keep detailed notes for research assignments and requests made at the city commission meetings, including the specific questions asked by the various commissioners, and strive to either provide completed research or progress reports at the next scheduled commission meeting. Handle requests on a first-in-first-out basis once priorities are set. Communicate with the commission how we can help facilitate this. Have reports and related documents prepared in advance, so that they are included in the meeting agenda packages.
- 3.- Provide itemized list of work and hours billed with monthly billing invoices.

From Commissioner Grove

CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET

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- 3 G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- N/A H. Are alternatives and innovative solutions provided rather than just raising problems?
- 4 I. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

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- 4 D. Is the City Attorney impartial and objective in his duties and responsibilities?
- 4 E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

III. STAFF WORK

- N/A
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- 4 C. Does the City Attorney accurately identify and address all legal issues within documents and items that he reviews?
- 4 D. Are staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- 4 E. Does the City Attorney display a positive attitude in carrying out his responsibilities and responding to requests?
- N/A F. Has the City Attorney been successful in accomplishing objectives previously established?
No objectives have been established as far as I am aware

IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- 4 A. Are regular legal activities achieved within budgetary goals and limits?
- ? B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?
Commission does not see billing to this detail
- ? C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
Have not seen many forms developed
- 4 D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

- ? E. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control? *Have not been invoiced to this level of detail*
- Yes F. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- Yes G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

V. RESPONSIVENESS/TIMELINESS OF ACTIONS

- 3 A. Are requested legal work and assignments completed in a timely manner within established time frames?
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VI. COMMUNICATIONS

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- 3 C. Are timelines for follow-up to requests clearly communicated?
- Yes D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?
- E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020

SUBJECT: Street Dining Proposal for Ave. D

AGENDA INFORMATION:

Agenda Location: Unfinished Business, Item B

Presenter: Mayor Begos

BRIEF SUMMARY:

Tamara's Cafe has asked for street dining again on Ave. D.

This new agreement specifically prohibits music and entertainment in either the parking spaces or on adjacent sidewalks. The use of parking spaces would end on Feb. 28, 2021. Either the City or Tamara's could end the agreement at any time.

FUNDING SOURCE: N/A

ATTACHMENTS: Draft agreement with Tamara's Cafe

STAFF'S COMMENTS AND RECOMMENDATIONS:

Support.

CONTRACT
HOLD HARMLESS AGREEMENT
RELEASE AND INDEMNITY AGREEMENT
PROPERTY
IN CONNECTION WITH CITY OF APALACHICOLA RESOLUTION 2020-10

IN CONSIDERATION FOR the commitments made here, Tamara's Cafe, hereinafter known as the User, will be allowed to use parking spaces located in the City of Apalachicola as identified within City Resolution 2020-10, but now limited to the parking areas directly adjacent to Tamara's Cafe place of business, and not other parking spaces along that side of Ave. D.

This agreement will be in effect between December 9, 2020, and February 28, 2021, for the purpose of additional restaurant dining seating. This Agreement shall end at midnight on February 28, 2021, but may be terminated at any time by either party.

User agrees to strictly comply with the following conditions at all times:

- Utilization of the parking spaces may be as dining only space during normal business hours of the user restaurant and shall be open no later than 10pm EST.
- City staff or City law enforcement shall have the right to determine the boundaries of any tent, to insure it does not interfere with traffic.
- The User may not provide or allow music or entertainment in the parking spaces or on adjacent City-owned sidewalks.
- No standing Bar is allowed in the parking spaces or on adjacent City-owned sidewalks.
- User shall establish and utilize a COVID safety plan and shall ensure that all its employees are compliant with COVID safety measures.
- User's employees shall park no closer to the establishment than a 2 city block radius.

The User does hereby specifically agree to and do release, hold harmless and indemnify the City of Apalachicola, their employees, officers, agents or assigns from any claim for injury to persons and property incurred while the User is occupying the said premises, whether injury is claimed to be as a result of alleged negligence in the design, construction or maintenance of said property.

The User specifically understands and agrees that this release, hold harmless and indemnity agreement in favor of the City of Apalachicola includes and covers property damage, medical expenses, loss of wages or income, pain and suffering, loss of abilities and other past, present, or future damage or claim for compensation or reimbursement whether tangible or intangible.

And that the User further specifically agrees to defend and indemnify the City of Apalachicola for any and all monies paid including legal fees and costs incurred, in the defense of any claim or suit brought against the City of Apalachicola as the results of the use of premises by the User on said dates.

Hazard Insurance: User must provide satisfactory evidence of hazard insurance coverage naming the City of Apalachicola as an additional insured loss payee at all times during the User's utilization of city property.

FURTHERMORE, the User agrees to be responsible for any and all set-up and clean-up which may need to be required prior to and after use of said premises. Also, the User agrees to repair, replace or reimburse the City of Apalachicola for damages to said premises which may occur while User is occupying premises on dates previously mentioned.

Signed this _____ day of _____, 20____.

