

**City of Apalachicola
City Commission Retreat
March 23, 2019: 9:00 a.m. – 4:00 p.m.
Apalachicola Community Center
1 Bay Avenue, Apalachicola, Florida**

Agenda

I. CALL TO ORDER

- Welcome
- Invocation

II. ADOPTION OF THE AGENDA

III. THE FOUNDATION – 9:05 a.m.

The Commission will review effective group process ground rules and discuss the accomplishments of the 2018-2019 fiscal year along with any goals and objectives not accomplished in previous years.

1. Meeting Format
2. Suggested Ground Rules for Effective Group Process
3. City Commission Areas of Responsibility
4. Review of Previously Adopted Goals and Objectives for 2018-2019
5. City Commission Rules of Procedure Review

IV. THE FRAMEWORK – 9:35 a.m.

The Commission will briefly review each broad topic and specifically discuss each of the bulleted points. This allows the Commission to receive additional information on the topic and concentrate discussion on specific needs or issues that are important to the Commission members and when appropriate, provide direction for staff.

1. Finance
 - 2019-2024 Capital Improvements Plan
 - 2019-2020 Annual Budget Highlights
 - General Fund – Tax Base and Revenue Sources
 - Enterprise Funds – Rates and Fees
 - Financial Management Policy Development

Break – 10:30 a.m.

2. Planning and Zoning
 - Comprehensive Plan Update and Review
 - Land Development Code
 - Housing Initiative
3. Services and Infrastructure
 - Police Services
 - Fire Services
 - Library Services
 - Water, Sewer and Street Services
 - Sanitation and Recycling Services
 - Building Inspections and Zoning Services
 - Community Redevelopment Agency
 - Administration Services

Lunch – 12:30 p.m.

4. Environment and Recreation
5. Personnel and Employee Benefits
 - Pay and Classification Plan
 - Personnel Policy Update
6. Communication Efforts
 - Website Update
 - Social Media Policy
7. Update on Current Projects/Services/Issues
 - City Hall Relocation
 - Water Quality – TTHM
 - Apalachicola Environmental Stewardship Bill
 - Port Authority and Marinas
 - Triumph Grants
 - Facilities Master Plan

Break – 3:00 p.m.

V. THE FINALE

The Commission will discuss establishing both city-wide and departmental goals for the next fiscal year. For each goal, the Commission could choose to incorporate one or more action items or objectives to help in the accomplishment of that goal.

1. Putting it all Together
Establishing Goals and Objectives for 2019-2020

VI. ADJOURNMENT – 4:00 p.m.

THE FOUNDATION

Suggested Ground Rules for Effective Group Process

Developed by Land-of-Sky Regional Council

1. **Test Assumptions and Inferences.** A group will be more effective if its members check in with each other about the assumptions and inferences that underlie their statements. Number 6 below is the converse of this.
2. **Share All Relevant Information.** If a group member withholds information relevant to a decision the group is trying to make, s/he reduces group effectiveness (and group trust, if other group members discover the withholding). Relevant information may even include sharing information that does not support your position.
3. **Focus on Interests, Not Opinions.** Positions are usually a statement of how a person or organization thinks a problem should be solved. Two people or interest groups may have different positions, but their interests behind those positions – that is, what they are trying to accomplish by solving the problem – may not be very different at all. Focusing on interests, not positions can help group members achieve consensus on difficult problems or tough choices.
4. **Be Specific and Use Examples.** The group will be more effective if members can avoid misunderstandings by being specific and using examples.
5. **Agree On What Important Words Mean.** A prime example is the word “sustainability.”
6. **Explain Your Reasons.** Explain the reasons behind your questions, statements and actions. This is the converse of Number 1. It helps avoid misinterpretation of what you say and how you act.
7. **Disagree Openly With Any Member.** If you disagree, don’t withhold it. All opinions can provide valid information for the group.
8. **Make Statements, Then Invite Questions.** Example: “I believe solution XYZ meets all the criteria we agreed upon. What do the other group members think?”
9. **Jointly Design Ways of Testing Disagreements and Solutions.** If group members cannot agree upon something, they may be able to agree on a way of testing who is correct. The test may be as simple as checking the validity of a piece of information after the meeting.
10. **Discuss the “Undiscussable” Issues.** If group members consistently avoid certain sensitive issues, the group will not be as effective as it will be if such relevant topics can be discussed openly.
11. **Keep the Discussion Focused.** It is difficult for a group to accomplish much if the topic keeps switching without the group’s consent.

12. **Don't Take Cheap Shots or Otherwise Distract the Group.** Judgmental personal remarks about another group member create a lingering distraction in the group. Similarly, side conversations or other distractions make it difficult for the group to stay focused.
13. **All Members Must Participate in All Phases of the Process.** Group members must participate to feel a part of the group's decisions. Ensuring that no member(s) dominate is the responsibility of all members and the facilitator.
14. **Exchange Relevant Information with Non-Group Members.** To be effective, group members need to share information with people outside the group. Using the ground rules when doing this will increase the effectiveness of these information exchanges.
15. **Make Decisions by Consensus.** Consensus means that every group member agrees to adopt the group's decision and will support its implementation, even if it is not the decision s/he would have come to individually. Voting tends to create "winners" and "losers." Achieving consensus, though it may be more difficult in the beginning, helps ensure that decisions have enough support to be successfully implemented.
16. **Do Self-Critiques.** This helps the group to improve its process each meeting.
17. **Start on Time, End on Time.**

**CITY OF APALACHICOLA
RESOLUTION 2017-14**

A RESOLUTION BY THE CITY OF APALACHICOLA APPOINTING AND DESIGNATING A MAYOR PRO-TEM AND A CITY COMMISSIONER FOR EACH OF THE FIVE DEPARTMENTS OF THE CITY OF APALACHICOLA.

WHEREAS, two Commissioners have been duly elected and are at this time taking their respective offices, and will serve with the Mayor and the remaining Commissioners, and

WHEREAS, it is necessary for the usual daily operation with the City of Apalachicola's business, and its various departments, that this Resolution be enacted and become effective.

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

Section 1. City Commissioner Seat 4 Brenda Ash is hereby selected, appointed, and designated as the Mayor Pro-Tem of the City of Apalachicola.

Section 2. Van W. Johnson, Sr., Mayor is hereby appointed and designated and is responsible for the Department of Police and Public Safety.

Section 3. City Commissioner Seat 1 Mitchell Bartley is hereby appointed, designated, and responsible for the Department of Public Works, which shall include the waterworks and sewage facilities.

Section 4. City Commissioner Seat 2 James Elliott is hereby appointed, designated, and responsible for the Department of Streets, Parks, and Docks, which shall include City cemeteries.

Section 5. City Commissioner Seat 3 Anita Grove is hereby appointed, designated, and responsible for the Department of Fire Protection, Health, and Sanitation.

Section 6. City Commissioner Seat 4 Brenda Ash is hereby appointed, designated, and responsible for the Department of Finance.

NOW THEREFORE BE IT RESOLVED that the City of Apalachicola does hereby appoint and designate a Mayor Pro-Tem, and does hereby appoint and designate a City Commissioner to serve over each department within the City of Apalachicola.

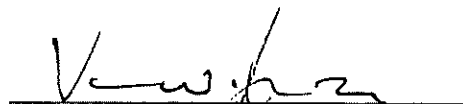
Adopted this 3rd day of October, 2017 at a regular meeting of the City of Apalachicola.

**FOR THE CITY COMMISSION OF THE
CITY OF APALACHICOLA**

ATTEST



Lee Mathes, City Administrator



Van W. Johnson, Sr., Mayor

CITY OF APALACHICOLA
2018-2019 DEPARTMENT GOALS

POLICE SERVICES

1. FDLE Compliance: New Door/wall must be installed, securing area containing police records from general public and unauthorized personnel.

Bids have been obtained, but project has not been completed due to freeze on spending.

2. Gun Range:

Project is nearly complete, at this time we are waiting on discussion for who will be authorized use and approval of the "Hold Harmless" agreement

3. Update and advance Body Cameras

Project is suspended due to freeze on spending.

FIRE SERVICES

LIBRARY SERVICES

1. Continue to create a baseline of policies and procedures based on professional library standards in the areas of technology, collection development, programs, board function and library staff
[Underway -- 70% complete]
2. Create a data driven sustainable funding profile
[Underway]
3. Purchase and install FF&E for the Memory Lab, the library learning commons, the Create Space, and the Reading Room
[Underway -- 25% complete]
4. Pave around palm trees and driveway slope
[0%]
5. Install raised pollinator garden beds [donated]
[Underway -- 20% complete]
6. Install interior and exterior signage
[Underway -- 10%]

WATER AND SEWER SERVICES

1. The first goal we have is to get in compliance on the TTHMs.

We have raised the operating level of the ground storage tank at the Water Plant. We have installed Auto flushers at the sample locations. We have raised the operating level of the chlorine residuals in the Water. We are checking the Valves in the Distribution system to make sure they are open. Closed Valves make dead ends that can cause TTHMs and Water complaints. We are about 50% done with this. All of these things should help lower the TTHMs and provide better Water to our Customers.

2. At the Wasterwater Plant We have a Lot of Small things and projects we have let go because we could do without them for a short time to save money. A short time has come and gone on some of them.
3. A transducer for the Tank on Pal Rivers RD. And for the wastewater plant EFF flow. Rebuliding a pump at the booster pump station. Rebuliding a Filter feed pump. Rebuliding two Blowers.

Replacing the influent valve for #3 SBR at the Wastewater Plant. Replacing Batteries in the spray fields. We have on Blower being rebuilt. And a EFF Pump being rebuilt. We are waiting on one transducer to be shipped and price on the other one.

4. In the Distribution and Collection system, we are focusing on Preventive maintence on the Vac system.
5. Water and Sewer Taps both things we are very behind on.
6. We have started a Cross Training Program, so whoever is available, will be able to fill in where the city needs them at the time.
7. We are making good progress on the PM work and the Taps. Because we are short handed, the cross training is going to take time, but we have started.

STREET SERVICES

1. Cut and cleaned all alleyways and roadways.
Ongoing
2. Finished culvert on Ave. F between 16th and 17th St.
Complete
3. Work orders and task assigned to public works.
Complete

4. Debris from hurricane Michael, we cleaned all alleys and city properties and storm debris put on roadway for FEMA workers to pick up.

Complete

5. We moved city hall to van Johnson complex on 14th St, because of destruction of city hall from hurricane.

Ongoing

6. Cut budget this past year to save city money at this vulnerable time.

Ongoing

7. We have been through a lot of changes this year, one of my objectives was (and still is) to keep public works employees moral and work ethics up. I think employees have accomplished these goals.

BUILDING INSPECTIONS AND ZONING SERVICES

1. Complete necessary tasks to secure designation in the National Flood Insurance Program's (NFIP) Community Rating System (CRS). Manage floodplain management activities that exceed the minimum NFIP requirements.
2. Implement online permitting system with tracking and reporting software.
3. Complete revisions to, and launch of, Municode organization of land development regulations and Comprehensive Plan.
4. Adopt stormwater and fill regulations.
5. Amend City comprehensive plan to incorporate post disaster flood hazard mitigation and coastal resilience measures.
6. Code Enforcement: Re-use System Repairs
7. Secure Triumph funding for workforce housing initiatives.
8. New Permitting System (Cindy Clark has applied for a grant for my department to have a new permitting and license system which will allow for backup storage of permits and cut down about 80% of my worries.)
9. Extend application/plan review process (Planning and Zoning and Commissioners passed the 30 day plan review this year so this is a major accomplishment, gives me and Cindy Clark more time to review for errors, etc)

10. Email/Electronic Business Tax License Renewals –vs- Mailing Renewals – I’ve revised current application to include email address in hopes for the Applicant to have the option of having renewal letter/invoice emailed or mailed to them. This will cut down on cost for paper and postage. Hopefully the new system will help with that.
11. Revising Business Tax Ordinance to modernize and delete unused categories With the new system I will be able to formulate the categories list to work more efficiently for our area and also we will be able to separate each section, i.e: Section 30 is for contractors, the new system will allow me to separate plumbers, electricians, roofers, etc.
12. Building Maintenance – Wilbur and I have worked together to get hallways cleaned for Fire Safety and also we’ve had pretty good success in vacating a tenant who owes and balance and still has items in unpaid occupied space.

COMMUNITY REDEVELOPMENT AGENCY

1. Developing and Advancing the Legislative Agenda
Status: The Apalachicola Environmental Stewardship Bill was filed in the Florida House and Senate. On March 12 it was unanimously passed through the first of six committees. Local funding initiative requests were submitted for the water filter, sewer upgrades, and payoff of the SRF default.
2. Submission of USDA Grant/Loan Funding Application for the GAC Water Filter
Submitted. Underwriting is scheduled for March 15. The Granulated Active Charcoal (GAC) water filter will bring Total Trihalomethane (TTHM) levels into compliance as mandated by DEP.
3. Submission of USDA Rural Business Development Grant
Submitted March 1st. This grant for sidewalks, parking, and lighting in the Bowery District is under review by the USDA Marianna Service Center and will be referred to the state level in April.
4. Update of the CRA Plan
Underway. I recommend that the updated plan be complete and approved by the end of this fiscal year to coincide with the production of the FY 2019-2020 budget.
5. Complete Three Micro Projects
Implementation of the Electric Car Charging Stations is underway. The timeline to completion is 60-90 days. The Battery Park Paddle Launch is in progress. The permit waiver application has been submitted. A plan to implement the Signage Project will be developed by May 15.

6. Professional Development

Underway. I am attending a Florida Redevelopment Academy Course on Budgeting, Funding, and Reporting on March 15 and have attended two other workshops thus far this calendar year.

7. Host Visit by DEO and other State Agency Staff

Planning is underway.

ADMINISTRATION SERVICES

1. Two week payroll cycle with direct deposit has been implemented.
2. Sick/Vacation Leave has been entered in payroll system and is printed on employee stub. Employees now know how much leave time they have for each pay period.
3. Asset/Property Inventory – April 15th
4. Building Permitting Software – This should be implemented within the next 3 months
5. Administrator of the Apalachicola Bay Oyster Harvesting Program

**RULES OF PROCEDURE
FOR THE CITY COMMISSION
OF THE
CITY OF APALACHICOLA**

EFFECTIVE _____

The City of Apalachicola Charter allows the City Council to adopt procedural guidelines for City Council meetings to the extent they do not conflict with local or state law. The current edition of Robert's Rules of Order was adopted under Resolution No. _____ to provide further guidelines for the conduct of efficient and orderly meetings. The following Rules of Procedure will provide more detailed guidelines.

RULES OF CIVILITY

The City of Apalachicola encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the City Commission conducts the business of the City, rules of civility shall apply. City Commission members, City officials, and members of the public are to respectfully communicate according to the City Commission's Rules of Procedure. Persons shall speak only when recognized by the Presiding Officer and, at that time, refrain from engaging in personal attacks or derogatory or offensive language. Comments from citizens being made at a time other than during the period titled "Public Comments" should be focused on the issue at hand. Outbursts will not be tolerated and those who do not conduct themselves in a respectful and lawful manner shall be subject to removal as outlined in the City Commission's Rules of Procedure. It shall be the responsibility of each individual to demonstrate civility.

PREFACE

The City of Apalachicola conducts municipal government, performs municipal functions, and renders municipal services and exercises any power for municipal purposes according to the City Charter, except as otherwise provided for by law. Any conflict or need for clarification arising out of the following Rules of Procedure shall be resolved, where applicable, by provisions of the City Charter which shall prevail, except as otherwise provided for by law. Any Amendments to the City Charter which may require revisions to the Rules of Procedure shall be administratively prepared by the City Clerk and adopted by the City Commission.

These Rules of Procedure are adopted by the City Commission to guide the City Commission through its primary operations and functions. They are designed to provide the structure needed to conduct City business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.

The Government in the Sunshine Act, also known as the Sunshine Law, provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels. The law is equally applicable to elected and appointed boards, and applies to any gathering of two or more members of the same board to discuss some matter which will

foreseeably come before that board for action. Members-elect to such boards or commissions are also subject to the Sunshine Law, even though they have not yet taken office. There are three basic requirements of s. 286.011, F.S.: (1) meetings of public boards or commissions must be open to the public; (2) reasonable notice of such meetings must be given; and (3) minutes of the meetings must be taken and promptly recorded.

RULE 1 MEETINGS

All City Commission meetings shall be held in the Community Center, 1 Bay Avenue, Apalachicola, Florida, unless advertised otherwise, and shall be open to the public. In case of emergency, the Mayor may designate an appropriate meeting place for a meeting open to the public. Robert's Rules of Order, as revised, so long as they do not conflict with Ordinances, Statutes, these Rules, or the Apalachicola Charter, shall be used as a guide in conducting City Commission meetings.

RULE 2 REGULAR MEETINGS

As noted in City Charter Section 17, the City Commission shall hold regular meetings on the first Tuesday after the first Monday of each month commencing at 6:00 p.m. From time to time, regular meetings may be adjusted by Resolution of the City Commission to accommodate a holiday schedule. Meetings shall also be rescheduled to accommodate Elections as scheduled by the Franklin County Supervisor of Elections. The news media shall be notified and appropriate notice shall be posted at City Hall and on the City's website.

RULE 3 SPECIAL MEETINGS

The Mayor, or in the Mayor's absence, the Mayor Pro-Tem, two (2) or more Commission members, or the City Manager, may call or schedule a Special Meeting of the City Commission. A minimum of six (6) hours' notice shall be given to all City Commission members for all Special City Commission Meetings. Notice of the call of such Special Meetings shall be by majority agreement of the City Commission, or in writing, signed by the party or parties making the call, and shall be served on every member, either by notifying the member in person, by telephone, electronic media, or by leaving a copy of said notice at the member's legal residence. The news media, the City Attorney, the City Clerk, the City Manager, and affected Department Heads shall also be notified. The notice shall state the business to be transacted at such meeting and no other business than that so specified shall be transacted. Only matters on the agenda or matters of an emergency nature may be acted upon by the Commission. Justification of emergency action shall be noted in the minutes of the meeting. Notice shall be posted at City Hall.

RULE 4 EMERGENCY MEETINGS

The Mayor, or in the Mayor's absence, the Mayor Pro-Tem, two (2) or more Commission members, or the City Manager, may call an Emergency Meeting of the City Council upon not less than six (6) hours' notice to every City Commission member. Notice of the call of such Emergency Meetings shall be in writing, signed by the party or parties making the call, and shall be served on every member, either by notifying the member in person, by telephone, electronic media, or by leaving a copy of said notice at the member's legal residence. The news media,

the City Attorney, the City Clerk, the City Manager, and affected Department Heads shall also be notified. The notice shall state the business to be transacted at such meeting and no other business than that so specified shall be transacted. Notice shall be posted at City Hall. If there is no longer a need for an Emergency Meeting, the entity that called the meeting is authorized to cancel such meeting.

RULE 5 WORKSHOPS

A workshop may be called orally or in writing by the Mayor, any two (2) or more City Commission members, or the City Manager. The City Commission can initiate workshops, also known as Special Meetings, that are public meetings to improve communication, to gain information, or to create a stronger working relationship among the elected officials of the general city government. Public attendance is encouraged. Notice shall be posted at City Hall.

RULE 6 QUORUM AND ATTENDANCE

- (a) A Quorum of the City Commission for the transaction of any business shall consist of three (3) members, but a lesser number may adjourn from time to time until a quorum is present. Once a quorum has been established, a majority of the City Commission present at the meeting shall be required to carry a motion, unless, by Statute, Ordinance, or other regulation, an extraordinary majority (4/5ths) of the City Commission is required for approval. Absence from four consecutive regular meetings of the Commission shall operate to vacate the seat of a member, unless such absence is excused by the Commission by Resolution. As stated in City Charter Section 20, "The affirmative vote of three members shall be necessary to adopt any ordinance or resolution, and the passage of all ordinances and resolutions shall be taken by the "yeas" and "nays" and entered upon the journal."
- (b) City Commission members may participate in and vote at all regular, special, or emergency meetings of the City Commission by use of electronic media in those instances where the member is temporarily deployed, reassigned, activated, or transferred by any branch of the United States Military or the Florida National Guard for a period of longer than thirty (30) days. In addition, this policy shall cover any other situation resulting in the absence of the member due to illness, medical related issues of a non-incapacitation nature, or extraordinary circumstances related to their job or family emergencies causing them to be physically unable to attend a meeting. In all instances, participation by electronic media will only be allowed if a quorum is physically present at the site where the meeting is actually being held.
- (c) In addition to the City Commission members, City officials whose regular attendance shall be required at meetings of the City Commission are the: City Attorney, City Clerk, City Manager, or their designees, and City Department Directors as charged by the City Manager. The Chief of Police, or their representative, shall be present to provide security and assistance in maintaining order.

RULE 7 NEW COUNCIL MEMBERS

The term of City Commission members elected to office shall commence on the first Tuesday following the first Monday in October following the general election. A swearing-in ceremony for the new City Commission members will be coordinated by the City Clerk. The City Clerk in conjunction with the City Manager will provide orientation materials.

RULE 8 ELECTION OF MAYOR PRO-TEM

- (a) The election of Mayor Pro-Tem pursuant to Section 16 of the Charter shall occur at the first regular meeting following each regular municipal election at which newly elected Commissioners assume their duties of office.
- (b) In case of the absence or temporary disability of the Mayor, the Mayor Pro-Tem serves as the Presiding Officer during the absence. In case of the absence or temporary disability of the Mayor and Mayor Pro-Tem, an Acting Chair, elected from members of the City Council, serves during the continuance of the absences or disabilities.

RULE 9 PRESIDING OFFICER

- (a) The Mayor, or in the Mayor's absence the Mayor Pro-Tem shall preside over all meetings of the Commission. In the absence of the Mayor and Mayor Pro-Tem, at the hour fixed for any meeting, the City Manager shall call the City Council to order, whereupon a temporary Chair shall be elected by the members present. Upon arrival of the Mayor and Vice-Mayor, the temporary Chair shall relinquish the chair upon conclusion of the business immediately before the Commission.
- (b) The Presiding Officer shall be responsible for enforcing the Rules of Procedure and conducting meetings in a manner which preserves order and decorum, prevents attacks on personalities or the impugning of members' motives, and confine debate or comments to the question under discussion. The Mayor shall endeavor to conduct meetings in a fashion that draws balance between the informality and congeniality possible in a small community while also maintaining the decorum and formality necessary to conduct business in an orderly fashion.
- (c) The Presiding Officer shall take the Chair at the hour fixed for the meeting and call the members to order. The Presiding Officer shall state every question given before the Commission. The City Clerk will record the vote on all matters in which the recording of yeas and nays is required by law or with respect to which any member requests such recording. The Presiding Officer or City Clerk will announce the decision of the City Commission on all subjects and the Presiding Officer will decide on questions of order. Any member may appeal from the decision of the Presiding Officer, in which event a majority vote of the members present shall govern and conclusively determine the ruling appealed. No other business, except a motion to adjourn or to lay on the table, shall be in order until the question on appeal has been decided.

- (d) The Presiding Officer shall remain objective, consistent with Robert's Rules of Order. According to Robert's "Rule Against Chair's Participation in Debate," the Presiding Officer has, as an individual, the same rights in debate as any other member; but the impartiality required of the Chair in an assembly precludes exercising these rights while presiding. On certain occasions, the Presiding Officer may believe that a crucial factor relating to such a question has been overlooked and that their obligation as a member to call attention to the point outweighs their duty to preside at that time. If the Presiding Officer wishes to place a motion, the gavel must be relinquished.

Based upon these Rules of Procedure, the gavel will be relinquished in the following order:

1. Mayor Pro-Tem;
2. Other City Commission members based on seniority of tenure;
3. City Clerk/City Manager.

The "Rule Against Chair's Participation in Debate" further states that the Presiding Officer who relinquished the chair shall not return to it until the pending main question has been disposed of, since they have shown themselves, to be partisan as far as that particular matter is concerned. Unless a Presiding Officer is extremely sparing in leaving the chair to take part in debate, they may destroy members' confidence in the impartiality of their approach to the task of presiding.

Once a motion has been made and second received, the Presiding Officer shall hear comments from the other City Commission members. Following comments from the other City Commission members, the Presiding Officer shall be permitted to provide their input on the motion.

- (e) The Presiding Officer may declare the meeting adjourned at any time in the event of an emergency affecting the safety of those present.

RULE 10 CITY CLERK

- (a) The City Clerk, or Deputy Clerk, serves as parliamentarian, and advises the Presiding Officer as to correct rules of procedure or questions of specific rule application. The City Clerk calls to the attention of the Presiding Officer any error in the proceedings that may affect the substantive rights of any City Commission member, or may otherwise do harm.
- (b) It shall be the duty of the City Clerk of the City Commission, in addition to other duties prescribed by law, to keep and preserve correct minutes of the proceedings of the City Commission. The minutes shall be a public record. Proposed substantive additions or corrections to proposed minutes, other than spelling and grammatical corrections, shall

be furnished in writing to the City Clerk not less than twelve (12) hours prior to the meeting at which approval action is scheduled. The record of every meeting when approved and entered in the minutes shall be signed by the Presiding Officer at such meeting and attested by the City Clerk. The City Clerk shall prepare an Agenda for each regular meeting of the City Commission in the order of business and furnish a copy thereof to each member, the City Attorney, and the City Manager at least seventy-two (72) hours in advance of said meeting. All official meetings of the Commission shall be recorded on an automatic recording device by tape, record, or other device and permanently preserved in the official records of the City or until their destruction as specifically authorized by the State or City Commission.

- (c) Requests for copies of public records regarding a meeting of the City Commission shall be made through the Office of the City Clerk. The cost shall be in accordance with State law.

RULE 11 RULES OF DEBATE

- (a) The Presiding Officer may move, second, and debate subject only to such limitation of debate as are enforced by these standing rules on all members and shall not be deprived of any of the rights and privileges as a member.
- (b) When a member desires to speak in debate on a subject open to debate, the member must address the Presiding Officer. When recognized by the Presiding Officer, the member may speak only on matters germane to the business or questions under debate.
- (c) A member, once recognized, shall not be interrupted while speaking unless the member is called to order for transgressing any rule of the City Commission or failing to maintain proper decorum. If a member is called to order while speaking, the member shall cease speaking until the questions of order is determined by the Presiding Officer.
- (d) After the decision on any question, it shall be in order only for a member voting on the prevailing side to move for reconsideration at the same meeting, but such motion may be seconded by the member. If a motion to reconsider is lost, it shall not be renewed again at the same meeting. A motion to reconsider may be laid on the table or postponed indefinitely, and the effect of such action in either case shall be to defeat the motion to reconsider and to prevent further consideration thereof.

RULE 12 CONDUCT AND RESPONSIBILITY OF MEMBER

- (a) Any member who is unable to attend a City Commission or other meeting due to sickness or for a duly authorized reason shall notify the City Clerk, who shall notify the Presiding Officer before the meeting.

- (b) No member present at any meeting of the City Commission shall leave the meeting without permission from the Presiding Officer.
- (c) While the City Commission is in session, the members shall preserve order and decorum. A member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the City Commission, or disturb any member while speaking, or refuse to obey the Rules of Procedure of the City Commission or the Presiding Officer.
- (d) No member shall speak on any question, discuss any matter, interrupt another, or make a motion without first addressing the Presiding Officer and obtaining recognition.
- (e) No member shall be allowed to vote on any motion or measure, or gain the privilege of the floor, unless the member is at their designated seat.
- (f) Every member, in speaking on any matter, shall be confined to the question, shall not use unbecoming or abusive language, and shall avoid personalities.
- (g) No member shall be permitted to explain his or her vote during a vote, but may do so during discussion and prior to the result of the vote being announced.
- (h) Every member who is present when a question is put, unless excluded by a conflict of interest, shall vote in the affirmative or negative.
- (i) Every member shall observe the Code of Ethics as set forth in the laws of the State of Florida and as required by the Charter or Ordinances of the City. Disclosure to the City Commission of a private interest, as required by the State law on ethics, shall be accomplished in the form as prescribed by the Commission of Ethics, State of Florida.
- (j) No member shall direct the City Manager to forward to another political subdivision or government agency communications on matters under consideration by the City Commission or its committees except where there is clear understanding of approval by the City Commission or in response to routine matters in consonance with the previous actions of the City Commission. Nothing precludes a member from initiating correspondence on City stationary over their own signature indicating the City Commission seat they currently hold. Nothing in this Rule is to be construed to limit or restrict the Mayor acting in his or her official capacity from coordinating with the City Manager in answering or responding to correspondence or communications relative to the business of the City.
- (k) Ex parte Communications – Oral or written communications (sometimes referred to as lobbying or information gathering) between a Commission Member and others,

including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Commission. The exchanges must be disclosed by the City Commission member so the public may respond to such comments before a vote is taken.

RULE 13 CONFLICT OF INTEREST

No City Commission member shall vote in their official capacity on a matter which would inure to their special private gain or loss, or which the City Commission member knows would inure to the special gain or loss of any principal by whom they are retained, of the parent organization or subsidiary of a corporate principal by which they are retained, or a relative or of a business associate. The City Commission member in conflict shall announce such conflict before any discussion commences. They may participate in the discussion but may not vote. Within 15 days of following that City Commission meeting, they shall file with the City Clerk a Form 8B which describes the nature of their interest in the matter. The Form 8B shall be received by the City Clerk and incorporated into the minutes of the meeting.

RULE 14 ORDINANCES

An enacted Ordinance is a legislative act that prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the City. City Commission action shall be taken by Ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All Ordinances shall be introduced in writing, and scheduled for public hearing after advertisement.

- (a) Any non-emergency Ordinances, with the exception of zoning Ordinances, shall be initiated by either a member of the City Commission, the City Attorney, or the City Manager. Each Ordinance shall be introduced in writing and shall embrace one (1) subject and matters properly connected therewith. The subject shall be clearly stated in the title. No Ordinance shall be revised or amended by reference to its title only. Ordinances to revise or amend shall set out in full the revised or amended act, section, or subsection or paragraph of a section or subsection. Rezoning Ordinances shall be scheduled on the City Commission Agenda following the required public hearing(s) before the Planning and Zoning Board and, once scheduled, the same procedure as outlined shall be followed unless State law provides otherwise.
- (b) Any Ordinance or Resolution prepared for consideration by the City Commission shall be reviewed by the City Attorney prior to introduction to the City Commission. Upon request by the Presiding Officer or any member, the City Attorney shall render an opinion to the City Commission concerning the legality of any Ordinance or Resolution pending before it. Every Ordinance and Resolution which amends prior Ordinances or Resolutions shall indicate words being deleted by strike-through, and shall include underlining of words being added to existing provisions.
- (c) In acting upon Ordinances, the Ordinance shall be introduced on first reading as to form only. The City Clerk shall then cause the Ordinance to be published in a newspaper of

general circulation in the City, at least ten (10) days before the second reading, a notice of proposed enactment pursuant to and in compliance with Chapter 166, Florida Statutes. Prior to adoption, on second and final reading, a public hearing shall be held to enable citizens to comment on the proposed Ordinance. On second and final reading, an affirmative vote of the majority of the members present shall be necessary for the passage or adoption of the Ordinance.

- (d) The Council may, by two-thirds (2/3) vote of its membership, declare an Ordinance to be an emergency measure and pass such Ordinance without regard to any reading as required by the City Charter. Every emergency Ordinance, except emergency appropriations, shall automatically stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the Ordinance under regular procedures, or if the emergency still exists, in the manner specified in the City Charter. An emergency Ordinance may also be repealed by adoption of a repealing Ordinance in the same manner specified in the Charter for adoption of emergency Ordinances.
- (e) Whenever any Ordinance or Resolution has been introduced for the consideration of the City Commission, and the measure failed to be adopted or passed, such measure, unless substantially changed, shall not be introduced again until the lapse of at least three (3) months from the date of the City Commission meeting at which it failed adoption or passage.
- (f) If a Motion to pass an Ordinance fails, the Ordinance shall be considered lost.
- (g) Upon final passage, every Ordinance and Resolution shall be signed by the Presiding Officer of the Commission, attested by the City Clerk and approved as to form by the City Attorney.

RULE 15 RESOLUTIONS

Generally, an enacted Resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. City Commission action shall be taken by Resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All Resolutions shall be reduced to writing. A Resolution may be put to its final passage on the same day on which it is introduced.

RULE 16 MOTIONS

An enacted Motion is a form of action taken by the City Commission to direct that a specific action be taken on behalf of the City. A Motion, once approved and entered into the record, is the equivalent of a Resolution in those instances where a Resolution is not required by law. All motions shall be made and seconded before debate.

- (a) A motion is to be worded in a concise, unambiguous, and complete form.

- (b) No speech is to be made in reference to a motion when it is introduced. There will be no debate until a motion has been seconded and, if requested by a City Commission member, the question stated by the Presiding Officer or the City Clerk.
- (c) When the question has been stated, it is before the City Commission and mover is entitled to the floor.
- (d) The order of procedure of motions shall be in accordance with Robert's Rules of Order.

RULE 17 WITHDRAWAL OF MOTIONS

Any motion before the Commission may be withdrawn at any time prior to a vote being taken thereon by the Commissioner making such motion, upon agreement by the Commissioner seconding said motion to withdraw the second.

RULE 18 AMENDING OF MOTIONS

At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Commission shall at the conclusion of discussion, first vote on the amending motion and then upon the original motion in its amended form. An amending motion may be withdrawn in the same manner as set forth in Rule 17.

RULE 19 RECONSIDERATION

A motion to reconsider shall be allowed at any time during a meeting, except when a motion on some other subject is pending. No motion to reconsider shall be made more than once on any subject at the same meeting. A motion to reconsider may be made:

- (a) At the same meeting during which an action was taken, provided that the motion to reconsider is made by a City Commission member of the prevailing side of the original motion.
- (b) At a subsequent meeting by any Commissioner.

Upon passage of a motion to reconsider, no substantive action on the matter may be taken at that meeting so that the public and media may be on notice of the matter to be reconsidered. The subject matter shall be scheduled at the next regular City Commission meeting for any action the City Commission deems advisable.

RULE 20 RESCINDING ACTION PREVIOUSLY TAKEN

City Commission action may be rescinded by a four-fifths (4/5) vote. The motion may be made by any City Commission member after a motion to reconsider has been adopted by a majority vote.

RULE 21 PRIVILEGE OF THE FLOOR

By permission of the Presiding Officer, the privilege of the floor shall be extended to a citizen or citizens to address the Commission on any matter pending before it or which needs the attention of the City Commission. At public hearings required by law or fixed by the City Commission, the Presiding Officer shall extend the floor to a reasonable number of proponents or opponents of the subject matter of the public hearing, and those filing written requests to be heard with the City Clerk shall be heard prior to other persons who appear at the hearing. Each person addressing the City Commission shall proceed to the place assigned for speaking, give his or her name and address in an audible tone of voice for the record and limit his or her address to three (3) minutes, unless a lesser time is fixed for all speakers by the Presiding Officer or further time is granted by the City Commission. The person may speak only to matters germane to City business or to questions under discussion. All remarks shall be addressed to the City Commission as a body and not to any member thereof. All questions of members shall be directed through the Presiding Officer.

RULE 22 PARLIAMENTARY AUTHORITY

Robert's Rules of Order, so far as they are applicable or not in conflict with these standing rules, the Ordinances, or the Charter of the City, shall govern the proceedings of the City Commission.

RULE 23 SUSPENSION OF STANDING RULES

Any standing rule contained herein may be temporarily suspended for special reasons by a vote of four-fifths (4/5) of all City Commission members unless such suspension would conflict with provisions of the Ordinances or the Charter of the City.

RULE 24 EFFECTS OF RULES

No Ordinance, Resolution or action duly passed, adopted or taken by the City Commission shall be held to be invalid because of failure of the City Commission to comply with or abide by any one or more of the provisions of these standing rules if such Ordinance, Resolution or action would otherwise be valid under the Charter or Ordinances of the City or laws of this State but for such provisions of these standing rules alleged to have been violated or ignored.

RULE 25 INFORMAL CONSIDERATION OF MATTERS

When, in the judgment of the Presiding Officer, it becomes necessary to give detailed consideration to a matter under conditions of freedom, approximating those of a Committee, the Presiding Officer may entertain a motion for the City Commission to consider the matter informally. When such a motion is made and properly seconded, the effect is to suspend the standing rule limiting the number of times a member can speak and inquire into matters of fact on the main questions and any amendments, except that the member may not inquire a second time into questions of fact until other members have had an opportunity to do so.

While considering a question informally, the Council may, by four-fifths (4/5) vote, limit the number or length of speeches or in any other way limit or close discussion. Proceedings of the City Commission under informal consideration are recorded in the minutes of the meeting just as they would be if the considerations were under formal standing rules. Informal

consideration ceases automatically as soon as the main question is disposed of. Informal consideration of a matter may also be ended before the main question is disposed of by a majority vote of the City Commission on a motion "that the regular standing Rules of Procedure be enforced."

Under the informal standing rules, members may obtain the floor after being recognized by the Presiding Officer.

RULE 26 PREPARATION OF AGENDAS

The City Manager and City Clerk are responsible for the preparation of the Agenda. The Mayor or any City Commission member may place an item on the Agenda. The City Attorney, City Clerk, and City Manager may also place an item on the Agenda.

As general practice, all supporting documentation and Board Request Form must be provided to the City Manager for review or the item(s) may not be included on the Agenda.

- (a) The agenda will be in five (5) parts: Awards, Recognitions and Presentations; Reports and Communications; Public Hearings; Consent; and Business.
- (b) Deadline for items to be placed on the Agenda is no later than 12:00 noon on the Tuesday before the next meeting.
- (c) Content of items on the Consent Agenda shall be limited to routine items that do not need discussion, which may include but are not limited to such items as the Minutes, Resolutions, payment requests, and reports from committees, etc. During the reading of the Consent Agenda, any member may pull an item for separate discussion.
- (d) The City Manager or any Commission member may, in the event of an emergency, place items on the Agenda after the above deadline.
- (e) Commission members are encouraged to present their reports as Agenda items in order to provide the public and other Commission members prior notification of the report's subject matter.
- (f) Agendas and all necessary background materials will be delivered to the members no later than 5:00 p.m. on the Friday before the next meeting via notification by electronic mail. In the event an item must be placed on the Agenda after it has gone to the City Commission, a Supplemental Agenda will be issued no less than 24 hours prior to all meetings.
- (g) A request from a citizen to be placed on the Agenda shall be received in writing on the Board Request Form provided by the City Clerk no later than the close of business on the Monday of the week preceding the next regular City Commission meeting and

include information and/or back-up documentation on the subject they want to discuss. If a citizen does not present an appropriate topic or information in writing, the citizen will not be placed on the Agenda but will be told that he or she can speak at the beginning of the City Commission meeting under Public Comment or have their Agenda item rescheduled to a future meeting.

- (h) Citizens who wish to address the City Commission on an item on the agenda or an item not on the agenda shall complete a Speaker Card and give it to the City Clerk before the meeting starts. All persons, other than members of the City Commission or Staff, addressing the City Commission shall step up to the microphone and state his or her name and address prior to making his or her statements. The Mayor shall have the authority to waive such requirement in the event of apparent physical disability of the speaker.
- (i) The Agenda, as well as lengthy reports that are part of the Agenda documentation, shall be available for review online on the City's website, or in the Office of the City Clerk.

RULE 27 AGENDAS – ORDER OF BUSINESS

The business of all regular meetings of the City Commission shall be transacted as follows; provided, however, that the Presiding Officer may, by simple majority voice vote or consensus of the City Commission, re-arrange items on the Agenda to more expeditiously conduct the business before the City Commission:

- (a) Invocation & Pledge of Allegiance to the Flag

The City Council may maintain a clergy or layperson rotational roster, which may be used to rotate among the local clergy or laypersons the presentation of the invocation at the regular or special meetings. The Presiding Officer shall lead the Pledge or delegate to another party.

- (b) Agenda Adoption

- (c) Awards, Recognitions and Presentations

Items under this section include Special Award Presentations, Proclamations, scheduled citizen or group presentations, and recognitions. Proclamations, Special Awards, and Letters of Honor shall be requested and processed through the Office of the City and shall be submitted on a form provided by the City Clerk.

- (d) City Council Reports and/or Correspondence

During this section, each City Commission member will have the opportunity to make comments or discuss any items of concern.

(e) City Manager and City Attorney Reports and/or Correspondence

During this section, the City Manager and City Attorney will have the opportunity to make comments, provide updates, or discuss any items of concern.

(f) Public Hearings

Public hearings shall be scheduled at regular meetings of the month unless otherwise determined by the City Commission or State Statute. The procedures followed for public hearings are generally as follows:

- (1) The City Manager, or their designee, should describe the Agenda item to be considered and provide the Staff recommendation. The Presiding Officer should then inquire as to whether any City Commission members have questions for the administration. After the City Commissioner's questions are answered, the Presiding Officer opens the public hearing and requests comments from the public. Generally, the petitioner or proponent for the issues in the Public Hearing is invited to address the City Commission first.
- (2) Following public comment (if any), the Presiding Officer closes the Public Hearing. Discussion and consideration of the matter will follow under "Unfinished Business" where a City Commission member may put forth a motion.

(g) Public Comment

The City Commission recognizes the importance of protecting the rights of its citizens and taxpayers to express their opinions on the operation of City government and encourages citizen participation in the local government process. The City Commission also recognizes the necessity for conducting orderly and efficient meetings in order to complete City business in a timely and proper manner.

The purpose of the public comment portion of the meeting is to receive citizen input pertaining to matters over which the City Commission has jurisdiction or control. This period of time is for comments and not for questions directed to the City Commission or Staff for immediate answer or for debate. Questions directed to the City Commission may be referred to Staff to be answered within a reasonable period of time following the date of the meeting. The City Commission shall not take final action at the same meeting on items addressed under this section. Final action can only be taken if the City Commission waives its Rules of Procedures. The City Commission can direct Staff to place any item requiring final action on an upcoming City Commission Meeting or Workshop. The exceptions are items of an emergency nature so declared.

No citizen shall speak until duly recognized by the Presiding Officer, and they shall immediately cease speaking and relinquish the podium when requested by the Presiding Officer. After being recognized, the citizen shall:

- (a) Step up to the podium and give their name and address;
- (b) State the topic or position (for/against) of the item under discussion; and
- (c) Address all remarks and questions to the City Commission as a body, and not a member thereof, except through the Presiding Officer.

Five (5) minutes shall be allotted to each citizen who wishes to speak at this time, unless more time is granted by the Presiding Officer or City Commission. A citizen cannot yield time to another citizen.

NOTE: Citizens are encouraged to call the appropriate City department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the director of the department or the City Manager's office.

Employees of the City may address the City Commission on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter (all of which are covered in the Personnel Policies and Procedures Manual) or a personnel dispute will not be entertained as part of citizen comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

(h) Consent Agenda

The Presiding Officer shall inquire if any City Commission member wishes to withdraw any items from the Consent Agenda. If any item is withdrawn by any member of the City Commission, the Presiding Officer addresses those item(s) individually following the vote on the motion to approve the other Consent Agenda items.

(i) Council Business

Items in this section are reports or requests presented by the City Attorney, City Clerk, City Commission member, City Manager, or Staff for City Commission consideration.

(j) Adjournment

No meeting shall be permitted to continue beyond 10:00 p.m. without the approval of a majority of the City Commission. A new time limit must be established before taking a City Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by City Commission vote prior to 10:00 p.m., the items not acted on are to be continued to 8:30 a.m. on the following day, unless state law requires hearing

at a different time or unless the City Commission, by majority vote of members present, determines otherwise.

RULE 28 BOARDS, COMMITTEES, AND MEETINGS

The City Commission may form ad hoc or special committees from time to time. Citizen advisory boards and committees may be created and dissolved by Resolution, Ordinance, or other act adopted by the City Commission. All members shall serve at the pleasure of the City Commission.

The mission of advisory boards and committees shall be to examine various policy issues referred by the City Commission, staff, or as determined in the work plan. Committees shall provide guidance to the City Commission in the development of policy recommendations. Committees shall not attempt to manage the administrative operations of the City; the committee will not be involved in directing staff.

- (a) The City Manager/City Clerk's office shall furnish the Chair of each advisory board or committee copies of all Resolutions or Ordinances that pertain to that committee. Such information shall be delivered to the committee Chair within one (1) week after adoption by the City Commission, or as soon thereafter as possible.
- (b) Appointment to citizen advisory boards/committees shall be by roll call vote during a regular City Commission meeting. Priority must be given to applicants from the City of Apalachicola.
- (c) All citizen advisory boards/committees or other bodies shall meet at the Community Center, 1 Bay Avenue, Apalachicola, Florida or other public buildings within the City after required public notice is given. Generally, committee meetings should be scheduled on days other than days of the City Commission meetings. The news media shall be notified and appropriate notice shall be posted at City Hall. All meetings shall comply with state law regarding public meetings.
- (d) Committee Chairs and Committee Vice-Chairs shall be elected by the membership and both shall serve for a term of one (1) year or for a different term as the City Commission may decide. Committee members shall be approved by the City Commission. Committee meetings may be called by the Chair, Vice-Chair, Mayor, or the City Manager when sufficient business or timing is appropriate. Such meetings shall have an Agenda published to each Committee member when possible at least seventy-two (72) hours in advance. If the Committee Chair is unwilling or unable to call committee meetings, the Vice-Chair may call the meeting.
- (e) All citizen advisory boards/committees or other bodies shall provide the minutes taken at each meeting to the City Clerk. All communications to the City Commission from such boards, committees, or other bodies shall be received by the City Commission's Presiding Officer with a copy to the City Clerk.

- (f) All Chairpersons of citizen advisory boards/committees or other bodies may provide updates to the City Commission at its regularly scheduled meetings. All requests for presentations shall be submitted to the Office of the City Manager or City Clerk.
- (g) City employees shall not be precluded from serving on citizen advisory or other committees so long as membership requirements are met.
- (h) The City Commission may make exceptions to the above general policy on a case-by-case basis when necessary to: preserve the stability of the board or committee; retain a particular appointee because of his/her special expertise or knowledge; or for such other circumstances as the City Commission deems warranted.
- (i) Appointees' personal and business affairs conducted within the City of Apalachicola must be in substantial compliance with all City regulatory and taxing authorities' rules and regulations. Appointees deemed to be in chronic violation of any City rules, regulations, or policies may be disallowed from membership on citizen advisory boards or committees by a majority vote of the City Commission.
- (j) Citizen advisory boards and committees created by or in response to federal or state statutory requirements shall conduct business consistent with these guidelines unless otherwise provided for by such federal or state statutory requirements.
- (k) Citizen advisory boards and committees are required to adhere to the "Guidelines for Citizen Advisory Boards and Committees" as approved by the City Commission. These guidelines are incorporated below.

GUIDELINES FOR CITIZEN ADVISORY BOARDS AND COMMITTEES

- (1) Committees are to be designated as standing or special (ad hoc).
- (2) A sunset date will be specified for special committees when appropriate.
- (3) Transition between Members: By-laws, enacting Ordinances, guiding document, etc. will include language, which provides for members (whose terms have expired) to continue serving until the appropriate appointments are made.
- (4) Term length for serving on any standing committee will be a minimum of two (2) years unless otherwise specified (e.g. State Statute may require term lengths of less than two (2) years, board/committee enacting Ordinance provisions).
- (5) Attendance:

- (a) Reports/notices of absences are made to the board or committee Chair (or Staff liaison if the Chair is unavailable).
 - (b) The board of committee liaison will provide written notice of attendance violations to the City Commission Presiding Officer. The City Commission will be responsible for removing members who do not meet the attendance requirement.
 - (c) Absence from four (4) consecutive regular meetings of the advisory board or committee shall operate to vacate the seat of a member, unless such absence is excused by the City Commission by Resolution setting forth the fact of such excuse duly entered into the minutes.
- (6) Election of Officers: All board and committee officers (i.e. Chair, Vice Chair, etc.) shall be elected by the membership of the citizen advisory board or committee, unless otherwise specified.
- (7) Meeting Frequency:
- (a) At a minimum, all boards and committees shall meet once per year.
 - (b) The names of those boards and committees that do not meet this minimum requirement shall be submitted to the City Clerk's Office.
 - (c) Recommendations to dissolve committees or other recommended action will be submitted to the City Commission for consideration.
 - (d) Any advisory board or committee whose officers are elected/appointed as prescribed in federal/state statute shall be exempted from Guideline No. 6.
- (8) Parliamentary Procedure: As appropriate, Robert's Rules of Order may be used as a guide in conducting board and committee meetings.

RULE 29 SUSPENSION AND CONSTRUCTION OF RULES

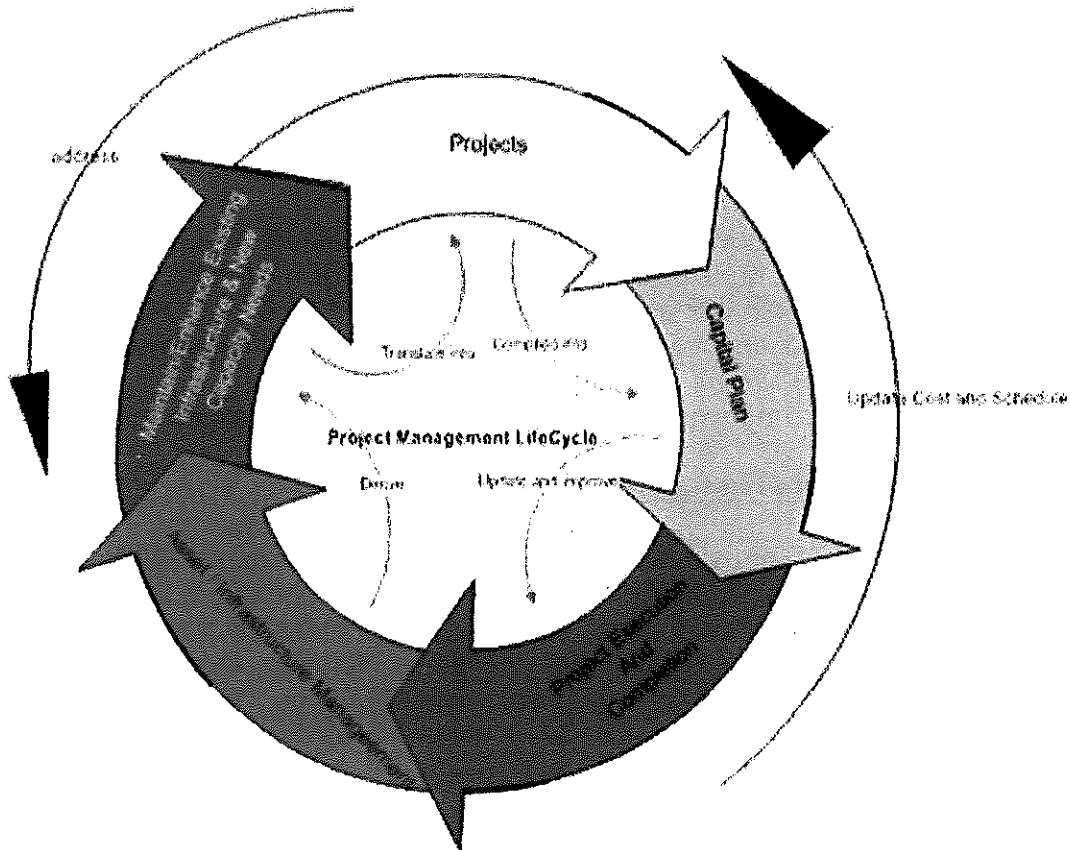
No permanent change in the standing rules shall be made without notice specifying the purpose and wording of the change given at a previous regular meeting of the Commission and the adoption of the permanent change by a vote of four-fifths (4/5) of all members. The Rules of Procedure are for the efficient and orderly conduct of City Commission business only. No violation of such rules shall invalidate any action of the City Commission when approved by a majority vote required by law.

