

**PUBLIC HEARINGS & REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, MAY 2, 2023 – 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 Hearings:**
 - 1. Ordinance 2023-01 – Election Ordinance
 - 2. Ordinance 2023-02 – Height Ordinance
- IV. Public Comment**
- V. New Business**
 - 1. Florida Seafood Festival Committee – Rental Agreement Discussion
 - 2. Pervious/Impervious Deck Surfaces Definition
 - 3. Election Services Agreement
- VI. Unfinished Business**
 - 1. Evergreen Salary Study
 - 2. Black History Trail Sign Design Approval
 - 3. Utility Adjustment Policy Approval
 - 4. Election Ordinance (2023-01) – Second Reading & Adoption Decision
 - 5. Height Ordinance (2023-02) – Second Reading & Adoption Decision
 - 6. Election Proclamation
- VII. Mayor and Commissioner Comments**
- VIII. City Manager Communications – Report Attached**

- IX. Grants Coordinator Communications – Report Attached**
- X. Finance Director Communications – Report Attached**
- XI. Attorney Communications**
- XII. Consent Agenda**
 - A. Commission Meeting Minutes Adoption – April 11, 2023 – Regular Meeting**
 - B. Planning & Zoning Minutes – April 10, 2023 – Workshop & Regular Meeting**
- XIII. Department Reports – Included in Agenda Packet**

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: May 2, 2023**

SUBJECT: Florida Seafood Festival Committee Lease Agreement Discussion

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 1
Department: N/A
Contact: John Solomon
Presenter: John Solomon

BRIEF SUMMARY: The following email was received related to this issue:

"City,

The Florida Seafood Festival Board of Directors wishes to be added to the agenda for the upcoming City meeting. To discuss the lease agreement for the 2 rooms we have been currently leasing from the city for many years. The board wishes to present to the City Commission the counter offer of \$2,400 a year to lease the two small rooms. The Festival is a sole Non-Profit organization that is all volunteer. None of the board members are paid and all the funds are used to facilitate the Festival, Scholarships and improvements to the Battery Park area. The past 4 years has been very lean years because of Hurricane Michael repairs to Battery Park, Pandemic which we could not hold Festival and due to unforeseen issues rides and artist having issues making it to the event last year. As in the past in the future the Festival would like to Continue small improvements to the Battery Park area.

Florida Seafood Festival Board of Directors"

RECOMMENDED MOTION AND REQUESTED ACTIONS:

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed lease agreement for two offices in the Community Center.

STAFF'S COMMENTS AND RECOMMENDATIONS: The FSF currently pays \$2,400/year for two rooms. The City Manager has recently had communication with a non-profit organization that is searching for space for two or three offices. Currently the FSF uses the space and the entire area under the Community Center building for storage. The lease amount included in the proposed agreement is \$532/month for the two office spaces and no charge for the storage under the building. Staff recommends approval of the draft lease.

LEASE AGREEMENT

This LEASE AGREEMENT was entered into on _____, 2022, ("Effective Date") between CITY OF APALACHICOLA, a Florida Municipality, having its principal place of business at 192 Coach Wagoner Blvd, Apalachicola, Florida 32320, ("Lessor"), and **The Florida Seafood Festival, Inc.**, a Florida not for profit Corporation its principal place of business at 1 Bay Avenue, Apalachicola, FL ("Lessee").

That Lessor, for and in consideration of the rents to be paid and of the covenants and agreements herein mentioned to be performed by Lessee, does hereby lease and demise to Lessee, and Lessee does hereby lease from Lessor, the areas herein described situated in Apalachicola, Florida, upon the following terms and conditions:

1. DESCRIPTION OF LEASED AREAS

The Lease covers a portion of the property located at the Apalachicola Community Center located at 1 Bay Avenue, Apalachicola, Florida 32320, County of Franklin, State of Florida. The Lessee will be leasing of two (2) approximately 140 sq. ft. rooms located in the existing building on the property (the "Premises"). This includes use of the common areas serving the Leased Space.

2. USE BY LESSEE OF THE PREMISES

The Premises shall be used by Lessee for all purposes connected to the core business operations of the not for profit Lessee, provided such use does not diminish the value of the Premises or constitute a nuisance, ordinary wear and tear excepted.

3. OCCUPANCY

Lessee shall be entitled to begin occupancy of that portion of the property referred to as the Premises shown in Exhibit "A" as of the Effective Date of this Lease.

4. RENT; SECURITY DEPOSIT; RENT CREDIT; TERM; RENEWAL

Lessee shall pay to Lessor as monthly base rent for the Premises as follows:

A. Initial Term – two (2) years - Lessee shall pay \$532.00/month during the initial term of the Lease,

B. Subsequent Terms – The Tenant may renew the Lease for three (3) subsequent one (1) year periods at the same rate with a 3% increase each renewal term by providing notice sixty (60) days prior to the end of any prior term of its intent to renew. The City shall approve such renewal if the Tenant remains in compliance with the Lease terms.

Such monthly rent shall be paid in advance on or before the tenth day of each calendar month. Any rental payment made in respect to a period of less than one month shall be prorated.

Lessee shall pay as additional rent hereunder all sales tax and assessments.

5. SECURITY DEPOSIT

No security deposit shall be required.

6. QUIET ENJOYMENT

Provided that Lessee complies with all of its obligations under this Lease, Lessor shall not interfere with the peaceful and quiet occupation and enjoyment of the Premises by Lessee during the term.

7. CONDITION OF PREMISES

The Premises are leased to Lessee in their present physical condition and state of title (including, without limitation, matters of survey and zoning, building and other laws, regulations and restrictions now and hereafter in effect), and Lessor makes no representation or warranty with respect thereto.

8. ADDITIONAL OBLIGATIONS OF LESSEE

Lessee will, at its expense:

(a) comply with all existing and future federal, state, and county and local statutes, laws, enactments, ordinances, rules, regulations, orders and other governmental requirements ("Governmental Requirements") applicable to Lessee's use or occupancy of the Premises, including, but not limited to, workmen's compensation laws and the Occupational Safety and Health Act of 1970 and all Governmental Requirements issued thereunder, and hold harmless, indemnify and defend Lessor from and against any claims, actions, damages, losses, costs and expenses, including reasonable attorneys' fees, made against or sustained by Lessor as a result of Lessee's failure to comply with any Governmental Requirements;

(b) be responsible for and protect itself against all risk of loss or damage by fire or other casualty to its own property and material and any other property and material used by it or under its control on the Premises;

(c) secure and maintain a comprehensive general liability insurance policy covering against claims for bodily injury, death or property damage (including coverage of potential claims against the City by customers/clients/patrons/invitees or guests of the Lessee) occurring on, in or about the Premises and the adjoining property, streets, sidewalks and passageways or by reason of the existence, ownership, use, occupancy or maintenance thereof, in amounts as would be maintained by a prudent owner of similar property but in no event less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for bodily injury or death in any one accident, and \$1,000,000 per occurrence for property damage, such insurance to include contractual liability coverage for liabilities assumed by Lessee under this Lease and to include an additional insured endorsement making Lessor

an additional insured thereunder in accordance with Section 17 hereof and proof thereof be provided to the City on an annual basis;

(d) prior to the effective date of this Lease, secure and deliver to Lessor Certificates of Insurance evidencing all insurance coverage required under this Lease, and including a provision that at least 30 days advance written notice will be given to Lessor prior to cancellation, termination, or any alteration of the policy or policies evidenced by such Certificate;

(e) keep and maintain the Premises in a safe and sanitary condition, and provide all labor, services and supplies which may be required in connection with the operation and maintenance of the Premises in a safe and sanitary condition; and

(f) pay all taxes which may be levied upon or assessed against all of Lessee's property and material and any other property and material used by Lessee or under its control on the Premises.

(g) shall coordinate with any other Lessee of the property as to amicable use of common areas which include but are not limited to access and use of parking and bathroom facilities.

9. RIGHTS OF INGRESS AND EGRESS AND MOVEMENT OF MATERIALS

Lessor agrees to make available to Lessee rights of ingress to and egress from the Premises by driveway and parking lot on the property

10. EASEMENTS

Lessor reserves the right to grant such easements on, over, under and through, and to cause such improvements to be made upon the Premises as Lessor may deem necessary for the service or benefit of the Premises, including, but not restricted to, power, gas, telephone, water and storm and sanitary sewers; provided, however, that no easements shall be granted or improvements made which will unreasonably interfere with the use by Lessee of the Premises. Lessor shall not be liable for inconvenience, annoyance, disturbance, loss of business or other damages of Lessee or other losses, damages or claims by Lessee by reason of such easements or improvements, and the obligations of Lessee under this Lease shall not be affected thereby. Lessor shall give Lessee prior notice of any work to be performed upon the Premises in connection with such easements or improvements and such work shall be accomplished so as to attempt to minimize any effect upon Lessee's use of the Premises while it is being performed.

11. REAL ESTATE TAX ASSESSMENT APPEALS

N/A

12. WAIVER OF SUBROGATION RIGHTS

It is agreed that neither party to this Lease shall be liable to the other party for any property loss, damage or claims therefor to the extent of the insurance proceeds received for such loss, damage or claims by the other party. This agreement constitutes a waiver of any and all claims for, and a complete release of, all such liability to the extent of such insurance proceeds, and a waiver of all rights of subrogation of the insurance carriers under the insurance policies of the respective parties with respect to such claims and liability. In the event that any circumstances arise which result in a conflict between the provisions of this Section 12 and the provisions of Section 17 (Liability Insurance for Lessor) below, the provisions of this Section 12 shall govern and control.

13. MAINTENANCE; UTILITIES

During the term of this Lease, Lessee shall keep and maintain the Premises in as good order and repair as they are on the date of occupancy, reasonable wear and tear excepted; provided, however, that Lessor shall be responsible only for any necessary repairs to the basic structure of Lessor's building, i.e., the foundation, building supports, exterior walls and roof, excluding, however, any repairs which must be made to areas of such basic structure modified for Lessee, and further excluding any repairs to such basic structure made necessary by damages caused by any acts or omissions of Lessee, its employees or agents. All such excluded repairs to the basic structure must be made by Lessee. Structural repairs shall be deemed to be needed when failure to make the same will result in a potential or actual hazard to persons or property and/or impair the use or occupancy of the leased areas by Lessee. If either party fails to make the necessary repairs for which such party is responsible hereunder within 30 days of notice from the other party that such repairs are needed, or within a longer period of time as may be reasonable under the circumstances, the other party may make or cause to be made such repairs, and bill the responsible party for the same. Payment shall be due upon receipt by the responsible party of such bill.

Included in the base rental amount are all charges for water, sewer and electrical utility service to the Premises.

14. LESSOR'S RIGHT OF INSPECTION

Lessor shall have the right, at any time during reasonable business hours, to inspect the Premises and Lessee will conform in all respects with all of Lessor's reasonable recommendations with respect to:

- (a) proper maintenance of the Premises and good housekeeping;
- (b) all portable fire protection equipment;
- (c) all plant rules and regulations of Lessor as to safety and conduct of employees and business guests of Lessee while on that portion of the area which is occupied or used by Lessor; and

- (d) Lessee's compliance with all its other obligations under the terms of this Lease.