User or Representative Thereof

Printed Name: _____

Address: _____

Phone: _____

For the City of Apalachicola
Mayor Kevin Begos

Witness: _____

City Clerk Deborah Guillotte

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020

SUBJECT: CDBG-DR Hometown Revitalization Grants

AGENDA INFORMATION:

Agenda Location: New Business, Item B

Presenter: Mayor Begos

BRIEF SUMMARY:

The next round of CDBG-DR grants has a Feb. 16 deadline.

Both the City and the CRA could submit projects, and the guidelines stress economic revitalization, business development, and affordable housing.

Grant possibilities include complete redevelopment of the Battery Park Marina area, demolition of the Old Fire Station, demolition or partial repair of the Popham Building, business facade improvements, and training.

FUNDING SOURCE: CDBG-DR, possible local match

ATTACHMENTS:

STAFF'S COMMENTS AND RECOMMENDATIONS:

Send project ideas to staff by Dec. 31, and vote on projects at the January meeting.

Link for more information:

<https://floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative/hurricane-michael/hometown-revitalization>

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020

SUBJECT: Committee Assignments

AGENDA INFORMATION:

Agenda Location: New Business, Item B

Presenter: Manager Wade

BRIEF SUMMARY:

We have openings on the P&Z and Tree Committee, and requests for action on the Library and HCA Board.

FUNDING SOURCE: n/a

ATTACHMENTS: Candidate forms.

STAFF'S COMMENTS AND RECOMMENDATIONS:

BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT PLANNING & ZONING

APPLICATION DATE 15 OCTOBER 2020

DATE APPOINTED _____

NAME: RICHARD DAGENHART

MAILING ADDRESS: 834 A DEKALB AVE NE ATLANTA GA. 30307

PHYSICAL ADDRESS: ~~620~~ 174 1/2 FREDERICK HUMPHRIES APALACH 32320

CELL#: 404 277 1837 HOME#: —

EMAIL: rdagenhart@gatech.edu

PLACE OF EMPLOYMENT: GEORGIA TECH + RETIRED

WORK#: —

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?

12 years

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?

AFTER BEING INVOLVED IN APALACH FOR MANY YEARS, MY RETIREMENT SCHEDULE ALLOWS ME TO DEVOTE MORE TIME TO THE CITY.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?

I HAVE M. ARCH & M. CITY PLANNING DEGREES AND HAVE TAUGHT ARCHITECTURE, URBAN DESIGN & PLANNING FOR 40+ YEARS. BOTH ACADEMIC & PROFESSIONAL EXPERIENCE WITH HISTORIC PRESERVATION, ZONING, AFFORDABLE HOUSING, ETC.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?

NO - ONLY AS ADVISING TO HISTORIC PRESERVATION BOARD IN ATLANTA, HISTORIC PRESERVATION TASK FORCE IN APALACH.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?

YES - MEETINGS FOCUSED ON CVS PROPOSAL, OTHER MEETINGS OCCASIONALLY

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

YES, I AM RETIRED AND TEACHING ONLY
PART-TIME,

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

YES, AS A PART OF MY ASSISTANCE IN OPPOSING
THE CVG PROPOSAL 3 SMALL ARCHITECTURE PROJECTS
AND ADVISING THE HISTORIC PRESERVATION TASK
FORCE IN APOLANT,

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

YES

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

YES BOTH FOR MY ARCHITECTURE PROJECTS AND
ADVISING RELATED TO CVG & THE PRESERVATION
TASK FORCE.

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

YES - 40+ YEARS TEACHING & PRACTICE IN ARCHITECTURE,
URBAN DESIGN & PLANNING

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

~~NO~~ I JUST NOW READ ~~THE~~ KEY PARTS OF THE
ATTORNEY GENERAL'S MANUAL. IT IS MUCH LIKE
THE GEORGIA OPEN RECORDS LAW THAT APPLIES TO
GEORGIA TECH.

SIGNATURE



RICHARD DAGENHART
PRINTED NAME

LETTER OF RECOMMENDATION

Mr. Travis Wade
City Manager
192 Coach Wagoner Blvd.
Apalachicola, Florida 32320

Dear Mr. Wade,

I have met with Mr. Richard Dagenhart and discussed with him his application for the open position on the P&Z board. He has degrees in both Architecture and Planning and is a licensed Architect / Engineer in both Florida and Georgia. He would bring long experience in relevant fields to the board and contribute greatly to its success.

I ask that you give his application strong consideration and feel free to pass my recommendation to others.

If you wish to discuss the merits of his placement on the board or have any questions, please feel free to contact me.

