

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, JULY 12, 2022 – 4:00PM
BATTERY PARK COMMUNITY CENTER
1 BAY AVE., APALACHICOLA, FLORIDA 32320

Agenda

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

I. Call to Order

- **Invocation**
- **Pledge of Allegiance**

II. Agenda Adoption

III. Public Comment

IV. Evergreen Salary Study Presentation of Findings

V. Unfinished Business

1. **Lobbyist – Area of Critical State Concern**

VI. New Business

1. **Revolving Loan Fund for Mount Zion**
2. **North Florida African Corridor/HCA**
3. **New Policies Approval**
 - **Anti-Fraud Waste and Abuse Policy**
 - **Financial Management Procedures Policy**
 - **Quality Control Quality Assurance Procedures Policy**

VII. Mayor and Commissioner Comments

VIII. City Manager Communications – Report Attached

IX. Grants Coordinator Communications

X. Finance Director Communications – Report Attached

1. Approve Budget Calendar

XI. Attorney Communications – Report Attached

XII. Consent Agenda

A. Meeting Minutes Adoption – May 31, 2022, Workshop, June 7, 2022, Regular Meeting, June 21, 2022, Special Meeting and June 29, 2022, Special Meeting Minutes

B. P&Z Minutes – June 13, 2022

XIII. Department Reports

XIV. Adjournment

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

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: July 12, 2022**

SUBJECT: Lobbyist -Area of Critical State Concern

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Department: Administration
Contact: Mayor Brenda Ash
Presenter: Mayor Brenda Ash

BRIEF SUMMARY: In addition to the services outlined in this proposal, The Southern Group will represent the City of Apalachicola (the City) before the Governor's Office, Florida Legislature and state agencies such as the Florida Department of Economic Opportunity. Your Southern Team will utilize our vast network and expertise to achieve the priorities identified by the City. We will help you navigate the complex government environments in order to create new opportunities and develop a strategic approach to partnering with the state of Florida.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Although the needed service may be available from more than one source (other lobbyists). The Southern Group has documented advantages such as qualifications and timeliness of obtaining governmental funding of the type sought by the City based on their experience. The Southern Group has been identified by the City Manager as the only practicable and reasonable source for the services being sought. – Sole Source justification. (#10)

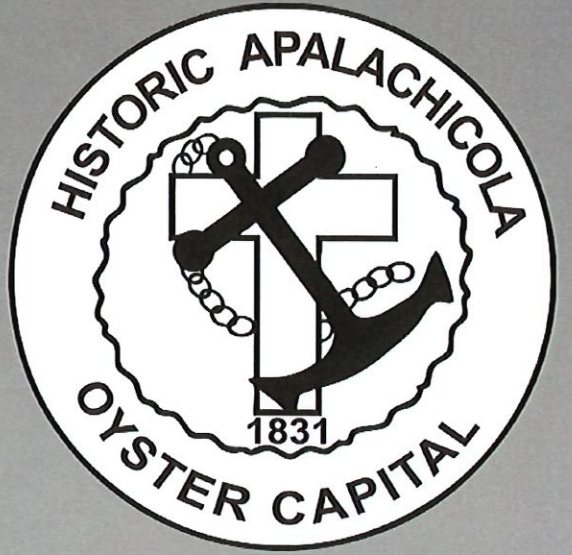
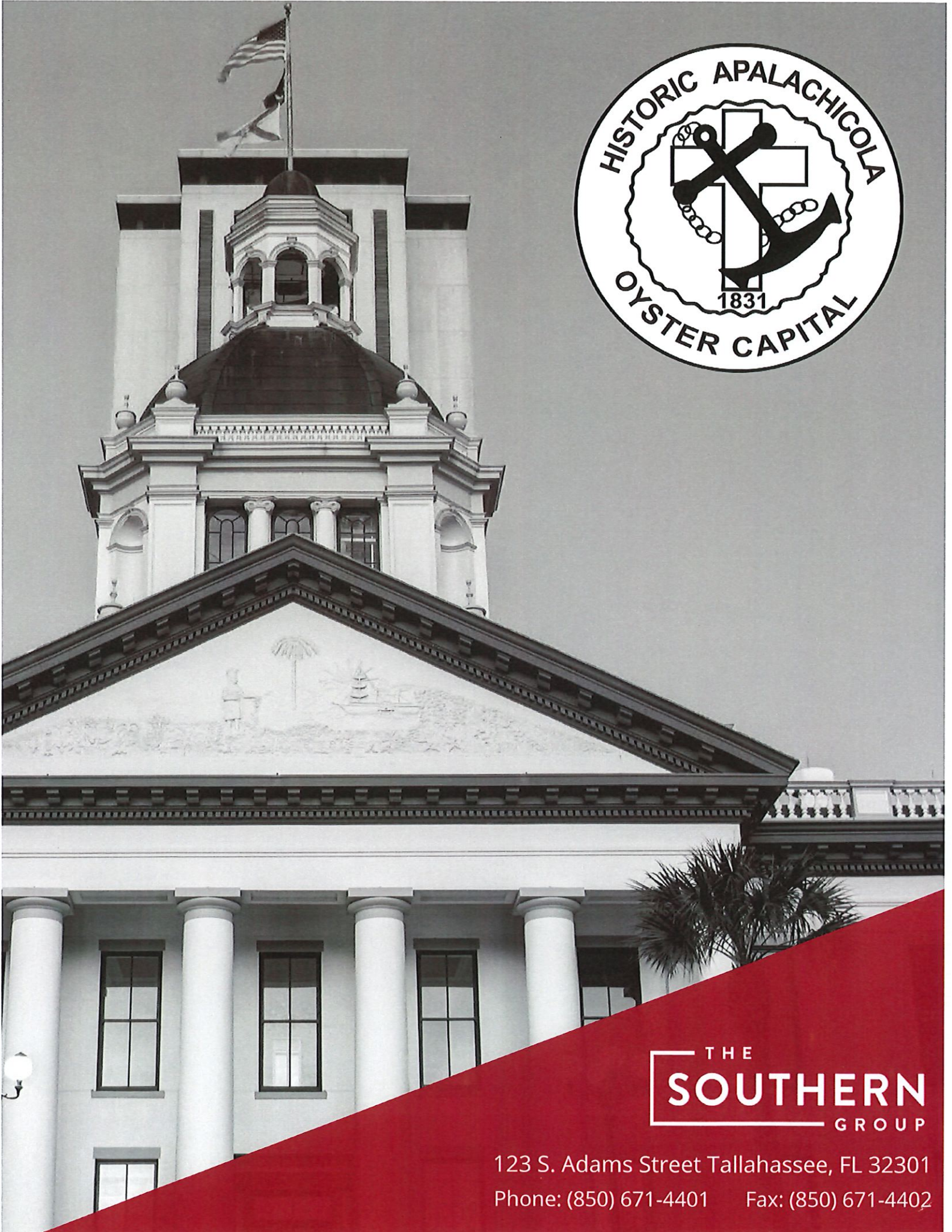
FUNDING SOURCE: General Operations-\$5000/month

ATTACHMENTS: See attached document for more information

STAFF'S COMMENTS AND RECOMMENDATIONS: Discussion and/or Approval

Options:

1. Structure as an annual contract as described in the proposal.
2. Structure as a six-month contract with the option to renew for the second six months.
3. Structure as two separate annual contracts (one for legislative lobbying and one for executive branch lobbying). If two contracts, each would be for half of the proposed rate as the retainer.



THE SOUTHERN GROUP

123 S. Adams Street Tallahassee, FL 32301
Phone: (850) 671-4401 Fax: (850) 671-4402

STATE PROPOSAL

ABOUT US

The Southern Group was established in 1999 in Tallahassee and was built on the simple but powerful concept that clients could be best served by hiring the most accomplished professionals from government and politics, arming them with advocacy skills, and deploying them as a highly motivated and coordinated team. In the last 23 years, we have built a team of lobbyists who daily confront and overcome the challenges of a huge, complex and rapidly changing state government. We aren't simply professional advocates – we are connectors and strategic thought partners who understand how political and policy decisions affect an industry's ability to deliver customer value. Unlike a law firm with a subordinate lobbying component, we dedicate our entire focus to doing one thing exceedingly well: lobbying.



WHAT WE DO

When The Southern Group was founded over twenty years ago, we pioneered the lobbying industry in Florida and beyond. We were the first to offer a unique type of advocacy that was driven by aligning the best and brightest candidates from business, government, and politics, and establishing a network of offices that offer our clients unparalleled access to local and state government. Over the last two decades we have cultivated and retained a strong team of experts who help our clients build winning strategies, navigate the pathways to power, and connect with decision makers—whether in government or business. We know how to navigate the halls of government because most of us already served in them. Today, the sharp lines between government, business, and constituencies have blurred. Applying calculated influence demands dynamic strategies that keep pace with societal trends and economic outlooks. Survival of the smartest, fastest, and most connected is the new norm. While lobbying will always be our foundation, tomorrow has reshaped who we are and how we access, advocate, and influence.

OUR CLIENTS

The Southern Group represents interests across the spectrum. Our roster of clients not only includes some of the largest businesses in the state such as U.S. Sugar and Darden, but some of the most well-known companies in the world, including Apple, IBM, and Salesforce. The Southern Group also lobbies on behalf of several local governments including Bay County, a couple professional sports teams and a handful of colleges, universities, and non-profit organizations, putting our lobbyists in the center of nearly every major policy discussion year-round.

STATE PROPOSAL

A
CONNECTED
TEAM THAT
UNITES
EXPERTISE,
UNPARALLELED
ACCESS,
AND
SUCCESSFUL
STRATEGIES
TO CREATE
VICTORIES
FOR CLIENTS

SERVICES

- **Access:** Schedule meetings with key policymakers such as officials in the Governor's Office, Cabinet, State Agencies, Legislators, and key decision makers within local government.
- **Advice:** Provide guidance, advice, and insight into the legislative appropriations and regulatory processes, proposed amendments to relevant legislation and/or regulatory codes.
- **Advocacy:** Representation before the executive branch, legislative and local branches of government.
- **Influence:** Ensure your budget and policy goals are integrated into official government actions.
- **Inform Implementation:** For our clients to be truly successful our work doesn't end when Session does. Beyond the successful completion of an appropriation or bill lies a complicated maze that our team will navigate to ensure that our client's intent is represented in implementation.
- **Grassroots:** Participate in any coalition building or public facing activities designed to build policy support for issues of interest.
- **Local:** We have the relationships to represent our clients locally before municipalities, local counties and school districts.
- **Monitor:** Attend meetings of the Legislature. We provide rapid response to every inquiry or emerging issue.
- **Procurement:** Navigate complex government environments to advance both the agencies' interest and our clients' abilities by providing solid and timely resources.
- **Report:** Submit a weekly status reports during Interim Committee Weeks and Legislative Session detailing Southern's activities, including status of issues.
- **Relationship Management:** Help our clients achieve and maintain optimal relationships with critical stakeholders.
- **Strategy:** Southern will help you develop both an in-session and out-of session strategy that highlights your policy and advocacy goals.

STATE PROPOSAL

APPLYING
CALCULATED
INFLUENCE
DEMANDS
DYNAMIC
STRATEGIES
THAT KEEP
PACE WITH
SOCIETY
TRENDS AND
ECONOMIC
OUTLOOKS.

DELIVERABLES

In addition to the services outlined in this proposal, The Southern Group will represent the City of Apalachicola (the City) before the Governor's Office, Florida Legislature and state agencies such as the Florida Department of Economic Opportunity. Your Southern Team will utilize our vast network and expertise to achieve the priorities identified by the City. We will help you navigate the complex government environments in order to create new opportunities and develop a strategic approach to partnering with the state of Florida. More specifically we will:

- Advocate on behalf of the City before the Florida Legislature and pursue legislative appropriation requests for those priorities identified by the City of Apalachicola.
- Draft and prepare legislation relating to the City's Area of Critical State Concern designation and authorizing annual funding for projects associated with that designation for the 2023 Legislative Session.
- Work with the City's legislative delegation in passing legislation.
- Monitor and respond to legislation or funding issues that may impact the City.

PROPOSED PRICING

The Southern Group proposes a retainer of **\$5,000 a month** for this level of advocacy and consulting services on an annual contract.

STATE PROPOSAL



WITH AN
UNPARALLELED
TEAM OF
EXPERTS, A
CULTURE OF
EXCELLENCE
AND A
LEGACY OF
WINNING, WE
CONTINUE
TO REDEFINE
WHAT IT
MEANS TO BE
AN
INFLUENCE
FIRM.

THE TEAM

Specific to your interests, three of our team members will be assigned to the City of Apalachicola account, and will be responsible for lobbying and monitoring services for you. Kate DeLoach will serve as the City's principal lobbyist, coordinating with Clark Smith and Rachel Cone. However, every single lobbyist (30 professionals) at the firm will be aware of the status of your issues and will be engaged on an as needed basis.



KATE DELOACH
Florida Keys



RACHEL CONE
Tallahassee



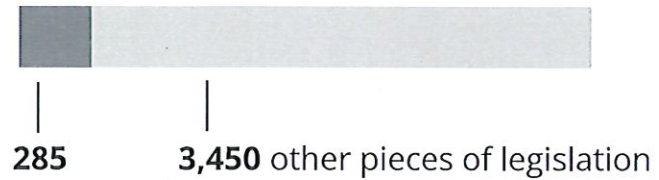
CLARK SMITH
Tallahassee



Our diverse team across the state of Florida makes us a leader in the lobbying industry.

3,685

Total number of pieces of legislation filed for consideration during the 2022 Legislative Session (bills, resolutions, PCBs, memorials, etc.)



The Southern Group directly facilitated \$535 million in appropriation funding for our clients in the 2022-2023 budget.

\$535M

**NEW OR SUSTAINED
APPROPRIATIONS PROJECT
FUNDING**

During the 2022 Legislative Session...

101%

The Southern Group successfully secured 101% of our submitted appropriations requests in the 2022-2023 budget.

Total funding: \$535 million.

1729

appropriations project funding requests were submitted by members of the House.

1823

Local Funding Initiative Requests were filed by members of the Senate.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: July 12, 2022**

SUBJECT: Revolving Loan Fund for Mt Zion

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 1
Department: Administration
Presenter: Commissioner Grove

BRIEF SUMMARY:

Consideration of a loan, approximately \$4,000 for 6-8 months from the city's revolving loan fund to assist Mt Zion Church, located at Highway 98 and 8th Street, in repairing their historic building. The property is an important historic building for Apalachicola's African American community and a significant historic structure with custom hand-made "stones" built by the Marshall Brothers. The church is a contributing resource to the Apalachicola National Register Historic District and is a historic African American congregation going back to the Re-construction era post-Civil War.

Background: In May of 2022, the Mt Zion Church of Apalachicola received a Hurricane Michael Historic Preservation grant \$ 201,025.00 from the National Park Service for the repair of the roof, cleaning of the exterior and storm shutters for the windows. The grant is a reimbursement grant.

The church needs to spend the money to get reimbursed for the expenditures. The church has sought a construction loan from the Centennial Bank of Apalachicola for \$201,025.00. The interest on that loan will be around \$650.00/month. The project duration is estimated to take 6 months to complete. The estimated interest charges for the loan are \$3,900.00. The bank is requiring a guarantee that the interest payments will be paid before finalizing the loan.

