

A Regular Meeting of the City Commission of the City of Apalachicola was held on Tuesday, April 11, 2023 at 4:00 PM at the Apalachicola Community Center, #1 Bay Avenue, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Adriane Elliott, Commissioner Anita Grove, Commissioner Despina George, Commissioner Donna Duncan (Arrived at 4:25 PM), City Manager Travis Wade, City Attorney Dan Hartman, Finance Director Mark Gerspacher, Lee Mathes

Mayor Ash called meeting to order followed by Invocation and Pledge of Allegiance.

#### **AGENDA ADOPTION**

Motion to adopt agenda made by Commissioner Elliott, seconded by Commissioner Grove. Motion carried 4 to 0.

#### **PUBLIC COMMENT**

Public comments consisted of the following: Tom Daly – encouraged City Commission to give Librarian Lucy Carter a pay increase; Carol Brazsky – addressed short term rentals and lack of rentals for working class; Tony Leigh – addressed Planning & Zoning guidelines concerning decks and permeable materials.

#### **PRESENTATION – SOUTHERN GROUP – KATE DELOACH**

Kate DeLoach gave an update on legislative activities and progress made regarding the Stewardship Act.

Mayor Ash thanked Ms. DeLoach for all her help during this process.

#### **DRINKING WATER EXPENDITURE AUTHORIZATION**

Rhett Butler explained RAFA 900 Controller and how system will benefit the City.

Motion to approve purchase of RAFA Systems at an estimated cost of \$13,291.00 and approve RAFA Systems as a sole source provider made by Commissioner Elliott, seconded by Commissioner Grove.

Discussion held.

Commissioner Duncan joined the meeting at 4:25PM.

Motion carried 5 to 0.

**LEASE APPROVAL – FAMU**

Attorney Hartman outlined changes made to the proposed lease.

Motion to approve FAMU lease as outlined made by Commissioner Grove, seconded by Commissioner George. Motion carried 5 to 0.

**1<sup>ST</sup> READING – ORDINANCE 2023-01 – ELECTION ORDINANCE**

Attorney Hartman read Ordinance 2023-01 by title as follows:

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA PROVIDING FOR THE AMENDMENT OF APALACHICOLA CODE OF ORDINANCES, PART II – CODE, CHAPTER 16 – ELECTIONS, SECTION 16-1, AND PART I, CHARTER, ARTICLE II, SECTION 9 CHANGING THE YEAR AND MONTH OF ELECTION FOR THE MAY AND CITY COMMISSIONERS FROM SEPTEMBER OF EACH ODD-NUMBERED YEAR TO NOVEMBER OF EACH EVEN-NUMBERED YEAR; PROVIDING FOR REDUCTION OF THE TERMS OF INCOMING MAYOR AND COMMISSIONERS IN THE NEXT TWO ELECTION CYCLES IN ORDER TO MAKE AN ORDERLY TRANSITION; PROVIDING FOR AMENDMENT OF SECTION 9 TO CONFORM WITH THESE CHANGES AND PROVIDING FOR MANNER OF ELECTION AND RUNOFF ELECTIONS; PROVIDING FOR THE REPEAL OF ANY ORDINANCE OR PARTS THEREFROM IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner George stated she continues to object to changing the election cycle. Commissioner George reviewed charter changes that will need to be made to coincide with new proposed ordinance.

Attorney Hartman stated that runoff and charter issues can be addressed in another ordinance.

Motion approve 1<sup>st</sup> reading of Ordinance 2023-01 and proceed with adoption process made by Commissioner Elliott, seconded by Commissioner Grove. Motion carried 4 to 1 with Commissioner George opposing.