15. ENVIRONMENTAL REQUIREMENTS

Lessee agrees to comply with all present and future statutes, laws, ordinances, enactments, rules, regulations, orders, decrees, directives, mandates or other similar requirements of any federal, state or local government, court or public authority prohibiting, regulating or otherwise relating to environmental pollution and environmental control of any kind, including, but not limited to, air pollution, water pollution, noise pollution, solid waste pollution, toxic substance control (Environmental Requirements), including, but not limited to, Environmental Requirements under the Federal Water Pollution Control Act, as amended, the Federal Clean Air Act, as amended, the Resource Conservation & Recovery Act, the Noise Control Act, and the Toxic Substances Control Act, which are applicable to or arise out of or in connection with Lessee's use or occupancy of the Premises. Lessee further agrees to establish or continue a program to assure that all present and future Environmental Requirements shall be monitored and met. Lessee will comply with such Environmental Requirements at its sole cost and expense and will hold harmless, indemnify and defend Lessor from and against any claims, suits, damages, losses, costs and expenses, including reasonable attorneys' fees, made against or sustained by Lessor as a result of Lessee's failure to comply with any Environmental Requirements.

16. INDEMNIFICATION BY LESSEE OF LESSOR

Lessee will indemnify, defend and hold harmless Lessor from and against any and all claims, actions, losses, liabilities, costs and expenses, including reasonable attorneys' fees, resulting from injury (including death) to the person or damage to or loss of the property of anyone (including Lessor and Lessee and employees of Lessor and Lessee) arising out of or in connection with occupancy or use by Lessee, its employees, agents, contractors or business guests of the Premises, any adjacent areas and any other property of Lessor, whether such claims, actions, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of Lessor, its employees or agents, or Lessor's strict liability in tort, breach of warranty, breach of contract or any other basis or cause or whatsoever whereby Lessor might be liable.

17. LIABILITY INSURANCE FOR LESSOR

Lessee shall make Lessor an additional insured under Lessee's comprehensive general liability insurance policies applicable to the Premises by means of an additional insured endorsement, a copy of which shall be furnished to Lessor, so that to the extent of such insurance coverage, Lessor is defended from and insured against any and all claims, actions, losses, liabilities, costs and expenses, resulting from injury (including death) to the person or damage to or loss of the property of anyone (including employees of Lessee) arising out of or in connection with occupancy or use by Lessee, its employees, agents, contractors or business guests of the Premises, any adjacent areas and any other property of Lessor. Such additional insured endorsement shall provide that the insurance afforded for Lessor is primary and any other valid and collectible insurance available to Lessor shall be excess. The insurance afforded for Lessor shall not be cancelled or reduced unless the insurer gives thirty (30) days written notice thereof to Lessor.

18. ALTERATIONS AND ADDITIONS

Lessee may not make any alterations or additions to the Premises without the prior written consent of Lessor, which consent shall not be unreasonably withheld; provided, however, that Lessee may make additions to or alterations of the Premises of a nonstructural nature which do not result in a decrease in the fair market value of the Premises without the consent of Lessor. Any approved structural or design changes to the building shall be accompanied by signed and sealed engineered design documents as applicable. All approved improvements shall be properly permitted and inspected through the applicable local building department. All improvements made to the Premises by the Lessee shall remain upon expiration of the lease and shall become the property of the City.

19. SURRENDER AND REMOVAL AT END OF TERM

Upon expiration or earlier termination of this Lease for any reason whatever, Lessee shall surrender the Premises, including all improvements thereto, and all plumbing, electrical, heating, air conditioning and other equipment and all fixtures affixed to the premises, in good repair and condition, reasonable wear and tear excepted, broom clean and free of Lessee's removable property. If Lessee shall fail to remove its property, or any part thereof, within sixty (60) days after such termination, Lessor shall have the right to remove and dispose of the same, and make any repairs caused by such removal, at the expense of Lessee.

As stated above, all improvements made to the Premises by the Lessee shall remain upon expiration of the lease and shall become the property of the City.

20. DAMAGE OR DESTRUCTION BY FIRE OR OTHER CASUALTY

In the event the Premises is destroyed by fire or other casualty or damaged by such cause to the extent that the Premises are not rebuilt or restored, then this Lease shall terminate as of thirty (30) days after the date of destruction and Lessor shall give Lessee at least 30 days written notice of such termination; otherwise, Lessor shall rebuild or restore the Premises promptly and with reasonable diligence, and Lessee shall be entitled to a pro rata abatement of rent for the period required to rebuild or restore the Premises to the extent that the Premises are unusable.

21. CONDEMNATION

If the Premises or any necessary and substantial part thereof is taken by eminent domain, this Lease shall terminate on the date of such taking and the rent shall be apportioned as of that date. In any taking or condemnation proceedings, Lessee shall have the right to be a party and to lodge a claim against the condemning authority for any award it may be allowed at law, including, without limitation, an award for its trade fixtures, business and personal property and moving and relocation expenses; provided, however, that nothing herein shall entitle Lessee to any share in the award which Lessor would be entitled to receive if the Premises had never been subject to this Lease. Lessor shall promptly notify Lessee of any actual or contemplated taking of which it has knowledge.

22. TERMINATION

In the event of any breach of this Lease or of any provision hereof by either party, which breach is not remedied within 30 days after written notice thereof by the other party, such other party may terminate this Lease by giving written notice of termination in writing to the party in breach, but any such termination shall not relieve either party of any obligations which accrued prior to such termination.

23. LESSOR'S STATUTORY RIGHTS

Nothing herein contained shall restrict or limit any rights or remedies which Lessor has or shall have under the laws of the State of Florida now or hereafter in effect.

24. NOTICES

Any notice which may be required or permitted to be given under any provisions of this Lease shall be deemed to have been effectively given and received upon deposit in the United States registered or certified mail, postage prepaid, and e-mail addressed as follows:

If to Lessee

The Florida Seafood Festival, Inc.
PO Box 758
Apalachicola, FL 32329

With Copy to:

If to Lessor:

City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, Florida 32320
E-MAIL – twade@cityofapalachicola.com

With Copy to:

Daniel W. Hartman, Esq.
PO Box 10910
Tallahassee, FL 32301
dan@FLLegalteam.com

Either party may change its address for purposes of this provision by giving written notice of such change in the manner above provided.

25. LIENS

Lessee shall not suffer or permit any mechanic's, laborer's or materialman's lien to stand against the Premises or any part thereof, or against the interest of Lessee in the Premises, by reason of any work, labor, services or materials done for or supplied to or claimed to have been done for or supplied to Lessee or anyone holding the Premises or any part thereof through or under Lessee. If any such lien shall at any time be filed, Lessee shall cause the same to be discharged or bonded of record within 30 days after Lessee shall have learned of the same, by either payment, deposit, or bond; provided, however, that such discharge or bonding of record must be sufficient (a) to permit Lessor to obtain title insurance with no exception for such lien and (b) to prevent the holder of the lien from causing a sale, foreclosure or other title divestiture with respect to the Premises or any portion thereof. If Lessee shall fail so to discharge or bond any such lien within such 30-day period, then, in addition to any other right or remedy of Lessor, Lessor may, but shall not be obligated to, procure the discharge of the same either by paying the amount claimed to be due by deposit or bonding, or Lessor shall be entitled, if it so elects, to compel the prosecution of an action for the foreclosure of such lien by the lienor and to pay the amount of the judgment, if any, in favor of the lienor, with interest, costs and allowances. Any amount paid or deposited by Lessor for any of the aforesaid purposes, and all costs and other expenses of Lessor, including reasonable counsel fees, in defending any such action or in procuring the discharge of such lien, with all necessary disbursements in connection therewith, together with the late charge from the date of payment or deposit by Lessor, shall be payable by Lessee to Lessor as additional rent within 5 days of demand therefor.

Nothing in this Lease shall be deemed to be the consent or request of Lessor, expressed or implied, for the performance of any labor or the furnishing of any materials for any construction, alteration, restoration or repair of, to or on the Premises or any part thereof, nor as giving Lessee any right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials which give rise to any lien against Lessor's interest in the Premises. Lessor shall have the right to post and keep posted at all times on the Premises any notices which Lessor shall deem appropriate for the protection of Lessor and the Premises from any such lien.

This Lease shall not be used as collateral for any purpose.

26. ASSIGNABILITY; SUBLEASING

This lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, but Lessee shall have no right to assign this Lease or to sublet the Premises, or any part thereof, either voluntarily or by operation of law, without the prior written consent of Lessor.

27. FORCE MAJEURE

Neither Lessor nor Lessee shall be responsible for delay or failure of performance of any of its obligations under this Lease caused in whole or in part by: Acts of God, wars, riots, fires, explosions, breakdowns or accidents; strikes, lockouts or other labor difficulties; lack or shortages of labor, materials, utilities, energy sources, compliance with governmental rules, regulations or other governmental requirements; any other like causes; or any other unlike causes beyond the control of the party whose performance is affected thereby. The foregoing shall be in addition to and not in limitation of any excuses for nonperformance available to the party whose performance is affected under any applicable law. The party whose performance is so affected shall make all reasonable efforts to remove such disability as soon as possible, except for labor disputes which shall be solely within such party's discretion.

28. INTEGRATION

This Lease sets forth the entire agreement and understanding between the parties as to the subject matter of this Lease and any and all prior or contemporaneous proposals, negotiations, agreements, commitments and representations, oral or written, are merged herein. This Lease may not be modified or amended except by means of a writing duly executed by the parties subsequent to the date hereof which states that it is intended to amend this Lease.

29. MISCELLANEOUS

Each provision hereof shall be separate and independent and if any provision hereof or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remaining provisions hereof, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, as the case may be, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the extent permitted by law. All provisions contained in this Lease shall be binding upon, injure to the benefit of and be enforceable by, the respective successors and assigns of Lessor and Lessee to the same extent as if each such successor and assign were named as a party hereto. No waiver of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach of the same or any other provision.

30. CAPTIONS

The captions set forth at the beginning of each of the numbered paragraphs of this Lease are intended for purposes of reference only and are of no legal force and effect.

31. FLORIDA LAW.

This lease will be governed by the laws of the state of Florida, as to both interpretations and performance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

LESSOR:

City of Apalachicola, a Florida Municipality

By: _____
Travis Wade, City Manager

LESSEE:

The Florida Seafood Festival, Inc.

By: John Solomon
Its: President

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 5/2/23

SUBJECT: LDC Impervious Definition – Request to Workshop

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department: Building Dept.
Presenter: Bree Robinson

BRIEF SUMMARY:

City staff has been receiving multiple complaints over P&Z defining wooden decking as an impervious surface. According to FDEP, the state does not consider wooden decking to be an impervious surface counting towards lot coverage. COA code reads:

Impervious surface coverage: Those hard surface man-made areas that do not allow, or minimally allow, the penetration of water, that reduce the natural rate or percolation of water or result in an increase in the natural quantity and rate of storm water runoff. Examples include but are not limited to roof tops, parking, clay, asphalt, concrete, brick, compacted gravel, paved recreational areas such as pools, tennis courts, and landscape pavers. Exception: Items identified on a site plan as a best management practice to treat stormwater shall be allowed within open space and not considered impervious.