The church doesn't have the funds to guarantee the interest payments due primarily to the fact that services have not been held since the church was damaged, the pastor has had health issues and the congregation has been significantly reduced in numbers since the hurricane. The church has no mortgage and is owned outright.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

FUNDING SOURCE: Revolving Loan Fund

ATTACHMENTS: Letter from Rod Scott project manager

STAFF'S COMMENTS AND RECOMMENDATIONS: Approval Mt Zion Baptist Church, Apalachicola, FL

July 1, 2022

Description of grant funding and need for financing the interest on a construction loan for the project.

In May of 2022, the Mt Zion Church of Apalachicola, Florida received a Hurricane Michael Historic Preservation grant from the National Park Service for the repair of the roof, cleaning of the exterior and storm shutters for the windows. The grant, 21.h.fh.900.019 Mt Zion, was for \$ 201,025.00. The grant is a re-imbursement grant.

The church needs to spend the money to get reimbursed for the expenditures. The church has sought a construction loan from the Centennial Bank of Apalachicola for \$201,025.00. The interest on that loan will be around \$650.00/month. The project duration is estimated to take 6 months to complete. The estimated interest charges for the loan are \$3,900.00. The bank is requiring a guarantee that the interest payments will be paid before finalizing the loan.

The church doesn't have the funds to guarantee the interest payments due primarily to the fact that services have not been held since the church was damaged, the pastor has had health issues and the congregation has been significantly reduced in numbers since the hurricane. The church has no mortgage and is owned outright.

The property is significant with a double lot on Ave E (Highway 98) and 9th St. The church is a contributing resource to the Apalachicola National Register Historic District and is a historic African American congregation going back to the Re-construction era post-Civil War.

Roderick Scott, CFM
Project Manager
Mt Zion Baptist Church repairs
985-273.9590 c

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: July 12, 2022**

SUBJECT: North Florida African Corridor/HCA

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department: Administration
Presenter: Willie Tolliver

BRIEF SUMMARY: The officers and board members of the North Florida African American Corridor Project (NFAACP) and our Andrew Mellon Foundation Grant partners request that the Apalachicola City Commission grant NFAACP permission to manage the Apalachicola Center for History Culture and Arts.

RECOMMENDED MOTION AND REQUESTED ACTIONS: TBD

FUNDING SOURCE: Operations for monthly expenses

ATTACHMENTS: See attached document for more information

STAFF'S COMMENTS AND RECOMMENDATIONS: Consider the request

Proposal to The City Commission of Apalachicola FL from The North Florida African American Corridor Project (NFAACP)

“We’re on our way to Apalachicola, F.L.A., Magnolia trees in blossom and a pretty southern gal... We’re gonna stay along the Apalachicola Bay.”

Introduction

This melodic epigraph is taken from a song released by Bing Crosby in 1947. Apalachicola is serenaded as an idyllic southern town of Magnolia trees and southern gals. Crosby croons that he will stay along the Apalachicola Bay. Apalachicola has a complex history and if one is to apprehend the narratives of the many groups of people who have made their homes along the Apalachicola River and Bay, a fuller telling of the stories is required. Crosby’s delightful ditty belies the full and textured stories of the people and their cultures that created this charming port town that we call home and that tourists find so attractive. There is nothing in the song about the people who eked out a living toiling for timber along the Apalachicola River or for oysters in the Apalachicola Bay. Nor is there anything about the people of African descent whose presence on these shores is documented from the arrival of Ponce de Leon.

Our Request to the Commission

The officers and board members of the North Florida African American Corridor Project (NFAACP) and our Andrew Mellon Foundation Grant partners request that the Apalachicola City Commission grant NFAACP permission to manage the Apalachicola Center for History Culture and Arts.

NFAACP was established in May 2020 as a non-profit organization and the officers are:

- Myrtis Wynn, President
- Valentina Webb, Vice President
- Willie Tolliver, Secretary/Treasurer

The Board Members of the organization are:

- Marzetta Davis, born in Apalachicola FL;
- Chauncey Ford, grew up in Apalachicola FL, now residing in Winter Park FL;
- Falan Goff, granddaughter of Thornton and Maude Woods Humphries, now residing in Ft. Lauderdale FL;
- Dorothy McMillan Goosby, born in Apalachicola FL now Deputy Supervisor Town of Hempstead NY residing in Hempstead NY; and,
- Marcia Smith, Executive Director of Firelight Films, NYC.

NFAACP is uniquely qualified to tell a fuller story of Apalachicola’s history, culture and art for two reasons: NFAACP was created for this purpose; and NFAACP is a part of team funded by the Andrew Mellon Foundation for three years of work to map the history, culture and arts of

The Hill community of Apalachicola, a community whose history, culture and arts are not yet featured in the City's current museums.

Proposed Partnership with the City of Apalachicola to Manage HCA

Hours of Operation & Staff:

Open Tuesday through Saturday, 11:00 am – 4 pm

NFAACP will staff HCA with one paid staff member and a cadre of volunteers and Gulf Coast Career Source will provide On the Job Training participants. The Mellon Grant will provide funds to NFAACP to support staff for HCA.

Monthly Expenses (City's Contribution):

1. Utilities – we're requesting that the City continue paying the utilities for two years thereby providing NFAACP time to secure funds to cover HCA operations cost. The City currently pays for electricity and Internet services.
2. Insurance – we're requesting that the City continue providing insurance for this City owned property.

NFAACP's Fundraising & Grants:

HCA Past Awards

- **Franklin County Tourist Development Council:** In previous years, the Apalachicola's Center for History, Culture, and Arts received grant funds from Franklin County Tourist Development. This included Management Support Grant (\$15,000) and Two Event Promotion Grants (\$5,000). We will continue to pursue these funds.

NFAACP Existing Awards

- **Andrew Mellon Grant/Pop-Up Exhibits:** The 3-year grant includes funds to research, design, and fabricate three Pop-Up Exhibits that highlight the African American presence in Apalachicola. An exhibit will be installed at HCA for the 2022 Seafood Festival and a Pop-Up exhibit will be premiered at the 2023 Black History Month H'COLA event. It will also be hosted at the Apalachicola's Center for History, Culture, and Arts.
- **Andrew Mellon Grant/the Artists Residencies:** The 3-year grant includes funds to support two Artist Residencies each year for three years. The visiting artists will create work that presents interpretations of Apalachicola's African American community. For example, Valerie Scoon (one of the 2022-2023 artists in residence) might present her film, "Invisible History: Middle Florida's Hidden History."

Future Awards:

- **Florida Humanities Community Project (FHCP) Grants:** NFAACP will apply for one Grant (\$10,000) in the 2022 cycle to support a humanities-based community project. The Andrew Mellon grant will provide the cash match by funding the research needed to produce the project. We will target the FHCP deadline for either July 20, 2022 or October 12, 2022. One of our team members, Dr. Reggie Ellis, has served as a reviewer for the FHCP grants.
- **Florida Department of State/Arts & Culture- Fast Track:** The Fast-Track Project Grant Program provides expedited funds for small organizations through arts and cultural

projects. This program supports projects including artist residencies, performances, or exhibitions, but not limited to. We will target a June 2023 submission.

- **Florida Department of State/Arts & Culture-Specific Cultural Projects:** The grant is designed to fund a single cultural project, program, exhibition, or series within the grant period (July 1 – June 30). The grant activities must support the organization's mission or artist and further the state's cultural objectives. We will target a June 2023 submission.

NFAACP Transition into Management of HCA

NFAACP would like to initiate the partnership with the City of Apalachicola to manage the Center for History, Culture & Arts in August 2022. Our first exhibit will be premiered in October 2022 in time for the Seafood Festival.

Why A Focus on African American History in Apalachicola: Background and Context

"Morning comes gently to Apalachicola. Oyster boats and shrimp boats begin their daily pilgrimages as the sun rises on the Florida coast. The lights twinkle on in this fishing village, its residents ready for another day in an unspoiled paradise. If you ever wondered if such a place still exists, yes, old Florida lives here."

In 2022, the newly revitalized Apalachicola, FL features artisanal soaps and handicraft shops, seafood restaurants, and historical plaques. But the official "old Florida" narrative omits the history of the African American population of the City and the broader region. Historic sites contribute to this erasure: a marker in front of HCA states that Apalachicola was once the largest cotton port in the south, yet no mention is made of the enslaved population that not only produced the crop but outnumbered whites during the cotton boom of the 1830s [1]. Explainer text about the Raney House, an antebellum home and a City of Apalachicola museum, highlights the original owner's history as a cotton merchant and Confederate soldier, yet fails to describe the social environment in which the house was built and in which Raney made his fortune. The Orman House, a riverfront antebellum mansion now administered by the State parks department, showcases the history of another cotton trading family. But absent from official literature is that the Ormans were the most prominent slave-owning family in the county. These are missed opportunities to present to the public the full complexities of history, a necessary step toward a more equitable future.

Despite its erasure from the official history, Apalachicola's historic Black neighborhood, known as The Hill, remains a close-knit community. As recently as the 1960s, The Hill was a vibrant area with family homes, a thriving business district, a Black high school, and several churches and fraternal organizations, all of which contributed to an extended economic and social life. Today, the community is under threat. After decades of economic disinvestment, the closing of the paper mill in Pt. St. Joe, and, more recently, the collapse of the seafood industry, there are few job prospects in town. Some homes on the Hill are vacant. Some are uninhabitable and abandoned [2]. Others have been purchased and restored by newcomers to the neighborhood -- often newcomers to the City -- whose presence is now driving the economy and gentrification, without contributing anything to sustaining the African American presence on The Hill.

Yet, the Black community of Apalachicola has remained vital. The annual African American Heritage Festival, sponsored by the Hillside Coalition of Laborers for Apalachicola (H'COLA), attracts current and former residents. In the fall of 2017, a banquet, spearheaded by Alfred and Willa Goosby, in celebration of the former all-Black high school was a sold-out affair, with alumni of Quinn High returning in droves to show appreciation to their teachers. Several Black Apalachicolans retain ownership of family homes, in many cases for generations. Even though many of these homeownership Black families no longer live in Apalachicola full time, they remain tied to the place and the community, returning several times per year for community events. Some of these families – the Wynns, the Speeds, the Rhodes, the Ingrams, among others – have roots in Apalachicola that go back to the Civil War. Their homes are treasures of local African American history – from the cedar plank homes themselves to the photographs, church bulletins and funeral programs, civic organization charters, and family bibles they contain. FAMU physics professor Ronald Williams has even recovered documents of an ancestor who fled a plantation in Georgia and joined the Union Army during the Civil War before settling in Apalachicola during Reconstruction.

African American Studies scholars have noted Apalachicola's unusually dense network of Black fraternal organizations and mutual aid societies, which served to sustain the community during segregation and was the substance of the social fabric for decades.[3] The Oddfellows' Lodge; the Masons and the Knights of Pythias; the Young Men's Club and the Social Lites and Cream of the Crop – all were active in Apalachicola in the early decades of the 20th century, as was the Pallbearers' Union, a Black burial society. Several Black fraternal organizations owned property on The Hill -- a powerful indicator of the stake they claimed in the life and future of the City. Among the array of civic organizations was an unusual number of Black women's clubs. One researcher, for example, has identified as many as seven Black women's clubs in Apalachicola between 1900 and 1920, including the Woman's Home Mission Society, the Phyllis Wheatley Chautauqua Reading Circle, the Household of Ruth; the Seven Stars Society; and the Married Ladies Social Club, a literary society.[4] These organizations concerned themselves with culture and community aid and more significant political issues, including women's suffrage. Black women from Apalachicola have played important leadership roles in statewide organizations, serving as officers in and in 1931 hosting the state convention of the Florida Federation of Colored Women's Clubs.

Lastly, the Black community of Apalachicola was at the center of several events of national significance. A gathering of 300 Black fugitives from slavery and Native Americans at Prospect Bluff, just 30 miles upriver from Apalachicola, was among the most significant maroon communities in the Americas until its destruction in 1816. In 1890, hundreds of African American workers called a general strike in Apalachicola. Meeting at the Odd Fellows Hall, the "colored citizens of Apalachicola" drew up a set of demands relating to wages, working conditions, and equality, vowing to "change the present system of working." News of the Apalachicola General Strike hit newspapers across the country. The Governor of Florida declared the strikers "seditious" and sent in the militia to put them down. Scholars have cited the 1890 strike as an important event in the history of labor nationally. [5]

Despite its significance, The Hill has typically been neglected by local and state government planning and economic development efforts, including those that have had a significant impact on zoning, development, and the use of public funds. The 1991 Historic Apalachicola Design Guidelines, the 2011 Main Street Program, and other plans, for example, do not mention Apalachicola's Black history at all.

In this context, the Mellon team's efforts have already served as a corrective. The team's work focuses specifically on The Hill, with a straightforward community-based approach. To date, the joint activities have included a 2019 Apalachicola 'Hill' Neighborhood Survey Project; a 2019-2020 Hill Oral History Project; the 2020 'Hill' Design Guidelines, which were developed in deep consultation with the community; a 2020 Pop-Up History Museum, installed in a vacant cedar plank house built for mill workers; and a virtual reality experience of the installation.

Mellon Grant's Apalachicola Cultural Planning (ACP) Project Description

The **Apalachicola Cultural Planning (ACP)** Project funded by a three-year Mellon grant, is a three (3) part project comprising cultural asset mapping, public art programs, art/planning residencies, and community-based planning for a permanent facility dedicated to preserving local history and culture and the arts. The Project builds on the foundation laid by past cross-disciplinary collaborations of the team members, the annual African American heritage festival and other annual events, and the City's official redevelopment processes. The Mellon team is committed to collectively work toward strengthening the capacity of NFAACP as a locally rooted, nationally connected organization that will take this work forward.

Cultural Asset Mapping. This collaborative process will further identify and collect information about The Hill community's cultural resources (places, facilities, events, organizations, etc.). For any city, the process is an important planning and economic development tool to better understand the value and impact of their cultural assets and help integrate them into a city's economic and community development plans. For Apalachicola's Black community, which has been excluded from official planning efforts, a focused and community-led mapping effort is essential and lays the groundwork for other efforts. The team has already started this work through past community visioning, oral histories, and site documentation projects led by Prof. Andrew Chin, Dr. Reggie Ellis, Dr. Willie Tolliver, and Valentina Webb.

Public Exhibitions. In collaboration with local organizations and residents, the Project will build on the collaborators' existing collection of oral histories and archival photos of The Hill, and (1) curate exhibits annually in a Pop-Up Museum at the time of the African American Heritage Festival each February (the Pop-Ups will be premiered at the Festival and then transferred to HCA) ; (2) create a web-based digital community archive; (3) create a short (10-15 minute) digital film on the Black history of Apalachicola for local and regional community distribution, digital distribution, and possible broadcast on WFSU-TV (the Tallahassee PBS affiliate); and (4) produce and place temporary (and subsequently, permanent) markers at locations of significance to Apalachicola's Black history. Storytelling undergirds all aspects of the Project but finds its most direct products here.