THE FRAMEWORK

FINANCE

Section 6 – Capital Planning

The Capital Planning Cycle:



Capital Planning prevents scarce resources from being consumed in reaction to crises and provides for critical facilities, infrastructure, and equipment to be replaced as they deteriorate during normal use. The Capital Planning Process helps local officials think through complex infrastructure development and financial decisions, which could avert expensive mistakes that frequently result from crisis management. Lenders and bond raters expect local governments to ensure that inherited assets from prior administrations are preserved or replaced in a timely manner.

Capital Planning Process

Local governments commonly adopt a 5-year Capital Improvement Plan (CIP) for proposed projects with costs totaling at least \$5,000 that have useful lives of more than one year. This CIP is typically updated annually during the local government's annual budgeting process. Major elements under consideration of the CIP process are: conducting an inventory of present physical assets (often generated by the Finance Department, physically verified/confirmed by all departments), the completion of an asset maintenance and replacement schedule submitted by each operating department requesting capital items to be included in the budget, and a project time-table containing project requests for future needs.

The Finance Department will then consolidate all requests filed by all departments under the CIP by completing a prescribed financial analysis of historical revenues and expenditures to evaluate all CIP proposals, and at the same time correlate these proposals to pre-approved documents and ordinances (e.g., for compliance with the approved Comprehensive Plan). Priority rankings of proposed CIP projects are determined through special meetings among executive members of the local government.

Common Projects Included in the CIP

Under the classification of Infrastructure, the most commonly proposed CIPs would be: roads, sewers, storm sewers, sidewalks, bridges, curb and gutter, street lights, and other utilities that the local government owns and operates. Projects that fall under the Buildings category would be: administration buildings, libraries, museums, treatment plants, civic centers, and public swimming pools. Under Equipment would be: fire trucks, police cruisers, generators, and IT equipment. Land would include: parks, gardens, tree nurseries, waterfronts, and industrial park land.

Funding Capital Projects

Funding for capital projects could come from various sources, including the general fund or general revenue, grants (possibly with matching requirements), debt proceeds (general obligation or revenue bonds), special taxes or assessments, or impact or user fees.

References

GASB 34: <http://www.gasb.org/>

GFOA Best Practice - Capital Project Budget | Government Finance Officers Association:
<http://www.gfoa.org/incorporating-capital-project-budget-budget-process>

GFOA Financial Policy Examples - Capital Asset Management:
<http://www.gfoa.org/financial-policy-examples-capital-asset-management>

Capital Improvement Plan

CAPITAL IMPROVEMENT PLAN

What is a Capital Improvement Program?

A Capital Improvement Program (CIP) is a financial planning tool that looks into the future to forecast the City's equipment, building, and infrastructure needs. It encourages the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. Upon adoption of the Plan, the first year of proposed CIP becomes the list of capital items that are included in the proposed budget for the coming fiscal year. The program is then updated and revised on an annual basis to insure previous projections are still on course. In so doing, the City is always working on a prospective five-year schedule.

The CIP is designed to be a flexible planning tool. In the most ideal of situations, the CIP is revised and reviewed prior to the initiation of the annual budget process. By beginning the review and revision process ahead of the development of the Annual Budget, the community is better able to scrutinize the actual needs of both the community and the organization, outside of the constraints of the budgetary process. Despite its independence from the development of the operating budget, the CIP does not merely represent a "wish list" of items without regard to the fiscal constraints that will face the governing board when the time comes to fund the previously identified needs. Rather, all projects proposed for funding in the CIP are prioritized and include projections of revenues that are expected to be available at the time of any expenditure. **If, when it comes time to develop the Annual Budget, sufficient funds are not available to pay for CIP projects, the document provides sufficient flexibility for the governing body to re-prioritize expenditure and project scheduling.** It is imperative that the governing board adopting a CIP understand that it is simply a flexible planning tool and that in adopting a particular CIP they are not committing to fund a particular project. The CIP serves only to recognize the importance of a project to the community and projects a timeframe in which it should be undertaken.

What Items Are Included in a CIP?

Different local governments have differing thresholds for inclusion of items and projects in a CIP. Generally speaking, the larger the governmental unit, the greater the dollar limit that is used as the minimum threshold above which items are to be included in the CIP. In Apalachicola, an item is included in our CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000. In some cases, we may include an item in the proposed plan that is not tangible. Those items, while not generally considered to be traditional capital items, are sometimes included because they represent a significant, inordinate expenditure on the part of the local government.

CAPITAL IMPROVEMENT PLAN

The limitations that we place on items for inclusion as a CIP request (one-year life expectancy and \$5,000 or more in value) should not be confused with our general accounting definition of a capital item. For budgetary and accounting purposes, our definition of a capital item is greater than \$500 with a life expectancy of greater than one year. That means that although we call this document our Capital Improvement Program, it is not an all-inclusive list of anticipated capital expenditures within the CIP planning period. We do not include items under \$5,000 in value in the CIP because the acquisition of items of lesser value is considered relatively routine. The development of a CIP showing each anticipated capital acquisition in excess of \$500 within the coming five years would be far too cumbersome to develop, review and maintain.

Why Have a CIP?

As referenced above, a CIP is a planning and growth management tool. The Plan allows a community to provide for the orderly replacement of capital facilities and equipment. It also allows the community to plan for future development through the identification of equipment, buildings and infrastructure that will be needed in order to accomplish particular objectives.

The CIP emphasizes sound financial planning. One of the key components of any CIP is the projection of revenue sources. Not only can these projections be used in developing the CIP, they can also be used in a multitude of other local government matters that require a determination of the availability of future resources. Another aspect of financial planning that is emphasized through the CIP development process is the identification of alternative funding sources for a project before that project is an absolute necessity.

Alternative funding sources generally are interpreted to be either State or Federal grants, but alternative funding can go far beyond those areas. In today's local government environment, we increasingly look to outside funding sources that include non-profit or not-for-profit organizations. We also find ourselves looking to donations and the voluntary service sector for assistance in the development of not only capital projects but the maintenance of on-going operations as well. Finally, the CIP contributes to good financial planning by identifying for us, in sufficient time, large projects that will need funding from somewhere other than current revenue sources. That leads us to review debt financing sources or, better yet, allows us to follow an old practice that is still one of the most sound financial tools around – save for the project in anticipation of its need.

A side benefit to the development of the CIP is that local government observers and regulators, including lending agents, see the development and maintenance of a sound CIP as key to the financial success of any governmental unit. That results in more confidence in the financial operations of the local government, which then translates into

CAPITAL IMPROVEMENT PLAN

lower bond ratings and the payment of lower interest rates. Apalachicola, like all local governments, typically finds itself in the position of needing to borrow money in the normal course of business, and when it does, a lower interest rate means less tax dollars that must be paid by the citizens for the use of that money.

As sound a financial planning tool as the CIP may be, it is equally as useful as a physical planning tool. The CIP encourages local officials to look carefully at the timing of projects in order to determine if there is coordination that can/should occur before a project can take place. This planning may help to reduce duplication of effort and promote scheduling that will allow for the acquisition of assets at the optimal time. Optimal replacement of equipment, for example, allows the local governmental unit to replace that equipment before it reaches the end of its useful life expectancy thereby avoiding additional unnecessary operational costs.

The bottom line is that the CIP is primarily a financial planning tool. While it does allow for coordination and replacement of assets, the end result of the development and implementation of a CIP is that the local government will realize financial benefits from properly planning for the acquisition and development of those assets.

How Do You Prioritize CIP Projects?

Each project in the CIP has both an organizational priority and a departmental priority. The departmental priority is a numerical rating indicating the order in which the department head would like to see the projects within his or her department funded. The organizational priority is designed to weigh projects in relative importance across department lines.

For the organizational priority ranking, we use an alphanumeric system. In assigning those priorities, we measured each proposed project against the following criteria in order to determine relative rank.

1. Addresses a health or safety issue;
2. Is mandated by some federal or state agency;
3. Is the replacement of an existing item; or,
4. Is an expansion item.

The criteria are placed in rank order. The higher a project could be placed in comparison to this hierarchy of needs, the more important it is considered to be to the community. So a project addressing a health or safety need is considered most important to the community while one determined to be an expansion item is determined to be of lesser

CAPITAL IMPROVEMENT PLAN

importance to the community. The theory behind this rank hierarchy is that you must address the organization's basic mission before you begin expanding into other areas.

For projects in the first year, we use a numerical ranking. Projects are rated based upon relative importance with the top project being listed as number one (1) and the remaining projects following in descending order. In the remaining years of the CIP, projects are given an alphabetic ranking that reflects its need based upon the hierarchy set forth above. Projects receive an "A" ranking if they address a health or safety concern, or are mandated by some State or Federal regulation; they receive a "B" rating if they are a replacement item; and, they receive a "C" rating if they are considered an expansion item.

How Are Projects Developed for Inclusion in the CIP?

In developing a CIP, we first hold a public hearing at which the concept of the CIP is explained and input for proposed projects is solicited. We then also ask department heads to identify their departmental capital needs over the five-year forecast period. Requests are returned at which time further clarification is sought. Requests are then ranked against the relative needs of the organization. Once the initial discussions are concluded and requests prioritized, projects are coordinated in an effort to eliminate duplication/overlap and to take advantage of any available funding opportunities. Finally, priorities are once again reviewed and the projects are then placed into the format that is contained herein. The results of the draft CIP are then shared with the Board of Commissioners and the public in a hearing designed to solicit input on the proposed document.

How are Project Costs Determined and How Are Projects Scheduled?

The year in which a project is scheduled to be undertaken is not necessarily indicative of its relative importance to the community. Scheduling of projects is done in accordance with relative need, coordination with other projects and the availability of appropriate funding.

Project justifications and cost estimates are far more detailed and accurate for those items that are scheduled for funding in an earlier fiscal year. The closer we get to the time at which we will undertake a project the more important it becomes for us to have a more accurate picture of the total project costs. Conversely, projects scheduled for later years are likely to change in scope and/or the acquisition costs are likely to change due simply to inflation, therefore less emphasis is placed on the accuracy of the cost figures associated with those projects.

CAPITAL IMPROVEMENT PLAN

The anticipated cost of CIP projects is expressed in today's dollars without accounting for inflationary factors in future years. While this may seem foolhardy to some, accurate projections of future years' costs is virtually impossible. As we perform our annual updates of the CIP, projects in the forecast years will be re-evaluated and become better defined. This update process will also allow us the opportunity to revise projected costs to reflect accurately, then current year dollars.

In some cases projects scheduled for the fourth, fifth or "Years Beyond" category are included in the CIP simply to determine if there is sufficient community support for such a project. It is not unusual for CIP projects to linger in the later years' columns through several updates while the community attempts to decide if a project is important. Similarly, projects may be pushed back from year to year as priorities shift and the community waits for the appropriate time to undertake a project that is seen as less important. Finally, we sometimes find that project support may exist early on in the CIP development process, but that support may wane the closer we get to the time at which the project is scheduled to be undertaken. Once again, the CIP is a flexible tool designed to meet the ever-changing needs of the community.

About the CIP

The CIP is arranged in a format that provides the reader with greater and greater detail the further that they read into the plan. The plan is divided into two sections. Each section is devoted to a separate governmental accounting fund. First, you will find projects proposed for funding in the General Fund, followed by those proposed with the Water and Sewer Fund. Each section provides the same type of information regarding the individually proposed projects and the anticipated funding.

In each section, we begin with an analysis of the projected revenue over the course of the planning period for that particular fund. Summary sheets showing all of the proposed projects and their proposed implementation schedule within each fund then follow the revenue projections. On those summary pages, you will also find information regarding the types of expenditures that will be necessary in order to accomplish the objectives, together with proposed funding sources for each of the projects. The initial fund summary sheets are then followed by departmental summaries that are placed immediately in front of the individual project proposal forms. In choosing this format, it is our intention to provide the reader with summaries of the proposed expenditures, separated by fund, coupled together with supporting information that should provide sufficient information to gain a basic understanding of the need and justification for a proposed project.

CAPITAL IMPROVEMENT PLAN

Revenue projections are provided within this document because they are critical to the successful implementation of a CIP. Projections of revenues five years into the future (at this point in time) are considered to be, at best, an educated guess; however, without a reasonable expectation of what resources might be available for a proposed project, the community cannot make an informed decision regarding the viability of that project. For example, a project may not be considered viable if the City has to pay 100% of the cost, yet it might be considered somewhat more viable if a grant can be obtained in order to offset some of the direct cost to the community. Similarly, some projects may be considered viable only if the City can save money in anticipation of the project thereby offsetting some of the costs with future year revenues. Without revenue projections, a community cannot make an informed decision as to the most appropriate timing for undertaking a project.

Summary

With the plans, desires and dreams that we all have for our community, it is especially important to prioritize our capital projects as we are going to have stiff competition for the future allocation of limited public resources. Without this critical financial planning document, attempting to satisfy needs identified through the development of various City plans and programs is likely to overwhelm the City and its capabilities. In addition, without the development of proper planning tools that recognize and prioritize public needs/desires, the City stands to thwart the energy and enthusiasm of a public that currently participates at exceptionally high levels. If that enthusiasm is thwarted, we shall lose our most valuable asset in the accomplishment of our goals – public support and involvement.

The CIP is a tool that allows us to assess needs, together with resources, and to make more systematic decisions regarding the emphasis that the community will place on particular goals and objectives. The CIP is not a begin all and end all of community planning, but it certainly is a key element in providing community focus and direction.

Included in the fiscal year 2018-2019 annual budget is this summary of the CIP development and use. In March, staff will begin developing the General and Water and Sewer Fund summary of revenues and capital expenditures by department. More detailed information will be found in the City of Apalachicola Capital Improvement Program – Fiscal Years 2019-2024 document to be developed by May of 2019.

CITY OF APALACHICOLA
GENERAL FUND
TAX BASE AND REVENUE SOURCES

Revenue Sources

- State Revenues:
 - ½ Cent Sales Tax
 - Mobile Home License Tax
 - Alcoholic Beverage Tax
 - Local Communications Tax
 - Revenue Sharing
 - LOGT

- Utility Franchise & Utility Tax
- Business Tax, Permits, Tree Applications
- Fines & Forfeitures, MSBU
- Cemetery Lots/Openings, Facility Rent
- Sanitation/Stormwater
- Grants – Project Specific
- Community Programs – HCA, Community Garden, Farmers Market

Revenues are used to fund basic services, departments, and programs.

POTENTIAL REVENUE SOURCES:

- Increase Business Tax License Fees
- Fine Tune Fee Schedules
- Increase Monthly Rent Fees – Johnson Complex & Community Center

Tax Base

Ad Valorem taxes makes up 29% of the General Fund revenues. The current millage rate is 9.6043 mills out of the maximum 10.000 mills allowed. Property Appraiser was reassessing properties due to the impact of Hurricane Michael. Apalachicola faired fairly well compared to other areas in the County, so hopefully the taxable value will at least remain the same. Staff has noticed an increase in building permit applications which is a good sign of continued development.

General Fund Departments: Governing Body, Administration, Building/Code Enforcement, Library, Police, Fire, Public Works, Parks, Recreation, and Facilities

CITY OF APALACHICOLA
ENTERPRISE FUND

The Enterprise Fund consists of Water & Sewer Revenue, Scipio Creek Mooring Basin, and Battery Park Boat Basin. Enterprise Fund should function as a business – revenues should be sufficient enough to cover all the expenses which should include capital outlay reserves.

WATER & SEWER REVENUE

The Commission approved the Florida Rural Water Rate Study rate structure which will increase utility bills approximately 13% for the next budget year. The SUF fee is sufficient to meet the current DEP debt payment. The City utility bills consist of water, sewer, garbage, SUF, and stormwater utility. The garbage collections are transferred monthly into General Fund, and the stormwater collections are transferred into the dedicated stormwater utility account.

SCIPIO CREEK MOORING BASIN

Scipio Creek Basin is a commercial fishery basin which houses most of the existing shrimp boats that work the Apalachicola Bay and Gulf of Mexico. The Mill Pond is in dire need of infrastructure improvements. Currently, the rental rate for a boat is \$1.50 per foot. This fee has not been increased in many years, and is simply not adequate to accommodate the basin's infrastructure needs. Tenants pay for their own electricity at each individual slip.

BATTERY PARK MOORING BASIN

Battery Park Mooring Basin houses pleasure boats in which some are Live-A-boards. The City furnishes all electric and water for the marina. The basic fees range from \$80.25 to 101.25. The Live-A-Boards pay an extra fee per month to pay for their water and electric use, but this amount should be increased. The fees for Battery Park have not been increased in years and is not adequate to accommodate the infrastructure needs of the basin.

It is imperative the City maintain an aggressive approach for collections in water & sewer, Scipio Creek, and Battery Park.

CITY OF APALACHICOLA
2019-2020 BUDGET HIGHLIGHTS

- Increase Water, Sewer, Scipio Creek, and Battery Park Fees – These funds must be self sufficient to pay their expenses, plus set aside funds for infrastructure needs.
- Rewrite the Business License Fee Ordinance – the basic Business License Tax has not been increased since around 2000 and also does not accommodate a lot of the businesses that have arisen in the area.
- Fine tune the current fee schedule
- Continue with the current SUF fee.
- Continue with the same millage rate, but strive to decrease expenditures as much as possible.
-

CITY OF APALACHICOLA DEBT PAYMENT SCHEDULE

Loan Name	Start Date	Ending Date	Loan Amount	Interest Rate	Annual Payment	Total Amount Paid	Balance Due
USDA Capital Improvement Revenue Bond 97-08 Police/Fire Station	2010	2039	\$ 506,500.00	4.00%	\$ 30,000.00	\$ 240,000.00	\$ 417,500.00
USDA Water & Sewer Revenue Bond Series 2003 - 91-04	2003	2042	\$ 3,073,000.00	3.25%	\$ 142,000.00	\$ 719,000.00	\$ 2,354,000.00
USDA Water & Sewer Revenue Bond Series 1983 - 92-01	1985	2024	\$ 390,000.00	7.125%	\$ 26,000.00	\$ 244,000.00	\$ 146,000.00
USDA Water & Sewer Revenue Bond Series 1986 - 91-02	1987	2026	\$ 361,630.00	6.00%	\$ 25,000.00	\$ 214,000.00	\$ 147,630.00
Government Capital Corp Electronic Water Meter Replacement	11/1/2017	11/1/2026	\$ 321,393.00	3.48%	\$ 32,139.30	\$ 32,139.30	\$ 289,253.70
Bancorpsouth Equipment Finance John Deere Bush Hog Tractor	11/1/2016	11/1/2019	\$ 65,238.78	2.34%	\$ 17,285.38	\$ 34,570.76	\$ 30,668.02
Bancorpsouth Equipment Finance John Deere Compact Excavator	11/1/2017	11/1/2021	\$ 78,430.61	2.39%	\$ 16,841.31	\$ 16,841.31	\$ 61,589.30
The Bancorp - Police Vehicle	10/1/2016	10/1/2018	\$27,656.82		\$ 9,218.94	\$ 18,437.88	\$ 9,218.94
The Bancorp - Police Vehicle	10/1/2017	10/1/2019	\$ 26,169.25		\$ 9,338.22	\$ 9,338.22	\$ 18,676.44
The Bancorp - Public Works Van	10/1/2016	10/1/2018	\$ 31,640.84		\$ 7,910.21	\$ 23,730.63	\$ 7,910.21
The Bancorp - Public Works Truck	10/1/2016	10/1/2018	\$ 25,680.36		\$ 8,560.12	\$ 17,120.24	\$ 8,560.12
The Bancorp - Public Works Truck	10/1/2016	10/1/2018	\$ 22,948.47		\$ 7,649.49	\$ 15,298.98	\$ 7,649.49
The Bancorp - W&S Truck	10/1/2015	10/1/2018	\$ 33,918.16		\$ 8,479.54	\$ 25,438.62	\$ 8,479.54
Community First National Bank New Fire Truck & Air Packs	6/1/2019	6/1/2028	\$ 400,000.00		\$ 49,007.53	\$ -	\$ 400,000.00

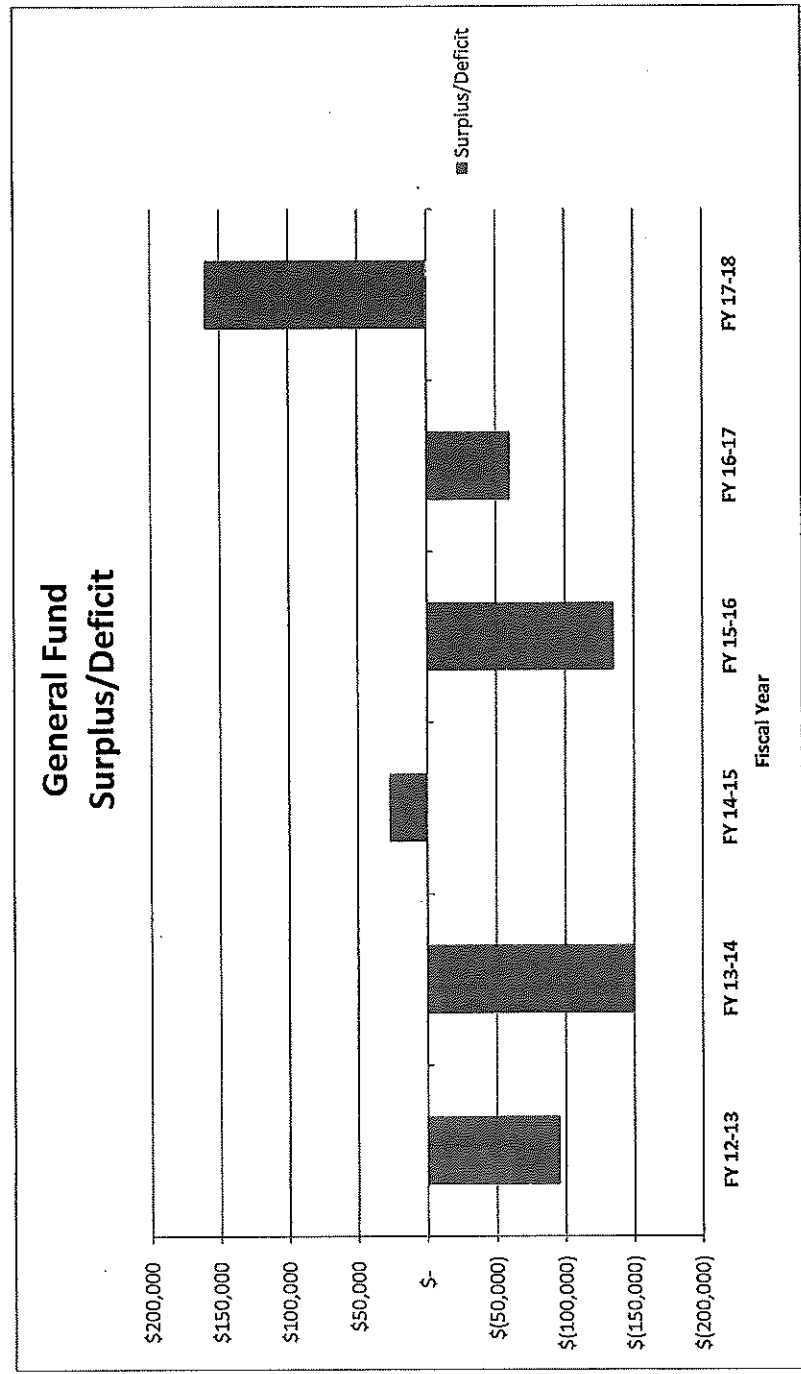
City of Apalachicola
Revenues

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Budget
Ad Valorem Taxes	\$ 1,121,697	\$ 1,108,966	\$ 1,159,254	\$ 1,162,419	\$ 1,225,067	\$ 1,321,402	\$ 1,344,400
Sales Tax	\$ 148,809	\$ 155,816	\$ 171,446	\$ 182,864	\$ 186,852	\$ 122,623	\$ 170,000
Mobile Home License Tax	\$ 116	\$ 73	\$ 32	\$ 93	\$ 55	\$ 68	\$ 100
Alcoholic Beverage License Tax	\$ 2,046	\$ 2,081	\$ 2,155	\$ 3,640	\$ 3,137	\$ 7,779	\$ 8,000
Utility Franchise	\$ 140,771	\$ 154,511	\$ 160,581	\$ 135,864	\$ 129,891	\$ 97,826	\$ 130,000
Local Communications Tax	\$ 66,971	\$ 62,630	\$ 61,937	\$ 61,368	\$ 60,083	\$ 46,808	\$ 62,000
Utility Tax	\$ 98,212	\$ 96,728	\$ 97,970	\$ 98,202	\$ 99,280	\$ 74,189	\$ 200,000
Occupational License Tax	\$ 31,224	\$ 34,205	\$ 32,618	\$ 30,598	\$ 33,889	\$ 15,873	\$ 30,000
State Revenue Sharing	\$ 91,253	\$ 91,690	\$ 92,841	\$ 95,543	\$ 94,503	\$ 70,599	\$ 93,000
Fines & Forfeitures	\$ 7,027	\$ 1,301	\$ 9,350	\$ 4,135	\$ 1,503	\$ 1,515	\$ 2,000
Miscellaneous	\$ 21,355	\$ 3,328	\$ 2,689	\$ 5,086	\$ 10,960	\$ 987	\$ 2,000
Property Rent	\$ 31,162	\$ 32,292	\$ 10,239	\$ 12,030	\$ 15,549	\$ 21,610	\$ 37,000
Cemetery Lots & Openings	\$ 18,895	\$ 18,240	\$ 19,543	\$ 11,600	\$ 17,800	\$ 11,100	\$ 15,000
Admin - Enterprise Fund	\$ 63,000	\$ 110,000	\$ 133,500	\$ 120,000	\$ 105,000	\$ -	\$ -
Admin - Project Impact	\$ 7,234	\$ 7,234	\$ 6,890	\$ 6,890	\$ 6,400	\$ -	\$ 370,900
Golf Cart Permits	\$ 3,875	\$ 3,950	\$ 1,456	\$ 4,485	\$ 8,742	\$ 9,075	\$ 10,000
Special Exception/Variance Fee	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,600	\$ 5,300	\$ 6,000
Building Permit	\$ -	\$ -	\$ 600	\$ 20,303	\$ 24,999	\$ 25,182	\$ 40,000
Tree Application Fee	\$ -	\$ -	\$ -	\$ -	\$ 2,925	\$ 2,450	\$ 3,300
Stormwater Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
Transfer from Library	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800	\$ -	\$ -
Transfer from LOC	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -
Transfer from CRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Traffic Light Reimb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
FEMA - Hurricane Hermine	\$ -	\$ -	\$ -	\$ 16,969	\$ -	\$ -	\$ -
High School Rentals	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 12,960	\$ -
Community Garden	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Farmers Market	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Launch Fees	\$ -	\$ -	\$ -	\$ -	\$ 9,489	\$ 7,284	\$ -
HCA Museum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Library Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Oyster License Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Local Option Gas Tax	\$ 51,944	\$ 52,538	\$ 54,290	\$ 56,585	\$ 63,138	\$ 46,585	\$ 62,000
County Fire Protection - MSBU	\$ 37,090	\$ 39,714	\$ 44,159	\$ 37,713	\$ 36,583	\$ 30,028	\$ 40,000
	\$ 1,942,681	\$ 1,975,297	\$ 2,061,550	\$ 2,055,718	\$ 2,216,214	\$ 1,931,243	\$ 3,307,200

Does Not Include Grant Funding

**City of Apalachicola
Revenue and Expenditure Summary**

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Budget
Revenues	\$ 1,942,681	\$ 1,975,297	\$ 2,061,550	\$ 2,055,718	\$ 2,216,214	\$ 1,931,243	\$ 3,307,200
Expenditure	\$ 2,038,299	\$ 2,125,560	\$ 2,034,185	\$ 2,191,838	\$ 2,277,064	\$ 1,770,674	\$ 3,307,200
Difference	\$ (95,618)	\$ (150,263)	\$ 27,365	\$ (136,120)	\$ (60,850)	\$ 160,569	\$ -



GENERAL FUND CATEGORY SUMMARY

City of Apalachicola, FL						
Statement of Revenues Expenditures and Changes in Fund Balance						
Actual Year Ended September 30, 2012-2016						
	2012	2013	2014	2015	2016	
	Actual	Actual	Actual	Actual	Actual	
Revenues						
Taxes	\$ 1,357,258	\$ 1,316,230	\$ 1,308,793	\$ 1,331,194	\$ 1,352,209	
Licenses and permits	\$ 154,241	\$ 149,495	\$ 161,192	\$ 160,574	\$ 161,208	
Intergovernmental	\$ 1,309,747	\$ 1,708,945	\$ 3,177,481	\$ 1,880,045	\$ 1,121,383	
Charges for services	\$ -	\$ 106,496	\$ 33,369	\$ 112,651	\$ 18,330	
Fines and forfeitures	\$ 2,662	\$ 6,955	\$ 1,146	\$ 10,578	\$ 3,103	
Investment earnings and other	\$ 296,606	\$ 207,840	\$ 183,037	\$ 1,141,968	\$ 205,292	
Total Revenues	\$3,120,514	\$3,495,961	\$4,865,018	\$4,637,010	\$2,861,525	
Expenditures						
Current operating						
General government	\$ 833,931	\$ 964,339	\$ 1,008,582	\$ 1,275,730	\$ 1,014,500	
Public safety	\$ 594,278	\$ 591,553	\$ 661,914	\$ 588,736	\$ 651,189	
Transportation	\$ 574,986	\$ 571,692	\$ 602,816	\$ 514	\$ 514,089	
Culture and recreation	\$ 495,532	\$ 545,145	\$ 540,724	\$ 668,763	\$ 674,043	
Capital outlay	\$ 596,662	\$ -	\$ -	\$ -	\$ -	
General government	\$ -	\$ 825,823	\$ 2,349,229	\$ 1,099,260	\$ 545,887	
Public safety	\$ -	\$ 39,519	\$ 13,025	\$ 38,957	\$ 35,719	
Transportation	\$ -	\$ 117,077	\$ -	\$ 64,301	\$ 105,162	
Culture and recreation	\$ -	\$ 5,823	\$ 3,013	\$ 1,962	\$ 2,463	
Debt service	\$ 167,528	\$ 138,171	\$ 128,200	\$ 378,592	\$ 203,137	
Total Expenditures	\$3,262,917	\$3,799,142	\$5,307,503	\$4,629,977	\$3,746,189	
Excess (deficit) of revenues over (under) expenditures	(142,403)	(303,181)	(442,485)	\$ 7,033	(884,664)	
Other financing sources (uses)						
Transfers in	\$ 129,878	\$ 110,994	\$ 186,137	\$ 141,335	\$ 202,330	
Transfers out	(20,000)	(29,710)	(31,000)	(103,676)	\$ 119,982	
Debt issuances	\$ 20,919	\$ 131,435	\$ 250,000	\$ 70,373	\$ 322,312	
Total other financing sources (uses)	\$ 130,797	\$ 212,719	\$ 405,137	\$ 108,032	\$ 322,312	
Net change in fund balance	(11,606)	(90,462)	(37,348)	\$ 115,065	(562,352)	
Fund Balance - Beginning	\$ 970,565	\$ 958,959	\$ 868,497	\$ 831,149	\$ 946,214	
Fund Balance - Ending	\$ 958,959	\$ 868,497	\$ 831,149	\$ 946,214	\$ 383,862	

City of Apalachicola, Florida

Financial Statements

September 30, 2017



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Management's Discussion and Analysis

Management's Discussion and Analysis

Management's discussion and analysis provides an easily readable analysis of the City of Apalachicola, Florida's (City) financial activities. The analysis provides summary financial information for the City and should be read in conjunction with the City's financial statements.

Financial Highlights

- Total assets and deferred outflows of resources of the City exceeded total liabilities and deferred inflows of resources by \$38,574,200 (net position). Of this amount, a deficit of \$1,116,207 is unrestricted net position for governmental activities, a deficit of \$624,816 is unrestricted net position for business-type activities, \$445,588 is restricted net position for governmental activities, and \$219,301 is restricted net position for business-type activities.
- Total net position increased by \$1,229,002. Of this amount, an increase of \$1,253,458 is attributable to governmental activities and a decrease of \$24,456 is attributable to business-type activities.
- As of September 30, 2017, the general fund's unassigned fund balance is \$306,984 or 6% of total general fund expenditures.
- Governmental activities' revenues increased 60% to \$5,200,061, while governmental activities' expenses increased 10% to \$3,946,603. Business-type activities' revenues increased 44% to \$2,794,902, while business-type activities' expenses increased 1% to \$2,819,358.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) *government-wide financial statements*, 2) *fund financial statements*, and 3) *notes to basic financial statements*. The *government-wide financial statements* present an overall picture of the City's financial position and results of operations. The *fund financial statements* present financial information for the City's major funds. The *notes to basic financial statements* provide additional information concerning the City's finances that are not otherwise disclosed in the government-wide statements or fund financial statements.

Government-wide Financial Statements

The *government-wide financial statements* include the *statement of net position* and *statement of activities*, providing both long-term and short-term information about the City's overall financial condition. The *statement of net position* presents increases or decreases in net position from year to year and serves as a useful indicator of the City's improving or declining financial position. Information on how the City's net position changed during this reporting period is presented in the *statement of activities*.

Fund Financial Statements

The *fund financial statements* provide financial information for the City's major funds and more detailed information about the City's activities. Individual funds have been established by the City for the purpose of grouping related accounts to maintain control over resources that have been segregated for specific purposes or objectives to account for revenues that are restricted to certain uses, or to comply with legal requirements. The two major categories of funds found in the City's *fund financial statements* include: governmental funds and proprietary funds.

Notes to Basic Financial Statements

The *notes to basic financial statements* provide additional detail concerning the financial activities and financial balances of the City. Additional information is also included that is essential to a full understanding of the data provided in the financial statements.

Financial Analysis of the City

Statement of Net Position

The following schedule provides a summary of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the City at September 30, 2017 and 2016. The City is able to report positive balances in all categories of total net position except unrestricted which show a deficit balance.

Statements of Net Position

September 30,	Governmental Activities		Business-type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 1,415,723	\$ 2,492,634	\$ 214,142	\$ 263,148	\$ 1,629,865	\$ 2,755,782
Noncurrent assets	23,438,037	21,691,058	23,998,810	23,811,257	47,436,847	45,502,315
Total assets	24,853,760	24,183,692	24,212,952	24,074,405	49,066,712	48,258,097
Deferred outflows of resources	543,233	447,335	207,039	170,490	750,272	617,825
Current liabilities	742,670	1,526,306	1,362,525	1,001,734	2,105,195	2,528,040
Noncurrent liabilities	2,374,995	2,136,071	6,619,734	6,802,780	8,994,729	8,938,851
Total liabilities	3,117,665	3,662,377	7,982,259	7,804,514	11,099,924	11,466,891
Deferred inflows of resources	103,438	46,218	39,422	17,615	142,860	63,833
Net position						
Net investment in capital assets	22,846,509	21,070,633	16,803,825	16,412,404	39,650,334	37,483,037
Restricted	445,588	539,156	219,301	397,496	664,889	936,652
Unrestricted	(1,116,207)	(687,357)	(624,816)	(387,134)	(1,741,023)	(1,074,491)
Total net position	\$ 22,175,890	\$ 20,922,432	\$ 16,398,310	\$ 16,422,766	\$ 38,574,200	\$ 37,345,198

Statement of Activities

The following schedule provides a summary of the changes in net position for the years ended September 30, 2017 and 2016.

Statements of Activities

Years Ended September 30,	Governmental Activities		Business-type Activities		Total	
	2017	2016	2017	2016	2017	2016
Program revenues						
Charges for services	\$ 608,223	\$ 182,641	\$ 2,177,440	\$ 2,064,409	\$ 2,785,663	\$ 2,247,050
Operating grants/contributions	647,239	630,085	-	-	647,239	630,085
Capital grants/contributions	1,938,872	214,323	622,445	-	2,561,317	214,323
General revenues						
Property taxes	1,228,367	1,161,394	-	-	1,228,367	1,161,394
Local option gas tax	63,998	57,123	-	-	63,998	57,123
Franchise and utility tax	159,576	159,679	-	-	159,576	159,679
Local business tax	33,889	30,598	-	-	33,889	30,598
Shared revenues	285,162	277,875	-	-	285,162	277,875
Investment earnings	17,050	20,513	1,706	1,583	18,756	22,096
Miscellaneous	210,996	388,128	-	-	210,996	388,128
Transfers	6,689	120,000	(6,689)	(120,000)	-	-
Total revenues and transfers	5,200,061	3,242,359	2,794,902	1,945,992	7,994,963	5,188,351
Expenses						
General government	1,320,307	1,135,941	-	-	1,320,307	1,135,941
Public safety	786,898	796,679	-	-	786,898	796,679
Transportation	777,874	744,138	-	-	777,874	744,138
Economic environment	52,272	23,117	-	-	52,272	23,117
Culture and recreation	1,009,252	894,987	-	-	1,009,252	894,987
Water	-	-	600,523	595,518	600,523	595,518
Sewer	-	-	1,701,270	1,743,855	1,701,270	1,743,855
Garbage	-	-	445,326	370,029	445,326	370,029
Mooring	-	-	72,239	87,093	72,239	87,093
Total expenses	3,946,603	3,594,862	2,819,358	2,796,495	6,765,961	6,391,357
Change in net position	\$ 1,253,458	\$ (352,503)	\$ (24,456)	\$ (850,503)	\$ 1,229,002	\$ (1,203,006)

Financial Analysis of the City's Funds

Analysis of Government-wide Financial Statements

Substantially all of the City's net position reflects its investment in capital assets (e.g. land, buildings, improvements, infrastructure, vehicles and equipment) less any outstanding related debt used to acquire those assets. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. \$664,889 of the City's net position is subject to external restrictions on how it may be used. The balance of unrestricted net position may be used to help meet the City's ongoing obligations to citizens and creditors. As of fiscal year end, the balance in unrestricted net position is a deficit of \$1,741,023. A significant portion of the deficit results from the recognized net pension liability and the related deferred inflows and deferred outflows of resources related to GASB 68.

Analysis of General Fund Budgetary Variations

For the year ended September 30, 2017, actual revenues including other financial sources were more than

anticipated by \$782,584 and actual expenditures were more than anticipated by \$528,262. This was due in part to not budgeting for year-end accruals related to grants and the repayment of a line of credit and the related issuance of a new line of credit.

Analysis of Library Fund Budgetary Variations

For the year ended September 30, 2017, actual revenues including other financial sources were more than anticipated by \$100,775 and actual expenditures including other financial uses were more than anticipated by \$217,224. This was due in part to not budgeting for the third party contributions and related expenditures for the new library

Capital Assets and Long-term Debt Activity

Capital Assets Activity

As of September 30, 2017, the City's total net investment in capital assets for its governmental activities is \$22,846,509 and for its business-type activities is \$16,803,825 for a total investment of \$39,650,334. This investment in capital assets includes the cost of land, buildings, improvements, machinery and equipment, construction in progress, and infrastructure less accumulated depreciation and associated debt. Additional information on the City's capital assets can be found in the notes to basic financial statements.

Long-Term Debt Activity

As of September 30, 2017, the City has a total long-term debt amount outstanding of \$9,972,351. Additional information on the City's long-term debt can be found in the notes to basic financial statements.

Economic Factors and Next Year's Budget and Rates

During the 2016-2017 fiscal year, the City property values showed a slight increase which resulted in a slight increase in ad valorem taxes. The City's receipts in other revenues sources remain consistent with past fiscal years. The City Commission continues to make efforts to keep expenses down, while exploring potential revenue sources to improve out self-sustainability efforts.

The City of Apalachicola continues to focus efforts to improve City owned facilities and citywide infrastructure through grants and other means. A portion of BP funds were used to upgrade some City owned facilities. The City was awarded two FRDAP grants in the amount of \$50,000 each to install a playground and splash pad at the Van W. Johnson, Sr. complex. Construction has been completed. The City's new Apalachicola Margaret Key Library has been completed and is open for public use. The City administered an oyster shelling program during the 16/17 fiscal year. The Commission has always supported the seafood industry, and serving as payroll agent is a way in which the City can contribute to this worthwhile activity. The DOT Beautification grant is still underway with the design phase being completed. The City installed a mixer and aerator in the ground storage tank at the Water Treatment Plant. Also, the City converted from gas chlorine to bulk sodium hypochlorite at both the Wastewater Treatment Plant and the Water Treatment Plant. The City was awarded a Technical Assistance Grant in the amount of \$31,000 to conduct a vulnerability assessment study throughout the City.

The City continues its work on addressing future improvements and self-sustainability for the betterment of our community.

This report was prepared by City Administration. Questions concerning this report or requests for additional information should be addressed to Lee Mathes, City Administrator, City of Apalachicola, 1 Avenue E, Apalachicola, Florida 32320.

Section 2: Financial Management Policies & National Standards

The City of Punta Gorda has prepared a comprehensive set of financial management policies in the areas of financial planning, revenues, and expenditures for adoption by the City Council. These policies are based on recommended, best management practices established by the Governmental Finance Officers Association (GFOA). The most recent comprehensive update of the financial policies were adopted January 18, 2012, amended February 20, 2013, March 19, 2014, January 21, 2015 and January 20, 2016.

Financial Planning Policies

Balanced Budget Policy: Defines a balanced operating budget and provides for disclosure when a deviation from a balanced operating budget is planned or when it occurs.

Long Range Planning Policy: Supports a financial planning process that assesses the long term financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions.

Asset Inventory Policy: Requires an inventory and assessment of the condition of all major capital assets. This information will be used to plan for the ongoing financial commitments required to maximize the public's benefit.

Revenue Policies

Understanding the revenue stream is essential to prudent planning. Policies should be established to recognize stable versus volatile revenues, or at best economically-sensitive revenue sources and predetermine the method to minimize the effect and thereby avoid potential service disruptions caused by revenue fluctuations.

Expenditure Policies

The expenditures of municipalities define the ongoing public service commitment. Prudent expenditure planning and accountability will ensure fiscal stability. Policies should reflect the City's desire to maximize efficiency and allocation of scarce resources.

The policies on the following pages provide the framework for the City's financial management planning and decision-making process.

Financial Planning Policies

The City makes program and service decisions and allocates scarce resources through the budget process. The mission of the budget process is to help decision makers make informed decisions about the provision of services and capital assets and to promote stakeholder participation in the process.

Balanced Budget:

- Policy: The City will adopt a balanced operating budget and will provide for disclosure when a deviation from a balanced operating budget is planned or when it occurs. The City's definition of a balanced budget is current revenues, including financing proceeds plus unrestricted fund balance, exceeds or equals current year appropriations.
- Status: *The City's annual budget is balanced in accordance with the above defined parameters.*
- Policy: A calendar will be designed each year to provide the framework necessary to formulate a sound budget and allow for stakeholder participation. The calendar will be set to ensure the City complies with the Truth in Millage (TRIM) law, Chapter 200, Florida Statutes.
- Status: *The City's budget calendar adheres to the State TRIM law.*
- Policy: For each fund all reasonably expected revenues and projected beginning carryover balance will equal the budgeted expenditures and year end carryover balance.
- Status: *All funds budgeted include projections of annual revenues and expenditures and beginning/ending fund balances.*
- Policy: All funds are included in the annual budget process and incorporated in the budget document.
- Status: *The annual budget document includes all funds.*
- Policy: The City will budget at least 95 percent of the anticipated gross ad valorem proceeds which provide a discount for early tax payments. Florida Statutes, section 200.065, states each taxing authority will not utilize less than 95 percent of the taxable value.
- Status: *The FY 2017 budget reflects 96 percent of anticipated ad valorem revenue, in order to account for discounts and delinquent property owners.*
- Policy: The City will maintain a budgetary control system, including an encumbrance system to ensure adherence to the budgeted appropriations.
- Status: *The City uses an encumbrance system as required by the Code of Ordinances.*
- Policy: Project length budgets are adopted for the Capital Improvement Projects. Appropriations for these projects will remain open and carry over to succeeding years until they are completed.
- Status: *Capital improvements budgets for general construction, 1% local option sales tax, community redevelopment area, community development block grant, sanitation and utilities remain open until complete or canceled.*

Policy: Supplemental appropriations. If during the fiscal year the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the City Council by resolution may make supplemental appropriations for the year up to the amount of such excess.

Status: *Grant awards were supplemental appropriations that were made during the FY 2016 period. Prior year incomplete projects are re-appropriated.*

Policy: Emergency appropriations. To meet a public emergency affecting life, health, property or the public peace, the City Council may by resolution make emergency appropriations. To the extent that there are no available unappropriated revenues to meet such appropriations, the City Council may by such resolution authorize the issuance of emergency notes which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

Status: *There were no emergency appropriations necessary for the FY 2016 period. The City has not been required to implement emergency appropriations in the past 23 years due to revenue shortfalls.*

Policy: Reduction of appropriations. If at any time during the fiscal year it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, he or she shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by resolution reduce one or more appropriations.

Status: *There was no need for a reduction of appropriations during FY 2016. There has not been such a need in the past 23 years.*

Policy: Transfer of appropriations. At any time during the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the City Manager, the City Council may by resolution transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

Status: *All transfers to date have been approved at the appropriate level. Reappropriations from the previous year's budget were approved by City Council. Any uses of operating reserves were approved by City Council.*

Policy: No appropriation for bonded debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof.

Status: *All debt service appropriations remain in compliance with legal stipulations.*

Long Range Planning:

Policy: The City will support a financial planning process that assesses the long term financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions.

Status: *This is an ongoing process of which the City will continue to adhere.*

Policy: The City will prepare multi-year fiscal forecasts for all of its major funds.

Status: *Multi-year fiscal forecasts are prepared for all major fund groups and delineated in the Long Range Financial Plan, Annual Budget and updated periodically throughout the fiscal year.*

Policy: The City will maintain a prudent cash management and investment program in order to meet daily cash requirements, increase funds available for investment and earn maximum rates of return on invested funds commensurate with appropriate security and the approved investment policy.

Status: *On September 5, 2001, the City adopted an Investment Policy in accordance with guidelines developed by the State of Florida. The City's cash management and investment program complies with such policies.*

Policy: The City will follow its adopted investment/portfolio policy when handling public funds.

Status: *As stated above, the City complies with guidelines in its Investment Policy.*

Policy: The City will pool cash from each fund for investment purposes.

Status: *The City pools cash for optimum tracking as well as investment purposes.*

Policy: On a monthly basis the Finance Department will prepare a Schedule of Investments report that details the amounts and types of U. S. Government securities, the amounts invested with the Local Government Surplus Trust Funds Investment Pool (LGSTFIP) and the amount in the interest earning checking account. The schedule will include the interest rate, market value, purchase date and maturity date.

Status: *The above schedules are prepared on a monthly basis and distributed to elected officials and available on the City's website for viewing by the community at large.*

Asset Inventory:

Policy: The City will inventory and assess the condition of all major capital assets. This information will be used to plan for the ongoing financial commitments required to maximize the public's benefit.

Status: The asset inventory is conducted on an annual basis which coincides with the annual audit. Assets are purchased in compliance with the budget process, and records are maintained within the Finance Department. Asset write-offs are approved by the affected Department Director.

Policy: The review of capital assets will assess the need for and condition of these assets. This review is an important component of an overall evaluation of community needs and priorities. This review will also focus on the impact of deferred maintenance, funding issues and legal or regulatory changes.

Status: The inventory and review process assists the various departments as to age, condition, availability and quantity of their equipment. This review helps during the budget process.

Policy: The City will annually prepare a 5 year capital outlay plan for replacement of existing capital outlay, based on an assessment of identified criteria including safety, efficiency and end of life.

Status: Each Fund has a detailed 5 year capital outlay plan included in the budget document.

Policy: The City shall encourage Charlotte County participation in the funding of the capital improvements that jointly serve both City and Charlotte County residents.

Status: The City has and will continue to work with the County on any joint capital improvement needs. The most recent joint capital improvement projects were Public Safety communications center upgrade and 800 MHz radio frequency.

Policy: The City will stay abreast of developments that may affect the major capital assets, such as regulatory changes, population movements or technological advances, and consider the impact of these issues in the goal setting process.

Status: The above review takes place during the annual inventory audit and annual budget preparation.

Policy: Capital projects will be budgeted in the General Construction Fund or the Utility Construction Fund as needed. 1% Local Option Sales Tax capital projects will be budgeted in the 1% Local Option Sales Tax Fund. CRA capital projects will be budgeted in the CRA budget. CDBG capital projects will be budgeted in the CDBG Fund.

Status: The annual budget reflects capital improvements projects within their respective fund groups as denoted above.

Policy: Equipment that has a cost basis in excess of State of Florida statutory minimums will be assigned a fixed asset number and tagged to identify the equipment as property of the City.

Status: *The State statutory minimum is currently \$1,000. The City tags its fixed assets at this rate in compliance with the statutory minimum.*

Policy: City departments and divisions will be provided a list of equipment to perform an inventory check on an annual basis. Variances from the inventory list will be reported and the fixed asset inventory records will be updated.

Status: *The fixed asset inventory check is done at the end of each fiscal year, which is September 30. Variances are signed off by Department Directors.*

Policy: The Procurement Division shall have the power to sell or dispose of obsolete and surplus property by public auction, competitive sealed bidding, trade-in, or other appropriate methods in conformance with any applicable state law. No employee of the department having direct control of the commodities or handling the disposition of the commodities shall be entitled to purchase such commodities. No other City employee shall be allowed to purchase obsolete or surplus property except through a competitive bid process or public auction.

