
Policy Document

(THIS PAGE INTENTIONALLY LEFT BLANK)

POLICY DOCUMENT

The City of Apalachicola Commission held their annual board retreat on March 23, 2019. The retreat provides the Commission an opportunity to express immediate, intermediate and long range goals and objectives to the city administration and the citizens of the City of Apalachicola. The following document states in general terms the direction that the City Commission has established for the next year.

Vision/Mission Statements

The Board and staff will develop mission statements for the City and its departments. Those will be included here.

Departmental Goals and Objectives

Governing Body

1. Begin review and update process for the Comprehensive Plan including data, analysis, goals, objectives and policies.
2. Complete a five year Capital Improvement Plan.
3. Adopt a Cash Management, Investment and Fund Balance financial policy.
4. Adopt a Pay and Classification Plan.
5. Issue a Request for Proposals for the potential operation and maintenance of the public marinas.
6. Increase communication efforts and responsiveness through the website, through the use of social media and adoption of a proactive communications policy. Explore the potential to contract Public Information Officer duties.
7. Review and update the Fee Schedule to reflect the true cost for providing public services and explore the implementation of other necessary fees.

Administration

1. Purchase cemetery software to automate all of the City Cemetery processes.
2. Explore the purchase of a municipal accounting software package that links utility billing, finance, payroll and other city services.

3. Complete three financial and personnel policy updates.
4. Explore ways to improve employee safety at City Hall.

Police

1. Adopt a Vehicle Replacement Policy and begin purchasing vehicles in accordance with the new Policy and Capital Improvement Plan.
2. Purchase drug detection equipment and body camera software.
3. Provide a minimum of two additional opportunities for officer training in drug awareness and community outreach.
4. Develop a Firing Range Policy and operate the facility in a manner that expands and enhances its value to law enforcement and the citizens of our community.

Fire

1. Adopt a Vehicle and Equipment Replacement Policy and begin purchasing vehicles in accordance with the new Policy and Capital Improvement Plan.
2. Adopt a Facilities Improvement Plan and begin completing projects in accordance with the new Plan and Capital Improvement Plan.
3. Install a generator transfer switch.
4. Work with Apalachicola Volunteer Fire Department to develop methods to improve the City's Probationary 10 ISO rating.
5. Promote one firefighter opportunity event within the community in an attempt to recruit additional volunteer firefighters.

Library

1. Develop a replacement technology plan and update the network map.
2. Investigate feasibility of replacing Integrated Library Software System with KOHA for countywide compatibility.
3. Explore internship position with Florida State University library science program.
4. Pursue partnership agreements with Franklin County Library System and with Wilderness Coast Library Cooperative.
5. Develop a final proposal for Phase II of the library expansion.

6. Determine to what extent the library can provide additional support services to City as part of day-to-day operations and management.

Planning and Zoning

1. Update the City website to include more comprehensive public information resources.
2. Initiate regulatory research and revision to accommodate affordable workforce housing initiatives through the Land Development Regulation process.
3. Complete online permitting and electronic permit renewals system upgrades.
4. Provide a minimum of two additional opportunities for continuing education and training.
5. Hold one public planning and zoning education and training course.
6. Update Business License application process and explore possibility of offering electronic application filing.
7. Evaluate the City's floodplain management activities in relation to preparing a future application to the National Flood Insurance Program (NFIP) Community Rating System (CRS).

Environment and Recreation

1. Explore options for providing public restroom facilities at Battery Park.
2. Complete a Recreation Facility Master Plan and Inventory.

Streets

1. Complete one storm drain improvement project in accordance with the Storm Water Master Plan and Capital Improvement Plan.
2. Adopt a Vehicle and Equipment Replacement Policy and begin purchasing vehicles and equipment in accordance with the new Policy and Capital Improvement Plan.
3. Provide a minimum of one additional training opportunity for Street Department employees.
4. Clean and cut back ten alleys as part of a larger project to provide easier access for public service departments to City infrastructure.

Water and Sewer

1. Reduce high levels of total trihalomethanes (TTHM) in City water.
2. Adopt a Vehicle and Equipment Replacement Policy and begin purchasing vehicles and equipment in accordance with the new Policy and Capital Improvement Plan.
3. Provide a minimum of two additional training opportunities for Water and Sewer Department employees. Concentrate training opportunities in areas where employees can complete appropriate certifications requirements.
4. Adopt a Facilities Improvement Plan and begin completing projects in accordance with the new Plan and Capital Improvement Plan.

Sanitation and Recycling

1. Enhance website to provide additional public information on sanitation and recycling services.
2. Produce an educational sanitation and recycling pamphlet for distribution.
3. Explore options for providing additional sanitation services through a “fee for service” program.
4. Strengthen the citation process through coordinated efforts with the waste hauler.

Community Redevelopment Agency

1. Update the Community Redevelopment Agency (CRA) Plan.
2. Submit one grant application to fund further implementation of the CRA plan.
3. Develop and advance the 2020 Legislative Agenda.
4. Complete one small project as identified by the CRA Board.
5. Complete one training course at the Community Redevelopment Academy.

These goals and objectives are adopted and approved as part of the budget process.