

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, JUNE 7, 2022 – 4:00PM
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 three 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. Public Comment**

- IV. Unfinished Business**
 - 1. Apalachicola Main Street – July 3rd Fireworks Event**

- V. New Business**
 - 1. Water Department – Water Line Valves**
 - 2. Water Department – Well#6 Expenditure Approval**
 - 3. Janitor RFP Recommendation**
 - 4. City Holiday - Juneteenth**
 - 5. FWC FBIP – Bay Avenue Seawall**
 - 6. CRA – Return of funds to County**

- VI. Mayor and Commissioner Comments**

- VII. City Manager Communications**

- VIII. Finance Director – Report Attached**

- IX. Grants Coordinator Communications – Report Attached**

X. Attorney Communications – Report Attached

XI. Consent Agenda

A. Meeting Minutes Adoption – April 25, 2022, Workshop, May 3, 2022, Regular Meeting and May 18, 2022, Special Meeting Minutes.

B. P&Z Minutes – May 9, 2022

XII. Department Reports

XIII. 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: June 7, 2022**

SUBJECT: Apalachicola Main Street's Independence Eve Fireworks Celebration

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: 1
Department: Administration
Contact: Augusta West
Presenter: Augusta West, Executive Director of Apalachicola Main Street, Inc.

BRIEF SUMMARY: Apalachicola Main Street's annual Independence Eve Fireworks Celebration is scheduled for July 3, 2022 from 6:00 – 10:00 PM at Riverfront Park. The organization is presenting to inform the Commission about this year's event and to seek approval for alcohol sales on city right-of-way during the event, pursuant to city ordinance 2017-08.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the event plan regarding alcohol sales on city right-of-way (pursuant to city ordinance 2017-08) during Apalachicola Main Street's Independence Eve Fireworks Celebration on July 3, 2022 (to be held on July 5, 2022 in case of severe weather).

FUNDING SOURCE:

Apalachicola Main Street, Inc., a 501 (c)(3) nonprofit, raises 100% of the event costs through sponsorships and donations from area businesses and individuals.

ATTACHMENTS:

1. Event area diagram with logistical notes.
2. Copy of city ordinance 2017-08.

STAFF'S COMMENTS AND RECOMMENDATIONS:

To approve the request for alcohol sales pursuant to city ordinance 2017-08.



Apalachicola Main Street's Independence Eve Fireworks Celebration

July 3, 2022 from 6:00 - 10:00 PM

Event Diagram



- Event to be rescheduled to July 5th in case of severe weather.
- Security and Traffic Control coordinated with Police Dept. and Sheriff's Dept. Street closures approved by Chief Varnes. Emergency Medical Services notified.
- Public restroom cleaning/trash removal once again provided throughout the event by a private cleaning crew hired by Apalachicola Main Street.
- Event trash management provided with additional garbage cans and an off-site dumpster.
- Porta potties, hand wash stations, and hand sanitizer provided by Apalachicola Main Street.
- Event set up/food truck set up/tent, table, and chair delivery to occur throughout the day beginning at 8 AM.
- The annual post-fireworks Main Street volunteer cleanup will be held July 4th @ 8AM for litter collection. Table and chair rental company to pickup that morning.

**CITY OF APALACHICOLA
ORDINANCE 2017-08**

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA RELATING TO ALCOHOLIC BEVERAGES; AMENDING ORDINANCE NO. 75-4 TO ADD A PROVISION REFERRING TO ALLOWING AND LIMITING THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE SIDEWALKS OF THE CITY DIRECTLY ADJACENT TO THE LICENSED PREMISES DURING HOURS OF OPERATION IN ACCORDANCE WITH CITY ORDINANCE NO. 2007-01; PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF APALACHICOLA AS FOLLOWS:

Section 1. Section 1 of Ordinance No. 75-4 of the City of Apalachicola is hereby amended to read as follows:

There shall be added by insertion into Ordinance 75-4 of the City of Apalachicola therefore amending the same the following:

Section 1.5. Businesses licensed for the sale of alcoholic beverages in the City of Apalachicola shall be allowed the sale and or consumption by its patrons on the City sidewalks directly adjacent to and in front of the licensed premises during legal hours of operation. Such activities in the sale and consumption of alcoholic beverages on the adjacent City sidewalk area immediately in front of and adjacent to the licensed business shall be restricted and conducted as provided in Ordinance No. 2007-01. An additional exception and therefore allowance for the sale and/or consumption of alcoholic beverages for such licensed businesses in the City of Apalachicola shall be the serving and consumption of alcoholic beverages on rights-of-way during special single day events sponsored by licensed businesses or non-profit organization. These event sponsors shall be required to provide a clear description of the event and delineate by drawing submitted to the City of Apalachicola the areas in which alcoholic beverages will be served and obtain a State of Florida permit. This information will be provided to the City of Apalachicola no later than one month prior to the event for approval.

Section 2. All other sections of Ordinance No. 75-4 not changed by or in conflict with this amendment shall remain in effect.

Section 3. This Ordinance shall take effect immediately upon passage and adoption.

This Ordinance was read and adopted on NOVEMBER 7TH, 2017. Motion to adopt Ordinance made by Commissioner ELLIOTT, second by Commissioner GROVE.

Voting Aye: ELLIOTT, GROVE AND MAYOR JOHNSON

Voting Nay: BARTLEY

FOR THE CITY COMMISSION OF THE
CITY OF APALACHICOLA

ATTEST:

Lee Mathes
Lee Mathes, City Administrator

Van W. Johnson, Sr.
Van W. Johnson, Sr., Mayor

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 7, 2022**

SUBJECT: Water Department-Waterline Valves

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: 1

Department: Water Department

Contact: Manager Travis Wade/Rhett Butler

Presenter: Mayor Brenda Ash

BRIEF SUMMARY: After the rain of May 26, 2022, there were two (2) main water leaks (Sunset Circle and Prado St) that caused low water pressure throughout the City. There was a manual all hands-on deck search to find the leaks. After speaking with Rhett Butler, he revealed that the water lines are not sectioned and concluded that valves should be installed within the main water lines systems.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Recommend that Rhett Butler research the process and create a proposal for the Commissioners to consider approval at the July meeting.

FUNDING SOURCE: Water/Sewer or AARPA Funds

ATTACHMENTS: N/A

STAFF'S COMMENTS AND RECOMMENDATIONS:

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 7, 2022**

SUBJECT: Water Well#6 Expenditure Approval

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department: Wastewater
Contact: Travis Wade
Presenter: Travis Wade

BRIEF SUMMARY: Well#6 is in need of repair. Rowe Drilling inspected the pump this week and attached is the proposed quote in the amount of \$25,000.00.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to Approve

FUNDING SOURCE: Surplus

ATTACHMENTS: Yes – Rowe Drilling Quote

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends approval



Rowe Drilling a division of
 A. C. Schultes of Florida, Inc.
 7584 W. Tennessee St.
 Tallahassee, FL 32304
 24 Hour Service
 (850) 576-1271
 Fax (850) 575-6636

June 1, 2022

Mr. Rhett Butler
 City of Apalachicola

RE: Well No. 6 Pump Repairs

Dear Mr. Butler:

This quote is inclusive of materials, installation and startup services for the equipment referenced in this quote. The electric motor has grease on the windings and the bearings are noisy, rough and are bad. The pump bowl is soft, brittle and cannot be repaired due to the degradation of the metalurgy in the castings. The retainers are warped, the inserts hard and brittle, the packing box is beyond repair, the line shafts cannot be straightened and the suction pipe must be replaced.

	<u>QTY</u>		
SERVICES:			
<i>Mobilize two (2) men crew and 30T Rig</i>	1		
<i>Install vertical turbine pump (VTP) and perform startup services</i>			
 MATERIALS:			
1) SM10M-3 Stage, WL, VTP Assembly, 600GPM @ 120'TDH, 6" X 6"	1		
2) 1" X 10' X 14TPI, 416SS Line Shaft & Coupling Assembly	9		
3) 1" X 5' X 14TPI, 416SS Line Shaft & Coupling Assembly	1		
4) 1" 416SS Top Special Line Shaft & Coupling Assembly	1		
5) 1" X TBD, 416SS Motor Shaft W/Adjusting Nut, Head Nut & Key	1		
6) 6" X 2" Retainers With / R3 Retainer Inserts	10		
7) New 1" Goulds Packing Box	1		
8) 6" X 10' Suction Pipe	2		
9) 6" Stainless Steel Cone Strainer	1		
10) Sandblast & Epoxy Paint Discharge Head (NSF61 Compliant)	1		
 Recondition 25 HP Electric Motor (New Bearings, Dip/Bake Windings & Test)	 1		
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Total Price - - - -</td> <td style="width: 40%; text-align: right;">\$ 25,900.00</td> </tr> </table>		Total Price - - - -	\$ 25,900.00
Total Price - - - -	\$ 25,900.00		

Clarifications:

*This quote is inclusive of pump materials & installation services.
 All other services, except noted above, are excluded.
 This quote is valid for 30 days.*

Sincerely,

Juan C. Cepeda

Juan C. Cepeda

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 7, 2022**

SUBJECT: Janitorial Services for Public Bathrooms Award Recommendation

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: Administration
Presenter: Manager Travis Wade

BRIEF SUMMARY: The City issued an RFP for Janitorial services for our public restrooms on Commerce Street, Scipio Creek, Battery Park - Community Center and City Hall. We received 4 bids from PJ's Cleaning Service, Lois Hewett, Cleo's Queen of Clean and Gannie's Cleaning Services. We are recommending an award.

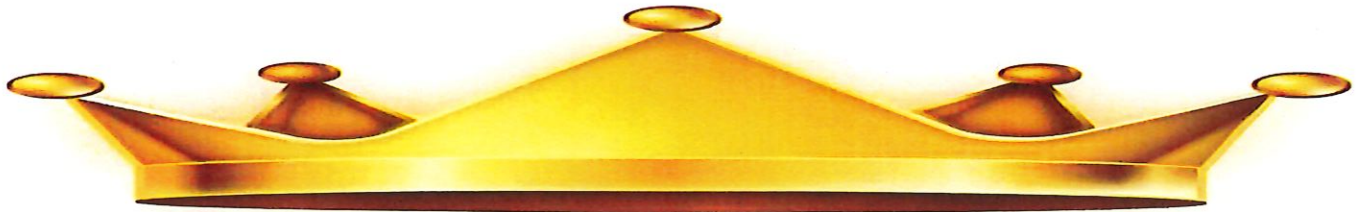
RECOMMENDED MOTION AND REQUESTED ACTIONS: Recommend that the City award the Janitorial RFP to Cleo's Queen of Clean.

FUNDING SOURCE: General, Scipio Creek, and Battery Park Funds

ATTACHMENTS: Yes – bids and scoresheet responses

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends Cleo's Queen of Clean

CLEO'S QUEEN OF CLEAN



Ph: 850-370-0517

Email: qofccleopatra@gmail.com

QUOTE FOR CITY OF APALACHICOLA

MAY 11, 2022

QUOTE EXPIRES- 10/11/2022

CLEANING OF:

SCIPIO CREEK 3X PER WEEK AND INSPECTION DAILY-----\$300.00

BATTERY PARK COMMUNITY CENTER 1X PER WEEK-----\$100.00

COMMERCE STREET PUBLIC BATHROOMS 4X PER WEEK AND INSPECT DAILY-----\$900.00

CITY HALL BATHROOMS 1XPER WEEK-----\$100.00

EXTRA CLEANS AS NEEDED OR REQUESTED-----\$65.00 EACH

* WE WILL SUPPLY CLEANING PRODUCTS AND THE CITY WILL SUPPLY TRASH BAGS AND PAPER PRODUCTS

\$1400 PER MONTH PLUS \$65 PER EXTRA CLEAN NEEDED FOR EVENTS OR CLEANING NEEDED IN ADDITION TO REGULAR SCHEDULE

300
+ 100
+ 900
+ 100
1400 / month

** Reference included, more upon request if needed.

PJ's Cleaning Service

850-370-6361
pjsmiracle@yahoo.com
298 Carroll St Eastpoint, FL 32328



City of Apalachicola RFP 2022-02 Janitorial Services at various City Buildings

City of Apalachicola,

I am submitting my proposal for RFP 2022-02. PJ's Cleaning Service (Penny Solomon Cleaning) has been in operation for 15 years we handle rental homes, businesses, personal homes and construction cleans. We have a full staff that can handle the needs of this RFP. All required work within the RFP can be covered by PJ's Cleaning Service.

Proposal for projects as listed in RFP:

700

1. Commerce St Public Restrooms - We feel 4 days a week is not sufficient to maintain the expectations of the RFP. We propose a 7 day a week schedule \$50.00 per restroom (1 Men's and 1 Women's) for a total of \$700.00 per week.