Under this definition in the COA LDC, City staff has been recognizing wooden decking as an impervious surface as decking is a man-made area, minimally allows the penetration of water, and is not listed as an exception to the rule. Decking has traditionally counted towards residential property owners allotted 40% lot coverage. Suggestions have been made to treat decking as a pervious surface, not counting towards lot coverage, or to consider it as a partially impervious surface still counting towards lot coverage. (Could consider a 10% lot coverage cap on decking to avoid totally covered properties, specifics on wood spacing in decks, counting only 50% of the square footage of the decking towards lot coverage, etc.)

City staff is asking for the City Commission to make a motion to either direct the P&Z Board to begin workshopping this section of code to come to a resolution, or to deny the requested motion and continue to accept the COA LDC code as-is and continue recognizing wooden decking as impervious and counting towards lot coverage.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

- Motion to direct the Planning & Zoning Board to begin workshopping solutions for the impervious definition and decking.

OR

- Motion to direct City staff to continue following the COA LDC as-is and addressing decking as an impervious surface counting towards lot coverage.

FUNDING SOURCE: N/A

ATTACHMENTS: N/A

STAFF'S COMMENTS AND RECOMMENDATIONS:

The City of Apalachicola has stormwater issues to consider, and excessive decking could produce more stormwater runoff instead of percolation into open space. If proper deck spacing is brought into the code this would place a burden on City staff to properly inspect newly installed decking for proper spacing, but this is possible and a widely used example. COA has to follow Policy 002 for LDC changes, so City Staff is asking the City Commission for direction before having P&Z workshop this topic multiple times.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023**

SUBJECT: Election Services Agreement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: City Attorney
Contact: Dan Hartman
Presenter: Dan Hartman

BRIEF SUMMARY: Attached is the Election Services Agreement for the Franklin County Supervisor of Elections to conduct the City of Apalachicola's General Election in September 2023.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Election Services Agreement

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

ELECTION SERVICES AGREEMENT

This agreement entered into on this ____ day of April, between the CITY of APALACHICOLA, a Florida municipal corporation, hereinafter "CITY" and HEATHER C. RILEY, as Supervisor of Elections of FRANKLIN COUNTY, Florida, hereinafter "SUPERVISOR", witnesseth;

1. SCOPE OF SERVICES. The Supervisor shall provide the following services for the

City Election to be held SEPTEMBER 5, 2023, in a manner which is in compliance with the Election Laws of the State of Florida and the City of APALACHICOLA:

- a. Provide Digital Scan Equipment for ballot tabulation.
- b. Assist in the production of ballots.
- c. Provide the Express Vote Ballot Marking Device (ADA voting equipment).
- d. Provide for the training of pollworkers on tabulation equipment.
- e. Assist the Canvassing Board in conducting the Logic and Accuracy testing of the Digital Scan Tabulator and Express Vote voting equipment on a day hereby agreed to prior to Election Day.
- f. Provide support by phone or on-site, if needed, for the Digital Scan and Express Vote voting equipment.
- g. Train the pollworker(s) responsible for obtaining the Election results after the polls are closed.
- h. Assist in the mailing and tabulation of Vote by Mail ballots.

2. COMPENSATION FOR SERVICES.

- a. The Supervisor shall provide all listed services at no charge to the City of APALACHICOLA other than those charges accrued for the providing of said services for the September 5, 2023, City Election.
- b. All expenses for Vote by mail, ballot printing, coding of the election, poll workers and staff overtime will be billed to the city by Supervisor of Elections.

3. TERM. This Agreement shall become effective on the date of its approval and shall

only be effective for the Apalachicola City Election to be held on September 5, 2023.

Nothing herein shall be deemed to constitute an undertaking of any obligation or responsibility to any person, firm or corporation not a party to this agreement (other than as would otherwise accrue under the law) to take any action or refrain from any action with respect to compliance with any other requirements of law. Nothing herein shall be deemed to waive any immunity from suit (in agreement, in tort, or otherwise) that might accrue in favor of the City or the Supervisor. The City or the Supervisor do not intend, by any provision hereof, to create any rights or benefits in favor of any person, firm or corporation not a party to this agreement.

Heather C. Riley
SUPERVISOR OF ELECTIONS

ATTESTED: Jennifer Boone
ASSISTANT SUPERVISOR

CITY MANAGER
City of Apalachicola

MAYOR
City of Apalachicola

ATTESTED: _____
City Clerk

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023

SUBJECT: Evergreen Salary Study

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Department: Administration
Contact: Commissioner Elliott/Travis Wade/Mark Gerspacher
Presenter: Commissioner Elliott

BRIEF SUMMARY: In the fall of 2021, Evergreen Solutions was retained by the City to conduct a Classification and Compensation Study for all employees. The Classification and Compensation Study was designed to focus on the internal and external equity of both the structure by which employees are compensated, as well as the way in which positions relate and compare to one another across the City. The recommendations in this report establish a new competitive pay plan, externally equitable classification pay grade assignments, and system administration practices that will provide Apalachicola with a responsive compensation system.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Discuss the Classification and Compensation Study and adopt a plan for implementation.

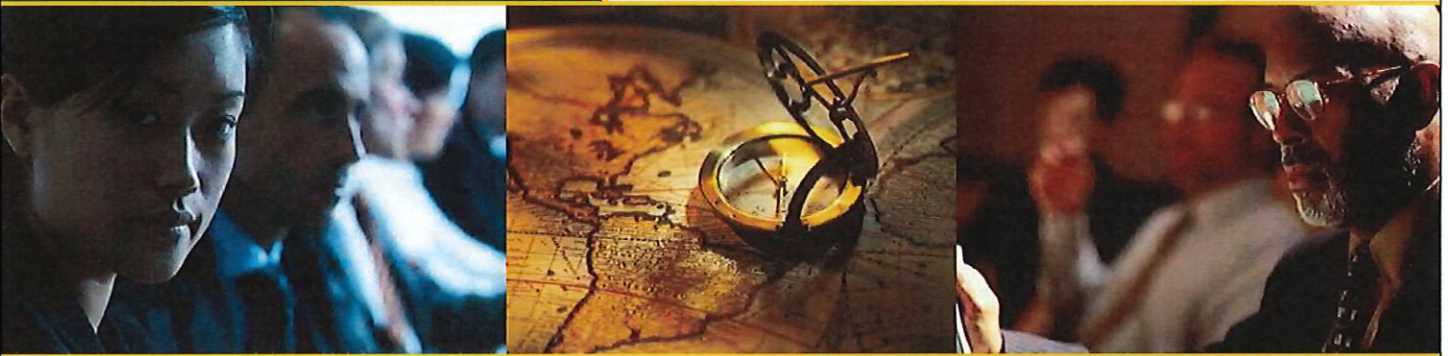
FUNDING SOURCE:

ATTACHMENTS: Evergreen Salary Study

STAFF'S COMMENTS AND RECOMMENDATIONS:

Classification and Compensation Study for City of Apalachicola, Florida

FINAL REPORT



Evergreen Solutions, LLC

October 10, 2022

Table of Contents

	PAGE
1.0 INTRODUCTION.....	1-1
1.1 Study Methodology.....	1-2
1.2 Report Organization.....	1-3
2.0 SUMMARY OF EMPLOYEE OUTREACH	2-1
2.1 General Feedback	2-1
2.2 Compensation	2-1
2.3 Classification.....	2-2
2.4 Recruitment/Retention	2-2
2.5 Market Peers	2-2
2.6 Summary	2-3
3.0 ASSESSMENT OF CURRENT CONDITIONS.....	3-1
3.1 Analysis of Pay Plans.....	3-1
3.2 Pay Plan Analysis	3-2
3.3 Compression Analysis	3-3
3.4 Conclusion	3-5
4.0 MARKET SUMMARY.....	4-1
4.1 Market Data	4-3
4.2 Salary Survey Results.....	4-4
4.3 Salary Survey Conclusion.....	4-8
5.0 RECOMMENDATIONS	5-1
5.1 Compensation Recommendations.....	5-1
5.2 Compensation and Classification System Administration.....	5-5
5.3 Summary	5-6

Chapter 1 - Introduction

In the fall of 2021, Evergreen Solutions was retained by the City of Apalachicola, Florida (City) to conduct a Classification and Compensation Study for all employees. The Classification and Compensation Study was designed to focus on the internal and external equity of both the structure by which employees are compensated, as well as the way in which positions relate and compare to one another across the City. The recommendations offered in this study are intended to meet the City's desire to attract and retain qualified employees.

Internal equity relates to the fairness of an organization's compensation practices among its current employees. Specifically, by reviewing the skills, capabilities, and duties of each position, it can be determined whether similar positions are being compensated in a similar manner within the City. The classification component of this study is aimed at resolving any inconsistencies related to job requirements and providing some clarity and simplification to the plan in place.

External equity deals with the differences between what the City is paying for each classification of employees and what compensation is available in the marketplace for the same skills, capabilities, and duties.

1.1 STUDY METHODOLOGY

To provide relevant information to the City, Evergreen combined qualitative with quantitative data analysis to produce recommendations that maximize the fairness and competitiveness of the City's classification structure and practices.

Project activities included:

- conducting a project kick-off meeting;
- providing in-person and virtual orientation sessions for employees;
- facilitating employee interviews;
- conducting a market compensation survey;
- developing recommendations for compensation management;
- developing detailed implementation recommendations;
- providing a presentation of findings to the City Council; and
- crafting the draft reports including all compensation analysis.

Kickoff Meeting

The kickoff meeting provided an opportunity to discuss the history of the organization, finalize the work plan, study goals, timeline and begin the data collection process. Data collection of



relevant background material (including existing pay plans, organization charts, policies, procedures, training materials, job descriptions, and other pertinent material) is part of this process.

Employee Outreach

During November 2021, outreach sessions were conducted. During the focus groups, employees were asked about their experience with the City and to identify any concerns they have about compensation or classification. Feedback received from employees helped to highlight areas where the employees feel attention and consideration are needed. This information provided some basic perceptual background, as well as a starting point for the research process. The collective feedback received during these sessions is shown below:

- In general, employees were appreciative of the benefits provided by the City; with health insurance and retirement being a primary reason why they originally sought employment with the City.
- Many employees were concerned that the City's salaries were not competitive with surrounding municipalities.
- Location was an important factor for many employees continued employment as some mentioned they are "here because it's home."

Assessment of Current Conditions

This analysis provides an overall assessment of the existing pay plans and related data for the City's employees at the time the study began. The pay plans for 2021-22, the progression of employee salaries through pay grades, employee tenure, and the distribution of employees in the City are all examined during this process. The findings of this analysis are summarized in **Chapter 3** of this report.