**1<sup>ST</sup> READING – ORDINANCE 2023-02 – HEIGHT ORDINANCE**

Attorney Hartman read Ordinance 2023-02 by title as follows:

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA REGARDING VOTING REQUIREMENTS APPLICABLE TO ANY ORDINANCE THAT WOULD INCREASE THE MAXIMUM PERMISSABLE BUILDING HEIGHT IN ALL ZONING DISTRICTS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

Motion to approve 1<sup>st</sup> reading of Ordinance 2023-02 and proceed with adoption process made by Commissioner Grove, seconded by Commissioner George. Motion carried 5 to 0.

**VOLUNTEER WEEK PROCLAMATION**

Attorney Hartman read Volunteer Week Proclamation in its entirety.

Motion to approve Volunteer Week Proclamation made by Commissioner Grove, seconded by Commissioner George. Motion carried 5 to 0.

Commissioner George thanked John Solomon for his recognition efforts towards volunteers.

**MOVING EDUCATION INSTITUTE, INC. REQUEST**

Brett Gormley, Talitha Robinson, Allen Vanerson, and Willie Tolliver each spoke in support of Camp Moving Education.

Frenchy Haynes gave overall scope of Camp Moving Education summer program.

Bonnie Davis stated Moving Education Institute is requesting a 90 day short term lease to occupy 4 rooms at the City Hall Complex, free of charge, to conduct the summer camp, and hopefully by the end of the summer camp, a long term lease will be in place.

Attorney Hartman stated the lease can be implemented on whatever terms the Commission agree upon.

Mayor Ash stated she feels this is a great program, but recommends \$100/per room per month, and then within the 90 days renegotiate for a more reasonable long term rental rate.

City Manager Wade stated that leases that have recently been updated, negotiations would start at a rental rate of \$.29/ per square foot.

Discussion held.

Commissioner Duncan stated she supports Mayor Ash's recommendation for \$100/per room per month and renegotiate a long term rental rate.

Commissioner Elliott stated the City needs to figure out a plan to work with nonprofit organizations, but is in support of Mayor Ash's recommendation.

Commissioner George stated a more comprehensive discussion regarding all leases in all the City owned buildings is needed at some point, but would be in favor of \$200 per month for 4 rooms for the summer program, then work towards a long term lease.

Motion to approve Moving Education Institute 90 day short term lease at \$200/per month made by Commissioner George, seconded by Commissioner Grove. Motion carried 5 to 0.

**OLD LIBRARY EXPENDITURE REQUEST**

City Manager Wade outlined expenditures for roofing, electrical/recording/streaming equipment, and building materials.

Discussion held regarding furniture and AC repairs/replacement.

Motion to approve old library expenditure in the amount of \$47,176.12 (Roofing - \$19,255; Howard Tech Solutions - \$37,517.55; Building Materials - \$1,424.07) to be paid from ARPA funds made by Commissioner Elliott, seconded by Commissioner Duncan. Motion carried 5 to 0.

**MAYOR AND COMMISSIONER COMMENTS**

Items discussed were historical signs, street sign replacement, and affordable housing /economic development grant.

**CITY MANAGER COMMUNICATIONS**

City Manager Wade stated 5<sup>th</sup> Street water tower project is complete and paperwork has been submitted to DEP to close consent order for TTHMs.

Discussion held concerning cemetery lawn maintenance RFPs, tree removal in Chestnut Cemetery, St. Paul historic marker, Holy Family repairs, and setting up meeting to discuss ARPA projects.

**GRANTS COORDINATOR COMMUNICATIONS**

Report attached.

**FINANCE DIRECTOR COMMUNICATIONS**

Report attached.

**ATTORNEY COMMUNICATIONS**

No report given.

**CONSENT AGENDA**

Motion to approve consent agenda made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

**DEPARTMENT REPORTS**

Included in agenda packet.

**ADJOURNMENT**

Motion to adjourn made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

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Brenda Ash, Mayor

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Lee Mathes, Assistant City Clerk

## City Manager Updates:

**Battery Park Boat Ramp Kiosk:** There have been some hiccups along the way and some fines were levied, but the number of people being fined has gone way down lately. During 2022 from January 1 through March 31, the Battery Park Boat Ramp fees totaled \$2,237.75. From January 1 through March 28 of this year, the fees have totaled \$10,262.