\$100 per cleaning 4x week **\$400**

100

2. Millpond Pavillion - \$50.00 per restroom (1 Men's and 1 Women's) once per week on Friday
Total per week \$100.00

\$100

100

3. Community Center Restrooms - (Outside) \$30.00 per week on Friday (inside and outside)
\$100 Per week on Friday.

\$130
~~*\$100*~~

100

4. City Hall Restrooms - \$100.00 per week on Friday or day that is convenient with City Staff

\$100

RFP does not state if City will be providing the Soap, Paper Towels or Toilet Paper for these restrooms. We can provide Toilet Paper for an additional \$100.00 a month.

Total Proposal: \$930.00 (Outside only #3) per week or \$1,000.00 (inside and outside #3) per week.

Sincerely,

Penny Solomon
Penny Solomon
PJ's Cleaning Service

\$730

/week

+\$300 #1

\$1,130



City of Apalachicola
RFP 2022-02
Janitorial Services at various City Buildings

City of Apalachicola,

I'm submitting a proposal for RFP 2022-02. I have been a cleaner for 14 years, I have cleaning rental homes, law office and personal homes.

Proposal for projects listed in RFP:

1. Commerce Street Public Restroom - \$50.00 for Men's bathroom and \$50.00 for Women's bathroom. Total of \$100.00 per clean. *4x week = \$400/week*
2. Millpond Pavilion - \$50.00 for the Men's bathroom and \$50.00 for Women's bathroom. Total of \$100.00 per cleaning. *1x week \$100/week*
3. Community Center Restroom - \$40.00 for Men's bathroom and \$40.00 for Women's bathroom. Total of \$80.00 per cleaning. *1x week \$80*
4. City Hall Restroom - \$50.00 for the Men's bathroom and \$50.00 for Women's bathroom. Total of \$100.00 per cleaning. (Cleaning will be provided at the convenient with Staff.) *1x week \$100*

City will need to supply soap, paper towels, toilet paper for all restrooms.

If you have any questions, please call 850-370-6410.

Lois Hewett
292 Tallahassee Street
Eastpoint, Florida 32328
Cell: (850)370-6410

annual
\$ 35,360

weekly:
400
+100
+80
+100

680

monthly:
\$ 2,946.67

CITY OF APALACHICOLA – RFP 2022-02 JANITORIAL SERVICES AT VARIOUS CITY BUILDINGS BID PROPOSAL

Proposal #: RFP 2022-02 Janitorial Services at Various City Buildings	Date: May 9, 2022
Name: Gannies Cleaning Services, LLC	Prospective Client Name: City of Apalachicola
250 12 th Street	192 Coach Wagoner Blvd
Apalachicola, FL 32320	Apalachicola, FL 32320
Phone: 850-296-6764	Phone: 850-653-9319
Email: latrina.lockley@yahoo.com	Email: deborahguillotte@cityofapalachicola.com
Prepared By: Latrina Lockley	Contact Name: Deborah Guillotte

We hereby submit estimates for the following Cleaning Services for the multiple locations owned by the City of Apalachicola.

The Services we will provide as follows:

No	SERVICE LOCATIONS	AMOUNT PAYABLE (Daily / Weekly / Monthly)
1	Commerce Street public restrooms (1men's and 1 women's)	Included in total
2	Millpond Pavilion restrooms (1 men's and 1 women's)	Included in total
3	Community Center restrooms (1 men's and 1 women's)	Included in total
4	City Hall restrooms (2 men's and 2 women's)	Included in total
5	Special City Functions/Events	Not included in total - Negotiable per event
TOTAL		\$30,000.00

TERMS AND CONDITIONS

- Cleaning Supplies to perform this service will be supplied by Gannies Cleaning Services, LLC
- The terms of this Agreement will take place: 2-4 times per week.
- Total cost of this service will be \$625.00 weekly/invoiced monthly.
- In the event this proposal proves unsatisfactory by either party, it may be terminated by a 30-day written notice by either party.

Quoted by: Name Gannies Cleaning Services, LLC

Signature *Latrina Lockley* 5/12/22

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above in a timely and professional manner. Payment will be made as described above.

Signature of Acceptance

Date

RFP for Janitorial Services at Various City Buildings - Due 5/12/22 at 4PM
 Advertised: The Times – Legals – 4/21/22

Score Sheets

Business Name:	Base Price – Monthly	Base Price – Yearly	Rank 1-4	Comments
Cleo's Queen of Clean	\$1,400	\$16,800	1	price - included additional cleaning \$/
PJ's Cleaning Service	\$730/week based on City request. \$1,000 week on their plan.)	\$37,960 (@ \$730 a week) or \$52,000 (\$1,000 a week)	4	price way too high
Lois Hewett	\$2,946.67 (\$680/week.)	\$35,360.00	3	price too high
Gannies Cleaning Services, LLC	\$2,708.33 (\$625/week.)	\$30,000 (Terms say \$625 weekly, so \$32,500/year is accurate.)	2	price too high

Scored by: Trevin Wade
 Date: 5/17/22

RFP for Janitorial Services at Various City Buildings - Due 5/12/22 at 4PM
 Advertised: The Times – Legals – 4/21/22

Score Sheets

Business Name:	Base Price – Monthly	Base Price – Yearly	Rank 1-4	Comments
Cleo's Queen of Clean	\$1,400	\$16,800	1	extra clean - \$105 ✓
PJ's Cleaning Service	\$730/week based on City request. \$1,000 week on their plan.)	\$37,960 (@ \$730 a week) or \$52,000 (\$1,000 a week)	4	did not give quote for additional cleanings per RFP did offer 7x week for down time.
Lois Hewett	\$2,946.67 (\$680/week.)	\$35,360.00	3	did not quote on additional
Gannies Cleaning Services, LLC	\$2,708.33 (\$625/week.)	\$30,000 (Terms say \$625 weekly, so \$32,500/year is accurate.)	2	said additional are negotiable.

Scored by: Bruce Robinson
 Date: 5/17/22

RFP for Janitorial Services at Various City Buildings - Due 5/12/22 at 4PM
 Advertised: The Times – Legals – 4/21/22

Score Sheets

Business Name:	Base Price – Monthly	Base Price – Yearly	Rank 1-4	Comments
Cleo's Queen of Clean	\$1,400	\$16,800	1	
PJ's Cleaning Service	\$730/week based on City request: \$1,000 week on their plan.)	\$37,960 (@ \$730 a week) or \$52,000 (\$1,000 a week)	4	Dishl quote additional
Lois Hewett	\$2,946.67 (\$680/week.)	\$35,360.00	3	Dishl quote additional
Gannies Cleaning Services, LLC	\$2,708.33 (\$625/week.)	\$30,000 (Terms say \$625 weekly, so \$32,500/year is accurate.)	2	

Scored by: Mark Gerspach
 Date: 5/17/22

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 7, 2022**

SUBJECT: City Holiday - Juneteenth

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 4
Department: Administration
Contact: Mayor Brenda Ash/Manager Travis Wade
Presenter: Mayor Brenda Ash

BRIEF SUMMARY: Juneteenth commemorates the end of slavery for the last slaves in Texas, nearly two years after Abraham Lincoln's Emancipation Proclamation. It commemorates June 19, 1865: the day that Union Army Maj. Gen. Gordon Granger rode into Galveston, Texas, and told slaves of their emancipation. Juneteenth is celebrated across the country with food and festivities, much like the Fourth of July. As of June 2021, Juneteenth became a federally recognized holiday.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Request to add Juneteenth as a City recognized holiday. If the Commission approves, the City office will be closed the Monday following June 20th.

FUNDING SOURCE: N/A

ATTACHMENTS: N/A

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends approval

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 6/7/22**

SUBJECT: FWC FBIP (Florida Boating Improvement Program) – Bay Avenue Seawall Authorization

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 5
Department: Grants
Presenter: Travis/Bree

BRIEF SUMMARY:

Full application submitted to FWC on 4/1/22 requesting \$257,267 with a \$28,000 (budgeted) City contribution to complete the Bay Avenue Seawall project. The FBIP manager reached out and requested a more specific authorization from the City Commission approving the submission – meeting minutes must identify Bree Robinson as the Project Manager and must identify Mayor Ash and City Manager Travis Wade as the signing authorities. Requested a review of the formerly submitted authorization with no answer, so we are redoing this to be safe.

RECOMMENDED MOTION AND REQUESTED ACTIONS: “Motion to authorize the Project Manager, Bree Robinson, to submit an application for repairs on the Bay Avenue Seawall for the Fish and Wildlife Conservative Commission (FWC) Florida Boating Improvement Program (FBIP) grant with City Manager Travis Wade and Mayor Brenda Ash as signing authorities.”

FUNDING SOURCE: \$28,000 budgeted match along with a \$257,267 request.

ATTACHMENTS:

- Past authorization from city commission to submit application.
- Letter from FWC asking for more specific authorization.

STAFF’S COMMENTS AND RECOMMENDATIONS: Motion to authorize with exact verbiage as above.

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, MARCH 8, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash
Commissioner Anita Grove
Commissioner Despina George
Commissioner Adriane Elliott
Commissioner Donna Duncan

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Dan Hartman, Attorney

CALL TO ORDER

Mayor Brenda Ash called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Adriane Elliott made a motion to approve the Agenda with the aforementioned amendments adding: 1) Item 7 – City Manager – Approval for the Waste Water Treatment Consent Fine and payment; and 2) Item 8 – Grant Manager Coordinator – to apply for the FBIP – FWC Grant Application. Commissioner Anita Grove seconded and the motion carried 5-0.

PUBLIC COMMENT

Public comments consisted of the following: 1) Sylvester Williams Park retention pond issue and notification to the citizens – there is a summary in the Agenda packet online; 2) Flood Insurance rate increase – Community Rating System – staff will research.

UNFINISHED BUSINESS

1. RESILIENCE/INFRASTRUCTURE WORKSHOP

Commissioner Grove stated she requested a Rescue Money workshop. Workshop date to be determined.

NEW BUSINESS

1. VOLUNTEER WEEK PROCLAMATION

Mayor Ash read Volunteer Week Proclamation in its entirety.

Commissioner Grove made a motion to accept the Volunteer Week Proclamation. Commissioner Despina George seconded and the motion carried 5-0.

MAYOR AND COMMISSIONER COMMENTS

Mayor and Commissioner Report – See Attachment “A”

Commissioner Comments consisted of the following: 1) Happy Women’s History month; 2) Prayer vigil for Ukraine at Riverfront Park on February 15th; 3) CRA – Thanks to Attorney Dan Hartman and Commissioner George for all they have done in this ongoing issue - CRA is null and void, until further action is taken and that all financial aspects should be turned over to our CPA or City Auditor for their opinion before moving forward; 4) City burn ban; 5) public restrooms – public works is cleaning each morning until resolved; 6) Riverfront Park - floating dock issue and possible replacement.

CITY MANAGER

City Manager Report – See Attachment “B”

1) Mr. Wade reviewed the WWTP Consent order issues and fine of \$10,500, and requested authorization to make this payment. Mayor Ash asked that Mr. Wade confirm that the Waste Water Treatment Plant team is adhering to, and following up on the Consent Order requests, reports and monitoring as requested by DEP, and the City is moving in the right direction. Mr. Wade stated yes they are adhering to these requests, and reviewed.

Commissioner Donna Duncan made a motion to allow Mr. Wade to remit the fine payment to DEP in the amount of \$15,000. Commissioner Elliott seconded and the motion carried 5-0.

1) **Meeting Room Furniture** – Travis Wade requested authorization to purchase the Commission meeting room furniture from Executive Office Supply in the amount of approximately \$19,000.

Commissioner George made a motion to table this item and requests that Mr. Wade prepare a cost estimate for the work at the old Library, pending complete cost of project from now forward. Commissioner Grove seconded and the motion carried 5-0.

GRANTS COORDINATOR COMMUNICATIONS

Bree Robinson – See Attachment “C”

1) FWC – FBIP Grant Application Authorization - Mr. Wade requested a motion in favor of applying funding to replace the seawall at Battery Park Marina.

Commissioner Elliott made a motion to approve the application for the FBIP Program for seawall improvements. Commissioner Duncan seconded and the motion carried 5-0.



May 20, 2022

Florida Fish and Wildlife Conservation Commission

Bree Robinson, Grant Coordinator
City of Apalachicola
192 Coach Wagoner Blvd
Apalachicola, FL 32320

Commissioners
Rodney Barreto
Chairman
Coral Gables

RE: Florida Boating Improvement Program Application #22-002
Bay Avenue Seawall Repair

Steven Hudson
Vice Chairman
Fort Lauderdale

Bree Robinson:

Gary Lester
Oxford

The Fish and Wildlife Conservation Commission (FWC) has received your application for the Florida Boating Improvement Program (FBIP) grant. The application has been assigned number **22-002**. Please use this number in all future correspondence regarding your application.