Market Salary Survey

The external market is defined as identified peers with which the City competes for qualified employees, including those that may have similar characteristics, demographics, and service offerings as the target organization. Benchmark positions were identified from each area and level of the organization and include a large cross-section of positions in the City. Once the target and benchmark information were finalized, a market survey tool was created to solicit salary information from each of the approved peer organizations.

When the results were received, the data were analyzed, cleaned, and entered to provide aggregate findings. The results of the salary survey are provided in **Chapter 4**.

Job Assessment Tool (JAT) Classification Analysis

Although market data are imperative for determining pay grade value for job titles, they are not the only factor that contributes to recommended placement. In addition to collecting market data, job questionnaire data were used to slot positions. Evergreen's Job Assessment



Tool (JAT) was administered to all employees during the study and was available to all employees for a two-week period to allow for sufficient participation. Upon completion of the JAT, supervisors were provided two weeks to review employee submittals and provide feedback on responses. The JAT provided a score for each City job title which was used to determine the hierarchy and value of all job titles based on each one's complexities. Each classification's score is based on the employee and supervisor responses to the JAT. The scores allowed for a comparison of classifications in the City.

Recommendations

The development of recommendations followed agreement on the structure of the compensation and classification system. During this phase, desired range spreads (distance from minimum to maximum) and midpoint progressions (distance from the midpoint of one pay grade to the next) were established. In addition, the City identified its desired market position and compensation philosophy. Subsequently, the pay plan and job slotting within the system were adjusted to account for this desired position in the market.

As part of the study, job titles for employees were determined to best reflect the roles and responsibilities of each position. With the salary schedules and job titles established, jobs can be slotted into the proposed pay grade structure using market data and feedback from City leadership.

The final step in the development of recommendations was to identify the costs associated with each step of the analysis. The data from the job slotting were applied to the individual incumbents in the organization. This gave the City the opportunity to view the total costs associated with the proposed pay plan. Information was then provided to the City on various ways to implement the proposed structure and possible adjustments that can be made to address any remaining issues. A summary of the findings and the associated recommendations in the study can be found in **Chapter 5**.

1.2 REPORT ORGANIZATION

This report includes the following five chapters:

- Chapter 1 – Introduction
- Chapter 2 – Summary of Employee Outreach
- Chapter 3 – Assessment of Current Conditions
- Chapter 4 – Market Salary Survey Summary
- Chapter 5 – Recommendations

Chapter 2 - Summary of Employee Outreach

Following the study kick-off in the fall of 2021, Evergreen consultants conducted outreach sessions in January 2022 and additional discussions in April. The process consisted of facilitating orientation meetings and focus group sessions with employees and supervisors. During the orientation meetings, the consultants provided information to participants about the goals of the study and their role in the study process.

During the focus group sessions, Evergreen consultants asked questions that were designed to gather feedback on several topics related to the study. Participant responses provided the study team with valuable information regarding the employees' and supervisors' perceptions of the current compensation and classification system. The sessions were well attended and participants actively engaged and provided feedback to the consultants. Summarized below are their comments and perceptions related to the topic areas.

2.1 GENERAL FEEDBACK

Overall, employees stated that they find the working atmosphere is positive and team oriented. Additional positive comments about working at the City include:

- That it provides a stable work environment;
- That employees like their coworker;
- The City provides a good benefits package although not as good as it used to be; and
- The jobs are rewarding in that they allow employees to serve their local community and the visitors to the area.

2.2 COMPENSATION

Participants expressed concerns related to the City's compensation system and provided the following suggestions:

- City provided cost of living allowances or stipends so that employees could live closer to work; *"No one can afford to move here and survive."*
- Improved market competitive salaries were of high importance to recruit and retain talent.

- Hiring additional employees to help provide additional support; *"Comp time does me no good if we are too short-staffed to use it."*
- Incentive pay for employees achieving job related certifications.

2.3 CLASSIFICATION

General comments related to the classification of positions included that:

- Additional levels of classifications in a job family to allow for career progression would be appreciated;
- Employees with the same classification (title) perform different work; and
- Some positions could be retitled to better reflect the work performed. *"Theres a lot that does more than their job title."*

2.4 RECRUITMENT/RETENTION

Furthermore, employees were asked which positions within the City presented the greatest challenges with regard to recruitment and retention. Some of the positions mentioned by the focus group participants were:

- Administrative related classifications
- Police
- Meter Reader; and
- Water and Sewer Field Crew

2.5 MARKET PEERS

Outreach participants were asked to identify organizations they considered to be market peers competing for employees performing similar work. Many expressed the unique aspects of Apalachicola with many employees saying, *"Where else is like Apalach? Nowhere in the world"* and *"Franklin County is where people leave for."*

The most common responses are listed below and were considered when developing the list of peers for the salary survey:

- City of Port St. Joe, FL
- City of Mexico Beach, FL
- Navarre Beach, FL
- City of Panama City Beach, FL
- City of Ft. Walton Beach, FL



- City of St. Augustine, FL
- Franklin County, FL
- Private Companies: Construction and local hospitality service providers.

2.6 SUMMARY

The concerns expressed and reported above are generally common and exist in many Florida coastal cities today. The City's commitment to seeking employee input and feedback regarding the compensation and classification system is a positive step toward improvement in these areas. During the outreach sessions, employees consistently stated that the City's compensation system should be improved to be market competitive and improve its ability to attract and retain qualified, dedicated employees.

The input received during employee outreach provided a foundation for understanding the current environment and was considered while conducting the remainder of the study. The analyses discussed in the next chapters ultimately provided the basis for the recommendations provided in **Chapter 5** of this report.



Chapter 3 – Assessment of Current Conditions

The purpose of this chapter is to provide a statistical analysis of the classification and compensation system in place at the City of Apalachicola (City) at the start of this study. The assessment is divided into the following sections:

- 3.1 Analysis of Pay Plans
- 3.2 Pay Plan Analysis
- 3.3 Compression Analysis
- 3.4 Conclusion

The analysis provided in this chapter represents a snapshot in time – this chapter was built off employee information analyzed in February 2022. Every organization changes continuously, so this chapter is not meant to be a definitive statement on continuing compensation practices at the City. Rather, this Assessment of Current Conditions or “AOCC” is meant to represent the conditions that were in place when this study began. The data contained within provide the baseline for analyses through the course of this study but are not sufficient cause for recommendations in isolation. By reviewing employee data, Evergreen gained a better understanding of the structure and methods in place and identified issues for both further review and potential revision.

3.1 ANALYSIS OF PAY PLANS

The purpose of analyzing the pay structure within the City is to help gain an overview of the compensation practices as it existed when the study began. The City did not have a defined system in place at the outset of this engagement. Employees are given a set salary within the structure, but there is not currently a progression to the pay structure for the 34 employees.

Comparing salaries in the City to best practices, a number of observations were made, and the following facts can be observed:

- Opportunity is present to establish a formal pay plan with built out salary ranges if financially sustainable.
- There is currently no formal range spread in salaries due to many classifications in the organization holding only one incumbent. The range spread for classifications with more than one incumbent is interpreted based on the current salaries.



- The minimum annual pay offered to any employee is \$31,200 while the maximum salary of any employee is \$80,000.

3.2 PAY PLAN ANALYSIS

The Pay Plan Analysis examines how employee salaries are distributed throughout the classifications. With no defined salary progression in the organization (**Exhibit 3A**), it is difficult to determine internal equity issues. Looking further into the employee salaries, without any defined minimum, midpoint and maximum, it would seem there is an opportunity to build out pay scales, giving employees a definable progression to their salary.

EXHIBIT 3A
ACTUAL VS. EXPECTED SALARY

Grade	Minimum	Midpoint	Maximum	Range Spread	Employees
City Manager	\$ 68,327	\$ 68,327	\$ 68,327	0%	1
City Clerk	\$ 48,322	\$ 48,322	\$ 48,322	0%	1
Receptionist	\$ 36,041	\$ 36,041	\$ 36,041	0%	1
Adm Asst/CRA Director	\$ 42,640	\$ 42,640	\$ 42,640	0%	1
Finance Director	\$ 64,186	\$ 64,186	\$ 64,186	0%	1
Finance Clerk	\$ 39,975	\$ 39,975	\$ 39,975	0%	1
Grant Adm/Proj Manager	\$ 45,000	\$ 45,000	\$ 45,000	0%	1
Code Enforcement	\$ 35,875	\$ 35,875	\$ 35,875	0%	1
Librarian	\$ 42,000	\$ 42,000	\$ 42,000	0%	1
Librarian Asst	\$ 34,717	\$ 34,717	\$ 34,717	0%	1
Police Chief	\$ 60,938	\$ 60,938	\$ 60,938	0%	1
Lieutenant	\$ 43,904	\$ 43,904	\$ 43,904	0%	2
Sergeant	\$ 42,181	\$ 42,774	\$ 43,367	3%	3
Officer	\$ 42,181	\$ 42,181	\$ 42,181	0%	1
Police Secretary	\$ 36,434	\$ 36,434	\$ 36,434	0%	1
PW Maint. Supervisor	\$ 45,262	\$ 45,262	\$ 45,262	0%	1
PW Superintendent	\$ 48,183	\$ 48,183	\$ 48,183	0%	1
Inmate Crew Supervisor	\$ 32,133	\$ 33,272	\$ 34,410	7%	4
Facilities Maintenance	\$ 35,000	\$ 35,000	\$ 35,000	0%	1
Billing Clerk	\$ 42,128	\$ 42,128	\$ 42,128	0%	1
Field Crew	\$ 32,867	\$ 32,867	\$ 32,867	0%	3
Meter Reader	\$ 31,200	\$ 31,200	\$ 31,200	0%	1
Foreman	\$ 51,765	\$ 51,765	\$ 51,765	0%	1
Wastewater Plant Operator	\$ 46,125	\$ 50,753	\$ 55,381	20%	2
Program Director	\$ 49,200	\$ 49,200	\$ 49,200	0%	1