Respectfully,



Al Ingle
P&Z Chair

BOARD / COMMITTEE CANDIDATE QUESTIONNAIRE

11-20-20

REQUESTED BOARD / COMMITTEE APPOINTMENT: Board of Adjustments Planning & Zoning

APPLICATION DATE: 3/9/20

DATE APPOINTED: _____

NAME: Bobby Miller

MAILING ADDRESS: 34 - 16th Street, Apalachicola, Florida 32320

PHYSICAL ADDRESS: 34 - 16th Street, Apalachicola, Florida 32320

CELL#: 850.653.7539

HOME#: 850.653.8635

EMAIL: bobby.miller@yahoo.com

PLACE OF EMPLOYMENT: Retired

WORK#: 850.653.7539

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?

50 years

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD / COMMITTEE?

I would like to give back to our city in ways that benefit not only its current citizens, but also for the future generations of its founding families who share the same passion for this community. Our city has a unique history and culture that those before us worked hard to preserve. I would like to continue that effort through community service on this board.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON THIS BOARD / COMMITTEE?

To assist in resolving conflicts that arise between the citizens and the regulations that were set to preserve our historically rich city, creating a desirable outcome for both parties.

4. DO YOU HAVE ANY EXPERIENCE SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?

Franklin County School Board, 4 years

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?

Yes. The meetings date as far back as the 70's and are too numerous to list.

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes.

7. HAVE YOU READ, AND/OR ARE YOU FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

Yes.

8. HAVE YOU READ, AND/OR ARE YOU FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

Yes.

9. HAVE YOU READ, AND/OR ARE YOU FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Yes.

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, FOR HOW LONG?

Yes, but limited.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ, AND/OR ARE YOU FAMILIAR WITH THE SUNSHINE LAW?

Yes.

SIGNATURE: _____

Bobby Miller

PRINTED NAME: _____

BOBBY MILLER

BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT TREE ADVISORY CMTE

APPLICATION DATE 21 8 19 9-23-19 AP 11-18-20 AP

DATE APPOINTED _____

NAME: FREDERIC KAHLER

MAILING ADDRESS: 245 12th ST (COACH JOSEPH'S FORMER HOME)

PHYSICAL ADDRESS: " "

CELL#: 702 461 5638 HOME#: -

EMAIL: fredk-us@yahoo.com

PLACE OF EMPLOYMENT: HOME - ARTIST

WORK#: -

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?

10 YEARS

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?

TREES ARE AN ESSENTIAL ASPECT OF OUR CITY. I HAVE A GREAT REVERENCE FOR TREES. TREES ARE VITAL TO ME & TO THE CITY, HENCE THE INTEREST, I HAVE BEEN TO MANY PLACES INCLUDING PARIS & LONDON & NYC & OUR TREE CANOPY RIVALS THEIR PARKS, I AM BLESSED TO LIVE AMID SO MANY TREES.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?

I WAS FORTUNATE TO SIT IN ON A MEETING A WHILE BACK AND I FEEL THE COMMITTEE COULD USE AN INJECTION OF ENTHUSIASM. I WANT TO EDUCATE MYSELF ON CITY'S APPROACH TO TREES & I SHOULD LIKE TO INSPIRE THE CITIZENS TO BE AS ENTHUSIASTIC. ALSO JOEY WARD HAS TAUGHT ME ABOUT SPECIFIC TREE TYPES.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?

SEATTLE, WA MENTAL HEALTH ADVISORY BOARD
LAS VEGAS, NV BRANDEIS UNIVERSITY, VARIOUS NON-PROFIT ART BOARDS

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?

A FEW EARLY ON CONCERNING DENTON COVE.

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

AS I AM MOSTLY AN ARTIST & RETIRED I WOULD BE ABLE TO GIVE OF MY TIME EXEMPLARLY

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

NO NOT YET

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

NO NOT YET

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

YES, SOME

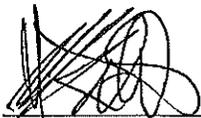
10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

ARCHITECTURE AS AN ART FORM, DISCIPLINE & SAFETY PROTOCOL GUIDELINES W/DESIGN

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW.

HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

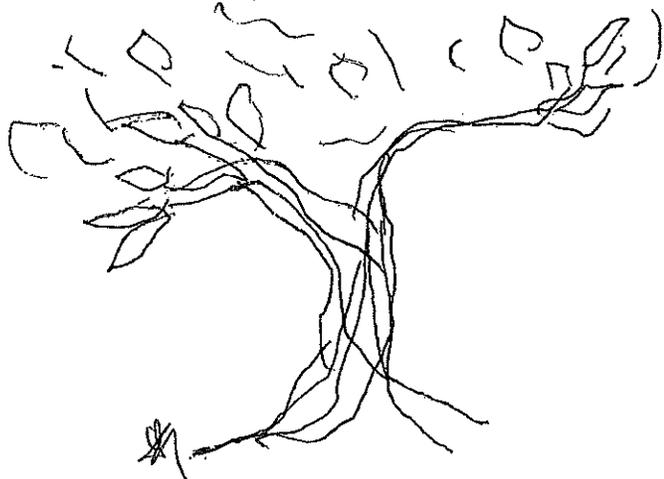
YES, FLORIDA IS A STATE WITH ONE OF THE MOST OPEN LAWS. REGARDLESS, I WOULD RESPECT BOUNDARIES AS PER THE LAW, THANK YOU FOR CONSIDERING ME, I AM MUCH OBLIGED



SIGNATURE

FREDERIC E. KAHLER

PRINTED NAME



PRESENTER'S COMMENTS AND RECOMMENDATIONS: The city commission to determine whether or not to renew Moran & Smith LLP's contract for services, with or without further negotiation of terms. If Moran & Smith LLP is to be retained, the commission should authorize the Mayor or other designee to negotiate terms (if necessary) and sign the engagement letter. If the Commission chooses to engage another firm, a meeting of the city's Audit Selection Committee should be scheduled to begin the selection process required by Florida Statutes.