Albert Maury
Coral Gables

Gary Nicklaus
Jupiter

The initial review of the application by FWC staff indicates the application is **incomplete**. The following items are required to complete your application:

Sonya Rood
St. Augustine

- No Resolution/Authorization attached; Meeting minutes do not identify the individual with Signature Authority or Project Manager by name or title;
- Budget table (page 7 of application) does not match Detailed Cost Estimate. *OK ✓ total rounded on portal.*

Robert A. Spottswood
Key West

Please submit these items within thirty (30) days of the date of this letter.

Office of the Executive Director
Eric Sutton
Executive Director

Thomas H. Eason, Ph.D.
Assistant Executive Director

Jennifer Fitzwater
Chief of Staff

If these items are not received within the time allotted, your application may be ineligible for FBIP funding. The Evaluation Committee is scheduled to meet on June 28, 2022 to score and rank all eligible applications. Grant awards will be announced in July of 2022.

Division of Law Enforcement
Colonel Roger Young
Director

Thank you for your attention to this matter. If you have any questions, please call (850) 617-9559, email Nickie.Stricker@MyFWC.com, or FBIP@MyFWC.com.

850-488-6251
850-487-0463 FAX

Managing fish and wildlife resources for their long-term well-being and the benefit of people.

Sincerely,

620 South Meridian Street
Tallahassee, Florida
32399-1600
Voice: 850-488-4676

Nickie Stricker, Program Administrator
Florida Boating Improvement Program
Boating and Waterways Section

Hearing/speech-impaired:
800-955-8771 (T)
800 955-8770 (V)

MyFWC.com

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date:**

SUBJECT: Return of CRA funds to County

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: 6

Department: Finance

Presenter: Mark Gerspacher, Director of Finance

BRIEF SUMMARY: The City of Apalachicola established a CRA in 1989. However, the City and the County did not fund the CRA until the start of the 2016 year. The County sent over their first contribution during the year ending September 30, 2016. The County has been computing the amount of incremental taxes owed by the County and the City, and has provided a worksheet to the City each year. This worksheet has been used to determine the incremental taxes paid and owed each year. It was determined by the City Attorney, that the City's CRA was actually terminated at the end of the 2019 fiscal year. Therefore, the City had no authority to collect the incremental taxes after September 30, 2019, and that all assets should be distributed back to the City and the County according to the Florida Statutes. The Statutes require that all assets should be returned on the same percentage as the incremental taxes that were paid in.

There is currently \$343,044.64 remaining in the CRA bank account. \$248,127 will be returned to the County and the remaining funds will go back to the City.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve auditors opinion to return \$248,127 of CRA funds to Franklin County.

FUNDING SOURCE: CRA Bank Account

ATTACHMENTS: CRA Report of Payback to the County

STAFF'S COMMENTS AND RECOMMENDATIONS:

Approval

MORAN & SMITH LLP

Certified Public Accountants

MORANSMITHCPA.COM

2260 WEDNESDAY STREET STE 400
TALLAHASSEE, FLORIDA 32308
850.879.0636

City of Apalachicola

We were requested to assist the City's finance director in the computation of the distribution of the assets of the City's CRA which was determined to have been retroactively terminated as of September 30, 2019.

The City of Apalachicola established a CRA in 1989. However, the City and the County did not fund the CRA until the start of the 2016 year. The County sent over their first contribution during the year ending September 30, 2016. The County has been computing the amount of incremental taxes owed by the County and the City and has provided a worksheet to the City each year. This worksheet has been used to determine the incremental taxes paid and owed each year. It was determined by the City Attorney, that the City's CRA was actually terminated at the end of the 2019 fiscal year. Therefore, the City had no authority to collect the incremental taxes after September 30, 2019, and that all assets should be distributed back to the City and the County according to the Florida Statutes. The Statutes require that all assets should be returned on the same percentage as the incremental taxes that were paid in.

As of September 30, 2019, the County had paid in all the incremental taxes owed to the CRA and the money was deposited into the CRA trust account. The City had not paid in any of what they owed to the CRA as of September 30, 2019. Note, the City paid in most of what was owed during the 2020 year.

Computation of % of Taxes Paid:

	<u>City</u>	<u>County</u>	<u>Total</u>
9/30/2016	\$ 15,327	\$ 10,333	\$ 25,660
9/30/2017	27,567	18,585	46,152
9/30/2018	53,952	35,427	89,379
9/30/2019	63,316	41,974	106,290
Total	<u>\$ 161,162</u>	<u>\$ 106,319</u>	<u>\$ 267,481</u>
% Paid	60.3%	39.7%	

On September 30, 2019 the CRA had cash in the bank of \$47,503 and was owed incremental taxes of \$161,162 from the City, which equates to total assets of \$208,665. Based on the worksheet of incremental taxes paid by entity, the County paid in 39.7 percent of the total taxes. The County was owed back \$82,840 of the assets at September 30, 2019.

Total CRA Assets as of 9/30/2019:

Cash in Restricted Account	\$ 47,503
Amount Due from City General Fund	161,162
Total Assets as of 9/30/2019	<u>\$ 208,665</u>

Amount Owed to the County (39.7%) \$ 82,840

The County continued to fund the CRA \$43,159 during 2020, \$53,823 during 2021 and \$68,305 during 2022, for a total incremental tax paid to the City since September 30, 2019 of \$165,287.

Amount of Taxes Paid in By Year Since 9/30/2019:

	<u>City</u>	<u>County</u>
9/30/2020	\$ 71,016	\$ 43,159
9/30/2021	79,764	53,823
9/30/2022	0	68,305
Total	<u>\$ 150,780</u>	<u>\$ 165,287</u>
Total Amount Owed to the County		<u>\$ 248,127</u>

The County is owed back \$82,840 based on the distribution of the assets of the CRA as of September 30, 2019 and \$165,287 for incremental taxes paid in after the CRA was retroactively terminated as of September 30, 2019 for a total of \$248,127.

If you have any questions, please contact our office.

Chris Moran

Moran & Smith LLP

Finance Director – Mark Gerspacher

City Commission Meeting –June 7, 2022 – 4:00pm

1. *Budget to Actuals Report*

See attached. Please feel free to give any suggestions for changes or additions to this report.

2. *Capital Projects Update*

See attached.

City of Apalachicola
 Budget to Actuals Progress Report
 October 1, 2021 - May 31, 2022

INCOME	BUDGET 21-22	ACTUAL THROUGH 5/31/22	BALANCE
1400000 · GENERAL REVENUE			
1411001 · AD VALOREM TAXES	1,588,238	1,725,881	-137,643
1412001 · 1/2 CENT SALES TAX	244,284	110,989	133,295
1412002 · MOBILE HOME LICENSE TAX	75		75
1412003 · ALCOHOLIC BEV LICENSE TAX	4,000	3,812	188
1413100 · UTILITY FRANCHISE	188,393	87,248	101,145
1413200 · LOCAL COMMUNICATION TAX	69,980	56,012	13,968
1414100 · UTILITY TAX	263,288	74,551	188,737
1415120 · STATE REVENUE SHARING	107,079	64,329	42,750
1421001 · BUSINESS LICENSE FEES	30,000	28,580	1,420
1422001 · BUILDING PERMIT FEES	40,000	58,475	-18,475
1422004 · SPEC EXCEP/VARIANCE FEE	0		0
1422006 · GOLF CART PERMIT	6,000	9,472	-3,472
1422007 · TREE APPLICATION FEE	1,000	2,400	-1,400
1422008 · TREE REFORESTATION FUND	2,500	1,460	1,040
1422011 · SIDEWALK PERMITS	150	900	-750
1430100 · COUNTY FIRE PROTECT-MSBU	37,000	7,005	29,995
1430200 · FINES AND FORFEITURES	300	11,791	-11,491
1430300 · CEMETERY LOTS & OPENINGS	10,000	6,000	4,000
1430400 · OYSTER HARVESTING LICENSES	0		0
1440100 · MISCELLANEOUS	590,000	395,779	194,221
1110280 ELECTRIC CAR CHARGER REVENUE	\$643.57		
1453220 SURPLUS PROPERTY AUCTION	\$50821.26		
1453760 CARES ACT FUNDING	\$393093.85		
1440120 · MISC-EQUIP/PROP RENTAL	35,000	37,558	-2,558
1440163 · TRAFFIC LIGHT REIMB	5,000		5,000
1440180 · FARMER MARKET REVENUE	3,000		3,000
1440183 · SANITATION FEES	583,560	105,811	477,749
1440184 · SANITATION - ADMINISTRATION FEE	28,363	17,018	11,345
1440190 · PROJECT IMPACT ADMINISTRATION FEE	25,566	15,340	10,226
1440400 · HURRICANE SALLY			
1453210 · FIRING RANGE	3,500	10,016	-6,516
1455500 · COMMUNITY GARDEN REVENUE	500	400	100
1455700 · HISTORY CULTURE REVENUE	20,000		20,000
5410200 · LIBRARY MISC. REVENUE	12,000		12,000
5410300 · LIBRARY DONATIONS - PALS	5,000	8,428	-3,428
TOTAL GENERAL FUND REVENUE	3,903,776	2,839,255	1,064,521
DEPARTMENTAL REVENUE			
WATER UTILITY BILL REVENUE	951,628	630,131	321,497
WATER TAPS	20,250	8,653	11,597
WATER ROAD BOREW	1,000		1,000
WATER LATE FEES	15,000	5,570	9,430
SEWER UTILITY REVENUE	910,000	608,858	301,142
SEWER TAPS	18,500		18,500
SEWER ROAD BORES	1,000	25	975
SEWER LATE FEES	15,000	6,132	8,868
SEWER USAGE FEES	615,000	470,239	144,761
STORM WATER UTILITY FEE	20,168	12,155	8,013
MOORING REVENUE	110,000	58,400	51,600
LAUNCH FEES	7,000	4,085	2,915
TOTAL DEPARTMENTAL REVENUE	2,684,546	1,804,248	880,298

City of Apalachicola
 Budget to Actuals Progress Report
 October 1, 2021 - May 31, 2022

OPERATING EXPENSES	BUDGET 21-22	ACTUAL THROUGH 5/31/22	BALANCE
WATER - Expenses	380,018	230,715	149,303
WASTEWATER - Expenses	1,141,050	622,454	518,596
BATTERY PARK - Expenses	43,550	23,718	19,832
SCIPPIO CREEK - Expenses	44,426	35,877	8,549
ADMINISTRATION - Expenses	148,168	102,643	45,525
FACILITIES - Expenses	352,200	206,668	145,532
FIRE - Expenses	42,099	22,726	19,373
GOVERNING BODY - Expenses	219,922	115,937	103,985
LIBRARY - Expenses	19,266	16,950	2,316
PARKS & RECREATION - Expenses	83,508	18,301	65,207
POLICE - Expenses	85,714	45,399	40,315
PUBLIC WORKS - Expenses	656,359	237,949	418,410
ZONING/CODE ENFORCEMENT - Expenses	14,695	9,400	5,295
TOTAL OPERATING EXPENSES	3,230,975	1,688,737	1,542,238

City of Apalachicola
Capital Project Update

Water

Ground Water Storage Refurbishment	165,000	In progress, should be complete by end of June
60 Fire Hydrants = 1/4 of Remaining	241,500	Been bought but not installed
Truck	30,000	Not doing this year, funds used for well repair
Chlorine Booster Pump	6,000	Not doing this year
Recoat Wells	4,500	In progress, should be complete by end of June

Wastewater

Lift Station Repair	90,000	In Progress
Flovac = 1/3 of Remaining	161,353	In progress
Vacuum Controllers - 100 / Year	35,088	Check with Rhett
Bar Screens	75,000	Working on will be complete pending availability of parts
Dike Repairs	50,000	Not started, waiting on quote
SBR Valve	19,000	In progress should be complete this year
Effluent Pump	30,000	Complete
Compost Drying Bed	10,000	Not Completed
VAC Station Controls	90,000	Not Completed

Battery Park

Electric Repairs (Pavilion Pier)	53,880	Not Completed
Rail (Pavillon Pier)	5,000	Not Completed
Seawall	53,105	Not Completed, amount not enough, have applied for Grant

Admin

Johnson Complex Renovation	30,000	In Progress
----------------------------	--------	-------------

Facilities

Holy Family	175,000	Roof Complete
Community Center Roof	22,000	Complete
Community Center Other	25,000	Complete

Governing Body

Website Update	9,000	In progress, should launch in June
----------------	-------	------------------------------------

Police

Police Car	36,000	Ordered but not delivered yet
------------	--------	-------------------------------

Public Works

Truck	29,000	Ordered
Road, Sidewalk & SW Repairs - LOGT	32,000	Bid Awarded, In Progress
Backhoe	24,000	Complete
Storm Water Project - State Appropriations Match - LOGT	50,000	In Progress

Grant Updates – Bree Robinson

City Commission Meeting – Tuesday, June 7th, 2022

1. *Library Improvements – Signs/Little Libraries - Florida League of Mayors 2022 City Catalyst Grants*

Application submitted electronically 6/2/22 on behalf of the Apalachicola Margaret Key Public library. Requested the max ask of \$2,500 to purchase two lockable display billboards and two “Free Little Library” setups. The lockable displays are to be placed on the façade of the library. These displays will be used to post public events, library programs, etc. The little library setups will be used for the library to join the Free Little Library program, as the goal is to place these the greenspaces/parks around Apalachicola.