**Riverfront Revitalization (CDBG-DR):** Bree, Kendall, and I met with Halff Engineering and their subcontractors for site visits at the Riverfront Revitalization sites. Engineering on the commercial projects will begin first and City projects will follow. The commercial properties are the Water Street Seafood docks and demolition of two old buildings, Scipio Creek Marina docks, Water Street Hotel and Marina docks, and JV Gander docks and building demo.

**Airstream Rally at Battery Park:** The Airstream group that attended the rally at the Battery Park area March 16 through 19 stated that they enjoyed their stay. They reportedly spend plenty of money locally and paid the City over \$2k for the camping spots.

**5<sup>th</sup> Street Water Tower:** The water tower project has been completed. The interior and exterior has been sandblasted and painted. Samples are being taken to clear the tower with FDEP to place it back online.

**FCS Career Day:** Bree Robinson, Sheneidra Cummings, and myself attended Career Day at the Franklin County School on March 24. We spoke with several young students about careers with the City and handed out some swag as well. There was a large turnout by students and vendors.

**WWTP:** The Commission approved Dewberry as the engineering firm who will be designing the new wastewater plant at a previous meeting. I have signed the task order starting the process last week. As we receive updates I will share them with the Commission.

# Grant Updates – Kendall Falkner

City Commission Meeting – Tuesday, April 4<sup>th</sup>, 2023

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## 1. Florida Department of Transportation (DOT) – 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 engineer's estimate and recommendations.

**AWARDED! – City was awarded the full amount for Leslie Street! This funding window begins July 1, 2023, and ends June 30, 2024. We will take steps to make sure this work can be completed ASAP. Our representative from FDOT said to expect the agreement in 2023 before the funding window opens. Waiting for agreement from FDOT.**

## 2. DEP Resilient Florida Grant application – Implementation

City submitted a grant request in the amount of \$2,039,500 to complete identified drainage projects in the city that have been documented but have not been funded by other sources. If funded, the funds will repair known nuisance flooding drainage issues in more than 29 locations throughout the City. **Grant submitted 9-1-2022. Waiting for updates.**

## 3. DEP Resilient Florida Grant application – Planning

City submitted a grant request in the amount of \$300,000.00 to analyze existing vulnerable critical asset infrastructure in the City's commercial district and design a plan to mitigate street flooding through the retrofit of existing impervious parking and the design of pervious parking pockets on City-owned property, Avenue H specifically. **Grant submitted 8-31-2022. Waiting for updates.**

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

An application requesting Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted. 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, have been advised that most projects are funded by Firehouse Subs after 3+ complete applications. We have filed 4 so far. (1/31). APPLIED again for 2023 Q1 on 1/12/23 in the amount of \$37,880.00 – will hear back in early April. If not funded, will apply again and look for other funding sources for the Jaws of Life equipment for VFD. **Preparing to apply for Q2 quarter. Currently gathering necessary information and documentation. Cycle opens 4/6 and closes 4/13.**

#### 5. DEO Rural Infrastructure Fund – Drainage Basin Analysis Phase II + Camera Work of Stormwater Lines

An application requesting \$300,000 with no local match from the DEO Rural Infrastructure Fund was submitted on 8/31/22. The application was for Phase II of a Drainage Basin Analysis that began in 2018. This \$300,000 grant proposal would fund an analysis of the drainage basins that border Apalachicola River and Bay. The proposal also includes funding to begin camera-work of the stormwater lines in phase I, as recommended in that report. (We must survey the damage before we can move forward on repairs.) The grant asks for \$110,000 for the analysis and mapping (per engineer estimate), \$5,000 for public education (grantors like to see we are promoting our message/work), \$24,000 in admin, and \$161,000 in camera-work for the phase I drainage basin area. This is a total of \$300,000 and there is no required local match.