MORAN & SMITH LLP

Certified Public Accountants

MORANSMITHCPA.COM

August 25, 2020

City of Apalachicola, Florida
Number One Avenue E
Apalachicola, Florida 32320

We are pleased to confirm our understanding of the services we are to provide the City of Apalachicola, Florida for the year ended September 30, 2020 and 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Apalachicola, Florida as of and for the year ended September 30, 2020 and 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Apalachicola, Florida's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Apalachicola, Florida's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress for Retirees' Health Insurance Other Postemployment Benefit Plan.
- 3) Schedule of Employer Contributions for Retirees' Health Insurance Other Postemployment Benefit Plan.
- 4) Schedule of the City's proportionate share of the net pension liability - Florida Retirement System.
- 5) Schedule of the City's contributions - Florida Retirement System.
- 6) Schedule of the City's proportionate share of the net pension liability - Health Insurance Subsidy Program.
- 7) Schedule of the City's contributions - Health Insurance Subsidy Program.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Apalachicola, Florida's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards (if necessary).
- 2) Combining Balance Sheet and Combining Statement of Revenues, Expenses and Changes in Fund Balances of Nonmajor Governmental Funds.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on-

Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Commission of the City of Apalachicola, Florida. We cannot provide assurance that unmodified opinions will be expressed.

Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Apalachicola, Florida's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Apalachicola, Florida's major programs. The purpose of these procedures will be to express an opinion on the City of Apalachicola, Florida's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes, the depreciation schedule, and certain annual financial reports of the City of Apalachicola, Florida in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes, the depreciation schedule, and certain annual financial reports services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, granters, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants.

Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and _indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GMP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GMP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and their preparation, schedule of expenditures of federal awards, and related notes, the depreciation schedule, certain annual financial reports and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes, the depreciation schedule, and certain annual financial reports and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes, the depreciation schedule, and certain annual financial reports prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moran & Smith LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moran & Smith LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the City. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Chris Moran, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$30,000 for the fiscal year ending September 30, 2020 and not to exceed \$30,000 for the fiscal year ending September 30, 2021 and thereafter upon mutual consent, the agreement may be renewed at a fee mutually agreed upon. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Dispute Resolution

In the event of a dispute between the parties which arises out of or relates to this contract or engagement letter, the breach thereof or the services provided or to be provided hereunder, and, if the dispute cannot be settled through negotiation, the parties agree that before initiating arbitration, litigation or some other dispute resolution procedure, they will first try in good faith to resolve the dispute through non-binding mediation. The mediation will be administered by the American Arbitration Association under its *Dispute Resolution Rules for Professional Accounting and Related Services Disputes*. The costs of any mediation proceedings shall be shared equally by all parties.

We appreciate the opportunity to be of service to the City of Apalachicola, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Moran & Smith LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Apalachicola, Florida.

Signature: Title:

MINUTES OF THE SPECIAL MEETING/WORKSHOP OF THE APALACHICOLACITY COMMISSION HELD TUESDAY, OCTOBER 13, 2020, 5:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Anita Grove
Commissioner Adrian Elliott
Commissioner Despina George
Commissioner Brenda Ash

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director
Kristy Branch Banks, City Attorney

CALL OF ORDER

Mayor Begos called the meeting to order and Commissioner Ash gave the invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Elliott made a motion to approve the Agenda. Commissioner Ash seconded and the motion carried 5-0.

**WORKSHOP
CDBG-DR GRANTS AND OTHER WATER AND SEWER FUNDING**

Mayor Begos stated ads have been placed for the CDBG-DR Grant consulting and that for the next few weeks, the Commission or the staff should not be having any conversations with grant consultants about the CDBG-DR grants, until after October 29th. Technical questions should be referred to the City Manager or Finance Director. Mayor Begos stated that Mary Gavin specializes in working with both the State Revolving Fund (SRF) and the U S Department of Agriculture (USDA), in putting together loan packages.

A) Presentation by Grants Consultant Mary Gavin via phone - Ms. Gavin gave an overview of her work history and how the CDBG process ties in with other grant possibilities in helping the City of Apalachicola. Bob Murrins, Florida Rural Water Association, stated the most important problem to solve with the City is the Waste Water System infiltration and inflow.