Residencies for artists and planners (architects, landscape architects, planners) would serve as incubators for creative projects drawing on the collective memories, recovered landscapes, and dreams for the future of The Hill. Archival material will serve as reference materials for these artists and planners in residence, who would bring external perspectives and expertise to bear on the challenges and possibilities of Apalachicola's Black future. The interdisciplinary pairing of an artist and a planner or architect/landscape architect would mirror the Project team's collaboration. The artists will receive a residency stipend and be in The Hill community for 2-4 weeks, culminating in presentations during February's annual African American festival and later installed at HCA. Residencies would include workshops and open studios targeting local and regional artists who rarely have access to a community of practice.

Cultural District and Site Planning. In the team's work together to date, the biggest takeaways include the following: 1) there is tremendous energy on the ground to expand work to recover and celebrate collective memory; 2) there is a strong sense of local pride and commitment to shifting the narrative on the history of Apalachicola and the region; and 3) among local leaders, there is a strong sense that memory, visioning, and reclaiming history are critical to the future of the City's Black community -- in particular to the well-being of its young people. We believe these streams can come together to plan for a community-designed cultural district on The Hill and develop a facility that would be a home for the work and an engine for cultural preservation, art activities, and economic development. Ultimately, this means securing a building on The Hill as the first step toward a cultural district. The proposed grant would support that long-term goal with developing a physical master plan, an economic plan, the exploration of models for securing real estate, and establishing the legal and zoning framework for the district.

Organizational Development. A critical outcome of what is now known as the Mellon team's collaborative work to date is the establishment of a new 501c3 organization, the North Florida African American Corridor Project. The team established this new organization in response to requests from the community to continue the collaborative work, build a permanent museum/cultural facility, and include the neighboring community of Port St. Joe, which has a parallel history (The Hill community and Black residents of Port. St. Joe shared Money Bayou Beach Resort). For the 3-year grant period, the Mellon team will work with the Board of the Corridor Project to strengthen its capacity to permanently carry this vital work forward, including financial and program operations, board development, and fundraising.

Individual Partners

As individuals, our team of collaborators has received funding from the State of Florida, USDA, and the NEH to document historic sites, interview residents, begin a digital archive, provide tutorial services, and support "whole" family concerns. The team includes long-term Hill residents, a filmmaker, an architect/a planner, and an economic development specialist. Our work together is, at this point, longstanding and varied; we are all committed to the work we are doing in Apalachicola.

Mellon Grant's Co-Principal Project Leaders

Andrew Chin is the Acting Dean at the FAMU School of Architecture + Engineering Technology (SAET). Dean Chin is a tenured Associate Professor and coordinates the SAET

grant research activities. His two academic degrees, a Master of Architecture and an MS in Urban & Regional Planning, support a focus on community design assistance to small towns across North Florida.

Marcia Smith is an award-winning artist & documentary producer whose father was born and raised in "the Hill." She is the President of Firelight Media, which produces films, supports emerging filmmakers of color, and builds impact campaigns to connect documentaries to audiences and social justice advocates. Firelight's recent films include the Emmy-nominated *Tulsa Burning*, *Miles Davis: Birth of the Cool*, which premiered at Sundance, and *ATTICA*, on Showtime and Oscar Nominated for Best Documentary 2022. For this grant, Smith will supervise the invited artists, the artist workshops, and the Pop-Up exhibit.

Project Team (alphabetical)

Dr. C.L. Bohannon, ASLA, is the Associate Dean for Justice, Equity, Diversity and Inclusion at the University of Virginia's School of Architecture. His research focuses on the relationship between community engagement and design education, primarily through social and environmental justice design. Through his research, Dr. Bohannon works in the landscape context of community history and identity, social/environmental (in) justice, and community learning.

Keith Bowers is the Regional Director of the FAMU Small Business Development Center (FSBDC) at FAMU and has served in this role for over seven years. Before his appointment, Mr. Bowers founded and operated the Bowers Group, a consulting firm specializing in community development, affordable housing, and economic development. Keith serves on the Board for several community-based organizations (e.g., the Leon County Research Develop. Authority, Big Bend Red Cross, Elder Care Services, and the Southside Community Revitalization Area.

Dr. Reginald Ellis is an associate professor of history and the Interim Dean in the School of Graduate Studies and Research at Florida A&M University. Dr. Ellis specializes in the historically African American leaders during the Jim Crow era. Ellis recently completed an oral history project of Apalachicola Hill residents.

June A Grant, RA, NOMA is an architect in Oakland, CA. Grant leads a research-based architecture and urban design practice that focuses on spatial transformation through design, urban advocacy, and technology exploration. She is open and collaborative, her small, multi-disciplinary approach bridges economics, architectural form, urban design, industrial design, furniture, and fabrication.

Ashon Nesbitt is a Chief Programs Officer at Florida Housing Coalition (FHC) based in Tallahassee, Florida. Nesbit comes to the FHC with experience in local government, asset management, underwriting, and development. Before joining FHC, Ashon was Project Manager for an affordable multifamily developer in Tampa.

Dr. Willie Tolliver, Associate Professor & Director of Social Justice and Equity Education Silberman School of Social Work at Hunter College, is a native of Apalachicola, FL, and is active in preserving the historical contributions of African Americans to the City. As a result, the

City Commission approved 12 sites in "The Hill" community for markers memorializing the historic sites.

Dr. Helen (Dreamal) Worthen is an associate professor in the College of Agriculture and Food Science at Florida A&M University. Dr. Worthen is a native of Apalachicola, FL, and has secured several USDA grants that support "The Hill" community.

Valentina Webb is a native of Apalachicola and former City Commissioner. Webb is the immediate past president of the board of directors of HCA. Valentina serves on numerous boards of directors for local arts, and cultural organizations and is the president of ECCC. Webb was born and raised on The Hill. She and her husband, Thomas, have restored a historic building on The Hill and repurposed it as a Church.

Myrtis Wynn is a native of Apalachicola, FL, and a community organizer. Wynn's efforts focus on public and private initiatives that address K-12 education, STEM Education, and local planning concerns. Wynn was born and raised in the Apalachicola neighborhood known as "The Hill" and is a retired military veteran. Her family of origin has lived in The Hill since the late 1800s.

NOTES

One <https://www.floridamemory.com/exhibits/civilwar/before1861/before1861-2.php>

[2] <http://saveourshotguns.org/>

[3] Kevin McCarthy, *Apalachicola Bay*, (Pincapple Press, 2004); Paul Ortiz, *Emancipation Betrayed: The Hidden History of Black Organizing and White Violence in Florida from Reconstruction to the Bloody Election of 1920* (University of California Press, 2005).

[4] Cynthia Patterson, PhD., "'The Women of Florida are All Wide Awake': the National Association of Colored Women's Clubs in the Sunshine State," unpublished manuscript.

[5] Paul Ortiz, PhD., "Segregation and Black Labor Before the CIO," *Solidarity*, <https://solidarity-us.org/atc/138/p2035/#R2>

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: July 12, 2022**

SUBJECT: Policies for Adoption

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: Admin
Contact: Travis Wade
Presenter: Travis Wade/Bree Robinson/Mark Gerspacher

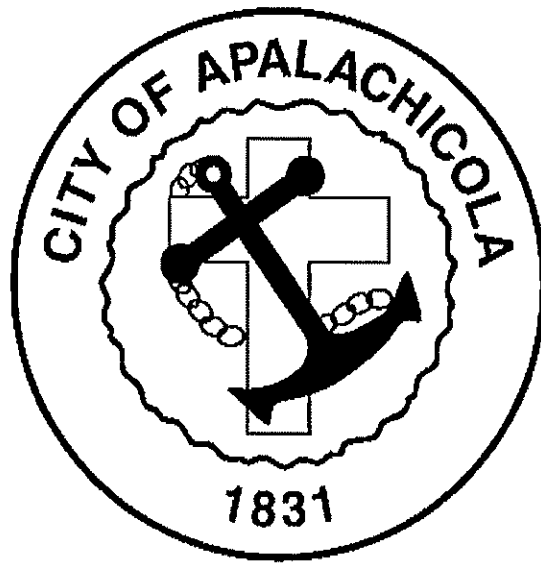
BRIEF SUMMARY: The Florida Department of Economic Opportunity required the City to update three policies and have them approved by DEO and the City Commission.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Anti-Fraud Waste and Abuse Policy, Financial Management Procedures Policy, and Quality Control Quality Assurance Procedures Policy

STAFF'S COMMENTS AND RECOMMENDATIONS:



CITY OF APALACHICOLA, FLORIDA

CDBG – Disaster Recovery Anti-Fraud, Waste, and Abuse Policy

2022

Anti-Fraud, Waste, and Abuse (AFWA)

The City of Apalachicola, Florida is the Sub-recipient of Community Development Block Grant- Disaster Recovery (CDBG-DR) funds from the Florida Department of Economic Development (DEO) and the United States Department of Housing and Urban Development (HUD). These CDBG-DR funds will be utilized to support long-term disaster recovery needs for housing, infrastructure, economic development and health and safety in Florida affected communities. As a steward of public funds, the City is actively working to combat fraud, waste and abuse in its programs.

This policy is directed specifically to the Disaster Recovery (CDBG-DR) Community Development Block Grant programs and is intended to establish procedures and processes that will aid in the detection and prevention of fraud, waste, and abuse in the CDBG - DR programs.

This policy applies to all City employees, providers, vendors, contractors, consultants, partners, citizens, applicants, external departments and agencies doing business with the City, as well as, beneficiaries and others associated with, working for, accessing, or attempting to access benefits under the CDBG-DR programs.

Scope

Fraud is the intentional (willful or purposeful) deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to him/herself or some other person. There are many forms of fraud.

Waste includes over-utilizing City services, supplies or equipment, or causing unnecessary costs through carelessness or inefficiency.

Abuse includes activities that result in unnecessary costs to the City. Note that this is financial abuse, not physical or emotional abuse of a person. Physical and emotional abuse of a person should be reported to the police.

Examples of fraud include, but are not limited to, misrepresentation of:

- Income (Unreported or under-reported)
- Household composition
- Financial resources (transferred or hidden resources)
- Residency
- Citizenship status

Other types of fraud include, but are not limited to:

- Using another person's identification
- Forging signatures or documents
- Concealing access to duplicate funding

- Misrepresenting a medical condition to obtain additional benefit
- Misusing funds (diverting them for an unintended use)

Other actions constituting fraud, waste and abuse include, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, supplies or assets
- Impropriety in handling or reporting money or financial transactions
- Profiting as a result of insider knowledge
- Unauthorized disclosure of confidential or private information
- Accepting or seeking anything of material value from contractors, vendors or any person that seeks a beneficial decision, contract, or action from the City
- Accepting or seeking anything of material value from contractors, vendors or any person that is providing services for CDBG-DR activities
- Unnecessary cost or expenditures
- Diversion of program resources

AFWA Complaint Process

The City's constituents, employees and contractors may report suspected fraud, waste, or abuse by contacting the appropriate DEO Disaster Recovery (CDBG-DR) program managers.

All suspected cases of fraud will be taken seriously, and complaints will be reported to the appropriate DEO Compliance and Reporting Manager and DEO's Office of the Inspector General at OIG@deo.myflorida.com. If DEO's OIG determines that it is appropriate, it will coordinate its investigation with agencies such as the Florida Office of the Inspector General, the Florida Office of the Attorney General, or the Florida Department of Business and Professional Regulation.

All substantiated cases of fraud, waste, or abuse of government funds will be forwarded to the United States Department of Housing and Urban Development (HUD), Office of Inspector General (OIG) Fraud Hotline (phone: 1-800-347-3735 or email: hotline@hudoig.gov) and DEO's HUD Community Planning and Development (CPD) Representative.

Fraud, Waste, and Abuse Prevention Measures

The City's governing body is responsible for ensuring that the City's CDBG-DR programs comply with all federal and state regulations as well as recommending improvements that enhance programmatic efficiency, effectiveness, and documented results. Below are the main critical responsibilities for preventative measures:

- Ensure ongoing compliance with federal, state, and local regulations through review of the policies and procedures, project and beneficiary eligibility and award determinations, and program activity files.
- Conduct regular internal self-monitoring of the City's CDBG programs and report results to City Manager.

- Identify and assist with investigations of potential fraud, referring cases to DEO's Disaster Recovery (CDBG-DR) team and DEO's OIG as appropriate.
- Oversee and coordinate all reporting for DEO's CDBG-DR programs, including state and federal reporting requirements, data analysis, and providing data for DEO leadership.
- Provide technical assistance to program areas regarding compliance issues and questions, as well as monitoring findings.

Confidentiality

Complainants reporting fraud, waste and misuse of federal resources, or other program irregularities may remain anonymous. All information received about suspected fraud, waste and abuse will be treated confidentially. Furthermore, all investigative materials developed and interviews conducted to substantiate the allegations of fraud, waste or abuse will be treated confidentially.

Information will only be disclosed on a need-to-know basis to appropriate law enforcement authorities. No information about the status of an investigation will be shared outside of the City's CDBG Program Manager, DEO's Constituent Services Manager, DEO's Policy Manager, DEO's Compliance and Reporting Manager, and DEO's CDBG-DR Program Director and authorized DEO staff members, except with the State or HUD OIG upon conclusion of the investigation or with law enforcement or legal counsel, in the event legal action should be needed.

Whistle-blower's Act of 1986

The City understands that confidentiality is important to avoid retaliation against reporting individuals. Florida's Whistle-blower's Act prevents agencies or independent contractors from taking retaliatory action against an employee who reports to a person or agency designated by the statute (see next paragraph below) violations of law on the part of a public employer or independent contractor [as defined in Section 112.3187(3)(d), Florida Statutes], that create a substantial and specific danger to the public's health, safety or welfare. It also prevents agencies or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or neglect of duty on the part of an agency, public officer, or employee.

Violations of this act should be reported in accordance with Section 112.3187, Florida Statutes. Any employee who has a complaint should immediately contact the DEO Department head, DEO Office of the Inspector General, the Governor's Office of the Chief Inspector General, the Florida Commission on Human Relations, or the state's whistle-blower's hotline at (800) 543-5353. [Section 112.3187, Florida Statutes]

Cooperation with Official Department Investigations

The City's employees are required to maintain high standards of honesty, integrity, and impartiality and to place the interests of the public ahead of personal interests. When allegations of violations of these standards are received, full and accurate information must be obtained so management may respond appropriately. Toward this end, employees of the City must cooperate with DEO program staff and the duly appointed investigators from DEO's Office of Inspector General to uncover the facts surrounding possible violations in an official investigation.

Failure to comply as specified above without a valid mitigating reason, such as exercising a right protected by federal or state law, will constitute a violation of this policy and subject the City to appropriate disciplinary action up to and including dismissal of employees of the City.