Basins 11 and 3 were covered by the 2018 grant. This grant application would address the following basins: 1, 2, 4, 5, 6, 7, 8, 9, 10, 12-19. – **FUNDED 12/20/22! Waiting for inquiries/agreement!**

#### 6. Water Treatment Plant Improvements - Rural Infrastructure Fund – DEO FY 21/22

**FUNDED!** Application submitted electronically on 5/26/22 to the RIF program through DEO for fiscal year 21/22. 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. City was FUNDED for \$147k.

Funded:

- Evaluation of Existing Conditions
- Enhanced Sampling Plan, Hydraulic Modeling, and Treatability Studies
- Alternatives Analysis
- Facilities Plan Report
- 2/7/23 – Bid Award Recommendation to Dewberry Engineers. (Wrote the quote used to apply for this funding and are working on City consent orders, which this project will go hand in hand with.)
- **Bid Award Agreement passed on 2/7/23. Moving forward with Dewberry Engineers. Task order has been signed, project underway!**

#### 7. 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. – Applied - The Florida Historical Commission reviewed and scored eligible FY2024 Special



Category grant applications on November 16, 2022. The Special Category Final Ranking Lists the City Hall project Year 2 (\$395,000) as recommended for funding. Official notification of grant award is pending Secretary of State approval and budget appropriation. **We should receive official notification of funding on about July 1 of 2023. This is great news!**

#### **8. 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. – **AWARDED!** Agreement received and signed in October.

- **RFP was advertised and procured according to state statutes and City procurement policy. An award recommendation is on the agenda for 1/3/23 meeting.**
- **OVID Solutions w/ Bay Media Services as a subcontractor was awarded the bid recommendation and contracts were executed. OVID + Bay Media have begun working and a workshop for this effort is scheduled 2/7/23 for a comp plan update and OVID (Julie Dennis) is working on the ACSC Plan and has been meeting with staff for needed details.**
- Bay Media completed Comp Plan Draft with recommended changes that were presented at March 7 Commission Meeting and March 13 P&Z Workshop. DEO is currently evaluating.
- First deliverables have been sent and are currently being evaluated by DEO.

#### **9. Department of Historical Resources African American Cultural and Historical Grants – Apalachicola African-American History Museum**

Awarded \$1million with a \$250k match from the City for a new construction museum next to Holy Family.

- Due to rising construction costs, the project scope has been changed from a 2-level, 2,500SQF footprint building to a 1-level 2,000SQF building with elevated ceilings. Priorities include:

- High Security
- Storage Room
- Office Space
- Breezeway to Holy Family
- Greeting Station/Small Gift Shop Area
- ADA Accessible Bathrooms
- Controlled Lighting for Exhibits
- Building with Room for Add-On at later date
- **FUNDED!** Have submitted the project work plan and budget for the agreement draft from DOS. 8/25
- **Question from DOS answered 9/26.** Should hear back soon and have agreement in hand.
- **11/3** – Still waiting for agreement.
- **12/1** – Have draft agreement in hand for staff review.
- **12/19 – AGREEMENT SIGNED!** Documents being turned in for FEIN and new grant coordinator must take their grant management quiz prior to procurement of services.
- **1/31 – New grant coordinator has taken quiz for first deliverable and is creating procurement documents for Architecture, Design, Permitting, & Engineering of the new building. We expect to begin procurement in February and this will be out to bid for 28 days.**
- Documents for Architecture, Design, Permitting, & Engineering RFP completed. RFPs are currently posted to our City Website, advertised in The Apalachicola Times and Tallahassee Democrat. Bids will be received until March 16, 2023, 3PM.
- One bid was received for Architecture, Design, Permitting, and Engineering. Per procurement procedures, COA will need at least two bid proposals. We will re-open the bid window for 28 days after approval from DHR.
- Received approval and have re-advertised RFP to run in the Democrat. Project pushed out until April 28<sup>th</sup>.