B) Discussion held by the Commission and staff on the four possible CDBG-DR grants which consist of: 1) Phase 1 - Camera Mapping and Phase 2 - Replace broken sewer pipes with cast in place re-lining; 1b) Variation of above; 2) New Vacuum Booster Station on Market Street; 4) Rebuild part or all of the Sewage Treatment Plant out of the flood zone and prioritizing these projects. Chris Holley stated after talking with DEO on the matching funds for the hazard mitigation projects, the City does not need grant applications through the CDBG-DR; the State would be setting aside matching funds. Mr. Holley stated that the City should apply for all grants to help improve the City's water, sewer and storm water issues. Commissioner Grove suggested that Commission and staff should research the area of critical state concern list and prioritize projects that could be tied to Hurricane Michael.

Mr. Wade stated that November's meeting is scheduled on Election Day.

Commissioner Elliott made a motion to have the November 3, 2020, Regular Meeting commence at 3:00 pm. Commissioner Ash seconded and the motion carried 5-0.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

There being no further business, Commissioner Elliott made a motion to adjourn. Commissioner Ash seconded and the motion carried 5-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, NOVEMBER 3, 2020, 3:00 PM, AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Anita Grove
Commissioner Adrian Elliott
Commissioner Despina George
Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director
Kristy Branch-Banks, Attorney

ABSENT: Commissioner Brenda Ash

CALL OF ORDER

Mayor Begos called the meeting to order and gave the invocation, followed by the Pledge of Allegiance.

APPROVE THE AGENDA

Commissioner Elliott made a motion to approve the Agenda. Commissioner Grove seconded and the motion carried 4-0.

MAYOR AND COMMISSIONERS REPORT AND COMMUNICATIONS

Mayor and Commissioners discussed the following: 1) Cares Act will be reimbursing all police officer salaries and benefits from 3/2020 to 12/2020; 2) Department of Environmental Protection confirmed that the City can continue with the hydrogen peroxide pilot project; 3) City Staff-Face Masks – please remember to wear face masks; 4) Water & Sewer Department Staffing – one employee has left and one employee has transferred to the public works department; 5) Management & Grant Assistance: Marvin Joss – Mr. Joss assists with grants administration and writing; and he will be here next week to talk about working part-time with grants; 6) Consent Order Fines – DEP rejected the offer of the swamp land at Scipio Creek to off-set the fine, but is now reconsidering some package of giving land and some in kind project – we are looking at other options; 7) Yearly Evaluation – Kristy Branch Banks – The Commission should contact Mr. Wade and give feedback to Attorney Banks to be on the December agenda; 8) Lafayette and Battery Park Pier updates – Mayor Begos stated the deadline is next week for the bids to be received and that completion of projects is April 2021; 9) Request for Workshop/Battery Park Marina proposals – workshop scheduled for December 8th at 5:00 pm, before the regular meeting; 10) City building – we now have insurance amounts valued per building, and if anyone has any questions, contact Mr. Bebeau; 11) Public Meeting accessibility – zoom membership at \$1400 per year through the CARES ACT reimbursement; 12) scheduling a strategic planning session; 13) City's need of encroachment agreement policies; 14) request Mr. Wade research and see how many broken pipes in the alleys are due to commercial trucks; 15) hazard mitigation; 16) the agenda needs line items on the Agenda to confirm Planning and Zoning and Board of Adjustment Minutes; 17) budget amendments to be filed within thirty days; deadline will be November 30th; 18) the first CDBG-DR technical guidance meeting was held, and storm water projects were the highest priority; 19) Denton Cove – water and sewer hook-up and fire hydrants; 20) trolley – people showing interest in leasing or buying, it costs the City \$500 per year for insurance; 21) old fire station and the items that need to be removed before the building is torn down; and 22) Career Source is funding a three month employee to work at cleaning under the Covid issue.

PUBLIC COMMENT

1) Bernard Simmons is requesting that on Friday and Saturday, he to be able to stay open at Q's Lounge and Bar, until 2:00 am; and also when the club closes, they were asking that the police not close the street down and allow people to gather and talk with each other. Chief Varnes stated this is the decision of the Commission. Mayor Begos stressed the importance of keeping social distancing and wearing facemasks during the Covid outbreak. Discussion held and the overall consensus of the Commission was that Q's Lounge and Bar be allowed to stay open

until 2:00 am on Friday and Saturday, and to allow the streets to stay closed off after 2:00 am, unless there is any trouble, and the police have to be called out.

2) Barbara McNair requested permission for vendors to be able to set up booths on her property for the festival event this weekend. Discussion held, and the consensus of allowing vendors on Ms. McNair's property is that it would be allowed by the Commission; and 3) Judy Rice reviewed her problem with Chris Moore's property of fill and fence issues and Ms. Moore's requirement of not following LDC guidelines. Mayor Begos requested written advice from Attorney Branch-Banks to be discussed at the December meeting.