**CITY
OF
APALACHICOLA, FLORIDA**

COMMUNITY DEVELOPMENT BLOCK GRANT

CDBG DISASTER RECOVERY (DR)

FINANCIAL MANAGEMENT PROCEDURES

Table of Contents

| | |
|--|----|
| Introduction | 3 |
| Responsibilities and Responsible Parties | 3 |
| Monitoring | 4 |
| Internal Controls | 4 |
| Financial System | 5 |
| Process Files | 6 |
| Permanent Files | 7 |
| CDBG Accounting Records | 7 |
| Cash Receipts Journal | 7 |
| Cash-disbursements Journal | 8 |
| Property Register | 8 |
| Detailed Activity Ledger | 8 |
| Cash Control Register | 8 |
| Accounting for Cash Receipts | 8 |
| Accounting for Cash Disbursements | 9 |
| Allowable Costs | 9 |
| Necessary Costs | 10 |
| Reasonable Costs | 10 |
| Allocable Costs | 11 |
| Program Income | 11 |
| Annual Audits | 12 |
| Common Deficiencies | 12 |
| CDBG Payments | 12 |
| Record Keeping | 13 |

Financial Management Policy and Procedures

Introduction

The City of Apalachicola (the City) will manage all financial aspects of the CDBG-DR by ensuring that its financial systems and staff are structured in a manner that ensures optimal accountability and adheres to federal and state accounting requirements. All CDBG-DR awards will be included in the City's budget. A staffing system will be structured that ensures, to the extent possible, segregation of duties in the financial processes.

In instances where non-CDBG-DR funding will be used with CDBG-DR funding, the funding sources and uses will be clearly represented as separate funding streams and expenses in the City's accounting systems. The City's accounting system or subset of the same will be structured in a manner that reports budget to actual expenditures, detailed check/expenditure registers, and cash balance reporting and expenditures by request for funds.

Responsible Party and Responsibilities

The City acknowledges that it is solely responsible for the financial management and control of CDBG-DR funds it receives. This document is the City's accounting procedures that will be followed to comply with state and federal requirements for financial management. The City will maintain a financial management system that provides the following:

- Effective control over and accountability for all funds, property, and other assets
- Accurate, complete, and timely disclosure of the status and financial results in accordance with specified requirements
- Records that adequately identify (by activity) the source and use of funds for each CDBG-DR – supported project, including “reasonableness, allowability, and allocability” of costs
- Procedures to comply with the timely distribution of funds

The City's CDBG responsibility is divided between the local CDBG program administration office that has primary responsibility for CDBG-DR program administration and the finance officer. The City's program administration office along with City management are responsible for reviewing and approving all transactions involving CDBG-DR funds before the transactions are processed by the finance officer. The administrative and management offices' responsibilities include the following:

- Approval of purchase orders (where applicable) and contracts to be paid with CDBG-DR funds
- Receipt and approval of invoices
- Assurance that transactions involving CDBG-DR funds are properly coded
- Review of and approval of requisitions for payments involving CDBG-DR funds

The finance officer is responsible for maintaining official CDBG-DR financial records and for posting account transactions. Official records will be maintained in either an

automated or a manual format. The finance officer's responsibilities also include the following:

- Control of accounting documents once they are approved for processing by the program department
- Preparation of financial reports (based on accounting records)
- Preparation of Requests for Funds (prepared in conjunction with the administration office)
- Entry of transactions into the accounting system
- Assisting the City's auditor in preparing an annual financial audit

The City will be familiar with and adhere to the applicable Federal requirements to financial management found in 2 CFR 200; and will review this regulation for more detailed and additional information when financial management questions arise, including special circumstances.

Monitoring

The City will be prepared and have the necessary documentation available for DEO monitoring of its financial system and financial transactions and understands that DEO staff will utilize the following (or similar) testing tools, which are based on HUD's monitoring checklists:

- the Financial Management I Monitoring Checklist: System Review Checklist is typically utilized for the first pre-award and the initial onsite monitoring of financial management to review the City's:
 - internal controls,
 - separation of duties,
 - the accounting system used by the City, and
 - the procedures for determining allowable costs and housing escrow accounts.
- Financial Management II Monitoring Checklist: Transaction Testing Checklist is typically utilized at the second onsite monitoring visit to review the City's:
 - accounting records and checks a sampling of invoices,
 - contracts,
 - distributions, and bank statements to ensure that the local government is complying with federal regulations and state laws.

These checklists are located on the DEO website. The City will respond in a timely manner to any potential DEO financial monitoring findings or concerns.

Internal Controls

Internal controls consist of policies and procedures, job responsibilities, qualified personnel, and records management that are designed to safeguard assets such as cash, property, and other assets. The City will establish a system of internal controls that meets the following minimum requirements:

- A single individual will not be allowed to exercise complete control over all phases of any significant transaction. This means, for example, that the same

person cannot purchase materials, receive materials, authorize payment for the materials, and write the check to pay for materials.

- Record keeping will be kept separate from operations and handling and custody of assets.
- Monthly reconciliation and verification of cash balances with bank statements will be made by employees who do not handle or record cash or sign checks.
- Actual lines of responsibility will be clearly established, and a single person identified to assume responsibility for management oversight of the entire financial management system.
- The person who prepares payrolls will not handle related paychecks. If signature stamps are used, they will not be under the control of the same individual who retains blank checks.

The City's system of internal controls will outline specific program and financial management responsibilities and will enable the City to maintain the necessary records needed for compliance with Florida law and federal requirements. Where possible, the City's accounting policies and procedures will mirror the requirements of the Florida Office of the Auditor General.

Financial System

The City will ensure that all source documentation for each transaction is adequately maintained and provided upon request with all details deemed necessary by DEO, the U.S. Department of Housing and Urban Development (HUD), Florida's Chief Financial Officer, and Auditor General. The information contained in source documents is necessary for accounting purposes and will be recorded in one of the books of original entry before being filed. The City acknowledges that a variety of source documents and records are needed to properly account for CDBG-DR transactions.

Supporting documentation will demonstrate that costs charged against CDBG-DR funds:

- were incurred during the effective period of the City's agreement with the state,
- were actually paid out (or properly accrued),
- were expended on allowable items, and
- had been approved by the responsible staff and official(s) for the City.

These documents include the following:

- **Purchase Orders** (if utilized) will be prepared in the same format as other purchase orders except that appropriate CDBG-DR program classification data will be coded on the document. Purchase orders, when utilized, will be approved by the grant manager. After approval, one copy will be retained by the program administrative office to verify receipt of goods, and remaining copies must be forwarded to the finance officer.
- **Contracts** will be filed in the CDBG-DR program administrative office. Each contract will identify the activity, program, or project to be charged. If multiple contracts are issued for each project or if non-contractual charges are recorded against a project, a separate record will be maintained for each

contract to provide readily available information on contract balances. The City will ensure there is a separate obligation for each contract relating to the same activity to prevent overpayment of any contract. In addition, a Cash Control Register will be maintained to provide summary information for all CDBG-DR contracts.

- **Vendor Invoices** to be paid with CDBG-DR funds will first be referred to the grants office, compared to the purchase order, checked for appropriateness and accuracy, approved, and coded, as necessary. Approved vendor invoices and appropriate supporting documents will then be forwarded to the finance officer for processing, entry into the financial system and payment.
- **Weekly Time-distribution Sheets** for all employees paid from CDBG-DR funds. Employees will complete time sheets that indicate the number of hours worked on CDBG-DR projects, other grant projects, local government activities, and job duties. Time sheets will then be referred to the finance department so that charges to the correct programs and projects can be computed and properly charged. The City understands that payroll expenses can only be paid from CDBG-DR funds based on time and attendance records.
- **CDBG Financial Files** that demonstrate the program's financial soundness and regulatory compliance. The City will maintain an orderly record of CDBG-DR transactions that will withstand the scrutiny of DEO monitoring and an audit. The City's financial files will be maintained in logical system. Two broad categories of files will be utilized: process files and permanent files (see below).
- **Space and Utilities:** Costs for space will be supported by documentation such as rental or lease agreements. Utility costs will be supported by bills from utility companies. Both types of expenses will be supported by canceled checks. If the cost of space or utilities is split between the CDBG-DR program and other sources, a reasonable method will be in place to allocate the charges fairly among the sources.
- **Supplies:** Documentation for expenditures for supplies will include: 1) purchase orders or requisition forms initiated by an authorized representative of the City, 2) invoices from vendors that have been signed off by the City to indicate goods were received, 3) canceled checks from vendors demonstrating payment was made, 4) information regarding where supplies are being stored, and 5) for what cost objective(s) the supplies are being used.

Process Files

Process files are working files that are used until source documents are processed and posted. They include the following:

- **Open Purchase Order File:** All purchase orders that have been issued but not yet filled by vendors will be filed sequentially by purchase-order number. When goods are delivered, all invoices received, and all appropriate approvals obtained, the purchase order will be removed and filed with related invoices

and the receiving report in the pending payments file. This file contains encumbrances against the project budget.

- **Pending Payments File:** All source documents that will generate a cash disbursement will be stored in the pending payments file and will be maintained by due date. If a discount is offered for early payment, every effort will be made to make the payment early. A schedule of bills payable from approved invoices and the account to be charged will also be kept in this file.
- **Pending Receipt File:** This file will contain copies of outstanding bills and requests for funds submitted to the CDBG-DR program that have not yet been recorded in the Cash Receipts Journal or posted to the CDBG-DR Cash Control Register. Documentation will also include each completed request for funds package submitted to DEO through SERA.
- **Personnel Payroll File:** This file will contain a record for each employee who works on CDBG-DR activities and includes the rate at which the employee's salary can be charged to the CDBG-DR program. Time sheets showing the amount of time each employee spends on CDBG-DR activities will be kept on file. This file will be maintained in addition to the local government's official personnel records.

Permanent Files

The City will maintain these files for all source documents and other records once they have been processed and posted to books of original entry. Documents removed from process files will be placed in the permanent files after all processing is complete (i.e., placing bank verifications or CDBG-DR contract payment transactions in a CDBG-DR Receipt File).

Purchase requisitions, purchase orders, and related invoices are filed together; contracts, related invoices, payment vouchers, and check copies are filed together; and grant fund receipt documentation is filed together. Permanent files contain the documents necessary for undertaking an audit of the program. For ease of DEO financial monitoring, complete request for funds packages will be included in a permanent request for funds (RFF) file.

CDBG Accounting Records

CDBG-DR records are used to accumulate CDBG-DR accounting information for financial reporting. The City will utilize and maintain the following required CDBG-DR accounting records listed below.

- **Cash-receipts Journal:** All receipts of cash that are deposited into the CDBG-DR account(s) will be recorded in the cash-receipts journal. Receipts may include contract payments to the City from the CDBG-DR program, receipts from the disposition of land, program income, and any other CDBG related cash received. The general procedure for using this journal will be to record every CDBG-DR receipt by date in the order that it was received and indicate the source of the funds received, account or activity line item to be credited, receipt number, and date. A notation regarding final disposition for all funds received will also be included in the journal.

- **Cash-disbursements Journal:** The City will enter all expenditures for CDBG-DR program costs into the cash-disbursements journal. Disbursement entries will include the names of the vendors, dates paid, purchase order numbers paid against, check numbers, and references to the CDBG-DR program activities the disbursements address.
- **Property Register:** The City will maintain a listing of all property acquired in part or entirely using CDBG-DR funds. This list will be maintained to comply with state and federal standards relating to acquisition, control, and disposition of real and personal property. Examples of property that would be recorded in the register include both real property and office equipment.
- **Detailed Activity Ledger:** To maintain accounting control, the City will establish and utilize a detailed activity ledger that records all financial transactions, including receipts and expenditures, under a CDBG-DR agreement. In instances when the City has several ongoing projects, the City will maintain a separate project activity ledger, each relating to a particular project in this ledger. The project activity ledgers will combine to create the overall detailed activity ledger.
- **Cash Control Register**
In addition to the above control procedures, CDBG-DR financial reporting and control, the City will utilize a CDBG-DR Cash Control Register. This register will be used to document and control the following:
 - State of Florida funds received
 - Requests for Funds (drawdowns on grant reservation)
 - Balance of CDBG-DR cash on hand
 - Balance of CDBG-DR grant funds (budget balances) available by line item
 - Collections, refunds, and miscellaneous receipts
 - Disbursements

This register is critical because it summarizes the status of CDBG-DR cash on hand and line-item budget balances. The City will review the Cash Control Register on a regular basis to ensure ongoing compliance with CDBG-DR rules and regulations relating to cash on hand. The register will also serve as a cross-reference to the journal accounts such as cash receipts and disbursements and the detailed project ledger

Accounting for Cash Receipts

Cash receipts for the CDBG-DR program come primarily from the state as contract payments based on Requests for Funds. The City will log all CDBG-DR project related cash receipts from all sources including DEO and other sources in a Cash Receipts Journal, a CDBG-DR Cash Control Register, and a detailed Project Ledger.

Accounting for Cash Disbursements

The City will establish specific days on which it will disburse CDBG-DR funds. The frequency of these payment dates will depend on transaction volumes. To allow time for orderly processing and requisitioning of CDBG-DR contract funds, cut-off dates for receipt of invoices to be paid in the next pay date will be established. The City will take measures to ensure that all cash disbursements are supported by source documentation, that fully explains and documents the reason for the disbursement. Examples of source documentation include invoices, time sheets, and payroll vouchers.

Contractor payments will be made only after determining that the contractor is performing in accordance with contract provisions and time schedules, that deliverables have been completed, and that any problems identified by the City during compliance monitoring or inspections have been corrected. that fully explain and document the reason for the disbursement will record all cash disbursements in the CDBG Cash Disbursements Journal, the CDBG Cash Control Register, and CDBG Detailed Activity Ledger.

For infrastructure, public facility and some multifamily construction project, disbursements, the contractor will be required to provide weekly signed certified payrolls to ensure compliance with Labor Standards (Davis-Bacon, Copeland Act, and CWHSSA). The City's staff or consultant will review the certified payrolls for compliance prior to any payments being made to the contractor. Also, prior to payments being made to the contractor, the City's engineer will conduct an onsite review of the work accomplished to date, compare the accomplishments to the work reported in the contractor's invoice and will sign off on any pay requests, certifying that the work reported by the contractor has been completed.

Prior to the final payment being made to the contractor, the **City's engineer** must inspect the work site(s) and provide a Certification of Completion, and the City or its consultant will confirm that all required documentation and reports from the contractor have been received and are complete and in good order.

Allowable Costs

The standards for determining reasonableness, allowability, and allocability of costs incurred as part of CDBG-DR -financed activities are found in 2 CFR 200.403. According to general guidelines contained in 2 CFR 200.403, a cost is allowable under the CDBG-DR program as follows:

- The expenditure is necessary, reasonable, and directly related to the grant.
- The cost conforms with any limitations or exclusions established in 24 CFR 200 Subpart E (Cost Principles) or the CDBG-DR award.
- The expenditure is consistent with policies and procedures that apply uniformly to both federally funded and other activities of the state or the City.
- The cost is accorded equal treatment. For example, a direct cost cannot be assigned if in other similar circumstances the cost was allocated as an indirect cost.

- The cost is in accordance with generally accepted accounting principles, except for states, local governments, and tribes only, as otherwise provided for in 2 CFR 200.416 and 2 CFR 200.417 (Cost Allocation Plans and Indirect Cost Proposals), and 2 CFR 200.417 (Interagency Service).
- The cost is not used to meet cost-sharing or matching requirements of any federally funded program. See 2 CFR 200.306(b) regarding cost sharing and matching.
- Costs must be adequately documented. See 2 CFR 200.300 through 2 CFR 200.309 for more information.

The City will ensure that all costs under the CDBG-DR program are allowable as outlined in 24 CFR 570 and the HUD's State Community Development Block Grant Program: Guide to National Objectives and Eligible Activities, December 2014.