3.3 COMPRESSION ANALYSIS

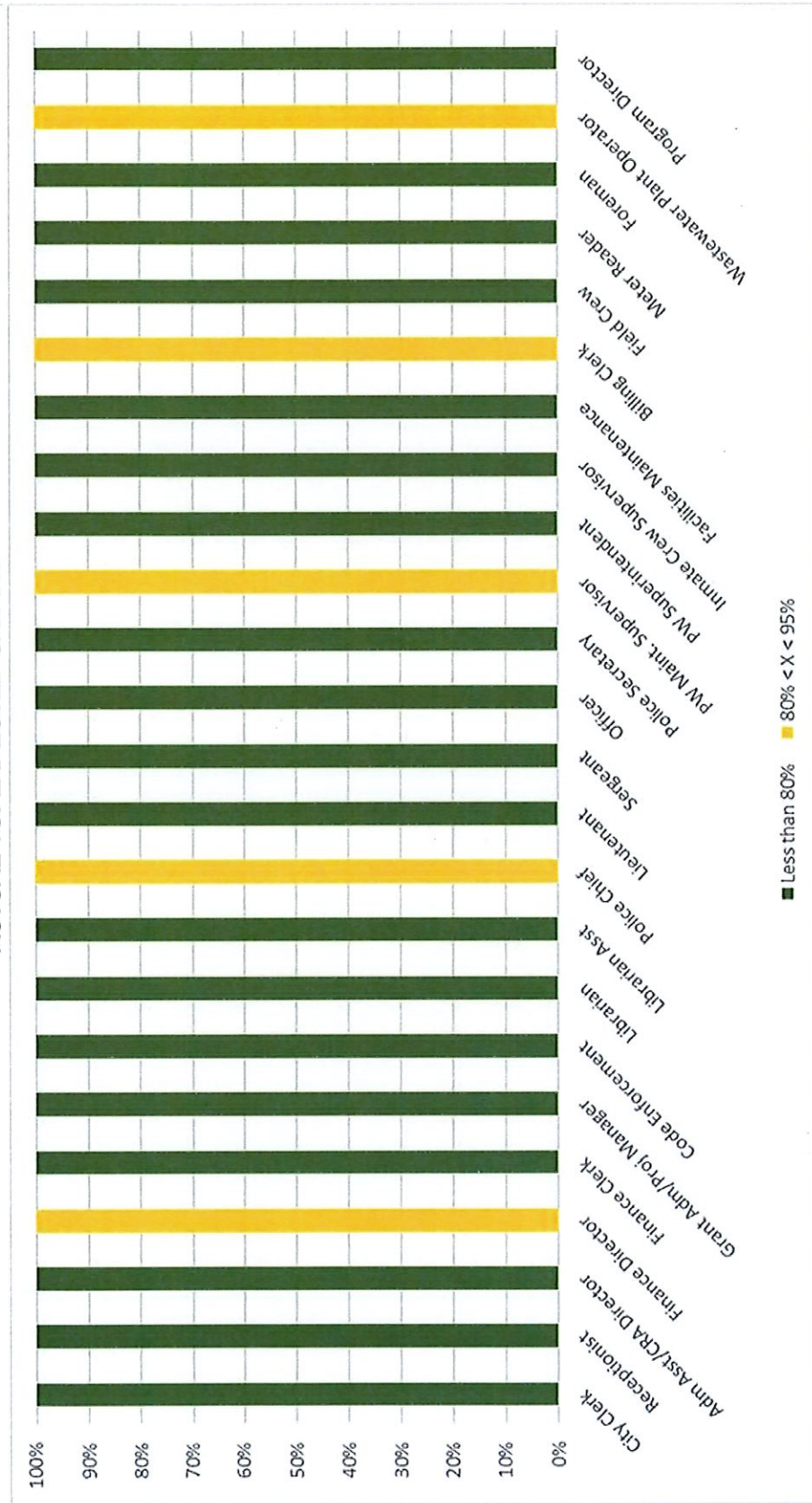
Pay compression can be defined as the lack of variation in salaries between employees with significantly different levels of experience and responsibility. Compression can be seen as a threat to internal equity and morale. A common type of pay compression can be observed when the pay of highly tenured staff and newly hired employees in the same job are too similar. With no hire or class dates available, there is no concrete definition, but this is a possible situation in the classifications with more than one incumbent.

Exhibit 3B and Exhibit 3C show the organizational spread on salary compared to one's supervisor. There are 4 sections that the salaries are sorted into: employees making less than 80% of supervisor salary (green); employees making between 80 and 95% of supervisor salary (yellow). The City Manager classification has been removed from these exhibits.

**EXHIBIT 3B
ACTUAL VS. EXPECTED SALARY**

Grade	Less than 80%	80% < X < 95%
City Clerk	1	0
Receptionist	1	0
Adm Asst/CRA Director	1	0
Finance Director	0	1
Finance Clerk	1	0
Grant Adm/Proj Manager	1	0
Code Enforcement	1	0
Librarian	1	0
Librarian Asst	1	0
Police Chief	0	1
Lieutenant	2	0
Sergeant	3	0
Officer	1	0
Police Secretary	1	0
PW Maint. Supervisor	0	1
PW Superintendent	1	0
Inmate Crew Supervisor	4	0
Facilities Maintenance	1	0
Billing Clerk	0	1
Field Crew	3	0
Meter Reader	1	0
Foreman	1	0
Wastewater Plant Operator	0	2
Program Director	1	0
Totals	27	6

EXHIBIT 3C ACTUAL VS. EXPECTED SALARY



3.4 CONCLUSION

The City does not currently utilize a pay plan to classify their employees. This provides no definition to the pay structure in the organization and does not give an opportunity for salary growth. There were a couple of observations made with respect to the City compensation system in place for the employees at the beginning of the study.

- There is an opportunity to define a progression plan for the city employees. This level of structure can serve as a recruiting and retention tool for employees that want to understand how their salary can progress during their career.
- There is no defined tenure, but observing employees compared to their supervisors, there is a tangible level of growth when/if any advance into those roles. Employees, through most of the positions, make just under 80% of their supervisor salary, which is expected in the market.

This analysis acts as a starting point for development of recommendations in subsequent chapters of this report. Paired with market data, Evergreen can make recommendations that will ensure that the City of Apalachicola's compensation system is structurally sound in terms of best practice, competitive with the market, provides clear career pathing and treats all employees equitably moving forward.



Chapter 4 – Market Summary

The purpose of the market summary chapter is to benchmark the City's compensation practices against that of its market peers to establish how competitive the City is for employees within its market. To complete this market study, Evergreen compared pay ranges of all benchmark positions the City possesses against the compensation of positions performing those same duties within approved peer organizations. By aggregating the differences in pay ranges across all the positions, a reasonable determination is made as to the City's competitive position within the market.

It is important to note that individual salaries are not analyzed in this methodology, since individual compensation can be affected by a number of variables such as experience and performance. For this reason, Evergreen looked at average pay ranges across the entire classification to make the most accurate comparison. The results of this market study should be considered reflective of the current state of the market at the time of this study; however, market conditions can change rapidly. Consequently, it is necessary to perform market surveys of peer organizations at regular intervals in order for an organization to consistently monitor its position within the market. The market results detailed in this chapter provide a foundation for understanding the City's overall structural standing when compared to other Florida coastal communities; and, the rates reflected in this chapter, while an important factor, are not the sole determinant for how classifications were placed into the proposed salary ranges outlined in **Chapter 5**.

Evergreen conducted a comprehensive market salary survey for the City, which included 20 peer cities. Target peers were selected based on a number of factors, including geographic proximity, population size and client feedback. Target organizations were also identified for their competition to the City for employee recruitment and retention efforts. The list of targets that provided data for the purpose of this study are included in **Exhibit 4A**.



EXHIBIT 4A
TARGET MARKET PEERS

Target	Population	Distance (Miles)	Per Capita Income
Cities			
Apalachicola, FL	2,341	0	\$ 25,264
Bunnell, FL	3,276	267	\$ 24,261
Callaway, FL	13,045	56	\$ 25,825
Crawfordville, FL	4,853	58	\$ 26,765
DeFuniak Springs, FL	5,919	123	\$ 21,858
Dunnellon, FL	2,057	212	\$ 27,226
Eastpoint, FL	2,614	6	\$ 25,403
Flagler Beach, FL	5,160	308	\$ 39,431
Fort Walton Beach, FL	20,922	212	\$ 31,311
Navarre Beach, FL	1,150	141	\$ 31,465
Freeport, FL	5,861	107	\$ 26,234
Indialantic, FL	3,010	361	\$ 51,133
Melbourne Beach, FL	3,231	368	\$ 49,148
Mexico Beach, FL	1,114	35	\$ 33,905
Ocean City, FL	6,314	125	\$ 31,637
Panama City, FL	32,939	59	\$ 28,287
Port St. Joe, FL	3,357	23	\$ 29,436
Springfield, FL	8,075	57	\$ 19,934
St. Augustine, FL	6,803	276	\$ 51,705
Tarpon Springs, FL	25,117	274	\$ 32,126
Valparaiso, FL	4,752	126	\$ 29,573
Counties			
Franklin County	13,023	0.0	\$ 26,574

Due to the fact that the data collected for the market summary was from various regions of Florida, it was necessary to adjust peer responses relative to the City based on cost of living. For all organizations that fell outside the City's immediate region, a cost of living adjustment was applied to the reported pay ranges to ensure a market average was attained in terms of the spending power an employee would have in the City. Evergreen utilizes cost of living index information from the Council for Community and Economic Research and the scale is based on the national average cost of living being set at 100. The cost of living index figures for the City and each of the respondent market peers are located in Exhibit 4B.

EXHIBIT 4B
RESPONDENTS WITH COST OF LIVING ADJUSTMENTS

Target	COL
Cities	
Apalachicola, FL	103.5
Bunnell, FL	100.7
Callaway, FL	100.8
Crawfordville, FL	101.7
DeFuniak Springs, FL	107.3
Dunnellon, FL	96.0
Eastpoint, FL	103.5
Flagler Beach, FL	100.7
Fort Walton Beach, FL	104.3
Navarre Beach, FL	100.3
Freeport, FL	107.3
Indialantic, FL	101.2
Melbourne Beach, FL	101.2
Mexico Beach, FL	100.8
Ocean City, FL	104.3
Panama City, FL	100.8
Port St. Joe, FL	101.9
Springfield, FL	100.8
St. Augustine, FL	109.7
Tarpon Springs, FL	112.5
Valparaiso, FL	104.4
Counties	
Franklin County	103.5

4.1 MARKET DATA

The results of the market study are displayed in **Exhibit 4C**, which includes the benchmark classification titles and the market average salaries for each position at the minimum, midpoint, and maximum points of the pay ranges. Also included within the exhibit are the percent differentials of the City's pay ranges at each respective point, relative to the market average pay. A positive percent differential is indicative of the City's pay range exceeding that of the average of its market peers; alternatively, a negative percent differential indicates the

City's compensation for a given position lagging behind the average of its peers. The exhibit also includes the average pay range for the market respondents for each position.

While all benchmarks are surveyed by each peer, not every peer organization possesses an appropriate match to supply salary information for. Consequently, the benchmarks receive varying levels of response. The overall average number of respondents for each classification was 5.9. For the purpose of this study, any positions that received less than five matches from market peers were not considered in establishing the City's competitive position. The rationale behind these positions being excluded is that insufficient response can lead to unreliable averages that may skew the aggregated data, blurring the reality of the City's actual position in the market. Twenty of the 27 positions surveyed had a sufficient response for inclusion.