2. *Water Treatment Plant Improvements - Rural Infrastructure Fund – DEO FY 21/22*

Application submitted electronically on 5/26/22 to the RIF program through DEO for fiscal year 21/22. After a call with DEO to go over their grant opportunities, they let us know there was still \$147,000 left in the RIF, even though the portal has been closed, and urged us to apply. City applied for \$150,000 for engineering services that are going to be needed as we navigate the Potable Water Consent Order and will set us up to apply for more funding down the line. (DEO suggested we apply for the full amount.)

Applied for:

- Evaluation of Existing Conditions
- Enhanced Sampling Plan, Hydraulic Modeling, and Treatability Studies
- Alternatives Analysis
- Facilities Plan Report

3. *City of Apalachicola Old City Hall Structural Repair – Special Categories DOS*

Application submitted electronically 5/31/22 for structural repairs for the Old City Hall building. (Middlebrook Building) Amount requested was \$395,000 with an in-kind match of \$98,750 for a total project budget of \$493,750. The goal of this application is to secure funding to complete the Old City Hall Renovation and support the ongoing repairs funded through the NPS grant. The purpose is to stabilize the building, by proposing to install an interior rigid steel frame to provide the structural integrity of the building exterior masonry and support the historic second floor wood frame.

4. CPTA Community Planning Technical Assistance Grant Program – DEO

Application submitted 4/1/22 for updates to our local comprehensive plan as well as complete Phase 2 of the Apalachicola Areas of Critical State Concern Work Plan. If granted, grantee shall analyze the City of Apalachicola's current local comprehensive plan and present required and recommended update to the City Commission considering resiliency. These ideas will be vetted through community engagement and based on feedback received from the community and City Commission, final amendments to the local comprehensive plan will be prepared for public hearing and subsequent transmission to DEO. The City will also undertake Phase 2 of the Areas of Critical State Concern Work Plan by updating the infrastructure project list and conducting project scoping and economic analysis for priority projects in preparation for the funding available through the Bipartisan Infrastructure Act as well as other state and federal grant opportunities. **Waiting for updates – DEO staff reached out and asked if we had public space for a presentation of award if chosen. Good sign!**

5. Dunn Community Project Request – Leslie Street Repair and Resurfacing Project

On 4/18/22 City of Apalachicola completed a Dunn Community Project Request Form complete with letter of support from Franklin County, Apalachicola Bay Chamber of Commerce, and the Franklin County Tourist for the Leslie Street project in the amount of \$610,169.30. Dunn's office is limited to 15 submissions total across the 2nd district. They will update us if we are chosen to be put forward to Congress. **Waiting for updates.**

6. Florida Fish and Wildlife Conservation Commission – Florida Boating Improvement Program – Bay Avenue Seawall Construction

Full application submitted to FWC on 4/1/22 requesting \$257,267 with a \$28,000 (budgeted) City contribution to complete the Bay Avenue Seawall project. The Bay Avenue Seawall has large cracks and structural damage. The City of Apalachicola previously worked with Dewberry Engineers to create engineered construction plans for the project (2017) – with these plans in hand we applied for the construction phase of the Bay Avenue Seawall project.

FBIP manager reached out and requested a more specific authorization from the City Commission approving the submission – must contain Program Manager name (Bree) and signing authority (Travis/Mayor Ash.)

7. Firehouse Subs Public Safety Foundation – Hurst Rescue Tools “Jaws of Life”

An application requesting \$34,065.00 for Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted online 4/7/22. These tools were a request from the VPD and will aid them in their efforts. If funded – the grant program will handle ordering, etc. No match required. **Waiting for updates.**

8. Department of Historical Resources African American Cultural and Historical Grants – Apalachicola African-American History Museum

While our application was denied due to funding, the board has come back and said there may be \$30 million in additional projects granted, which would include ours according to the ranking list. Recommended for funding – Governor has until July to approve the budget which could include us. (Application was for \$1,000,000 with a \$250,000 match from the City.) [Waiting for updates.](#)

- City match of \$250k was originally to come out of surplus from year prior, if available.

9. Florida Department of Transportation – SCOP Grant Application – Leslie Street

City Commission passed Resolution 2022-01 on 2/23/22 for the City of Apalachicola to apply for funding for Leslie Street. Application was submitted electronically on 3/4/22. The City requested \$610,169.30 to remedy the underground issues, resurfacing the entire street length, and for new road signs based off of engineer's suggestions and recommendations. There are no dates available currently for awards, etc. [Waiting for updates.](#)

10. National Fish and Wildlife Foundation – Emergency Coastal Resilience Fund 2021 – City of Apalachicola Regional Park and Stormwater Facility Phase 1

Full application submitted on 2/16/2022 requesting \$712,314.58 for feasibility study and design for 3 locations: Sylvester Williams Park, the Botanical Gardens, and a large unused parcel of land that the City owns near the airport. [Still in review.](#)

11. HMGP – Backup Generator for Vacuum Station (108 Avenue F)

Grant application was submitted for \$170,000 for a new backup generator. (Current in use is too small for need.) Had to apply for a portable generator instead of stationary, as they will not fund for a stationary one in a flood zone. Multiple RFIs (requests for information) were received and answered. [Still waiting for updates.](#)

12. Leslie Street - FEMA

WAITING FOR UPDATE ON APPEAL

Project still in review; no timeline. Seeking out other grant opportunities.

13. National Park Service Hurricane Michael Repair/Mitigation - Grants for Repair and Restoration of the Montgomery Cotton Warehouse (Old City Hall) and the Harrison-Raney Cotton Warehouse (HCA)

Old City Hall – Assessment reports were approved by the commission along with scope updates. RFP's for contract work being drafted and will be issued soon.

HCA – Assessment reports were approved by the commission along with scope updates. RFP's for contract work being drafted and will be issued soon.

14. Grants Update -

- a. **FDOT City Landscaping** – City was reimbursed for \$193k landscaping costs after FDOT inspection and reimbursement package sent in. Landscaping has been completed – landscapers have entered their maintenance period. (3 months.) City will pick up maintenance after the 3-month period, following recommended maintenance plan from landscapers.
 - i. There has been issues with the grass drying out during the maintenance period, Gaskin to extend maintenance and re-plant as necessary per our contract and their warranty.
- b. **CDBG-DR Infrastructure** – Avenues Stormwater Repair Project is moving forward. Engineer Procurement and design will need to be secured and created along with environmental review and clearance, then we are scheduled to bid out and begin construction in October/November. Will need to bid this out after policies updated and enacted.
 - i. City is missing 3 internal policies that were requested, (DEO is giving us more time on these if we are progressing):
 - 1. Fraud Waste and Abuse Policies - Drafted
 - 2. Financial Management Policies – In Progress
 - 3. Quality Assurance and Quality Control Policies - DraftedProcurement Policy also needs updating – Dan has DEO comments and is working on this currently. Procurement Policy must be complete before anything moves forward. Expected agenda item for any Special Meetings scheduled in June.
- c. **CDBG-DR Hometown Revitalization** –Riverfront Revitalization and Hill Community Revitalization projects: City to begin environmental exemption process on administrative and engineering services. Engineer to be procured once DEO approves solicitation documentation. Will need to be bid out per new procurement policy, once complete.

- i. Grant agreement for Riverfront project executed! 4/13/2022
 - ii. Grant agreement for Hill projects executed! 5/3/22
- d. **HMGP Emergency Generators** – *Awaiting CDBG-DR Award for Matching Funds*. Received and signed Release of Funds forms for CDBG-DR match – still in contact with DEO weekly waiting for status updates and notice to proceed.
- e. **HMGP Market Street Vacuum Station** Documents received and executed. *Awaiting CDBG-DR Award for Matching Funds*. Received and signed Release of Funds forms for CDBG-DR match – in contact with DEO weekly waiting for status updates and notice to proceed.
- f. **Michael FEMA Projects Updates**
 - i. **Bodiford** - Permits filed for within deadline to US Corps of Engineers –BODIFORD PLANS DRAFT COMPLETE! Waiting for scope verification with FEMA to bid out.
 - ii. **Scipio** – Designs from Dewberry draft complete – waiting for full. Waiting for scope verification from FEMA to bid out.
 - iii. **Alleyway Repairs** – Alleyway: 3, 7, 9, 8, 10, 11, 6, 2, 5, 12, 4 Crushed Shells to be replaced. Extensions requested for all FEMA projects – extension granted.
 - iv. **Old City Hall and HCA Contents loss** – Ordering replacement items from loss. (Funding already received – just needs to be ordered and receipts turned in.) Partially ordered – postponing ordering of remaining items until back room flooring of City Hall complete to place items in.
 - v. **Lafayette Park** – TDC funds going towards pavilion at end of boardwalk. Awaiting donated electrical services project to be complete. In progress.
 - vi. **Hurricane Sally** – Waiver of match application documents submitted and sent in. Insurance payouts uploaded to portal for review. *Waiting for updates.*
- g. **DEP – WWTP Tank Cleaning** – US Submergent mobilized and began work 12/1/21. First round completed on 12/9. Had leftover grant funds after service, so they are coming back in September to complete another round of sand and grit removal and grant will close out in October 2022. On track.
- h. **Department of Historical Resources 2023 Small Matching Grant – Black History Trail**. Grant was recommended for funding. Waiting to receive final confirmation pending Governor’s approval of Budget. We are 9th on 2023 Grant Ranking list – pending Governor’s approval.

15. DEP Applications – Resilient Florida + Water Restoration Assistance - WWTP & Vulnerability Study

WWTP-

Grant #2 is an application for the WWTP totaling \$14 million - the City of Apalachicola was approved for the full \$14 million for new equipment and relocation. DEP contacted us and let us know we had 2 duplicated grant efforts both submitted to them. Both are for the WWTP – and combined could cover the entire WWTP Project costs, headworks and all. DEP has agreed, with some preliminary efforts to ensure the scope and pricing are as they should be.

- DEP requested to review RFP documents before solicitation. Waiting for updates and have been inquiring weekly on status. – Have sent our procurement policy and engineering solicitation documents for consideration upon request. – Not procured properly per our procurement policy – [waiting for updated policy to then bid out engineering services and begin the design process.](#)
- DEP requested several documents to send out agreements – documents supplied.

Vulnerability Study-

Grant #1 Vulnerability Study – FUNDED! Documents requested for agreement to be drafted – in progress.

16. USDA Water Street Permeable Parking Sidewalk and Lighting –

City Commission made a motion, after an award recommendation, to award the project to CWR Contracting, Inc. Agreements/contracts in progress.

17. Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – American Rescue Plan

The City formerly made application to the SLFRF program and received an award of \$1,179,010.00. The City has received half of this allocated amount and will receive the second half after spending the first deposit. City has elected to receive “standard allowance” for government services.

Dates:

- » First Report due April 30, 2022 – Met.
- » Funds must be obligated by December 31, 2024
- » All expenditures must be complete by December 31, 2026

Please see extra info below:

American Rescue Plan Info:

- Electing the “standard allowance” to spend on government services
 - Government Services generally include any service traditionally provided by government unless Treasury has stated otherwise. Here are some examples:
 - Construction of schools and hospitals
 - Road building and maintenance and other infrastructure
 - Health Services
 - General Government administration, staff, and admin facilities
 - Environmental remediation
 - Provision of police, fire, and other public safety services, including purchase of vehicles
 - **However, these funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (uses of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations)**
 - All projects MUST follow 2CFR procurement
 - No construction of the following:
 - New correctional facilities as a response to an increase in rate of crime
 - New congregate facilities to decrease the spread of COVID 19 in the facility
 - Convention centers, stadiums or other large capital projects intended for general economic development or to aid impacted industries
- Funds cannot be used for payments for debt services or replenishing rainy day funds.
- Reporting – first report will be due on April 30, 2022. **Report submitted on time.**

All information included in this report is accurate as of June 2, 2022 at 12:00pm. After that time, information is subject to change. If you have any questions, please send them to brobinson@cityofapalachicola.com.

ATTORNEY REPORT

TO: City Commission, City of Apalachicola
FROM: Daniel W. Hartman, Esq.
DATE: June 2022
SUBJ: City Attorney Report for Commission Meeting

1. SOLID WASTE COLLECTION ITN 2022-1

The City received two responses to ITN 2022-1 regarding Solid Waste Collection. Based on the submittals received and scoring under the evaluation criteria contained in the ITN the City identified WastePro as the selected bidder with which to conduct initial negotiations.