Status: *The City adheres to this policy for all disposed items.*

Revenue Policies:

An understanding of the revenue stream is essential to prudent financial planning. Most of these policies seek stability to avoid potential service disruptions caused by revenue shortfalls.

Policy: The City will estimate its annual revenues by objective and analytical processes. The budget document will include documentation of major revenue sources.

Status: *The analytical review of revenues uses 10 year historical data for various revenue sources and projected economic indicators. Use of both historical trends and economic indicators enhances reliability in revenue estimation.*

Policy: The City shall maintain a diversified revenue system to the extent provided by Florida Statutes, in order to insulate it from short term fluctuations from any one revenue source.

Status: *The FY 2017 revenue structure (all funds) is as follows:*

<i>Service Charges, Fines & Forfeitures</i>	<i>23%</i>
<i>Intergovernmental</i>	<i>17%</i>
<i>Ad Valorem Taxes</i>	<i>9%</i>
<i>Permits, Fees & Assessments</i>	<i>8%</i>
<i>Other Taxes</i>	<i>4%</i>
<i>Miscellaneous</i>	<i>4%</i>
<i>Carryover, Financing & Transfers</i>	<i>35%</i>

As shown above, the City's revenue system is diverse and does not rely on any one revenue source to fund its overall operations.

Policy: The City will analyze and prepare monthly reports that compare the budget with actual revenues for major funds. The reports will monitor progress toward the planned revenue goals. Significant changes may be uncovered in advance, permitting action to avoid a crisis.

Status: *Monthly financial reports for major funds are prepared and distributed to elected officials and available on the City's website for public viewing. The reports include budget vs. actual revenues and expenditures and identification of trends that denote any projected revenue variances or extraordinary expenses.*

Policy: The City discourages the use of one time revenues to fund ongoing expenditures.

Status: *One time revenues such as sale of property, equipment and/or capital grants are used to finance capital projects and/or purchase of equipment. FY 2016 supplemental appropriations included use of Fund Balances.*

Policy: Grants should be actively pursued. All costs of grant requirements will be analyzed and presented with the proposal for City Council consideration. Revenues will be budgeted for current grants. The budget will be amended for new grants upon award.

Status: *Grants are pursued by all of the City's departments. The City has received and/or been awarded \$8.8 million (FY 2016) and \$9.7 million (FY 2017) in grant monies to fund such projects as the Reverse Osmosis Plant, park development, streetscape, boating-related facilities, and police equipment. The five year Capital Improvement Program identifies several pending capital grants. In addition to the above, the City is host for the Charlotte Harbor National Estuary Program (CHNEP). Their funding is all grants from Federal, State and Local Sources in the amount of \$1.1 million (FY 2016) and \$1.0 million (FY 2017).*

Policy: Sometimes governmental services are provided on credit. Properly documented controls over revenues are imperative in accounts receivable management. Timely efforts should be made to pursue the collection of delinquent accounts by the department generating the receivable.

Status: *The City has implemented a variety of measures to collect monies owed, including lien powers, code enforcement and utility turn off.*

Policy: Adjustments to account receivables must be properly documented using internal controls that include segregation of duties and supervisory review. Upon any suspicion of fraud, management should be notified in a timely manner.

Status: *Internal controls over accounts receivable are in place. Suspicion of fraud or other malfeasance are brought to management and if necessary Police Department's attention, although these actions have not been necessary.*

Policy: The use of revenues which have been pledged to bondholders will conform to the bond covenants which commit those revenues.

Status: *Currently there are no outstanding bond issues.*

Policy: The City will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other cost increases and will revise user fees upon approval of the City Council.

Status: *Fee changes are initiated through the ordinance process and, as such, are reviewed and approved by City Council through public hearings. Based on the results of the consulting firm hired to analyze water and wastewater user fees and impact fees, modifications to the utilities rate structure and changes to impact fees were approved after public hearing and were implemented in FY 2016 and provide for scheduled increases in FY 2017 and FY 2018 that may be evaluated each year. Recycling fees for Sanitation are increasing due to contract changes. Marina slip fees were updated July FY 2016. User fees in the City's enterprise funds are established to pay for ongoing operations and adjusted accordingly.*

Policy: All revenues, which are reasonably expected to be unexpended and unencumbered at the end of the fiscal year, will be anticipated as "projected carryover ending" and budgeted accordingly for the following fiscal year.

Status: *Projected carryover balances are budgeted within the City's fund groups. Staff completes a review of purchase orders, accounts receivable and final personnel/operating expenses prior to reaching a fund balance projection.*

Expenditure Policies:

The expenditures of municipalities define an ongoing public service commitment. Prudent expenditure planning and accountability will ensure fiscal stability.

Debt Management:

Policy: A significant portion of a City's capacity to influence and/or encourage economic development can be measured by the adequacy of its infrastructure and its capacity to support growth.

Status: The City maintains a five year capital improvements program that prioritizes investment in its infrastructure necessary to support growth and economic development. The City's water & wastewater plants have sufficient capacity to support projected growth in the 10 year plan, and the road network and parks facilities sufficiently accommodate demand. At the request of citizens, City Council is pursuing improving the water quality through construction of a Reverse Osmosis Plant.

Policy: The City will seek to maintain high bond ratings to minimize borrowing costs and preserve access to credit.

Status: As part of the 2016 Long Range Financial Plan, the City undertook a review of its economic condition and outlook, financial position and performance, debt profile and management in relation to credit rating agency criteria. The City utilizes a five year proforma to quantify the effects of current decisions on future financial condition.

Policy: Whenever possible the City will use revenue bonds instead of general obligation bonds.

Status: The City does not have any outstanding general obligation bonds, nor does it have any plans to undertake such a process. All debt outstanding is in the form of revenue or tax increment financing to be retired with the use of utility user fees and community redevelopment area tax proceeds.

Policy: The term of any bonds, notes or leases shall not exceed the useful life of the asset being financed.

Status: All debt outstanding does not extend beyond the useful life of the asset.

Policy: The City shall not issue notes or bonds for non-capital items.

Status: The City does not issue notes or bonds for its operations.

- Policy: If cost effective, the City will purchase private bond insurance at the time of issuance.
- Status: *When the City is in the midst of bond issuance, a price to benefit calculation will be made to see if bond insurance is cost effective to produce a higher rating and reduced interest rate.*
- Policy: The City will analyze its existing debt to take advantage of changing market conditions and to minimize future costs.
- Status: *The City monitors market conditions and undertakes refinancing/refunding opportunities where feasible. CRA loans for Laishley Park and Herald Court Centre were refinanced with a lower interest rate in FY 2013.*
- Policy: The City will maintain an adequate debt service fund regarding each issue and budget for the annual payment of principal and interest.
- Status: *The annual budget includes a debt service fund, schedule of debt outstanding and a five year projection of debt service payments. The fund includes sufficient monies to pay all principal and interest obligations as required by loan agreements.*

Reserve or Stabilization Accounts:

- Policy: The City will use Governmental Accounting Standards Board (GASB) Statement #54 definitions for the five classifications of fund balance for governmental fund types. These are non-spendable, restricted, committed, assigned and unassigned.
- Status: *Under the GASB definition the City's General Fund balance is categorized as: non-spendable- including prepaid expenses and inventories; restricted- including outside parties, grants and bond agreements; committed- including requirements established by city ordinance prior to end of fiscal year (there are none currently); assigned- intended use established by council, including appropriated reserves used to balance the subsequent year's budget, purchase order rollovers and reappropriations for incomplete projects from prior fiscal year; and unassigned- which is all other general fund balance. The latter three comprise the GFOA defined unrestricted fund balance, and is the amount which is to be used to verify the calculation of the 16.7% of operating expenditures. Operating expenditures include personnel, operations, contingency and capital outlay.*
- Policy: The City will strive to follow the Government Finance Officers Association (GFOA) recommendation for a minimum level of unrestricted fund balance for the following major operation funds: General Fund, Utilities OM&R Fund, Sanitation Fund, Building Fund, and Marina Fund. The GFOA states the unrestricted fund balance for the General Fund should be a minimum of 2 months of operating expenditures.
- Status: *Based on GFOA recommended best practice, the City's unrestricted fund balance in the General Fund should be 16.7% of operating expenditures. The September 30, 2017 unrestricted fund balance is projected to be \$2.4 million. This is 13% of budgeted general fund operating expenditures. It is the City Council's intention to continue increasing the minimum reserve as the improving economy allows.*

Policy: An adequate level of unrestricted fund balance will be maintained as working capital to support operations until sufficient current revenues (taxes) are received.

Status: *The City has not needed to issue tax or revenue anticipation notes to support operations until sufficient current revenue is generated. Sufficient cash balances are maintained to support operations throughout the year.*

Policy: The City should have a prudent level of unrestricted fund balance to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unexpected one time expenditures.

Status:

	FY 2017 Budgeted Expenditures	9/30/17 Budgeted Unrestricted Fund Balance	% of Unrestricted Fund Balance to Expenditures
General Fund	\$19,185,943	\$2,389,563	13%
PGI Canal Maint Fund	2,699,997	771,608	29%
BSI Canal Maint Fund	962,327	153,493	16%
Park Impact Fees Fund	80,000	67,640	84%
Transportation Impact Fees Fund	40,000	37,335	93%
CRA Fund	1,670,889	966,448	60%
Add'l Five Cent Gas Tax Fund	730,000	21,042	3%
Six Cent Gas Tax Fund	776,839	239,419	31%
Charlotte Harbor National Estuary Prog	936,047	63,438	7%
Utilities OM&R Fund	15,974,624	6,744,906	42%
Water System Capacity Escrow Fund	0	1,075,968	n/a
Sewer System Capacity Escrow Fund	360,573	776,280	215%
Sanitation Fund	3,048,546	1,044,915	34%
Building Code Fund	874,661	928,022	106%
Laishley Park Marina Fund	444,622	297,037	67%

Generally, the unrestricted fund balance is limited to use within its own fund and/or for specific types of expenditures. The collective reserve level is sufficient to cover for any temporary revenue shortfalls or unexpected expenses. Of the \$2.4 million General Fund unrestricted fund balance, \$0.4 million is assigned to reducing the FY 2018 projected shortfall and \$0.4 million is assigned use of the fleet/equipment reserve for FY 2018 scheduled replacements.

Policy: An adequate level of unrestricted fund balance will be maintained so credit rating agencies will recognize the City is in sound financial condition when they evaluate the City's credit worthiness.

Status: *As noted previously, the collective reserve level is adequate to support the City's sound financial condition.*

- Policy:** For the General Fund, and all other operating funds, except the Utilities Fund, the City requires an unassigned fund balance minimum of 7.0% of total fund budgeted appropriations. Council intends to reach a 16.7% unassigned fund balance minimum. Each year, as the economy improvement allows, the City will increase the minimum by 0.5%.
- Status:** *For the fiscal year ended September 30, 2016, the General Fund's unassigned balance is projected to be \$1,371,937. Projected for the fiscal year ended September 30, 2017, the City's operating funds, except the Utilities Funds, meets the established unassigned fund balance minimum. The General Fund unassigned balance is \$1,394,937, 7.3% of total general fund expenditures.*
- Policy:** For the Utilities Fund, the City will maintain an unassigned fund balance minimum of at least \$3.1 million.
- Status:** *For the fiscal year ended September 30, 2016, the City's Utilities O, M & R Fund unassigned balance is projected to be \$6,298,893.*
- Policy:** For the Utilities Fund, for protection of infrastructure, a renewal and replacement reserve of \$1,500,000 will continue for unforeseen major line breaks and equipment failures.
- Status:** *This reserve has been maintained.*
- Policy:** The Utilities Fund, for protection of infrastructure, will cash fund a minimum of \$1,120,000 annually for recurring line and lift station renewal and replacements as identified in the five year capital improvement plan.
- Status:** *The Utilities Fund has budgeted to cash fund \$1,120,000 the recurring line and lift station renewal and replacements for FY 2017 and will continue to in the future.*
- Policy:** The City will provide a Capital Outlay Reserve (COR) for each of the major funds based on the 5 year capital outlay program needs, and will fund the average annualized 5 year need, in order to provide a stabilized funding plan.
- Status:** *The City Council has established a COR for the General Fund, Utilities Fund, and Sanitation Fund.*
- Policy:** The Canal Maintenance Districts will fund replacement of seawalls to allow for adequate linear footage replacement based on existing analysis.
- Status:** *Burnt Store Isles Canal Maintenance District has established a Seawall Replacement Reserve, beginning with FY 2016. The funding is set at \$45,000 annually and will be reevaluated as costs per linear foot increase, and area for staging are depleted. Punta Gorda Isles Canal Maintenance District has set an annual 3% increase multiplier in the line item funding for seawall replacement in the 5 year proforma, and beginning with the FY 2017 budget, in anticipation of increased costs, a seawall replacement reserve was established.*

Policy: The City will not permit a deteriorating financial condition as described by the Florida Auditor General and Florida Statutes section 218.503 that would result in an audit management letter finding.

Status: *Florida Statutes identify a number of items that can trigger the State described indicator of deteriorating financial conditions. The City is in compliance with all of those indicators thereby avoiding a finding of deteriorating financial condition.*

Policy: The City will monitor financial indicator trends. We will follow the Florida Auditor General Financial Condition Assessment Procedures.

Status: *The City monitors financial indicators, as recommended by the Auditor General, as part of its annual budget process. These trends are discussed as well with the City's external auditor each year during the audit process.*

Policy: Annually the City will appropriate a contingency line item in funds where deemed necessary to provide for unanticipated expenditures of a nonrecurring nature or to meet small increases in service delivery costs.

Status: *Two of the City's larger funds, General and Utilities, have contingency accounts set aside for unanticipated emergencies or small increases in service delivery. The City does not foresee a need to supplement fund balances with a budgeted contingency in its smaller funds.*

Policy: All projected beginning and ending fund balances will be presented in the annual budget.

Status: *The annual budget includes all fund balance projections within each fund.*

Operating/Capital Expenditure Accountability:

Policy: Governmental Funds are accounted for in accordance with Generally Accepted Accounting Principles (GAAP). Expenditures are recorded when the services or goods are received and the liabilities incurred. All proprietary funds use the accrual basis of accounting and expenses are recognized when they are incurred.

Status: *Governmental Funds are defined as the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary Funds are enterprise funds and internal service funds. The City follows GAAP in its accounting function.*

Policy: The City Manager will present a balanced budget. Essential services will receive first priority for funding. The City will identify low priority services for reduction or elimination, if necessary, before essential services.

Status: *In compliance with State law, the City Manager presents and the City adopts a balanced budget each year. Budget alternatives which identify service level cost reduction options as well as costs associated with any service level enhancements are presented to City Council in April of each year and updated, as requested, during the period May through September as part of the annual budget process.*

Policy: The budget will provide for adequate maintenance and repair of capital plant and equipment and for their orderly replacement.

Status: *The City provides adequate funding for repair and maintenance of its capital assets as well as implements a structured program for replacement.*

Policy: The budget will consider the cost effect on the operating budget from additional capital items and program.

Status: *An integral part of the five year capital improvements program is the impact on operating budget calculations for each project included in the program. In this manner, the City fully understands future operating budget implications prior to initiation of planned capital improvements.*

Policy: The budget will provide sufficient funding to cover annual debt retirement.

Status: *Debt service coverage is a requirement of our lenders, and the City provides sufficient coverage as required by loan agreements.*

Policy: The City will analyze and prepare monthly reports that compare the budget with actual expenditures for major funds. The reports will monitor progress toward the budgeted appropriations. Significant changes may be uncovered in advance, permitting action to avoid a crisis.

Status: *Monthly financial reports are prepared as required by the City's Code of Ordinances. These reports are provided to elected officials and available for viewing by the community at large.*

Policy: Enterprise fund operations shall be self-supporting and shall pay administrative charges to the General Fund for administrative support.

Status: *Enterprise funds are Proprietary Funds as defined and, as such, are self-supported by user fee charges. Each enterprise fund pays an administrative charge to the General Fund for support provided based on an annual review of such administrative expenses. In the FY 2017 budget, the following administrative charges are included within the enterprise funds: Utilities \$2,261,785, Sanitation \$362,415, Building \$86,889, Laishley Marina \$32,852.*

Policy: The City will prepare a five year Capital Improvement Program (CIP) as part of the annual budget process. Coordination of the CIP budget with the operating budget will ensure that all funding considerations are made. The CIP details major infrastructure type improvements and construction projects. Capital items of an operating nature such as automobiles or personal computers are budgeted in each operating department budget.

Status: *The City prepares a five year CIP on an annual basis. Project detail includes a description of planned improvements, estimated cost, financing sources, project status, impact on operating budget and project area map, if applicable.*

Policy: The City will adopt the first year of a multi-year plan for capital improvements, update it annually and make every attempt to complete all capital improvements in accordance with the plan.

Status: *The City adheres to the policy with the understanding that planned capital projects may be delayed due to delays in permitting, environmental conditions, bidding and/or re-prioritization by elected officials.*



FINANCIAL POLICIES

This document is excerpted from the City of Sarasota's Adopted Financial Plan Introductory Section, and is part of the annual document that is adopted by the City Commission prior to October 1 of every year.

Operating Budget Policies

- The City will comply with all Federal, State or local legal requirements pertaining to the operating budget, including the adoption of a balanced budget. A balanced budget is achieved when the amounts available from taxation and other sources, including amounts carried over from prior fiscal years, equals the total appropriations for expenditures and reserves.
- The City will employ a structured budget preparation and formulation process that will be used by all entities receiving funding from the City. The process employed will ensure adequate citizen input and participation.
- The City will employ a structured expenditure and revenue forecasting system to allow for effective financial planning. Multi-year projections will be utilized in developing the operating budget.
- Essential services will receive first priority for funding. The City will attempt to maintain current service levels for all essential services.
- The City will identify low priority services for reduction or elimination, if necessary, before essential services.
- The City will consider the establishment of user fees as an alternative to service reductions or elimination.
- In all actions to balance the budget, the City will attempt to avoid layoffs of permanent employees. If possible, personnel reductions will be scheduled to come primarily from attrition.
- The City will pay for all current expenditures with current revenues. Long-term debt will not be used for funding current expenditures.
- The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing necessary expenditures, accruing future years' revenues or rolling over short-term debt.
- The budget will provide for adequate maintenance and repair of capital plant and equipment and for their orderly replacement.

Adopted by the City of Sarasota Commission on September 21, 2015

- The City will establish an equipment replacement fund and will charge the user fund annually for replacement of the equipment. The amount of the charge will provide funds for the projected future cost of replacing the equipment.
- The budget will provide sufficient funding to cover annual debt retirement costs.
- The City will consider technological and capital investment programs which are cost effective and which will reduce operating costs as high funding priorities.
- The City will maintain a budgetary control system to ensure adherence to the budget and will use a budget/encumbrance control system to ensure proper budgetary control.
- The City administration will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
- Where possible, the City will integrate service levels and performance measures within the budget.
- At least annually a public auction will be held of surplus and obsolete property.
- The goal of all enterprise fund operations is to be self-supporting and to pay administrative and other appropriate service charges to the General Fund for administrative support.
- The total number of employment positions (FTE's) approved in the annual operating budget may not be exceeded without prior approval of the City Commission.
- The City will coordinate the CIP budget and the operating budget in terms of operating costs associated with CIP items.
- The City will annually seek the Distinguished Budget Presentation Award offered by the Government Finance Officers Association (GFOA).

Fund Balance and Reserve Policies

- The City will establish an unassigned fund balance in the General Fund for emergency purposes and/or liquidity purposes of 2 to 3 months of general fund expenditures to indicate that it is in sound financial condition.
- A revenue stabilization fund will be established to minimize the impact of varying economic conditions on the City's budget.
- The City will establish insurance reserves for self-insurance liabilities. Such reserves will be reviewed annually for adequacy.
- Unassigned fund balance will only be used for expenditures that are either non-recurring in nature or that have a benefit period longer than one operating period. City Commission approval is necessary for this type of expenditure.
- All fund balances for budgeted funds will be presented in the annual budget.

Revenue Policies

- The City will take active measures to encourage economic development, thereby developing a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
- The City will establish user charges and fees at a level closely related to the full cost of providing the services (i.e. direct, indirect and capital costs), taking into consideration similar charges/fees being levied by other organizations.
- The City will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other cost increases, and will revise user fees upon approval of the Commission.
- The targeting of specific revenues for special programs or projects is discouraged, as it promotes fiscal inflexibility. However, intergovernmental grant assistance will be targeted as much as possible toward capital improvements.
- The City will aggressively seek Federal and State grants, and evaluate future local fiscal impacts.

Debt Policies

- The City will issue bonds only for capital improvements including infrastructure and equipment with a life in excess of four years.
- Whenever possible, the City will use special assessment, revenue, or self-supporting bonds instead of general obligation bonds.
- The City will limit general obligation bonds to no greater than ten (10) percent of the non-exempt assessed valuation of the real property of the City.
- The term of any bonds shall not exceed the useful life of the expenditure being financed.
- The City will not issue notes or bonds to subsidize or finance current operations.
- The City will publish and distribute an official statement for each bond issue.
- If cost effective, the City will purchase private bond insurance at the time of issuance.
- General obligation debt will not be used to finance the activities of enterprise funds whether of a capital or operating nature.
- The City will defease existing bond issues if the resulting savings is significant.
- The City will maintain an adequate debt service fund regarding each bond issue.
- The City will seek to maintain high bond ratings in order that borrowing costs are minimized and access to credit is preserved.

Cash Management / Investment Policies

- The City will deposit all cash receipts within twenty-four hours of receipt.
- The City will collect revenues aggressively, including past due bills of any type and will utilize an outside collection agency to accomplish this.
- The City will maintain a prudent cash management and investment program in order to meet daily cash requirements, increase funds available for investment, and earn maximum rates of return on invested funds commensurate with appropriate security.
- The City will follow its adopted investment/portfolio policy when handling public funds.
- The Financial Administration Department/ Investment Manager will present a quarterly report on investments to the City's Investment Committee.
- Where permitted by law, the City will pool cash from each eligible fund for investment purposes.

Accounting, Auditing & Financial Reporting Policies

- An independent audit will be performed annually, including the issuance of a management letter.
- The City administration will promptly evaluate the audit management letter recommendations, determine the proper actions in response to these recommendations and complete, within established time frames, all actions that correct or otherwise resolve the matters included in the management letter.
- The City will produce financial reports in accordance with Generally Accepted Accounting Principles (GAAP).
- The City Commission will be provided monthly with budget reports comparing actual versus budgeted revenue and expense activity.
- The City will annually seek the Certificate of Achievement for Excellence in Financial Reporting award offered by the Government Finance Officers Association (GFOA).
- The City will maintain the highest level of accounting practices consistent with generally accepted accounting principles (GAAP) promulgated by the Government Accounting Standards Board (GASB).

Capital Improvement Plan Policies

- The City will adopt the first year of a multi-year plan for capital improvements, update it annually and make every attempt to complete all capital improvements in accordance with the plan.
- The City will coordinate the development of the CIP budget with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvement will be projected and incorporated into the current and future operating budgets.

Capital Improvement Plan Policies cont.

- The City will determine the least costly financing method available for all new capital improvement projects.
- All projects in the Comprehensive Improvement Element (CIE) of the City's Comprehensive Plan will be included in the Capital Improvement Plan.
- The Capital Improvement Plan Committee will review and evaluate each proposed and ongoing project, based on criteria established by the City Commission, prior to any project being included in the CIP.
- The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs.

City of Sebastian, Florida

Financial Policies

City of Sebastian's financial policies set forth the basic framework for overall fiscal planning and management and set forth guidelines for both current activities and long-range planning. These policies are reviewed annually to assure the highest standards of fiscal management. The City Manager and the Management Team has the primary role of reviewing financial actions and providing guidance on financial issues to the City Council.

Overall goals

The overall financial goals underlying these policies are:

1. **Fiscal Conservatism:** To ensure that the city is in a solid financial condition at all times. This can be defined as:
 - A. Cash Solvency – the ability to pay bills
 - B. Budgetary Solvency – the ability to balance the budget
 - C. Long Term Solvency – the ability to pay future costs
 - D. Service Level Solvency – the ability to provide needed and desired services
2. **Flexibility:** To ensure that the city is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.
3. **Comply with All Statutory Requirements:** As set forth by the State of Florida and the City ordinances.
4. **Adherence to the highest Accounting and Management Practices:** As set by the Government Finance Officers' Association standards for financial reporting and budgeting, the Government Accounting Standards Board and other professional standards.

Operating Budget Policies

The Finance Department, with support and direction from the Office of the City Manager, coordinates the budget process. The formal budgeting process, which begins in February and ends in September, provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources. Revenues and expenditures are projected on

the basis of information provided by city departments, outside agencies, current rate structures, historical data and statistical trends.

Budget Process

The development of the budget is guided by the following budget policies:

1. The budget must be balanced for all funds. Total anticipated revenues must equal total estimated expenditures for each fund (Section 166.241 of Florida Statutes requires that all budgets be balanced).
2. All operating funds are subject to the annual budget process and reflected in the budget document.
3. The enterprise operations of the city are to be self-supporting; i.e., current revenues will cover current expenditures, including debt service.
4. An administrative service fee will be assessed by the General Fund against all enterprise funds of the city. This assessment will be calculated based upon a percentage (number of full-time equivalent employees of the enterprise fund/total number of full-time equivalent employees of the city) of total General Fund administration expenditures budget (includes City Council, City Manager, City Attorney, City Clerk, Finance, and Human Resources) and will be used to reimburse the General Fund for the administrative and support services provided to these funds.
5. A 2.5 percent administrative service fee will be assessed by the General Fund against the Community Redevelopment Agency (CRA) Fund of the city. This assessment will be based on the total tax increment revenue estimate of the CRA Fund and will be used to reimburse the General Fund for the administrative support services provided to the CRA fund.
6. An administrative service fee will be assessed by the General Fund against Stormwater Utility Revenue Fund. The assessment will be calculated based on the maximum allowable percentage set forth by the city's Stormwater Ordinance. Pursuant to the City Ordinance No. O-04-15, no more than 20% of the annual net stormwater fee

City of Sebastian, Florida

Financial Policies

revenues is to be used for the operation and maintenance of the stormwater program.

7. In no event will the City of Sebastian levy ad valorem taxes against real property and tangible personal property in excess of 10 mills, except for voted levies (Section 200.081 of Florida Statutes places this millage limitation on all Florida municipalities.)
8. The city will budget 95 percent of anticipated gross ad valorem proceeds to provide an allowance for discounts for early payment of taxes (Section 200.065 of Florida Statutes states that each taxing authority shall utilize not less than 95 percent of the taxable value.)
9. The city will coordinate development of the capital improvement budget with the development of the annual operating budget. Each capital improvement budget is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required and additional operating expenses.
10. A budget calendar will be designed each year to provide a framework within which the interactions necessary to formulate a sound budget could occur. At the same time, it will ensure that the city will comply with all applicable State legal mandates.

Basis of Budgeting

The basis of budgeting for General, Special Revenue, and Debt Service Funds shall be prepared on a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized only when they become measurable and available to finance expenditures of the fiscal period. Expenditures are recognized when the fund liability is incurred except for unmaturing interest on general long-term debt which is recognized when due, and the non-current portion of accrued fringe benefits (vacation and sick leave) which is recorded as a long-term liability in the Statement of Net Assets in the Comprehensive Annual Financial Report.

The budgets for the Proprietary funds – Golf Course and Airport – are prepared using the accrual basis of accounting. Under the accrual basis of accounting, expenditures are recognized when the liability is incurred. Revenues are recognized when they are obligated to the City (e.g., Airport leases). The

differences between the budget basis and the accrual basis of accounting include: (1) budgeting the full amount of capital expenditures as expense rather than depreciating them and (2) presenting debt service, including principal as an expense.

Guidelines

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP) (i.e., a statement of net assets and statement of activities are presented on an accrual basis of accounting, including governmental funds, major governmental and proprietary funds are identified, governmental funds use the modified accrual basis of accounting, while the proprietary and trust funds use the accrual basis of accounting.) In order to provide a meaningful comparison of actual results to the final budget, the CAFR presents the City's operations on a GAAP basis and also shows fund revenue and expenditures on a budget basis for the General, Special Revenue, and Debt Service funds.

Current revenues shall be sufficient to support current expenditures.

The budget process and format shall be performance-based and focused on goals, objectives, programs, and performance indicators.

The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

Budget Amendment

1. Total fund appropriations changes must be approved by the City Council.
2. Uses of contingency appropriations must be specifically approved by the City Council.
3. Shifts in appropriations within fund totals may be done administratively on the authority of the City manager. In most cases the City Manager will request City Council's approval since the item prompting the change will usually go to the City Council (e.g., award of contract, addition of staff, contract change order). Procedures for appropriation transfers and delegation of budget responsibility will be set by the City manager.
4. A Budgetary Control System will be maintained to ensure compliance with the budget. Quarterly

City of Sebastian, Florida

Financial Policies

budget status reports will be provided to the City Council comparing actual versus budgeted revenue and expense activity for all budgeted funds.

Planning

The City will annually prepare and distribute to departments and the City Council a Five-Year Forecast. The forecast will include estimated operating costs and revenues for future capital improvements, such as new parks and public works facilities, included in the capital budget.

Fund Balance Policies

On an annual basis, after the year-end audit has been completed, but no later than April 1, the City Finance Director shall produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for the use of any excess surplus for the current year in accordance with the Financial Balance Policies and Use of Surplus Policies. This document will be used not only to ensure compliance with stated and adopted policies, but also to analyze the total reserve and surplus picture to ensure that the policies as adopted do not inadvertently create adverse effects. The Director of Finance shall provide recommended changes to the City Council for any changes to the Financial Balance Policies and Use of Surplus Policies based on needs identified in this analysis.

Working Capital

The General Fund unappropriated fund balance will be maintained in an amount greater than or equal to fifteen percent (15%) of the annual General Fund Expenditures budget. This amount approximates two months or 60 days of working capital.

The City shall include in the General Fund operating budget annually, an Operating Contingency Account equal to 1.5% of the General Fund total expenditures, less debt service, interfund transfers and capital expenditures. This contingency will be used for unforeseen and emergency events that occur during the course of the operating year and will expire at the end of each fiscal year and balances will not be brought forward.

In order to provide the resources necessary to ensure continued operations of the City's programs should a natural disaster or significant changes in the weather pattern occur, the City shall maintain a reserve of \$350,000 for emergency services.

The City shall maintain a reserve of \$100,000 for Property and Casualty claims representing four claims on a \$25,000 deductible.

All retirement programs, Police Pension, CWA/ITU and 401a programs will be funded at 100% of the obligations calculated annually. The defined benefit pension plan will be funded in accordance with an independent actuarial analysis performed at a minimum of every two years, or as needed.

Capital Reserves

The City shall include in the General Fund operating budget annually a Capital Contingency Account equal to 0.5% of the General Fund total expenditures, less debt service, interfund transfers and capital expenditures. This contingency will be used for unanticipated expenditures for the maintenance of buildings and replacement of related equipment and will expire at the end of each fiscal year and balances will not be brought forward.

Annually the City shall transfer fifty percent (50%) of the current year's operating surplus (revenues in excess of expenditures) into a capital equipment replacement reserve for the purpose of creating a perpetual funding method for replacing City capital equipment. Prior to any funds being spent, the budget amendment procedure must be followed.

The City shall maintain a reserve of \$1,000,000 for the purpose of providing advances to the airport for capital improvements pursuant to a resolution establishing this loan reserve.

City of Sebastian, Florida

Financial Policies

The table listed below is a summary of all reserve and contingency requirements for the General Fund.

Reserve Description	Requirement
Working Capital Reserve	15% of annual General Fund Expenditures budget
Emergency Reserve	\$350,000
Property and Casualty claims Reserve	\$100,000
Capital Equipment Replacement Reserve	50% of the current year's operating surplus (revenues in excess of expenditures)
General Fund Advance to Airport Capital Projects Reserve	\$1,000,000, expire September 12, 2007
General Fund Operating Contingency (for budget purpose only)	1.5% of the General Fund total expenditures budget, less debt service, interfund transfers and capital expenditures
Capital Contingency (for budget purpose only)	0.5% of the General Fund total expenditures budget, less debt service, interfund transfers and capital expenditures
All retirement programs	100% Funded per independent actuarial analysis performed at a minimum of every two years, or as needed

Use of Surplus Policies

Use of Surpluses

It is the intent of the City to use all surpluses generated to accomplish three goals: meeting reserve policies, avoidance of future debt, and reduction of outstanding debt. The City will not use existing fund balances or year-end surpluses to fund ongoing operating expenses.

Any surpluses realized in the General Fund at year-end shall be used first to meet reserve policies as set forth in the Fund Balance Policies. Excess surplus will then be used for the following purposes, listed in order of priority:

- Capital Replacement Programs. After General Fund reserves have been met, up to 50% of excess reserves may be set aside to provide the cash necessary to implement capital replacement programs (e.g., vehicle and equipment replacement and facility maintenance programs). Any excess surplus remaining after reserve policies have been met may be used to pay down debt existing in the general fund or any other capital loans.
- Cash Payments for Capital Improvement Program Projects. Using cash to purchase capital items

that are budgeted to be purchased with the proceeds from any debt will reduce the future debt burden of the City. This strategy may be combined with retirement to reduce future debt service after performing a financial analysis to determine the greatest net present value savings.

- Cemetery Permanent Trust Fund. After all other needs have been satisfied, excess surpluses may be transferred to the Cemetery Permanent Trust Fund that has been established to care for the Cemetery. The amounts transferred shall be deemed corpus to the Cemetery Trust fund for future earnings growth to fund Cemetery care and maintenance.
- Riverfront Redevelopment Agency. After all other needs have been satisfied, excess surpluses may be transferred to the Riverfront Redevelopment Agency that has been established to provide infrastructure and public facility needs.

Special Revenue Fund Surpluses

Local Option Gas Tax Revenue Fund - A reserve will be maintained in an amount greater than or equal to fifteen percent (15%) of the annual Local Option Gas Tax Fund Expenditures budget. Excess surpluses shall first be used for the purpose of reducing debt for the Road Paving Note Payable.

Discretionary Sales Surtax Revenue Fund - A reserve will be maintained in an amount greater than or equal to ten percent (10%) of the total annual Discretionary Sales Tax Fund Expenditures budget for the purpose of providing sufficient funds for unanticipated major repairs or replacements for eligible capital improvements or equipment.

Discretionary Sales Tax revenues will be used in accordance with the following:

1. fund annual debt service payments for which this revenue source is pledged, then;
2. fund emergency vehicles, then;
3. fund pay-as-you go eligible capital improvements, then;
4. fund equipment for the maintenance of Discretionary Sales Tax funded improvements.

Stormwater Utility Revenue Fund - A reserve will be maintained in an amount greater than or equal to fifteen percent (15%) of the total annual Stormwater Utility Revenue Fund Expenditures budget for the purpose of providing sufficient funds for unanticipated major capital improvement program. (Pursuant to City of Sebastian Ordinance No. O-04-

City of Sebastian, Florida

Financial Policies

15, capital improvement program of the Comprehensive Growth Management Plan on furtherance of the Stormwater Master Plan adopted by the City Council.)

Performance Measurement Policies

Establishing Performance Requirements

Every two years, the City shall update the existing Strategic Plan that identifies Strategic Priorities for the following two years. Each Strategic Priority should provide three to five Key Intended Outcomes (KIOs) that measure appropriate results for each priority.

Annually, each department shall develop departmental performance measures that correspond with the department programs and file them with the City Manager's Office. Goals should be related to core services of the department and should reflect stakeholder needs. The measures should be of a mix of different types, including effectiveness, efficiency, demand and workload. Measures should have sufficiently aggressive "stretch" goals to ensure continuous improvement.

- Workload – Measures the quantity of activity for a department (e.g., number of calls responded to).
- Demand – Measures the amount of service opportunities (e.g., total number of calls).
- Efficiency – Measures the relationship between output and service cost (e.g., average cost of the response to a service call).
- Effectiveness – Measures the impact of an activity (e.g., percent of people who feel safe).

Department Directors shall establish performance measures for each program within their department to monitor and project program performance. These objectives must be linked to the departmental measures they support.

Supervisors shall insure that fair, objective and aggressive performance measures for each employee that directly supports program objectives and departmental measures are part of their annual review.

Reporting Performance

Quarterly summaries of progress on goals and objectives and departmental performance measures will be provided to the City Manager for publishing in the Council's Quarterly Budget to Actual Report.

Decision Making and Analysis

The City's Strategic Planning and budgeting decisions are based on a number of processes currently in place. The specific tools used are:

- ❖ *Citizen Advisory Boards* – (e.g., Budget Review Committee) are teams made up of Residents and City staff to address specific concerns and provide direction and feedback. Several such advisory boards currently exist;
- ❖ *Master Planning* – Specific functions and processes are included in written plans, such as the Comprehensive Plan, Stormwater Master Plan, and the Airport Master Plan;
- ❖ *Fiscal Impact Model* – Allocation methodology that quantifies average and marginal revenues and the costs of new development by land use type;
- ❖ *Revenue Forecasting Model* – Statistical time series analysis and tracking model of major revenue sources;
- ❖ *Performance Measurement System* – Quarterly performance evaluations and reports;
- ❖ *Capital Budgeting Tools* – Present Value Payback, Net Present Value Analysis, Own/Lease Analysis, and Return on Investment (ROI) Analysis;
- ❖ *Five-Year Financial Plan* – Multi-year forecasting of revenues and expenditures;
- ❖ *Ten-Year Fleet Replacement Program* – Equipment replacement covering the useful life of all vehicle classes;
- ❖ *Ten-Year Equipment and Maintenance Program* – maintenance and replacement schedule covering the useful life of all equipment, other than vehicles;
- ❖ *Financial Trend Monitoring System* – Systematic analysis of major financial indicators;

Capital Improvement Program Policies

Alignment

The City shall coordinate the development of the Capital Improvement Program budget with the development of the Strategic Plan and Operating Budget, as well as ensuring compliance with the Comprehensive Plan Capital Improvement Element. Future operating expenditures and revenues associated

City of Sebastian, Florida

Financial Policies

with new capital improvements will be projected and included in the operating budget Five-Year Forecasts.

Project Selection

All capital projects submitted for approval must be justified in terms of how the project supports the achievement of the City's Strategic Priorities. Projects are prioritized and approved based on the relevancy of the project to the City's Strategic Plan and the impact on the end stakeholder(s).

Capital Improvement Budget

The City shall adopt an annual Capital Budget based on the Capital Improvement Program. Future capital improvement expenditures necessitated by changes in population, real estate development, or in economic base will be calculated and included in the capital improvement budget projections.

The originating department of the capital improvement project will identify the estimated costs and funding sources for each capital project proposal before it is submitted to the City Council for approval.

The City shall make all capital improvements in accordance with an adopted Capital Improvement Program budget.

The City will determine and use the most prudent financial methods for acquisition of capital improvement projects based upon market conditions at the time of acquisition.

Capital Equipment Outlay

The City will determine and use the most prudent financial methods for acquisition of new or replacement capital equipment, based upon market conditions at the time of acquisition.

Capital Replacement Programs – The City shall establish equipment replacement and maintenance needs for at least a ten-year period and will update this projection each year. From this projection, a maintenance and replacement schedule shall be developed and implemented. Funding for these programs will be made through funded depreciation charges to using departments and held in sinking funds created for the purpose of paying for replacements. Additional funding may be obtained through year-end surpluses as identified in the Use of Surplus Policies. Maintenance programs shall be paid for on a pay-as-you-go program.

Maintenance

The City shall maintain all capital assets at a level adequate to protect the City's capital investment to minimize future maintenance and replacement costs.

Physical Inventory

An annual physical inventory (see Fixed Asset Policies) will be conducted to ensure that the replacement, maintenance, and Capital Improvement Program projections are accurate, and that sufficient internal control over capital items is exercised.

See Fixed Asset Policies for further information on capital purchases.

Debt Management Policies

Market Review

The City, in conjunction with its financial Consultant, shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and incur less debt service costs. In order to consider the possible refunding of an issue, a Present Value savings of three percent (3%) over the life of the respective issue, at a minimum, must be attainable.

Debt Issuance

When the City finances capital projects by issuing bonds, it shall amortize the debt over a term not to exceed the average useful life of the project(s) financed.

If General Obligation Bonds are issued, the City's goal will be to limit the maturity to fifteen (15) years.

Capital Improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Pay-as-you-go capital items will be \$150,000 or less with lives of ten years or less or replacement of existing equipment where depreciation has been paid to a sinking fund. Debt financing will only be used for major, non-recurring items with a minimum of ten (10) years useful life.

The City shall confine long-term borrowing to capital improvements and projects that have useful lives in excess of twenty (20) years.

When possible, the City shall use a special assessment or self-supporting financing instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

City of Sebastian, Florida

Financial Policies

Debt Service Levels

Annual General Fund debt service expense, if any, will be limited to eight percent (8%) of the General Fund expenditures budget.

The City will limit its total outstanding General Obligation debt, if any, to five percent (5%) of the assessed valuation of taxable property.

The City will limit the amount of Variable Rate debt to fifteen percent (15%) of the total debt outstanding.

Bond Ratings

The City, along with its Financial Advisor, shall periodically review possible actions to maintain or improve its bond ratings by various rating agencies.

The City shall maintain good communications with bond rating agencies and its bond insurers about its financial condition.

The City shall follow a policy of "full disclosure" in its Comprehensive Annual Financial Report and bond prospectuses.

Revenue Policies

Revenue Projections

The City shall estimate its annual revenues by objective and analytical processes.

The City shall maintain a diversified and stable revenue system to the extent provided by law to insulate it from short-term fluctuations in any one-revenue source.

User Fees

The City shall recalculate on a bi-annual basis the full cost of selected activities currently supported by user fees and charges to identify the impact of inflation and other cost increases.

The City shall set fees and user charges for the Golf Course fund at a level that fully supports the total direct and indirect costs of operation, including depreciation.

Reporting and Analysis

To ensure compliance with Revenue Policies, Fund Balance Policies, and Budget Policies, the City Finance Department shall prepare reports and analyses annually to monitor, project, and estimate revenue and expenditures, to wit:

- *Five-Year Forecast of Revenues and Expenditures* – A planning tool prepared and used by the Finance Department to forecast and project various funds (General, Local Option Gas Tax, Discretionary Sales Tax, Golf Course and Airport);
- *Situational Analysis* – Every two years, as part of the Strategic Planning Process, an analysis of the demographic, legislative, and customer requirements shall be made. Part of the project includes a "SWOT" (Strengths, Weaknesses, Opportunities, Threat) analysis.
- *Financial Trend Monitoring System* – A set of financial trends and ratios used as leading indicators and as a measurement of relative performance. The Finance Department shall produce this report annually.
- *Revenue Manual* – A guide to the major revenue sources that indicates the source, calculation, legal requirements, and accounting guidelines. Updated annually, as necessary, by the Finance Department.
- *Reserve Analysis* – The City Finance Director will annually review the reserve levels and produce a report that indicates up-to-date reserve levels as compared to policy goals.
- *Investment Portfolio Reports* – A quarterly report designed to track and analyze the performance of our investment portfolio.

Investment Policies

Investment Management

The City Finance Department shall perform a cash flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to insure optimum cash availability. (See Investment Policy.)

When permitted by law, the City shall pool cash from each respective fund for investment purposes.

Investments shall be managed by a third-party administrator to achieve optimal return on the City's investments.

City of Sebastian, Florida Financial Policies

Investment Analysis

The City shall review its investment policies established for investing surplus funds to account for changes in legislation and market conditions on an annual basis.

The City shall prepare quarterly investment portfolio reports containing the overall performance of the fund.

Section 7 – Cash Management and Investing

Overview

Investing public funds is usually a core responsibility of local government finance professionals and can be one of the most complicated responsibilities. This topic can be complex; however, it is not necessary for a finance officer to possess knowledge of every element of the securities industry in order to invest public funds. Following a few basic rules will serve your community and keep you out of trouble.

The main objectives of effective cash management and investing public funds is, in this specific order, to ensure the safety of principal, provide for sufficient liquidity to pay obligations when due and earn a reasonable rate of return on invested funds. Typically, the rate of return earned will be inversely related to the other two objectives; however, the first two objectives must remain primary to the third. An easy method to remember the objectives is by utilizing the acronym S.L.Y. (Safety, Liquidity, and Yield).

While it may appear preferable to err towards greater safety and liquidity, it is more preferable to strike an appropriate balance between the three objectives in order to earn an appropriate rate of return while protecting principal and ensuring adequate liquidity. For example, funds kept in an FDIC-insured checking account are safe and liquid, but if the liquidity maintained is more than is needed, a greater rate of return could be earned by reinvesting some of the funds in a higher yielding investment account without sacrificing safety of principal or reducing liquidity below the required level.

Investment Strategy

The main strategic decision that must be made is whether to invest "passively" or "actively." A passive investment strategy essentially means that securities are purchased for the yield earned and held until maturity, assuming that the securities are non-callable. Active investing is an investment strategy involving ongoing buying and selling actions by the investor. Active investors purchase investments and continuously monitor their activity in order to exploit profitable conditions. Studies have shown that the majority of active investment managers do not beat their established benchmarks in any given year, both with equity investments and fixed income investments. And, it is even more difficult to consistently replicate above average returns from year to year. So, it is prudent to evaluate and compare both active and passive investment strategy results over 1,3,5 and 10 years before investing any funds.

The key determinants of whether to adopt a passive or an active investment strategy include:

- Time available
- Risk tolerance
- Expertise
- Need or desire for additional income
- Political environment

In general, the more time, risk tolerance and expertise that is available, the more able a government is to adopt an active investment strategy; however, the political environment must be such that investment losses (if any) are understood and accepted.

Most small governments tend to adopt passive investment strategies to reduce the amount of effort spent in purchasing securities and to eliminate the risk associated with securities trading. Most passive investment strategies include the following practices:

- Securities are held to maturity, rather than traded for gains.
- Securities are purchased frequently throughout the year to achieve an average weighted yield, rather than purchased sporadically in order to time the market.
- Securities purchased are relatively low-risk, which reduces the need to closely monitor changes in the issuer's financial strategy.

Florida Statutes

The following statutes are of primary interest in managing public funds:

- Chapter 218, Part IV – Investment of Local Government Surplus Funds.
- Chapter 219 – County Public Money Handling by State and County.
- Section 218.415 – Local Government Investment Policies.
- Chapter 280 – Security for Public Deposits.

Major Guidelines and Requirements

1. Pursuant to s. 218.415(17), F.S., local governments without a written investment policy may invest in:
 - a) The State of Florida Local Government Surplus Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act.
 - b) SEC registered money market funds with the highest credit equity rating from a nationally recognized rating agency.
 - c) Interest-bearing time deposits or savings accounts in qualified public depositories as defined in s. 280.02, F.S.
 - d) Direct obligations of the U.S. Treasury.
2. Pursuant to s. 218.415(16), F.S., local governments with a written investment policy may invest in the items listed in number one above, in addition to:
 - a) Federal agencies and instrumentalities.
 - b) Securities of, or interest in, any open-end or closed-end management-type investment as further described in s. 218.415, F.S.
 - c) Other investments authorized by law or ordinance.

3. For local Governments that adopt an investment policy, the policy must comply with the requirements of s. 218.415(1) through (15) F.S.

Risk

There are different types of risks associated with cash management and investing that must be understood and managed to ensure the safety of principal.

- *Credit risk* – The risk that an issuer or other counterparty to an investment will not fulfill its obligations. This risk can be managed by purchasing only high-rated securities and monitoring the credit worthiness of issuers.
- *Concentration of credit risk* – The risk of loss attributed to the extent of investments held from a single issuer. This risk can be managed by limiting the amount of investments held from any single issuer (diversification).
- *Custodial credit risk* – The risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.
- *Interest rate risk* – The risk that changes in interest rates will adversely affect the fair value of an investment. When rates rise, security values fall and vice versa. This risk can be managed by matching investment maturities with accepted disbursements, purchasing shorter-term securities, and staggering maturity dates throughout the year (laddering the portfolio).
- *Liquidity risk* – The risk that securities must be sold before anticipated to provide liquidity, which may result in a loss of principal. See interest rate risk discussion above.

Quick Tips and Caveats

1. Never invest in any security that is not fully understood, even if the security is an approved investment in an investment policy.
2. Many governments adopt a “buy and hold” investment strategy to reduce administrative time required for investment related activities. This strategy typically employs a “laddered” portfolio, whereby securities are purchased on a regular recurring basis (weekly, monthly, quarterly, etc.), in relatively equal amounts, which provides for recurring liquidity and generates an average rate of return over an interest rate cycle.
3. Avoid inordinately extending maturities in search of higher yields, because market values on long-term securities can decline rapidly in a rising interest rate market.
4. Consider shortening maturities in a rising interest rate market to reduce interest rate risk.
5. Consider lengthening maturities of securities purchased in a falling interest rate market to lock-in higher interest rates.
6. Reconciliations of bank account and investment account balances to the accounting records be performed on a timely, routine basis to provide reasonable assurance that cash and investments agree with recorded amounts, permit prompt detection and correction of unrecorded and improperly recorded cash transactions

or bank errors, and provide for the efficient and economic management of cash resources.

Investment Reports

Internal Reports

Monthly or quarterly reporting of investment results and portfolio composition to upper management and/or to the elected body is common. Typical items reported include:

- Types of investments held
- Average rate of return for period reporting and year to date
- Average maturity of portfolio
- Compliance with investment policy provisions
- Changes in investment strategy
- Comparison of portfolio return with benchmarks
- Interest rate environment changes

External Reports

- Annual Depositor Report to be filed with the Florida Department of Financial Services by November 30, pursuant to s. 280.17(6), F.S.

Depository, Broker, and Dealer Relations

Depositories are usually retained through a competitive bid process conducted by the local government directly or by another government that allows other governments to “piggy-back” on an established contract. Relationships generally extend 5 years before rebidding, due to extensive switching costs. Typically, one depository is selected for all cash management and investing safekeeping services to achieve an economy of scale, which lowers the overall cost of services and reduces administrative time.

Brokers and dealers are usually selected by an informal selection process. Criteria used may include: office proximity, services provided, references from other governments, and competitiveness of bids. If brokers or dealers become non-competitive, other providers can be substituted relatively easily. Retaining three to five broker/dealers is usually sufficient to ensure adequate competition, depending on the portfolio size, frequency of purchases and services required.

Purchasing Investments

All securities should be purchased using the “payment vs. delivery” method, using an independent third party. This method ensures that securities purchased are delivered before payment is made.