EXHIBIT 4C MARKET SURVEY RESULTS

Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
	Average	% Diff	Average	% Diff	Average	% Diff		
Administrative Assistant/CRA Director	\$40,842.01	4.3%	\$51,371.66	-18.6%	\$61,901.31	-36.8%	51.7%	8.0
Billing Clerk	\$31,509.65	28.8%	\$39,478.36	6.5%	\$47,447.07	-11.9%	50.6%	8.0
City Clerk	\$56,253.19	-15.2%	\$68,485.92	-34.5%	\$80,718.65	-50.2%	43.1%	10.0
City Manager	\$85,689.72	-22.5%	\$106,856.26	-44.0%	\$136,486.06	-66.6%	59.3%	7.0
Code Enforcement	\$35,245.83	1.8%	\$46,028.28	-24.8%	\$56,810.74	-45.2%	61.2%	8.0
Facilities Maintenance	\$32,015.52	8.9%	\$40,541.12	-14.7%	\$49,066.72	-33.5%	53.3%	6.0
Field Crew	\$29,751.38	4.8%	\$37,169.74	-9.8%	\$44,588.11	-20.8%	49.8%	8.0
Finance Clerk	\$35,463.12	12.0%	\$44,433.66	-10.6%	\$53,404.21	-28.8%	50.3%	9.0
Finance Director	\$60,792.77	5.4%	\$81,601.09	-23.9%	\$95,701.92	-39.4%	57.3%	11.0
Foreman	\$39,522.68	26.8%	\$51,962.04	-0.4%	\$64,401.39	-21.8%	62.7%	5.0
City Planner/Grant Administrator	\$44,690.02	25.9%	\$56,600.87	2.4%	\$68,511.73	-16.6%	53.3%	5.0
Lieutenant	\$51,153.25	-15.3%	\$64,823.56	-38.5%	\$78,493.87	-56.5%	53.7%	6.0
Meter Reader	\$28,705.86	8.3%	\$35,526.06	-13.0%	\$42,346.26	-30.3%	47.7%	8.0
Officer	\$39,161.64	7.4%	\$49,037.20	-15.0%	\$58,912.75	-33.1%	50.6%	8.0
Police Chief	\$67,383.11	-10.0%	\$86,109.91	-34.2%	\$99,995.53	-48.5%	48.5%	9.0
Police Secretary	\$32,364.02	11.8%	\$40,299.64	-10.1%	\$48,235.25	-27.9%	49.3%	7.0
PW Maintenance Supervisor	\$40,247.57	11.7%	\$51,693.43	-13.3%	\$63,139.29	-33.0%	56.7%	6.0
PW Superintendent	\$47,096.16	2.3%	\$65,608.78	-30.6%	\$75,085.93	-43.6%	59.6%	9.0
Receptionist	\$31,138.51	14.6%	\$38,284.62	-6.0%	\$45,430.73	-23.0%	46.0%	8.0
Sergeant	\$46,366.82	-6.7%	\$58,984.18	-30.5%	\$71,601.54	-49.1%	54.4%	7.0
Wastewater Plant Operator	\$36,712.33	22.7%	\$46,163.42	9.5%	\$55,614.50	-0.4%	51.4%	8.0
Water/Sewer Labor	\$29,590.89	5.3%	\$36,322.96	-15.2%	\$43,055.02	-31.9%	45.7%	5.0
Overall Average		8.3%		-15.3%		-33.2%	54.9%	6.7

4.2 SALARY SURVEY RESULTS

Market Minimums

It is important to assess where an organization is relative to its market minimum salaries, as they are the beginning salaries of employees with minimal qualifications for a given position. Organizations that are significantly below market may experience recruitment challenges with entry-level employees. The annual salaries for each classification were analyzed at each level of the market. On average, the City is currently 8.3 percent below the market average

minimum, when considering positions with sufficient responses. The City's benchmark positions ranged from 22.5 percent below to 28.8 percent above the market minimum.

The following are summary points of the results analysis concerning the market minimum:

- Of the 22 positions receiving sufficient response, 5 were below market, averaging 13.94 percent below. These 5 classifications represent roughly 23 percent of all surveyed positions receiving sufficient response.
- Of the 5 positions below market, 3 were more than 15 percent below the average market minimum. These positions were City Clerk, Lieutenant and City Manager.
- Of the 22 positions receiving sufficient response, 17 were above market, averaging 11.9 percent above.

EXHIBIT 4D
CLASSIFICATIONS ABOVE THE MINIMUM

Classification	Survey Minimum	
	Average	% Diff
Administrative Assistant/CRA Director	\$40,842.01	4.3%
Billing Clerk	\$31,509.65	28.8%
Code Enforcement	\$35,245.83	1.8%
Facilities Maintenance	\$32,015.52	8.9%
Field Crew	\$29,751.38	4.8%
Finance Clerk	\$35,463.12	12.0%
Finance Director	\$60,792.77	5.4%
Foreman	\$39,522.68	26.8%
City Planner/Grant Administrator	\$44,690.02	25.9%
Meter Reader	\$28,705.86	8.3%
Officer	\$39,161.64	7.4%
Police Secretary	\$32,364.02	11.8%
PW Maintenance Supervisor	\$40,247.57	11.7%
PW Superintendent	\$47,096.16	2.3%
Receptionist	\$31,138.51	14.6%
Wastewater Plant Operator	\$36,712.33	22.7%
Water/Sewer Labor	\$29,590.89	5.3%

Market Midpoints

The market midpoint is exceptionally important to analyze, as it is often considered the closest estimation of market average compensation. As seen in **Exhibit 4C**, the City is currently 15.3 percent behind the market midpoint.

Analysis of the market midpoint comparisons yielded the following information:

- With respect to the midpoint average, 19 of the surveyed positions receiving sufficient response were below the market midpoint, averaging 20.4 percent below. These 19 positions represent 86 percent of the positions surveyed.
- Of the 19 positions below the market midpoint, 16 were more than 10.0 percent below the midpoint. These positions are displayed in **Exhibit 4E**.

EXHIBIT 4E
CLASSIFICATIONS MORE THAN 10% BELOW THE MIDPOINT

Classification	Survey Midpoint	
	Average	% Diff
Administrative Assistant/CRA Director	\$51,371.66	-18.6%
City Clerk	\$68,485.92	-34.5%
City Manager	\$106,856.26	-44.0%
Code Enforcement	\$46,028.28	-24.8%
Facilities Maintenance	\$40,541.12	-14.7%
Finance Clerk	\$44,433.66	-10.6%
Finance Director	\$81,601.09	-23.9%
Lieutenant	\$64,823.56	-38.5%
Meter Reader	\$35,526.06	-13.0%
Officer	\$49,037.20	-15.0%
Police Chief	\$86,109.91	-34.2%
Police Secretary	\$40,299.64	-10.1%
PW Maintenance Supervisor	\$51,693.43	-13.3%
PW Superintendent	\$65,608.78	-30.6%
Sergeant	\$58,984.18	-30.5%
Water/Sewer Labor	\$36,322.96	-15.2%

- Of the 22 positions receiving sufficient response, only 3 were above the market midpoint.

Market Maximums

The pay range maximum averages, and how they compare to the City's, are also detailed in **Exhibit 4C**. The City is, on average, 33.2 percent behind the market at the maximum of its salary bands for these 22 classifications.

The following points are regarding the City's position relative to the market average maximum:

- At the market maximum, all positions fell below the average.
- Of these 22, 21 fell more than 11 percent below the market maximum. Those positions below the market maximum are displayed in **Exhibit 4F**.

**EXHIBIT 4F
CLASSIFICATIONS BELOW THE MAXIMUM**

Classification	Survey Maximum	
	Average	% Diff
Administrative Assistant/CRA Director	\$61,901.31	-36.8%
Billing Clerk	\$47,447.07	-11.9%
City Clerk	\$80,718.65	-50.2%
City Manager	\$136,486.06	-66.6%
Code Enforcement	\$56,810.74	-45.2%
Facilities Maintenance	\$49,066.72	-33.5%
Field Crew	\$44,588.11	-20.8%
Finance Clerk	\$53,404.21	-28.8%
Finance Director	\$95,701.92	-39.4%
Foreman	\$64,401.39	-21.8%
City Planner/Grant Administrator	\$68,511.73	-16.6%
Lieutenant	\$78,493.87	-56.5%
Meter Reader	\$42,346.26	-30.3%
Officer	\$58,912.75	-33.1%
Police Chief	\$99,995.53	-48.5%
Police Secretary	\$48,235.25	-27.9%
PW Maintenance Supervisor	\$63,139.29	-33.0%
PW Superintendent	\$75,085.93	-43.6%
Receptionist	\$45,430.73	-23.0%
Sergeant	\$71,601.54	-49.1%
Wastewater Plant Operator	\$55,614.50	-0.4%
Water/Sewer Labor	\$43,055.02	-31.9%
Overall Average		-33.2%

4.3 SALARY SURVEY CONCLUSION

The standing of individual classifications pay range relative to the market should not be considered a definitive assessment of actual employee salaries being similarly above or below the market; however, such differentials can, in part, explain symptomatic issues with recruitment and retention of employees.

The main summary points of the market study are as follows:

- The City is performing ahead of market in most positions at the market minimum.
- The City is approximately 15.3 percent behind the market midpoint.
- The City is approximately 33.2 percent behind the market maximum.
- The City's pay range for law enforcement professionals and key leadership positions is considerably behind market and will make it difficult to recruit and retain quality employees at those positions.

The results of the market summary chapter are pivotal in the formulation of recommendations by Evergreen Solutions. By establishing the City's market position relative to its peers, Evergreen is better able to propose recommendations that enable the City to occupy its desired competitive position.

Chapter 5 - Recommendations

After reviewing the information provided in the preceding sections of this report, Evergreen developed recommendations to create a new compensation system for the City of Apalachicola. The recommendations, as well as the findings that led to each recommendation, are discussed in detail in this section. The recommendations are organized into two sections: compensation and administration of the system.

5.1 COMPENSATION RECOMMENDATIONS

The compensation analysis consisted of two parts: an external market assessment and an internal equity assessment. During the external market assessment, Apalachicola's compensation for all benchmark classifications was compared to average compensation offered in the market as identified by the selected target peer organizations. The external assessment consisted of comparing the City of Apalachicola against its peer institutions and organizations within its market and revealed that the city is currently behind the market average. The market position overall average at the survey midpoint shows Apalachicola 15.3% behind market. However, there were several positions that were more than 20% behind market at the survey midpoint. Apalachicola is at a competitive disadvantage when trying to recruit and retain quality employees in these classifications. During the internal equity assessment, consideration of the relationships between classifications and the type of work being performed by city employees in their classifications was reviewed and analyzed. What follows are the key findings and recommendations that serve as the foundation for the proposed new pay plan. Evergreen is recommending a new pay plan with noticeable changes to the current system including a increase to the minimum starting salary, a creation of pay grades with defined range spreads and consistent midpoint progression between the newly created pay grades. The new structure provides for changes to existing job classifications and the corresponding job descriptions. It should be noted that changes in classification placement within the pay plan are recommended to provide the City of Apalachicola the best opportunity to strengthen its market position going forward.

FINDING

Apalachicola's current compensation structure only provides annual salaries for each classification. This current structure does not have defined pay grades to demonstrate how an employee would progress in their career with the city.

RECOMMENDATION 1: Create an open range pay plan with classifications assigned to numerical pay grades, with range spreads set at 50% and a midpoint progression of 5% between grades. The new pay plan creates a minimum starting salary of \$15.00 per hour.

The key compensation study goals are to provide a new pay plan that is both internally and externally equitable. While Apalachicola's current practice is to provide a starting salary that meets the Florida Constitution's \$15 per hour mandate, the lack of a defined salary range for each classification does not provide for a defined career path and salary progression. This has created internal inequity and places the city in a competitive disadvantage with its market peers when trying to attract high quality employees. The proposed pay plan will establish internal equity and place Apalachicola in a more competitive position in the market.