#### **10. 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. **Waiting on delivery dates and costs for generators. The delays are at least 55 weeks with a cost increase of 4 times the original figures. Once we determine those issues, we will adv an RFQ. In addition, an amendment will need to be done with the state to address the time and cost. (12/1)**

- **TME discussed with funding agency reps and they have decided we should not wait on Ring Power for quotes due to the timelines. TME is taking the Scope of Work and developing an RFP for these services. Will be sending to**

**funding agency by mid-January for approval to advertise – after the bids come in we will do an amendment with the funding agency for the time and funding increase on this effort. The funding agency is aware of the rising costs and are telling us to try for an amendment with them to cover the additional costs, but we will not know for sure until the amendment is submitted after bids are received. (12/21)** FDEM stated that this agreement was in the contracting phase. Once we get the agreement executed, we will let the ITB. The ITB was submitted to DEO to approve for advertising. Hoping to get the go ahead this week. The overall timeline is 59 weeks now. The Workplan for DEO has been updated to reflect the timeline. Amendments with FDEM will be completed and letters will need to be sent to DEO. (1/31/23) Once the agreement is received, we will let the ITB.

- **ITB is scheduled to run in the Tallahassee Democrat on March 24<sup>th</sup> and March 31<sup>st</sup>. Will need competitive bids for generator installation before moving forward.**

**11. 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 & HCA**

The City submitted payment requests and has been paid for the first set of deliverables on each project. This is great news!

HCA – City readvertised the project based on procurement regulations and, based on submittals, selected Oliver Sperry Renovation and Construction, Inc, (Tallahassee) to complete the work. Preparation of contract is pending receipt of preservation experience documentation and DHR approval of contractor. A contract with Oliver-Sperry is currently being developed for the work. A minor contract amendment between the State and City is being drafted to reflect reallocation of funds between categories. Staff will seek an extension for this project from DHR.

City Hall – City rejected both bids received on round two of RFP because estimated costs exceed amount of funding. The City has readvertised the project with a May 4 selection date. The City and State contract was amended to accommodate temporary structural support in advance of year 2 funding. Staff will seek an extension for this project from DHR.

**12. FDOT City Landscaping**-City was reimbursed for \$193k landscaping costs after FDOT inspection and reimbursement package sent in. Landscaping and maintenance have been “completed.”

- There were 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. **Re-plant pushed to March to avoid frost during establishment – Dan is in contact.**

- Filed for last bit of reimbursement in November. (6k)
- **Reimbursement of remaining 6k received and project closeout complete!**
- **Waiting for re-plant in 2023 per contract warranty.**
- **Project closed out, in legal department.**

**13. CDBG-DR Infrastructure**– Avenues Stormwater Repair Project (M0016) is moving forward. Engineer Procurement and design will need to be secured and created along with environmental review and clearance. ALL policies needed have been completed!

- **ENGINEERING PROCUREMENT IN PROGRESS!** The contracted engineer, once selected, will put together a project schedule based on design time needed and anticipated construction duration. Environmental review will run concurrently with design and permitting.
- Engineering Scoring of Bids has been completed. - City authorized to enter into contract negotiations with Halff, CDG, and Dewberry on 11.8.2022. Recommendation to execute contract and award task order for this project was on the 01.03.2022 agenda, subject to DEO review/approval. DEO comments received on 1.31.2023 – sent to City Counsel for assistance in addressing.
- All comments from DEO have been addressed. DEO authorized execution of the engineering services agreement on 02.13.2023; the continuing services agreement with Dewberry was executed on 02.24.2023.
- Met with DEO via Teams meeting along with Grant Administrator from Gouras & Associates. We are waiting for the task order from Dewberry and pushing Engineering and Environmental status by end of week (Friday March 3, 2023).
- Dewberry was selected for this project. All contract comments from DEO have been addressed. DEO authorized execution of the engineering services agreement on 2.13.23; the continuing services agreement with Dewberry was executed on 2.24.23.
- Task Order with Dewberry for Engineering Services executed March 14, 2023. **Engineering is underway! This is great news!**

- Gouras & Associates is coordinating project information with Dewberry to begin stakeholder outreach for the environmental review record.