**UNFINISHED BUSINESS
WATER & SEWER RATE RELIEF PROPOSALS**

Discussion held and Mr. Bebeau recommends a combination of two discounts of a \$10 per month credit, for up to 250 low income seniors, during the 2020-21 fiscal year and the one (1) month, SUF credit to both residential and commercial businesses, with a total cost of approximately \$80,000, from the general fund. Mr. Bebeau recommends continuing the three (3) percent rate increase for all customers. Commissioners request that staff advertise and get the word out to our seniors, so they can apply for this relief.

Commissioner Grove made a motion to approve Mr. Bebeau's recommendation of a \$10 per month credit, for up to 250 low-income seniors, for the FY 2020-21 and a one (1) month, SUF fee credit for the December billing, for November usage, for all residential and commercial accounts, with a total cost of \$80,000 from the General Fund. Commissioner George seconded and the motion carried 5-0.

**NEW BUSINESS
FLORIDA RURAL WATER ASSOCIATION – WATER & SEWER ASSET MANAGEMENT PLAN**

Mayor Begos stated over the past year, Florida Rural Water Association has worked with the City on a detailed Asset Management Plan for our water and sewer systems, which also provides guidance on the most urgent repair and maintenance priorities. The City must adopt these plans as part of our Revolving Loan Agreement with Department of Protection (DEP). Mr. Bebeau has also been trained to update the financial portions of the plans and will update these quarterly.

Mayor Begos read Resolution 2020-14 by title:

A RESOLUTION OF THE CITY OF APALACHICOLA, FLORIDA, APPROVING THE CITY OF APALACHICOLA UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLANS ("AMFS PLANS") FOR THE DRINKING WATER AND WASTEWATER SYSTEMS; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Grove made a motion to adopt Resolution 2020-14 approving the Water & Sewer Asset Management Plans. Commissioner George seconded and the motion carried 5-0.

**NEW BUSINESS
CDBG-DR GRANT MANAGEMENT – BID AWARD**

Chris Holley stated the City received bids from Gouras & Associates, Ovid Partners with Access, and Dewberry and Andy Easton. Mr. Holley recommends Gouras & Associates for consulting services, to administer the Community Development Block Grant DR program (CDBG-DR) and authorization for the City Manager and attorney to enter into an agreement.

Commissioner Grove made a motion to approve Chris Holley's recommendation and award Gouras & Associates, CDBG-DR Grant Management consulting services. Commissioner Elliott seconded and the motion carried 5-0.

There will be a Special Meeting and Public Hearing held on November 16th at 4:00 pm, on the CDBG-DR grants.

**NEW BUSINESS
BATTERY PARK MARINA COMMITTEE APPOINTMENTS**

Commissioner Elliott made a motion to appoint Dan Garlick and Mikel Garman to the Battery Park Committee. Commissioner Grove seconded and the motion carried 4-1. Commissioner George opposed.

Review of all committees are to be completed. Any vacancies are to be posted on the website and an ad placed in the paper.

CITY MANAGER COMMUNICATIONS

1) Community request – DJ for Hillside Seafood Festival gathering – Discussion held and resolved under Public Comments. Chief Varnes stated after further discussion with Mr. Cummings and Mr. Bernard, that a DJ was not being requested.

ATTORNEY KRISTY BRANCH-BANKS COMMUNICATIONS

Attorney Branch-Banks reviewed the following: 1) Action filed by Richard Hail against the City on October 28th on the Smith, Smith and Nall case. Mayor Begos stated that mediation was held a couple weeks ago on the Smith, Smith and Nall lawsuit filed by Pat Floyd, but nothing was resolved. Discussion held on the stormwater issue and getting an engineer to get an analysis for recommendation to the City; 2) 10th Street Property – clear title update.

FINANCE DIRECTOR LEO BEBEAU

Mr. Leo Bebeau reviewed the Fiscal Year September financials and stated he will be preparing the 2019-2020 Fiscal Year Budget Amendment and also a CDBG Grant Manhole Project Amendment.

CONSENT AGENDA

Mayor Begos presented the Consent Agenda and asked if any items should be removed, before consideration of a motion.

- Meeting Minutes Adoption – To Adopt the September 8, 2020 Regular Meeting, October 6, 2020 Special Meeting, and October 6, 2020 Regular Meeting Minutes.

Commissioner Elliott made a motion to amend the minutes to include Planning and Zoning minutes that are part of the Agenda package. Commissioners Grove seconded and the motion carried 5-0.

Commissioner Grove made a motion to approve the Consent Agenda with the discussed corrections. Commissioner George seconded and the motion carried 5-0.

DEPARTMENT REPORTS

No Comments.

ADJOURNMENT

With no further business, Commissioner Elliott made a motion to adjourn the meeting at 9:00 PM. Commissioner George seconded and the motion carried 5-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLACITY COMMISSION HELD TUESDAY, NOVEMBER 30, 2020, 5:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Brenda Ash
Commissioner Despina George
Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director
Kristy Branch-Banks, Attorney

VIA PHONE: Commissioner Anita Grove

ABSENT: Commissioner Adriane Elliott

CALL OF ORDER

Mayor Begos called the meeting to order and Commissioner Ash gave the invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Ash made a motion to approve the Agenda. Commissioner George seconded and the motion carried 3-0.