The Florida Qualified Public Deposit System (QPD) enhances the safety of principal if funds are invested with member banks. Investing with non-QPD institutions may result in higher yields, but at a greater risk.

Where possible, obtain more than one quote on securities purchased to ensure the highest rate of return has been obtained. Competition will usually enhance the rate of return achieved. Similar securities can be substituted if maturity dates and credit risk is comparable. For example, federal instrumentalities (Freddie Mac, Fannie Mae, etc.) are usually comparable in credit risk. Requesting quotations on specific security types and specific maturity dates (or narrow date ranges) is a common practice to facilitate comparison of competitive offers.

Resources

The scope of this section on cash management and investing is intentionally limited and is not intended to provide a comprehensive presentation of cash management and investing principles or practices. Additional information is available from a variety of sources, including:

- Florida State Board of Administration – <http://www.sbafla.com/prime/>
- GFOA – www.gfoa.org/
 - *Investing Public Funds*, Girard Miller
 - *Local Government Finance, -Concepts and Practices*, Peterson and Strachota
 - *Best practices and policy examples: <http://www.gfoa.org/financial-policy-examples-investments>*
 - *Best practice - Managing Market Risk in Investment Portfolios*
<http://www.gfoa.org/managing-market-risk-investment-portfolios-0>
- Florida State Treasury – www.fltreasury.org/treasury/
 - Qualified Public Depository listing
- <https://www.myfloridacfo.com/division/treasury/collateralmanagement/documents/ListofActiveQPDs.pdf>FGFOA – www.fgfoa.org
- Federal Reserve Bank of New York – www.newyorkfed.org
- Bureau of Public Debt, Department of Treasury – <https://www.fiscal.treasury.gov/>

PLANNING

AND

ZONING

Comprehensive Plan.

The Comprehensive Plan of the City of Apalachicola was adopted in 1989 and includes visioning and specific measurable goals, objectives and policies for the City through the year 2000. Some of the elements in the plan have been updated as recent as 2007 but the entire comp plan contains data and analysis that is antiquated and which may be no longer relevant. Of particular note is the Land Use Element.

As the traditional keystone of the Comprehensive Plan, the Future Land use Element sets forth the physical plan for the future development of the City of Apalachicola. The Future Land Use Element describes the approximate location for future land uses and promulgates the policies regulating the location and development of all land uses. This element sets forth not only the density and intensity of approximate land uses, but also considers other factors affecting land use development such as timing, cost and current development trends.

The Future Land Use Element is arguably the most important as it must be consistent with all other Comprehensive Plan Elements and articulate the Goals, Objectives and Policies of the other elements in the form of specific land use policies. The Existing Land Use Map series included as part of this element, describes the location and distribution of land uses in the City of Apalachicola in 1989.

The Future Land Use map, also included in the element, is the focus of the Comprehensive Plan. It indicates the proposed location and distribution of land uses throughout the years of 1995 and 2000. All the policies contained within this plan must be consistent with the Future Land Use map. All land development regulations that go into effect subsequent to the adoption of this plan must be consistent with the Future Land Use element within one year of submission date.

Inconsistencies.

There are some inconsistencies between the comprehensive plan and our current land development regulations. Some of the most inconsistencies that have come to light include the inconsistency between stated land use and the current zoning for several city-owned properties. As the city moves forward with either redevelopment or sale of properties, it is important that the inconsistencies be resolved and either the comp plan or the land development regulations be changed.

XII. LAND USE GOALS, OBJECTIVES, AND POLICIES

GOAL

ENSURE THAT THE CHARACTER AND TYPES OF LAND USES IN THE CITY OF APALACHICOLA ARE COMPATIBLE WITH THE NATURAL RESOURCES HISTORICAL NATURE CONSISTENT WITH AVAILABLE INFRASTRUCTURE AND MINIMIZE THE THREAT TO THE NATURAL ENVIRONMENT AND PUBLIC HEALTH, SAFETY, AND WELFARE WHILE RESPECTING INDIVIDUAL PROPERTY RIGHTS.

OBJECTIVE #1

To require that all future development activities are in appropriate areas as depicted on the Future Land Use Maps and that soil conditions, topography, and drainage are suitable for development with adequate public facilities available.

POLICY 1.1 - The City will review all applications for development orders to ensure that adequate infrastructure is in place before development is permitted.

POLICY 1.2 - The Future Land Use Maps will be reviewed before development is permitted to ensure that proposed development is appropriate for the area as per the land use, existing soil conditions, topography, and drainage.

POLICY 1.3 - Any residential/commercial development proposed for a rated flood zone as identified on the Federal Insurance Rate Maps must be elevated or floodproofed as per the City's flood hazard ordinance.

POLICY 1.4 - The City shall not issue development orders or permits which will result in a reduction of the level of services for public facilities below the level of service standards adopted in this Comprehensive Plan.

OBJECTIVE #2

Future growth and development shall be managed through the implementation and enforcement of land development regulations and shall provide for innovative land uses and development patterns.

POLICY 2.1 - Within one year following the scheduled date for comprehensive plan submission, the City shall, in accordance with F.S. 163, amend its land development regulation to be consistent with the GOPS of the comprehensive plan. The amended land development regulations shall as a minimum:

a) regulate stormwater management. When applicable, a state approved stormwater management plan must accompany all applications for development proposed for the City's Special Waterfront District. All development exempt from the state's stormwater management rule must still provide the city with a stormwater management plan that meets state stormwater runoff standards prior to development approval.

b) protect environmentally sensitive coastal areas by restricting impervious surface coverage along the riverfront and implementing appropriate setbacks for development occurring along both the riverfront and bay wetlands. Developments in the Special Waterfront District must be connected to water and sewer system.

c) preserve the integrity of the City's historic district by regulating the use and architecture style of development proposed for that district identified on the land use maps.

d) restrict use and elevation of development proposed for flood prone areas as identified on the Federal Insurance Rate Maps through the implementation of the City's Flood Hazard Ordinance.

e) provide for adequate open space. In residential districts there shall be a 40 percent impervious surface restriction for single family dwellings and 50 percent for two family and multi-family dwellings; in general commercial districts 60 to 80 percent.

f) protect potable water wellfields and aquifer recharge areas by providing for adequate buffering and protection from both underground and above ground possible pollutants.

g) provide for subdivision regulation and signage controls.

h) provide requirements for adequate parking, loading, and traffic flow compatible with future land uses.

i) provide for the review by Planning and Zoning of all development proposed for the City's Special Waterfront District and Historic District for the purpose of approving stormwater management plans, site plan adequacy and architectural appropriateness for proposed development in the Historic District.

POLICY 2.2 - Land development regulations adopted or modified to implement this Comprehensive Plan shall be based on and be consistent with the following standards for residential and commercial densities as indicated below:

a) Low density residential - fewer than 7.5 residential units per acre;

b) Medium density residential - 7.5 to 15.0 residential units per acre;

c) High density residential - 15.1 to 20 residential units per acre;

d) Low density commercial - less than 60% lot coverage;

e) Medium density commercial - 60% to 70% lot coverage;

f) High density commercial - over 70% lot coverage.

POLICY 2.3 - The revised and amended land development code shall provide for such land uses as: PUDs, cluster developments, trailer parks, and special mixed land use development techniques.

POLICY 2.4 - Public utilities needed to provide essential service to existing and future land uses in Franklin County shall be permitted in all of the land use classifications established by this plan.

POLICY 2.5 - The location and extent of non-residential land uses shall be in accordance with the Future Land Use Map and the policies and descriptions of types, sizes, densities and intensities of land uses contained in this element.

POLICY 2.6 - Land development regulations shall be adopted or modified which address the location and extent of the residential mixed uses in accordance with the Future Land Use map and the policies and descriptions of types, sizes, densities and intensities of land uses contained in this element.

POLICY 2.7 - In recognition of the need for "Ham Radios" especially during emergency situations, it is the city's policy to reasonably accommodate such communication facilities and to constitute minimum practicable regulations to accomplish the state and local authorities legitimate purposes.

OBJECTIVE #3

Future development and redevelopment will be directed into the City's vacant/undeveloped areas as identified on the Existing Land Use Map where the provision of services and public facilities are available. Current utility facilities, with adequate land for expansion, will meet needs projected through year 2000.

POLICY 3.1 - Future development requiring access or connection to public facilities shall be located within the City's identified vacant/undeveloped areas.

POLICY 3.2 - Within the City, new development shall be required to hook up to central water and central sewer where it is available. Where it is not available, lots shall be of sufficient size to support both on site sewage disposal system and wells in accordance with applicable state standards and must meet minimum lot dimensions as specified in the zoning district.

POLICY 3.3 - Existing development shall be required to connect to central water and central sewer systems when such services are available.

POLICY 3.4 - The City shall minimize scattered and highway strip commercial development by encouraging the development of the City's downtown central business district through the use of economic development loans.

POLICY 3.5 - Subdivisions shall be designed so that all individual lots have access to the internal street system, and lots along the periphery buffered from major roads and incompatible land uses.

POLICY 3.6 - Marine or seafood-related commercial activities shall be encouraged through special permitting requirements along the waterfront in the City's downtown commercial district.

POLICY 3.7 - Neighborhood commercial uses may be permitted within areas designated for 12th Street residential mixed use development provided these activities are compatible with adjacent land uses and adequately buffered.

OBJECTIVE #4

All development applications shall include plans which will ensure the protection of natural and historic resources prior to approval.

POLICY 4.1 - All applications for development proposed for the City's Special Waterfront District as defined in the Coastal Management Element shall be subject to site plan, and stormwater management plan review and approval.

POLICY 4.2 - All applications for development in the City's Historic District as described in this element shall be subject to architectural review by the Architectural Review Board. (Membership same as the Planning and Zoning Commission.)

POLICY 4.3 - Within areas designated on the Future Land Use Map as Conservation, the only type of development that will be allowed is scientific research facilities, educational facilities, and facilities necessary for the management, regulation, and support of the natural resources.

POLICY 4.4 - The owner/developer of any site shall be responsible for the on-site management of runoff in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed pre-development conditions.

POLICY 4.5 - Adaptive reuse or restoration of historic structures shall be given priority through special permitting requirements over activities that would harm or destroy the historic value of such resources.

OBJECTIVE #5

Through the use of the land development regulations and code enforcement actions, redevelopment and renewal of blighted areas shall be encouraged or required.

POLICY 5.1 - Renewal and redevelopment shall be one of the main objections of CDBG programs and other subsidized programs.

POLICY 5.2 - Private enterprise and individual renewal and redevelopment efforts shall be encouraged through the provisions of the land development code and code enforcement actions and advice and technical assistance from the city planning office.

OBJECTIVE #6

The economic base shall be increased and broadened through planning and development activities which attract new environmentally compatible business and expand existing businesses while maintaining current marine and seafood-related activities.

POLICY 6.1 - Marine and seafood-related activities shall be maintained at their current levels through designating lands for these activities through the zoning regulations. Non-water related commercial uses shall, through amendment of the zoning regulations, be directed away from the riverfront.

POLICY 6.2 - The City shall adopt an economic development program by which compatible marine and seafood-related business grants are made available in the community.

OBJECTIVE #7

All development orders and permits for future development and redevelopment activities shall be issued only if the infrastructure necessary to meet level of service standards (which are adopted as part of the Capital Improvements Element of this plan) are available concurrent with the impacts of the development.

POLICY 7.1 - High and medium density development shall occur only where public facilities are available.

POLICY 7.2 - All low to medium density development in areas not provided central water and sewer services shall be governed by the provisions of s. 381.272, F.S., regulating on-site sewage disposal systems; and, Chapter 10D-6, F.A.C. which regulates the installation of individual sewage disposal facilities.

OBJECTIVE #8

By 1991, the City shall through its Land Development Regulations, limit development density and intensity within the Coastal Area and to mitigate the impact of natural hazards in this area to coordinate with hurricane evacuation plans.

POLICY 8.1 - All land development applications within the Coastal Area will be planned and approved pursuant to a site plan review process, to ensure that development is compatible with site characteristics. Applications will be reviewed according to pertinent sections of the National Flood Insurance Program, and will be reviewed for compliance with all other applicable flood control regulations and evacuation plans.

OBJECTIVE #9

Existing land uses which are incompatible or inconsistent with the Future Land Use Plan shall be eliminated by the year 2000.

POLICY 9.1 - Expansion or replacement of land uses which are incompatible with the Future Land Use Plan shall be prohibited.

OBJECTIVE #10

The City shall improve coordination with affected governments and agencies to maximize their input into the development process and mitigate potential adverse impacts of future development and redevelopment activities.

POLICY 10.1 - Requests for development orders on property adjacent to county land shall be coordinated with Franklin County.

POLICY 10.2 - All development proposed for the City's Special Waterfront District must receive approval from applicable state and federal agencies prior to City development approval.

POLICY 10.3 - The City shall coordinate with state and federal agencies to develop interagency agreements in order to ensure consistent and expeditious implementation of local zoning regulations and state and federal regulations.

OBJECTIVE #11

The city shall improve coordination with affected and appropriate governments and agencies to maximize their input into the development process and mitigate potential adverse impacts of future development and redevelopment activities.

POLICY 11.1 - Developmental actions will be coordinated with other governmental and regulatory agencies requirements and with principles to guide development prepared pursuant to Chapter 380 F.S. and approved by the governor and cabinet.

III. GOALS, OBJECTIVES AND POLICIES

Establishment of specific traffic circulation goals and objectives relates traffic circulation to Future Land Use and provides a basis upon which to set policies and make recommendations. The objectives are then to be implemented through adherence to proposed policies by utilization of local, state, and federal funds as well as responsible private investment. With the current and future transportation needs in mind, the following goal and objectives are set for Apalachicola in order to provide for a safe, convenient and efficient transportation system.

GOAL I: To establish a traffic circulation system which provides for the safe and efficient movement of people and goods in the City of Apalachicola.

OBJECTIVES 1

Existing roadway levels of service will be maintained at LOS C or better through the year 2000.

Policy 1.1

The level of service for all roads at the peak hours will be established at LOS C. Traffic count surveys will be conducted annually on arterial and collector roadways; counts will be conducted on local roads when increased traffic (slow and) or the accident rate indicates a problem.

Policy 1.2

Proposed roadway projects shall be evaluated and ranked in order of priority according to the following guidelines:

- a) whether the project is needed to protect public health and safety, to fulfill the city's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities;
- b) whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement and/or maintenance cost, provides services to developed areas lacking full service, or promotes in-fill development
- c) whether the project represents a logical extension of facilities and services within the outskirts of the City.
- d) whether the project is located in the City's coastal High Hazard Area.

Policy 1.3

The City shall ensure through its road building policies that projects to maintain existing levels of service are given priority over projects not recommended to maintain levels of service.

Objective 2

While no new right-of-way needs have been identified through the year 2000, existing right-of-ways will be preserved in all instances from encroachment - this shall include set-back requirements on arterial and collector roads.

Policy 2.1

By 1995, the City Building Official shall identify any right-of-way encroachment on arterial and collector roads by block and lot number and a report made to the City Planning & Zoning Commission. All identified encroachments shall be scheduled for elimination.

Policy 2.2

The provision for variances which would permit the reduction of set-back requirements along arterial and collector road will be eliminated by 1992. (A change in the Land Development Code is required).

Objective 3

Projected traffic demand through the year 2000 will be met by undertaking the opening and/or surfacing of platted undeveloped streets (approximately one mile each year).

Policy 3.1

The City shall review all proposed development for consistency with Objective 1.

Policy 3.2

The City shall explore the feasibility of assessing impact fees for all new development.

Objective 4

The provision of motorized and non-motorized vehicle parking, and the provision of bicycle and pedestrian ways will be regulated through site plan review requirements.

Policy 4.1

The City shall prohibit on-street parking on arterial roads except in the downtown area and where space for parking is specifically provided.

Policy 4.2

The City shall establish guidelines for the provision of bicycle storage areas for multi-family residences, and shopping and recreational areas.

Policy 4.3

The City shall review all proposed development plans for the accommodation of bicycle and predestrian traffic needs.

Objective 5

The City's transportation system will emphasize safety and aesthetics through the planning period. Control of connections and access points to collector and aterial roadways will be fully monitored. The system will be reviewed annually for safety and a written report prepared.

Policy 5.1

The City shall adopt design criteria for landscaping and signs along new roadways and will implement a program to landscape and maintain existing rights-of-ways.

Policy 5.2

The City shall eliminate or minimize roadway designs which lead to hazardous conditions by:

- a) requiring the provision of adequate off-street parking and turn lanes for new roads;
- b) prohibiting direct access onto U.S. Hwy 98 from driveways except where no other access is available;
- c) review of site plans will include consideration of access ways to roadways. Direct access to high-speed traffic lanes will be prohibited. Questionable cases will be discussed with the Chief of Police.
- d) preventing conflicts between roadway and pedestrian traffic; and
- d) providing adequate capacity for emergency evacuation.

Policy 5.3

The City Police Department shall prepare annual accident frequency reports for all collector and arterial roads to include recommendations for improved safety.

1st Proposed

Amendment - 1992

Objective 6

Traffic circulation planning will be coordinated through an annual review with the future land uses shown on the future land use map of this plan, the FDOT 5-Year Transportation Plan, and the transportation plan of Franklin County.

Policy 6.1

The City Planning Department shall review subsequent versions of the FDOT 5-Year Transportation Plan, in order to update or modify this element.

Policy 6.2

The City shall review for compatibility with this element, the traffic circulation plans and programs of the unincorporated County as they are amended in the future.

Policy 6.3

All proposed amendments to this Traffic Circulation Element shall include a statement of findings supporting such proposals.

assistance of the Florida Department of State, Division of Archives and History for technical assistance in reviewing proposals for certificates of appropriateness.

These procedures have prove effective over the past two years. They will however be included in the review and update of the Land Development Code this summer and fall.

IV. GOALS, OBJECTIVES, AND POLICIES

GOAL 1: PROVIDE SAFE, DECENT HOUSING AT A LEVEL TO MEET THE NEEDS OF THE EXISTING AND FUTURE POPULATION OF THE CITY, ESPECIALLY THOSE GROUPS SUCH AS LOW TO MODERATE INCOME HOUSEHOLDS, THE ELDERLY AND THE HANDICAPPED.

Objective 1: Provide or assist the private sector in providing 102 net dwelling units, including low and moderate income housing by the year 2000.

Policy 1A: Review the current zoning ordinance and amend it to include density bonuses to those developers who construct housing for low to moderate income persons, the elderly or the handicapped.

Policy 1B: Increase the supply of safe, affordable, and sanitary housing by recycling older houses and redeveloping residential neighborhoods.

Policy 1C: Encourage enfill development by enacting impact fees in areas where development is not encouraged. Charge a lesser fee in areas where development is needed to more efficiently utilize service areas.

Policy 1D: The Planning and Zoning Commission shall encourage the development of mixed income projects to avoid concentrations of low income residents when making land use decisions concerning development of regional impact.

Policy 1E: Reduce the cost of housing construction by eliminating unnecessary regulator practices which add to the cost of housing.

Police 1F: Implement Land Development Regulations which require demolition of structurally unsound buildings.

Objective 2: By the year 2000, rehabilitate at least 289 substandard housing units.

Policy 2A: Seek federal and state funding for the rehabilitation of substandard units and demolition of dilapidated units.

- Policy 2B: The Office of Community Development will provide referral information to individuals who may be eligible for HUD's Section 8 rental subsidy program.
- Policy 2C: Future development consideration will be prioritized as follows:
- (1) Concentration in slum and blighted areas
 - (2) Will include some "spot areas" in developed and/or developing communities
 - (3) And also consider the historical nature of some substandard structures.
 - (4) First priority will be given in each of these situations where public health and safety is a factor.
- Objective 3: By the year 2000, all substandard housing shall be eliminated, with half of the substandard units eliminated by 1996.
- Policy 3A: Increase code enforcement activities, through annual inspections of the housing stock in neighborhoods where code violations are more prevalent, and institute special concentrated code enforcement activities where warranted.
- Policy 3B: Seek federal and state funding, or otherwise provide local public funds for the demolition or rehabilitation of substandard housing.
- Policy 3C: Assist neighborhood upgrading projects by providing code enforcement assistance, removing blighting influences, and concentrating capital and/or operating budget improvements in such neighborhoods.
- Policy 3D: Permit, on a demonstration basis, mixed-use and other innovative reuses of the existing housing stock which will result in the removal of substandard housing units.
- Objective 4: Provision will be made for adequate sites for mobile homes, including development standards for mobile home parks, and for low and moderate income housing.
- Policy 4A: Establish development standards for mobile home parks and low and moderate income housing to require infrastructure availability and such other factors as skirting, landscaping, location on lot, etc.
- Policy 4B: Allow a density bonus to developers of mobile home parks who provide affordable housing for low and moderate income households.
- Policy 4C: Support the efforts of the city Housing Authority and assist in efforts to determine and develop sites and programs for housing for low and moderate-income persons.

Policy 4D: Distribute publicly assisted housing equitably throughout the City to provide for a wide variety of neighborhood settings for low and moderate income persons and to avoid undue concentration in single neighborhoods.

Policy 4E: Pursue federal sources of funding earmarked for low and moderate income housing, and allocate a minimum of 50% of CDBG block grant funds for such housing.

Policy 4F: The Planning and Community Development office will be the housing assistance office to assist low and moderate income persons, including the homeless, to find adequate housing.

Objective 5: Provide sufficient number of housing to meet the demands of elderly and handicapped persons, including such facilities as group homes and foster care facilities.

Policy 5A: The City Commission will support and provide technical assistance to the Apalachicola Housing Authority in providing 50 additional public housing units for low income families.

Policy 5B: The City shall establish numerical goals and revise the City's Fair Housing Ordinance to increase the provision of housing to special groups.

Policy 5C: The City shall coordinate with the local HRS, civic organizations, churches and other non-profit organizations to provide group homes or congregate living centers for the elderly under HUD's Section 202 Program or FmHA's Section 523 and 524 Rural Housing Site Loan Programs.

Policy 5D: The City shall coordinate with the public and private sector to provide 10 units of housing for the low income elderly population by the year 2000.

Objective 6: The City shall provide relocation housing for those persons displaced as a result of federal, state and local programs.

Policy 6A: The City shall develop a Relocation Plan consistent with the requirements of the Uniform Relocation Assistance Act.

Policy 6B: In conjunction with code enforcement programs aimed at demolitions of dilapidated housing, the City shall designate affordable relocation housing prior to executing demolition of an occupied unit.

Objective 7: Preserve, restore and enhance historic house and buildings (also related open spaces) so that no historic structures that are salvagable are lost.

Policy 7A: The Historic Preservation Element of this comprehensive plan will be used to accomplish this objective. Specifically the optional Historic Preservation Element, Objective 1 and its policies and Objective 6 and its policies provide for a regulatory structure and procedures and actions to accomplish this objective.

GOALS, POLICIES, AND OBJECTIVES

GOAL 1: NEEDED PUBLIC FACILITIES SHALL BE PROVIDED IN A MANNER WHICH PROTECTS INVESTMENTS IN EXISTING FACILITIES AND PROMOTES ORDERLY, COMPACT URBAN GROWTH.

Objective 1.1: By December 1, 1990, local ordinances will require that adequate facility capacity is available at the time a development order is issued, or will be available at the time impacts from the development occur.

Policy 1.1:

<u>FACILITY/SERVICE AREA</u>	<u>LEVEL OF SERVICE STANDARD</u>
Sanitary Sewer Facilities	Average Sewage Generation Rate 400 gallons per customer per day
Solid Waste Facilities	Average Solid Waste Generation Rate - 5 pounds per capita per day
Drainage Facilities	Design Storm Retains first 1.5 inch of run off - 25-year frequency, 24-hour duration; Rainfall Intensity curve-zone 1, DOT Drainage Manual, 1979
Potable Water Facilities	Average Water Consumption Rate 300 gallons per customer per day

Policy 1.1.1: All improvements for replacement, expansion or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities.

Policy 1.1.2 The Public Works and Planning Departments shall jointly develop procedures to update facility demand and capacity information as development order or permits are issued.

Policy 1.1.3: The Planning Department will coordinate with all local governments within the designated service areas to ensure that their comprehensive plans and development permit procedures are compatible with City policy.

Policy 1.1.4: The City shall design and implement a water conservation program and educate residents to the need for conservation.

OBJECTIVE 1.2: The City will maintain a five-year schedule of capital improvement needs for public facilities, to be updated annually in conformance with the review process for the Capital Improvement Element of this plan.

Policy 1.2.1: A Capital Improvement Coordinating Committee is hereby created, composed of the Directors of the Public Works, Planning Department and the City Manager, for the purpose of evaluating and ranking capital improvement projects proposed for inclusion in the five-year schedule of capital improvement needs.

GOAL 2: APALACHICOLA WILL PROVIDE SANITARY SEWER, SOLID WASTE, DRAINAGE AND POTABLE WATER FACILITIES AND SERVICE TO MEET EXISTING AND PROJECTED DEMANDS IDENTIFIED IN THIS PLAN.

Objective 2.1: Existing deficiencies will be corrected by undertaking the following projects by 1995:

- a) Develop and implement a street by street inspection program to detect and correct inflow and infiltration in the sewer system.
- b) Determine whether or not the existing storm drains are tied to the sewer system. Apply for funding to correct stormwater pipes outfalling into the Apalachicola Bay.
- c) While no increase in capacity to the sanitary sewer facility will be needed, sewer connections will be increased to the maximum extent possible and plans developed to provide service to those areas which currently have septic tank systems.
- d) Through education programs, reduce the per capita production of solid waste.

- e) Develop and implement a program to install backflow valves in significant sections of the water system.
- f) Improve the quality of the potable water supply ie hardness and other objectional factors.

Policy 2.1.: The City will implement recommendations of NOAA grant on Stormwater Management.

Policy 2.1.1: Reduce the amount of stormwater outfalling to bay and river and ponding along streets

Policy 2.1.2: No permits shall be issued for new development which would result in an increase in demand on deficient facilities prior to completion of improvements needed to bring the facility up to standard.

Policy 2.1.3: The Planning Departments will continue to implement regulations specifying limitations on encroachment, alteration and compatible use of design storm event floodplains.

Policy 2.1.4: All required Federal and State permits shall be obtained before the County undertakes or authorizes construction or operation of facilities.

Policy 2.1.5: The water department in consideration with the planning office will institute steps to determine possible means to improve potable water quality and start action to acquire funding to accomplish economical viable actions.

Policy 2.1.6: As a part of the city's sanitary sewer capital improvement plan provisions will be made for extension of sewer service to areas with septic tanks.

Policy 2.1.7: The water department and the city clerk's office will jointly provide water customers with information as to ways and means of conserving usage of potable water. This will be accomplished through inserts with the water bills, making spot announcements, newspaper public service releases, etc.

GOAL 3: ADEQUATE STORMWATER DRAINAGE WILL BE PROVIDED TO AFFORD REASONABLE PROTECTION FROM FLOODING AND TO PREVENT DEGRADATION OF QUALITY OF RECEIVING WATERS.

Objective 3.1: By 1992 the City shall implement a stormwater management plan and adopt a manual of practices to protect the Apalachicola Bay from stormwater

pollution. The plan and manual shall be incorporate into the land development code and shall be compatible with the County's stormwater plan. In the interium the current stormwater management plan requirement of the land development code will be used and modified as indicated.

- Policy 3.1.1: The stormwater management plan will require new development to manage run-off from the 25-year frequency, 24-hour duration design storm event on-site so that post development run-off rates, volumes and pollutant loads do not exceed predevelopment conditions. The plan will also require, during development, the use of erosion and sediment controls as described in the manual.
- Policy 3.1.2: The stormwater management plan shall limit the area of impervious surfaces used in all new development.
- Policy 3.1.3: The stormwater management plan will prohibit the use of herbicides in Critical Shoreline District.
- Policy 3.1.4: The road department will inspect City drainage systems on an annual basis and made recommendations to the City Commission regarding improvements necessary for the efficiency of the system and safety of residents. The City shall use its annual road department inspection of drainage facilities along with the completed stormwater plan as the basis for the prioritizing funding for drainage improvements.
- Policy 3.1.5: All projects required to meet projected demands for the year 1996 through 2000 shall be submitted to the Capital Improvements Coordinating Committee and scheduled in the Capital Improvements Element of this plan in accordance with the requirements of Section 163.3177(3) F.S.
- Objective 3.2: The City shall protect the quality of water on the Apalachicola River and Bay to the extent that all waters maintain existing classifications for water quality as established by the Florida Department of Environmental Regulation. In the interium the current stormwater management plan requirement of the land development code will be used and modified as indicated.
- Policy 3.2.1: By 1991, the City shall adopt and implement a comprehensive stormwater management ordinance which provides for: (1) buffer zones between the Apalachicola Bay/River and upland development so that stormwater discharge is diverted away from

surface waters; (2) to the greatest extent possible the use of natural systems to provide filtration of stormwater run-off.

Policy 3.2.2: By 1995, all waterfront properties will be serviced by an adequate central sewer system.

Objective 3.3: Through the year 2000, the City shall, through its land development regulations prohibit development which would result in the water quality of Apalachicola Bay, River and aquifers being degraded below the current classification of "good". 9J5.013(2)(b)(2)

Policy 3.3.1: No new point source shall be permitted to discharge into Apalachicola Bay, River, St. Vincent Sound or into ditches or canals that flow into the above named waterbodies.

GOAL4: ELIMINATE UNMANAGED HAZARDOUS WASTE

Objective 4.1: By 1995, decrease the amount of unmanaged hazardous waste sites by fifty percent.

Policy 4.1.1: All large quantity generators of hazardous wastes and materials should be required to properly manage their own wastes and materials: including keeping accurate records, proper handling and disposal, scheduled on site inspections by proper authorities and individual regular monitoring of activities involving such matters.

Policy 4.1.2: The Public works Department will develop and implement a hazardous waste management program to ensure that collection, storage and transfer operations comply with the provision of Section 403.7265, F.S.

Policy 4.1.3: Design, siting and construction of the hazardous waste transfer/temporary storage facility will be based on the results of the 1990 update of the hazardous waste management assessment conducted by the Apalachee Regional Planning Council, and will be compatible with the regional and state hazardous waste management program.

GOAL 5: FRANKLIN COUNTY WILL PROVIDE SOLID WASTE SERVICES TO MEET EXISTING AND PROJECTED DEMANDS IDENTIFIED IN THIS PLAN.

Objective 5.1: Projected demands through the year 2000 will be met by maintaining the recently opened County landfill in accordance with FDER permit requirements.

Policy 5.1.1: No permit shall be issued by the City for new development which would result in an increase in

demand on a deficient facility prior to completion of improvements to bring the facility up to standard.

- Policy 5.1.2: An annual summary of facility capacity and demand, prepared by the County Planner shall be used to evaluate the need for increasing the capacity of existing facilities. The city planning department will cooperate with the county in this evaluation.
- Policy 5.1.3: The City shall cooperate with the County in providing educational programs which will result in increased recycling and decreased per capita production of solid waste.
- GOAL 6: UTILIZE EXISTING CAPACITY OF WASTEWATER TREATMENT PLANT.
- Objective 6.1: Increase the number of sewer hook-ups from 1,026 subscribers to 1,100 by 1995.
- Policy 6.1.1: Continue to implement regulations which require all moderate and large scale developments to provide wastewater treatment either through expansion of existing facilities or through package treatment plants.
- Policy 6.1.2: Use the maximum operational capacity of existing public facilities before new facilities are constructed.
- GOAL 7: PUBLIC FACILITY PLANNING SHALL BE AN INTEGRAL PART OF LOCAL PLANNING AND GROWTH MANAGEMENT IN THE REGION.
- Objective 7.1: Increase the number of interlocal agreements between the City of Apalachicola, Carrabelle, the County and other utility districts by 25% percent by the year 2000.
- Policy 7.1.1: The City shall:
- a). Discourage unplanned growth.
 - b). Identify land for future infrastructure needs and protect or acquire such land in advance.
 - c). Provide water and sewer services when capacity is available to subscribers outside the City limits.
 - d). To coordinate with other jurisdictions to ensure that existing unused or under used public facilities are utilized to the maximum extent possible.

Policy 7.1.2: The location of facilities shall be used to guide urban development and to assist in the implementation of approved local and regional plans.

Policy 7.1.3: Businesses, institutions, agencies, and governments within the region should cooperate to exchange ideas and information on the funding and operation of public facilities.

Policy 7.1.4: New development that creates a demand for additional public facilities shall be responsible for financing their fair share of the cost of the facilities.

Objective 7.2: The City shall, through its land use regulations, protect and conserve soil resources by controlling the encroachment of urbanization on land poorly suited for structural development.

Policy 7.2.1: The City's site plan review process shall be amended to take into consideration natural constraints such as flood hazard, wetlands, soil suitability and aquifer recharge potential, and shall be restricted depending upon the severity of those constraints.

GOAL 8: THE FUNCTION OF NATURAL GROUNDWATER AQUIFER RECHARGE AREAS WITHIN THE CITY WILL BE PROTECTED AND MAINTAINED.

Objective 8.1: By 1991, the City will request assistance from the Northwest Florida Water Management District to identify and map prime natural groundwater aquifer recharge areas.

Policy 8.1.1: Areas identified by the Northwest Florida Water Management District with the greatest recharge potential and which are undeveloped shall be classified as prime recharge areas and designated as conservation areas on the County's Future Land Use map.

Objective 8.2: By 1999, the City land development code will provide for maintenance of aquifer recharge areas functions.

Policy 8.2.1: The subdivision regulations shall be amended to include standards for inclusion of recharge areas in open space preservation requirements.

Policy 8.2.2: The City will coordinate with local, state and federal agencies to achieve regional aquifer recharge protection zoning objectives.

XVIII. GOALS, OBJECTIVES AND POLICIES

GOAL I BALANCING GROWTH AND COASTAL RESOURCES - THE NATURAL AND HISTORIC RESOURCES OF THE COASTAL AREA SHALL BE PRESERVED, PROTECTED OR ENHANCED AS THE DEVELOPMENT PROPOSED IN THE FUTURE LAND USE ELEMENT OCCURS. 9J5.012 3(a)

OBJECTIVE 1 : The wetlands of Apalachicola shall be conserved and protected such that no net loss (after mitigation) shall occur through the year 2000. 9J5.012 (b)1, (2)

POLICY 1.1 : The City will prohibit dredge and fill of the Wetlands without prior approval of State and Federal officials and then only after mitigate agreement is finalized pursuant to Policy 1.2C. [9J5.012-3(c)1]

POLICY 1.2 : By 1990, Apalachicola shall complete its review and, if necessary, revision of City Land Development Regulations to ensure that:

a) site plans for new development identify the location and extent of wetlands located on and adjacent to the property;

b) subdivision and commercial site plans provide measures to guarantee that normal flows and quality of water will be assured to maintain wetlands development;

c) where alterations of wetlands are necessary in order to allow reasonable use of property, either the restoration of the disturbed wetlands will be provided or additional wetlands will be created at a 4:1 ratio to mitigate any wetland destruction. All approved mitigation shall be required to demonstrate, through appropriate monitoring and reporting by the project's developer, at least an 85% planting survival rate for wetland areas created/augmented during mitigation, for a period at least two years for herbaceous wetland communities, and for at least five years for forested wetland communities. [9J5.012-3(c)1]

POLICY 1.3 : Apalachicola shall oppose through formal resolution further depositing of dredge material in the floodplain of the Apalachicola River, other than those already approved spoil sites.

- POLICY 1.4 : Upland areas of native vegetation larger than 40 acres and all wetlands impoundments are designated either the lowest density residential, conservation or low intensity commercial on the Future Land Use map, and all marine wetlands are designated as such on the map series. No development will be permitted in coastal wetlands.
- POLICY 1.5 : No new subdivision will be approved unless all of the lots proposed for development contain uplands large enough to contain the proposed activity and all required buffers and preservation areas.
- POLICY 1.6 : No habitable development shall occur within 20 feet of the waters or wetlands of the state unless located within the riverfront district and then only after a stormwater management plan has been submitted and approved by the State Department of Environmental Regulation, if applicable, and the local planning board. Docks, pervious walkways and elevated walkways may be permitted to allow access to the water.
- POLICY 1.7 : Pilings, not fill, shall be used to elevate structures in native vegetation areas.
- OBJECTIVE 2 : The City will support the conservation and protection of native vegetation, ecological communities, fish and wildlife habitat to the extent that between 1989 and 2000, the City will prohibit development which can be proved to damage the City's natural resources. 9J5.012 (3)(b)(1)
- POLICY 2.1 : The City will cooperate, whenever possible, with the Apalachicola National Estuarine Research Reserve in their efforts to maintain a comprehensive inventory of ecological communities which shall include species, population, habitat conditions, occurrences and alternations.
- POLICY 2.2 : The City's land use regulations shall prohibit high density development adjacent to sensitive wetlands areas, and shall prohibit destruction of wetlands vegetation without mitigation.
- POLICY 2.3 : The City land development regulations shall prohibit the development and disturbance of endangered species nesting areas.
- POLICY 2.4 : The City shall, through its land use regulation, encourage the use of natural vegetation erosion control structures along the coastal area by reducing the side boundary setback when natural vegetation is used.

- POLICY 2.5 : The City shall prohibit the use of habitat destroying vertical seawalls without rip rap reinforcement along natural water body shorelines. The City will encourage the removal of existing seawalls when the opportunity presents itself. Restoration will be accomplished by replacing existing, deteriorating seawalls with sloped shorelines or rip rap which will be vegetated where technically feasible. When properly done, such vegetated areas will recreate habitat and also provide greater storm protection to upland areas.
- POLICY 2.6 : Deleted
- POLICY 2.7 : The City shall prohibit the alteration, other than approved maintenance, of mosquito ditches.
- POLICY 2.8 : The City shall encourage the use of native vegetation over exotic vegetation.
- OBJECTIVE 3 : The City shall maintain the estuarine water quality surrounding Apalachicola's coastal resources such that there shall be no loss of any approved shellfish harvesting classifications through the year 2000.
- POLICY 3.1 : The City will continue to implement the Septic Tank Abatement Program, Ordinance 89-4, which is designed to correct any onsite sewage disposal systems that might endanger the Apalachicola Bay.
- POLICY 3.2 : The City shall require all owners and users of onsite sewage disposal systems in Apalachicola to connect to a central sewerage system when it is available for use pursuant to s. 380.0555 (11) (h), F.S.
- POLICY 3.3 : The City shall, through its land development regulations, require developers of new subdivisions with lots of less than one acre to connect to a public wastewater system and provide sewers to each lot in the subdivision.
- POLICY 3.4 : The City shall, through its land development regulations, require all new construction within the coastal area boundary to install a stormwater management system that will provide for the treatment of runoff to applicable State standards.
- OBJECTIVE 4 : Estuarine Water Quality - Through the year 2000, the water quality of Apalachicola Bay and River shall remain classified as "good". 9J5.012 (3)(b)(2)

1st Proposed

- POLICY 4.1 : No new point sources shall be permitted to discharge into Apalachicola Bay, River, St. Vincent Sound or into ditches on canals that flow into the above named waterbodies.
- POLICY 4.2 : In order to reduce the impact of effluent from sewage treatment plants on the Bay, sewage treatment facilities with a history of treatment standards violations shall have highest priority in connecting to new or improved facilities.
- POLICY 4.3 : New boat basins shall be prohibited, marinas and other multi-slip docking facilities shall use docks extending out to water no less than four feet deep at mean low tide, and dredging for marinas or multi-slip docking facilities shall be restricted to limited channels for launching boats.
- POLICY 4.4 : Dredging at the mouth of the Apalachicola River shall be prohibited, unless a detailed study of contaminants in the sediments is performed and adequate safeguards to prevent release of any contaminants are provided. All contaminated dredged materials shall be disposed of at safe upland sites.
- POLICY 4.5 : Structures which constrict water circulation in the Bay shall be prohibited.
- POLICY 4.6 : All development in the coastal area will be required to provide a stormwater management plan sufficient to meet state stormwater management requirements. Where state stormwater requirements are exempt a stormwater management plan as required by the city's land development code will be required as a part of the required site plan.
- POLICY 4.7 : In order to reduce non-point source pollutant loadings and improve the functioning of the county's drainage system, dumping of debris of any kind, including yard clippings and trimmings, into drainage ditches and stormwater control structures is prohibited. The City shall utilize fines, and initiate a public information program to help discourage future illegal dumping in drainage facilities.
- POLICY 4.8 : The City shall establish periodic inspection programs for storm water control structures to insure their proper functioning and maintenance.

POLICY 4.9 : The following requirements shall apply within approved or conditionally approved shellfish harvesting areas, within class 1 or 2 resource protection areas of the aquatic preserve, within Outstanding Florida Waters or on lands adjacent to the above:

1) A 20-foot buffer of native vegetation shall separate the developed part of the site from wetlands and/or deepwater habitats; except with the riverfront district where there shall be a 10-foot setback.

2) Reasonable access to the water on wetlands shall be allowed as described in 1.1.03;

3) Dredge-and-fill activities shall be prohibited unless there is overriding public interest;

4) Septic tanks and drainfields, percolation ponds, or polishing ponds shall be set back 75 feet from the shoreline or wetlands.

OBJECTIVE 5 : By 1991, the City shall, adopt a floodplain drainage basin program which will address development restrictions for floodplain drainage areas, a work plan for correcting drainage facility deficiencies and the creation of a stormwater manual outlining stormwater systems appropriate for use with the coastal area.

POLICY 5.1 : The City shall, through its land development regulations, require all development within the City's areas of special flood hazard to be elevated or floodproofed in accordance with Federal Flood Hazard Regulations.

POLICY 5.2 : The City shall maintain its drainage facilities through regular cleaning and debris removal.

POLICY 5.3 : The City shall apply annually for grants available through DER, DCA, EPA and the Northwest Florida Water Management District for the repair and construction of new drainage facilities within the City.

POLICY 5.4 : The City shall adopt, and provide developers with at the time of development application, a stormwater manual which outlines State accepted methods for treating stormwater runoff.

OBJECTIVE 6 : WATER-DEPENDENT USES: By 1991, the City shall establish land use criteria which give priority to the siting and development of water-dependent uses within the Coastal Area, as compared with other shoreline uses. 9J5.012 (3)(b)(3)

POLICY 6.1 : It shall be the policy of the City to utilize the following priority list in reviewing applications for shoreline uses, so as to provide increased priority for water-dependent uses. Uses listed first shall generally be given the highest priority of all uses that may be proposed along the shoreline, with other uses listed in the order of declining priority. Uses listed under (6) shall be given the least preference for location along the shoreline.

- 1) Water-dependent uses such as fish, and shellfish production;
- 2) Water-dependent recreation and commercial uses such as ports, marina-type uses, and navigation;
- 3) Water-related uses such as certain utilities and commercial;
- 4) Water-enhanced uses such as certain recreational and commercial uses;
- 5) Non-water dependent or related activities such as residential uses; and
- 6) Non-water dependent and non-water enhanced uses which result in an irretrievable commitment of coastal resources.

OBJECTIVE 7 : Water Dependent/Water Related Land Uses - The City shall prohibit any water dependent or water related land-use which will lower the water quality standards below State water quality standards for River and Bay. 9J5.012(3)(b)(3)

POLICY 7.1 : The City shall require sewage pump out facilities for all new marina facilities along the riverfront and by 1995 adopt regulations to require existing marinas to install such facilities.

POLICY 7.2 : The City shall provide sewage pump out facilities at all city-owned and maintained marinas.

POLICY 7.3 : New marinas and multislip docking facilities shall conform to the following criteria:

- a) public use marinas shall be allowed only in commercial zoning districts;

- b) non-public use marinas or multislip docking facilities shall be allowed only in medium density residential zoning districts and then only if use of docking facilities are limited to use by residents;
- c) marinas and multislip docking facilities must provide vehicular parking.
- d) all parking, dry storage, and non-water dependent facilities must be built on existing uplands;
- e) marinas and multislip docking facilities shall prepare hurricane plans which describe measures to be taken to minimize damage to marina sites, neighboring properties, and the environment; this hurricane plan shall be reviewed and approved by the Emergency Management Director and the Planning Director;
- f) marina or multislip docking facilities shall comply with the other policies of this plan;
- g) marinas or multislip docking facilities which propose to disturb or destroy wetlands or grassbeds shall create new wetlands in compliance with other policies of this plan.
- h) dryslip use shall be maximized in order to minimize impacts on water quality, and minimize the areas extent of disturbance of the estuary; and
- i) fueling facilities associated with marinas shall be designed to contain spills from on-land equipment and shall be prepared to contain spills in the water.

GOAL II:

REDUCING VULNERABILITY TO HURRICANES. PEOPLE AND PROPERTY IN APALACHICOLA WILL BE PROTECTED FROM THE EFFECTS OF HURRICANE STORM DAMAGE. PUBLIC EXPENDITURES SHALL BE LIMITED.

- OBJECTIVE 8** : Hazard Mitigation and Coastal High-Hazard Areas.
By 1990 the City shall adopt Land Development Regulations to restrict development within coastal high-hazard areas and budget policies shall restrict public funding for facilities within coastal high-hazard areas. 9J5.012(3)(b)(5)
- POLICY 8.1** : City-funded public facilities shall not be built in the coastal high-hazard area, unless the facility is for public access or resource restoration.
- POLICY 8.2** : The City shall establish a lower priority for the expenditure of City funds for public infrastructure within the Coastal High Hazard Area (CHHA) as compared with expenditures within other non-CHHA areas, except where expenditures are necessary to meet a "crucial need". A "crucial need" finding must be arrived at by the City to authorize public expenditures within the CHHA, and shall establish that the expenditure is necessary to alleviate dangerously overcrowded or otherwise hazardous roads, to replace or construct wastewater facilities to alleviate or prevent potential violations of potable water quality standards or water quality standards applicable to surface waters, or to construct recreational facilities unique to coastal sites. Furthermore, a "crucial need" may only be established after consideration has been given to hazard mitigation standards, including floodproofing and evacuation. Furthermore, a "crucial need" shall not be generated as a result of development approvals within the Coastal High Hazard Area of unincorporated Franklin county after adoption of this Comprehensive Plan.
- POLICY 8.3** : The City shall through its land development regulations restrict density of the City's CHHA areas to the lowest level of service establishment for the respective land use categories.
- POLICY 8.4** : The City's Floodplain Management Ordinance shall reference the building elevations of the Flood Insurance Rate Maps, the building requirements of the National Flood Insurance program, provide for detention of rain from a 25 year - 24 hour rainfall event, and restrict discharge of rainwater into ditches which may flood evacuation routes.

- POLICY 8.5 : New sanitary sewer facilities in the hurricane vulnerability zone shall be flood proofed, raw sewage shall not leak from sanitary sewer facilities during flood events.
- POLICY 8.6 : The Coastal High-Hazard Area shall encompass the velocity zones (zone VII) on the Flood Insurance Rate Maps, the areas seaward of the coastal construction control line and even where public facilities have been damaged or undetermined by coastal storms.
- POLICY 8.7 : The City shall adopt most recent amendments to the 1985 edition of Southern Standard Building Code.
- OBJECTIVE 9 : DEVELOPMENT DENSITY AND INTENSITY: By 1990, the City shall through its Land Development Regulations, limit development density and intensity within the Coastal High Hazard Area and direct it outside of the Coastal High Hazard Area, to mitigate the impact of natural hazards in this area. 9J5.012 (3)(b)(6)
- POLICY 9.1 : It shall be the policy of Apalachicola to require that all land development applications within the Coastal High Hazard Area be planned and obtain approval pursuant to a site plan review process, to ensure that development is compatible with site characteristics. Applications will be reviewed according to pertinent sections of the National Flood Insurance Program, and will be reviewed for compliance with all other applicable flood control regulations.
- POLICY 9.2 : Apalachicola shall limit the density of new residential development within the FEMA Velocity-Zone of the Coastal High Hazard Area to a maximum of five dwelling units per gross acre (ie., the maximum density associated with the low intensity residential category described in the Land Use Element. No other uses are in the coastal high hazard area.

POLICY 9.3 : Promote, through Land Development Regulations in instances where a proposed project is located entirely within the CHHA, the clustering of uses. Such clustering will be used to limit the acreage within the CHHA, that will be affected by the proposed development, and will serve to limit the amount of infrastructure provided within the CHHA. Net density limits that are otherwise applicable to future land use categories may be waived for purposes of implementing the clustering concept identified in this policy.

POLICY 9.4 : The City shall prohibit the approval of new development orders for mobile home projects within the CHHA of the Coastal Area for protection of the public health, safety, and welfare.

POLICY 9.5 : The City shall prohibit the siting of new acute care medical facilities within the Coastal High Hazard Area. Furthermore, existing medical facilities within the Coastal Area shall be discouraged from locating new facilities or expanding existing facilities. Medical facilities, as defined in this proposed policy, shall be limited to those regulated by Chapter 464, F.S.

OBJECTIVE 10 : Hurricane Evacuation - The City's hurricane evacuation time for a Level A storm shall be the minimum of the range as identified else where in this plan (Tables 19 thru 23). 9J5.012(3)(b)(7)

POLICY 10.1 : In order to prevent unnecessary evacuees crowding roads and shelters, the city shall, prior to hurricane season, notify each household of their need to evacuate at various threat levels; hotels and motels shall post this notification conspicuously in each unit. Each new dwelling unit shall be provided with this information when the certificate of occupancy is issued, and this information shall be passed on to the new residents.

POLICY 10.2 : New or replacement bridges spanning the Intracoastal Waterway shall not be draw bridges.

POLICY 10.3 : The City shall coordinate with the County in implementing this hurricane evacuation plan.

POLICY 10.4 : All future improvements to roads along the evacuation routes shall include remedies for flooding problems.

POLICY 10.5 : To reduce existing evacuation deficiencies the City shall restrict traffic from traveling along Bay Avenue from 6th to 13th Street and along Water Street in times of hurricane evacuation. Traffic barriers and lane usage modifications should be used as necessary to restrict traffic from traveling these two roads in a hurricane evacuation situation.

OBJECTIVE 11 : Post-Disaster Redevelopment. By 1995, the City shall adopt a post-disaster response and cleanup assistance, procedures for redevelopment permitting and hazard mitigation measures. In the mean time, the current county emergency plan will be utilized and modified as indicated. 9J5.012 (3)(b)(8)

POLICY 11.1 : The City shall amend where necessary the natural disaster preparedness technical data, as well as the Goals, Objectives and Policies of the Coastal Management Element to be consistent with an updated version of the Regional Planning Council's Hurricane Preparedness Plan when it becomes available.

POLICY 11.2 : The City shall work with the county to modify the current Local Peacetime Emergency Plan to comply with the policies under this objective, and shall contain step-by-step details for post-disaster recovery operations.