**14. CDBG-DR Hometown Revitalization** –Riverfront Revitalization and Hill Community Revitalization projects: City has received environmental exemption for administrative and engineering services. ALL policies needed have been completed! **ENGINEERING PROCUREMENT IN PROGRESS!** The contracted engineer, once selected, will put together a project schedule based on design time needed and anticipated construction duration. Environmental review will run concurrently with design and permitting. **City authorized to enter into contract negotiations with Halff, CDG, and Dewberry on 11.8.2022. Draft contracts have been submitted and are currently under review with counsel. Recommendation to execute contracts and award task orders approved on 12.6.2022, subject to DEO review/approval.**

- **Hill Community (M0033):** CENST approval memo was issued by DEO on July 14, 2022. It was reviewed and we are currently working to address DEO comments. The city is working on the RFQ for engineering procurement. Once an engineer is on board, we'll be able to confirm scope of work and begin environmental review. **CDG Engineering was selected for this project; the contract is currently under review with city attorney.** The draft contract was submitted for DEO review. DEO has requested a draft task order for this project prior to execution. The engineer is currently preparing the task order.
- **The City has been working with CDG on a task order that falls within the project budget.** The current version is under review with the City. Once reviewed by the City, this can be submitted to DEO for authorization to execute.
- **Once an engineer is on board, we'll be able to confirm scope of work and begin environmental review.**
- **Riverfront (M0034):** CENST approval memo was issued by DEO on July 14, 2022. The city is currently working on the RFQ for engineering procurement. Once an engineer is on board, we'll be able to confirm scope of work and begin environmental review. The contract 7 has been reviewed by DEO and we are currently working to address DEO comments. **Halff Engineering was selected for this project; the contract is currently under review with city attorney.** The draft contract was submitted for DEO review. DEO has requested a draft task order for this project prior to execution. The engineer is currently preparing the task order. City Staff met with Halff for a site inspection on 3/14. Specifics were addressed and revised Task Order being created as of 3/30/23.

- Once an engineer is on board, we'll be able to confirm scope of work and begin environmental review.

**HMGP Emergency Generators** – Received and signed Release of Funds forms for CDBG-DR DEO match – HMGP has funded the generators and agreement signed. HMGP admin bidding was advertised and has closed. Advertised in The Democrat per MSA paper standards from DEO and awarded to TME 9/27. TME is working on RFP for a contractor for the generators and installation. **Waiting on delivery dates and costs for generators. The delays are at least 55 weeks with a cost increase of 4 times the original figures. Once we determine those issues, we will adv an RFQ. In addition, an amendment will need to be done with the state to address the time and cost. (12/1)**

TME discussed with funding agency reps and they have decided we should not wait on Ring Power for quotes due to the timelines. TME is taking the Scope of Work and developing an RFP for these services. Will be sending to funding agency by mid-January for approval to advertise – after the bids come in we will do an amendment with the funding agency for the time and funding increase on this effort. The funding agency is aware of the rising costs and are telling us to try for an amendment with them to cover the additional costs, but we will not know for sure until the amendment is submitted after bids are received. (12/21) The ITB was submitted to DEO to approve for advertising. Hoping to get the go ahead this week. The overall timeline is 59 weeks now. The Workplan for DEO has been updated to reflect the timeline. Amendments with FDEM will be completed and letters will need to be sent to DEO. (1/31/23). The template ITB was approved. We are working on the individual ITBs now. DEO will have to approve. Once we receive approval, the ITB will be advertised and a contractor will be selected. Invitation to Bid (ITB) have been posted on the website and will be advertised in the Tallahassee Democrat on March 24<sup>th</sup> and 31<sup>st</sup>. The window for submission will close on April 28<sup>th</sup>.