If the City and WastePro cannot negotiate a successful contract, the City may terminate the negotiations and begin negotiations with the next selected bidder which is Waste One. This process will continue until a contract has been executed or all bidders have been rejected.

Any proposed Contract will be presented to the Commission for review and final approval before being executed.

MINUTES OF THE WORKSHOP OF THE APALACHICOLA CITY COMMISSION HELD
MONDAY, APRIL 25, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash
Commissioner Anita Grove
Commissioner Despina George
Commissioner Adriane Elliott
Commissioner Donna Duncan

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Dan Hartman, Attorney

CALL TO ORDER

Mayor Brenda Ash called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Anita Grove made a motion to adopt the Agenda, amending to add Chris Holley – H2 Solutions – to give Words of Appreciation of his time as a consultant. Commissioner Adrian Elliott seconded and the motion carried 5-0.

Chris Holley thanked the Commission for allowing him the opportunity to work with the City, and stated how much he enjoyed his time here. Mr. Holley stated that any time that he is needed, to feel free to contact him.

NOISE ORDINANCE WORKSHOP

Attorney Dan Hartman gave a brief review, and then turned the workshop over to Rob Zingarelli – former retiree from Naval Acoustics. Mr. Zingarelli gave a brief background of what he did in the Navy. Mr. Zingarelli reviewed his ideas after having onsite visits to downtown businesses, giving his suggestions to the Commission – (See Attachment “A”). Mayor Ash stated that the Commission had tasked Mr. Zingarelli to work with staff on finding a resolution of this ordinance. Commission comments consisted of the following: 1) C2 and C4 Districts levels; 2) measurement from across the street of music; 3) possibility of polls by residents and other businesses; 4) free market; 5) address fines – current fines need to be increased; 6) miscellaneous noise in both the commercial/residential areas; 7) include park events i.e. - weddings etc.

Attorney Hartman would like to move forward as discussed, having the following in the next draft: 1) sound level and point of measurement identified, and 2) whether it is complaint driven versus law enforcement patrol. All Commissioners are asked to get their comments and concerns to Attorney Hartman to be added to the proposed ordinance. There will be another workshop date set for the noise ordinance at the May 3, 2022, meeting.

PUBLIC COMMENT

Comments consisted of the following: 1) sound level of 75 would be reasonable; 2) thumping bass and booming music in cars; 3) day and night time hours and decimal levels during regular business hours; 4) miscellaneous types of noise in commercial-residential areas; and 5) business owners responsibility to keep things legal.

AMERICAN RESCUE PLAN ACT

The City formerly made application to the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – American Rescue Plan Act program and received an award of \$1,179,010. The City has received half of this allocated amount and will receive the second half after spending the first deposit – (See Attachment “B”).

The Commission reviewed and discussed the list of proposed projects provided by Manager Wade and Commissioner Grove. The Commission directed Manager Wade and Finance Director Gerspacher, to prioritize the lists and bring back to the next meeting for further review. Mayor Ash also requested a spreadsheet of grants/projects and where we are at this point.

ADJOURNMENT

Commissioner Elliott made a motion to adjourn the workshop. Commissioner Despina George seconded and the motion carried 5-0.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

Key Points, 4/25/22

1. The proposed sound level limit of 85 dBA (up from 65 dBA) is entirely too high. For reference, this is just under the 90 dBA OSHA safety limit.
2. For comparison, a commercial refrigerator outside compressor's sound level is 85 dBA three feet from the compressor. Across a street, this drops to 70 dBA.
3. **dBc weighted measurements must additionally be used in order to include bass-heavy music.** dBA weighting largely ignores bass notes.
4. At the January 26th sound test meeting (Wade, Varnes, Zingarelli, others), 75 dBA and 85 dBc sound levels, measured across a street from a club with open doors, were agreed upon as provisionally acceptable for downtown evenings. Even this may be too high. It is difficult to carry on conversation with 75 dBA of interfering sound. 70 dBA and 80 dBc really are more appropriate.
5. It is important to specify a simple standard distance at which sound measurements should be made. "Across adjacent street" or "at complainants property line" are easily understood standards.
6. Sound level measurements should be a music venue's responsibility, and should be part of a pre-performance sound check. Sound level smart phone apps are inexpensive and easy to use.
7. Enforcement should not be on a complaint-by-complaint basis. Short term renters will not complain, they just won't come back. Residents and business owners are often hesitant to call in complaints, for a variety of reasons.
8. Corrections for the character of sound are absolutely necessary. Repetitive beats in music are designed to attract human attention, while random noises often pass unnoticed. Boom cars and semi truck traffic can put out similar sound levels, but nobody dances to passing truck noise.
9. Other levels for daytime and nighttime noises in neighborhoods were discussed and given in notes at the April 5th meeting. These are all on the next page.

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – American Rescue Plan

The City formerly made application to the SLFRF program and received an award of \$1,179,010.00. The City has received half of this allocated amount and will receive the second half after spending the first deposit.

There were original stipulations on how to spend this money with there being 4 categories noted:

1. Public health & economic impacts
2. Premium pay
3. Revenue loss
4. Investments in water, sewer, or broadband infrastructure

There was a FINAL RULE that went into effect on April 1st – the FINAL RULE offers more uses for this funding and could potentially fund several city projects.

Dates:

- » First Report due April 30, 2022
- » Funds must be obligated by December 31, 2024
- » All expenditures must be complete by December 31, 2026

Please see extra info below:

American Rescue Plan Info:

- Final Rule takes place starting on April 1, 2022, until then, the Interim Rule remains in effect. (4 categories)
- Electing the “standard allowance” to spend on government services
 - Government Services generally include any service traditionally provided by government unless Treasury has stated otherwise. Here are some examples:
 - Construction of schools and hospitals
 - Road building and maintenance and other infrastructure
 - Health Services
 - General Government administration, staff, and admin facilities
 - Environmental remediation
 - Provision of police, fire, and other public safety services, including purchase of vehicles
 - However, these funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (uses of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations)
 - All projects MUST follow 2CFR procurement

- No construction of the following:
 - New correctional facilities as a response to an increase in rate of crime
 - New congregate facilities to decrease the spread of COVID 19 in the facility
 - Convention centers, stadiums or other large capital projects intended for general economic development or to aid impacted industries
- Funds cannot be used for payments for debt services or replenishing rainy day funds.
- Reporting – first report will be due on April 30, 2022

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, MAY 3, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash
Commissioner Anita Grove
Commissioner Despina George
Commissioner Adriane Elliott
Commissioner Donna Duncan

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Dan Hartman, Attorney

CALL TO ORDER

Mayor Brenda Ash called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Despina George made a motion to adopt the Agenda. Commissioner Anita Grove seconded and the motion carried 5-0.

PUBLIC COMMENT

Public comments consisted of the following: 1) Historic Apalachicola Home and Garden Tours, Friday – 6:00 pm - music and reception and Saturday, May 7th, the tours of historical homes; 2) busking permits for sidewalk pop-up music; 3) FAMU programs update.

UNFINISHED BUSINESS

1. RESOLUTION 2022-02 -PRIVATE BUILDING INSPECTION DISCOUNT

Attorney Dan Hartman read Resolution 2022-02 in its entirety.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF APALACHICOLA CODIFYING A PRIVATE PROVIDER DISCOUNT ASSOCIATED WITH BUILDING PERMIT APPLICATION FEES WHERE THE APPLICANT UTILIZES A PRIVATE PROVIDER FOR INSPECTIONS AS DEFINED IN SECTION 553.791, FLORIDA STATUTES; PROVIDING FINDINGS, PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Adriane Elliott made a motion to adopt Resolution 2022-02. Commissioner George seconded with discussion. Motion carried 5-0.

NEW BUSINESS

1. APALACHICOLA BAY RESTORATION – DR. SANDRA BROOKE

Dr. Sandra Brooke gave a brief update on how to revive the oysters in the Apalachicola Bay and the goals to attain this project.

NEW BUSINESS

2. APALACHICOLA MAIN STREET JULY 3RD FIREWORKS EVENT

Representative from Main Street was not present, but the Commission discussed the July 3rd celebration event, which include alcohol sales on City right-of-way.

Commissioner Donna Duncan made a motion to approve the event of the July 3rd fireworks, but table the approval for alcohol consumption on city r-o-w. Commissioner Elliott seconded and the motion carried 4-1. Opposed: Commissioner George

NEW BUSINESS

3. 107 AVE B ENCROACHMENT AGREEMENT – DYKES, JAMES PROPERTY

Attorney Hartman gave a brief update of the 107 Avenue B encroachment into the alley, the encroachment has been in existence for approximately 100 years and requests approval.

Commissioner Grove made a motion to approve the 107 Avenue B encroachment agreement. Commissioner Elliott seconded and the motion carried 5-0.

NEW BUSINESS

4. SCHEDULE SECOND WORKSHOP FOR NOISE ORDINANCE

The workshop was scheduled for Tuesday, May 31st at 4pm. Attorney Hartman asked that Commissioners send all their comments to him ASAP, so that it can be added into the re-draft noise ordinance, that will be sent out on May 26th.

NEW BUSINESS

**5. REQUEST TO EXPEND ARPA FUNDS FOR SPRAY FIELD
TRACTOR AND IMPLEMENT**

City Manager Travis Wade requested that the Commission approve the purchase of a spray field tractor in the amount of \$130,891 through the ARPA funds.

Commissioner Elliott made a motion to approve the purchase of a spray field tractor from ARPA funding in the amount of \$130,891. Commissioner Grove seconded the motion carried 5-0.

MAYOR AND COMMISSIONER COMMENTS

Commission comments consisted of the following: 1) City Manager evaluation and evaluation form – discussion held on the process of how the Commission and City Manager’s evaluation will be held; 2) upcoming meetings with Rep. Shoaf and DEP; 3) city website; 4) Hwy 98 landscape and mowing; 5) spreadsheet of grant projects ongoing; 6) Franklin County Community Historical Preservation meeting May 4th, 6pm at Sea Quarters Marina in Carrabelle; 7) thanks to staff for all they do; 8) public bathrooms – Janitorial RFP and position; 9) HCA – form a new committee; 10) TDC funds and Lafayette Park pavilion; 11) progression of capital improvement projects list for June meeting; 12) Old Library - cost estimate and scope of work needed to upgrade; 13) Holy Family projects.

CITY MANAGER COMMUNICATIONS

Travis Wade – See Attachment “A”

Manager Wade introduced Glen Jenkins as the new Code Enforcement Officer.

Manager Wade gave an update on the Harbor Master House, stating we received quotes on the mold remediation, ranging from \$30,000 to \$8,000, depending on the styles.

FINANCE DIRECTOR COMMUNICATIONS

Mark Gerspacher – See Attachment “B”

GRANTS COORDINATOR COMMUNICATIONS

Bree Robinson – See Attachment “C”

ATTORNEY COMMUNICATIONS

Dan Hartman – See Attachment “D”

Attorney Dan Hartman requested input on the Commission’s opinion of appointing a Code Enforcement Committee, stating that the LDC calls for a seven member committee. Attorney Hartman stated that number can be changed, depending on the Commission’s decision. After discussion the Commission decided to continue to use staff and police department for code violation issues.

In a response to a question by Commissioner Duncan, Attorney Hartman stated that the Commission would go through the steps to start a new CRA Committee, when they are ready to move forward.

CONSENT AGENDA

- A. Meeting Minutes Adoption – April 5, 2022, Special Meeting – 3pm; and April 5, 2022, Regular Meeting Minutes**
- B. Planning & Zoning Minutes – April 11, 2022**

Commissioner George made a motion to approve the Consent Agenda removing April 5, 2022, Special Meeting Minutes. Commissioner Grove seconded and the motion carried 5-0.

Commissioner George made a motion to approve the April 5, 2022, Special Meeting Minutes, adding to Manager Wade stated as a “notation”, in his written presentation. Commissioner Grove seconded and the motion carried 3-2. Opposed: Mayor Ash, Commissioner Duncan

DEPARTMENT REPORTS

ADJOURNMENT

Commissioner Elliott made a motion to adjourn the meeting. Commissioner Duncan seconded and the motion carried 5-0.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

City Manager Updates – APRIL 2022

EPA Drinking Water Notice of Non-Compliance Response: After the EPA inspection in February, the EPA staff sent the City a Notice of Non-Compliance, which cited primarily the same issues as the FDEP's warning letter that the City responded to last month. The Response to the EPA's Notice was drafted and sent to them on April 18, 2022, by Environmental Attorney Craig Varn.

City Planner: Bree has been formally transferred to the position of Planner. However, she will continue to assist with grants writing and administration. She will work with Finance Director Gerspacher to share much of the grants administration with him in the near future as he gets settled into the Finance Director position.

Code Enforcement Officer: Glen Jenkins is the new Code Enforcement Officer. He started Monday, April 25, and most recently served as a law enforcement officer and worked with code enforcement at the Monroe North Carolina Police Department, from which he retired.