POLICY 11.3 : After a hurricane but prior to re-entry of the population into evacuated areas, the City Commission shall meet to hear preliminary damage assessments, appoint, in cooperation with the County, a Recovery Task Force, and consider a temporary moratorium on building activities not necessary for the public health, safety, and welfare. The Recovery Task Force shall include the Planning Director, County Emergency Management Director, Public Works Director, and other members as directed by the City Commission. Staff shall be provided by the departments whose directors sit on the Task Force. The Task Force shall be terminated after implementing its responsibility under Policy 11.5.

POLICY 11.4 : The City shall prioritize immediate repair and cleanup actions and permitting activities following a natural disaster. Immediate repair and cleanup actions needed to protect the public

health and safety will be given first priority. Those priorities may include repairs to potable water, waste water, and power facilities; removal of debris; stabilization or removal of structures about to collapse; and minimal repairs to make dwelling habitable. These actions shall receive first priority in permitting decisions. Long term redevelopment activities shall be postponed until the Recovery Task Force has completed its tasks.

- POLICY 11.5 : The Recovery Task Force shall propose comprehensive plan amendments to City officials which reflect the recommendations in any interagency hazard mitigation reports or other reports prepared pursuant to Section 406 of the Disaster Relief Act of 1974 (PL 93-288).
- POLICY 11.6 : In coastal areas needing redevelopment after a disaster, structures which were nonconforming in terms of flood elevation or land use and which suffered damage in excess of fifty percent of their appraised value shall be rebuilt to meet all current requirements, including those enacted since construction of the structure.
- POLICY 11.7 : The City shall coordinate with the county to develop and adopt prior to the 1995 hurricane season a formal decision making process to evaluate options for damaged public facilities in the CHHA including abandonment, repair in place, relocation, and reconstruction with structural modifications. This process shall consider these options in light of factors such as cost to construct, cost to maintain, recurring damage, impacts on land use, impacts on the environment, and public safety.
- POLICY 11.8 : The City shall work with the county to identify structures in the coastal high-hazard area, inventory their assessed value, judge the utility of the land for public access, and make recommendations for acquisition when post-disaster opportunities arise.
- OBJECTIVE 12 : Public Access - The amount of public access to coastal resources shall be maintained and not decreased between 1990 and 2000. 9J5.012 (3)(b)(9)
- POLICY 12.1 : Existing access for the public to the river and bay shall be maintained by new development. New

riverfront development shall show on their site plans existing riverfront access ways and the proposed development shall continue that access way, relocate it on the site, or donate it to the City.

- POLICY 12.2 : All public access facilities shall include parking facilities and access to a State or County road.
- POLICY 12.3 : The City shall accept donations of shoreline lands suitable for use as public access facilities.
- OBJECTIVE 13 : Historic Resources - By 1991, the City will identify all historic resources within the Coastal Area and establish development standards for the protection, preservation and sensitive reuse of historic resources throughout the City.
9J5.012 (3)(b)(10)
- POLICY 13.1 : Historic Resources - City land development regulations shall prohibit the destruction of historic resources as referenced in the data & analysis section of this element on City owned property and require that historic resources on private property shall be protected, preserved or used in a manner that will allow their continued existence.
- POLICY 13.2 : Historic and archaeological sites shall be incorporated into required setbacks, buffer strips, or open spaces up to the maximum area required by the development regulations. The city shall establish waivers for non-safety related setback requirements and site planning requirements in order to accommodate historic structures or sites within a proposed development.
- POLICY 13.3 : As an alternative to preserving historic or archaeological sites, the owner may allow excavation of the site by the Division of Historic Resources or their approved alternate prior to development. Should a site be scientifically excavated, then development may proceed without preserving the site.
- POLICY 13.4 : In the case of historic or archaeological sites, vegetation removal shall not be permitted unless the vegetation to be removed is a part of a bonafide scientific excavation, or is a part of an approved development plan.

- POLICY 13.5 : The City shall accept donations of historic or archaeological sites.
- POLICY 13.6 : The City building official shall refer all development proposals within the designated historic district to the City Planning & Zoning Board for review of appropriateness.
- POLICY 13.7 : The City shall, through its land development regulation, prohibit the demolition of historic structures unless such building classified as historic is incapable or earning an economic return on its value, as appraised by a qualified real estate appraiser. The city shall, instead, work with developers to secure federally-subsized grants to renovate/restore historic structures.
- OBJECTIVE 14 : Maintaining Scenic routes. By 1995, the City will establish a scenic road program in order to help preserve the area's natural beauty.
- POLICY 14.1 : U.S. Highway 98 within the City, Water Street, and Bay Avenue shall be designated scenic roads.
- POLICY 14.2 : Properties between designated scenic roads and wetlands or open water shall be zoned the lowest density allowed for their respective future land use categories.
- POLICY 14.3 : Site plan requirements for areas between designated scenic roads and wetlands or open water shall require the use of native vegetation in landscaping, separation of buildings by at least 50 feet along the axis of the road, and the avoidance of fencing or landscaping that would obstruct views of wetlands or open water.
- GOAL III : INFRASTRUCTURE - PUBLIC FACILITIES SHALL BE ADEQUATE AND AVAILABLE TO SERVE THE RESIDENTS AND VISITORIS TO THE CITY'S COASTAL AREA.
- OBJECTIVE 15 : Levels of Service - The level of service standards adopted elsewhere in this Comprehensive Plan for facilities in the coastal area and the additional standards under this objective shall be applied whenever development orders or permits are requested. The evacuation times established by objective 10 shall also be considered levels of service standards for roads. 9J5.012 (3)(b)(11)

POLICY 15.1 : Service areas shall be established for water, sewer, roads and bridge facilities. Development within these service areas shall be limited to the capacity of the respective facilities to supply the appropriate service as established by the level of service standard adopted in this comprehensive plan. Funding for such facilities will be phased to coincide with the impacts generated by development or redevelopment.

OBJECTIVE 16 : Required Improvements, Timing, and Funding. All public facilities shall be available at least by the time they are needed to serve new development.

POLICY 16.1 : Improvements to the Apalachicola sewage treatment plant serving the Apalachicola area shall be constructed by 2000 and shall be funded by grant funds.

POLICY 16.2 : Developments which would impact existing facilities by reducing the level of service below adopted levels, and which are to be built prior to the availability of scheduled facility improvements shall pay for such impacts or shall provide their own facilities constructed to city standards.

POLICY 16.3 : New or improved roads in the coastal area shall include paved areas which can be used to increase the number of traffic lanes for hurricane evacuation.

GOAL IV : INTERGOVERNMENTAL COORDINATION TO PROTECT COASTAL RESOURCES. COASTAL RESOURCE MANAGEMENT WILL ADDRESS NATURAL SYSTEMS ON A SYSTEMWIDE BASIS REGARDLESS OF POLITICAL BOUNDARIES.

OBJECTIVE 17 : Coordinating with Other Local Governments - By 1995, a intergovernmental coordination program shall be established in order to manage coastal resources affecting or affected by governments other than the City.

POLICY 17.1 : The City shall review the comprehensive plans of Carrabelle and the county to determine

- POLICY 17.2 : The City shall develop joint planning and management programs with the County for hurricane evacuation, provision of public access, provision of infrastructure, providing water dependent use sites, controlling stormwater, reducing wastewater treatment plant discharges, protection of living marine resources reduction of exposure to natural hazards.
- POLICY 17.3 : The City shall develop a joint program with the County to combat non-point source pollution in the Apalachicola Bay basin.
- POLICY 17.4 : The City shall forward copies of development proposals within the coastal area to the County for review and comment.
- POLICY 17.5 : Prior to the adoption of any land development regulations developed pursuant to 163.3202, F.S. the City shall review and incorporate, where appropriate, policies recommended in the Apalachicola Bay Aquatic Preserve Management Plan, the National Estuarine Research Reserve Management Plan, the Northwest Florida Water Management District's Surface Water & Improvement Management Plan and the Lower Apalachicola River: Environmentally Endangered Lands Management Plan.

IV. GOALS, OBJECTIVE, AND POLICIES

The Intergovernmental Coordination Element establishes coordination relationships for issues raised in other elements of the City Comprehensive Plan. The Element does not establish final solutions to issues but does establish the means by which these solutions can be sought.

The specific purpose of the Intergovernmental Coordination Element is to establish intergovernmental coordination mechanisms, processes, and procedures to achieve the goals and objectives of the City's Comprehensive Plan. Whenever possible, solutions should be sought which are beneficial to all involved entities. However, if issues can not be resolved, but must go to a mediator, the Apalachee Regional Planning Council's Informal Mediation Process shall be employed.

The goals, objectives, and policies section is the only portion of the Element which shall be adopted.

GOAL 1

To establish and maintain an efficient, effective and convenient program to address multi-jurisdictional, comprehensive planning issues for the purpose of:

- achieving the goals and objectives of the Apalachicola Comprehensive Plan
- supporting the achievement of the Franklin County Comprehensive plan, the Apalachee Regional Comprehensive Policy Plan and the State Comprehensive Plan.
- resolving inconsistencies between the Plan and units of local government providing services but not having regulatory authority over the use of the land; between the Plan and the comprehensive plan of Franklin County; and between the Plan and the plans of regional, state and federal agencies.

OBJECTIVES AND POLICIES

OBJECTIVE 1.1: For coordination with Franklin County and the Franklin County School Board, the City of Apalachicola should maintain existing mechanisms which are effective and enhance or revise existing mechanisms which are ineffective or establish new mechanisms for issues not addressed by existing mechanisms. This will be accomplished by a review and recommendation made by the Planning Department during 1990.

Policy 1.1.1: Maintain the following existing mechanisms which are effective through continuance of existing understandings:

City of Apalachicola and Franklin County public Library Understanding.

City of Apalachicola and Franklin County recreation participation understanding.

Municipal Service Benefit Districts for the County-wide provision of fire protection services.

Policy 1.1.2: Enhance or revise the following existing mechanisms

Franklin County Landfill Agreement - A mechanism shall be created to provide a long term understanding between the County, as provider of the landfill, and the City. The agreement shall address proportional capacity, and hazardous waste handling. A formal written agreement should be developed.

City of Apalachicola and Franklin County road improvement understanding shall be formalized to include distribution of State road funds and Franklin County's responsibility regarding Apalachicola's LUS standards. A written agreement should be developed.

Potable Water and Sanitary Sewer - The City of Apalachicola and Franklin County shall formalize an agreement as to the City's providing of water and sewer to areas outside the incorporated City limits. The agreement shall address LOS standards, extension costs, maintenance and County fiscal responsibility.

Mosquito Control - The City of Apalachicola and Franklin County shall formalize an agreement as to the County's providing of mosquito control services to the City of Apalachicola. The agreement shall address frequency of spraying and maintenance of mosquito control ditches.

Policy 1.1.3: Establish the following new mechanisms for issues not addressed by existing mechanisms.

- a. Land Use Amendments and Zoning Changes (to include annexations) - The County and City Planning and Zoning departments shall coordinate zoning and land-use changes along City/County boundaries. The purpose will be the maintenance of compatible land development and use. The departments shall meet prior to the public hearing process to ensure compatibility of rezoning/land use change request.
- b. Housing Strategy - The City's planning department shall pursue grant funds from state and federal agencies to provide more standard, affordable housing units. The department shall seek assistance from the Department of Health and Rehabilitative Services in determining the need for group homes and foster care facilities.
- c. Shoreline Improvements - City of Apalachicola and Franklin County shall formalize an agreement as to the distribution of funds received through the State Boater's Improvement Trust Fund. The purpose will be to determine equitable distribution of funds.
- d. Public Facility Use - The City of Apalachicola and the Franklin County School Board shall establish an agreement regarding the use of school buildings and facilities for public recreation and meeting use.

Policy 1.1.4: The city planning department will insure that all actions within the city that impacts the bay, estuaries and other water bodies which are also under the jurisdiction of the county are coordinated with the county planning department.

Policy 1.1.5: The city clerk's office shall be the primary office responsible for the provision of needed information and for the providing of securing services necessary for required coordination.

OBJECTIVE 1.2: A designated person from the City shall represent the City with other governmental entities to coordinate the establishing, implementing and modifying any level of service standards for shared facilities with state, regional and local entities. The LOS standards adopted in this plan shall be maintained.

Policy 1.2.1: When a LOS conflict exists for shared facilities, the City will utilize this mechanism to seek an acceptable resolution. The resolution will either be a revision of LOS standards by one or more of the involved entities to create an equal LOS standard, or will be a formal agreement to accommodate different LOS standards.

Policy 1.2.2: Apalachicola shall seek consistency in level of service standards among other entities and retain level of service standards in the Apalachicola Comprehensive Plan.

Policy 1.2.3: Each conflicting standard shall be analyzed and recommendations made to the Apalachicola City Commissioners, and/or other governing bodies.

Policy 1.2.4: The Apalachicola City Commissioners shall formally accept or reject any recommendation within 90 days.

Policy 1.2.5: If accepted, the recommendation shall be used to adopt a City resolution or execute a formal written agreement between the parties. Further, the Comprehensive Plan shall be amended if necessary.

Policy 1.2.6: If a resolution cannot be achieved, Apalachicola will seek to use alternative mechanisms including mediation, formal arbitration and challenging the comprehensive plans of the involved entity.

Policy 1.2.7: The city planning department will insure that all actions within the city that impacts the bay, estuaries and other water bodies which are also under the jurisdiction of the county are coordinated with the county planning department.

OBJECTIVE 1.3: Establish flexible mechanisms for use by all local governments in the area of concern, other units of government providing services but not having regulatory authority over the use of land, and state and federal agencies which have been identified as interested parties. A review of action taken to accomplish this objective will be made by the planning department during the first quarter of 1991.

Policy 1.3.1: The Mayor, or his designate, will coordinate the establishment of temporary task forces to further analyze issues and provide recommendations to the affected governing bodies. The task forces will focus on specific issues and will be composed of all affected parties requesting participation.

Policy 1.3.2: Each task force shall make recommendations regarding the establishment of a permanent Citizen's Advisory Board or Ad-Hoc Committee or designating specific individuals for special issues which require on-going coordination and management.

Policy 1.3.3: Recommendation provided by a Task Force, Advisory Board, or Ad-Hoc Committee shall be decided by the respective governing bodies within 90 days after the recommendation is made. Upon agreement with the entities on the resolution of an issue, the Apalachicola Board of City Commissioners shall adopt or approve the agreement. The Comprehensive Plan shall be amended if necessary. If the recommendation is rejected, the parties involved shall seek more formal means of resolution such as arbitration, third party recommendation, etc.

Policy 1.3.4: The City Commissioners, at the request of the Planning Director, shall seek to establish a task force to analyze the permitting process of lands under multi-governmental jurisdiction. The focus of the task force shall be lands adjacent to wetlands and waterways with the intent to improve the permitting process. The Planning Director shall sit as chairman of the task force and membership of the task force shall be limited to the affected regulatory agencies.

Policy 1.3.5: The Apalachicola Board of City Commissioners, or a designated committee, shall examine the implications of increasing residential densities in areas adequately served by roads and water/wastewater systems.

OBJECTIVE 1.4: Adoption of alternative policies to address special issues or issues which have not been covered by any of the above mechanisms.

Policy 1.4.1: Apalachicola shall seek resolution of conflicts with the counties by using the Apalachee Regional Planning Council Mediation Process.

Policy 1.4.2: Apalachicola shall seek to develop mechanisms to resolve disputes with state agencies.

Policy 1.4.3: Apalachicola shall be a party to any overall Apalachicola Bay management plan in conjunction with other local, regional, state and federal agencies.

Policy 1.4.4: If any mechanism fails to effectively address issues significant to Apalachicola, revision of the mechanism shall be pursued.

CONSERVATION ELEMENT

GOAL: Conserve and protect environmental resources such as scenic areas, wildlife, clean air and water to maintain a desirable quality of life.

OBJECTIVE 1: Apalachicola shall maintain through the year 2000, ambient air quality standards which are equal to or more stringent than the State and Federal National ambient air quality standards (NAAQs). 9J5.013 (2) (b) (1)

POLICY 1.1: The City shall condition all commercial new construction development approval to implement best management practices for reduction of erosion, fugitive dust, and air emissions related to the construction of the development.

OBJECTIVE 2: The City shall protect the quality of water on the Apalachicola River and Bay to the extent that all water maintain existing classifications for water quality as established by the Florida Department of Environmental Regulation.
9J5.013 (2) (b) (2)

POLICY 2.1: By 1995, the City shall establish and maintain adequate docking facilities complete with bilge pumpout facilities at Scipio Creek, Battery Park and all other public and private marinas.

POLICY 2.2: By 1991, the City shall adopt and implement a comprehensive stormwater management ordinance which provides for: (1) buffer zones between the Apalachicola Bay/River and upland development so that stormwater discharge is diverted away from surface waters; (2) post-development runoff rates, volumes and pollutant loads do not exceed pre-development conditions.

POLICY 2.3: By 1995, all waterfront properties will be serviced by an adequate central sewer system.

OBJECTIVE 3: Through the year 2000, the City shall, through its land development regulations prohibit development which would result in the water quality of Apalachicola Bay, River and aquifers being degraded below the current classification of "good." 9J5.013 (2) (b) (2)

POLICY 3.1: No new untreated point sources shall be permitted to discharge into Apalachicola Bay, River, St. Vincent Sound or into ditches or canals that flow into the above named waterbodies.

POLICY 3.2: In order to protect water supplies and the quality of estuarine waters, the city shall by 1991 identify and begin enforcement action to correct faulty onsite sewer treatment systems. 9J5.013 (2) (c) (1)

OBJECTIVE 4: The City shall, by 1995, adopt mechanisms to conserve current and projected water sources within Apalachicola. In the interim beginning in 1990, conservation steps will be taken through educational and stop-loss means. 9J5.013 (2) (b) 2)

POLICY 4.1: Proposed development which requires large water withdrawals from the aquifers will be submitted to the NFWMD for review prior to development approval.

POLICY 4.2: The City shall coordinate with the NFWMD to cap abandoned, free-flowing wells.

POLICY 4.3: The City shall encourage water conservation by educating potable water customers through pamphlets explaining water conservation measures delivered with the monthly water bills.

POLICY 4.4: The city planning and the water departments shall review water usage on an annual basis and plan for elimination of preventable losses from breakages, insufficient uses, etc.

OBJECTIVE 5: The City shall adopt and enforce aquifer protection measures to ensure the protection of the City's potable water source and to safeguard public health. This action will be a part of the revised land development code to be adopted in accordance with 5.163.3202(1) F.S. 9J5.013 (2) (b) (2)

POLICY 5.1: The City shall adopt a water conservation plan which shall be consistent with the emergency water shortage contingency plans developed by the NFWMD and which shall apply to all water system users.

POLICY 5.2: The City shall coordinate with the NFWMD to initiate a study of the cost/benefits associated with the installation of a water reuse system.

POLICY 5.3: The City shall encourage the use of private well systems or reused water for the purpose of irrigation.

POLICY 5.4: The City shall encourage the use of native vegetation over the use of exotic vegetation.

POLICY 5.5: The City shall continue to protect its quantity and quality of water by allowing only low density/intensity uses to be developed within the City's cones of influence areas. 9J5.013 (2) (c) (1)

OBJECTIVE 6: The City shall, through its land use regulations, protect and conserve soil resources by controlling the encroachment of urbanization on land poorly suited for structural development. 9J5.013 (2) (c) (3)

POLICY 6.1: The City's site plan review process shall be amended to take into consideration natural constraints such as flood potential, wetlands, soil suitability and aquifer recharge potential, and shall be restricted depending upon the severity of those constraints.

OBJECTIVE 7: The wetlands of Apalachicola shall be conserved and protected such that no net loss (after mitigation) shall occur through the year 2000. 9J5.013 (2) (b) (3)

POLICY 7.1: The City will prohibit dredge and fill of the wetlands without prior approval of State and Federal officials and then only after a mitigation agreement is finalized.

POLICY 7.2: By 1992, Apalachicola shall complete its review and, if necessary, revision of City Land Development Regulations to ensure that:

- a) site plans for new development identify the location and extent of wetlands located on and adjacent to the property;
- b) subdivision and commercial site plans provide measures to guarantee that normal flows and quality of water will be assured to maintain wetlands development;
- c) where alterations of wetlands are necessary in order to

allow reasonable use of property, either the restoration of the disturbed wetlands will be provided or additional wetlands will be created at a 4:1 ratio to mitigate any wetland destruction. All approved mitigation shall be required to demonstrate, through appropriate monitoring and reporting by the project's developer, at least an 85% planting survival rate for wetland areas created/augmented during mitigation, for a period of at least two years for herbaceous wetland communities, and for at least five years for forested wetland communities.

POLICY 7.3: Apalachicola shall oppose through formal resolution further depositing of dredge material in the floodplain of the Apalachicola River, other than those already approved spoil sites.

POLICY 7.4: Upland areas of native vegetation larger than 40 acres and all wetlands impoundments are designated either the lowest density residential, conservation or low intensity commercial on the Future Land Use map, and all marine wetlands are designated as such on the map series.

POLICY 7.5: No new subdivision will be approved unless all of the lots proposed for development contain uplands large enough to contain the proposed activity and all required buffers and preservation areas.

POLICY 7.6: No habitable development shall occur within 20 feet of the waters or wetlands of the State unless located within the riverfront district and then only after a stormwater management plan has been submitted and approved by the State Department of Environmental Regulation, if applicable, and the local planning board. Docks, pervious walkways, and elevated walkways may be permitted to allow access to the water.

POLICY 7.7: Pilings, not fill, shall be used to elevate structures in native vegetation areas.

OBJECTIVE 8: The City will support the conservation and protection of native vegetation, ecological communities, fish and wildlife habitat to the extent that between 1990 and 2000, the City will prohibit development which can be proved to damage the City's natural resources. 9JS.013 (2) (b) (4)

POLICY 8.1: The City will cooperate, whenever possible, with the Apalachicola National Estuarine Research Reserve in their efforts to maintain a comprehensive inventory of ecological communities which shall include species, population, habitat conditions, occurrences and alterations.

POLICY 8.2: The City's land use regulations shall prohibit high density development adjacent to sensitive wetlands areas, and shall prohibit destruction of wetlands vegetation without mitigation.

POLICY 8.3: City land development regulations shall prohibit the the development and disturbance of the nesting areas of endangered species, threatened species, and species of special concern, including the nesting areas of turtles.

POLICY 8.4: The City shall, through its land use regulations, encourage the use of natural vegetation erosion control structures along the coastal area by reducing the side boundary setback when natural vegetation is used.

POLICY 8.5: The City shall prohibit the use of habitat destroying vertical seawalls without rip rap reinforcement along natural water body shorelines. The City will encourage the removal of existing seawalls when the opportunity presents itself. Restoration will be accomplished by replacing existing, deteriorating seawalls with sloped shorelines or rip rap which will be vegetated where technically feasible. When properly done, such vegetated areas will recreate habitat and also provide greater sorm protection to upland areas.

POLICY 8.6: Deleted

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POLICY 8.7: The City shall prohibit the alteration, other than approved maintenance, of mosquito ditches.

POLICE 8.8: The City shall protect manatees by imposing speed limits, within the City's jurisdiction, on boats in areas frequented by manatees and by posting signs indicating the presence of manatees.

OBJECTIVE 9: The City shall maintain the estuarine water quality surrounding Apalachicola's coastal resources such that there shall be no loss of any approved shellfish harvesting classifications through the year 2000. 9J5.013 (2) (b) (4)

POLICY 9.1: By 1991, the City shall develop a program designed to correct any onsite sewage treatment systems that might endanger the water quality of Apalachicola Bay.

POLICY 9.2: The City shall require all owners and users of onsite sewage disposal systems in Apalachicola to connect to a central sewerage system when it is available for use pursuant to s.380.0555 (11) (h), F.S.

POLICY 9.3: The City shall, through its land development regulations, require developers of new subdivisions with lots of less than one acre to connect to a public wastewater system and provide sewers to each lot in the subdivision.

POLICY 9.4: The City shall, through its land development regulations, require all new construction within the coastal area boundary to install a stormwater management system that will provide for the treatment of runoff to applicable state standards.

OBJECTIVE 10: The City, in conjunction with Franklin County will develop and implement a hazardous waste management program by 1998.

POLICY 10.1: The City, in conjunction with the County, shall have Amnesty Days to collect hazardous waste.

POLICY 10.2: The City shall identify all unauthorized dumps and, in cooperation with DER, develop closure plans for such dumps.

POLICY 10.3: The City shall enforce those local ordinances which prohibit the discharge of petroleum and lead-based fuels and solvents from boat maintenance with the Apalachicola River adjacent to the City limits.

v. Goals, Objectives, and Policies

The City of Apalachicola will ensure adequate recreational facilities for all segments of the population, including those with special needs.

Objective 1

Parks and recreation facilities will meet and maintain the adopted LOS standards through the year 2000.

Policy 1.1

The following level of service standards are adopted:

Facility	Unit of Measure	Standard
Basketball Courts	1 court	per 5,000 persons
Baseball/Softball Fields	1 field	per 3,000 persons
Boat Ramps	1 lane	per 4,700 persons
Boating	1 acre	per 5,600 persons
Community Buildings	1 facility	per 7,000 persons
Fishing Piers	800 linear feet	per 5,000 persons
Football/Soccer Fields	1 field	per 4,000 persons
Picnic Areas	1 acre	per 3,000 persons
Playgrounds	1 acre	per 3,000 persons
Swimming Pools	4860 sq. feet	per 8,700 persons
Swimming (shoreline/beach)	1/4 mile	per 25,000 persons
Tennis Courts	1 court	per 2,000 persons
Hiking Trails	1 mile	per 6,750 persons

Policy 1.2

The City will apply for grants and fully utilize yearly budgeted funds to correct existing recreation deficiencies. Current equipment will be replaced if not operational or safe.

Objective 2

Lands designated as recreational open space as designated on the Future Land Use map series will be protected from incompatible land uses, lights, sound and activities and will remain functionally intact through at least the year 2000. New developments both public and private, over five acres will provide designated open spaces in the proposed site plan.

Policy 2.1

The City shall adopt, within one year after plan submission, land development regulations which include specific open space definitions and standards addressing protection of open space and natural vegetation, landscaping, and signage. No acquisitions or designations of new open spaces or natural reservations (other future developments) are planned.

Policy 2.2

The City shall require the provision of recreation/open space areas within future developed areas of five acres or more.

Policy 2.3

Within one year of the plan's submission the City shall adopt criteria to be used in the review of all proposals for development in or adjacent to existing open space.

Policy 2.4

City Squares as identified in the element shall be preserved as open space. Nonconforming uses on City Squares shall, through City policies, be eliminated by the year 2000.

Objective 3

By 1995, existing public recreation facilities shall have automobile, bicycle and pedestrian access which supports the adopted LOS standards. New facilities both public and private will show these provisions in site plans reviewed for approval.

Policy 3.1

The Recreation Committee will review, evaluate, and develop criteria for meeting the needs of access to public recreation facilities by all people of Apalachicola including those with special access needs. This report will be completed by 1992 and will identify those facilities not meeting this criteria.

Policy 3.2

Site plans required by the Land Development Code for recreational facilities new, expanded or modified will provide required accesses before approval.

Objective 4

By 2000, each of the nine (9) City streets which end at the riverfront will provide pedestrian access to the Apalachicola River.

Policy 4.1

By 1995, the City shall discontinue the policy of leasing riverfront street ends. In the event that the City cannot maintain riverfront access at the end of any street, the City will acquire an alternative access point so that the total number of pedestrian access points (9) to the Apalachicola River will not be decreased through the year 2000.

Objective 5

By 1992, the City improve coordination with the County and school district and with the private sector through specific points of contact to provide improvements in recreational opportunities and facilities.

Policy 5.1

The City Recreation Committee shall establish a specified contact point with the County and with the school district. At a minimum, one member of the recreation committee shall be from the private sector representing the recreation/tourism industry.

Policy 5.2

The Recreation Committee shall coordinate with the Franklin County School Board on recreation matters including the use of School Board property for activities sponsored by the City of Apalachicola.

Policy 5.3

The Recreation Committee shall coordinate with and support recreational programs of the Florida Department of Natural Resources and the Freshwater Fish and Game Commission.

Policy 5.4

The City will support private sector involvement in sportfishing and charter boat operations by making provisions for dockage at Battery Park marina.

Recommendations:

(1) That the City Commission reconsider the use made of Gas Tax provided for this purpose as a part of the State Revenue Sharing Fund.

(2) That an interlocal agreement be reached between the City and The County as to the County's responsibilities and that the County's road building capabilities and contracting be utilized.

(3) That the County be encouraged to enact a local options gas tax to provide additional funds for road paving.

Additionally, the following strategies are recommended:

(1) Improved planning and coordination should ensure that public facility and service provision is optimally timed for cost effectiveness. For example, department representative should work together to encourage the provision of public facilities and services where only one of several types of facilities may be located, in order to limit the negative impact of timing delays;

(2) That capital improvement needs be placed in priority order to require proper emphasis on obtaining funds and accomplishing improvements.

(3) That the land Development Code be used to interact with the development approval process by conditioning zoning, subdivision, or planned unit development (PUD) approval upon public facility provision. This would ensure the provision of public facilities necessary to support land development; and

(4) Enterprise Fund surpluses, unless indicated otherwise within this element, should be held in reserve for major capital expenditures and/or grant matching fund when needed.

4. GOALS, OBJECTIVES, AND POLICIES

GOAL:

THE CITY SHALL UNDERTAKE ACTIONS NECESSARY TO ADEQUATELY PROVIDE NEEDED PUBLIC FACILITIES TO ALL RESIDENTS WITHING ITS JURISDICTION IN A MANNER WHICH PROTECTS INVESTMENTS IN EXISTING FACILITIES, MAXIMIZES THE USE OF EXISTING FACILITIES, AND PROMOTES ORDERLY COMPACT URBAN GROWTH. THESE ACTIONS SHOULD ALSO PROVIDE FOR A HEALTH ENVIRONMENT WITH FACALITIES FOR RECREATION AND PLAY AS WELL AS AN ECONOMIC ENVIRONMENT FOR FINANCAL WELLBEING AND GROWTH.

OBJECTIVE 1

Capital improvements will be provided to correct existing deficiencies, to accommodate desired future growth, and to replace wornout or obsolete facilities, as indicated in the 5-Year Schedule of Improvements of this element.

Policy 1.1

The City shall include all projects identified in the other elements of this plan and determined to be (\$25,000 or greater), as capital improvements projects for inclusion within the 5-year Schedule of Improvements of this element. Capital improvements with costs of less than \$25,000 shall be addressed in the City's annual budget.

Policy 1.2

The City shall endeavor as a matter of priority, to schedule and fund all capital improvement projects in the 5-Year Schedule of Improvements which are designed to correct existing deficiencies listed in the Capital Improvements Element.

Policy 1.3

Proposed capital improvement projects shall be evaluated and ranked in order of priority according to the following guidelines;

(a) Whether the project is needed to protect public health and safety, to fulfill the City's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities;

(b) Whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement cost, provides services to developed areas lacking full service, or promotes in-fill development; and

(c) Whether the project represents a logical extension of facilities and services within a designated urban service area.

OBJECTIVE 2

Public expenditures that subsidize development in high hazard coastal areas will be limited to those improvements included in the Coastal Management Element. (See Objective 8 and policies)

Policy 2.1

The City shall expend funds in high hazard coastal areas for the replacement and renewal of existing public facilities.

Policy 2.2

The City shall continue to provide or require provision of recreational facilities within high hazard coastal areas.

Policy 2.3

The City shall continue to expend funds to maintain existing facilities and services at their existing capacity.

OBJECTIVE 3

Future developments will bear their full proportionate cost of facility improvements necessitated by the development in order to maintain adopted LOS standards. Proportion of cost will be determined by the city's facilities staff and made a part of the permitting records.

Policy 3.1

The City shall utilize the Land Development Code requirement for Site Plan and Stormwater Management Plan approvals to limit or provide for any additional needed facilities and other improvements.

Policy 3.2

The City will strictly enforce the subdivision section of the Land Development Code where applicable, to insure that developers provide required roads, utilities, drainage, etc... as specified.

Policy 3.3

Prior to issuance of development permits where new facilities or extension of existing public facilities is required, necessary studies will be made or required and an agreement will be reached between the city and developer as to individual responsibilities. This agreement will be in writing and made a part of the permit file.

OBJECTIVE 4

The City will manage its fiscal resources so that funds are available for needed capital improvements for approved development orders and for future development and redevelopment.

Policy 4.1

Prior to the issuance of certificates of occupancy, the City shall provide for all public facilities needed to serve developments for which development orders were previously issued.

Policy 4.2

In providing capital improvements, the City shall limit the maximum ratio of outstanding indebtedness to a reasonable and acceptable rate. A percentage rate relating to the property tax base shall be established by January 1, 1991.

Policy 4.3

The City shall continue to include a capital improvement program as a part of its budgeting process.

Policy 4.4

Efforts shall be made to secure grants or private funds whenever available to finance the provision of capital improvements.

Policy 4.5

The City shall reserve Enterprise Fund surpluses, unless indicated otherwise, for major capital expenditures and/or grant matching funds.

OBJECTIVE 5

Issuance of development orders and permits will be based upon coordination of the development requirements included in this plan, the land development regulations, and the availability of necessary public facilities needed to support such development at the time needed.

Policy 5.1

The City shall use the following LOS standards in reviewing the impacts of new development and redevelopment upon public facility provision:

Sanitary Sewer Facilities	Average Sewage Generation Rate 400 gallons per customer per day
Solid Waste Facilities	Average Solid Waste Generation Rate - 5 pounds per capita per day
Drainage Facilities	Design Storm Retains first 1.5 inch of run off - 25 - year frequency, 24-hour duration; Rainfall Intensity curve-zone 1, DOT Drainage Manual, 1979
Potable Water Facilities	Average Water Consumption Rate 300 gallons per customer per day

Collector Roadway - LOS C at peak hour;

Arterial Roadway - LOS C at peak hour;
 Limited Access Facilities - LOS C at peak hour; and
 Recreation Standards for Facilities

Facility	Unit of Measure	Standard
Basketball Courts	1 court	per 5,000 persons
Baseball/Softball Fields	1 field	per 3,000 persons
Boat Ramps	1 lane	per 4,700 persons
Camping	1 acre	per 5,600 persons
Community Buildings	1 facility	per 7,000 persons
Fishing Piers	800 linear feet	per 5,000 persons
Football/Soccer Fields	1 field	per 4,000 persons
Picnic Areas	1 acre	per 3,000 persons
Playgrounds	1 acre	per 3,000 persons
Swimming Pools	4860 sq. feet	per 8,700 persons
Swimming (shoreline/ beach)	1/4 mile	per 25,000 persons
Tennis Courts	1 court	per 2,000 persons
Hiking Trails	1 mile	per 6,750 persons

(note - County and a school recreation (facilities for many of the recreation areas not include above as well as facilities in addition to those listed).

Policy 5.2

The City's shall utilize the Land Development Code through the required site development to ensure that, at the time a development permit is issued, adequate facility capacity is available or will be available concurrently as the facility needs are impacted by the development.

Policy 5.3

Proposed plan amendments and requests for new development or redevelopment shall be evaluated according to the following guidelines as to whether the proposed action would:

- a) contribute to a condition of public hazard as described in the Sanitary Sew, Solid Waste, Drainage, Potable Water, and Natural Groundwater Recharge Element, and Coastal Management Element;
- b) Exacerbate any existing condition of public facility capacity deficits, as described in the Traffic Circulation Element; Sanitary Sewer, Solid Waste, Drainage, Potable Water, and Natural Groundwater Recharge Element; and Recreation and Open Sapce Element;

c) generate public facility demands that may be accommodated by capacity increases planned in the 5-Year Schedule of Improvements;

d) conform with future land uses as shown on the future land use map of the Future Land Use Element, and service areas as described in the Sanitary Sewer, Solid Waste, Drainage, and Natural Groundwater Recharge Element;

e) if public facilities are developer-provided, accommodate public facility demands based upon adopted LOS standards;

f) if public facilities are provided, in part or whole, by the City demonstrate financial feasibility, subject to this element; and

g) affect state agencies' and water management districts' facilities plans. Coordination with affect agencies will be made in all such situations with input made apart of the evaluation.

Policy 5.4

The City shall limit debt (bonds, loans, etc...) as a means of financing new, additions to, renabilitation of public facilities to a minimum that can be supported by assured income, such as Ad Valorem taxes and Enterprise funds.

Policy 5.5

The City shall require cost sharing by new developments for required system, facilities (utilities, roads, drainage facilities, parks and open spaces) as provide in the City's Land Development Code. This will be determined by engineering estimates and evaluations.

D. IMPLEMENTATION

A. 5-YEAR SCHEDULE OF IMPROVEMENTS

The 5 year Schedule of Improvements (see Table XI) is the mechanism by which the City can effectively stage the timing, location, projected cost, and revenue sources for the capital improvements derived from the other comprehensive plan elements, in support of the Future Land Use Element. The 5-Year Schedule of improvement has been used to document the "economic feasibility" of the City, comprehensive plan, based upon the preceding section of this element entitled "Inventory", "Analysis", and "Goals, Objectives, and Policies".

TABLE XI: 5-YEAR SCHEDULE OF IMPROVEMENTS, 1990 - 1995

Project Description	Schedule	Projected Cost	General Location	Revenue Source	Consistency With Other Elements
TRAFFIC CIRCULATION FACILITIES					
1. Prepare and Pave one Mile of Road	1990-95	.250	to be determined each year	Transportation improvement fund	Yes
Sanitary Sewer Facility					
2. Phase IV Brownville Rd.	1990-91	1.273		Grant	

The Administration does not support the publication of local historical materials unless they are also of national significance.

APPLICANT ELIGIBILITY: State and local governments, educational and other non-profit institutions. Individuals are not eligible for matching project requirements.

VI. GOALS, OBJECTIVES, AND POLICIES

The consistency and enhancement of local, state and regional historic preservation goals are an essential part of an support the goals, objectives and policies of this element.

A. STATE GOALS, OBJECTIVES AND POLICIES

Goal: By 1995, Florida shall increase access to its historical and cultural resources and programs and encourage the development of cultural programs of national excellence.

Policy Cluster #61: Access to Cultural and Historical Resources

Policies: 1. Promote and provide access throughout the state to performing acts, visual arts, and historic preservation and appreciation programs at a level commensurate with the state's economic development.

2. Ensure the identification, evaluation and protection of archeological folk heritage and historic resources properties of the state's diverse ethnic population.

3. Encourage the rehabilitation and sensitive, adoptive use of historic properties through technical assistance and economic incentive programs.

B. Regional Goals, Objectives and Policies

Goal: By 1995, increase the number of cultural and historical activities in the region.

Policies: 1. Increase the number of firms or agencies in the region which encourage participation of their employees in arts/cultural programs and/or matching gift programs to arts/cultural organizations.

2. Encourage arts, cultural, and historical resources as an integral part of planning and redevelopment efforts.

3. Each county should have a published history.

4. Coordinate the collection, preservation, and dissemination of local folk-cultural and historical data.

5. County libraries or the Division of Library Services should furnish county, regional, and state planning departments with folk-cultural and historical annual reports that identify and make recommendations for protection, preservation, or access programs.

6. Utilize private sector resources where possible, to increase their folk-cultural, historical and arts collection at the local level.

Goal: By 1991, increase the number of historical sites identified and recorded in the Florida Master Site File above 1986 levels.

Policies: 1. Development should be assessed for impacts to cultural resources.

C. APALACHICOLA GOALS, OBJECTIVES AND POLICIES

GOAL I: Increase the recognition of and access to historical and cultural resources and programs in Apalachicola through improvement, redevelopment, increases public awareness and other related actions.

OBJECTIVE I: To provide that ordinances and regulations are in place which provide specific regulations to direct and guide the maintenance and improvement of the Historic Distric facilities.

POLICY 1.1: The Architectural Review Board shall be established and maintained and shall be the same as the Planning and Zoning Commission. Members appointed to Planning and Zoning Commission shall also constitute the membership of the Architectural Review Board.

POLICY 1.2: A comprehensive review of the current "Historic and Cultural Preservation Regulations" with recommendations for changes will be made by the Architectural Review Board, with participation by interested citizens and groups, by January 1992.

POLICY 1.3: After the updates required by Policy 1.1.1, these regulations shall be reviewed in a similar manner each two years.

POLICY 1.4: The Architectural Review Board shall provide the City Commission an annual report on the status of the Historic District.

OBJECTIVES 2: By 1992, the City of Apalachicola will have developed a program that requires handicapped access on all rehabilitations of commercial and public historic structures.

Policy 2.1: Through the Historic Preservation Ordinance, the City shall require that plans for rehabilitation of any commercial or publically owned historic structures provide for handicapped access.

Policy 2.2: The City building inspector shall provide technical assistance to all developers on means of improving access and constructing access ways that are compatible with the historic structure.

OBJECTIVE 3: The City will work with the private sector to acquire and/or rehabilitate three historically significant structures.

Policy 3.1: The City Commission or it's designee will work with the private sector to restore the Old Cotton Warehouse.

Policy 3.2: The City Commission or it's designee will work with the private sector to restore the Sponge Exchange.

Policy 3.3: The City Commission or it's designee will work with the private sector to restore the downtown storefronts.

OBJECTIVE 4: By 1995, the city will have developed a working waterfront museum along the Apalachicola River from Wharf Lot I to Battery Park.

Policy 4.1: The City Commission will work with the Florida Trust for Historic Preservation, the Florida Department of Natural Resources and other governmental agencies to acquire and establish properties along the Apalachicola River for use as a living museum.

Policy 4.2: The City of Apalachicola should work with property owners to acquire conservation easements that would allow inspection of traditional maritime skills or significant historic structures.

OBJECTIVE 5: By 1995, the City will acquire two (2) historic structures for use as public buildings.

Policy 5.1: The City will work to acquire an historic structure for use as a community building.

Policy 5.2: The City will work to acquire a historic structure for use by a governmental agency or a local civic organization.

OBJECTIVE 6: The city will, during this planning period, apply for and support others in applying for grants and other available funds to acquire and/or improve historical structures, spaces, and other actions which will enhance the Historical District.

POLICY 6.1: The city will apply each year for grant and/or funding for historical preservation which are available from sources listed in Section V of this elements supporting documentation. Annually, the Community Development Office and the Architectural Review Board will meet and develop a program and plan of action on grants and funding.

POLICY 6.2: Maximum use shall be made of CDBG funds to rehabilitate historic significant housing and structures.

POLICY 6.3: Revolving funds, such as these available from the Gibson Inn, will give high priority to uses which contribute to improvement of a historic nature in the Historic District.

POLICY 6.4: The community development office staff shall provide information and assistance to individual and community group in applying for grants and funds for historic preservation and restoration.

POLICY 6.5: The community development office and the architectural review board will develop and distribute information to assist property owners with the preservation of historic resources, that information to include brochures on economic incentives, lists of contractors and architects experienced in working with historic resources, and other materials.

In summary, this covers a synopsis of the results of a number of alternatives studied and can serve as a transition regarding a action program and implementation recommendations to the commission of the City of Apalachicola for action.

Administrative steps to be accomplished in the implementation of a program need to be established, and an outline of procedures to be used in its implementation. Implementation and operational procedures of the various other City and County agencies' programs will need to be developed and presented for consideration and evaluation.

IV. ECONOMIC DEVELOPMENT GOALS, OBJECTIVES, AND POLICIES

GOAL: To provide a enhanced and diverse economic base which affords Apalachicola and its residents a maximal amount of economic opportunity.

Objective 1: Encourage the conservation and enhancement of those natural and cultural resources which represent the foundations of the city's seafood, recreation, and tourist oriented economy.

Policy 1.1: All development shall be consistent with environmental protection policies in the Future Land Use, Coastal, and Conservation Elements.

Policy 1.2: Promote the preservation and restoration of marine ecosystems affecting commercial, recreational, and seafood harvesting by considering:

- a. Raising the quality of bay waters by improving wastewater treatment (consistent with goals, objectives, and policies of the Sanitary Sewer Plan).
- b. Encouraging the restoration of altered coastal wetlands.

Policy 1.3: Increase public awareness about access to recreational shellfishing areas and other fishing activities.

Objective 2: The Apalachicola City Commission will establish an Economic Development Commission whose chief mission shall be to ensure that the principles and guidelines for economic growth and prosperity set forth in this plan are achieved.

Policy 2.1: The express purpose of the duties and powers of the Economic Development Commission shall be designed to implement the policies and procedures

set forth in this plan and in State planning law, and shall include but not be limited to the following areas of responsibility:

- a. Prepare and present a comprehensive manual "State of the City of Apalachicola's Economy" report for the city commission that reviews the economic indicators of the local economy and the impact of economic development efforts on the goals and objectives outlined in this plan.
- b. Facilitate and participate in the coordination of economic development activity by assisting in the integration of the resources of education institutions, government, utility services, and others to aid in the development of a positive business and working climate.
- c. Advise the Local Planning Agency and the City Commission on economic development issues that affect comprehensive planning and land development regulation activities.
- d. Participate in the review of grant proposals relating to economic development.

Policy 2.2: The commission will encourage expansion of existing industry and/or development of new business and industry in appropriate locations within designated urban clusters or other appropriate areas in order to maximize the use of existing public services and infrastructure.

Policy 2.3: The Economic Development Commission shall continue and enhance programs which assist existing companies in expansion efforts and annually report existing industry expansions.

Policy 2.4: The Economic Development Commission shall encourage a program of economic diversification to mitigate the impact of any significant economic downturns in current industries.

Policy 2.5: The Economic Development Commission shall coordinate with the Northwest Florida Regional Planning Council concerning regional economic development by meeting not less than quarterly beginning no later than July 1, 1991.

Policy 2.6: The Economic Development Commission shall seek the input of other City Departments/Divisions with regard to the Commission's promotional

endeavors. City Departments/Divisions shall assist the Economic Development Commission in their efforts where applicable.

Objective 3: The City shall ensure that land is allocated for future commercial/light industrial land uses to allow for a viable economy.

Policy 3.1: The City Planning Division shall encourage the location and clustering of major commercial and industrial activities according to the following guidelines:

- a. With access to appropriate utilities (water, sewer, electricity, gas, telephone) or to allow for provision of these utilities;
- b. With access to transportation routes where feasible; and
- c. So as to minimize impacts to the natural environmental and adjacent land uses.

Policy 3.2: By December 31, 1993, the City's Planning Commission shall develop parcel level Geographic Information which can be used to analyze land for its potential to accommodate future industrial/commercial uses.

Policy 3.3: No later than the deadline established by Section 163.3802(1) Florida Statute, the City shall incorporate land use regulations into the land development regulations to facilitate economic growth.

Objective 4: The city, in coordination with the county government, shall protect the integrity of existing infrastructure and promote the development of appropriate new infrastructure within designated growth areas to facilitate economic development.

Policy 4.1: The city shall establish cooperative agreements between the county government to provide public water and sewer facilities for areas where economic growth is appropriate as based on Future Land Use Elements by December 31, 1992 and review those areas and agreements annually.

Policy 4.2: The city shall coordinate with representatives of the School Board and other educational institutions in order to promote and enhance the overall educational attainment and job skills of Apalachicola residents by meeting not less than

semiannually beginning October 1, 1991.

- Objective 5:** The city shall implement the objectives and policies of this Economic Element through appropriate techniques which include careful evaluation of proposed city actions for conformance with the policies in this element. All objectives and policies within the Comprehensive Plan shall be considered when making growth management decisions.
- Policy 5.1:** The city commissioners shall support the Economic Development Commission and the Community Redevelopment Agency through appropriate support and funding.
- Policy 5.2:** The Economic Development Commission shall implement the programs and plans as specified in this element within the established time-frames.
- Policy 5.3:** The Community Redevelopment Agency shall establish a program for commercial revitalization, with emphasis on the downtown area a coordinate with the Economic Development Commission.
- Policy 5.4:** The city's development regulations should be designed in a manner that would allow flexibility in the development of "cottage industries."
- Objective 6:** Ensure that the types of new business and industry locating in Apalachicola (and the expansion of existing business and industry) will contribute towards maintaining a clean environment. Each employer shall be a good neighbor by preventing adverse impacts on the environment. Particular emphasis should be given to the Coastal and Conservation Elements of the Comprehensive Plan.
- Policy 6.1:** The Planning and Zoning Commission shall utilize the Land Development Code and in particular the Site Plan and Stormwater Management Plan approval to ensure that the objectives of the comprehensive plan are attained.

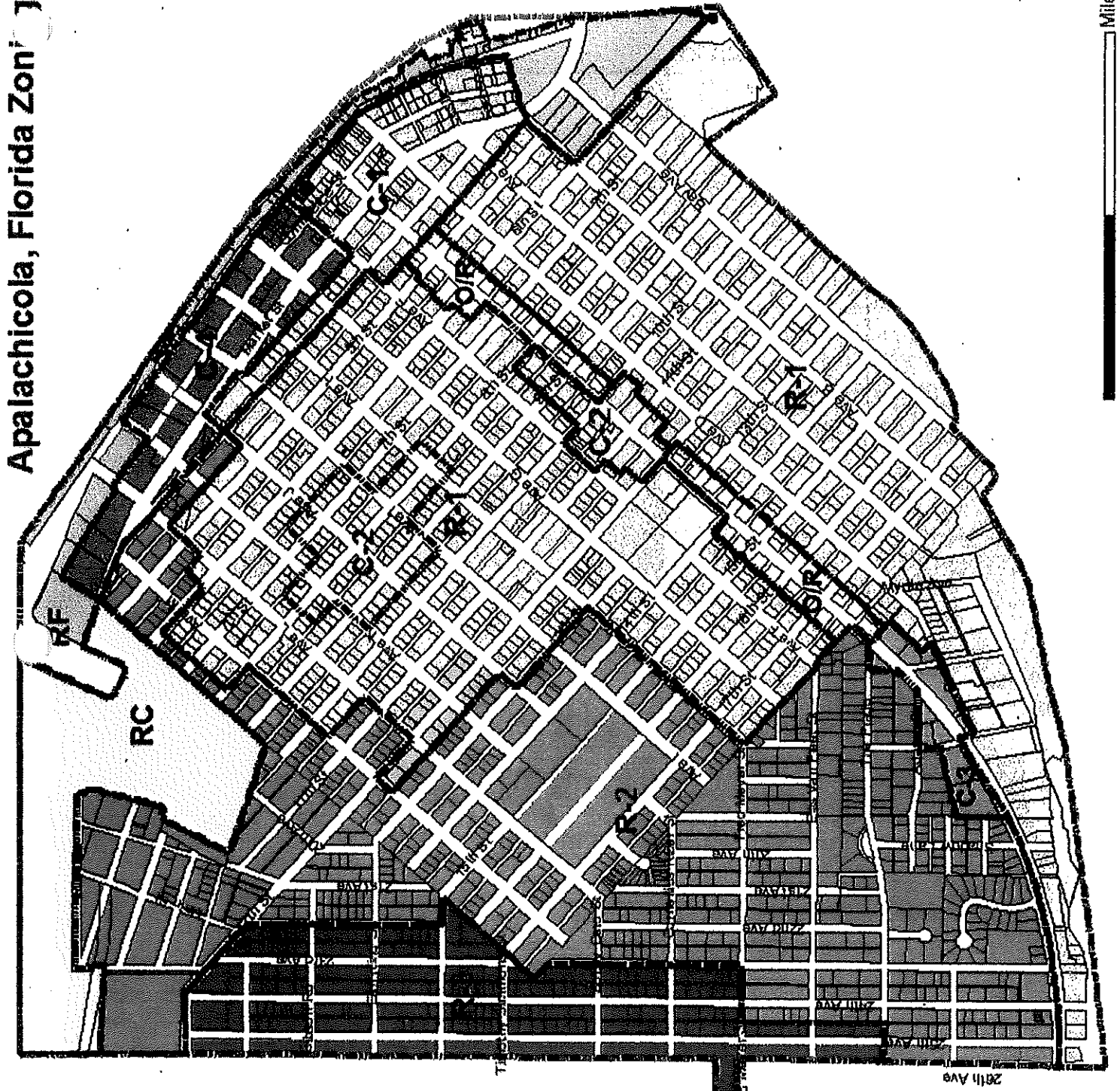
Land Development Regulations

The City's land development regulations (specifically Ordinance 91-7 that controls development standards) were adopted in 1991. That ordinance, more than any, supports the initial goals, objectives policies of the City's comprehensive plan adopted in 1989.