**PUBLIC HEARING
ORDINANCE 2020-06 – SECOND READING AND FINAL ADOPTION**

Mayor Begos opened the public hearing.

The City Commission of the City of Apalachicola previously adopted Ordinance No. 2019-09, adopting the Fiscal Year 2019-2020 Budget. Florida Statute 166.241 (4) requires municipalities complete budget amendments within sixty days after the ending of the fiscal year.

Mayor Begos read Ordinance 2020-06 in its entirety:

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA AMENDING THE FISCAL YEAR 20192020 BUDGET

Mayor Begos opened the floor for public comment.

No public comment.

Mayor Begos closed the public hearing and opened the special meeting.

**SPECIAL MEETING
ORDINANCE 2020-06 – SECOND READING AND FINAL ADOPTION**

Mayor Begos read Ordinance 2020-06 in its entirety:

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA AMENDING THE FISCAL YEAR 20192020 BUDGET

Commissioner George made a motion to adopt Ordinance 2020-06, Amending the Fiscal Year 2019-2020 Budget. Commissioner Ash seconded and the motion carried 3-0.

ADJOURNMENT

There being no further business Commissioner Ash made a motion to adjourn. Commissioner Ash seconded and the motion carried 3-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLACITY COMMISSION HELD TUESDAY,
NOVEMBER 30, 2020, 8:30 AM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Anita Grove
Commissioner Adrian Elliott
Commissioner Despina George
Commissioner Brenda Ash

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director

CALL OF ORDER

Mayor Begos called the meeting to order and Commissioner Ash gave the invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Elliott made a motion to approve the Agenda. Commissioner Ash seconded and the motion carried 5-0.

NEW BUSINESS
PROPOSAL TO PROVIDE LOCAL MATCHING FUNDS FOR THREE
CDBG-DR GRANT APPLICATIONS

Discussion held on \$25,000 matching funds on each of the three, local, CDBG-DR grant applications. All grants are for Sewer and Stormwater related projects and may be provided from Sewer and Stormwater revenues or fees.

Commissioner Grove made a motion to approve Resolution 2020-15, authorizing the CDBG-DR Project Manager to commit to \$25,000 of local matching funds on each of the three grants being submitted in November, 2020. Commissioner Ash seconded and the motion carried 5-0.

ADJOURNMENT

There being no further business Commissioner Elliott made a motion to adjourn. Commissioner Grove seconded and the motion carried 5-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

DW/WW

NOVEMBER 2020 MONTHLY FIELD REPORT FOR W&S

- Repaired two Airvac mains both on Ave C
- Sent monthly operating reports to DEP & NFWFMD
- Began to collecting TOC samples for in house sampling
- Hired new employee for W&S and training him in the field
- Continued to flush hydrants
- Read all the water meters for the month
- Fixed numerous low vac after our call outs
- Repaired 25 controllers for Airvac
- Continued to collect TTHM samples for in house sampling
- Still working with the peroxide pilot study
- Replacing dead meters in the water system
- Collected all monthly water samples for bac-ts
- Did locates for Sunshine One Call

POLICE DEPT

The month of November has seen a reduction in traffic stops and citations written, but we continue to monitor golf carts for current stickers. Arrests were up by one this month, with Lt. Davis having a DUI arrest. Burglary and theft reports have significantly reduced in number, but with the holiday and gifting season upon us, we will be stepping up business checks and neighborhood patrols. We would like to thank Ms. Uta Hardy for her generous donation that afforded the police department a new refrigerator and microwave for staff use! Our gun range membership is now at 43 members, the decrease is taking in to account approximately 8 members that have not yet renewed membership.

November 2020Totals

Traffic Stops/ Warnings/ citations	15
Arrests/ Warrant Requests	3
Traffic Accidents	4
Burglary/Theft calls	4
Assist Citizens/ Complaints/investigations	248
Trespass Warnings/agreements	12
Business alarm calls/building checks/welfare checks	566
Assist county call/other agencies	35
Domestic cases involving violence/disturbance calls	4
Total calls from dispatch	1070

*WW
Treatment
Plant*

*Monthly
Report
November
2020*

- We treated 7,100,050 gal of wastewater
- 11/12 Pulled #4 blower sent to shop to be rebuilt. Blower was to bad to be rebuilt, Order a new one on 11/18 .
- 11/13 Florida Enviromental working in wetlands on the close out of them.
- 11/20 Painted Reuse pump station piping
- 11/23 Rebuilt # 5 and # 4 blowers check valves. .
- 11/24 Inside of # 1 Disc Filter was painted. .
- 11/25 Started putting # 1 Disc Filter drum and filters back in it. As of 1
- 1/30 We had about a day left to finish putting # 1 Disc Filter back together. Tech. will be here on 12/7 to install new controls and valves.