Commerce Street Restrooms: An RFP was published in the Apalachicola Times and was posted on the City's website for janitorial services for the restrooms located at Commerce Street, the Mill Pond, Battery Park Community Center, and City Hall.

Solid Waste: An Invitation to Bid (ITB) was published in the Apalachicola Times and was posted in on the City's website for Solid Waste services.

Parking Lot Striping: The City, along with Franklin County Commissioner Smokey Parrish, have split the cost (\$13,700) of repainting the following parking spaces and crosswalks:

- Avenue D from Market Street to Water Street
- Avenue E from Market Street to Water Street
- Avenue F from Market Street to Water Street
- Riverfront Park
- The public parking lot on the corner of Market Street and Avenue I

Additionally, the City repainted the parking spaces at City Hall at a cost of \$1,300.

Triumph Gulf Coast: Mayor Ash and myself attended the April 26, 2022 Triumph Gulf Coast meeting in Crawfordville. We were both recognized by Chairman Gaetz during the meeting and were able to meet with the Chairman and several of the Board Members after the meeting. They were each encouraging the City to submit an application in the near future.

Gouras and Associates: The City's grants consultant, Gouras and Associates, has hired a new employee. Mrs. Felicity Edwards will be in our area on a regular basis and will be working on the City's upcoming CDBG grant projects.

State Archivists: Library Director Lucy Carter arranged a meeting with Florida Department of State Archivists that was attended last week by myself, Bree Robinson, Lucy Carter, and Sheneidra Cummings. The information that was shared with help the City reduce some of the clutter in the City Hall complex by allowing us to dispose of old records that have reached their retention period. Significant records that are beyond their retention period will continue to be stored as usual.

Finance Director – Mark Gerspacher

City Commission Meeting –May 3, 2022 – 4:00pm

1. Summary of Activity

My first day with the City of Apalachicola was April 11, 2022. During the last three weeks, I have been familiarizing myself with the finances and financial history of the city. I have met with Adrian Welle to get an update on the last few months. I also met with Chris Moran, our external auditor, to get an update on the audit that was completed for FY 2020 as well as the audit that is ongoing of FY2021. We have come up with a plan to move forward by simplifying the chart of accounts to more closely mirror the budget. Unfortunately, I don't have confidence in supplying a budget to actuals report to the Commission at this time but will have one for the June meeting. If any of the commissioners have questions or would like to review specific expenditures or receipts with me, I invite them to come see me at any time and I will provide whatever information you need.

2. Battery Park Payment Kiosk

The payment kiosk for battery park that was approved to be purchased during the April 5th Commission meeting was ordered this week. The amount of the order is \$14,803 and the money is coming from surplus funds. The order has been placed in the manufacturing queue and I will provide further updates as they are available.

3. ARPA Funds

The first report for the \$1,179,010 that the city received from the American Recue Plan was submitted on April 30. We elected to take the Standard Allowance for lost revenue which provides the most flexibility with the funds.

Grant Updates – Bree Robinson

City Commission Meeting – Tuesday, May 3rd, 2022

1. CPTA Community Planning Technical Assistance Grant Program – DEO

Application submitted 4/1/22 for updates to our local comprehensive plan as well as complete Phase 2 of the Apalachicola Areas of Critical State Concern Work Plan.

If granted, grantee shall analyze the City of Apalachicola's current local comprehensive plan and present required and recommended update to the City Commission considering resiliency. These ideas will be vetted through community engagement and based on feedback received from the community and City Commission, final amendments to the local comprehensive plan will be prepared for public hearing and subsequent transmission to DEO. The City will also undertake Phase 2 of the Areas of Critical State Concern Work Plan by updating the infrastructure project list and conducting project scoping and economic analysis for priority projects in preparation for the funding available through the Bipartisan Infrastructure Act as well as other state and federal grant opportunities.

2. Dunn Community Project Request – Leslie Street Repair and Resurfacing Project

On 4/18/22 City of Apalachicola completed a Dunn Community Project Request Form complete with letter of support from Franklin County, Apalachicola Bay Chamber of Commerce, and the Franklin County Tourist for the Leslie Street project in the amount of \$610,169.30. Dunn's office is limited to 15 submissions total across the 2nd district. They will update us if we are chosen to be put forward to Congress.

3. Florida Fish and Wildlife Conservation Commission – Florida Boating Improvement Program – Bay Avenue Seawall Construction

Full application submitted to FWC on 4/1/22 requesting \$257,267 with a \$28,000 (budgeted) City contribution to complete the Bay Avenue Seawall project. The Bay Avenue Seawall has large cracks and structural damage. The City of Apalachicola previously worked with Dewberry Engineers to create engineered construction plans for the project (2017) – with these plans in hand we applied for the construction phase of the Bay Avenue Seawall project. Waiting for updates.

4. Firehouse Subs Public Safety Foundation – Hurst Rescue Tools "Jaws of Life"

An application requesting \$34,065.00 for Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted online 4/7/22. These tools were a request from the VPD and will aid them in their efforts. If funded – the grant program will handle ordering, etc. No match required. Waiting for updates.

5. Department of Historical Resources African American Cultural and Historical Grants – Apalachicola African-American History Museum

While our application was denied due to funding, the board has come back and said there may be \$30 million in additional projects granted, which would include ours according to the ranking list. Recommended for funding – Governor has until July to approve the budget which could include us. (Application was for \$1,000,000 with a \$250,000 match from the City.) Waiting for updates.

- City match of \$250k was originally to come out of surplus from year prior, if available.

6. Florida Department of Transportation – SCOP Grant Application – Leslie Street

City Commission passed Resolution 2022-01 on 2/23/22 for the City of Apalachicola to apply for funding for Leslie Street. Application was submitted electronically on 3/4/22. The City requested \$610,169.30 to remedy the underground issues, resurfacing the entire street length, and for new road signs based off of engineer's suggestions and recommendations. There are no dates available currently for awards, etc. Waiting for updates.

7. National Fish and Wildlife Foundation – Emergency Coastal Resilience Fund 2021 – City of Apalachicola Regional Park and Stormwater Facility Phase 1

Full application submitted on 2/16/2022 requesting \$712,314.58 for feasibility study and design for 3 locations: Sylvester Williams Park, the Botanical Gardens, and a large unused parcel of land that the City owns near the airport. Still in review.

8. HMGP – Backup Generator for Vacuum Station (108 Avenue F)

Grant application was submitted for \$170,000 for a new backup generator. (Current in use is too small for need.) Had to apply for a portable generator instead of stationary, as they will not fund for a stationary one in a flood zone. Multiple RFIs (requests for information) were received and answered. Still waiting for updates.

9. Leslie Street - FEMA

WAITING FOR UPDATE ON APPEAL

Reached out to FEMA 4/5/22 – Project still in review; no timeline. Seeking out other grant opportunities.

10. National Park Service Hurricane Michael Repair/Mitigation - Grants for Repair and Restoration of the Montgomery Cotton Warehouse (Old City Hall) and the Harrison-Raney Cotton Warehouse (HCA)

Old City Hall - The City has received structural assessment report and as-built drawings from 4M Architect. Structural engineer has identified previously undiscovered structural deficiencies in the building that need to be addressed before mitigation work is completed. Staff is working on petition to DHR to modify scope to accommodate the work necessary to resolve deficiencies. Architect/engineer are working on schematic design options/cost for repair. Based on the unforeseen costs associated with structural steel reinforcements proposed for City Hall, architect has recommended applying for grants to cover any anticipated shortfall. A cost estimate is forthcoming.

HCA – he City has received structural assessment report and as-built drawings from 4M Architect. Based on report, architect is working on schematic design for work as identified in scope.

Special Meeting to be scheduled in May for Tarmey presentation of options for Old City Hall.

11. Grants Update -

- a. **FDOT City Landscaping** – City was reimbursed for \$193k landscaping costs after FDOT inspection and reimbursement package sent in. Landscaping has been completed – landscapers have entered their maintenance period. (3 months.) City will pick up maintenance after the 3-month period, following recommended maintenance plan from landscapers.
- b. **CDBG-DR Infrastructure** – Avenues Stormwater Repair Project is moving forward. Engineer Procurement and design will need to be secured and created along with environmental review and clearance, then we are scheduled to bid out and begin construction in October/November. Engineer to be procured once DEO approves solicitation documentation – this has

been sent for DEO review. Will need to bid this out after policies updated and enacted.

- i. City is missing 3 internal policies that were requested, (DEO is giving us more time on these if we are progressing):
 1. Fraud Waste and Abuse Policies - Drafted
 2. Financial Management Policies – In Progress
 3. Quality Assurance and Quality Control Policies - DraftedProcurement Policy also needs updating – Dan has DEO comments and is working on this currently. Procurement Policy must be complete before anything moves forward.
- c. **CDBG-DR Hometown Revitalization** –Riverfront Revitalization and Hill Community Revitalization projects: City to begin environmental exemption process on administrative and engineering services. Engineer to be procured once DEO approves solicitation documentation. Will need to be bid out per new procurement policy, once complete.
 - i. Grant agreement for Riverfront project executed! 4/13/2022
 - ii. Grant agreement for Hill projects in pre-execution.
- d. **HMGP Emergency Generators** – *Awaiting CDBG-DR Award for Matching Funds*. Received and signed Release of Funds forms for CDBG-DR match – still in contact with DEO weekly waiting for status updates and notice to proceed.
- e. **HMGP Market Street Vacuum Station** Documents received and executed. *Awaiting CDBG-DR Award for Matching Funds*. Received and signed Release of Funds forms for CDBG-DR match – in contact with DEO weekly waiting for status updates and notice to proceed.
- f. **Michael FEMA Projects Updates**
 - i. **Bodiford** - Permits filed for within deadline to US Corps of Engineers –BODIFORD PLANS DRAFT COMPLETE! Waiting for full from Dewberry to prepare bid documents.
 - ii. **Scipio** – Designs from Dewberry draft complete – waiting for full.
 - iii. **Alleyway Repairs** – Alleyway: 3, 7, 9, 8, 10, 11, 6, 2, 5, 12, 4 Crushed Shells to be replaced. Extensions requested for all FEMA projects – in final review, but have been advised they will be granted.
 - iv. **Old City Hall and HCA Contents loss** – Ordering replacement items from loss. (Funding already received – just needs to be ordered and receipts turned in.) Partially ordered – postponing ordering of remaining items until accounts are in financial order. (finance department is having accounts in Quickbooks ironed out.)
 - v. **Lafayette Park** – TDC funds going towards pavilion at end of boardwalk. Awaiting donated electrical services project to be complete.

- vi. **Hurricane Sally** – Waiver of match application documents submitted and sent in. Insurance payouts uploaded to portal for review. Waiting for updates.
- g. **DEP – WWTP Tank Cleaning** – US Submergent mobilized and began work 12/1/21. First round completed on 12/9. Had leftover grant funds after service, so they are coming back in September to complete another round of sand and grit removal and grant will close out in October 2022. On track.
- h. **Department of Historical Resources 2023 Small Matching Grant – Black History Trail**. Grant was recommended for funding. Waiting to receive final confirmation pending Governor's approval of Budget. We are 9th on 2023 Grant Ranking list – pending Governor's approval.

12. DEP Applications – Resilient Florida + Water Restoration Assistance - WWTP & Vulnerability Study

WWTP-

Grant #2 is an application for the WWTP totaling \$14 million - the City of Apalachicola was approved for the full \$14 million for new equipment and relocation. DEP contacted us and let us know we had 2 duplicated grant efforts both submitted to them. Both are for the WWTP – and combined could cover the entire WWTP Project costs, headworks and all. DEP has agreed, with some preliminary efforts to ensure the scope and pricing are as they should be.

- DEP requested to review RFP documents before solicitation. Waiting for updates and have been inquiring weekly on status. – Have sent our procurement policy and engineering solicitation documents for consideration upon request. – Not procured properly per our procurement policy – waiting for updated policy to then bid out engineering services and begin the design process.
- DEP requested several documents to send out agreements – documents supplied.

Vulnerability Study-

Grant #1 Vulnerability Study

Second round application submitted on 2/14/2022. Still waiting for updates.

Cindy Update: List of approved projects was supposed to be released last month. Any day now ... The person I spoke with at DEP was guardedly optimistic and said that they had recommended funding 80 new or updated Vulnerability Assessments and if our project was a Vulnerability Assessment we had a pretty good shot at being funded. We should know any day now. Still waiting for updates.

13. USDA Water Street Permeable Parking Sidewalk and Lighting –

3/31/22 - Updated plans from Dewberry received and USDA has approved. City Attorney advises we formally reject all bids and re-bid this project out with the altered scope and plans.

4/28/22 – Project was advertised again to re-bid – received 2 bids on 4/22! Dewberry is reviewing to make recommendation of award to City.

14. Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – American Rescue Plan

The City formerly made application to the SLFRF program and received an award of \$1,179,010.00. The City has received half of this allocated amount and will receive the second half after spending the first deposit. City has elected to receive "standard allowance" for government services.

Dates:

- » First Report due April 30, 2022 – Met.
- » Funds must be obligated by December 31, 2024
- » All expenditures must be complete by December 31, 2026

Please see extra info below:

American Rescue Plan Info:

- Electing the "standard allowance" to spend on government services
 - Government Services generally include any service traditionally provided by government unless Treasury has stated otherwise. Here are some examples:
 - Construction of schools and hospitals
 - Road building and maintenance and other infrastructure
 - Health Services
 - General Government administration, staff, and admin facilities
 - Environmental remediation
 - Provision of police, fire, and other public safety services, including purchase of vehicles
 - **However, these funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act**

statute (uses of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations)

- All projects MUST follow 2CFR procurement
- No construction of the following:
 - New correctional facilities as a response to an increase in rate of crime
 - New congregate facilities to decrease the spread of COVID 19 in the facility
 - Convention centers, stadiums or other large capital projects intended for general economic development or to aid impacted industries
- Funds cannot be used for payments for debt services or replenishing rainy day funds.
- Reporting – first report will be due on April 30, 2022. **Report submitted on time.**

All information included in this report is accurate as of April 28, 2022 at 12:00pm. After that time, information is subject to change.

ATTORNEY REPORT

TO: City Commission, City of Apalachicola
FROM: Daniel W. Hartman, Esq.
DATE: May 2022
SUBJ: City Attorney Report for Commission Meeting

1. **Litigation – Hall/Smith/Nall – 7th Street (Case No.: 2018 CA 233)**

Both pending cases have been consolidated into 2018 CA 233, the original City case. They are set for trial on September 14, 2022. We have filed our Answer and Affirmative defenses and remain in discussions with both parties on potential settlement.

2. **Code Enforcement Board**

Article II, Division 2, Sec. 28-122 of the Land Development Code provides for the creation of a Code Enforcement Board and hearing officer process. In short, it involves appointment of a seven (7) member Code Enforcement Board (to adjudicate contested matters) and a hearing officer (to handle uncontested matters). Decisions by the Code Enforcement Board could be appealed to the City Commission (de novo) and ultimately on to Circuit Court. It would allow staff to manage the growing case load of Code Enforcement matters in a more cost efficient manner than the current process of going to County Court. I would like to obtain input from the Commission if you are amenable to appointment of a Code Enforcement Board to have the option of handling cases in this manner.

3. **CRA**

The finance director is finalizing his review of reimbursement amounts to the County and City. This process should be concluded shortly and the funds coming back to the City will be part of the upcoming Budget Amendment process.

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD
WEDNESDAY, MAY 18, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash
Commissioner Anita Grove
Commissioner Despina George
Commissioner Adriane Elliott
ABSENT: Commissioner Donna Duncan

Travis Wade, City Manager
Dan Hartman, Attorney

CALL TO ORDER

Mayor Brenda Ash called the meeting to order, moving Agenda items around to the following order: Item II, Item V, Item III, and Item IV.

I. APPROVAL OF EMERGENCY EXPENDITURE FOR WELL 7

Mr. Wade reviewed Well# 7 issues, stating the expenditures for this are \$33,810. Mr. Wade requests approval of this expenditure and that it be awarded to Rowe Drilling. Mr. Wade stated that an additional \$20,197 is needed, and the funds will come from the water department previously budgeted item, a truck that was never purchased.

Commissioner Despina George made a motion to approve the emergency expenditures to Rowe Drilling for Well# 7, for rehabilitation and pump replacement. Commissioner Adriane Elliott seconded and the motion carried 3-0.

Commissioner Grove entered the meeting after motion.

II. USDA/WATER STREET BID RECOMMENDATION

Josh Stephens with Dewberry Engineers stated they had received all bids for the USDA Water Street Sidewalk and Parking Project, and that they recommend CW Roberts Contracting, Inc., be awarded this bid.

Commissioner Elliott made a motion to award the bid for the USDA Water Street and Sidewalk Parking Project to CW Roberts Contracting, Inc. Commissioner George seconded and the motion carried 4-0.

III. MARK TARMEY PRESENTATION RE: OLD CITY HALL - COMMISSION APPROVAL OF FUTURE ACTIONS

Mark Tarmey briefly reviewed the assessment reports for the Old City Hall building, and the HCA (History, Cultural & Arts) building. Mr. Tarmey prepared two recommendations for Old City Hall and is recommending that the Commission approve "Option B" at this time. See Attachment "A"

Commissioner Anita Grove made a motion to approve "Option B" the Old City Hall Building project in the amount \$399,916. Commissioner George seconded and the motion carried 4-0.

IV. NPS GRANT - ADMINISTRATOR AWARD RECOMMENDATION

The City of Apalachicola published an RFP to administer and manage the NPS Grants for the Old City Hall and HCA Buildings. The City received only one bid for this project and would like to recommend Bay Media.

Commissioner Grove made a motion to approve the bid award to Bay Media. Commissioner George seconded and the motion carried 4-0.

Commissioner Elliott made a motion to adjourn the meeting. Commissioner George seconded and the motion carried 4-0.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

BRIEF SUMMARY: OLD CITY HALL OPTIONS**Option A. ("Preferred Option"):**

- Remove second floor walls, doors, ceilings cabinets, countertops, counters, plywood overlay sub floor, any other water damaged sub flooring, including remnants of the "historic/original" subflooring, mechanical duct work and electrical and plumbing fixtures, plumbing and electrical deleterious conduit and piping etc.
- The expressed purpose is to remove excess weight and relive stresses on the original heavy timber frame which display evidence of failure at the exterior walls where mortise and tendoned joinery are separating. Second floor windows are to receive new aluminum and wood historic over 6 replacement windows to match windows proposed for the first floor. Install new impact resistant operable shutters. • Remove first floor windows and doors, ceilings, aged mechanical and electrical equipment that has been abandoned and is beyond repair. Remove existing interior non-structural walls, doors, cabinetry, counters etc., to provide clear and open space for potential future redevelopment. Works will also include leveling of first floor concrete slab to match the existing (non-historic) floor level in the center area of the first floor of the Middlebrook building. This will require forming of interior steps at the north end near intersection of Water Street and Ave. "E". First Floor windows will be removed and replaced with historic "replica windows of wood with aluminum exterior.
- Relocate electrical utilities above BFE.
- Install historically-compatible hurricane- shutters over lower story openings.
- Install a series of 8" x 8" steel columns (six (6) bays) on 15'-6" centers, with 12" x 12" x 5/8" steel beams spanning approximately 16 feet each direction including tie into to a new series of centrally located 8"x8" steel columns. The new steel interior frame will support the second floor heavy timber frame and exterior walls in the same manner as the Harrison -Raney building by providing supplemental support for the exterior brick masonry steel as well as support for the second floor and roof frame.

Option B. (Less Expensive)

- Similar to Option A, demolish second floor walls, doors, cabinets, countertops, counters, plywood overlay sub floor, any other water damaged sub flooring, including remnants of the "historic/original" subflooring, mechanical duct work and electrical and plumbing fixtures, plumbing and electrical deleterious conduit and piping etc.
The expressed purpose is to remove excess weight and relive stresses on the original heavy timber frame which display evidence of failure at the exterior walls where mortise and tendoned joinery are separating. Second Floor windows to remain intact for potential cost savings.
- Remove first floor windows and doors, ceilings, aged mechanical and electrical equipment that has been abandoned and is beyond repair. Remove existing interior non-structural walls, doors, cabinetry, counters etc., to provide clear and open space for potential future redevelopment. Works will also include leveling of first floor concrete slab to match the existing (non-historic) floor level in the center area of the first floor of the Middlebrook building. This will require forming of interior steps at the north end near intersection of Water Street and Ave. "E". First

Floor windows will be removed and replaced with historic "replica windows of wood with aluminum exterior.

- Install a series of 8"x 8" steel columns to be installed (six (6) bays) on 15'-6" centers, spanning approximately 16 feet each direction with 12" x 12" x 5/8" steel beams spanning approximately 16 feet each direction including tie into to a new series of centrally located 8"x 8" steel columns. The new steel interior frame will be installed on the **FIRST FLOOR ONLY** in order to support the second floor heavy timber frame and exterior walls in the same manner as the Harrison -Raney building by providing supplemental support for the exterior brick a steel "cap" plate will be added in order to add supplemental second floor column at a later date. masonry steel as well as support for the second floor and roof frame. Both options call for new impact resistant shutters and reconstruction of large wooden storm shutters.
- Relocate electrical utilities above BFE.
- Install historically-compatible hurricane- shutters over lower story openings.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
MONDAY, May 9th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

Workshop: Signs-Continued: 5:00 pm

Attendance: Al Ingle, Bobby Miller, Elizabeth Milliken, Lee McLemore, Joe Taylor,
Jim Bachrach, Chase Galloway, Dan Hartman.

Signs: Al Ingle- Sign ordinance is inadequate and needs improvement? We have
a Code Enforcement Officer now and the "code" we have is
pretty strict.

Lee McLemore- Most signs downtown do not comply; if a storm comes will
they be able to put back?

Joe Taylor- In the past, every sign came before P&Z-after Betty retired signs
became out of hand. "An ordinance is an ordinance regardless of
opinions".

We are all over the map and not getting anywhere. Stuck.

"Code in the books is Code in the books-accommodations is up
to the commission – 2 issues: size & lighting.

Elizabeth Milliken- We don't want flashing; we could increase size; get
handle on brightness.

Jim Bachrach- Grandfathering may be key to these issues..to go back
5 years ago?

Anita Grove- Grandfathering not a good idea if will reward not getting P&Z
approval and permits. I am in favor of Grandfathering if permit

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
MONDAY, May 9th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

was given. New owners of Gulf State Bank were told to take
down old sign and did not do it; now is "Majestic Jewel"

Glen Jenkins- Regarding "Majestic Jewel", I will have a conversation with them to
take care of it.

Dan Hartman- If Code Enforcement found signs not compliant and not
permitted, they can be told to take down.

You do not want to Grandfather what was not permitted. In regards to
What Jim said.. "5 years ago..may not have been permitted".

..Need to find path to resolve. Signs up now not compliant..one
person can complain to have it addressed and can become a problem.

Al Ingle- Consider the Best Western..too large and could turn down lighting?

Signs issues needs to go back to the City Commission.

Jim, Elizabeth and Chase agree.

Al: "Ok so we'll pass it on to the City Commission; they will decide how
to proceed".

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
MONDAY, May 9th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

Regular Meeting: 6:00 pm

Attendance: Al Ingle, Bobby Miller, Jim Bachrach, Elizabeth Milliken, Lee McLemore, Chase Galloway, Joe Taylor, Dan Hartman.

1. Approval of April 11th, 2022 regular meeting minutes.
Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken. All in favor-Motion carries.

2. Review, Discussion and Decision for Review for New Single-Family Home. **(R-2) @ 319 Cottage Hill.** Block A, Lot 1. For T. Ray-Owner; Contractor: tbd
Tabled. Does not meet setbacks required in the current Land Development Code. Need site plan.

3. Review, Discussion and Decision for Addition. **(Historic District) (R-2) @ 248 11th St.,** Block 153, Lot 3. For H. Jones-Owner; Contractor: self
Motion to approve, contingent on meeting City setback requirements, by Bobby Miller; 2nd by Chase Galloway. All in favor-Motion carries.

4. Review, Discussion and Decision for Mobile Home. **(R-3) @ 354 25th Ave.** Block 221, Lots 3-4. For M. Williams-Owner; Contractor: Connell
Motion to approve by Jim Bachrach; 2nd by Lee McLemore. All in favor-Motion carries.

5. Review, Discussion and Decision for Addition, Deck & Shed. **(R-2) @ 204 10th St.,** Block 156, Lot 2. For C. Presnell-Owner; Contractor: Self
Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken. All in favor-Motion carries.

6. Review, Discussion and Decision for New Home. **(R-2) @ 165 10th St.,** Block 159, Lot 8. For G. Coxwell-Owner; Contractor: self
Motion to approve house only by Jim Bachrach; 2nd by Joe Taylor. All in favor-Motion carries.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
MONDAY, May 9th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

7. Review, Discussion and Decision for New Home. (R-2) @ 194/196 10th St. Block 157, Lots 3-4. For G. Coxwell–Owner; Contractor: self
Motion to approve by Jim Bachrach; 2nd by Bobby Miller. All in favor-Motion carries.

Other/New Business:

Outstanding/Unresolved Issues:

Dan Hartman: If P&Z Board member misses 3 consecutive meetings, the commission can ask for removal.

Al Ingle: Ask for Alternate Board Member to attend P&Z meetings; can learn and be prepared to step in if needed.