Just as the comp plan reflects land use as it was in 1989, the ordinance 91-7 represents the uses that were in place throughout the town in 1989. It is not unusual to notice several specific principal uses in the zoning district standards that no longer exist today.

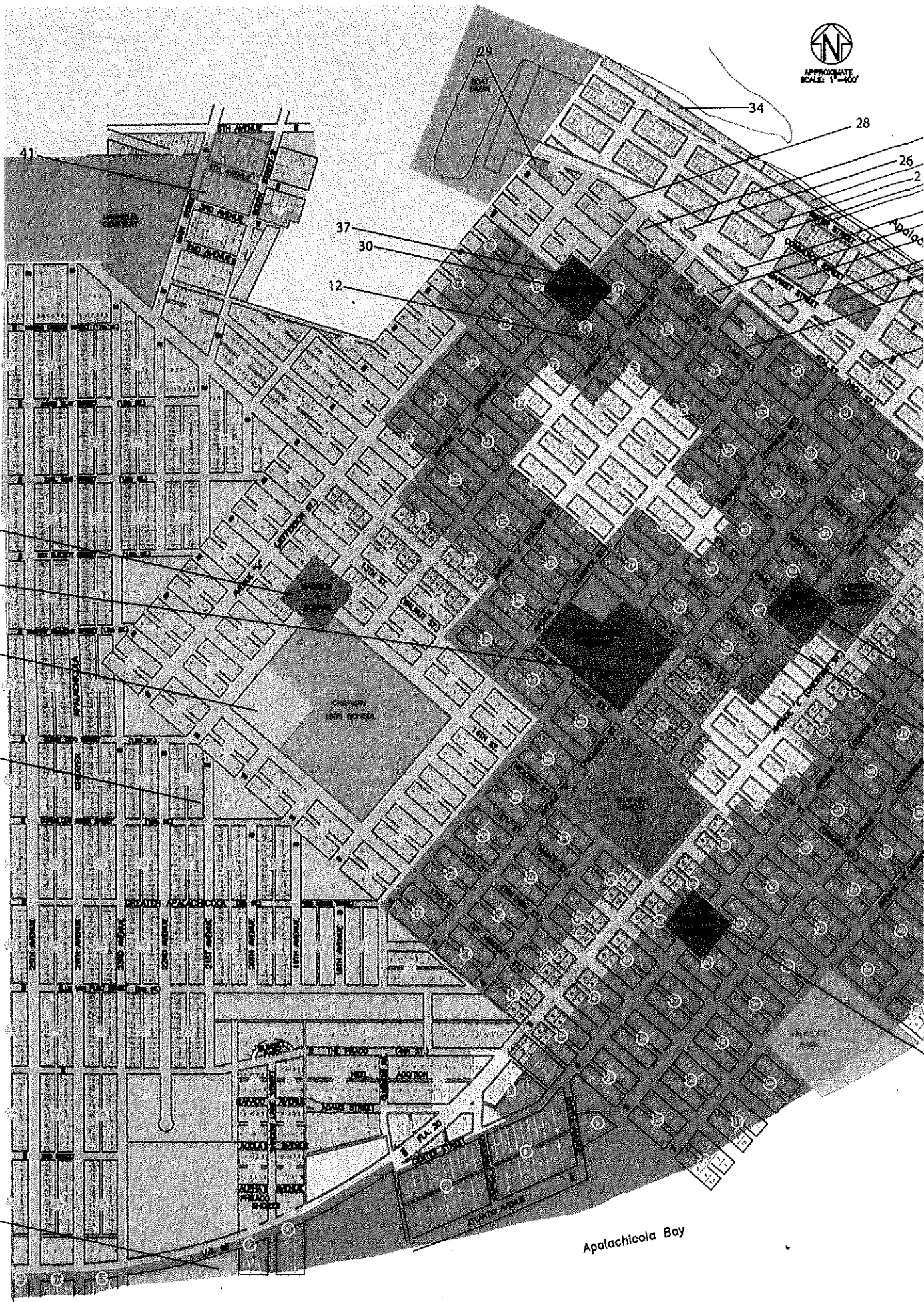
1. There are inconsistencies between some zoning classifications and the corresponding land use classifications that need to be resolved either through a land use change or zoning ordinance amendment.
2. There may also be value in reassessing the specific uses, special exception and prohibited use language in the ordinance.
3. Business license issuance should be more closely connected with zoning code compliance.

Apalachicola, Florida Zoning Map



Legend

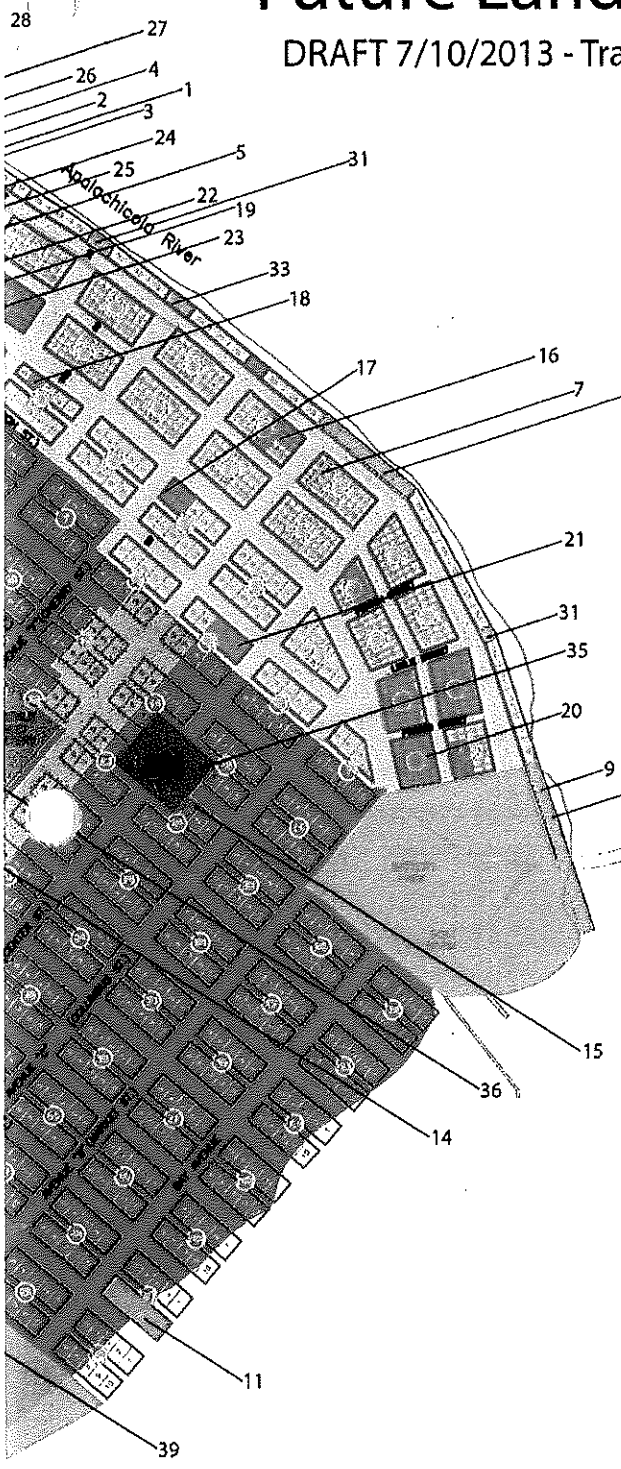
- Zone Lines
- City Limit
- C-1 General Commercial
- C-2 Neighborhood Commercial
- C-3 Highway Commercial
- C-4 Riverfront Commercial
- OR Office Residential
- R-1 Single Family Residential
- R-2 Multi-Family Residential
- R-3 Mobile Home Residential
- R-4 Mixed Use Residential
- RC Research Conservation
- RF Riverfront



Apalachicola Bay

City of Apalachicola Proposed Future Land Use Changes Map

DRAFT 7/10/2013 - Transmitted - Resubmitted 8/9/13 (with clarifications)



Residential Land Use Classifications (by density)

(BASED ON NUMBER ALLOWED PER ACRE AND UNIT DENSITY)

- Low: Up to 7.5 Units Per Acre
- High: Up to 20 Units Per Acre

Mixed-Use Residential Land Use (by density)

(BASED ON NUMBER ALLOWED PER ACRE AND UNIT DENSITY)

- Med. Up to 15 Units Per Acre

Commercial Land Use



Recreation Land Use



Conservation Land Use



Public Facilities Land Use



Public Facilities Historic Squares Overlay



PARCEL LEGEND WITH EXPLANATION OF EXISTING TO PROPOSED

NOTE: FULL PARCEL DESCRIPTION AND NARRATIVE IN ACCOMPANYING DATA AND ANALYSIS TEXT FILE. ALSO SEE CURRENT ACCOMPANYING LAND USE MAP FOR ADJACENT PARCEL INFORMATION.

- | | |
|--|--|
| 1 From Commercial to Recreation | 22 From Commercial to Recreation |
| 2 From Commercial to Recreation | 23 From Residential to Recreation |
| 3 From Commercial to Recreation | 24 From Public Facilities to Recreation |
| 4 From Commercial to Recreation | 25 From Public Facilities to Recreation |
| 5 From Commercial to Recreation | 26 From Commercial to Recreation |
| 6 From Commercial to Recreation;
Wharf D from Public Facilities to Recreation | 27 From Residential to Recreation |
| 7 From Commercial to Recreation | 28 From Residential to Recreation |
| 8 From Commercial to Recreation | 29 From Residential to Public Facilities |
| 9 From Commercial to Recreation | 30 From Residential to Recreation |
| 10 From Residential to Recreation | 31 From Public Facilities to Recreation |
| 11 From Residential to Recreation | 32 From Public Facilities to Residential |
| 12 From Residential to Recreation | 33 From Public Facilities to Commercial |
| 13 From Residential to Recreation | 34 From Commercial to Recreation |
| 14 From Residential to Public Facilities | 35 From Public Facilities to PF Historic |
| 15 From Residential to Public Facilities | 36 From Public Facilities to PF Historic |
| 16 From Commercial to Public Facilities | 37 From Public Facilities to PF Historic |
| 17 From Commercial to Public Facilities | 38 From Public Facilities to PF Historic |
| 18 From Commercial to Public Facilities | 39 From Public Facilities to PF Historic |
| 19 From Commercial to Public Facilities | 40 From Public Facilities to PF Historic |
| 20 From Commercial to Public Facilities | 41 From Residential to Public Facilities |
| 21 From Commercial to Public Facilities | |

Triumph Gulf Coast, Inc.

MyFloridaTriumph.com

Cori Henderson
Program Administrator
850.387.9405

chenderson@myfloridatriumph.com

January 17, 2019

Van W. Johnson
City of Apalachicola
1 Avenue E
Apalachicola, FL 32320

RE: Triumph Pre-Application No. 178 - Workforce Housing and Infrastructure

Dear Mayor Johnson:

Thank you for submitting a Pre-Application to Triumph Gulf Coast, Inc.

Based on an initial review by the staff of Triumph Gulf Coast, Inc., ("TGC") and a concurrence of the Board, the project or program outlined in your Pre-Application meets the minimum requirements for further consideration. As a result, you are invited to submit a full Application for formal consideration.

There is no deadline for submission of formal Applications. Applications will be considered as they are received; however, because Applications require varying levels of due diligence, there is no way to provide any additional information on how quickly any specific Application will receive final action.

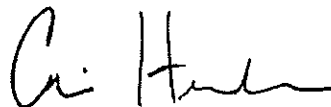
This letter is not a representation or guarantee that the project or program will receive any funding from TGC; nor is it a guarantee that the project or program will remain eligible if changes are made during the Application process.

Triumph Gulf Coast funding is intended to support programs that generate maximum economic activity. Applicants have asked how best to document the economic activity that would likely result from their proposed project. At the January 2018 Triumph Board of Directors meeting, Dr. Rick Harper discussed characteristics most often associated with higher levels of economic activity. These factors include things like amount of matching funds, and whether the project will become self-sustaining as Triumph dollars are used up. An audio transcript of Dr. Harper's remarks is available at <https://www.myfloridatriumph.com/meetings/> under the tab for the January 29th, 2018 meeting.

If you have any questions, comments or concerns regarding this letter or the TGC Application process, please do not hesitate to contact me at chenderson@myfloridatriumph.com.

Thank you for your continued interest.

Very truly yours,



Cori Henderson
Program Administrator

CITY OF APALACHICOLA

1 Avenue E · Apalachicola, Florida 32320 · 850-653-9319 · Fax 850-653-2205

www.cityofapalachicola.com



December 13, 2018

Mayor
Van W. Johnson, Sr.

Commissioners
Brenda Ash
John M. Bartley, Sr.
James L. Elliott
Anita Grove

City Manager
Ron Nalley

City Administrator
Lee H. Mathes, MMC

City Clerk
Deborah Guillotte, CMC

City Attorney
J. Patrick Floyd

Mr. Don Gaetz, Chair
Triumph Gulf Coast Board
P.O. Box 12007
Tallahassee, FL 32317

Dear Chairman Gaetz,

The City of Apalachicola is pleased to submit for your consideration this Triumph Gulf Coast application for a workforce housing and infrastructure initiative that includes an educational apprentice program, a jobs creation component and a growth and succession plan for local businesses damaged by the recent Hurricane Michael.

The project is composed of three basic components.

- 1) leverage city-owned property and tax incentives to initiative a workforce housing initiative to provide jobs and generate replicative affordable workforce housing within the region.
- 2) expand infrastructure to support an area targeted for affordable workforce housing;
- 3) provide trades-related education and career options through apprenticeships with industry leaders as well as create a growth and succession plan for local businesses to continue to serve community.

The vision of this project is to create a multi-layered program that addresses urgent issues facing this region's workforce and their housing needs. The program would be easily expandable to include region-wide participation by neighboring counties with similar challenges.

The City of Apalachicola has chosen to submit its applications independent of the Franklin County Commission but would welcome the participation of the County as well as neighboring counties with similar challenges.

We appreciate the board's consideration of this application and the City stands ready to partner with all entities to promote economic development throughout the region.

Sincerely,

Van W. Johnson
Mayor, City of Apalachicola



City of Apalachicola . 1 Avenue E . Apalachicola, FL 32320
www.cityofapalachicola.com

**Triumph Gulf Coast Pre-Application
Affordable Workforce Housing and Job Creation Proposal**

The City of Apalachicola is seeking Triumph Gulf Coast Funding to accomplish three economic initiatives:

- 1) leverage city-owned property and tax incentives to initiative a workforce housing program to provide jobs and generate replicative affordable workforce housing within the region.
- 2) expand infrastructure to support an area targeted for affordable workforce housing;
- 3) provide education and career options through apprenticeships with industry leaders.

This grant would fuel economic development by providing jobs and providing affordable workforce housing for the Bay, Gulf and Franklin County region. Coordination with the Franklin County and surrounding area's school systems construction and trades program could provide on-the-job educational opportunities for students and present trades-related job opportunities.

Expand Water and Sewer infrastructure to support affordable workforce housing. The City currently owns property in the R-2 zoning district that is undeveloped not currently served by water and sewer utilities. This proposal would fund the expansion of utilities to those City-owned parcels which have have been earmarked for the affordable workforce housing development.

Displaced and Affordable Workforce Housing & Job Creation.

On October 10, Hurricane Michael magnified the affordable workforce housing problem in Apalachicola, Franklin County and neighboring Gulf and Bay County and turned a housing shortage into a housing crisis.

The hardest hit areas were those in the very neighborhoods where service and hourly workers could afford to live. The majority of those displaced in our region are teachers, police officers, servers, cashiers and hourly workers - the very people who make the Florida's Forgotten Coast what it is. Many have lost their friends, their jobs, their homes and their dreams. Some have found alternative housing arrangements by doubling up with others, or in hotels or with FEMA assistance, but the costs of rebuilding are so astronomical, many are doing what they can just to hold on or, if necessary, relocate.

This is a proposal to launch an affordable workforce housing pilot project on city-owned property and property elsewhere in the County made available through a partnership with the Franklin County Community Land Trust and other nonprofit workforce housing entities. The project would be patterned, in part, after the Florida Keys Community Land Trust and would engage the services of industry leaders in workforce and disaster recovery to address affordable workforce housing crisis in the region. Through the successful community land trust model, this project would connect public, private and nonprofit partners to supply energy efficient and modular cottage homes at an attractive price-point to meet workforce housing needs in the region.

In addition to the land trust model, the initiative would also incorporate elements of other successful national rural housing and economic development models that build community capacity in critical areas including job creation through a registered apprentice program, business development focusing on retention, growth, succession planning and start-ups and community development through creative placemaking concepts.

Through the program parameters, this rural housing and economic development initiative would accomplish the following:

- provide young people career options locally through apprenticeships with industry leaders
- address the barriers to homeownership by providing affordable workforce housing
- create a growth and succession plan for local businesses to continue to serve community
- expand and connect already existing strengths within the public, private and nonprofit sector.

The vision of this project is to create a multi-layered program that addresses urgent issues facing this region's workforce and their housing needs. The program would be easily expandable to include region-wide participation by neighboring counties with similar challenges.

(i) Funding Requested

This proposal is seeking funding in the amount of \$800,000.

(ii) Local Match and Sustainability

Local Match. The City is providing matching support through the use of more than \$1.5 million worth of city-owned land and buildings, additional residential development connection revenues and through the donated services of professional engineers and business professionals.

Sustainability for Workforce Housing

With regard to workforce housing initiative, the proposed project would generate an estimated 20-30 jobs through apprenticeships, business retention and new business development resulting from relocations resulting from additional housing availability. The initiative would increase household income for participants by reducing housing costs and thereby increase amount of resources available to households.

(iii) Locations

The project is located near the City's eastern residential district.

(iv) Summary

The project consists of components as identified below.

Expansion of infrastructure - \$300,000

The City proposes to expand water and sewer to a residential area of more than 50 lots that are not currently served by water and sewer and which has been proposed for an affordable workforce project. The project will open up potential housing for more than 50 new connections.

Affordable Housing Initiative – \$500,000

The City proposes to partner with a non-profit community land trust to provide the land and partial facilities to bring a manufactured housing company to Apalachicola to open a facility to build small scale affordable workforce housing. The facility would create an estimated 20-30 jobs and provide a housing for displaced hurricane victims within the City limits on property donated by the City. The funding would also help establish equity by creating a revolving loan fund for the workforce initiative.

(v) Timeline

The projects can be initiated immediately and housing units completed within between 18-24 months of a final contract.

SERVICES AND INFRASTRUCTURE

CITY OF APALACHICOLA

DEPARTMENT SUMMARY

Apalachicola Police Department

The Apalachicola Police Department is made up of the Chief of Police, one full time office staff member and six sworn officers. Officers are on patrol for 12 hour shifts. The following will summarize the principle duties of the Police Department.

Day shift officer's begin their shift at 5:30am and begin patrol and taking calls that come in from dispatch. An officer is present each school morning to ensure the safety of children crossing roadways to school each morning and at the end of the school day. Officers unlock public restrooms for the use of the public and subsequently night shift officers beginning their shifts at 5:30pm return the same evening to lock and secure.

The following are examples of duties handled daily by officers on duty: Patrol streets, alleys and roadways of the City to provide police presence and ensure the safety of person and property. We perform traffic stops and issue citations and/or warnings for traffic violation, such as reckless driving, speeding or not obeying traffic rules. We respond to, access, ticket if needed, and write up reports of traffic accidents. We investigate and work to solve cases involving theft, burglary, loss or damage to personal property and any crimes against person or property. We make arrests and process the necessary paperwork. We process and acquire signatures from the Judge for warrants issued against persons breaking the law. Many times a day, officers are stopped by the citizens and asked questions or for assistance in some way that we always try and help. We are required frequently to attend depositions and court cases that we have been involved with. In addition to being available to assist citizens 24 hours a day, providing services anywhere from police reports to funeral and parade escorts to unlocking vehicle doors; we also responds and assist EMT calls and assist calls being worked by other agencies such as County Sheriff, FHP, FDLE and neighboring counties and police departments. Our department also performs wellness checks on individuals as well as nightly checks of businesses to ensure they are secure.

Office duties include logging and retaining daily logs and police reports to include incidents, arrests, warrants and accidents, answering and assisting

phone calls, keeping records and copies of all police report and reporting to agencies such as FDLE and DHSMV as required.

Fire Department

Apalachicola Margaret Key Library

At its core, the Apalachicola Margaret Key Library connects people of all ages, backgrounds and lifestyles to needed information and services, the community, and to the greater world in ways that allow them to grow as citizens and live their best lives. Services are provided seven days a week for a total of 50 hours per week.

The library provides an assortment of services to meet patron needs. Personal and professional business support is provided through hardwired computers and increasingly through Wi-Fi Internet access. Staff provides technical assistance as needed and within scope of skill sets. The library offers fee based copier services [scan, fax, and printing], laminating, and paper trimming services. Library collections provide access to written and recorded materials to meet information and recreational needs through donations, direct purchase or interlibrary loan. Staff provides reference assistance, performing information searches for patron's in-person, via email and over the telephone. Microfilm and bound newspapers are available for local history research and the library archives provide digitization services of personal information in exchange for inclusion in the library archives. Programs for all ages include free literacy-based educational and recreational workshops, story times, reading groups and other activities; the library also provides some fee-based educational and recreational workshops in partnership with a qualified instructor. Library staff also provides support services on an as needed basis for the City Manager and City Hall staff.

Fiscal challenges in FY2020 include:

- Adequate staffing -- The library gave up a **part-time position** Oct 1st as a part of coming austerity measures. The hurricane didn't help matters! The library was lucky enough to obtain two Disaster Employment Assistance workers in January through Career Source. Unfortunately, funding for these positions is limited to available grant money and will probably be funded for six to eight months, perhaps a year. The furloughed staff position needs to be addressed this year. **Cleaning services** were also suspended; this needs to be reinstated or resolved in an acceptable manner.
- Technology replacement / ILS upgrade-- Excluding the network operations tower, the library computer hardware and software needs to be ungraded and/or replaced. Library staff is seeking a grant to

accomplish this with the exception of moving to a new Integrated Library System [ILS]. This system is how libraries share information and is the first step in creating a partnership with both the Franklin County Library System and the Wilderness Coast Library Cooperative. The cost of the current ILS is about \$1000 per year; moving to KOHA will cost approximately \$2000-\$2500 per year.

Water and Sewer Department

We operate the Water Plant and Wastewater Plant seven days a week. This is highly skilled work where.....

We are responsible for proper operation and maintenance of millions of dollars of City equipment

We handle all reporting to DEP, EPA and Department of Health

We order chemicals and materials for the Plants and the Distribution and Collection system

We have a man on call 7 days a week 24 hours a day for water and sewer problems

We make water and sewer taps

We repair water leaks large and small

We unstop sewer lines

We mark the city underground lines for people to dig or trench in town

We read the water meters

We change the oil and grease the city equipment

We do some electrical work; replacing relays, float switches, motor starters, burnt wires and fuses

We replace electric motors

We pull pumps and blowers to be rebuilt or replaced

We replace water meters and meter boxes when they are damaged

We do the cut list of unpaid bills

We flush fire hydrants

We are now maintaining auto flushers making sure they are working / changing batteries

We operate a vacuum truck when needed

Street Department

Public Works Department consists of four inmate supervisors, which supervises approximately three inmates each, one Department of Corrections

officer which supervises five to ten inmates, Department Head and Public Works Field Manager.

Inmate supervisors cut and clean all alleys, cut, clean and remove all debris from storm drains. Set City functions up such as festivals and all other events. Cut and clean all of down town, empty all garbage cans in down town area and parks, clean all City buildings, and cut all City properties. Department head takes care of all heavy equipment operations, he takes care of all culvert pipe removal and replacement, all storm ditches, dirt and debris removal. Public Works Field Manager takes care of servicing all City vehicles, servicing all equipment, such as weed eaters, mowers, chainsaws etc.; orders and replaces tires on all City vehicles, he takes care of maintenance of City buildings, make sure all squads have equipment and tools needed for each day's work, make sure all work orders are completed, order all sanitary supplies for all Departments of the City. He also works with all Supervisors daily in the field.

Our Department works with every department in the City as their department needs us. We do what we can for the City of Apalachicola citizens with as low of cost as we possibly can.

Sanitation and Recycling Department

N/A

Building Inspections and Zoning Department

The Apalachicola Planning Department is committed to delivering fair, courteous, top-quality planning and code enforcement services while seeking to achieve effective growth management and concurrency, resource protection, coastal resilience, affordable housing and historic resource preservation objectives consistent with the City's Comprehensive plan.

As Permitting and Development Coordinator, I process building permits which includes: Application Review, Site Plan Review, Scheduling Inspections, Planning and Zoning, Board of Adjustment, Zoning questions, Stop Work Orders, Permitting Penalties, etc. Local Business Tax License for City of Apalachicola: Processing New Applications, renewing current licenses, etc. Building Manager of Van Johnson Complex: Wilbur and I manage the maintenance, tenants, security, monthly invoices, etc. On occasion when City Hall is short-staffed, I am pulled from my desk to assist in processing water bill payments and I assist in transferring City Hall calls on a daily basis.

As Code Enforcement Officer I investigate all complaints that come into the City's office or called into the City's office. Then address them or direct them to who can help them the best. I check Tree Applications, Businesses License, Building Permits, Sign Permits and I Remove Road Signs not permitted. I work hand-in-hand with Cortni Bankston in the Building Department. The City of Apalachicola has improved with more licensed Contractors, Businesses (etc) now that the City has a Code Enforcement Officer to be out checking on permits and license. Also the City is selling more permits and license because of the Code Enforcement Officer is out checking job sites.

Community Redevelopment Agency

A CRA is a special district in which any future increases in property values are set aside to support economic development projects within that district. Authorized by the Community Reinvestment Act, CRAs assist local governments in eliminating and/or preventing blighted conditions that are detrimental to the sustainability of economically and socially vibrant communities.

Apalachicola's CRA is in an active state of updating its plan, advancing a legislative agenda, and pursuing funding from other state and federal sources for large infrastructure projects that will support the economic development of the CRA district. Smaller projects are aimed at incremental progress and include initiatives such as signage, a paddle launch, and electric car charging stations.

The CRA board is made up of the City Commissioners, Board Chair Jim Bachrach, and Vice Chair Tom Morgan. The Executive Director is Augusta West.

Initiatives that are foreseen for FY 2019-2020 are:

- Submission of additional grant applications to fund further implementation of the CRA plan
- Development and advancement of the 2020 Legislative Agenda

Administration Department

City Hall is the hub of all City of Apalachicola operations. The major departments within City Hall include Utility Billing, Building Permitting, Code Enforcement, Finance, and Administration.

Utility Billing – City Hall mails out approximately 2,200 bills per month which include utility usage, Scipio Creek Mooring and Battery Park Mooring. Billing collections are made through mail, phone (via debit or credit card) or ACH. Online payment collections have not been initiated. City Staff assists customers with utility billing complaints, new service connections, disconnects, and issuing work orders to various departments as needed.

Building Permitting – The City handles all building permitting in house. Staff assists residents and contractors with the application process. Staff prepares Planning & Zoning and Board of Adjustment meeting materials. The City contracts with EPCI for building inspection services. Building Department also assists and issues the Business License Tax for businesses and contractors.

Code Enforcement – Code Enforcement insures rules and regulations are followed. Code Enforcement works with residents to bring noncompliant issues into compliance. If issue is not resolved, Code Enforcement has the authority to issue fines and case is then taken to court. Tree permit applications are also processed through code enforcement.

Finance – The City has two component units within the financial system – General Fund and Enterprise Fund. Accounts payable, accounts receivable, bank reconciliations, grant financials, and Commission financial reports are the basic monthly duties of the Finance Officer. The Finance Officer is responsible for coordinating and collecting all information for the annual financial audit and maintaining the City's asset/property inventory.

Administration – Administration consists of all the other duties City Hall performs on a daily/weekly/monthly basis. The includes cemetery plots (locating, purchasing, coordinating grave openings/closings), rentals and management of all City owned facilities, City Commission agenda packets and minutes, maintaining City calendar on website, personnel (payroll, retirement payments, insurance payments), assists customers as needed with various issues, insurance claims (FEMA, workers comp, liability/property), assists all departments as needed, notary services, process public records request, and other tasks and duties as assigned.

City Hall is the place where everyone comes to get answers and direction on many issues. Some are just looking for basic information, while others really don't know where to go to find what they need. Staff is always ready to assist whoever comes through the door.

ENVIRONMENT

AND

RECREATION

ENVIRONMENT AND RECREATION

For Discussion Purposes Only

No Supporting Information is
Provided in the Packet

**PERSONNEL
AND
BENEFITS**

CITY OF APALACHICOLA EMPLOYEE BENEFIT PACKAGE

Benefits:

Healthcare Insurance: Active employees working 32 hours per week, is provided health insurance through Capital Health Plan. Dependant coverage is available through employee-paid premiums.

Dental and Vision Insurance: Active employees working 32 hours per week is provided dental through Principal and vision insurance through Humana. Dependant coverage is available through employee-paid premiums.

Life Insurance: Life insurance in the amount of \$50,000 is provided to active employees.

Supplemental Insurance (pre-tax): Aflac – Accident, Cancer, Life and Intensive Care coverage is available through employee paid premiums.

Nationwide - retirement benefits

Supplemental Insurance (after-tax): Aflac and Nationwide – Accident, Disability, Hospitalization, etc., coverage is available through employee paid premiums.

Nationwide – retirement benefits

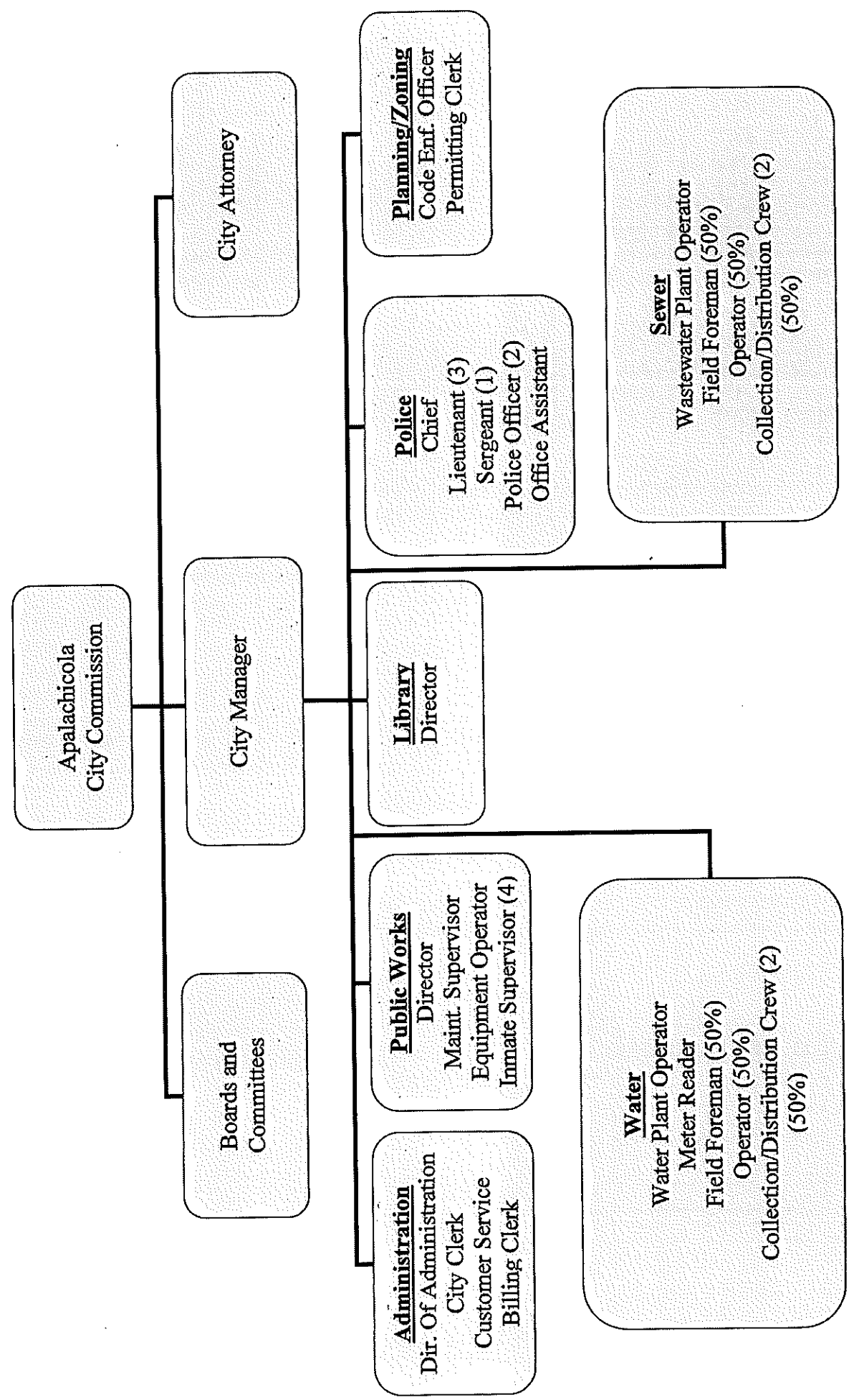
Pension: This plan is provided through the State of Florida. Employees contribute 3% of annual salary and the City contributes .0826% for general and .2450% for law enforcement officers.

Vacation Accrual: Employees shall accrue vacation leave based on their anniversary date as outlined in the Personnel Policy and Procedures Manuel. A maximum of twenty days of vacation leave may be accumulated and carried over to the city's next fiscal year.

Sick Leave Accrual: Sick leave accrued at the rate of one day per month. There is no limit to the maximum number of sick days that may be accrued for employees employed on or before April 8, 2003, but upon retirement can only be paid a maximum of 90 days. Employees employed after April 8, 2003 shall be paid upon separation for accrued sick leave 40 days with 20 years of employment or retirement and no sick pay with less than 20 years of employment.

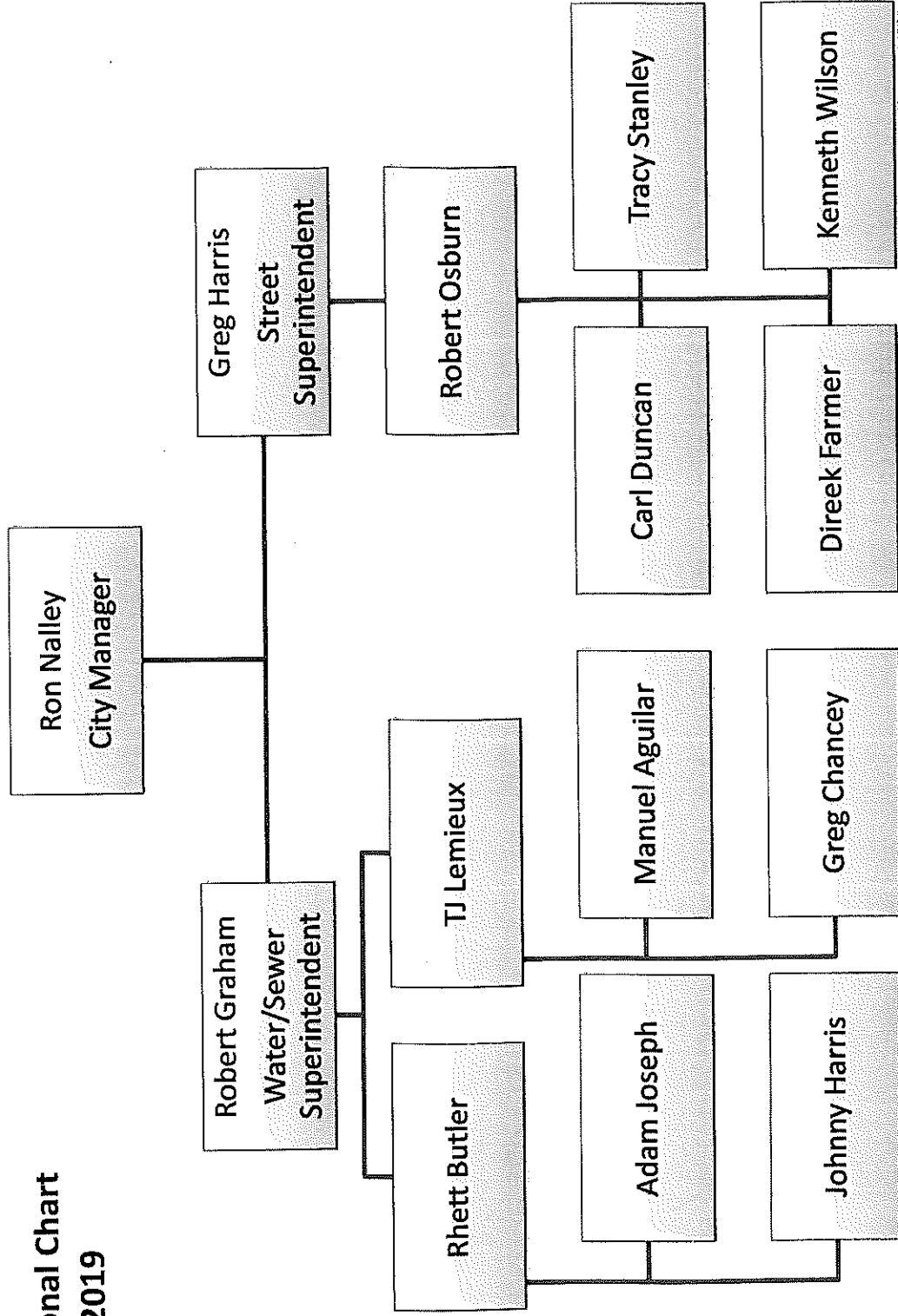
Holidays: Employees are paid for 13 Holidays per Year.

ORGANIZATIONAL CHART



**City of Apalachicola
Public Works Department**

**Organizational Chart
January 3, 2019**



STAFFING SUMMARY

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Administration	5	5	5	5	4	4	4	4
City Manager	0	0	0	0	0	0	1	1
Finance Officer	1	1	1	1	0	1	1	1
City Clerk	1	1	1	1	1	1	1	1
Payroll Clerk/Human Resources	1	1	1	1	1	0	0	0
Customer Ser./Collection Clerk	1	1	1	1	1	1	1	1
Manager Grants/Special Projects	1	1	1	1	1	1	0	0
Community Development	1.5	1.5	1.5	1.5	1.5	1.5	2	2
Permitting/Zoning/Business License	1	1	1	1	1	1	1	1
Code Enforcement Officer	0.5	0.5	0.5	0.5	0.5	0.5	1	1
Police	8	8	8	8	8	8	8	8
Chief of Police	1	1	1	1	1	1	1	1
Police Officer	3	3	2	2	2	2	2	2
Lieutenant	1	1	1	1	1	3	3	3
Sergeant	1	1	2	2	2	1	1	1
Police Office Assistant	1	1	1	1	1	1	1	1
Corporal	0	0	1	1	1	0	0	0
Captain	1	1	0	0	0	0	0	0
Public Works	8	8	7	8	7	7	7	5
Public Works Director	1	1	1	1	1	1	1	1
PW Maintenance/Inmate Supervisor	0	0	1	1	1	1	1	1
Heavy Equipment Operator/Labor	1	1	1	1	1	1	1	0
Light Equipment Operator/Labor	1	1	0	0	0	0	0	0
Inmate Supervisor	5	5	4	5	4	4	4	3
Library	1	1	1	1	1	1	1	1
Librarian	1	1	1	1	1	1	1	1
Water	3.5	3.5	4	5	6	5	5	4.5
Water Plant Operator	1	1	1	1	1	1	1	1
Water Collection/Distribution Crew	0	0	1	1	1	1	0.5	0.5
Meter Reader Technician	1	1	1	1	1	1	1	1
Billing Clerk/Customer Ser/Deputy Clerk	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Field Foreman	0	0	0	0	0	0	0.5	0
Plant Operator	0	0	0.5	0.5	0.5	0.5	0.5	0.5
Water/Sewer Labor	1	1	0	1	2	1	1	1
Sewer	4	4	4.5	4.5	4.5	4.5	4	3.5
Field Foreman	1	1	1	1	1	1	0.5	0
Wastewater Plant Operator	1	1	1	1	1	1	1	1
Field Oper Manager-Reuse/Code Enforce	0.5	0.5	0.5	0.5	0.5	0.5	0	0
Billing Clerk/Customer Ser/Deputy Clerk	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Water Collection/Distribution Crew	1	1	0	0	0	0	0.5	0.5
Plant Operator	0	0	0.5	0.5	0.5	0.5	0.5	0.5
Water/Sewer Labor	0	0	1	1	1	1	1	1
Project Impact	1	1	1	1	1	1	1	1
Director	1	1	1	1	1	1	1	1
Community Redevelopment Agency	0	0	0	0	0	1	1	1
Director	0	0	0	0	0	1	1	1
Full-Time Equivalent Positions (FTE)	32	32	32	34	33	33	33	30

COMMUNICATION EFFORTS

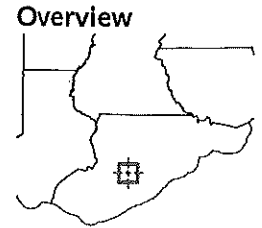
COMMUNICATION EFFORTS




For Discussion Purposes Only

No Supporting Information is
Provided in the Packet

**UPDATE ON
CURRENT
PROJECTS**

CITY HALL RELOCATION

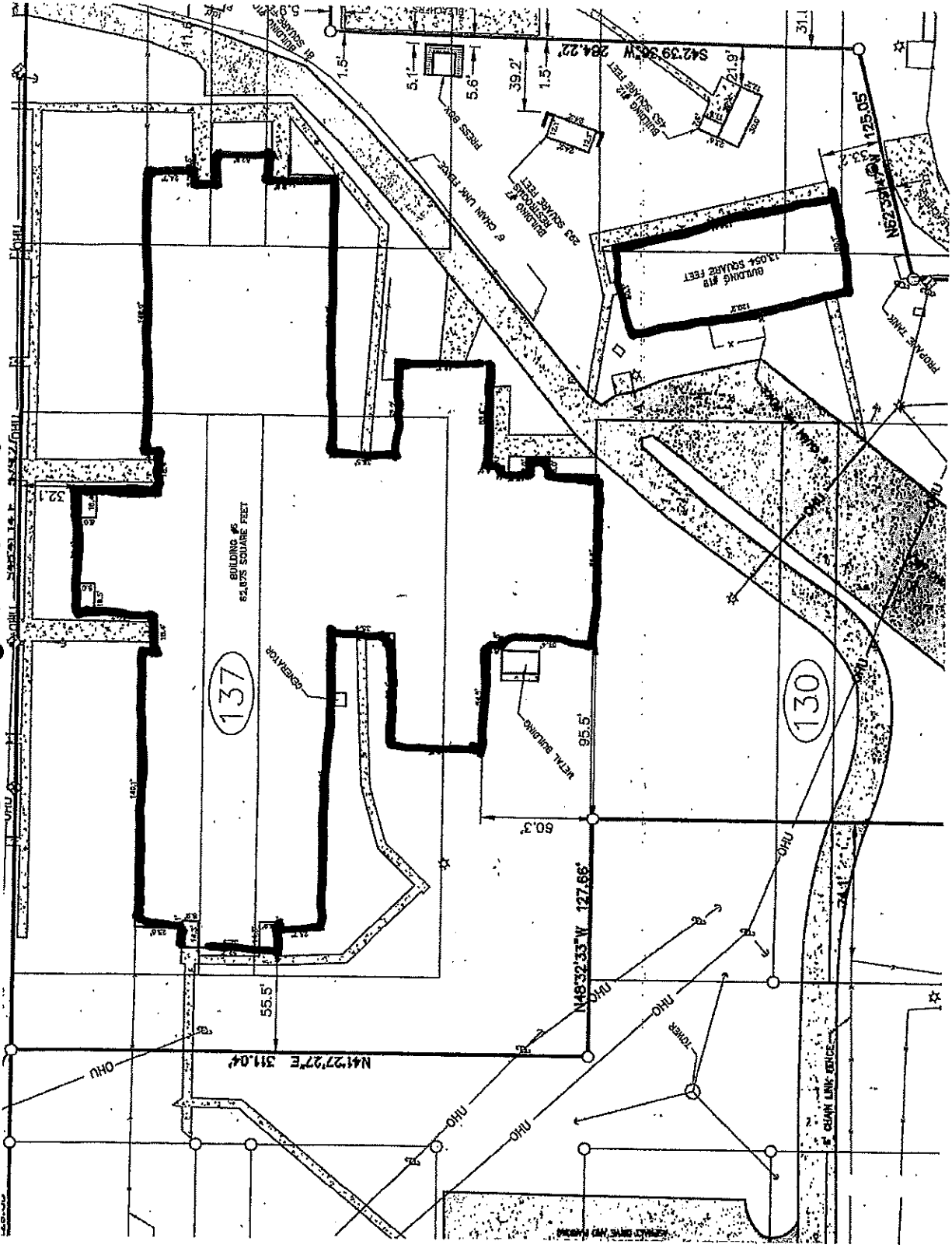


- Legend**
-  Parcels
 -  Roads
 -  City Labels

Parcel ID	01-09S-08W-8330-0000-00B0	Alternate ID	08W09S018330000000B0	Owner Address	APALACHICOLA CITY OF
Sec/Twp/Rng	1-9S-8W	Class	MUNICIPAL		1 BAY AVE
Property Address		Acreage	n/a		APALACHICOLA, FL 32320
District	3				
Brief Tax Description	WHARF LOT B				
	(Note: Not to be used on legal documents)				

Date created: 1/31/2019
 Last Data Uploaded: 1/31/2019 6:50:34 AM

COACH WAGONER BLVD.

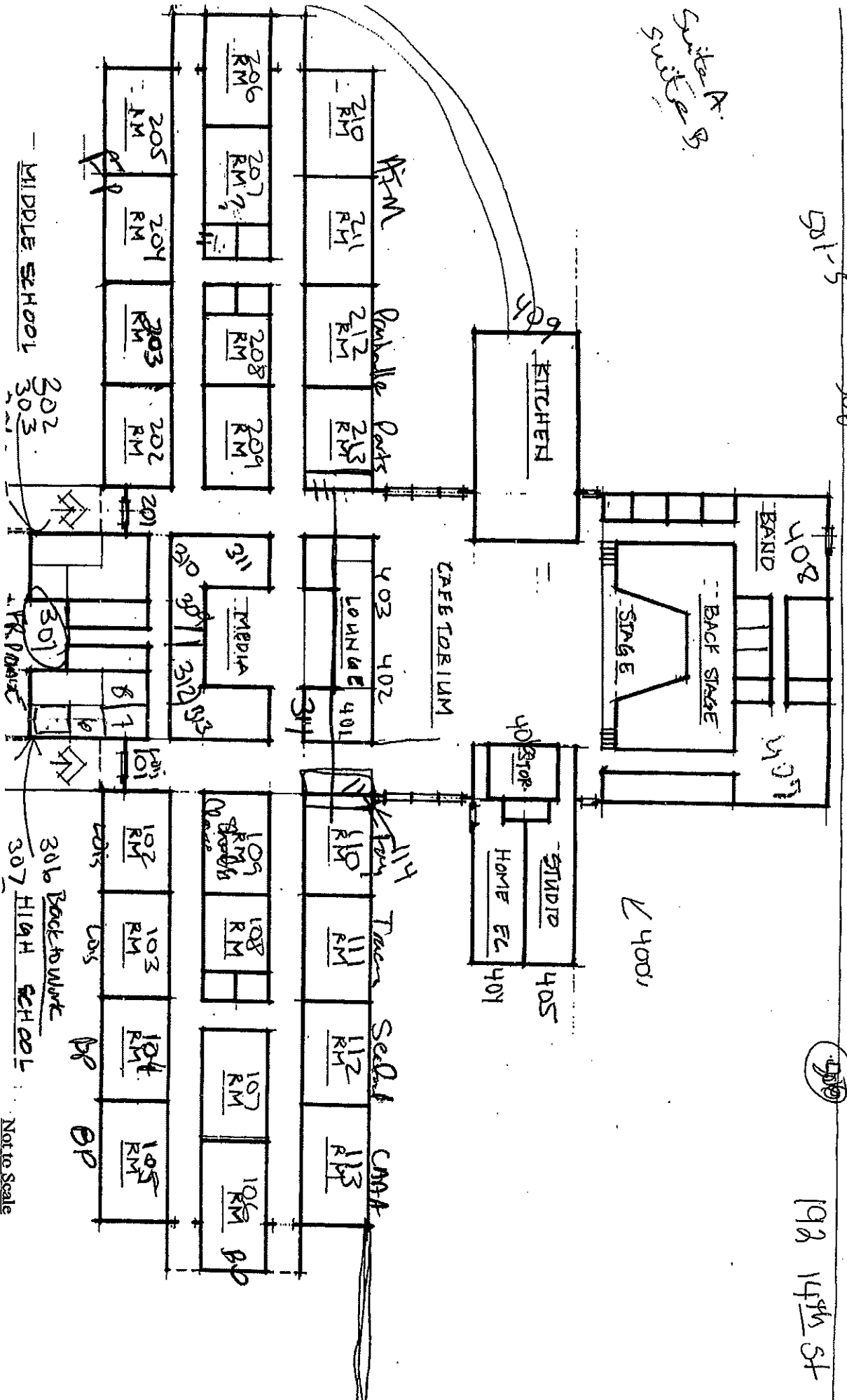


301-5 306

306

192 14th St

Smoker A
Smoker B



Not to Scale

THIS INSTRUMENT PREPARED BY:

BARBARA SANDERS
ATTORNEY AT LAW
Florida Bar #442178
SANDERS and DUNCAN, P.A.
80 Market Street
P.O. Box 157
Apalachicola, FL 32320

Inst:201019002242 Date:4/30/2010 Time:2:06 PM
DocStamp-Deed:0.70
SM DC, Marcia Johnson, Franklin County B:1010 P:229

WARRANTY DEED

This indenture, made this 5th ^{March} day of ~~January~~, 2010 A.D., Between The Franklin District School Board of Franklin County, Florida, of the County of Franklin, State of Florida, Grantor, and The City of Apalachicola, a Florida Municipality, whose address is 1 Bay Avenue, Apalachicola, Florida 32320, of the County of Franklin, State of Florida, Grantee.