Necessary Costs

Costs must be necessary expenditures of Federal funding in order to meet program objectives. Unnecessary costs are those that are not required to achieve the objectives of the CDBG-DR agreement or not related to the program being administered.

Reasonable Costs

Reasonable costs are described in 2 CFR 200.404: "A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost."

In determining reasonableness of a given cost, consideration must be given to the following:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-federal entity or the proper and efficient performance of the federal award
- Restraints or requirements imposed by such factors as sound business practices; arm's-length bargaining; federal, state, local, tribal, and other laws and regulations; and terms and conditions of the federal award
- Market prices for comparable goods or services for the geographic area
- Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-federal entity, its employees, its students or membership (where applicable), the public at large, and the federal government
- Whether the non-federal entity significantly deviates from its established practices and policies regarding incurrence of costs, which may unjustifiably increase the federal award's cost.

The City will ensure that all costs under the CDBG-DR program are reasonable.

Allocable Costs

Allocable costs are described in 2 CFR 200.405: "A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received." This standard is met if the CDBG-DR cost:

- Is incurred specifically for the federal award;
- Benefits both the federal award and other work of the non-federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the non-federal entity and is assignable in part to the federal award in accordance with the principles in this subpart (2 CFR 200, Subpart E, Cost Principles).

The City will ensure that all costs under the CDBG-DR program are allocable.

Program Income

Program income is the gross income received by a state, a unit of general local government (ULGL), or a subrecipient of a UGLG that was generated from the use of CDBG funds that exceeds \$35,000 received in a single year (24 CFR 570.489(e)2).

Examples of program income include the following:

- Proceeds from the sale or long-term lease of real property purchased or improved with CDBG funds
- Proceeds from disposition of equipment purchased with CDBG funds
- Gross income from use or rental of property acquired by the City or its subrecipient with CDBG funds, less the costs incidental to the generation of such income
- Gross income from use or rental of property owned by the City or other entity that was constructed or improved with CDBG funds, less any costs incidental to the generation of such income
- Payments of principal and interest on loans made using CDBG funds
- Proceeds from the sale of loans made with CDBG funds
- Proceeds from the sale of obligations secured by loans made with CDBG funds
- Interest earned on program income, pending the disposition of such program income
- Funds collected through special assessments made against nonresidential properties owned and occupied by households not of low and moderate income, where such assessments are used to recover all or part of the CDBG portion of a public improvement

Program income received by a unit of local government must be recorded in its financial records system and must be recorded in the same activity line item as generated the program income. Program income must be spent first on subsequent expenditures.

The City will report any program income generated from CDBG projects in the Quarterly Status Report. The City will return any program income generated after the

closeout of the CDBG-DR agreement to DEO. The City also understands that any program income generated prior to closeout must be returned to DEO, unless the program income can be used for additional units of CDBG-DR activities that are specified in a modification to the agreement executed prior to the closeout. It is also understood that program income included in the project by modification to the agreement must be used in accordance with 2 C.F.R. part 200, 24 C.F.R. part 570.504 and the terms of the CDBG-DR agreement.

Annual Audits

The City will maintain detailed and organized financial records and will be prepared to provide the same to its auditor for annual audits. For years that the City expends \$750,000 or more in federal funds, it will submit a Single Act or Program Specific Audit to DEO and the Florida Auditor General no later than June 30. For years that the City expends less than \$750,000 in federal funds, it will submit a DEO Audit Certification Memo to DEO no later than June 30. Additionally, the City will submit an Audit Compliance Certification (an attachment to the CDBG agreement) no later than sixty calendar days following the end of its fiscal year. The City will respond in a timely manner to any potential audit findings or issues and to any potential DEO Audit Management Letters.

Common Deficiencies

The City is aware that the issues listed below are the most common record-keeping deficiencies encountered during program monitoring and audits.

- Inadequate financial records
- Inadequate source documentation
- Inadequate procedures for verification of cost allowability
- Inadequate procedures for certifying operating agencies' financial systems
- Delays between drawdown and expenditure of funds
- Inadequate process to prevent overpayment of an activity budget line item
- Inadequate accounting of program income
- Inadequate or untimely financial reports

The City will take the necessary measures to be prepared and avoid these inadequacies.

CDBG Payments

Prior to transmission of contract funds, the City will complete and submit to the CDBG-DR program a Subrecipient Enterprise Resource Application (SERA) system Access Authorization Form. The City understands that this form is used to inform DEO of the names of persons permitted to sign Requests for Funds. Requests for Funds forms will be signed by one or more of the City's authorized individuals identified on the form. The Signature Authorization will identify the financial institution, its mailing address, telephone number, and the account number to which CDBG-DR funds will be transmitted.

The City understands there can be no erasures or corrections on the SERA Access Authorization Form. The City will submit three copies, each having original signatures, to DEO. In instances when it is necessary to change or update information on the Signature Authorization Form, the City will follow the same instructions.

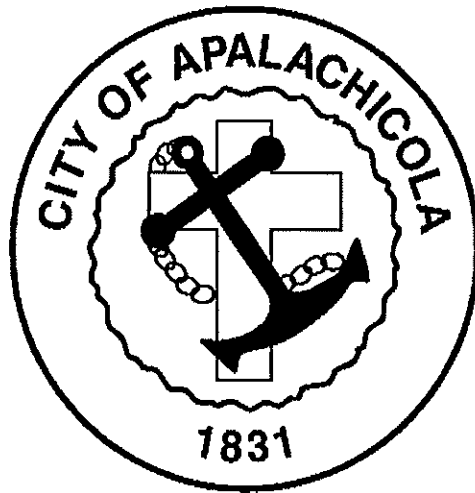
The City will ensure that there is no comingling of funds by placing CDBG-DR funds in a separate bank account or by demonstrating that its accounting system has sufficient capacity and internal controls to separately track the receipts and expenditures of the CDBG-DR grant. For CDBG-DR projects that are funded through an advance process, the City will ensure that these CDBG funds will be maintained in a separate non-interest-bearing account. Any interest paid on the account will be remitted to DEO for return to the U.S. Treasury.

The City will submit requests for funds through the DEO SERA system. To ensure the timely expenditure of CDBG-DR funds the City will submit requests for funds on a regular basis and in accordance with the CDBG-DR agreement's Scope of Work, Project Detail Budget and Activity Work Plans. These request for funds will include a signed invoice from the City as well as all contractor invoices, cancelled checks and other documentation required by DEO that supports the expenditures reflected in the City's invoice.

The City will not expend or obligate more than \$5,000 for administration, prior to receiving a Release of Funds from the CDBG-DR program. The release will clearly state that environmental conditions have been removed and funds have been released for expenditure. Furthermore, the City will not draw funds for any activity that has been conditioned in the contract agreement until a Removal of Special Conditions is granted by DEO. The City will review its contract award agreement for special conditions prior to obligating or requesting funds.

Record Keeping

In the simplest terms, CDBG financial transactions involve receiving cash (such as contract funds from DEO's CDBG-DR program or program income) and spending cash for eligible activities. Every CDBG-DR financial transaction will be recorded in the accounting records as soon as possible. The City will ensure timely and accurate recording of financial transactions utilizing the appropriate source documents, files, and accounting records. The City will maintain records a minimum of 6 years from the date of the receipt of the final audit for the year in which the grant was closed out (2 CFR 200.333). The City understands that this period for records retention will be extended if any litigation, claim, negotiation, audit or other action involving the records has been started prior to the expiration of the controlling period. The City will provide access to these records and audits to DEO, Florida's CFO, and the Auditor General upon request for a period of six (6) years following the final audit, unless extended by DEO. The City additionally understands that such extensions will be in place until the completion of any associated actions and resolution of all associated issues have been determined.



CITY

OF

APALACHICOLA, FLORIDA

COMMUNITY DEVELOPMENT BLOCK GRANT

CDBG DISASTER RECOVERY (DR)

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PROCEDURES

2022

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PROCEDURES

The purpose of these Quality Assurance/Quality Control (QA/QC) procedures is to assure the City's CDBG-DR program quality, ensure the program meets performance measures, and to ensure compliance with rules, regulations, statutes, laws, best practices and requirements identified by the federal government, the State of Florida and those incorporated in the City's contractual agreement with the Florida Department of Economic Opportunity (DEO).

This document is the general approach for compliance of the City of Apalachicola's CDBG-DR program, establishing monitoring practices and oversight of all program areas including:

- Self-Evaluation
- Eligible Activities and National Objective
- Duplication of Benefits
- Procurements
- Environmental Review
- Acquisition
- Financial Systems and Financial Management
- Monitoring
- Project Progress and Amendments
- Construction Related (Labor Standards Compliance/Engineer or Housing Specialist
- Inspection Services/Certification of Completion or Certificate of Completion or Occupancy [housing])
- Civil Rights (Fair Housing, EEO, MWBE, Section 504, and Section 3)
- Reporting
- Complaints
- Records Retention
- Public Records Requests

Self Evaluation, Capacity and Monitoring Plan

The City will, upon receipt of notification of award OR receipt of an executed CDBG agreement, evaluate its capacity, staffing, grant management history, financial systems and fiscal history (i.e. any previous financial monitoring findings or concerns from previous grants and/or audit findings or compliance issues) and coupled with DEO's Risk Assessment will put into place strategic adjustments that supplement the City's existing capacity. These adjustments may include such actions as purchasing updated accounting software, hiring additional staff or hiring consultants. In addition, to these adjustments, the City will adhere to and participate in monitoring in accordance with DEO's monitoring plan.

Eligible Activities and Meeting a National Objective

The City of Apalachicola will take the appropriate steps to ensure that only eligible activities are addressed with CDBG-DR funds and that projects paid for with these grant funds meet a National Objective. Activities approved through the project's application and contracting with DEO are assumed to meet the tests for being eligible activities and for meeting a National Objective. Any changes in the activities, beneficiaries and scope of work will require reviews by City staff and DEO to determine the eligibility of activities and whether or not a project continues to meet a National Object. Projects that provide direct benefit to residents, such as housing rehabilitation will require the beneficiaries to provide substantial documentation of household income to ensure they are low-to-moderate income, or in the case of work on a multi-unit housing project documentation confirming that at least 51% of the units are occupied by person from low-to-moderate income and/or will be or remain available and affordable to persons from low-to-moderate income households.

Duplication of Benefits

The City, will take ongoing measures to ensure that there is no Duplication of Benefits (DOB) utilizing the CDBG funds. For Disaster Recovery projects the City will adhere to the requirements of the Stafford Act to avoid DOB. A DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. Within the CDBG program, all grantees are bound by Section 312 of the Stafford Act, as amended by the DRRRA, and the OMB Cost Principles within 2 C.F.R. § 200 that requires all costs to be "necessary and reasonable for the performance of the Federal award."

The City will ensure that no DOB occurs by:

1. Assessing Need: Determine the amount of need (total cost) to accomplish a project.
2. Determining Available Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost of the project.
3. Calculating Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum CDBG award (unmet need)
4. Documenting the analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

Additionally, the City will adhere to the Disaster Recovery Subrogation Agreement, enclosed in the CDBG-DR agreement, and cooperate with DEO in its prescribed monitoring for and recovery of dollars that are deemed a DOB.

Procurements

The City will follow 2 CFR 200.317-326 and the City's adopted and DEO approved Procurement Policy for all procurements funded by CDBG-DR. Additionally, the City will adhere to the requirements of Section 287.055 Florida Statutes when conducting procurements for professional services such as grant administration engineering. The City will advertise its procurements for CDBG-DR funded work and services in a regional Metropolitan Statistical Area newspaper of general circulation. Construction procurements will additionally adhere to Sections 255.05 (bonding), 255.0525 and DEO requirements

(advertising times). Requests for Proposals, at a minimum, must be advertised at least twelve (12) days prior to the deadline for receipt of proposals.

The City will make every effort to ensure that no conflicts of interest occur in the procurements process. City elected officials and staff will be required to divulge any potential conflicts of interest and will be required to remove themselves from the process and abstain from participation in any procurements where an actual or a perceived conflict of interest exists.

In the event of any bid protest, the City will follow the procedure as outlined in Section 127.57(3) Florida Statutes and will notify its DEO contract manager immediately of any protests it receives. The City will communicate any other procurement challenges or problems to its DEO contract manager immediately.

The City will ensure that it has an E-Verify Memorandum of Understanding (MOU) and will include a requirement in all contracts with contractors, subcontractors, consultants and subrecipients, funded with CDBG-DR funds, to utilize the U.S. Department of Homeland Security's E-verify system (E-Verify) to verify employment eligibility of all new employees hired during the term of the CDBG agreement. Additionally, the City will utilize E-Verify for any new employees it hires during the Grant Period.

The City will include the Section 3 Clause in all contracts with contractors, subcontractors, consultants and subrecipients that are \$100,000 or more.

Environmental Review

Prior to the expenditure any CDBG-DR funded project, other than the allowable expenditures for administration, the City will complete a HUD required Environmental Review that meets the requirements of 24 CFR Part 58. While additional environmental reviews, studies or reports (such as a Phase I and Phase II Environmental Study typically conducted by an engineer) may be required and may also be needed for the HUD Environmental Review, the City understands that these reviews, studies and reports are not a substitute for the HUD required Environmental Review. The City understands that any expenditure of or commitment to expend CDBG-DR funds (other than the allowable \$5,000 for initial administration) prior to its receipt of DEO's Authority to Use Grants Funds will not be eligible for payment or reimbursement with CDBG-DR funds. Commitments to expend funds, include but are not limited to the actual expenditure of funds, construction bidding and/or award, and agreements to acquire property.

Acquisition and Displacement/Relocation

The City will adhere to 49 CFR Part 24, the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs when purchasing property for a CDBG-DR, regardless of the source of the funding. Additionally, the City will make every effort to avoid CDBG funded projects that displace people or businesses. In instances where the CDBG-DR funded project will displace persons or businesses, the City will ensure that those displaced are accommodated as directed and required in the regulations.

Financial Managements Systems and Financial Management

The City will manage all financial aspects of the CDBG-DR program by ensuring that its financial systems and staff are structured in a manner that ensures optimal accountability and adheres to federal and state accounting requirements. All CDBG-DR awards will be included in the City's budget. A staffing system will be structured that ensures, to the extent possible, segregation of duties in the financial processes.

In instances where non- CDBG-DR funding will be used with CDBG-DR funding, the funding sources and uses will be clearly represented as separate funding streams and expenses in the City's accounting systems. The City's accounting system or subset of the same will be structured in a manner that reports budget to actual expenditures, detailed check/expenditure registers, and cash balance reporting and expenditures by request for funds.

The City will ensure that there is no comingling of funds by placing CDBG funds in a separate bank account or by demonstrating that its accounting system has sufficient capacity and internal controls to separately track the receipts and expenditures of the CDBG-DR grant. For CDBG-DR projects that are funded through an advance process, the City will ensure that these CDBG funds will be maintained in a separate non-interest-bearing account.

The City will report any program income generated from CDBG projects in the Quarterly Status Report. The City will return any program income generated after the closeout of the CDBG-DR agreement to DEO. The City also understands that any program income generated prior to closeout must be returned to DEO unless the program income can be used for additional units of CDBG-DR activities that are specified in a modification to the agreement executed prior to the closeout. It is also understood that program income included in the project by modification to the agreement must be used in accordance with 2 C.F.R. part 200, 24 C.F.R. part 570.504 and the terms of the CDBG-DR agreement.