Today's workforce desires engagement and defined career pathing opportunities along with a competitive wage. Apalachicola will need to pivot away from its current compensation structure and embrace a modern compensation philosophy. To achieve this, Evergreen is proposing a new compensation structure assigning classifications to one of 18 numeric pay grades with a minimum and maximum salary range of 50% for each grade. When compared to the City's current compensation plan that only provides an annual salary, this new range spread will provide employees an opportunity for greater salary growth as they progress through their respective pay grade. At the midpoint for each pay grade, a progression of 5% between each grade is recommended until reaching the pay grades with increased levels of leadership, complexity and supervisory responsibility. At grade 115 – 118, the midpoint progression increases to 8% to allow those grades to maintain a competitive market positioning. Establishing a consistent, defined and market competitive midpoint progression between pay grades with increasing levels of complexity, education, experience, and leadership will help standardize and clarify the progression between grades. When combined, these modifications create a more logical progression between pay grades and allow Apalachicola to better align classifications with the midpoint of the market.

With a new pay structure established, Evergreen is recommending the starting salary for the initial pay grade within the proposed pay plan to be set at \$15.00 per hour. This starting salary keeps Apalachicola compliant with Amendment 2 to the Florida constitution passed on November 3, 2020, which amends Florida's constitution to gradually increase the state's minimum wage to \$15 an hour by the year 2026. When you combine the \$15 per/hour mandate with aggressive post-covid private sector hiring efforts, most of the competing markets surrounding Apalachicola have already reached a minimum starting salary of \$14.50 per hour or higher. If the recommended pay plan is approved, the City of Apalachicola will remain ahead of schedule to implement the Florida minimum wage before September 2026 and immediately provide a compensation plan in alignment with current HR best practices and the Florida Constitution while also providing pay plan that is competitive with the market for which Apalachicola competes for quality employees.

The proposed pay plan with recommended changes is illustrated in **Exhibit 5-1**.

EXHIBIT 5-1
PROPOSED PAY PLAN

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Annual Hours	Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	\$ 31,200.00	\$ 39,000.00	\$ 46,800.00	50.0%	-	2080	101	\$ 15.00	\$ 18.75	\$ 22.50	50.0%	-
102	\$ 32,760.00	\$ 40,950.00	\$ 49,140.00	50.0%	5.0%		102	\$ 15.75	\$ 19.69	\$ 23.63	50.0%	5.0%
103	\$ 34,398.00	\$ 42,997.50	\$ 51,597.00	50.0%	5.0%		103	\$ 16.54	\$ 20.67	\$ 24.81	50.0%	5.0%
104	\$ 36,117.90	\$ 45,147.38	\$ 54,176.85	50.0%	5.0%		104	\$ 17.36	\$ 21.71	\$ 26.05	50.0%	5.0%
105	\$ 37,923.80	\$ 47,404.74	\$ 56,885.69	50.0%	5.0%		105	\$ 18.23	\$ 22.79	\$ 27.35	50.0%	5.0%
106	\$ 39,819.98	\$ 49,774.98	\$ 59,729.98	50.0%	5.0%		106	\$ 19.14	\$ 23.93	\$ 28.72	50.0%	5.0%
107	\$ 41,810.98	\$ 52,263.73	\$ 62,716.48	50.0%	5.0%		107	\$ 20.10	\$ 25.13	\$ 30.15	50.0%	5.0%
108	\$ 43,901.53	\$ 54,876.92	\$ 65,852.30	50.0%	5.0%		108	\$ 21.11	\$ 26.38	\$ 31.66	50.0%	5.0%
109	\$ 46,096.61	\$ 57,620.76	\$ 69,144.91	50.0%	5.0%		109	\$ 22.16	\$ 27.70	\$ 33.24	50.0%	5.0%
110	\$ 48,401.44	\$ 60,501.80	\$ 72,602.16	50.0%	5.0%		110	\$ 23.27	\$ 29.09	\$ 34.90	50.0%	5.0%
111	\$ 50,821.51	\$ 63,526.89	\$ 76,232.27	50.0%	5.0%		111	\$ 24.43	\$ 30.54	\$ 36.65	50.0%	5.0%
112	\$ 53,362.59	\$ 66,703.23	\$ 80,043.88	50.0%	5.0%		112	\$ 25.66	\$ 32.07	\$ 38.48	50.0%	5.0%
113	\$ 56,030.72	\$ 70,038.40	\$ 84,046.08	50.0%	5.0%		113	\$ 26.94	\$ 33.67	\$ 40.41	50.0%	5.0%
114	\$ 58,832.25	\$ 73,540.32	\$ 88,248.38	50.0%	5.0%		114	\$ 28.28	\$ 35.36	\$ 42.43	50.0%	5.0%
115	\$ 63,538.83	\$ 79,423.54	\$ 95,308.25	50.0%	8.0%		115	\$ 30.55	\$ 38.18	\$ 45.82	50.0%	8.0%
116	\$ 68,621.94	\$ 85,777.43	\$ 102,932.91	50.0%	8.0%		116	\$ 32.99	\$ 41.24	\$ 49.49	50.0%	8.0%
117	\$ 74,111.70	\$ 92,639.62	\$ 111,167.54	50.0%	8.0%		117	\$ 35.63	\$ 44.54	\$ 53.45	50.0%	8.0%
118	\$ 80,040.63	\$ 100,050.79	\$ 120,060.95	50.0%	8.0%		118	\$ 38.48	\$ 48.10	\$ 57.72	50.0%	8.0%
UNG	-	-	-	-	-		UNG	-	-	-	-	-

Implementation of the new compensation structure requires two steps. First, all positions were assigned to an appropriate pay grade within the overall plan. For those positions that were found to be further behind market, adjustments were made to better align with the market. Those impacted positions were assigned to an appropriate grade in the proposed pay plan, based on the market results and internal equity in the City of Apalachicola. Assigning pay grades to classifications requires a balance of internal equity and desired market position, and recruitment and retention concerns also played a role in the process. Thus, the market results discussed in Chapter 4 were the primary but not sole criteria for the proposed pay ranges.

RECOMMENDATION 2: Evergreen recommends the Apalachicola adopt the Hybrid Parity methodology to transition employee salaries into the proposed pay plan.

The second step of implementing the proposed structure is to transition employee salaries into their new recommended pay ranges. This step can be done via a variety of methods, each with their own strengths and drawbacks. While there can be many implementation options to consider when creating a new pay plan, Evergreen is recommending the Hybrid Parity option to best strike the balance between years of organizational tenure as well as time within current classification. Evergreen finds the Hybrid Parity methodology best aligns with Apalachicola's compensation philosophy and goals. It was also important to select an option that best aligns with key city leadership priorities of fiscal stewardship and sustainability.

Hybrid Parity

Realigns employees along their salary range on the basis of their “hybrid years” by giving credit for time in classification as well as organizational tenure. A hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for the amount of time they have spent in any other classification. This is done on a total 30-year basis. This methodology adjusts for market positioning and addresses compression on the basis of time in classification and organizational tenure. However, this methodology does not account for any past experience employees may have acquired prior to employment with Apalachicola. This is the implementation option Evergreen recommends for Apalachicola and has an estimated cost for this adjustment of **\$184,789.77** affecting a total of **26 employees (Exhibit 5-2)**. An alternate to this implementation option is to implement a cap to the amount of increase an employee would receive at implementation. This would allow for employees to receive all or part of their recommended hybrid parity increase depending on if their recommended increase is more or less than the cap selected. It should be noted that depending on the cap that is approved, there could be classifications that will still be behind market and not completely established in their hybrid parity after two years. For example, the cost to implement Hybrid parity with a \$5,000 cap would be **\$104,843.77** affecting a total of **26 employees** and there would be four employees still behind market after two years of implementation (Exhibit 5-3).

EXHIBIT 5-2
RECOMMENDATIONS AND ESTIMATED SALARY COSTS

2 Year Hybrid Parity Implementation	Total Salary-Only Cost w/ cap	Number of Employees Adjusted	Average Adjustment for Impacted Employees	% of Payroll
Year 1 Cost	\$ 116,444.87	26	\$ 4,478.65	7.8%
Year 2 Cost	\$ 68,344.90	26	\$ 2,628.65	4.2%

EXHIBIT 5-3
RECOMMENDATIONS AND ESTIMATED SALARY COSTS w/ \$5,000 cap

2 Year Hybrid Parity Implementation	Total Salary-Only Cost w/ cap	Number of Employees Adjusted	Average Adjustment for Impacted Employees	% of Payroll
Year 1 Cost	\$ 67,930.88	26	\$ 2,612.73	4.5%
Year 2 Cost	\$ 36,912.89	26	\$ 1,419.73	2.4%



5.2 COMPENSATION AND CLASSIFICATION SYSTEM ADMINISTRATION

Any organization's compensation and classification system will need periodic maintenance. The recommendations provided in this chapter were developed based on conditions at the time the study was conducted. Without proper upkeep of the system, the potential for recruitment and retention issues may increase as the compensation and classification system becomes dated and less competitive.

RECOMMENDATION 3: Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues and adjust pay grade assignments if necessary.

If one or more classifications are exhibiting high turnover or are having difficulty with recruitment, Apalachicola should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s).

While the previous recommendations intend to maintain the competitiveness over time of the classification and compensation structure as a whole, it is also necessary to establish procedures for determining equitable pay practices for individual employees.

RECOMMENDATION 4: Review and revise, as appropriate, existing pay practice guidelines including those for determining salaries of newly hired employees, progressing employee salaries through the pay grades, and determining pay increases for employees who have been promoted to a different classification.

The method of moving salaries through the pay plan and setting new salaries for new hires, promotions, demotions, and transfers depends largely on an organization's compensation philosophy. However, it is important for the City of Apalachicola to have established guidelines for each of these situations, and that they are followed consistently for all employees. Common practices for progressing and establishing employee salaries are outlined below.

New Hire Salaries

Typically, an employee holding the minimum education and experience requirements for an existing classification is hired at or near the classification's pay grade minimum. Sometimes, for recruiting purposes an organization might need to consider the ability to offer salaries to new employees that consider prior related experience. It is recommended that Apalachicola adopt hiring practices of establishing new hire salaries while preserving the internal equity of employees' salaries within each classification to the extent possible. Current employees' salaries should be improved to some degree with implementation of the new plans and the proposed potential adjustments to employees' salaries.

Salary Progression

There are several common methods for salary progression including cost of living adjustments (COLA)/across the board and performance based. It is recommended that Apalachicola evaluate annually whether a COLA needs to be applied to both the pay plan and employees' salaries to keep up with cost of living. Additionally, Apalachicola should provide merit



increases, as warranted based on employees' performance evaluation results and as budget permits. It is also recommended that Apalachicola continuously evaluate its practices to progress employees' salaries and, if necessary, make improvements to preserve equitable pay practices. This is particularly important during the administration of the employee performance evaluation process.