Monthly Report for
Apalachicola Margaret Key Library
November 2020

Statistics:

- 349 patrons were given assistance
- 79 patrons used our computers
- 168 books were checked out (see attached)
- \$132.20 was collected for copies
- \$13.00 was collected for scans
- \$50.80 was collected for faxes
- \$2.33 was collected for stamps and envelopes
- \$23.18 was donated to the library
- 4+ boxes of books were donated
- 682 people were reached with our 11 Facebook posts

Our hours are 10a.m. to 5p.m., Monday - Friday, and with these hours, we have been servicing more patrons. Books continue to be requested via reservation on our website. We have fulfilled requests for books, accepted book donations, opened an account for a new patron, printed, scanned, and faxed items for patrons, hosted the Library Board, and hosted the Recreation Committee, always using social distancing. We have two, socially distant computers for patrons to use, which are disinfected after each use. Hand sanitizer is located at the entrance, and masks are required. Eight volunteers help at the checkout desk, help with circulation, and help with book wrapping. Celia Winterringer continues to sort and process book donations. We hosted Dream Girls twice and with the help of Bring Me a Book Franklin, and a holiday tree was put up in the Library. We have resumed daily delivery of the Wall Street Journal. The Reserve, the Friends of the Reserve, and the Franklin County Master Gardener volunteers have established a Seed Library in our Library for patrons to pick up seeds, at no cost, to help pollinators in our area. Many patrons have come for the seeds.

Isel Sanchez-Whiteley
Library Assistant

Code Enforcement report for November

Issued 15 permits for tree removal

#3 City Property

#12 Private property

Investigated 10 Code Violations

Filed Business License and made follow up's to Business that lacked proper paperwork

Made several deposits to Centennial Bank

Kevin Newell

Public Works

November 2020

The public works department, services all city vehicles and replaces all the tires on city vehicles, services all the mowers and weed eaters, cuts all city parks, cut all city properties, clean all city buildings, empty all garbage cans down town and city parks, clean city right of ways, cut city right of ways, and patch holes on city roads as needed.

Serviced 2 vehicles

Serviced and replaced brakes on city vehicle.

We collected 130 bags of trash from down town and public parks.

We have cut our routine main roads parks and cemeteries.

We have had 5 funerals open and close

We completed 11 work orders.

We cut back on bay ave around stop sign for safety reasons.

Removed bushes on 11t st. ave d that was blocking intersection.

Gun heat and air finished putting ac units in city hall.

Removed tree from holy family that fell in road.

Replaced broke window at Raney house.

We cut 17th st. and bay ave. storm water ditches.

We hung Christmas lights on hwy 98, and put Christmas tree up at River Front Park.

We moved garage equipment from field house to public work shop.

We moved one grave sight to another grave sight.

Signed by Robert Osburn

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, November 9th, 2020
Community Center/ City Hall -1 Bay Avenue
Agenda

Workshop: Fences: 5:00 pm

In Attendance: Al Ingle, Elizabeth Milliken, Jim Bachrach, Kristy Banks, Dennis Winterringer.

Discussion of proposed changes and deletions; municode.

Regular Meeting: 6:00 pm

In Attendance: Al Ingle, Elizabeth Milliken, Jim Bachrach, Joe Taylor, Kristy Banks.

- ✓ 1. Approval of October 12th, 2020 regular meeting minutes.

Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. Motion carries.

- ✓ 2. Review Discussion and Decision for Temporary Fence and Trees Removal. **(Historic District) (C-1) @ 48 Ave D/51 Ave C.** Block 1, Lots 2,3,6&7. For Steven Etchen-Owner; Contractor: TBD.

Temporary Construction Fence approval for one year and must be in compliance with Florida Building Code requirements & Trees removal by Code Enforcement Permitting. Motion to approve by Joe Taylor; 2nd Jim Bachrach. Motion carries.

- ✓ 3. Review, Discussion and Decision for Storage Shed. **(Historic District) (R-1) @ 145 5th St.** Block 6, Lot 7. For Hillary Brigham-Owner; Contractor: Southern Storage Solutions.

Motion to approve by Joe Taylor; 2nd by Jim Bachrach. Motion carries.

- ✓ 4. Review, Discussion and Decision for Storage Shed and Deck expansion. **(Historic District) (R-1) @ 132 Sawyer Ln.** Block 117, Lot 9. For Nick/Carol Avossa-Owners; Contractor: Tuff Sheds.

Motion to approve contingent upon 15' total side setbacks with minimum 5' by Jim Bachrach; 2nd by Joe Taylor. Motion carries.

- ✓ 5. Review, Discussion and Decision for Storage Shed. **(Historic District) (R-1) @ 184 8th St.** Block 167, Lot 1. For Willie/Barbara McNair-Owner; Contractor: Box Portable Buildings.

Motion to approve by Jim Bachrach; 2nd by Joe Taylor. Motion carries.