Motion to adjourn by Jim Bachrach; 2nd by Elizabeth Milliken



Al Ingle-Chair

APALACHICOLA POLICE DEPT.

With school coming to an end, APD has been busy with our local youth. Sgt. Webb spent a lot of time this month with the head start youth, hanging out with the kids, and participating in their graduation ceremony. APD also participated this month along with the Sheriff's office in honoring fallen police officers, including our own, Fred Babb Sr. As tourist season begins in full, we continue to focus on traffic, parking, and monitoring the downtown area.

May 2022 Totals

Traffic Stops/Warnings/ citations	32	
Arrests/Warrant Requests	4	
Traffic Accidents	2	
Burglary/Theft calls	4	
Assist Citizens/ Complaints/investigations		812
Trespass Warnings/agreements	4	
Business alarm calls/building checks/welfare checks		777
assist county call/other agencies	12	
Assist Animal control	1	
Domestic cases involving violence/disturbance calls		4
Drugs	0	
Total calls from dispatch	1982	

CITY OF APALACHICOLA
ADMINISTRATION DEPARTMENT
May 2022

- Updated meeting calendar on website
- Payroll
- Finance Clerk posted revenues and expenses
- Assist staff with tree applications, utility bill issues
- Staff assisted with Cemetery, utility bills, garbage, permitting issues, city property rentals and other miscellaneous duties
- Billing Clerk assists the City Manager, City Clerk and Finance Director as needed, works front office with water bill collections, cemetery lot sales, assists water and sewer department as needed
- Completed tasks as assigned by the City Manager/Commission
- Public Records Request
- Annual golf cart sticker renewals
- Business License Renewal Notices and processing by City staff

69 work orders issued and 50 work orders completed

2105 payments processed

2046 bills mailed

134 cut-off list

Approximately 200 checks processed by accounts payable

APALACHICOLA VOLUNTEER
FIRE/RESCUE
April 2022 – 21 Calls

Bi-Monthly Report

1. Accidents	<u>1</u>	8. Life Flights	<u> </u>
2. Life Assist EMS	<u>12</u>	9. Search/Rescue	<u>3</u>
3. Bi-Mo. Meetings	<u>2</u>	10. Training	<u>1</u>
4. Brush Fires	<u> </u>	11. Transformer Fires	<u> </u>
5. House Fires	<u>2</u>	12. Cars	<u> </u>
6. Vehicle	<u>0</u>	13. 1 st Responder Calls	<u>25</u>
7. Gas Leaks	<u> </u>	14. Vessels	<u>0</u>

FIREFIGHTER ATTENDANCE

1. George Watkins	<u>6</u>	11. Chris Love	<u>3</u>
2. Fonda Davis	<u>5</u>	12. Avery Scott	<u>14</u>
3. Ginger Creamer	<u>16</u>	13. Bruce Hoffman	<u>18</u>
4. Albert Floyd	<u>5</u>	14. Ashley Teat	<u>0</u>
5. Rhett Butler	<u>2</u>	15. Anthony Croom	<u>1</u>
6.	<u>0</u>	16. Scott Brackett	<u>3</u>
7. Palmer Philyaw	<u>0</u>	17. Skylar Newell	<u>0</u>
8. Troy Morrison	<u>11</u>	18. Shannon Segree	<u>5</u>
9. Troy Segree	<u>13</u>	19. Adam Joseph	<u>9</u>
10. Rick Hernandez	<u>0</u>	20. Craig Gibson	<u>7</u>

Additional Notes:

Recorded by: _____

Date: _____



CITY OF APALACHICOLA

152 Coach Wagoner Blvd. * Apalachicola, Florida 32320 * 850-653-9319 *

BUILDING DEPARTMENT

May 2022

- 8 Building Permits in Process
- 46 Building Permits Issued
- 54 Building Inspections
- 14 Certificates of Completion Issued
- 2 Certificates of Occupancy Issued
- Daily Phone Inquiries & Emails Answered
- Several On-Site Meetings
- Daily Office Meetings
- Records Requests
- 6 Planning & Zoning Applications Processed
- May Planning & Zoning Meeting Agenda & Minutes
- Code Enforcement Officer Training
- City Planner Training
- May Building Dept. Fees brought in: \$26,196.71
- Building Dept. Fees ytd: \$ 63,857.87



CITY OF APALACHICOLA CODE ENFORCEMENT

192 Coach Wagoner Blvd * Apalachicola, Florida 32320 * 850-653-8222

June 1, 2022

CODE ENFORCEMENT OFFICE

June 1, 2022

Attended Commissioners' meeting

Attended Planning and Zoning workshop (Signs).

Attended Planning and Zoning meeting

Attended Tree Committee meeting

5 Tree Permits (photos and site visits). Three additional tree meetings reference permits and arborist evaluations.

2 Fence Permits

1 Fill Permit

3 Short term rental (Air BNB) notifications sent (certified mail).

Citation Book Generated

4 Citations issued

2 Illegal trailer occupants warned/moved

Daily Phone Inquiries & Emails Answered

Several On-Site meetings - problems with encroachment on city property (Allen, Etchen, Lawrence, Morgan, Smith, McMillen)

6 meetings regarding sign ordinance

1 Tree that was on city right - of - way that need to be cut (permit issued)

Daily Office Meetings

Online meetings with Granicus (Air BNB) and Banyan Systems Management)

Set up files for each client

Fees Collected

Tree Permits \$355 (\$200 City/ \$155 Tree Restoration)

Fence Permits \$100

Fill Permit \$50

City of Apalachicola public works monthly report

may 2022

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.

- collected all garbage from trash cans down town and public parks.
- cut our routine main roads parks and cemeteries.
- completed 6 work orders.
- repaired several pot holes in city.
- meet with contractor for warranty work on battery park pier.
- fixed and replaced several stop signs.
- Serviced 2 vehicles.
- cleaned public restrooms three times during the week and on saturday and sunday.
- cleaned storm drain on 6th street.
- built wall in police department for storage room.
- replaced wheel bearings on public work van.
- got quote for floating dock at riverfront park.
- had panel box replaced at riverfront park.
- replaced tires on two city vehicles.

Signed. Robert Osburn

Monthly Report for the Apalachicola Margaret Key Public Library April 2022

Statistics:

- 1,267 patrons visited our library - 357 books/movies/audiobooks circulated - 609 items donated to the library - 17 new accounts opened - 208 patrons used our computers - 125 hours donated by our wonderful volunteers - \$1027.21 collected as library revenue - 6,483 people reached with 41 Facebook posts - 48 accounts reached with 20 Instagram posts

We sprung into Spring this month at the library! Regular programming continued with Bring Me A Book Franklin hosting Books for Babies at 10:30am and Sunset Stories at 5:30pm on Tuesdays. Thursdays, LEGO Club is at 3pm and Book Club meets the first and third Wednesday of each month at 6pm. Master Gardener Helen Gologowski visits Sundays from 1-3pm to answer gardening questions. A new addition is the Writers Group led by volunteer and local author, Jerry Hurley. The group meets the 2nd and 4th Wednesdays of the month at 4pm.

Special April events were Creative Writing with Michael Anderson, Computer Basics with Natalie Parsley, and Beginning Knitting with Sally Crown. The Easter Bunny hopped by, thanks to the Franklin County Sheriff's Office, and delivered treats to kids. Energy was the theme for this month's STEAM Club, hosted by PALS member, Richard Lenhart. The Volunteer Income Tax Assistance program through the United Way of the Big Bend helped 31 Franklin County taxpayers with free tax filing this month. While Legal Services of North Florida held its second free, legal clinic at the library. We celebrated Earth Day with a seminar from Scott Davis of Garlick Environmental, entitled "Eat the Weeds"! His highly informative talk ended with a walk around the library to identify the many edible plants growing on the property.

Another feature this month, was a visit from New York Times Bestselling author, Marie Bostwick as part of the popular Susan B. Clementson Author Series. The Q & A portion with our visiting authors always brings out thoughtful questions from the audience. As a public library, we foster this 'literary side' and this month it was easy, as April is National Poetry Month. All month, visitors to the library wrote poems on Post-it notes and affixed them to our display board. Again, what a thoughtful crowd we have visiting the library! Partnering with PALS and the Piggly Wiggly, we also hosted 'Poetry for Pizza' inviting Franklin County kids to complete poetry challenges in exchange for a certificate for a free Piggly Wiggly pizza.

April is also National Volunteer Appreciation Month, and we hosted a 'Thank You Party and Open House' to honor our volunteers. Volunteers were gifted an aloe plant, for the many ways they "soothe our days." A special surprise was the presentation of a \$500 check earmarked for library projects. This check was given by an anonymous donor to honor any one volunteer who shows exemplary service. Richard Lenhart received the check and is considering the various library projects which could use this \$500. As a volunteer, Richard hosts the library's STEAM Club. To date, he's purchased 7 Science kits for kids, which he teaches in STEAM Club, and then donates to the library so that anyone can check them out. Beyond this, Richard organizes our shelves and Book Sale space; he fixes our chairs and desks; puts together any big items we have; and helps hang signs and decorations using the quality toolset he bought and donated to the library. Richard is one among many wonderful volunteers that help us. Liz Perkins uses her creative talents to produce calendars and fliers for our library. Celia Winterringer continues to catalog new materials, sort donations, and help us behind the desk. Sondra Taylor-Furbee, Leslie Render, Mary Whitesell, and Connie Finneran help at the desk, Clara York generously donates our paper, and other PALS members, Jan Thomas, Elly Bissen, and Carol Widen hang flyers in town, staff activities, and fix library materials. With a paid staff of two, our library couldn't offer what we do without the help of others.

Library hours are 10am to 6pm Monday-Friday and Sundays from 12pm to 4pm. We help patrons with reading, writing, and learning; as well as a suite of print/copy/scan/fax/and notary services. We loan books, movies, puzzles, and items from our Library of Things.

Lucy Carter, Library Director & Isel Sánchez-Whiteley, Library Assistant

Monthly Report for the Apalachicola Margaret Key Public Library May 2022

Statistics:

- 1160 patrons visited our library - 478 books/movies/audiobooks circulated - 756 items donated to the library (!) - 52 new accounts opened (!) - 198 patrons used our computers - 114 hours donated by our wonderful volunteers - \$926.13 collected as library revenue - 4,523 people reached with 35 Facebook posts - 60 accounts reached with 22 Instagram posts

May saw the library abuzz with activities and new offerings! This month launched Chess Club, which meets each Tuesday at 3pm, with volunteer Aaliyah Herrera. Tuesdays are also the days that Bring Me A Book Franklin hosts Books for Babies at 10:30, and Sunset Stories at 5:30, with Karen Kessel, a former Children's librarian who spoke at the Texas Library Association Conference in April—KK, you're fabulous! On the second and fourth Monday at 4pm our Writers Group meets, while Book Club now meets once monthly on the third Wednesday at 6pm. On Sundays, our Master Gardener volunteer Helen Golgowski fields gardening questions.

Our popular Book Sale was held this month, with PALS hosting the \$5 dollar fill-a-bag special deal and bringing in lots of new library visitors! New visitors also came to us from the Pre-K program at the Apalachicola Bay Charter School, with two classes visiting the library, playing with toys, and listening to stories read by Library Director, Lucy Carter. Our Celebrity Reader this month, was Major Coulter who represented the Franklin County Sheriff's Office. FCSO gave kids special gold sticker badges and invited them to attend our Summer Reading Kick-Off Party, scheduled for June 3rd from 3-6pm at the library. Thank you, FCSO! Richard Lenhart led another popular STEAM Club this month, with kids building and programming robots, and LEGO Club had fun activities with bridges, towers, and hidden rooms.

The library hosted another One Blood Blood Drive, which collected 10 units of blood, able to save 30 lives here in our region. As May is Mental Health Awareness Month, the library featured books on mental health, showcasing important statistics, and offering resource lists to those in need. The library continues to find ways to support needs in the community. If you know a class or program you'd like to see offered in the library, please contact us and we will work to facilitate.

Knitting Basics was taught again this month by volunteer and talented local knitter Sally Crown, and our first 'Family History Friday' program was led by volunteer and genealogy aficionado, Brooke Hunter. This month, the library has been officially designated as a 'Family Search' library using the Family Search website, which is the largest genealogical database in the world. During Family History Friday, visitors were given a tour of the Family Search website and discussed best practices for beginning family history research.

Library hours are 10am to 6pm, Monday-Friday and Sundays from 1-4pm. We help patrons with reading, writing, and learning; as well as a suite of print/copy/scan/fax/and notary services. We continue to loan books, audiobooks, movies, puzzles, and items from our Library of Things.

All Summer long we'll be celebrating libraries as 'Oceans of Possibilities'! Check out our calendar at apalachicolalibrary.com for the full line-up and follow us on FB and IG for updates. We hope to 'sea' you soon!

Lucy Carter, Library Director and Isel Sánchez-Whiteley, Library Assistant