Witnesseth that the Grantor, for and in consideration of the sum of ----- TEN DOLLARS (\$10.00)----- DOLLARS, and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, has granted bargained and sold to the said Grantee and Grantee's heirs, successors and assigns forever, the following described land, situate, lying and being in the County of Franklin State of Florida to wit:

See Exhibit "A" attached hereto and made a part hereof.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

Subject to all reservations, covenants, restrictions and easements of record and to all applicable zoning ordinances and or restrictions imposed by governmental authorities, if any, and subject to taxes for the current year.

SAID PROPERTY IS NOT THE HOMESTEAD OF THE GRANTOR, NOR IS IT CONTIGUOUS THERETO.

and the Grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

WITNESSES:

Franklin District School Board,
of Franklin County, Florida
GRANTOR

Veronica Wallace
Veronica Wallace
Deanna T. Simmons
Deanna T. Simmons

BY: Jimmy Gander
Jimmy Gander, Chairman
Franklin County School Board

STATE OF FLORIDA
COUNTY OF FRANKLIN

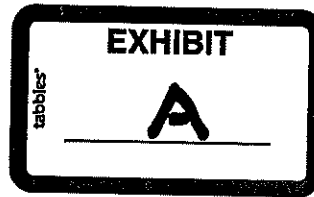
The foregoing instrument was acknowledged before me this 5 day of ~~January~~ 2010, by Jimmy Gander, Chairman of the Franklin District School Board of Franklin County, Florida [] who is personally known to me or [x] who has produced a valid Florida driver's license as identification and who did not take an oath.

Veronica Wallace
VERONICA WALLACE
NOTARY PUBLIC
Commission # DD589923
Expires: August 28, 2010



DESCRIPTION: CITY OF APALACHICOLA PARCEL (AS SURVEYED AND WRITTEN)

COMMENCE AT THE NORTHERNMOST CORNER OF BLOCK 91, PER PLAT OF THE CITY OF APALACHICOLA, FRANKLIN COUNTY, FLORIDA. SAID POINT BEING ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF 14TH STREET (HICKORY STREET, 80' R/W); THENCE PROCEED NORTH 48 DEGREES 41 MINUTES 14 SECONDS WEST, ON SAID SOUTHWESTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 241.15 FEET TO THE POINT OF BEGINNING; THENCE LEAVING SAID SOUTHWESTERLY RIGHT OF WAY LINE, PROCEED SOUTH 42 DEGREES 27 MINUTES 01 SECONDS WEST, FOR A DISTANCE OF 165.19 FEET; THENCE NORTH 47 DEGREES 37 MINUTES 02 SECONDS WEST, FOR A DISTANCE OF 30.24 FEET; THENCE SOUTH 42 DEGREES 39 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 284.22 FEET; THENCE NORTH 62 DEGREES 39 MINUTES 47 SECONDS WEST, FOR A DISTANCE OF 125.05 FEET; THENCE SOUTH 41 DEGREES 19 MINUTES 09 SECONDS WEST, FOR A DISTANCE OF 122.01 FEET; THENCE SOUTH 38 DEGREES 27 MINUTES 46 SECONDS WEST, FOR A DISTANCE OF 249.37 FEET TO A POINT ON THE NORTHEASTERLY RIGHT OF WAY LINE OF 17TH STREET (ST. VINCENTS STREET, 80' R/W); THENCE NORTH 48 DEGREES 41 MINUTES 14 SECONDS WEST, ON SAID NORTHEASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 304.59 FEET; THENCE LEAVING SAID NORTHEASTERLY RIGHT OF WAY LINE, PROCEED NORTH 41 DEGREES 27 MINUTES 27 SECONDS EAST, FOR A DISTANCE OF 538.64 FEET; THENCE NORTH 48 DEGREES 32 MINUTES 33 SECONDS WEST, FOR A DISTANCE OF 127.66 FEET; THENCE NORTH 41 DEGREES 27 MINUTES 27 SECONDS EAST, FOR A DISTANCE OF 311.04 FEET TO A POINT ON THE AFORESAID SOUTHWESTERLY RIGHT OF WAY LINE OF 14TH STREET; THENCE SOUTH 48 DEGREES 41 MINUTES 14 SECONDS EAST, ON SAID SOUTHWESTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 579.27 FEET TO THE POINT OF BEGINNING.
CONTAINING 352,319 SQUARE FEET OR 8.09 ACRES, MORE OR LESS.



THIS INSTRUMENT PREPARED BY:

**BARBARA SANDERS
ATTORNEY AT LAW
Florida Bar #442178
SANDERS and DUNCAN, P.A.
80 Market Street
P.O. Box 157
Apalachicola, FL 32320**

Inst: 201019002243 Date: 4/30/2010 Time: 2:06 PM
SMC, Marcia Johnson, Franklin County B: 1010 P: 231

LEASE

THIS LEASE is made between the Franklin District School Board of Franklin County, Florida, hereafter called "Lessor," whose address for purposes of notice under this lease is 85 School Road, Eastpoint, Florida 32328, and the City of Apalachicola, Florida, hereafter called "Lessee," whose address for purposes of notice under this lease is 1 Bay Avenue, Apalachicola, Florida 32320.

The parties agree as follows:

1. AGREEMENT TO LEASE: DESCRIPTION OF THE PROPERTY.

Lessor leases to Lessee, and Lessee rents from Lessor that property that is owned by Lessor within the property described in Exhibit A, which is attached hereto and incorporated herein as if fully set forth below, but excluding the Bus Barn and the parking area used with the Bus Barn, hereinafter called "the Property."

2. TERM OF LEASE. The term of this lease shall be for a period of Fifty Years (600 Months), commencing on May 1, 2009, at 12:01 a.m., and ending at midnight on April 30, 2058. Lessee agrees to vacate the Property on or before the termination date. This lease shall be renewable on the same terms for an additional Fifty (50) years upon written notice to Lessor by the Lessee within thirty (30) days of the expiration of the lease at the option of the Lessee.

3. RENTAL.

a. Lessee shall pay to Lessor as rent at the address set forth above, or at any other address that Lessor may designate, the minimum annual rent of \$1 in lawful money of the United States of America.

b. The cumulative annual rent (\$50) for the entire term of the lease shall be paid in advance at the time of signing this lease and at the time of any renewal hereunder.

c. All payments due from Lessee to Lessor under the terms of this lease shall be paid promptly when due to Lessor at the address first indicated above.

4. SUBORDINATION. Lessor shall notify Lessee of its intent to encumber the property and must obtain the approval of the Lessee to do the same. The Lessor must obtain the written agreement of Lessee to subordinate Lessee's leasehold interest to that of a mortgage holder. Such agreement shall not be unreasonably withheld by the Lessee.

5. LESSEE'S COVENANTS. Lessee further covenants and agrees as follows:

a. Lessee shall provide for the uninterrupted and continued use of a portion of the open areas of the Property by a "21st Century" program or its successor in interest.

b. To use the Property in a careful and proper manner; to commit or permit no waste or damage to the Property; to conduct or permit no business or act that is a nuisance or may be in violation of any federal, state, or local law or ordinance; to surrender the Property on expiration or termination of this lease in clean condition and good repair, normal wear and tear excepted, provided, however, that all alterations, additions, and improvements permanently attached and made by Lessee, its successors,

sublessees, and assigns (excepting movable equipment and supplies installed by Lessee) shall become and remain the property of Lessor on the termination of Lessee's occupancy of the Property.

c. To pay all costs of water, electricity, and all other utilities used on the Property and to pay any taxes associated with possession or use of the property.

d. At Lessee's expense, to perform all maintenance and repair required to keep the Property in good condition during the term of this lease and any renewal term.

e. If any alterations, additions, or improvements in or to the Property are made necessary by reason of the special use of the Property by Lessee, Lessee agrees that it will obtain the written consent of Lessor prior to commencing any such work and shall make all such alterations, additions, and improvements in or to the Property at its own expense and in compliance with all building codes, ordinances, and governmental regulations pertaining to such work, use, or occupancy.

f. To maintain adequate general liability insurance for activities conducted by the Lessee on the property. Proof of said insurance must be provided in acceptable form and amount to the Lessor. The amount of insurance, combined single limit shall be \$1,000,000.

6. LESSOR'S COVENANTS. Lessor covenants and agrees that it will warrant and defend Lessee in its enjoyment and peaceful possession of the Property during the aforesaid term.

7. RELEASE OF LANDS. As an additional material term of the lease the Lessor shall retain the right to release, for any reason, certain land from the lease. This right to release property from the lease is conditioned upon reimbursement by the Lessor to the

Lessee for the cost of any permanent improvements within the leased area. As an additional material term of the lease the Lessee shall not construct any permanent improvements to the leased area without written approval from the Lessor. Should the Lessor exercise its right under the lease to remove property from the lease, it shall reimburse the Lessee for the fair market value of any permanent improvements to the leased property being released from the lease.

8. MAINTENANCE OF PROPERTY. Maintenance of the Property shall be the sole responsibility of Lessee.

9. PROPERTY ACCEPTED "AS IS." Lessee takes the Property in an "as is" condition and fully understands that Lessor makes no representations as to, and has no knowledge of, the condition of the Property.

10. ASSIGNMENT. Lessee may not assign this lease or sublet this Property without Lessor's prior written consent.

11. ADDRESSES FOR PAYMENTS AND NOTICES. Rent payments and notices to Lessor shall be mailed or delivered to the address set forth on the first page of this lease, unless Lessor advises Lessee differently in writing. Notices to Lessee shall be mailed or delivered to the address set forth on the first page of this lease, unless Lessee advises Lessor differently in writing. All notices to either party shall be sent by certified or registered mail, return receipt requested.

12. CAPTIONS. The captions and paragraphs or letters appearing in this lease are inserted only as a matter of convenience and in no way define, limit, construe, or describe the scope or intent of the sections or articles of this lease or affect this lease in any way.

13. FLORIDA LAW; VENUE. This lease shall be governed by the laws of the state of Florida, as to both interpretation and performance. Venue for any litigation arising under this lease

shall lie in Franklin County, Florida.

14. **ENTIRE AGREEMENT.** This lease sets forth all the promises, agreements, conditions, and understandings between Lessor and Lessee relative to the leased premises. There are no other promises, agreements, conditions, or understandings, either oral or written, between them. No subsequent alteration, amendment, change, or addition to this lease will be binding on Lessor or Lessee unless in writing and signed by them and made a part of this lease by direct reference.


15. **TERMS INCLUSIVE.** As used herein, the terms "Lessor" and "Lessee" include the plural whenever the context requires or admits.


16. **REPRESENTATIVES BOUND HEREBY.** The terms of this lease will be binding on the respective successors, representatives, and assigns of the parties.

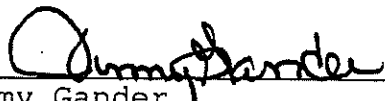
IN WITNESS WHEREOF, Lessor has duly executed this Lease Agreement on this 8th day of January, 2010.

Signed, sealed, and
delivered in our presence:

Franklin District School Board
of Franklin County, Florida
Lessor


Printed Name: Deanna T. Simmons


Printed Name: Veronica Wallace

BY: 
Jimmy Gander
Chairman

STATE OF FLORIDA
COUNTY OF FRANKLIN

The foregoing instrument was acknowledged before me this 8th day of January, 2010, by Jimmy Gander, Chairman of the Franklin District School Board of Franklin County, Florida [] who is personally known to me or [x] who has produced a valid Florida driver's license as identification and who did not take an oath.



Veronica Wallace
VERONICA WALLACE
NOTARY PUBLIC
Commission # DD589923
Expires: August 28, 2010

IN WITNESS WHEREOF, Lessee has duly executed this Lease Agreement on this 5th day of January, 2010.

Signed, sealed, and delivered in our presence:

CITY OF APLACHICOLA
Lessee

Betty Webb
Print Name: Betty Webb

BY: Van Johnson
Van Johnson
Mayor

Cindi Giametta
Print Name: Cindi Giametta

STATE OF FLORIDA
COUNTY OF FRANKLIN

The foregoing instrument was acknowledged before me this 5th day of March, 2010, by Van Johnson, Mayor of the City of Apalachicola [✓] who is personally known to me or [] who has produced a valid Florida driver's license as identification and who did not take an oath.

Cindy P. Summerhill
NOTARY PUBLIC
Commission #
Expires:



DESCRIPTION: OVERALL PARCEL (AS SURVEYED AND WRITTEN)

BEGIN AT THE NORTHERNMOST CORNER OF BLOCK 91, PER PLAT OF THE CITY OF APALACHICOLA, FRANKLIN COUNTY, FLORIDA. SAID POINT BEING ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF AVENUE "I" (JUNIPER STREET, 90' R/W); THENCE PROCEED SOUTH 41 DEGREES 20 MINUTES 02 SECONDS WEST, ON SAID SOUTHEASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 850.00 FEET TO THE INTERSECTION WITH THE NORTHEASTERLY RIGHT OF WAY LINE OF 17TH STREET (ST. VINCENTS STREET, 80' R/W); THENCE LEAVING SAID SOUTHEASTERLY RIGHT OF WAY LINE, PROCEED NORTH 48 DEGREES 41 MINUTES 14 SECONDS WEST, ON SAID NORTHEASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 1170.00 FEET TO THE INTERSECTION WITH THE SOUTHEASTERLY RIGHT OF WAY LINE OF AVENUE "L" (FRANKLIN STREET, 90' R/W); THENCE LEAVING SAID NORTHEASTERLY RIGHT OF WAY LINE, PROCEED NORTH 41 DEGREES 20 MINUTES 02 SECONDS EAST, ON SAID SOUTHEASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 720.00 FEET TO A POINT ON THE SOUTHWESTERLY BOUNDARY OF MADISON SQUARE; THENCE SOUTH 48 DEGREES 41 MINUTES 14 SECONDS EAST, ON SAID SOUTHWESTERLY BOUNDARY, FOR A DISTANCE OF 120.00 FEET TO A POINT ON THE SOUTHEASTERLY BOUNDARY OF MADISON SQUARE; THENCE LEAVING SAID SOUTHWESTERLY BOUNDARY, PROCEED NORTH 41 DEGREES 20 MINUTES 02 SECONDS EAST, ON SAID SOUTHEASTERLY BOUNDARY, FOR A DISTANCE OF 130.00 FEET TO A POINT ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF 14TH STREET (HICKORY STREET, 80' R/W); THENCE LEAVING SAID SOUTHEASTERLY BOUNDARY, PROCEED SOUTH 48 DEGREES 41 MINUTES 14 SECONDS EAST, ON SAID SOUTHWESTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 1050.00 FEET TO THE POINT OF BEGINNING.
CONTAINING 978,900 SQUARE FEET OR 22.47 ACRES, MORE OR LESS.

LESS AND EXCEPT THE FOLLOWING:

COMMENCE AT THE NORTHERNMOST CORNER OF BLOCK 91, PER PLAT OF THE CITY OF APALACHICOLA, FRANKLIN COUNTY, FLORIDA. SAID POINT BEING ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF 14TH STREET (HICKORY STREET, 80' R/W); THENCE PROCEED NORTH 48 DEGREES 41 MINUTES 14 SECONDS WEST, ON SAID SOUTHWESTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 241.15 FEET TO THE POINT OF BEGINNING; THENCE LEAVING SAID SOUTHWESTERLY RIGHT OF WAY LINE, PROCEED SOUTH 42 DEGREES 27 MINUTES 01 SECONDS WEST, FOR A DISTANCE OF 165.19 FEET; THENCE NORTH 47 DEGREES 37 MINUTES 02 SECONDS WEST, FOR A DISTANCE OF 30.24 FEET; THENCE SOUTH 42 DEGREES 39 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 284.22 FEET; THENCE NORTH 62 DEGREES 39 MINUTES 47 SECONDS WEST, FOR A DISTANCE OF 125.05 FEET; THENCE SOUTH 41 DEGREES 19 MINUTES 09 SECONDS WEST, FOR A DISTANCE OF 122.01 FEET; THENCE SOUTH 38 DEGREES 27 MINUTES 46 SECONDS WEST, FOR A DISTANCE OF 249.37 FEET TO A POINT ON THE NORTHEASTERLY RIGHT OF WAY LINE OF 17TH STREET (ST. VINCENTS STREET, 80' R/W); THENCE NORTH 48 DEGREES 41 MINUTES 14 SECONDS WEST, ON SAID NORTHEASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 304.59 FEET; THENCE LEAVING SAID NORTHEASTERLY RIGHT OF WAY LINE, PROCEED NORTH 41 DEGREES 27 MINUTES 27 SECONDS EAST, FOR A DISTANCE OF 538.64 FEET; THENCE NORTH 48 DEGREES 32 MINUTES 33 SECONDS WEST, FOR A DISTANCE OF 127.66 FEET; THENCE NORTH 41 DEGREES 27 MINUTES 27 SECONDS EAST, FOR A DISTANCE OF 311.04 FEET TO A POINT ON THE AFORESAID SOUTHWESTERLY RIGHT OF WAY LINE OF 14TH STREET; THENCE SOUTH 48 DEGREES 41 MINUTES 14 SECONDS EAST, ON SAID SOUTHWESTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 579.27 FEET TO THE POINT OF BEGINNING.
CONTAINING 352,319 SQUARE FEET OR 8.09 ACRES, MORE OR LESS.

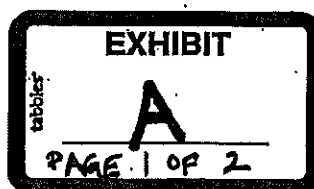


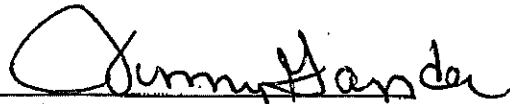
EXHIBIT A, CONTINUED

AND LESS AND EXCEPT the Bus Barn and the parking area used with the Bus Barn.

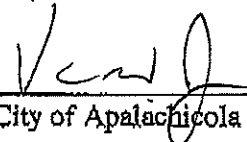
**AGREEMENT REGARDING LEASE BETWEEN FRANKLIN COUNTY
SCHOOL BOARD
AND CITY OF APALACHICOLA**

This will serve to confirm and state on behalf of Franklin County School Board and the City of Apalachicola that the leasing of the property described in the attached lease by Franklin County School Board to the City of Apalachicola, including any language contained in the Lease, is not, does not, and shall not be considered by any of the parties or any court interpreting or considering the same to indicate evidence or establish ownership of any interest by either party in the property described in said Lease, and shall not be used or asserted by either party to the Lease for the purpose of establishing the ownership of any property interest within the said description which issue is agreed to be preserved to each party without affect by this Lease.

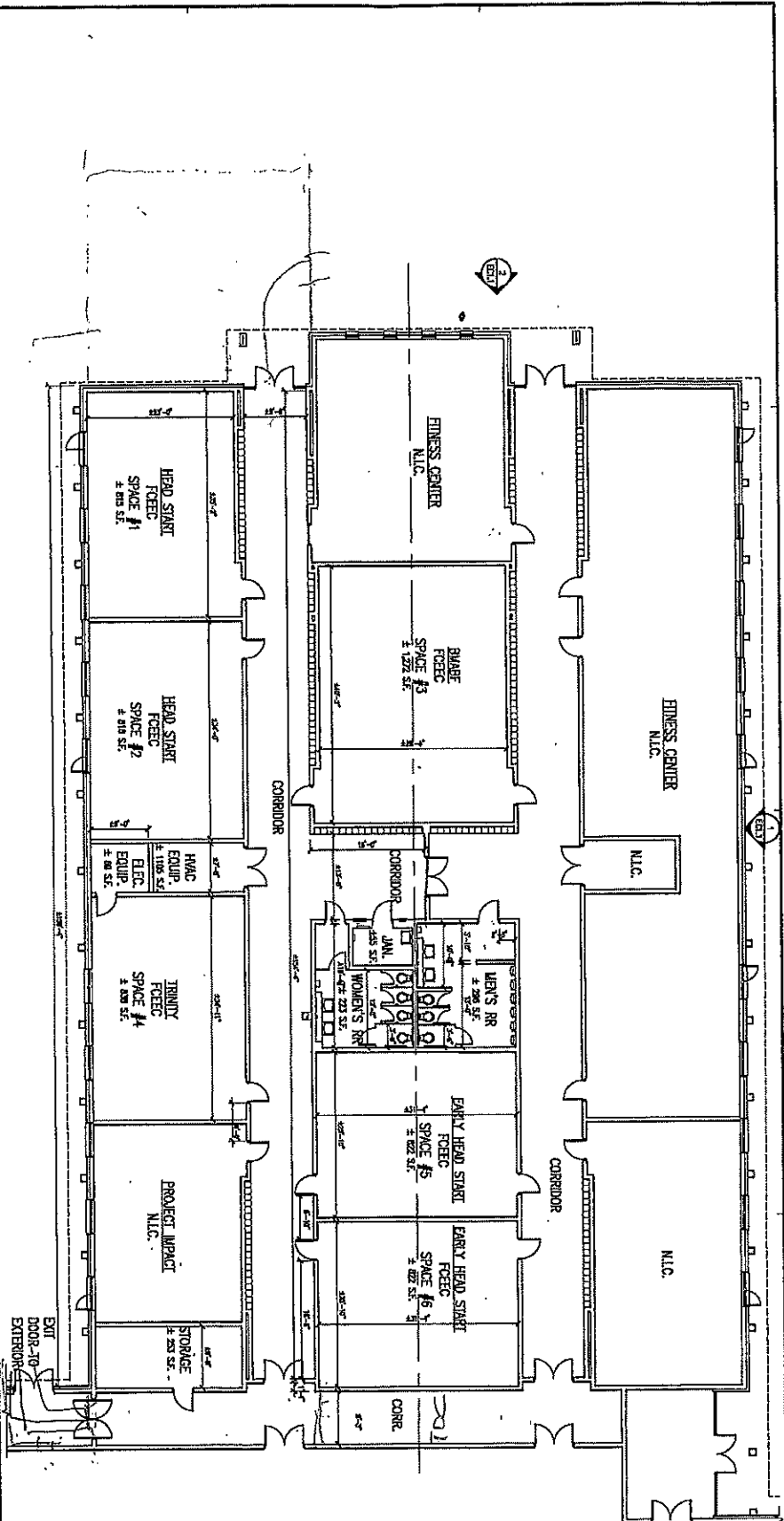
Date: 4-8-10



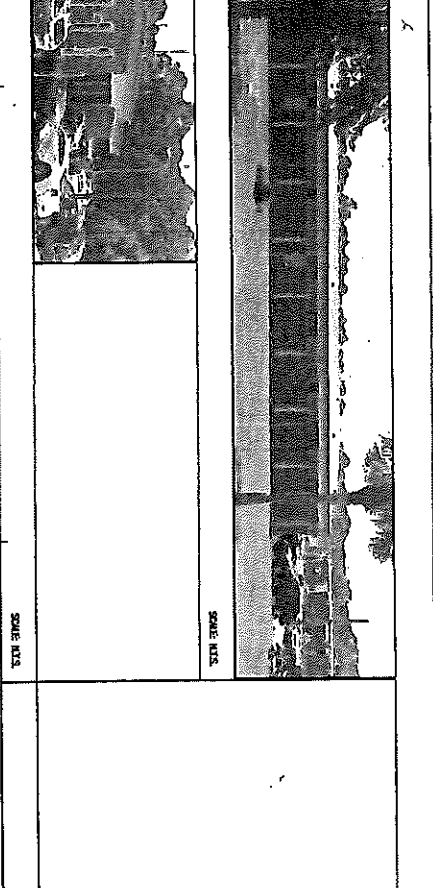
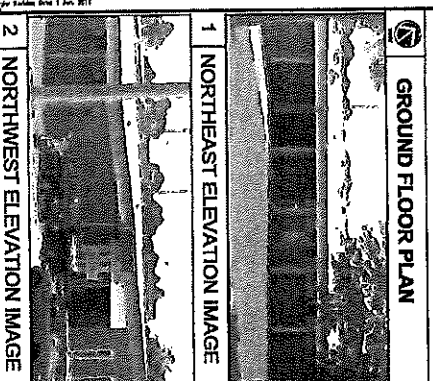
Franklin County School Board



City of Apalachicola



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FRANKLIN COUNTY EARLY EDUCATION CENTER
 located within the
MAYOR VAN W. JOHNSON, SR. COMPLEX
 192 14TH STREET
 APALACHICOLA, FL 32320

EMO ARCHITECTS, INC.
 1128 Thomasville Road
 Tallahassee, Florida 32303-6272
 Telephone: 850-222-8000
 www.emocompany.com

DATE: 31 MAY 2017
 SHEET NO.: EC1.1
 PROJECT: FRANKLIN COUNTY EARLY EDUCATION CENTER
 DRAWING TITLE: SCHEMATIC DESIGN
 DESIGNER: [Name]
 CHECKER: [Name]
 APPROVER: [Name]

ICF INTERNATIONAL INC.

FACILITY EVALUATION REPORT

MAYOR VAN W. JOHNSON SR. COMPLEX, APALACHICOLA, FL

May 30, 2017

PREPARED BY: BRUCE CHANDLER, REHS

OVERVIEW

1. Purpose

Assessment of the present condition and potential suitability of the Mayor Van W. Johnson, Sr. Complex, 192 14th Street Apalachicola, Florida 32320. This facility is being considered for renovation, to be used as the new Franklin County Florida Head Start and Early Head Start Facility.

2. Historical Facility Information

This facility was originally constructed in the early to mid-1970's as a High School. The facility currently houses the Mayor's office along with various community action programs. The majority of classrooms being considered for Head Start are currently being used for storage.

3. Summary of Needed Facility Improvements

- **Building Security:** Attention and upgrades to improving security in the proposed front entrance. Installation of secure doors and windows separating the proposed Head Start wing and the remainder of the facility that will be open to public access.
- **Fire Safety:** Evaluation of the currently installed fire detection and alarm system. Installation of pull-down fire alarm switches in each classroom. Installation or update of designated secondary egress fire exit windows and doors in classrooms. Installation of required emergency lighting and emergency exit signage in hallways.
- **Electrical:** Evaluation of existing electrical system. Removal of old and replaced electrical components, especially breaker boxes. Shielding or guards installed over sharp edges of external wall conduit tubing and stabilization clamps.
- **HVAC:** Evaluation of current air-condition window units, installed in each classroom. Safety of installation, inside and outside of the classroom. Evaluation of each unit's ability to effectively cool and heat classrooms. Proper and safe installation of effective HVAC units for each classroom.
- **Restrooms:** Renovation of existing restrooms to meet minimal Head Start Requirements. Maintaining building security following the renovation incorporation of existing restroom

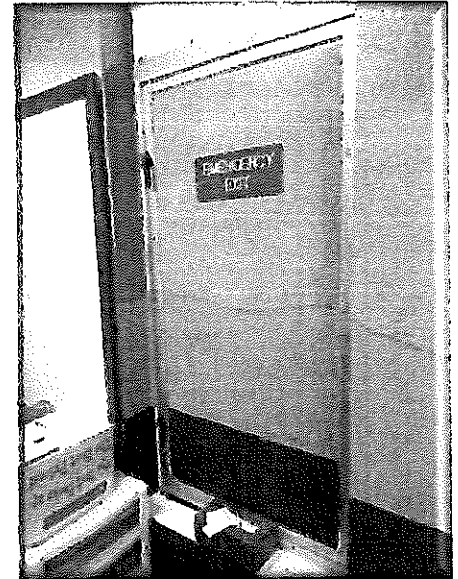
facilities. Construction of restroom facilities that are age appropriate for Head Start Students.

- **Parking/Drop-Off/Pick-Up:** Development of traffic controlled drop off and pick up area, adjacent to the proposed front entrance area that is separated and shielded from the street in front of the main facility and does not present a hazard to the playground area.
- **Playground:** Development/Construction of a playground with adequate fencing, shielded from parking area and does not expose children to hazards from the exterior of the building or pathway between the facilities and the playground.

4. Detailed Description of Conditions Observed

A. Building Security:

- I. Attention and upgrades to improving security in the proposed front entrance.
 - a. Glass doors are not shatterproof or safety glass and aluminum door frames are not sturdy enough to provide adequate protection during a lock-down condition. No steel constructed doors, shatterproof safety windows, no cameras, no electronic locking mechanism for securing door.
 - b. The front entryway glass and aluminum doors, apparently original to the initial construction of this facility, are the only barrier between persons entering this facility and the classroom doors.
 - c. There are several windows and emergency egress exits that are constructed of thin plywood. These entryways compromise the security of the classrooms.
 - d. Doorways between the proposed Early Head Start classrooms and the public access portion of the building have bolt locks and no panic hardware.



B. Fire Safety:

- I. As noted and pictured above, several of the classrooms have secondary exits or egress windows constructed of plexi-glass/plywood with aluminum latches. These windows appear to be very old, if not original to the construction of the building. Although they meet the 5.3 square foot minimum exit area required for secondary

gress windows, their reliability and ease of opening and closing, especially during an emergency situation, is questionable.

- II. There is a fire detection and alarm system box, located in a storage room. This indicates that there is a fire alarm and detection system installed. Documentation of testing and verification that this system is currently functioning was not provided.
- III. The long hallway/corridor between the classrooms did not have adequate emergency battery operated flood lighting. This lighting is critical for emergency evacuation.

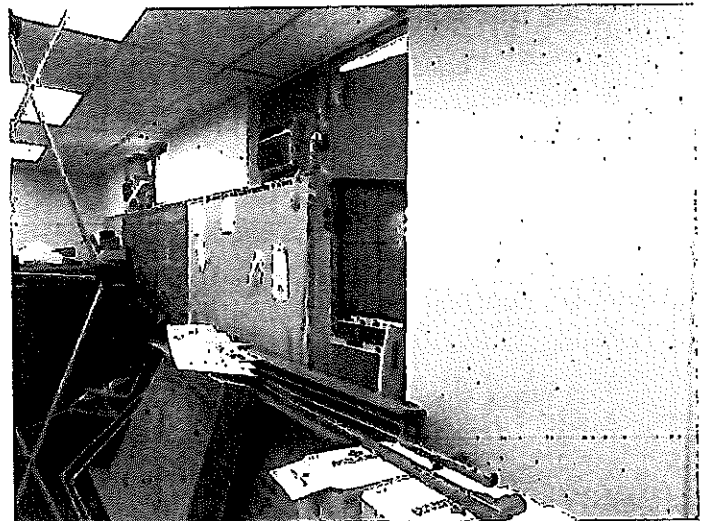
C. Electrical:

- I. There are electrical panel/breaker boxes which appear to be abandoned; having been replaced by new panels. These abandoned electrical breaker boxes were open. There was no signage to indicate if these panels were energized or not. These panels present a serious hazard. The panel pictured to the right, is located in a janitor's closet, along with the newer and active panel/breaker box and what appears to be a floor mounted dry type electrical transformer. This janitor's closet also contains a water source. Flooding in this room would present a serious electrical hazard inside of this closet and in the adjacent hallway.



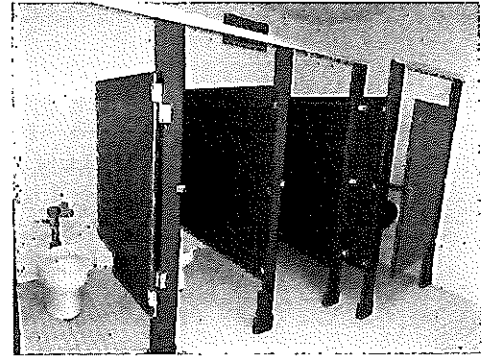
D. HVAC:

- I. The original forced air HVAC system is no longer in service. There is what appears to be a large HVAC system, located in a double-door closet in the midway down the main corridor.
- II. Currently the classrooms are being cooled and heated with window mounted air conditioners. (See Pic Right) These window mounted units require 220v electrical outlets, which are mounted on the exterior classroom side of the classroom walls. More efficient and securely mounted HVAC units may be required in these classroom. If these units remain, the exterior or outside wall mounts will need to be reinforced.



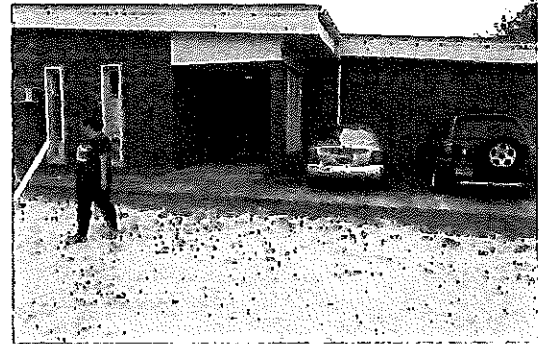
E. Restrooms:

- I. The existing restrooms available for the section of this facility proposed for Head Start classrooms are located in the center connecting hallway. There is a double fire door separating the men's and women's restrooms, with the janitor's closet having the electrical hazards located between. These are also the only restrooms available to the public access and fitness center portion of the adjoining building wing.
- II. The stalls, toilets and sinks in these restrooms are adult size. There are no separate adult/staff toilets available.
- III. There are four (4) toilets available in each restroom.
- IV. The restroom on the proposed Head Start section/wing of the facility is the women's restroom. Use of the men's restrooms, which are located on the public access side of the fire doors, would present security issues.



F. Parking/Drop-Off/Pick-Up:

- I. The proposed parking and drop-off/pick-up area (See attached Site-Location Plan), located on the NW corner of the facility, is presently a dirt driving path with no traffic control markings or curbs.
- II. As seen in the picture to the right, there are no parking barriers, curbs or designated lines. Directional parking and a clearly designated parking area, away from the front entrance would be needed in order to use this area as the Head Start front entrance.



G. Playground:

- I. There is no playground adjacent to this wing of the facility. A designate and properly fenced playground would need to be constructed. This playground area, if located directly outside of the proposed classrooms, would need to be protected from the parking area with adequate barriers.

WATER QUALITY

TTHM

TTHM COMPLIANCE SUMMARY FOR SYSTEMS MONITORING QUARTERLY

Monitoring Location*	DOH Lab Certification No.	This Quarter		Previous Quarter		2 Quarters Ago		3 Quarters Ago		TTHM LRAA** (µg/L)	TTHM OE Value*** (µg/L)
		No. of TTHM Samples Taken	Date Each TTHM Sample Taken (mo/da/yr)	TTHM Sample Result (µg/L)	TTHM Local. Quarterly Average (µg/L)	TTHM Local. Quarterly Average (µg/L)	TTHM Local. Quarterly Average (µg/L)	TTHM Local. Quarterly Average (µg/L)	TTHM Local. Quarterly Average (µg/L)		
Bay City Lodge	E81105	1	1/2/2019	85.49							
					85.49					84.37	89.85
						80.0	108.4	63.6			
Market Street	E81105	1	1/2/2019	93.16							
					93.16	73.4	87.5	61.0		78.77	86.81

Does the TTHM LRAA at any monitoring location violate the TTHM MCL of 80 µg/L? (YES/NO) YES

Does the TTHM OE value at any monitoring location exceed 80 µg/L? (YES/NO)**** YES

If you are on reduced quarterly monitoring, does the TTHM LRAA exceed 40 µg/L at any monitoring location? (YES/NO/NA)***** -

* Location names or numbers should correspond to those in your Stage 2 D/DBPR compliance monitoring plan required under 40 CFR 141.622.

** Calculate and enter the LRAA beginning at the end of the fourth quarter of Stage 2 monitoring and at the end of each subsequent quarter. Also, if the LRAA calculated based on fewer than four quarters of data would cause the MCL to be exceeded regardless of the monitoring results of subsequent quarters, calculate and enter the LRAA (using zero for the results of subsequent quarters).

*** Calculate the OE value beginning at the end of the third quarter of Stage 2 monitoring and at the end of each subsequent quarter. Enter the OE value if it exceeds 80 µg/L.

**** If any TTHM OE value at any location exceeds 80 µg/L, conduct an OE and submit an OE report in accordance with 40 CFR 141.626.

***** If any TTHM LRAA at any location exceeds 40 µg/L, resume routine quarterly monitoring under 40 CFR 141.621.

Reporting Format 62-550.822/40CFR141.629, updated 1/22/19 Page 2 of 5



Chemicals in Drinking Water Fact Sheet

Florida Department of Health, Bureau of Environmental Health

This fact sheet discusses possible health risks from exposure to low levels of total trihalomethanes typically found in drinking water.

Total Trihalomethanes (TTHMs)

What are Total Trihalomethanes?

Trihalomethanes are a group of chemicals that can form when organic matter in water is treated with halogen disinfectants such as chlorine. The most common of these chemicals is trichloromethane (also called chloroform), but others, such as dibromochloromethane, bromodichloromethane, or bromoform can also be found. The sum of these four chemicals is referred to as total trihalomethanes (TTHMs).

How might exposure to TTHMs in water occur?

TTHMs are present at low levels in most chlorinated water supplies. Chlorine is added to these drinking water supplies to control microbes such as *E. coli* or *Salmonella* that can cause serious illness.

What is the standard for TTHMs in drinking water?

The Florida Department of Environmental Protection's drinking water standard for TTHMs is 80 micrograms per liter (80 µg/L). Utility companies are required to test for TTHMs every quarter and this standard is compared to a one-year running average of samples.

How can TTHMs affect my health?

Depending on risk factors stated below, health effects from drinking high levels of TTHMs can include: liver, kidney, or central nervous system damage. Drinking water every day with concentrations of TTHMs at or below the standard for your entire lifetime is unlikely to cause illness. In addition, any risk from disinfection byproducts is much lower than the risk of illness from drinking water that has not been disinfected.

How likely are TTHMs to cause cancer?

EPA has set standards for TTHMs in water because there is a slight possibility of an increased risk of bladder or colorectal cancer over a lifetime of drinking water with TTHMs above 80 parts per billion (ppb). The slight risk occurs after decades of drinking water with high levels of TTHMs. This risk is small compared to the risk of potentially deadly infectious diseases in drinking water that is not disinfected.

How do scientists determine drinking water standards?

Drinking water standards are set at very low levels. To set drinking water standards, scientists review laboratory experiments and study reports of people exposed to high levels of chemicals when available. Then they use this information to estimate the risk of illness.

For chemicals that cause illness other than cancer, scientists find the level that is not thought to cause any harmful effects. Then, to be on the safe side, they set drinking water guidelines hundreds or thousands of times less than this "no-effect level." For chemicals believed to cause cancer, the technique is different. Scientists use worst-case assumptions to work out the lifetime risk of cancer at various concentrations of the chemical. They then set the level where the risk becomes so small it is practically zero. The worst-case assumptions used ensure that any errors are on the side of safety.

Because the standards are based upon lifetime exposure, drinking water with levels slightly above the standard for a short time does not significantly increase the risk of illness. The risk of illness, however, increases as the level of chemical increases and the length of time you drink the water increases.

How chemical exposures may affect someone can range widely from one person to the next. A number of personal factors also determine health effects. These include:

- How old is the person?
- What gender are they?
- Does the person have other health problems?
- What are their health habits? (For instance, do they drink alcohol or smoke tobacco?)

Is there a medical test for TTHM exposure?

There are special tests that can determine if you have been exposed to TTHMs. There is no reliable test to determine how much you have been exposed to and these tests cannot tell you whether harmful health effects will occur.

Is it safe to keep drinking water with TTHMs in it?

Citizens have the right to know about the quality of their drinking water. They should be aware of problems that may cause an immediate health problem and of those problems that are a concern when exposure occurs over many decades. That being said, levels of TTHMs less than the drinking water standard are not likely to cause illness. Drinking water with levels slightly above the drinking water standard for a short time does not significantly increase the risk of illness either. However, because health risks increase as the levels of a chemical (or how long a person drinks it) increases, it is best to drink water that meets standards.

For additional health information, please call the Florida Department of Health at 850-245-4240 or visit us online at www.floridahealth.gov/environmental-health/drinking-water/Chemicals-HALs.html

For more information about the health effects from exposure to TTHMs and other disinfection byproducts, please see the US CDC Safe Water Page at <https://www.cdc.gov/safewater/chlorination-byproducts.html>



Water & Waste Disposal Loan & Grant Program

What does this program do?

This program provides funding for clean and reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal, and storm water drainage to households and businesses in eligible rural areas.

Who may apply?

This program assists qualified applicants who are not otherwise able to obtain commercial credit on reasonable terms. Eligible applicants include:

- Most state and local governmental entities
- Private nonprofits
- Federally-recognized tribes

What is an eligible area?

Areas that may be served include:

- Rural areas and towns with populations of 10,000 or less - **check eligible addresses**
- Tribal lands in rural areas
- Colonias

What kinds of funding are available?

Long-term, low-interest loans. If funds are available, a grant may be combined with a loan if necessary to keep user costs reasonable.

How may the funds be used?

Funds may be used to finance the acquisition, construction or improvement of:

- Drinking water sourcing, treatment, storage and distribution
- Sewer collection, transmission, treatment and disposal
- Solid waste collection, disposal and closure
- Storm water collection, transmission and disposal

In some cases, funding may also be available for related activities such as:

- Legal and engineering fees
- Land acquisition, water and land rights, permits and equipment

- Start-up operations and maintenance
- Interest incurred during construction
- Purchase of facilities to improve service or prevent loss of service
- Other costs determined to be necessary for completion of the project
- See **7 CFR Part 1780.7 and 1780.9** for a complete list

What is the loan term and rate?

The loan term is up to 40-year payback period, based on the useful life of the facilities financed with a fixed interest rate. The interest rate is based on the need for the project and the median household income of the area to be served. **Contact us** for details and current interest rates applicable for your project.

Are there additional requirements?

- Borrowers must have the legal authority to construct, operate and maintain the proposed services or facilities.
- All facilities receiving federal financing must be used for a public purpose.
- Partnerships with other federal, state, local, private and nonprofit entities that offer financial assistance are encouraged.
- Projects must be financially sustainable.

Water & Waste Disposal Loan & Grant Program

How do we get started?

Applications are accepted year round and may be filed electronically using **RD Apply**. The RD Apply Customer Help Guide is provided to help you get started and work through the application process. Applications are also accepted through your **local RD office**. Program resources are available online (i.e., forms, guidance, certifications, etc.).

Who can answer questions?

Contact the local representative who serves your area. Participating nonprofits in your area may also offer assistance and training.

What governs this program?

- Basic Program – **7 CFR, Part 1780**
- Loan Servicing – **7 CFR, Part 1782**
- Section 306 of the Consolidated Farm and Rural Development Act

Why does USDA Rural Development do this?

This program helps very small, financially distressed rural communities extend and improve water and waste treatment facilities that serve local households and businesses. Good practices can save tax dollars, improve the natural environment, and help manufacturers and businesses to locate or expand operations.

**APALACHICOLA
ENVIRONMENTAL
STEWARDSHIP BILL**

PLEASE SUPPORT SB 1256/HB 921

A LEGACY INITIATIVE FOR APALACHICOLA'S ENVIRONMENTAL INFRASTRUCTURE AND WATER QUALITY

The Apalachicola Environmental Stewardship Bill (SB 1256/HB 921) is an initiative by the City of Apalachicola to fund some of our most critical needs and improve the water quality of Apalachicola Bay. Funds will provide improvements to aged wastewater and stormwater systems, healthy drinking water, and water quality protection.

The Apalachicola Bay Area Protection Act passed in 1986 established Franklin County, including Apalachicola, as an Area of Critical State Concern. This is a State designation in recognition of the significant environmental sensitivity and natural resources of the area and the State's interest in protecting them. The legislative intent included protecting the water quality of the Apalachicola Bay to ensure a healthy environment and a thriving economy. In 1994, the State removed the Area of Critical State Concern designation from Franklin County but the City of Apalachicola continued with the designation. Today, the City is one of only two populated areas in Florida that remain designated as an Area of Critical State Concern. Monroe County, the other area that shares this designation, has received \$28.3 million over the last three years to support the same type of initiatives. The Apalachicola Environmental Stewardship Bill builds on the Legislature's intent to support our unique needs and asks for funding similar to what Monroe County has received. The Bill specifically requests:

- **Nearshore water quality protection through wastewater and stormwater infrastructure improvements.** The City's aging infrastructure is failing and has the potential to cause significant environmental hazards to the Apalachicola River and Bay. The Bill requests funds to repair and upgrade our systems to safeguard our unique environment.
- **Drinking water improvements.** The Bill requests funds to install a filtration system mandated by the State to bring the levels of Trihalomethanes into compliance with Federal standards.
- **Water quality protection through land acquisition.** The Bill requests funds for land acquisition and capital improvements to facilitate public access.

The Apalachicola River and Bay Ecosystem is recognized internationally by conservation organizations, the United Nations, and the U.S. Congress as an extraordinary ecological system. It also has a **significant economic impact**. One of the most productive estuaries in the northern hemisphere, the Apalachicola River basin is a critical spawning and nursery ground for important commercial and sports fish species and supports fisheries valued at over **\$7 billion to the Gulf of Mexico**.

Apalachicola River and Bay's Notable Designations:

- The **United Nations** recognizes the Apalachicola ecosystem as an **International Biosphere Reserve**.
- The State designated the bay as a **Florida Aquatic Preserve**, one of the most ecologically important natural areas in Florida.
- The U.S. Congress and the State of Florida established the **Apalachicola National Estuarine Research Reserve** in 1979.
- Surface Water Improvement and Management **Priority Water Body** by the **Northwest Florida Water Management District**.
- Named one of the State's **Outstanding Florida Waters** by the Florida Department of Environmental Protection as "worthy of special protection because of natural attributes."
- Florida Department of Agriculture and Consumer Services **Shellfish Harvesting Area**

The Apalachicola Bay Area Protection Act, amended in 2018, calls for the protection and improvement of the water quality of the bay through the funding of water quality improvement projects, including the construction and operation of wastewater management facilities that meet state requirements.

HB 921 / SB 1256 is Supported by: RiverWay South, Coastal Conservation Association, Apalachicola Artificial Reef Association, Friends of St. Vincent Island National Wildlife Refuge, Apalachicola Main Street, Franklin County Seafood Workers Association, Apalachicola Community Redevelopment Agency, and Friends of Franklin County State Parks.

ADDITIONAL TALKING POINTS FOR SB 1256/HB 921

A LEGACY INITIATIVE FOR APALACHICOLA'S INFRASTRUCTURE AND WATER QUALITY



- The Apalachicola River Basin and Apalachicola Bay comprise the most ecologically diverse natural area in the southern United States.
- Apalachicola simply can not support the environmental Infrastructure necessary to maintain Florida's designated environmental quality and needs of the River and Bay on its locally generated revenues alone. This is why the Legislature and Governor and Cabinet designated the Area of Critical State Concern in 1985.
- The city has been a full partner with the State of Florida in the current State of Georgia litigation and serves on the Apalachicola-Chattahoochee-Flint Stakeholders group.
- The Florida Keys Environmental Stewardship Act, on which this bill was modelled, was passed by the Florida State Legislature and signed into law in 2016. It was passed after only a single session of consideration and is a significant State policy shift towards protecting the Keys' nearshore waters and lands that are critical to the delicate ecosystem. It also codifies the State's recognition of the importance of land acquisition and water quality projects as critical needs in an Area of Critical State Concern.
- The Florida Keys received \$5 million in 2016, \$13.3 million in 2017, and \$10 million in 2018 from the Stewardship Act.
- This session, Monroe County is seeking a \$20M appropriation pursuant to the Florida Keys Stewardship Act to construct water quality projects in the Florida Keys and a \$5M appropriation within Florida Forever for land acquisition within the Florida Keys as authorized in the Florida Keys Stewardship Act that will both retire development rights AND conserve environmentally sensitive land.
- Since Hurricane Michael, Apalachicola's status as an attraction for tourists and sport fishermen will make it even more important as an economic driver on the Florida panhandle. The destruction of lodging facilities, marinas, restaurants, homes etc in Gulf and Bay Counties is pushing vacationers, retirees, and hospitality industry employees into the relatively unscathed Franklin County. Adequate infrastructure is thus becoming even more important.
- In a normal good year (which hasn't happened lately) the Bay produces over 90% of the oyster harvest in Florida and over 12% of the nation's oyster production. The threats to the health, ecological productivity, and biological diversity of the Apalachicola River and Bay, and to the lives and livelihoods of people who depend on these resources are loss of freshwater, loss of floodplain and wetland habitat, point-source and nonpoint-source pollution, and unrestrained growth and development in the upstream ACF system. In 2012, Governor Rick Scott declared a "Commercial Fishing Resource Disaster" in the Apalachicola Bay. This bill helps protect a system that is already under threat from multiple fronts.