- **HMGP Market Street Vacuum Station M0016** - Received and signed Release of Funds forms for CDBG-DR match – HMGP has funded the generators and agreement signed. HMGP admin was advertised and has closed. Advertised in The Democrat per MSA paper standards from DEO and awarded to TME 9/27. **RFQ is advertised with a due date of 2/2/23 and award date of 3/7/23!**
  - No bids were received, so we had to extend and re-advertise. A contract will be let with the selected engineering firm. An extension with FDEM was submitted in mid January. (1/31/23)
  - **Engineer Award being presented 3/7!**
  - Bids were received and a contractor was selected. Working on the contract for execution.
- **Michael FEMA Projects Updates**

- **Bodiford** - BODIFORD PLANS COMPLETE! Waiting for exemption for permits from FEMA to be reviewed. - Received exemption ... waiting on FEMA to re-establish the costs in the project. Still waiting on FEMA 12/21. Project is still in EHP at FEMA (1/31/23). No movement on the FEMA side.
- **Scipio** – Designs from Dewberry draft complete – waiting for full. Waiting for scope verification from FEMA to bid out. Still waiting on FEMA 12/21. Project is still in EHP at FEMA (1/31/23). No movement on the FEMA side (2/2/23).
- **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. **City staff is currently measuring alleys to get updated quotes on materials. Oyster shells are no longer available, so City is looking into other options such as gravel, lime rock, asphalt millings, etc.** Scope will have to be changed with FEMA before beginning. Currently working on scope change to submit to FEMA for approval.
- **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.
- **Lafayette Park** – Boardwalk work and lighting donation have been COMPLETED! It appears that we were supposed to be exempt from permits for this work per engineer opinion, since there was no in-water repairs, but we are waiting for USACE and DEP to confirm this with FEMA before this project can close out and Bodiford and Scipio can begin. - Received the USACE and FDEP permits! Still waiting on FEMA 12/21. Project is still in EHP at FEMA (1/31/23). No movement on FEMA side. No movement on the FEMA side.
- **Hurricane Sally** – Almost all Sally projects are completed and finalized. TME is uploading receipts to finish. This will be completed once all docs are received to upload. Need to determine all project costs with staff and then submit the close out paperwork (1/31/23). Working on DAC to be submitted this week. Close out has been submitted. Will monitor for all final payments being made to the City!
- **Department of Historical Resources 2023 Small Matching Grant – Black History Trail. FUNDED!** Scope has changed slightly as some work has already been completed. (signage)
  - **Agreement has been signed and scope modified!**
  - **City is administering the grant with a 8/31 deadline for all deliverables. Representatives from the North Florida African American Corridor Project have been contacted and are in communication to meet all deadlines. City Commission will be**

**presented the mock-ups of signage before creation/install.**

**Timeline is as follows:**

1. Historian work/story accumulation complete **by May 15<sup>th</sup>**
  2. Graphic Design of Signs + StoryMap complete **by June 30<sup>th</sup>**
  3. Fabrication of Signs + Storymap Live on Web **by July 30<sup>th</sup>**
  4. Site Prep & Installation of Signs + Project Closeout **by August 31<sup>st</sup>**
- **Staff and volunteers met 1/24/23 to discuss the timeline and the historian work which will be accumulated by 2/18! There will be a public display "Town Hall" at Holy Family on 2/26 for the Hill Community to view and give comments. There will also be a City workshop before the regular meeting on 3/7 for board action to approve of the historian work. After the wording has been approved, then the design process can begin. (All designs will go through a workshop/board action process again to make sure all comments are taken into consideration.)**
  - **Workshop and Board Action Request on 3/7.**
  - **Wording and sites approved. Contracts have been signed and a preliminary template design has been drafted and presented to staff/volunteers. Note: all designs will go through a workshop/board action process again.**