The City will submit requests for funds through the DEO Subrecipient Enterprise Resource Application (SERA) system. To ensure the timely expenditure of CDBG-DR funds the City will submit requests for funds on a regular basis and in accordance with the CDBG-DR agreement's Scope of Work, Project Detail Budget and Activity Work Plans. These request for funds will include a signed invoice from the City as well as all contractor invoices, cancelled checks and other documentation required by DEO that supports the expenditures reflected in the City's invoice.

The City will maintain detailed and organized financial records and will be prepared to provide the same for DEO monitorings and annual audits. For years that the City expends \$750,000 or more in federal funds, it will submit a Single Act or Program Specific Audit to DEO and the Florida Auditor General no later than June 30. For years that the City expends less than \$750,000 in federal funds, it will submit a DEO Audit Certification Memo to DEO no later than June 30. Additionally, the City will submit an Audit Compliance Certification (an attachment to the CDBG agreement) no later than sixty (60) calendar days following the end of its fiscal year. The City will respond in a timely manner to any potential DEO financial monitoring findings or concerns and to any potential audit findings or issues.

Monitoring

The City, on an ongoing basis, will self-monitor to ensure:

1. adherence to the requirements of the CDBG-DR agreement, as well as state and federal requirements,
2. adequate efforts are made, and actions taken to Affirmatively Further Fair Housing, that additional efforts are made toward Affirmative Action, enhancing opportunities for minority and women business enterprises (MWBE) in procurements, ensuring program access for handicap persons (Section 504), as well as staffing and beneficiaries, and proactive approaches to providing opportunities to low to moderate income persons (Section 3).
3. the project's timely progress as it relates to the agreement's Milestones/Activity Work Plans/Timeline,
4. the project's timely expenditure rate,
5. the maintenance and accuracy of project related accounting,
6. that project work is certified complete by a Housing Rehab Specialist and Building Official for housing projects and by an engineer for infrastructure and public facilities projects,
7. timely submission of required reporting,
8. complete, correct and organized retention of records,
9. the avoidance of conflicts of interest in procurements and beneficiaries,
10. the timely and appropriate response to complaints, and
11. the timely response to public records requests.

The City will prioritize preparation for, participation in and responses to DEO monitoring visits and desk monitorings. The City will prepare for these monitorings by:

1. completing, when available, DEO monitoring checklists to organize appropriate files and copies of backup,
2. utilizing DEO monitoring checklists and/or DEO Initial Document Request List from the DEO monitoring notification letter to organize appropriate files, documents, policies, financials record, etc.,
3. providing DEO advanced copies of requested files, documents, policies, financial records, etc., for desk and remote monitorings,
4. having appropriate City staff including program and fiscal staff as well as consultants (if applicable) available for the monitorings, whether they are desk, remote or in person monitorings,
5. making sure a local elected official or City Manager is available for the entrance and exit interviews, and
6. making appropriate City staff available for interim telephone conference calls, which are not actual monitorings, but serve to provide DEO project updates.

The City will respond to DEO monitoring questions, findings and concerns by:

1. providing DEO any requested additional documentation or information in a timely manner,
2. taking appropriate action(s) to correct any monitoring findings and/or concerns, and

3. providing DEO with a timely written response to any monitoring findings and/or concerns.

The City will additionally review ongoing DEO and HUD correspondence and notices as well as annual audit reports and will take necessary prescribed actions to correct or improve any items requiring corrections or improvements, and will in a timely manner respond in writing to DEO regarding these actions, when required.

The City is committed to requesting technical assistance from DEO, as needed, to ensure project quality, compliance and progress.

Project Progress and Amendments

The City understands that the timely completion of the CDBG-DR project and timely expenditure of funds must be a priority as it is vital to provide the grant funded repairs, improvements, infrastructure, public facilities, housing and/or services to its residents. Additionally, the City is aware of the mandates on HUD and DEO to expend the grant funds in a timely manner, and that failure to do so can potentially jeopardize additional future funding opportunities.

The City is committed to working within the parameters and requirements of the program to ensure timely completion of the CDBG-DR project. In the event that unforeseen and unavoidable delays are imminent, the City will communicate in a reasonable timeframe with the appropriate DEO staff and if necessary, will initiate a request for any necessary contract amendments to align actual timeframes with project work plans, timelines and to adjust expiration dates if necessary.

Construction Elements

The City will conduct the bidding process, taking actions to promote minority and women business enterprises and Section 3 participation and advertising for the required time frames. As required, the City will conduct a pre-bid conference/meeting, will provide bid documents at a reasonable cost, will receive sealed bids with proper bonding and required documents, will open the bids publicly, will create or obtain a bid tabulation and award recommendation from staff or the project engineer, will have the governing body vote to award the contract to the contractor pending receipt of any additional information including proof of active registration in the SAM.gov system, required bonds and proof documenting that the contractor is not on the Excluded Parties list.

Follow receipt of these documents, the City will request contractor clearance from DEO and once received, will execute a contract with the contractor.

Following execution of the construction contract, the City will conduct a pre-construction meeting with the contractor and discuss requirements for Section 3, MWBE, Davis Bacon (prevailing wage requirements) including submission of weekly certified payroll reports, Contract Work Hours and Safety Standards Act (CWHSSA) requiring time and a half pay for hours worked over 40 hours per week, and Copeland Act-Anti-Kickback assuring contractors do not induce an employee to give up part of their compensation they are entitled to. This

meeting will also serve to outline schedules for work, payments and other discussions deemed necessary with the contractor.

The City will then issue a Notice to Proceed to the contractor allowing the contractor to begin construction.

The contractor will be required to provide weekly signed certified payrolls to ensure compliance with Labor Standards (Davis-Bacon, Copeland Act, and CWHSSA). The City's staff or consultant will review the certified payrolls for compliance prior to any payments to the contractor. Also, prior to payments being made to the contractor, the City's engineer will conduct an onsite review of the work accomplished to date, compare the accomplishments to the work reported in the contractor's invoice and will sign off on any pay requests certifying that the work reported by the contractor has been completed.

Prior to the final payment being made to the contractor, the City's engineer must inspect the work site(s) and provide a Certification of Completion, and the City or its consultant will confirm that all required documentation and reports from the contractor have been received and are complete and in good order.

Civil Rights Compliance

The City will adhere to contract requirements, federal regulations and state laws and rules in meeting Civil Rights requirements. To this end, the City will follow the Civil Rights Compliance attachment to the CDBG-DR agreement, adopting required policies, ordinances and resolutions, designating various coordinators, advertising the coordinators' contact information, conducting various required activities, and establishing various complaint procedures and tracking logs.

The City will ensure compliance in regards to:

1. Affirmatively Furthering Fair Housing,
2. Equal Employment Opportunity (EEO),
3. Section 504 and the Americans with Disabilities Act, and
4. Section 3

Additionally, the City will maintain a list of minority and women business enterprises and will take measures to ensure that when requesting bids, Minority and Women Business Enterprises (MWBE) on this list are contacted and that contractors awarded CDBG-DR funded contracts are required to take measures to hire MWBE subcontractors and make efforts to hire Section 3 residents for available work.

Reporting

The City will provide the required reports as established in the Reports attachment to the CDBG agreement. The City understands that if all reports are not submitted to DEO in an acceptable manner, payments from DEO may be withheld until the reports are properly completed and submitted. The following reports will be submitted to DEO through the SERA system (or other DEO specified means) by the required outlined dates:

1. Monthly Progress Reports (for Disaster Recovery) will be submitted no later than 10 days following the end of the month.
2. Quarterly Progress Reports or Quarterly Status Reports will be submitted no later than the 10th of April, July, October and January.
3. Contract and Subcontract Activity forms, HUD 2516, reporting MWBE participation as well as Section 3 participation, will be submitted no later than April 15 and October 15.
4. Single or Program Specific Audit will be submitted no later than June 30, if the City expends \$750,000 or more in total federal funds from all sources. If the City expends less than \$750,000 in total federal funds, a DEO Audit Certification Memo will be submitted no later than June 30. Submissions will be made to Audit@deo.myflorida.com or as specified by the DEO staff and to the Florida Auditor General through their website at <https://flaauditor.gov>. Hard copies of the audits may be submitted to DEO and the Audit General via the addresses outlined in the CDBG agreement.
5. Audit Compliance Certification, attesting whether or not an audit submission will be required, will be annually submitted no later than 60 days following the end of the City's fiscal year.
6. An Administrative Closeout Report and supporting documentation will be submitted no later than 60 days following the expiration of the CDBG agreement.
7. Section 3 Report, HUD 60002, will be annually submitted no later than July 30.
8. Any additional updates or reports as requested by DEO will be provided in a timely manner.

Citizen's Complaints

The City will take prompt actions to address any complaints it receives and will make every effort to resolve these complaints in a timely manner.

All complaints received, including verbal (phone calls, in person) and written, will be documented in appropriate log sheets for general citizen's complaints, Fair Housing complaints, EEO complaints and Section 504/ADA complaints. The City will notify its DEO grant manager immediately upon receipt of any of CDBG-DR grant related complaints and will make efforts to address, assist, resolve and/or make referrals on complaints received, whether verbal or written. The actions, results and conclusions of these complaints will be recorded in the appropriate log sheets.

For a complaint to be formally processed, reviewed and responded to by the City in writing, the complaint must:

1. Be submitted in writing,
2. Include the complainant's full name,
3. Include the Complainant's Contact information and preferred method of notification for communications regarding complaint (telephone; physical, postal, and Email addresses), Nature of the complaint (CDBG-DR or Other, please specify), and
4. Include a summary of the complaint and desired remedy requested.

Additionally, the complainant should include previously contacted individuals concerning the complaint and any supporting evidence.

The City will respond in writing to written complaints that meet the above criteria within fifteen (15) days and may take additional measures to address and close the complaint. The City's written response is not a guarantee of resolution to the complaint. CDBG grant related complaints that are not resolved and closed within 30 days will be referred to the City's DEO contract manager.

Records Retention and Access

The City will retain all grant related and grant agreement specified records and audits for a period of five (5) years following the final audit after the grant closeout, or for six (6) state fiscal years after all reporting requirements have been satisfied and final payments have been received; whichever period is longest. The City will provide access to these records and audits to DEO, Florida's CFO, and the Auditor General upon request for a period of six (6) years following the final audit, unless extended by DEO. The City understands that this period for records retention and access will be extended if any litigation, claim, negotiation, audit or other action involving the records has been started prior to the expiration of the controlling periods. The City additionally understands that such extensions will be in place until the completion of any associated actions and resolution of all associated issues have been determined.

Public Records Requests

The City will directly respond to each CDBG agreement related public records request and will notify DEO of such requests by email to PRRequest@deo.myflorida.com within one business day following the date of the records request. Additionally, the City, upon request from DEO's custodian of public records, will provide DEO records or allow inspection of these records within a reasonable time. The City understands that it may be reimbursed for the costs of preparing and providing these records as long as the costs do not exceed the allowable costs outlined in Chapter 119, Florida Statutes. Furthermore, the City understands that DEO may terminate the CDBG agreement if the City fails to provide and/or allow access to public records.

Summary

Utilizing these procedures, the City will make it a priority to implement its CDBG programs in a manner that adheres to federal, state and local requirements, will ensure CDBG projects employ a quality and fiscally responsible process that provides a successful project result in a timely manner.

July 2022 City Manager Updates

Website: I met with Tana Kendrick of 2K Web Group and was informed that they are working for finalize content and create department pages that will include links to necessary documents as well as a link to pay water bills online. I will need to find someone to review the information that was migrated from the old site to the new one and identify outdated or incorrect information that can be deleted.

Lafayette Park Pier Pavilion: Hydra Engineering began the repairs on the pavilion Friday July 8. They are also scheduled to repair some areas of the pier that were not properly repaired by Hydra's subcontractor during the most recent project to repair Hurricane Michael damage.

Lady Louise Shrimp Boat: Chief Varnes and myself have been working with FWC to have two derelict sunken vessels removed from the Mill Pond. FWC advised me that they will be removing the Lady Louise in the next few weeks, as well as the sunken vessel in the slip beside it.

Paid Holiday List: Per a request from Commissioner Grove, attached is the list of paid City holidays.

ARPA List: I was asked to provide the list of ARPA priorities that I created after a recent regular meeting. That list is attached to this list of updates.

COA Holidays

| | |
|--------------------|-----------------------------|
| January 1 | New Year's Day |
| January | Monday - Martin Luther King |
| April | Easter Good Friday |
| Last Monday in May | Memorial Day |
| June | Juneteenth (new) |
| July 4 | Independence Day |
| September | Labor Day |
| November | Veteran's Day |
| November (½ day) | Thanksgiving Eve |
| November | Thanksgiving Day |
| November | Friday After Thanksgiving |
| December 24 | Christmas Eve |
| December 25 | Christmas Day |
| December 26 | Day after Christmas |
| 13 ½ | Holidays per year |

American Rescue Plan Act

\$1,179,010.00

Priorities:

1. Drinking Water/Waste Water Consulting Fees related to Consent Order and Final Order: **\$150,000**
2. Electrical Engineering for Scipio Creek Marina (Mill Pond) repairs: **\$24,900**
3. Lobbyist for Area of Critical State Concern issues: **\$75,000**
4. Leslie Street repairs: **\$182,334** (in addition to County funds for paving and additional funding from County)
5. Interior work/sound system for Old Library: **\$15,000**
6. Community Center A/C's for rented spaces: **\$15,000**
7. Matching Funds: **\$250,000**
8. Harbormaster House A/C replacement: **\$15,000**
9. Harbormaster House mold remediation: **\$10,000**
10. City Hall office space in old library area: **\$25,000**
11. Bay Avenue Seawall repairs: **\$285,000**

Spent:

1. Caterpillar Compact Track Loader Tractor (WWTP):
\$131,776

Finance Director – Mark Gerspacher

City Commission Meeting –July 12, 2022 – 4:00pm

1. *Budget Calendar for 2022-2023*

See attached.

2. *CRA Funds Returned*

The CRA funds that were approved by the commission to be sent back to Franklin County were returned.

3. *Continuing Services RFQ*

The RFQ for continuing services engineering will go out this week.