PORT AUTHORITY AND MARINAS

Project Application for
Franklin County's RESTORE Act Multiyear Implementation Plan

SECTION A - GENERAL INFORMATION: (This section must be completed)			
Applicant Name			
Point of Contact (POC) for this Application	POC Name	J. William McCartney, Ph.D.	
	POC Title	Sr. Community Development Associate	
	POC Email	bill.crlands@gmail.com	
	POC Phone	850-509-9059	
Descriptive Title of Applicant's Project		PORT OF APALACHICOLA: COMMERCIAL AND RECREATIONAL/SPORTS WATERCRAFT FACILITIES IMPROVEMENT, EXPANSION, AND MANAGEMENT PROGRAM, PHASE I OF 3.	
1. Qualifying Eligible Activity			
Please select the primary eligible activity in the first column, and select all other eligible activities that apply in the second column.	Select Primary Activity	Select All Others That Apply	Qualifying Eligible Activity
		X	1. Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast Region
		X	2. Mitigation of damage to fish, wildlife, and natural resources
		X	3. Implementation of a federally approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring
		X	4. Workforce development and job creation
		X	5. Improvements to or on State parks located in coastal areas affected by the Deepwater Horizon oil spill
	X		6. Infrastructure projects benefitting the economy or ecological resources, including port infrastructure
		X	7. Coastal flood protection and related infrastructure
		X	8. Planning assistance
		X	9. Promotion of tourism in the Gulf Coast Region, including recreational fishing
	X	10. Promotion of the consumption of seafood harvested from the Gulf Coast Region	
2. Was this proposed activity included in any claim for compensation paid out by the Oil Spill Liability Trust Fund after July 6, 2012? If "Yes," this activity is not eligible for a Direct Component grant.			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Location a) Please provide the actual location for the activity as street address, nearest intersection, or note boundaries. Provide location on a submitted map. If there is more than one location for the activity, attach a list of the additional locations, city/town, county/parish, state, and zip code.		Location	Apalachicola, FL
		City/Town	City of Apalachicola
		County	Franklin
		State	Florida
		Zip code	32320

b) Describe the location of the proposed activity. Attach a map to support your response.	City River and Bay Front, see map, Attachment No. I

SECTION B – PROGRAMMATIC CRITERIA: (This section must be completed)

1. Proposed Scope of Work

1a. Project Description and Need – Provide an overall description of the proposed project that clearly explains how the project/program meets the identified primary activity designated in A1. Include references to the specific needs addressed, goals to be achieved, performance metrics, and quantifiable benefits provided by the project. (500 words maximum)

The City of Apalachicola is proposing a complete restoration, upgrade, and expansion of its Port facilities which support water based economic development and the environmental enhancement of its existing and proposed new facilities.

Apalachicola has served as a Port since the late 1700s, and was the third largest port of the United States’ Gulf Coast before the Civil War. The Port has three distinct physical advantages with its direct access to the Gulf of Mexico, its location along the Gulf Intracoastal Waterway² and its immediate up-river access by a federally authorized water-way to ports in Alabama and Georgia. No other port in Florida has such strategic access or development potential for use by coastal commercial, recreational, or sports watercrafts.

The City of Apalachicola proposes to expand the carrying capacity of its port facilities to contribute as a major stimulus to its economy. The City’s Proposed Project includes three major components as follows:

1. The designation of the Port as a public utility with its operations as a distinct department, its user-based revenue structure and budget, its specific operational codes and ordinances, and its mission specific management.
2. The upgrade of the existing and the development of additional new watercraft facilities from the 133 existing berths to 212 enhanced dockage facilities for motorized watercraft, improve existing boating facilities, and provide launching and recovery facilities for non-motorized craft.
3. The enhanced environmental impacts on Apalachicola River and Bay through specific site specific pollution containment efforts, water quality circulation and flushing of facilities, and development of water quality monitoring.

This overall Project is composed of seven individual sites which are: 1) Battery Park Boat Basin, 2) Andres Pier, 3) Popham Boat Works, 4) Riverfront Lot G, 5) Sineth Landing, 6) Houseboat Moorings, and 7) Scipio Creek Commercial Marina and Boat Yard.

The proposed Project will meet all 10 of the RESTORE Qualifying Eligible Activities. These are:

- No. 1, Restoration of marine and coastal habitat conditions in Battery Park and Scipio Creek.
- No. 2, Provide circulation and flushing to improve conditions in boat basins.
- No. 3, Will improve water quality in National Estuarine Reserve.
- No. 4, The 212 improved watercraft berths will provide additional direct and indirect jobs.

- No. 5, Provide enhanced access and use to the two State Parks within the City.
- No. 6, Primary Project: Port infrastructure improvements, per Needs Assessment.
- No. 7, All new non-docking facilities will be elevated or flood-proofed.
- No. 8, Project will develop Port improvement concept plan and implementation strategy.
- No. 9, Will provide 79 additional docking facilities for tourism and fishing.
- No. 10, To serve to support commercial and recreational fishing and boat owners' access to City seafood restaurants.

The benefits of the proposed Project will be realized by increased public revenues, direct and indirect jobs in the community, improved marine habitats and water quality of existing and new facilities, and enhanced marine related tourism within the entire community.

1b. Project Timing – Provide a brief project schedule identifying specific tasks, milestones, and related timeframes showing that the proposed project can be implemented and quantifiable benefits realized within a reasonable and acceptable timeframe. Additionally, schedule information can be provided as a PDF attachment. Please enter “See attached” here if you are submitting a schedule as an attachment. (250 words maximum)

A comprehensive project has a specific order of tasks which are independent and some dependent on others. Basically, there are seven components to the proposed effort that can be initiated after the Franklin County Board of Commissioners recommends the Port of Apalachicola Development Plan in the RESTORE Multi-Year Plan. These are:

Task

1. City Attorney and Staff begin the process to create a City of Apalachicola Port Utility Department for inclusion in the City's Organizational Structure. These documents would include: The responsibilities and scope of authorities of the Port Department; the integration into the Comprehensive Plan and the CRA Plan; the Port revenue structure and budget; a preliminary staffing plan; and advertising for a Port Department Director.
2. Based on the extent of approval, direct the City's engineering consultant to begin a conceptual design plan for the Port, Phases 1-3, and begin 20 percent design for those improvements included in Phase 1.
3. Determine which components in Phase 1 will require permits or submerged land leases and file for approvals.

AFTER APPROVAL BY THE U.S. DEPARTMENT OF TREASURY:

4. Complete the final design and permitting of approved activities, within 180 days.
5. Bid and select a construction contractor and issue notice to proceed, within 60 days.
6. Complete construction of new or enhanced facilities, within 270 days.
7. Acceptance by the City and initiate operational control, and implement monitoring plan.

1c. Project Feasibility – Provide a total budget breakdown for the proposed project, including all reasonable and justifiable costs. Additional budget breakdown information can be provided as a PDF attachment. Please enter “See attached” here if you are submitting a budget as an attachment. (250 words maximum)

There should be no question of project feasibility since Apalachicola has served as a commercial port for over 200 years. Therefore, the only condition governing the Project's feasibility is the funds

necessary to implement it. An allocation of the RESTORE Funds to complete Phase 1 of the Apalachicola Port improvement Plan are:

1. Funding to create a Department of the Port of Apalachicola, its authorities and operational responsibilities, its revenue structure, inclusion in existing local Plans, and staffing plan. Cost: Estimated at \$80,000 – Provided In-Kind by City of Apalachicola.
2. Development of a Concept Plan for Port Improvements by City engineering consultant. Cost: Estimated at \$70,000 – Provided by City of Apalachicola.
3. File Permit applications for selected Phase 1 improvements by City engineer. Cost: Estimated at \$40,000 – Provided by City of Apalachicola.
4. Provide Final Design of Improvements. Cost \$110,000 – Provided by RESTORE.
5. Select and engage contractor. Cost: Estimated at \$800,000.

Estimated Total Costs:

City of Apalachicola	\$ 190,000 Match
RESTORE	<u>\$ 910,000</u> Grant
 Estimated Total	 \$1,100,000

Note: Budget fully defined in Section E, Project Budget.

2. Project Budget – Provide the project budget as a total dollar amount, explaining in detail how the proposed budget supports the proposed scope of work. Include a description of all funding sources and what tasks/activities will be funded by each source. Provide specific justification for ALL budget categories that apply, including an explanation of the necessity, allowability, reasonableness, and of proposed costs. Please complete the budget table in Section E to support your response. (250 words maximum)

The proposed budget for this Project is \$1,100,000.

Section E. identifies the allocation of funds as follows:

<u>Task</u>		
1. Creation of Port Utility	\$ 80,000.00	City In-Kind
2. 20% Design Plan	70,000.00	City Cash
3. Permitting	40,000.00	City Cash
4. Final Design and Engineering Services	110,000.00	RESTORE
5. Project Construction	<u>800,000.00</u>	RESTORE
Total Funds	\$1,100,000.00	

See Attachment 4 for Detailed Budget.

3. Partnerships and Leveraging – Provide a short narrative how the project is supported by multiple partners. Explain how the proposed project leverages funds by including cash or in-kind matching funds towards the project. (250 words maximum)

The proposed Project includes both partnerships and leveraging.

The Port of Apalachicola will execute agreements with Apalachicola Main Street and the Apalachicola Community Redevelopment Agency (CRA) to enhance and utilize each other's missions for mutual benefits of all programs. Additionally, the City will propose agreements with both State Parks within the City to optimize visitors utilizing both venues. The City intends to initiate formal written agreements with all parties designated above as well as the Apalachicola Chamber of Commerce, the Apalachicola Estuarine Research Reserve, the Apalachicola River Keeper, Franklin County Seafood Workers Association, the ACF Stakeholders, Inc., the Florida Seafood Festival, Inc., the Franklin County Health Department, and the Franklin County Tourist Development Council.

The nature and extent of leveraging is shown in Section 1C, Project Feasibility above. It is proposed that the City provide \$190,000.00 in cash and in-kind services and cost to match the requested \$910,000.00 RESTORE GRANT, or a match of approximately 21% of the RESTORE funds.

4. Monitoring Plan – Provide a short narrative describing the comprehensive monitoring and success measurement plan for the proposed project. Include a maintenance plan, if applicable. (250 words maximum)

The Port proposes to initiate two specific monitoring plans. One for marine environmental conditions and one for economic impacts.

It is intended that both marine environmental conditions and water quality be measured by Port personnel on a weekly basis. A "Clean Marina's Program" will be established to determine any adverse conditions or activities impact by permanent or transient watercraft, both private and commercial.

Water quality samples will be sampled weekly in the seven designated Port public docking areas. Moreover, periodic samples will be taken in private docking areas as may be needed.

The City fully intends to join the other 29 marinas in NW Florida by implementing the FDEP's CLEAN MARINA Program. The Program, with FDEP's approval, will address critical environmental issues such as sensitive habitat, waste management, stormwater controls, spill prevention and emergency preparedness. The result is a clean boating partnership with the State of Florida.

See Clean Marina's Program: Attachment 2.

5. Sustainability and Efficiency – Provide a brief narrative describing how the project approach utilizes efficiency measures and provides long-term benefits. Explain how the proposed project builds on existing assets; links outcomes, partners, or lands; and does not produce negative environmental impacts. (250 words maximum)

As documented in the Franklin County Needs Assessment developed by the County's consultants, the Port of Apalachicola is specifically listed as a need under the section on "Workforce Development and Job Creation". Moreover, the components of the Project are also identified as needs in the sections of "Protection of Natural Resources", "Infrastructure", "Infrastructure Flood Protection", "Tourism, Recreation and Seafood" as well as "Public Interest" and "Leverages Funds".

Specifically, the Port is requesting \$910,000.00 of RESTORE Funds for an additional 79 watercraft berths. This equates to approximately \$11,500 per berth. And, in addition, the Port will provide marine and water quality improvements, basin flushing, non-motorized watercraft activities, and a permanent revenue structure to maintain the program. Based on this estimated cost per berth, the City value for the 133 existing berths is over \$1.5 million currently invested.

The proposed Port improvements and the creation of a Port Utility are intended to have a long-term economic and environmental improvement benefit on the City. Moreover, the management of the Port with all the public utilities listed in item 3 above provide for a comprehensive approach to Port development and management for both economic development and environmental improvements.

6. Best Available Science, if applicable

Directions: If the answer to the following question is "yes," complete this section. If the answer is "no," then skip to B7.

Is one of the eligible activities of the proposed project to protect or restore natural resources (in Section A1)? Yes No

The RESTORE Act requires activities designed to protect or restore natural resources to be based on the "best available science," which is defined in the Act as science that a) maximizes the quality, objectivity, and integrity of information, including statistical information; b) uses peer-reviewed and publicly available data; and c) clearly documents risks and uncertainties in the scientific basis for such projects.

Please clearly state the protection or restoration objective(s) of the project, describe the methods that will be used to achieve the objective(s), and explain how these methods are based on best available science. The response must be sufficiently detailed to evaluate the reasonableness of the applicant's determination that the project is based on best available science. In addressing the three-pronged test in the definition of "best available science," the applicant must cite, when available, peer reviewed, objective, methodologically sound literature sources that support the conclusion that the proposed scope of work is an effective way to achieve the stated objectives. (500 words maximum)

For each literature source cited, the applicant must provide sufficient citations, including:

- Title; City of Apalachicola, Stormwater Management Master Plan
- Journal in which the literature source appeared, if applicable;
- Publication date;
- Author(s); and Baskerville-Donovan, Inc.
- Web address if downloaded or available online.

There are three specific applications to protect and/or restore natural resources proposed in this Project. These are:

1. Implement City's "Stormwater Management Plan"

2. Implement City "Clean Marina" program
3. Provide "water circulation" to two dead-end existing boat basins to improve water quality.

7. Possible Material Risks to Implement and Maintain the Proposed Activity/Permits

Directions: List the possible material risks, e.g., operational, legal, regulatory, budgetary, or ecological risks, with a brief discussion of mitigation strategies that the applicant may need to address in order to implement and/or maintain the proposed activity. If the applicant determines that there are no material risks to implement and maintain the proposed activity, then put "None" in the Risk column below.

As with any public infrastructure and economic development project in the coastal area of Florida, there are various risks to both the facilities and the environment which must be addressed. These include:

Risk (100 words maximum each)	Mitigation Strategy (150 words maximum each)
Hurricanes and storm surge:	A hurricane protection and evacuation plan will be developed by Port personnel to manage the security or evacuation of watercraft and port facilities in a storm event.
Pollutant discharges or spills:	The Port will implement a Clean Marina's Plan to deal with any discharge of pollutants into area waters.
Permit conditions:	The City Port Director will be responsible for insuring that all Permit authorizations and conditions will be met. He or she will file reports monthly or as required by Permit documents.
Equipment and facilities management:	There are always risks in the operation and maintenance of public use facilities. The Port will have at least two full-time employees as well as hold-harmless use agreements with all berth users. The City will maintain insurance coverage on all public use property and facilities.

8. Permits, Land Acquisition, Construction, and Relocation Assistance

Directions: Answer the following items concerning permits, construction, land acquisition, and relocation assistance, if applicable.

8a. Permits

Does the proposed activity require any federal, tribal, state, or local permits? For potential federal permits needed, see:

<https://www.permits.performance.gov/tools/federal-environmental-review-and-authorization-inventory>

Yes No

If yes, provide a short narrative describing how the proposed project will conform to all applicable federal, state, and local laws and codes, including, but not limited to, the Americans with Disabilities Act, Rehabilitation Act of 1973, U.S. Access Board, National Environmental Policy Act, National Historic Preservation Act, Davis-Bacon Act, Florida Building Code, and Franklin County Land

Development Code. List all specific federal, state, or local permits required for this project, the status of the permits, and the anticipated time until permits are obtained. (500 words maximum)

The proposed Project will require five collective authorizations (Permit) for all new or modified facilities. Although there are seven specific sites, each permit application will address all Project included locations.

1. Each collective application will require a Florida Department of Environmental Protection "dredge and fill" permit for all new or modified structures located in "the waters of the State of Florida" such as mooring pilings, bulkheads, docks, ramps, etc. located in or along the Apalachicola River and Bay.
2. The U.S. Army Corp of Engineers will also have approval determinations in this joint application process with the permit authorizations above.
3. Each collective application will require a submerged land lease from the State of Florida unless one currently exists.
4. Each collective application will require a storm water management permit for each facility included in the RESTORE Project.
5. Each Basin (Battery Park and Scipio Creek) will require permits to construct and operate a circulation (flushing) capability included in the RESTORE Application Phase 1.

8b. Land Acquisition and Construction Activities

Will land be improved? Yes No If yes, answer questions i-vi

Will land or interest in land be acquired? Yes No If yes, answer questions i-viii

i. What are the legal rights that will be acquired?

Fee Title Easement Other (please explain):

ii. If an easement, what is the life of the easement?

iii. Will the applicant hold title to the land? Yes No

iv. What is the total acreage of the proposed property interest to be acquired (easement or fee title)? N/A

v. Has the applicant obtained a recent certified appraisal of the property? Yes No
If yes, attach a copy of the appraisal.

vi. Has the applicant obtained a recent title opinion or certificate? Yes No
If yes, attach a copy of the title opinion or certificate.

vii. Attach a signed statement from the seller(s) that he/she is a willing seller and has not been coerced into selling or conveying the property interest.

viii. Attach the legal description of the property and the tax parcel number.

8c. Relocation Assistance

Will the proposed project cause the displacement of any persons, businesses, or farm operations? Yes No

If yes, as required by Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, explain: the number of displaced persons, including businesses and farm operations; what fair and reasonable relocation payments and advisory services will be provided to any displaced persons; and what provisions will be made to ensure that safe, decent, and sanitary replacement dwellings will be available to such persons within a reasonable period of time prior to displacement. (500 words maximum)

SECTION C – LOCAL SELECTION CRITERIA: (Complete all that apply)

Section C1 - Restoration and Protection of Natural Resources

1. Water Quality – Provide a short narrative explaining how the proposed project will improve the water quality of Apalachicola Bay and/or its tributaries. (500 words maximum – 8.5 points maximum)

A major goal of the proposed Project is to oversee and manage the improvement of water quality in Apalachicola River, Scipio Creek, and Apalachicola Bay. Under current conditions, there are some 133 public boating berths/slips that are substantially uncontrolled from boat discharges, spills, debris discard, or even sunken watercraft with all their fuel, oils, and other pollutants. A major purpose of this proposal is to provide management control over all watercraft occupying Port mooring facilities. These controls will be implemented based on the following:

1. The Port will execute individual mooring agreements with each user. Within these agreements will be binding statements of prohibiting any pollution discharge, penalties for a discharge (unintentional or intentional) and remedial actions at the user's expense to clean up or mitigate the site.
2. Water quality testing will be conducted by the Port on a weekly basis, or as determined necessary at each public mooring facility.
3. The Port will flood-proof all permanent facilities which could impact water quality conditions, i.e. flooded.
4. The Port will install two additional pump-out stations to execute and treat watercraft waste products.
5. The Port will implement the City's Storm Water Management Plan to treat and/or mitigate run-off from existing and new mooring facilities.
6. The Port will develop facilities needed to add circulation or flushing of the two major mooring basins, Battery Park and Scipio Creek.
7. The Port will propose the adoption of a "Clean Marina" Plan for approval by the City Commission.

8. The Port will establish a professional advisory committee to advise on matters relating to improvements in water quality within the Port's facilities. The committee to include representatives from: Apalachicola Riverkeeper; the Estuarine Research Reserve, Franklin County Public Health Department, the Franklin County Soil and Water Conservation District, and the Franklin County Seafood Workers Association, Inc.

2. Estuarine Habitat – Provide a short narrative explaining how the proposed project will improve, enhance, or restore the structure and function of estuarine habitats, including oysters, seagrasses, and marsh. (500 words maximum – 8.5 points maximum)

The lower Apalachicola River and Bay is the most productive estuary in the State of Florida. The major challenge of this proposed Project is to: Enhance the productivity of the Estuarine System and to enhance the public use and enjoyment of this resource. The goal of this Project is to balance the economic benefits afforded by the use of the natural estuarine system with the enhancement of its integrity as a natural system and its aquatic productivity.

The revitalization of estuarine habitat under this Project is twofold. First, the existing marinas and public mooring facilities will be cleaned up and restored to as natural condition as possible. This effort will include removing sunken vessels, controlling maintenance, fueling processes, and pump-outs. Water quality monitoring will be installed and trash and debris facilities will be installed. All efforts will be employed to have no adverse impact on the waters of the mooring areas.

Secondly, the Project will employ new components to improve habitat. The Project includes the application of a circulation/flushing system to exchange waters in both Battery Park and Scipio Creek boat basins. In both cases, river waters will be directed into the head of both facilities to improve water quality through circulation and to allow the basins to recover to a productive fish habitat. This effort should allow schooling and bait fish to again use these basins as productive habitat.

Section C2 - Workforce Development and Job Creation

1. Enhancement of Existing Assets – Provide a short narrative explaining how the proposed project will enhance the potential of existing workforce development and/or job creation assets within Franklin County. (350 words maximum – 6.4 points maximum)

The public mooring facilities in Apalachicola may be the single largest contributor to the City's economic base. Moreover, this entire Project is to restore, enhance, or provide additions to the Port's existing assets. The entire scope of this Project is to: Revitalize the economic development potential of all Port related activities while enhancing the natural conditions of the near-shore waters of Apalachicola River and Bay.

The Port of Apalachicola currently has some 133 public mooring berths at its City owned facilities. Of the existing berths, approximately 25 percent are unusable and another 15 percent are occupied by non-operational watercraft. Additionally, the physical condition and appearance of the existing facilities are below acceptable standards and substantially below the standards of other area marina facilities available in St. Marks, Port St. Joe, Mexico Beach, or Panama City. The physical condition and lack of attractiveness are significant deterrents to mooring high quality watercraft in the Port's public facilities.

In the above context of the current sub-standard public mooring facilities, the Port of Apalachicola is proposing a thorough and complete upgrade and economic revitalization to the Port's docking infrastructure and to provide a massive new contribution to Apalachicola's economy.

With the addition of 79 permanent mooring berths and the rehabilitation of the existing 133, the Port will be able to support some 212 watercraft and their collective economic contribution to the City's economic base. It is estimated that the workforce and job creation impact from this Project would be:

<u>Activity</u>	<u>Jobs</u>	<u>Economic Contribution</u>
1. Project construction	20*	\$ 400,000 24 month total
2. Port management	4	424,000 yearly
3. Goods and services	12	300,000 yearly
4. Maintenance/repair	6	300,000 yearly
5. Retail/food services	10	250,000 yearly
6. Charter/sports fishing	<u>10</u>	<u>250,000</u> yearly
Total estimated	62	\$1,924,000

*24 months total

By removing the construction workers from the calculations above and assuming vacancy and/or seasonal employment opportunities, THIS PROJECT SHOULD CONTRIBUTE APPROXIMATELY \$2,000,000 ANNUALLY TO THE LOCAL ECONOMY.

2. Attracts and/or Expands New Industries – Provide a short narrative explaining how the proposed project will directly contribute to expansion of existing industry/business or siting of a new industry/business, particularly if it is in one of the targeted industries identified in recent economic development studies, such as the Apalachee Regional Planning Council's "Apalachee Region Comprehensive Economic Development Strategy 2013-2017" or the Florida Department of Economic Opportunity's "Franklin County Long-term Economic Diversification Strategy" (2013). (350 words maximum – 9 points maximum)

Both the Apalachee Region Comprehensive Economic Development Strategy and the Franklin County Long-Term Economic Development Strategy have guidelines which make this Project relative. Both report/strategies support the creation of jobs, the promotion of existing and new businesses, and tourism. This Project supports all these.

The Apalachee Regional Planning Council (ARPC's) Comprehensive Economic Development Strategy draws from the work of the Florida Chamber; six pillars of economic development to provide guidance for the Region's economic growth. And, although "the Apalachee Region has exhibited a somewhat slower recovery" the trends for moving forward are encouraging. This report cites the Franklin County Long-Term Diversification Strategy as an ongoing project which is supported by this Project.

The ARPC identifies a range of considerations which are needed in the Region to affect economic development and the economic well-being of its citizens. This Project implements several of these identified goals and objectives as follows:

Innovation and Economic Development: Objective 4.3,
Infrastructure, Goal 1,
Business Climate, Goal 2,
Civic and Government Systems, Goal 1,
Quality of Life, Goals 1, 2, 3, 4 and 5, all address the positive economic impacts provided by this Project.

Similar recommendations to the above are recommended in the Franklin County Long-Term Economic Diversification Study by establishing procedures and programs to ensure continuation of the seafood industry both commercial and recreational, strengthening the existing tourism base, and by attracting new economic sectors such as the proposed enhancement of paddle based recreation and watercraft construction.

Based on a review of the Franklin County Long-Term Strategy, it is apparent that it will take a serious and consistent effort to fully implement ideal conditions for economic diversification of the County's needs such as: the creation of an Economic Development Authority, business related educational opportunities, affordable housing, City/County clean-up and junk removal, improved infrastructure, and economic development planning to target needed industry. Until these "missing links" of economic diversification are in place, projects like the one proposed in this RESTORE Application will have to serve our economic needs until more comprehensive programs come along.

3. Workforce Gaps – Provide a short narrative explaining how the proposed project will identify and/or improve workforce gaps (350 words maximum – 2.6 points maximum).

An analysis of workforce gaps in the Region has shown that it does not have a broad base of employment opportunity. The lack of diversified employment base leads to a loss of both high school and especially college graduates. It is documented that Franklin county's low graduation rate and its service oriented economy dictates lower wages and resulting social problems.

The proposed Project, while providing increases in expected economic development and jobs, in itself, will not provide meaningful employment for college arts and sciences graduates. It will; however, provide public employment, needed personnel in the City's service industries and sales. It will; however, create an opportunity for advanced technical skills in: watercraft navigation, watercraft repair, marine mechanics, boat building, environmental monitoring, and environmental tourism guide services.

The Port will probably not hire any Ph.D.'s but will provide additional meaningful employment to the existing men and women that have become unemployed or underemployed as the traditional economic base of Franklin County shifts from seafood employment to tourism, and natural resource based recreation.

Section C3 - Infrastructure Benefitting the Economy or Ecological Resources

1. Stormwater Management and/or Flooding Controls – Provide a short narrative explaining how the proposed project will enhance stormwater management and/or flooding controls. (350 words maximum – 9.6 points maximum)

The City of Apalachicola has developed a Stormwater Management Master Plan and is in the process of adopting a Stormwater Utility for the City. Apalachicola has long taken its stormwater as a serious threat to the River and Bay and has expended several millions of dollars to mitigate its adverse impacts to water quality and flooding.

With respect to this proposal, the Port will take all available steps to: 1) Lessen the impacts to water quality from run-off at its facilities; and 2) to flood-proof its operational equipment.

As a general rule, the watercraft and mooring facilities, when not in use, will have a minor, if any, impact on water quality at their respective facilities. However; the parking lots, repair facilities, and loading docks and piers do pose a threat to the water quality. As such, each Port facility will have its own individual stormwater quality abatement program to be included in the City's Stormwater Master Plan.

For example, each fueling facility will be designed to control stormwater by holding it on site or by some form of treatment. To the extent possible, all run-off from Port facilities will be directed into the City's stormwater system for treatment and discharge.

2. Technology and/or Technology Access – Provide a short narrative explaining how the proposed project will improve components of existing technology access or provide new technology access, via broadband internet service or other means. (350 words maximum – 4.8 points maximum)

The application of technology enhancements to a Port mooring facility is somewhat limited. However, there are several applications which currently do not exist, and will be added to the Project. To realize the technology available to marine mooring facilities, the following will be included in this Project. These are:

1. A full time marine radio will be monitored to access the Port.
2. Internet access to all slips will be made available.
3. Marine facilities' reservations and user fees can be accessed or paid online.
4. Utility use will be monitored electronically.
5. Closed circuit cameras will be installed at each facility and monitored by the Port.
6. A Port website will be established to provide Port/boating related information.
7. Provide security lighting at all facilities.

3. Waterway Navigation/Access – Provide a short narrative explaining how the proposed project will improve waterway navigation and/or access, including marking or dredging of navigational channels, removal of hazards to navigation, and construction or improvement of public boat ramps, etc. (350 words maximum – 6.6 points maximum)

The Port will conduct a long list of improvements which will assist navigation and access by

watercraft, both berthed in one of its facilities or transient watercraft for limited or temporary use. The implementation of navigation access improvements are site specific and unique to each City facility. The currently identified improvements are:

1. Establish a kayak launch and recovery facility and parking at the Paddle Park.
2. Revise the slip configuration at Battery Park to accommodate 29 additional craft.
3. Remove underwater hazards at Battery Park.
4. Provide utilities at Andres Pier.
5. Add navigation lighting to Riverfront Park.
6. Remove collapsed dock at Sineth Landing.
7. Remove sunken and non-operational craft at Scipio Creek.
8. Remove old pilings from City Boatyard site.
9. Monitoring of marine radio to assist boaters.
10. Provide improvements to roof to stop leaks at Popham Boat Works.

The above are immediate needs which will be accomplished under this Project. More will likely follow as use demands intensify.

Section C4 – Coastal Flood Protection and Related Infrastructure

1. Disaster Planning, Response, and Recovery – Provide one or more specific examples of how the proposed project will provide for disaster planning, response, and/or recovery. (350 words maximum – 6.4 points maximum)

There are basically four types of disasters which could/may affect the Port's mooring facilities. These are: 1) Storms and hurricanes; 2) watercraft fires; 3) watercraft collisions; or 4) personal sickness or accidents of watercraft users.

Each of the above conditions needs documentation in the Port's Plan and Operational Manual. As such, and since the creation of the Port as a City Public Utility, there will be an emergency/disaster response section. This plan will specifically address:

1. Storm evacuation and safe temporary moorings.
2. Provisions for safe mooring in all conditions.
3. The siting of fire protection equipment at all facilities.
4. The enforcement of wake zones and watercraft lighting.
5. Identify access for all emergency response vehicles.
6. Hand out packets to all transient watercraft with emergency contacts.
7. Hold annual fire drills for watercraft fires.
8. Provide explanatory signage for all temporary moorings.
9. Provide agreement language for emergency situations in docking use agreements.
10. Provide for the Florida Fish and Wildlife Conservation Commission to conduct watercraft inspections on a regular basis.

2. Flood Protection/Mitigation – Provide a short narrative explaining how the proposed project will provide flood protection and/or flood mitigation. (350 words maximum – 7 points maximum)

As stated earlier in the application, the Port will provide flood-proofing for its operational facilities.

While docks, piers, and mooring platforms cannot be "flood-proofed" they can be structurally sound to prevent failure during a flood situation. As such, all new pilings will be excessively driven and older pilings will be strengthened as needed. Additionally, all operational equipment will be flood-proofed or located well above known flood elevations. On the Apalachicola River, all structures are subject to major magnitude floods and the security and stability of all mooring facilities is essential.

3. Emergency Services – Provide a short narrative explaining how the proposed project will provide enhanced emergency services. (350 words maximum – 4.6 points maximum)

Each Port facility will be designed or redesigned to accommodate fire and rescue personnel and equipment; especially the two major mooring basins, Scipio Creek and Battery Park. All other facilities will have adequate emergency access to the levels needed to support equipment and personnel. It is important to acknowledge that all Port facilities are within the corporate limits of the City of Apalachicola and have direct services from:

1. The Apalachicola Police Department
2. The Apalachicola Fire and Rescue Department
3. Weems Hospital
4. First Responders and Ambulance Services
5. The Franklin County Sheriff's Department
6. The U.S. Coast Guard
7. The Florida Fish and Wildlife Conservation Commission
8. The Port of Apalachicola master and staff
9. Franklin County Emergency Management Personnel, and
10. Tallahassee Life flight.

Section C5 - Tourism, Recreational Fishing, and Seafood

1. Enhances and/or Markets Existing Assets – Provide a short narrative explaining how the proposed project will enhance the potential of existing assets within Franklin County for tourism, recreational fishing, and seafood. (250 words maximum – 3.7 points maximum)

The Apalachicola City Commission and senior staff held a workshop on May 11, 2017 and determined that this proposed Project, considering the RESTORE scoring criteria, would have the largest and most meaningful impact on the City's economy, its growing tourism industry, and also optimize the use of "its existing assets". The scope of this Project only includes existing City facilities which, in the determination of many, are not providing the levels of economic impact within the community as they could if improved. As such, Port capacity and facilities improvement has been determined by the City Commission to significantly have the greatest economic impact of any other potential project given: 1) the RESTORE application process, 2) the amount of funds available, and 3) the optimum use of existing City facilities and resources.

In addition to the above, the Apalachicola Community Redevelopment Agency (CRA) Plan has recommended this Project as its number one objective, both in the initial CRA Plan and within its current revised edition. See the Plan's recommendation attached: CRA Plan Attachment 3.

As shown on Attachment 3, the proposed Project is the culmination of many years of economic development, tourism, and watercraft access planning and its compatibility with the public opinion of its citizens to foster its historic, small town, and river/bay front setting.

2. Tourism – Provide a short narrative explaining how the proposed project will provide new tourism destinations and/or opportunities. (250 words maximum - 7 points maximum)

Increased tourism is one of the two primary objectives of this proposed Project. The clean-up and improvements to the existing mooring facilities and enhancement of water quality and habitat is the other.

Fundamental to providing new tourism destinations and/or opportunities in Apalachicola is the improved access to and use of its water-based assets in its historic coastal setting.

In 2017, Apalachicola has become more of a tourist community than a fishing town in terms of the contribution to the local economy.

In order to take advantage of Apalachicola's River and Bay setting, Apalachicola has become a significant tourist destination for many in Alabama and Georgia, beach vacationers on St. George Island, and boaters with access from many other states.

New marketing opportunities exist that have had proven successes. In many parts of Florida and the southeast, organized boating venues such as regattas, boat shows, and races have been successful. The semi-annual movement of pleasure yachts to and from south Florida and the Caribbean is also a major tourism opportunity.

The Port of Apalachicola is ideally suited to take advantage of the existing and expanded recreational boating traffic, as it is to its historic fishing fleet. Optimizing all the positive market conditions of watercraft facilities in Apalachicola will contribute for as many generations of boaters as it has in its long and iconic past.

3. Oyster Recovery and/or Improvement – Provide a short narrative explaining how the proposed project will provide for oyster recovery and/or improvement. (250 words maximum – 6.2 points maximum)

The Port of Apalachicola has been involved in the oyster industry since its inception. Currently, there are several oyster processing facilities in the City and over 100 licensed oystermen who reside in Apalachicola. As such, it is in the best interest of the City to support, enhance, and protect both the industry itself and the recovery of the aquatic resources which support it.

There are several components of this Project which directly support the recovery of oystering in the Apalachicola estuary and Bay. The City provides an oyster shelling facility on its property immediately adjacent to Scipio Creek Boat Basin. This facility will be expanded and modernized under this proposal. Moreover, there are many other activities in which the City of Apalachicola is engaged to assist the recovery of the oyster industry which are:

1. Serving as a member of the ACF Stakeholders to encourage the State of Georgia to provide more water to the Bay in drought years.
2. Provide locations for State and Federal Agencies to assist in oyster recovery.
3. Work closely with the Apalachicola Riverkeeper to assist in oyster recovery efforts.
4. Serve as active members in the Apalachicola Seafood Workers Association.

A major goal of the entire Apalachicola community is to protect and enhance the oyster industry, its recovery, and to maintain and improve the oyster industry related infrastructure. This is a basic component of this application.

4. Public Waterfront Access – Provide a short narrative explaining how the proposed project will provide public waterfront access, including parking. (250 words maximum – 6.8 points maximum)

This entire proposed Project is intended to specifically enhance waterfront access by both land based and water based users.

This proposed Project will improve seven waterfront public facilities intended specifically to enhance its land based usership. These seven public dock facilities will provide for both individual and collective access to both Apalachicola River and Bay. Several examples currently exist as Santa Claus arriving by shrimp boat to a 2,000 person audience, and the annual Florida State Seafood Festival at Battery Park. Waterfront access and usership is fundamental to the City's economy. This Project will significantly enhance it.

Additionally, waterfront access also occurs from the water. As proposed, this Project will enhance the 133 existing mooring slips provided by the Port of Apalachicola and add 79 more for a total of 212. In addition, existing and new ramps, launches and recovery facilities will provide access to and from the Port by perhaps 10,000 watercraft user-days per year. Basically, waterfront access is synonymous with the Port of Apalachicola. The Port's mission then, is to facilitate this access into growth of the local economy, and to clean up and maintain the quality of its water resources. This is the purpose of this application.

5. Fisheries – Provide a short narrative explaining how the proposed project will provide fisheries attraction (e.g., reefs) and/or fisheries monitoring. (250 words maximum – 2.3 points maximum)

The proposed Project is intended to expand and enhance a platform for access to area fisheries, to support activities for staging to promote area fisheries, and to improve water quality and habitat in its mooring facilities to support active and productive fisheries development. An overview of these activities is:

1. The seven Port mooring facilities are intended to serve as a platform to provide access to area fisheries. By upgrading and expanding these facilities it will provide both direct and indirect support for fisheries management and improvement efforts by its user base.
2. The Port of Apalachicola will continue to serve and enhance staging facilities for fisheries attraction. Examples are the proposed improvements to its oyster shelling facility at its Scipio

Creek Basin and by providing an unobstructed loading site for materials used in the construction of offshore reefs. The Port of Apalachicola's Battery Park is the only location that major offshore artificial reef materials can be effectively loaded.

3. Through the clean-up of its existing facilities, the removal of non-operable watercraft, and the installation of water circulation systems in its boat basins, the Port will restore the local fisheries in its facilities. The Port's objective is to not only provide quality docking in its facilities, but to also encourage the return of water quality conditions to support the return of bait fish, mullet, sheepshead, and other near-shore species that represent improved water quality and productive habitat.

SECTION D – BONUS CRITERIA: (Complete all that apply)

1. **Public Interest** – Provide a short narrative explaining how the proposed project clearly demonstrates public benefit. (500 words maximum - 12 points maximum)

This application is the product of a vast expression of community public interest, not only today but over its significant history as a viable "Port Town".

For this particular RESTORE Application, several identified groups have provided their endorsement, including:

1. The Apalachicola City Commission at its May 11, 2017 Public Workshop, expressed its specific support for this Project, given other potential projects in the City. This Project, as noted, will both stimulate the local economy and provide a large degree of added environmental protection to its critical estuary.
2. The Apalachicola Community Redevelopment Agency (CRA) has identified this Project as its major objective in its 2017 revision to the CRA Plan, noting that:

"The City's basic planning documents mandate that economic development and diversification be achieved through a quadrilateral approach. In implementing this objective, the initial phase proposes the continued development of new boating facilities as well as the two existing marinas, i.e. Battery Park Marina located at the southern terminus of Market and 6th Street; and the Scipio Creek Mooring Basin at the northern terminus of Market Street.

The improvement of these facilities will in effect create a developmental corridor extending north and south from Scipio Creek to Battery Park Marina and west to east from Market Street to the river. The area includes within its perimeter all the commercial/industrial buildings as well as non-airport industrial infrastructure. Redevelopment of this developmental corridor will place the City in a position to implement the strategies described hereinafter:"

3. The Apalachicola Mainstreet Program members have expressed their strong support for this proposal. Many of the members, actually participating in the development of this Application.
4. The Franklin County RESTORE Program's "Needs Assessment" has specifically identified the Port of Apalachicola improvements in its section on "Workforce Development and Job

Creation" as a documented Franklin County need. Moreover, the City's Proposal also addresses needs in the sections are: Restoration and Protection of Natural Resources; Infrastructure Benefitting the Economy; Coastal Flood Infrastructure; and Tourism, Recreational Fishing and Seafood, which is the major component of this Application.

5. Additional expressions of public interest and support have been expressed by members of the Franklin County Tourist Development Council, the staff of the Apalachicola Estuarine Research Reserve, and the Apalachicola Riverkeeper. Statements of this support will be presented to the Franklin County Commission during its selection process.

2. Leverages Funds – Provide one or more specific examples of how the proposed project will provide for in-kind or other supplemental funding, thereby increasing leveraging of funds. Include the dollar amount of leveraged funds, the portion of the project budget supported by leveraged funds, and the level of commitment of leveraged funding sources. (500 words maximum – 8 points maximum)

The City of Apalachicola will commit adequate support for this Project to fully demonstrate its intentions to provide funds and effort for this needed Project. The City has pledged \$190,000 toward the Project and has REQUESTED \$910,000 in RESTORE Funds. The City's contribution is approximately 21 percent of the RESTORE FUNDS REQUESTED.

Moreover, the City of Apalachicola, through the Port, is actually pledging some \$40,000,000.00 of currently held assets to this effort. This includes all seven of the properties on which this Project is located and all the equipment, infrastructure, and marine related facilities on these properties. Basically, the Port is requesting less that 2% of what is currently invested.

*The City pledges a matching value of:

City of Apalachicola In-Kind	\$ 80,000
City of Apalachicola Cash	<u>\$ 110,000</u>
Total Proposed Match	\$ 190,000

**A certified letter of commitment for this wording will be provided by the City at the Franklin County Commission RESTORE Projects' Selection Hearing.

SECTION E – BUDGET BREAKDOWN: (This section must be completed)

Activity/Item	Anticipated RESTORE Funding	Cash Match	In Kind Match	Total Cost	Source of Match
Port Utility Creation	\$ 0	\$ 0	\$ 80,000	\$ 80,000	City of Apalachicola
Concept Plan	\$ 0	\$ 70,000	\$ 0	\$ 70,000	City of Apalachicola
Permits	\$ 0	\$ 40,000	\$ 0	\$ 40,000	City of Apalachicola
Final Design and Engineering Services	\$ 110,000	\$ 0	\$ 0	\$ 110,000	None
Construction	\$ 800,000	\$ 0	\$ 0	\$ 800,000	None
	\$	\$	\$	\$	
	\$	\$	\$	\$	

Total by Source	\$ 910,000	\$ 110,000	\$ 80,000	\$1,100,000	
Total Project Cost				\$1,100,000	

Estimated Cost by Year	
Year 1	\$ 300,000
Year 2	\$ 800,000
Year 3	\$
Year 4	\$
Year 5	\$

ATTACHMENT NO. 4 – DETAILED BUDGET

Task 1, Creation of Port Utility: This support is necessary to facilitate the creation of the Port of Apalachicola as a public utility similar in scope to the water and sewer utility. The effort will be operated as an Enterprise fund and the user fees' revenues will support operational and management expenditures. To position the City to create the utility will require extensive legal services and staff efforts to develop: 1) Chartering Ordinances, 2) Revenue structure, 3) Operational Plan, 4) Management Protocols, 5) Staffing Plan, 6) Allocation of operational space and equipment, 7) Regulatory structure and enforcement protocols, and 8) Public hearings on code development.

The City is proposing this as an In-kind contribution of \$80,000.00, although it is anticipated to cost substantially more:

Task 2, 20% Design Plan: This effort will organize all improvements into a compatible plan for permitting and final design criteria. The proposed cost for this effort is \$70,000 and will be supported in cash by the Port of Apalachicola.

Task 3, Permitting: It is anticipated that five joint FDEP-COE permits will be required for this Project unless the regulatory agencies will accept the proposed improvements as one overall Project. These individual approvals are needed for 1) Battery Park Basin re-configuration of mooring facilities; 2) Andres docking improvements; 3) The improvements needed to the Popham Boat Works; 4) The construction of a kayak launch and recovery facility; and 5) Improvements to the Scipio Creek Commercial Boat Basin and City Boat Yard. This effort is proposed to be supported by the City for \$40,000.00 in cash.

Task 4, Final Design and Construction Services During Construction: This effort to be funded by RESTORE at \$110,000 will provide final construction design, construction documents and bidding.

Task 5, Construction: Funded at a level of \$800,000 will provide improvements to: Battery Park Boat Basin, Andres Pier, Popham Boat Works, Riverfront Park, Port Paddle Park, P Houseboat Landing, and Scipio Creek Basin and Boat Yard. RESTORE funds requested are \$800,000 although the Port may provide additional funds depending on construction bids. Specific construction cost estimates are:

CONSTRUCTION BUDGET ITEMS:

1. Battery Park:
 - A. Reconfigure 40 mooring slips
 - B. Relocate sewage pump-out
 - C. Provide charter boat slips
 - D. Provide water circulation system

2. Andres Dock:
 - A. Extend dock north to include 10 additional slips
 - B. Provide mooring utilities
3. Apalachicola Popham Boat Works:
 - A. Replace roof
 - B. Remove obsolete facilities
4. Riverfront Park:
 - A. Add sewage pump-out and water availability
5. Port Houseboat Landing:
 - A. Provide mooring facilities for 4 houseboats.
 - B. Provide access ramps for houseboats.
6. Paddle Park:
 - A. Provide floating paddle dock for launch and recovery
 - B. Provide pavilion for staging and assembly
 - C. Provide organized parking
7. Scipio Creek Commercial Marina and Boat Yard:
 - A. Relocate oyster recovery staging area
 - B. Add ten additional commercial moorings
 - C. Provide water supply to Boat Yard
 - D. Provide multiple electric connections to Boat Yard
 - E. Reconfigure Boat Yard pier
 - F. Provide water circulation system
 - G. Repair harbor master's building

TRIUMPH GRANTS

Triumph Update – March 5, 2019

1. Hurricane recovery funds - The Triumph Gulf Coast board of directors voted on Monday Feb. 25 on guidelines for *Hurricane Michael Major Disaster Recovery Program* (the Program.) Through their respective County Commissions, the Michael impacted counties may apply to Triumph Gulf Coast, Inc., for an award of funds to address the projected loss of ad valorem property tax asset value through an expedited application process.

Hurricane-related expenses incurred by local governments within Bay, Gulf, Franklin and Wakulla Counties from Hurricane Michael are immense. The increase in expenses, combined with the anticipated drop in the taxable value of assessed assets further constraints the ability of these counties to move forward with post-oil spill recovery efforts.

According to Alan Pierce, Franklin County Restore and Triumph Coordinator, Franklin County may not benefit from this as property values are reportedly up post-hurricane. Both Cities and school board are both up. The 2018 COA certified value is \$148,428,475.00. The preliminary 2019 assessment is \$154,013,026.00. In the City, the difference in assessment is approximately \$5.5 million up over last year. Carrabelle is up \$2M and the county is up by approximately \$28M.

2. Based on the Board action on February 8, Triumph staff has also developed new language that will be added to the application as a requirement for proposals in the hurricane affected counties of Bay, Franklin, Gulf and Wakulla. All applications must be approved by the local Board of County Commissioners as part of the county's post hurricane recovery process. All proposals that come before the Board from those four counties, no matter when their application date, will need to meet this new requirement.

I talked to Triumph staff Cori Henrickson this week and she advised me that this requirement would apply to new applications, pre-applications already approved to move forward with a full application and projects that have already been approved and that are now in the "terms phase" of funding. I did receive confirmation of that through a followup call to Susan Skelton.

This potentially affects three active applications in play for the City right now. It affects the the Scipio Creek Marina/Popham building renovation project, the solar application currently under review and the most recent affordable workforce housing pre-ap that was recently submitted and approved to submit a full application.

Update on applications.

1. *Housing* – City staff has begun informally talking with previous affordable housing Triumph applicants as well as interested parties as part of a fact-finding exercise. There will be a gathering of interested parties tomorrow at 10 am at the community center. We have invited the City of Carrabelle representatives as well as representatives from the Franklin Community Land Trust, Save our Shotguns and a couple of home manufacturers and rural housing representatives. This will be the first of several fact finding meetings during which staff will gather information and present options for the City to consider as part of a full application.

2. Solar – The solar application is currently in staff review. It will need to be supported with a letter from the county.

3. Scipio Creek Project – The City Manager will follow up with Triumph staff later this month about the Port/Scipio Creek Triumph Grant. The term sheet remains to be developed, but was delayed due to the damage and subsequent "complete loss" of the Popham Building. The City received preliminary estimates of \$2.75 million for the repair to the Popham Building. The city received only \$200,000 from insurance proceeds. FEMA has declared the building ineligible for public assistance because it was not in use at the time of the storm. The city has appealed this decision, based on the fact that a plan for restoration was in place at the time of the storm, and is now waiting on a final decision from FEMA representatives.

FACILITIES MASTER PLAN

FACILITIES MASTER PLAN

For Discussion Purposes Only

No Supporting Information is
Provided in the Packet

THE FINALE

CITY OF APALACHICOLA
2019-2020 PROPOSED DEPARTMENT GOALS

POLICE SERVICES

1. In need of new police vehicles/upgraded equipment for cars
2. In need of new office supplies and equipment: 1) Drug detection equipment; 2) Locking file cabinets
3. Acquire more in house training: 1) Drug awareness; 2) Community outreach
4. Have Gun range fully functional and operating smoothly
5. Complete above projects outlined above, postponed due to spending freeze

FIRE SERVICES

LIBRARY SERVICES

1. Implement replacement technology plan and update network map
2. Replace Integrated Library System with KOHA for countywide compatibility
3. Reinstate furloughed library position and explore internship position with Florida State University library science program
4. Reinstate cleaning contract or develop acceptable alternative
5. Pursue partnership agreements with Franklin County Library System and with Wilderness Coast Library Cooperative
6. Begin preliminary work on Phase II of library expansion [addressing space out the library back door] [100% grant funded]
7. Determine how the library provides support services as part of day-to-day operations as well as and as part of communications, and emergency preparedness and management.

WATER AND SEWER SERVICES

1. Repair the SBR piping and supports for the walkways
2. Replace #1 Disc Filter at the Wastewater Plant
3. Put in grinder pumps at Gibson Inn
4. Rebuild #2 Wastewater Pump in the vac system

5. Replace most if not all of the controller in the vac system with the new improved ones
6. A new truck

STREET SERVICES

1. We plan on digging storm ditches in troubled storm water areas
2. Since citizens are responsible for cutting and cleaning their right of ways now. We plan on cleaning and cutting back our alleys on a more regular bases so all of our public service departments can do there job more efficient.
3. We plan on cutting and cleaning our storm draines and storm ditches more frequent so storm water will run off.

SANITATION RECYLCLING SERVICES

PLANNING AND ZONING SERVICES

1. Update the City's Comprehensive Plan data, analysis and GOPS.
2. Complete GPS field work and GIS mapping of all City utility and historic resources.
3. Update the City website to include comprehensive ordinance, mapping and public information resources.
4. Implement green initiative parking pocket design and construction in the downtown commercial area as part of parking mitigation program.
5. Secure ongoing planning grants to accomplish objectives identified above.
6. Secure grant funding to support concurrency-related infrastructure repair/retrofit of City water, wastewater and stormwater facilities.
7. Initiate regulatory research and revision to accommodate affordable workforce housing initiatives through the land development regulation process.

COMMUNITY REDEVELOPMENT AGENCY

1. Submission of additional grant applications to fund further implementation of the CRA plan
2. Development and advancement of the 2020 Legislative Agenda

ADMINISTRATION SERVICES

1. Purchase cemetery software – Staff will do a complete inventory of the cemetery and enter all information into program. Software will have the ability to show empty lots, owners of lots, and also who is buried in each lot simply by clicking on the cemetery block/lot.
2. Purchase a municipal software package that links utility billing, finance, and payroll. Transactions made in the utility billing and payroll would automatically be posted to the correct GL account. This would eliminate manual postings of transactions.
3. Complete Financial and Human Resource Policy Updates.
4. Cemetery Software