#### **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. **Total project costs are approximately \$19M, which will be fully funded through two separate DEP awards (Award #1 = \$13.4M, Award #2 = \$5.6M). See cost breakdown below.**

- Scope of works for both efforts are in progress! Cost breakdown below:
- DEP requested several documents to send out agreements – documents supplied. Still ongoing. **DEP Award #1 & #2 have both been executed!**
- A Kickoff Webinar for Award #1 was held with DEP and the City on 11/1/2022.
- While continuing services agreements can generally be used for DEP funding, the expected cost of the construction contract exceeds thresholds for use of continuing services agreements. As previously reported, Engineering services for this project will utilize a firm selected from the Engineering RFQ that is being used for CDBG-DR efforts.
- City authorized to enter into contract negotiations with Halff, CDG, and Dewberry on 11.8.2022. Draft contracts have been submitted and are



currently under review with counsel. City staff authorized to execute contracts and task orders approved on 12.6.2022, subject to DEO review/approval.

- **Dewberry Engineering was selected for this project and is developing a task order for this project; the contract is currently under review with city attorney.**
- Engineering Continuing Services Agreement executed 02.24.2023. The contract has been submitted to DEP, as well as a draft task order for this project.
- Draft administrative task order submitted to DEP on 02.23.2023. DEP authorized execution on 3.15.23. Task order is currently pending city execution.

**COST:** The Total Estimated Cost of this Project is \$18,927,391. The anticipated funding breakdown is for FDEP to fund approximately \$5,551,875, and FDEP-SRF to fund \$13,375,516.

#### **Vulnerability Study-**

Grant #1 Vulnerability Study – **FUNDED!** Contract signed with Bay Media and research, data collection has begun. **Public Workshop took place on December 6.**

- **Modeling and research currently underway! (1/31/23)**
- **First deliverables met!**

#### **16. USDA Water Street Sidewalk and Lighting –**

**Construction by CWR Contracting, Inc. is in progress! Have made first payment and are filing for reimbursement. Second payment has been made and are filing for reimbursement. There has been an issue with power poles needing to be relocated to finish the project in 2 spots – extension has been requested.**

- **CWR has completed their work – the power poles have been relocated and City staff is completing the last bit of concrete sidewalks to finish out this project.**
- **Finance is working on reimbursements.**
- **Reimbursements submitted 2/28/23.**
- **Reimbursement request approved! Funds in the amount of \$299,526.05 were deposited on 3/24/23. PROJECT COMPLETED!**

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

The City formerly made an 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:

- » Funds must be obligated by December 31, 2024
- » All expenditures must be complete by December 31, 2026

#### 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.
- **Progress Report is due at the end of April with a list of expenditures. Finance Dept. will provide; plan for April 30<sup>th</sup> Report to be completed this date.**

*\*All information included in this report is accurate as of March 31, 2023 at 12:00pm. After that time, information is subject to change. If you have any questions, please send them to [kfalkner@cityofapalachicola.com](mailto:kfalkner@cityofapalachicola.com)!*

## Finance Director – Mark Gerspacher

### City Commission Meeting – April 11, 2023 – 4:00pm

**1. Banyan**

Data has been converted and training is set to begin. We should be able to go live by the end of the month.

**2. 5 – Year Capital Improvement Plan**

I have updated the capital improvement plan to include the projects funded by grants. We still need to add any projects that we anticipate funding or trying to get funding for within the next five years.

**3. Financial Reporting**

I anticipate having finalized financial reports for the 2021-2022 fiscal year as well as year to date financial reports for fiscal year 2022-2023 at the May meeting. I apologize for the delay but finalizing 2022 much more challenging than I anticipated as a good bit of the first six months of the year had to almost completely be rebuilt in order to balance everything.