CITY OF APALACHICOLA

2022 – 2023 BUDGET CALENDAR

| | |
|------------------------|---|
| July 1 – July 15 | Actual revenues and expenditures of preceding year posted to budget worksheets |
| July 1 | Finance Officer receives Certification of Taxable Value from Property Appraiser. - \$196,070,937 – Increase 5.85% |
| July 15 | Budget instructions given to Departments. |
| July 8 – July 15 | Actual revenues and expenditures for current year through May 31 posted to budget worksheets. Finance Officer estimates personnel and insurance costs for entry into departmental budget requests. Finance Officer completes preliminary revenue estimates. |
| July 25 | Departments submit requests and objectives to Finance Director. |
| July 26 | Budget Work Shop – 4:00pm Community Center |
| July 26 | Proposed CIP submitted to City Commission and filed with the City Clerk for public inspection. |
| July 28 | Finance Officer prepares final revenue estimates. |
| August 2 | Finance Director presents Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing (at CC regular Meeting) |
| August 2 | City Commission Tentatively Adopts Millage Rate. Certification of Taxable Value Returned to Property Appraiser with Proposed Millage Rate, Roll-Back Rate and Schedule for Budget Hearing |
| August 4 – September 8 | Budget review by City Commission with special meetings as needed. |

**CITY OF APALACHICOLA
2022 – 2023 BUDGET CALENDAR**

Page 2

- August 24 Property Appraiser mails notices of proposed property taxes to property owners.
- August 25 Publish public notice of budget hearing.
- September 7 Public Budget Hearing - 5:01pm Community Center
Amends Tentative Budget
Re-calculates the proposed millage rate
Publicly announce the percentage which the proposed millage exceeds the rolled-back rate
Adopts a tentative millage and budget
- September 8 Budget Advertisement submitted to newspaper.
- September 15 Advertisement for Final Budget Public Hearing
- September 21 Final Budget Public Hearing – 5:01pm Community Center
Commission Resolution Adopting Millage Rate
Adopts final budget.
- September 23 Resolution adopting Millage Rate sent to Property Appraiser, Tax Collector and Department of Revenue
- October 15 Trim Package submitted to Department of Revenue with Certification of Compliance
- Finance Director distributes budget books to City Commission.

ATTORNEY REPORT

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

1. City of Apalachicola v. Smith, Nall et al. 2018 CA 233

All parties have filed Motions for Summary Judgment and respective responses. The hearing on Summary Judgment Motions will be on July 26, 2022. A mediation will be held on August 3, 2022 and trial is scheduled for September 14, 2022.

2. P&Z – Definition of Impervious Surface Coverage – Decks

At the June P&Z Meeting the issue of wooden decks being considered impervious for purposes of lot coverage calculations was discussed. Historically the Definition of Impervious Surface Coverage found in Art. I, Sec. 101-8 of the LDC was interpreted to include as impervious wooden decks. The surface area of such decks were included with roofs, concrete/asphalt driveways/walkways etc. when calculating the total permissible impervious surface coverage on a particular parcel. This has been the policy of the City based on the current definition up to this point.

The issue raised at P&Z was that wooden (or equivalent) decks over pervious surfaces constructed such that water drains between the boards do not act as impervious surfaces. As a result the P&Z Board indicated a preference to change the current policy of treating certain decks as impervious. If the City was inclined to change the current interpretation/policy regarding decks to allow them to be treated in whole or part as pervious an amendment to the Ordinance Ord. No. 2018-02 would be required. I have spoken with the City Planner and we believe along with PZ that an amendment to the definition makes sense.

MINUTES OF THE WORKSHOP OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, MAY 31, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

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

Deborah Guillotte, City Clerk
Dan Hartman, Attorney

CALL TO ORDER

Mayor Brenda Ash called the workshop to order.

PUBLIC COMMENT

Public comments consisted of the following: numerous citizens oppose the change to the current Ordinance 2015-01; enforcement of the ordinance; lawn care machines; downtown music being heard in residential areas; and business hours if sound increase be reviewed.

NOISE ORDINANCE DISCUSSION

Chief Bobby Varnes stated his concerns of enforcing the Ordinance by law and not complaint driven. Attorney Dan Hartman stated he followed direction of what the Commission asked and what Mr. Zingarelli had given him. Attorney Hartman stated that proposed changes to the Noise Ordinance were by strike through (shows deleted wording) and underline (added wording), further stating the points of discussion are the decibels, which is the way it is measured between DBA or DBC. Attorney Hartman stated that if there are any typos between the two, they will be corrected. Commission comments consisted of the following: 1) legal apps for measuring sound – cell phone app or the instrument the police use at this time; 2) commercial and residential area – source of measurement; 3) confirm that Industrial is Riverfront (RF); 4) increased fines for violation – based on Florida statute; 5) more criteria to special event permit. Mayor Ash, Commissioners Grove, Duncan and George are not in favor in changing the Noise Ordinance. Commissioner Elliott is in favor of change to the Noise Ordinance. Attorney Hartman will make changes as discussed by this Commission.

ADJOURNMENT

There being no further action, Mayor Ash adjourned the meeting.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, JUNE 7, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

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

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

CALL TO ORDER

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

AGENDA ADOPTION

Commissioner Adrian Elliott made a motion to adopt the agenda. Commissioner Despina George seconded, and the motion carried 4-0.

Manager Travis Wade gave an update on the Boil Water Notice, stating at this time it is still in effect, until further notice from the city.

PUBLIC COMMENT

Public Comments consisted of the following: Public comments consisted of the following: 1) pop-up music on the sidewalk- seeking proposal and permitting; 2) non-compliant sign at the Majestic Jewell; 3) Planning and Zoning has come to a standstill and is requesting a workshop with the City Commission on Sign Ordinance – size and brightness; 4) 3rd of July event; and 5) boil water notice and communication.

UNFINISHED BUSINESS

1. APALACHICOLA MAIN STREET – JULY 3RD FIREWORKS EVENT

Augusta West requested approval for alcohol sales on the city right-of-way, for the July 3rd celebration event. Ms. West reviewed the scheduled events and stated that the fireworks have been upgraded.

Commissioner Elliott made a motion to approve the event plan regarding alcohol sales on the City's right-of-way for the Apalachicola Main Street's Independence fireworks celebration.

Commissioner Anita Grove seconded, and the motion carried 3-1. Opposed: Commissioner George

Alcohol beverage truck discussed to see if legal, per Food Truck Ordinance 2021-01. Attorney Hartman determined that this is not a food truck, but a trailer, therefore, it is legal.

NEW BUSINESS

1. WATER DEPARTMENT – WATER LINE VALVES

Mayor Ash gave a brief review of a water leak the city had and is requesting individual valves be placed on each main water line. Manager Travis Wade stated this would allow zones, so that a huge area would not be out of water.

NEW BUSINESS

2. WATER DEPARTMENT – WELL#6 EXPENDITURE APPROVAL

Mayor Ash gave a brief review and stated that Well#6 is in need of repair, and is requesting that Rowe Drilling do the repair in amount of \$29,500.00.

Commissioner Elliott made a motion to approve the expenditure to Water Well#6 for \$25,900 to Rowe Drilling. Commissioner Grove seconded and the motion carried 4-0.

NEW BUSINESS

3. JANITOR RFP RECOMMENDATION

Manager Wade recommends that we award Cleo’s Queen of Cleaning, for the City’s janitorial services of the public bathrooms and City Hall.

Commissioner George made a motion to award the janitorial services contract to Cleo’s Queen of Cleaning. Commissioner Elliott seconded and the motion carried 4-0.

NEW BUSINESS

4. CITY HOLIDAY - JUNETEENTH

Mayor Ash recommends that the city recognizes Juneteenth in memory of the end of slavery for the last slaves in Texas, and that this be a paid holiday, the Monday following the Juneteenth date each year.

Commissioner George made a motion to add Juneteenth as a City recognized holiday, which will be the Monday after the recognized holiday. Commissioner Elliott seconded and the motion carried 4-0.

NEW BUSINESS

5. FWC FBIP – BAY AVENUE SEAWALL

Bree Robinson stated that we had previously submitted to FWC for the FBIP (Florida Boating Improvement Program) for the Bay Avenue Seawall on April 1, 2022. FWC then requested more specific authorization in a motion from the Commission

Commissioner Grove made a motion to accept the recommended motion and requested actions included in the board request, stating “motion to authorize Project Manager, Bree Robinson, submit an application for repairs on the Bay Avenue Seawall for the Fish and Wildlife Conservative Commission (FWC) Florida Boating Improvement Program (FBIP) Grant, with City Manager Travis Wade and Mayor Brenda Ash as signing authorities”. Commissioner George seconded and the motion carried 4-0.

NEW BUSINESS

6. CRA – RETURN OF FUNDS TO COUNTY

Attorney Dan Hartman gave a brief review of the refunding of CRA monies back to Franklin County per the City’s auditor. Finance Director Mark Gerspacher reviewed financials of CRA, both Franklin County and City monies. Commissioner George gave a more in-depth review of the CRA funds.

Commissioner George made a motion that we promptly return \$248,127 of CRA funds back to Franklin County. Commissioner Grove seconded and the motion carried 4-0.

MAYOR AND COMMISSIONER COMMENTS

Commission comments consisted of the following: 1) H’COLA will hold its 1st annual Juneteenth celebration June 25th, 2pm to 6pm on the grounds at Holy Family; 2) Mayor - DEP meetings and consent order updates; 3) Wastewater Treatment Operator position; 4) City Communications - apps that can be obtained to get important notifications - www.franklinemergencymanagement.com and Everbridge app – also obtain entrance apps from Emergency Management office; 5) new website; 6) directional signage downtown; 7) RFP’s

being awarded, and contractors then subcontracting out to lower prices – write in RFP that subcontractors provide their credentials; 8) reschedule July meeting.

Commissioner Elliott made a motion to reschedule the July 5th Regular City Commission meeting to July 12th at 4pm at the Community Center. Commissioner Grove seconded and the motion carried 3-1. Opposed: Commissioner George

CITY MANAGER COMMUNICATIONS

Manager Travis Wade reported the following: 1) Holy Family - Exterior and roof all completed; 2) old library – cost estimate \$11,050 for building materials and electronics; 3) new website; 4) old website removal; 5) FACC meeting update; 6) spray field inspection next week; 7) Lafayette Park pier pavilion repair; 8) Evergreen salary study; 9) WWTP policies; 10) thank you to Chief Varnes for covering for Manager Wade while out.

FINANCE DIRECTOR

Mark Gerspacher – See Attachment “A”

GRANTS COORDINATOR COMMUNICATIONS

Bree Robinson – See Attachment “B”

ATTORNEY COMMUNICATIONS

Dan Hartman – See Attachment “C”

CONSENT AGENDA

- A. Meeting Minutes Adoption** – April 25, 2022, Workshop, May 3, 2022, Regular Meeting and May 18, 2022, Special Meeting Minutes.
- B. P&Z Minutes – May 9, 2022**

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

DEPARTMENT REPORTS

ADJOURNMENT

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

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

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

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

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

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

City of Apalachicola
Capital Project Update

Water

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

Wastewater

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

Battery Park

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

Admin

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

Facilities

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

Governing Body

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

Police

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

Public Works

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

Grant Updates – Bree Robinson

City Commission Meeting – Tuesday, June 7th, 2022

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

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

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

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

Applied for:

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

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

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

4. CPTA Community Planning Technical Assistance Grant Program – DEO

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. Leslie Street - FEMA

WAITING FOR UPDATE ON APPEAL

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

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

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

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

14. Grants Update -

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

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

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

WWTP-

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

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

Vulnerability Study-

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

16. USDA Water Street Permeable Parking Sidewalk and Lighting –

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

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

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

Dates:

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

Please see extra info below:

American Rescue Plan Info:

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

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

ATTORNEY REPORT

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

1. SOLID WASTE COLLECTION ITN 2022-1

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

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

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

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, JUNE 21, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

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

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

CALL TO ORDER

Mayor Brenda Ash called the meeting to order.

PUBLIC COMMENT

Public comments consisted of the following: 1) Sanitation bid questions from numerous Waste One employees.

CONTRACT APPROVALS

GOURAS AND ASSOCIATES - City Manager Travis Wade stated that the original RFP that was advertised was in error, due to the length of time of days for advertisement for the CDBG-DR grants. The City has to redo the procurement process and advertise for the correct amount of days (21), but that all other information was correct. Mr. Wade recommends this CDBG-DR grant be awarded to Gouras & Associates.

Commissioner Anita Grove made a motion to approve the CDBG-DR grant services award recommendation to Gouras and Associates. Commissioner Donna Duncan seconded, and the motion carried 5-0.

CINDY CLARK – Mr. Wade stated that the city issued an RFP for grant services for the DEP Resilient Florida program project, and is recommending Bay Media Services, LLC (Cindy Clark) be awarded this bid.

Commissioner Grove made a motion to approve the award to Bay Media Services, LLC for the DEP Resilient Florida FY 21-22 program project and the update of the Vulnerability Analysis and Flood and Stormwater Adaptation. Commissioner Duncan seconded and the motion carried 5-0.

WASTEPRO – Attorney Dan Hartman stated that the city had received two responses to the ITN-2022-1, Waste Pro (existing provider) and Waste One. Waste Pro was the initial

selected bidder, based on the scoring criteria, by staff (Mark, Bree and Janelle), which was individually reviewed and scored by each. Attorney Hartman stated that we are here tonight to review and reach negotiations with Waste Pro. Attorney Hartman, the City Commission and Lloyd Childree – Waste Pro reviewed and discussed the proposed ITN 2022-1 -Solid Waste Collection Agreement. In response to a question by Mayor Ash, Attorney Hartman answered the Sunshine law issues.

Issues discussed by the commission as follows: 1) Section 5.2 day of the week for collection; 2) 7.3 – hours, current is from 6am to 6pm; due to the noise ordinance, we need to change from 7am to 6pm; 3) 10.2(a) Adjustments to Rates – Attorney Hartman and Mr. Childree, Waste Pro reviewed. The percentage of change in CIP and diesel charge change; 4) contract change from 3 to 5 years; 5) differences in rates between the two business – this could not be discussed due to being in negotiations; 6) requirements and procedures for failure of service; 7) breach of contract

Commissioner Duncan made a motion not to approve the contract with Waste Pro. Commissioner Despina George seconded. Discussion held. Motion carried 4-1. Opposed: Mayor Ash

Attorney Hartman stated that the Commission's next step is to give staff direction to continue negotiations with the selected bidder Waste Pro, or terminate negotiations with Waste Pro and move on to the next selected bidder.

Commissioner George made a motion terminate negotiations with Waste Pro and move on to the next selected bidder. Commissioner Duncan seconded. Discussion held. Motion carried 3-2. Opposed: Mayor Ash, Commissioner Grove

Attorney Hartman stated that a meeting needs to be set ASAP, since the Waste Pro contract ends June 30th. Attorney Hartman also stated the main issue at this time, is the time frame. Staff will review second bid with Waste One and begin negotiations and bring back before the Commission.

LEGISLATIVE APPROPRIATIONS - Mr. Wade updated the Commission on the past two years legislative appropriations request in the amount of \$600,000, for televising the City's stormwater and sewer lines. Mr. Wade stated the house legislative budget committee has allowed for cities, etc., to reapply for \$175,000,000 to fund projects that had been denied and would like to resubmit the same legislative request that was submitted before, the deadline being July 8th.

Commissioner George made a motion to allow Manager Wade to reapply for the appropriations process in the amount of up to \$600,000, that was granted to him over the last two years. Commissioner Grove seconded and the motion carried 5-0.

PROCUREMENT POLICY APPROVAL – Mr. Wade stated that the Department of Environmental Protection (DEP) grant for the wastewater treatment plant, requires that the City update our Procurement Policy prior to publishing the RFP for engineering services. DEO sent the new requirements on how it was to be written, and city staff made the changes and is now requesting approval.

Commissioner Grove made a motion to approve the Procurement Policy. Commissioner Elliott seconded. Discussion held. Motion failed 0-5.

Commissioner Grove amended her motion that the City include the relevant parts of the existing procurement policy in the new procurement policy. Motion died for lack second.

Commissioner Grove wanted to make the Commission aware, that there are two churches that received grant monies a few years back, but that there was not enough money to complete the roofing projects. Commissioner Grove just wanted to notify the Commission to see if we might can research this and go through the revolving loan process for approximately \$3,600 each to complete these projects.

| |
|--------------------|
| ADJOURNMENT |
|--------------------|

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

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD
WEDNESDAY, JUNE 29, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

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

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

CALL TO ORDER

Mayor Brenda Ash called the meeting to order.

PUBLIC COMMENT

Public comments consisted of the following: 1) Ralph Mills and Lloyd Childree – Waste Pro’s services and volunteer services throughout the years and their disappointment in their contract not being renewed; Mike and Paige Richards – Waste One – apologies to the City Commission and staff

**CONTRACT APPROVALS
WASTE ONE**

Attorney Hartman reviewed last week’s outcome, stating that Waste Pro was terminated and that the Waste One would begin negotiations. Attorney Hartman reviewed the current proposal changes with Waste One contract.

Commission concerns consisted of the following: 1) Schedule for pickup – Monday for residential and commercial would be worked out with the businesses; 2) surcharge calculations to begin 7/1/23; 3) cpi charges; 4) spillage; 5) contract - 5 year term; 6) pickup time to be in accordance with the noise ordinance; 7) disaster preparedness plan – change from October to earlier date, due to current date being the end of the season; 8) yard debris pickup schedule; and 9) commercial dumpster placement.

Attorney Hartman stated that procedurally there are two paths for consideration, which are disapproval and approval, which will require a motion to approve the request for exception to the vendor requirements in the ITN.

Commissioner Donna Duncan made a motion to grant the exception to the vendor requirement of the minimum customer base of one customer with 750 units as requested by Waste One. Commissioner Despina George seconded, and the motion carried 5-0.

Attorney Hartman stated staff recommends that the city approve the Solid Waste Collection Agreement with Waste One.

Commissioner Duncan made a motion to approve the solid waste collection agreement with the City of Apalachicola and Richards Freight Seafood, LLC, dba, Waste One. Commissioner George seconded and the motion carried 5-0.

ADVERTISEMENT FOR ENGINEERING SERVICES

Mr. Wade requested the approval to submit and advertise for RFP for engineering continuing services, due to errors in previous RFP scoring.

Commissioner Anita Grove made a motion to approve the RFP and advertising for engineering services. Commissioner Duncan seconded and the motion carried 5-0.

WWTP PUMP REPAIR EXPENDITURE APPROVAL

Mr. Wade requests approval for two pumps needing repair in the amount of \$12,574, each for a total of \$25,1748, for the wastewater treatment plant.

Commissioner Adriane Elliott made a motion to approve the expenditure of \$12,574 for wastewater treatment plant pump repair, as well as authorize Manager Wade to have the second pump repaired, at a cost no greater than \$12,574. Commission Duncan seconded and the motion carried 5-0.

Finance Director, Mark Gerspacher confirmed that the funds would come from the wastewater treatment fund.

**APALACHEE REGIONAL PLANNING COUNCIL – SOUTHERN RAIL
COMMISSION LETTER APPROVAL**

Mr. Wade requested that the city submit a letter of support to Southern Rail Commission in support of the passenger rail in North Florida.

Commissioner Elliott made a motion to approve staff to send the letter from ARPC to the Southern Rail Commission. Commissioner Grove seconded and the motion carried 5-0.

PROCUREMENT POLICY APPROVAL

Mayor Ash recommends approving the current Procurement Policy and make amendments, if necessary, at the July 12th meeting.

Commissioner Grove made a motion to approve the current procurement and purchasing policy with discussion at the July 12th meeting of adding an addendum to incorporate the 2016 procurement policies elements into the current policy. Commissioner Elliott seconded. Discussion held.

Commissioner Grove amended her motion to approve the current procurement and purchasing policy contingent upon language being added, that anything that is not in conflict with the previous 2016 ordinance remains in effect. Commissioner Elliott seconded and the motion carried 5-0.

DEWBERRY TASK ORDER – CONSENT ORDER

Mr. Wade is requesting \$50,000 for task order allocation towards consulting relating to drinking and wastewater consent orders from Dewberry Engineering.

Commissioner Elliott made a motion to approve the task order allocating \$50,000 towards consulting related to the drinking water and wastewater consent orders from Dewberry Engineering staff. Commissioner Duncan seconded and the motion carried 5-0.

Finance Director Mark Gerspacher stated that the funds would come from water and sewer fund.

ADJOURNMENT

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

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, June 13th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

Regular Meeting: 6:00 pm

**Attendance: Al Ingle, Bobby Miller, Jim Bachrach, Lee McLemore, Joe Taylor,
Dan Hartman.**

1. Approval of May 9th, 2022 regular meeting minutes.
Motion to approve by Jim Bachrach; 2nd by Joe Taylor. All in favor-Motion carries.

2. Review, Discussion and Decision for Shed. **(R-2) @ 151 20th Avenue.** Block 247, Lot 16&17.
For Tony Leigh -Owner; Contractor: tbd
Motion to approve by Lee McLemore; 2nd by Bobby Miller. All in favor-Motion carries.

3. Review, Discussion and Decision for Two-Story Studio/Garage. **(Historic District) (R-1) @ 220 Avenue D.,** Block 9, Lots 6&7. For P. Passanante-Owner; Contractor: Duncan Home Construction, Inc.
Motion to approve by Bobby Miller; 2nd by Lee McLemore. All in favor-Motion carries.

4. Review, Discussion and Decision for Pergola, Fence, & Deck. **(Historic District) (R-1) @ 62 15th Street.** Block 98, Lot 1. For B. McCartney-Owner; Contractor: Self.
Motion to Approve Pergola and Fence, not Deck by Jim Bachrach; 2nd by Joe Taylor. All in favor-Motion carries.

5. Review, Discussion and Decision for Concrete Driveway/Sidewalk. **(Historic District) (C-2) @ 97 Dr. Martin Luther King Blvd.,** Block 170, Lot 10. For J. Crowder-Owner; Contractor: Michael Netherly (Concrete Authority)
Motion to Deny by Jim Bachrach; 2nd by Joe Taylor. All in favor-Motion carries.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, June 13th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

6. Review, Discussion and Decision for New Construction and Pool. **(Historic District) (R-1) @ 67 Ave. D.**, Block 16, Lot 1 & E ½ Lot 2. For S. Etchen-Owner; Contractor: Coastal ICF Construction;
Discussion regarding fence encroachment, excess impervious area, definition of “front yard”.
Motion to Table by Joe Taylor; 2nd by Bobby Miller. All in favor-Motion carries.

Other/New Business:

Outstanding/Unresolved Issues:

CITY OF APALACHICOLA
ADMINISTRATION DEPARTMENT
June 2022

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

66 work orders issued and 59 work orders completed

2379 payments processed

2108 bills mailed

128 cut-off list

Approximately 200 checks processed by accounts payable

Monthly Report for the
Apalachicola Margaret Key Public Library

June 2022

1554 patrons visited - 740 books/movies/audiobooks circulated- 54 new accounts opened - 237 patrons used our computers - \$689.24 collected as library revenue - 314 items donated to the library - 160 hours donated by our wonderful volunteers - 16,524 people reached w/ 48 Facebook posts - 91 accounts reached w/ 34 Instagram posts

Happy Summer! “Oceans of Possibilities” is the theme of our summer reading program and the kickoff party was a great success! The Franklin County Sheriff’s office provided a bounce house and ice cream. Bring Me A Book Franklin gave each child a book. Volunteer juggler Wayne Armstrong gave juggling lessons, Richard Lenhart held a Science station, and The Patrons of the Apalachicola Library Society (PALS) had a bubble station. This June 3rd event kicked off summer reading with a bang!

The library continues to set records for attendance—this month welcoming more people than ever before! Each day we offer something for everyone. Sundays, we’ve begun ‘Snack & Story’ for kids at 2pm. From 1-3 pm, Helen Gologowski, our Master Gardener volunteer answers any plant and gardening questions. Mondays and Thursdays at 2pm, we feature a ‘Water’ craft and Story courtesy of our Summer Library Assistant Mendy Bannerman. Ms. Bannerman is a PALS sponsored employee, and assists with daily tasks of the library, and hosting activities. Bring Me A Book Franklin with Karen Kessel, takes care of activities on Tuesdays with Books for Babies at 10:30am and Sunset Stories at 5:30 pm. Also on Tuesdays, we offer Chess Club for all abilities at 3pm. On Wednesdays in June and July, we have visits from the Florida State University Marine Lab, the Apalachicola National Estuarine Research Reserve, or the Apalachicola Riverkeepers. The organizations bring different sea creatures, shells, crafts and games for all ages. Thursdays at 3pm we continue the Oceans of Possibilities theme in our popular Lego Club. Fridays this month have seen great variety, with a PALS sponsored Family Movie Night, our second volunteer-led Family History Friday on genealogy research, and Ukulele Tunes and Lei-making with Ms. Audie Pieper. In the evenings, from 6-8pm, the library with PALS, features musical performances by local and area talent. So far, we’ve enjoyed the work of Gill Autrey, Betsy Crabb, and David Lloyd. This new musical offering has proved incredibly popular with musicians and audience alike, both grateful for a more intimate listening space, comfortable seats, and air conditioning to beat the heat!

Library hours are 10:00 a.m. to 6:00 PM, Monday - Friday and Sundays from 1-4PM. We help patrons with reading, writing, and learning; as well as a suite of print/copy/scan/fax/and notary services. We continue to loan books, audiobooks, movies, puzzles, and items from our Library of Things.

Lucy Carter, Library Director

Isel Sánchez-Whiteley, Library Assistant

BUILDING DEPARTMENT

June 2022

- 52 Building Permits Issued
- 4 Building Permits in Process
- 64 Building Inspections
- 19 Certificates of Completion Issued
- 3 Certificates of Occupancy Issued
- Daily Phone Inquiries & Emails Answered
- Several On-Site Meetings
- Daily Office Meetings
- Records Requests
- 5 Planning & Zoning Applications Processed
- June Planning & Zoning Meeting Agenda & Minutes
- June Building Dept. Fees brought in: \$18,387.22
- Building Dept. Fees ytd: \$82,245.09

POLICE REPORT

June 2022

As summer brings in more visitors to our area, there is an increase in traffic stops, warnings, citations and unfortunately accidents. More patrol is being done in heavily traffic areas of town to try and encourage more safety. This month, Sgt Ashley Webb assisted in patrol the Juneteenth celebration and Lt. Timmy Davis participated in the Project Impact year end party. An arrest was made this month for an individual responsible for vandalizing the community center.

June 2022 Totals

| | | |
|---|------|-----|
| Traffic Stops/Warnings/citations | 32 | |
| Arrests/Warrant Requests | 5 | |
| Traffic Accidents | 9 | |
| Burglary/Theft calls | 2 | |
| Assist Citizens/Complaints/investigations | | 930 |
| Trespass Warnings/agreements | 7 | |
| Business alarm calls/building checks/welfare checks | | 820 |
| assist county call/other agencies | 20 | |
| Assist Animal control | 1 | |
| Domestic cases involving violence/disturbance calls | | 3 |
| Drugs | 2 | |
| Total calls from dispatch | 1982 | |

APALACHICOLA VOLUNTEER
FIRE/RESCUE
May 2022 – 24 Calls

Monthly Report

| | | | |
|--------------------|-------------|-------------------------------------|-------------|
| 1. Accidents | <u>3</u> | 8. Life Flights | <u>2</u> |
| 2. Life Assist EMS | <u>16</u> | 9. Search/Rescue | <u>0</u> |
| 3. Bi-Mo. Meetings | <u>2</u> | 10. Training | <u>1</u> |
| 4. Brush Fires | <u> </u> | 11. Transformer Fires | <u> </u> |
| 5. House Fires | <u>2</u> | 12. Cars | <u> </u> |
| 6. Vehicle | <u>1</u> | 13. 1 st Responder Calls | <u>38</u> |
| 7. Gas Leaks | <u> </u> | 14. Vessels | <u>0</u> |

FIREFIGHTER ATTENDANCE

| | | | |
|--------------------|-----------|--------------------|-----------|
| 1. George Watkins | <u>4</u> | 11. Chris Love | <u>3</u> |
| 2. Fonda Davis | <u>3</u> | 12. Avery Scott | <u>10</u> |
| 3. Ginger Creamer | <u>20</u> | 13. Troy Morrison | <u>7</u> |
| 4. Albert Floyd | <u>4</u> | 14. Ashley Teat | <u>0</u> |
| 5. Rhett Butler | <u>2</u> | 15. Anthony Croom | <u>3</u> |
| 6. Bruce Hoffman | <u>22</u> | 16. Scott Brackett | <u>3</u> |
| 7. Palmer Philyaw | <u>0</u> | 17. Skylar Newell | <u>0</u> |
| 8. Troy Morrison | <u>0</u> | 18. Shannon Segree | <u>8</u> |
| 9. Troy Segree | <u>14</u> | 19. Adam Joseph | <u>5</u> |
| 10. Rick Hernandez | <u>0</u> | 20. Craig Gibson | <u>9</u> |

Additional Notes:

Recorded by: _____

Date: _____



CITY OF APALACHICOLA CODE ENFORCEMENT

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

June 1, 2022

CODE ENFORCEMENT OFFICE

July 1, 2022

Attended Tree Committee meeting

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

3 Fence Permits (with site visits)

4 Fill Permits (with site visits)

1 Clearing Permit (brush and small trees)

13 Short term rental (Air BNB) notifications sent (certified mail)

5 Meetings with Air BNB property owners

5 Dumping sites visited - verbal warnings

5 Meetings regarding debris/blight on personal property

3 Meetings with Dan Garlic reference 270 Acola (1 on-site)

1 Meeting with Michael Barlament reference flooding in Bay Colony

2 Meetings with Clem York (Bayshore Dr.) reference flooding from sidewalk installation

5 Citations issued

2 On-Site meetings - encroachment on city property

3 meetings at Grady Market reference unpermitted wall (stop work order issued)

1 Meeting regarding sign ordinance at Margaret Key Library

3 Trees that were on city right - of - way that need to be removed (permits issued)

Research for tree fine at 270 Acola

Daily Office Meetings

Daily phone inquiries & emails answered

Set up files for each client

Fees Collected

| | |
|------------------------|---|
| Tree Permits | \$395 (\$250 City/ \$145 Tree Restoration) |
| Fence Permits | \$150 |
| Fill Permit | \$200 |
| Clearing Permit | \$50 |

Fines Collected

| | |
|--------------------------------|----------------|
| 4 Citations (270 Acola) | \$1,000 |
|--------------------------------|----------------|

City of Apalachicola public works monthly report

June 2022

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

- emptied garbage cans from downtown and city parks 3 times a week and on weekends of holidays.
- completed 10 work orders.
- removed broken sign on water street .
- cleaned several storm ditches.
- replaced culvert on ellis vanvleet and 21st.
- meet with electrical contractor to install electric service at magnolia gazebo.
- installed flooring at van johnson complex.
- trimmed trees on 24ave.
- replaced culvert at abc school.
- repaired locks at public library.
- repaired pot hole on fred meyers street.
- installed no parking sign at unloading dock at cipio creek marina.

Public works manager Robert Osburn