As outlined above, Evergreen recommends Apalachicola enact the second phase of implementing the new pay plan which would involve a phased salary adjustment for employees to ensure they are placed in the proper percentile of their salary range based on "hybrid years." While this major adjustment should be performed when the Apalachicola has the financial resources to do so, the city should continue to adjust salaries annually when financially feasible.

5.3 SUMMARY

The City of Apalachicola should be commended for the desire and commitment to provide competitive and fair compensation for their employees. This first of its kind study will be transformative for the employees and citizens alike. Once implemented, Apalachicola will immediately reach a more competitive position in the market and will provide much needed stability and clarity related to compensation moving forward. The recommendations in this report establish a new competitive pay plan, externally equitable classification pay grade assignments and system administration practices that will provide Apalachicola with a responsive compensation system. While the upkeep of this will require work, the city will find that having a highly competitive compensation system that enhances strong recruitment and employee retention is well worth this commitment.



**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023**

SUBJECT: Black History Trail –Sign Design Approval

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 2
Department: Grants
Presenter: Bree Robinson/Kendall Falkner

BRIEF SUMMARY: The City Commission made a motion to approve the sites and narratives for the signage creation of the Black History Trail on 3/7/23. At today's meeting, staff is requesting approval of the general design of these signs, so that Bay Media Services can complete the remaining and we can begin ordering signage materials in order to meet the August 2023 deadline. The procured graphic designer, Bay Media Services, has created a branding package for City Commission review. It contains an overview of color, typography, font size graphics, and a couple of example layouts. The second attachment is a standalone DRAFT proof for the Holy Family site.

(As a 13th site could not be completed, the project scope has been adjusted to the 12 sites and narratives approved at the 3/7/23 meeting.)

If approved, Bay Media Services will complete the remaining designs, signage materials will be procured, and the City will be on track to close out this project by August 2023. There will be an unveiling of the Black History Trail when it is completed – details to come.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to approve of the general graphic design for the signage creation of the Black History Trail, contingent upon Citizen/City comments (from workshop) being taken into account.

FUNDING SOURCE: Department of Historical Resources 2023 Small Matching Grant – Black History Trail

ATTACHMENTS:

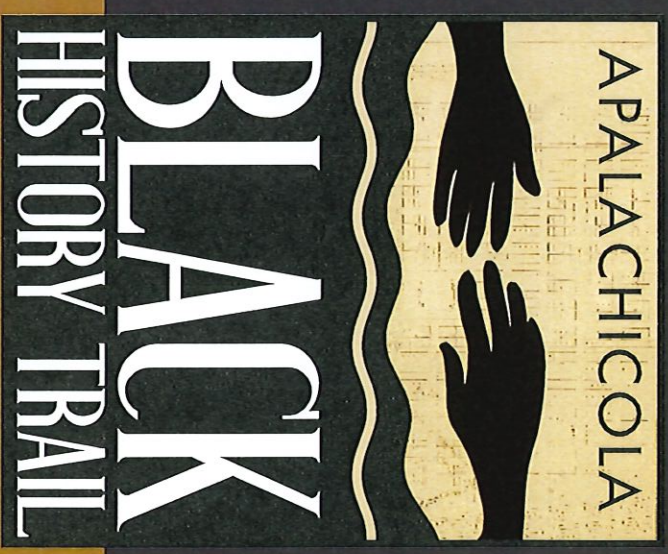
Branding Package
DRAFT Holy Family Sign Proof

STAFF'S COMMENTS AND RECOMMENDATIONS: Motion to approve.

APALACHICOLA

Black History Trail

DESIGN ELEMENTS
& STYLE GUIDE

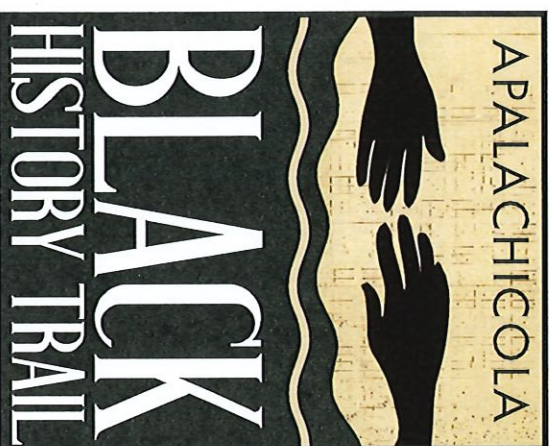


Marketing Pieces

The Black History Trail project contains three separate marketing pieces: a series of interpretative signs, a web-based storymap and brochure. Content and photos for each of the different marketing pieces will be presented in different formats based on space restrictions. The Black History Trail theme will be connected through graphics, a custom logo and color/font use. All marketing pieces will include a call to action to visit the cityofapalachicola.com website where the original content will appear as full length articles.

Branding Logo.

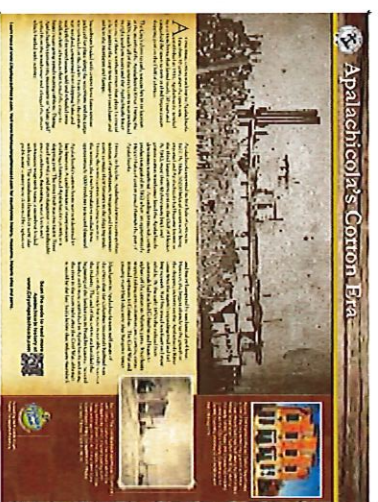
The branding for this project begins with a logo that was created for use on signage, printed materials and on the web-based story map.



Interpretative Signage.

There are several interpretative signs that currently exist within the City including displays depicting early economic industries and signage identifying historic squares. Both series of signs in the City share common graphic elements so it is clear they are connected yet separate topics. The Black History Trail series of signs will also be City signs but are different in theme and content. Therefore it is important to convey that distinction in the use of the branding logo, distinctive type, color and design.

The proposed BHT signs are complimentary of other historic interpretative signs produced by the City yet immediately identifiable as a distinctly different project. Historic photographs of the BHT sites, and historic map illustrations are used as compelling background images to convey heritage and history.



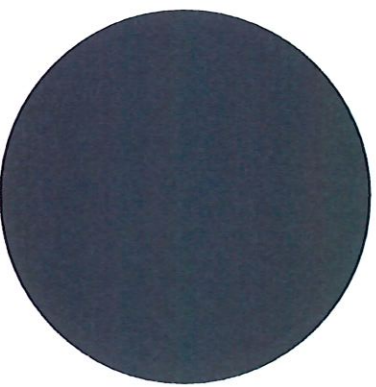
existing series of downtown signage that tell the story of early Apalachicola industry.

existing series of historic square signage that tell the story of the City's historic landmarks.

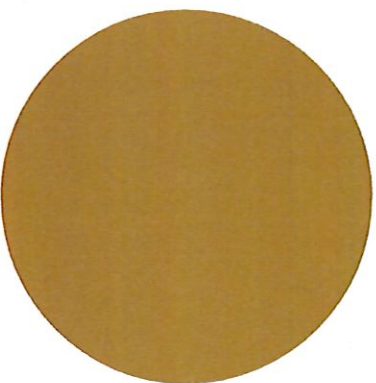
Color Palette



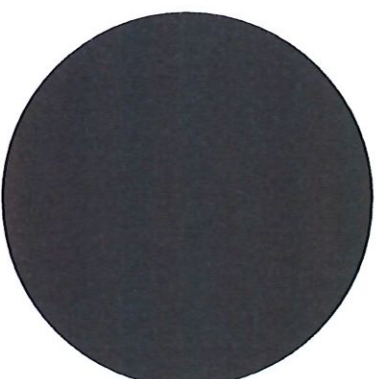
Color is an integral part of the Black History Signage Project and is consistent with outdoor sign construction design color elements. Continuity of the brand is achieved by using the specific palette prescribed below.



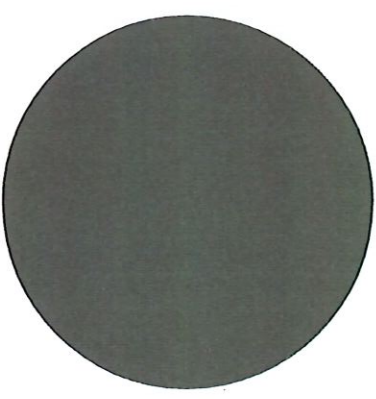
Blue



Rich Gold



Charcoal



Cool Grey

Charcoal

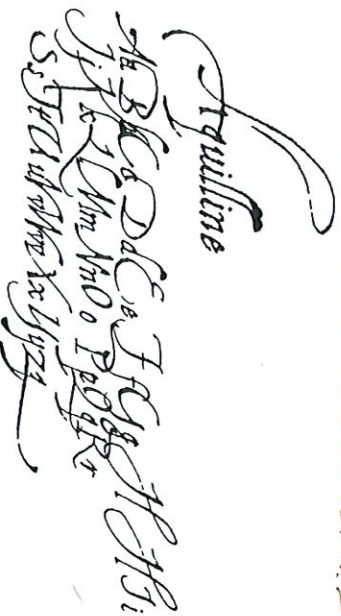
C - 70
M - 58
Y - 47
K - 27

C - 24
M - 50
Y - 100
K - 6

C - 69
M - 60
Y - 53
K - 38

C - 58
M - 47
Y - 53
K - 17

Type Choices



Typography used as part of the Black History Trail (BHT) signage is consistent with typography used for National Park Service Exhibit and Museum signage. The branding typography is supplemented with compatible content fonts that best represent a clean minimal presentation for exhibit material.

The display type *Aquiline Two*, acts as an accent font in branding and communication pieces. It contributes an old handwritten feel to the historic materials while still maintaining a classic design.

MODERN SERIF ERODED
AABBCDDDEFFGGHHI
JIKLLMMNNOOPPQQRR
SSTTUUVVWWXXYYZZ
1234567890!@#\$%^&*()

The display type, **MODERN SERIF ERODED**, acts as an accent font in branding and communication pieces. It contributes a solid and rustic feel to the materials.

Futura

AaBbCcDdEeFfGgHhIi
JjKkLlMmNnOoPpQqRr
SsTtUuVvWwXxYyZz
1234567890!@#\$%^&*()

Futura is a body copy font to be used for text and cutlines. It was chosen to compliment the *Aquiline Two* without overwhelming it. It is simple in nature and balances the strong color and content of the display.

Signage Font Size - National Park Service Accessibility Standards

Making fonts accessible is more than choosing the right font. It is also using the font properly: size, line length, leading, letter and word spacing, color, lighting, contrast, etc. Readability of exhibit labels by visitors with various degrees of visual impairment will be enhanced by following these guidelines. If one attribute is reduced—for example, lighting or viewing distance—then other attributes must be increased to compensate for legibility, like increasing the point size and/or contrast.

Type size: While a 24-point minimum type size is a general rule for exhibit text (including photo captions) viewed at eye level, readability also depends on viewing distance. A person with low vision who can read large-print publications would have to be very close to a 24-point exhibit label. To the degree possible through editing of content, it is recommended that the body text size be 48pt and no less than 44 pt to accommodate legibility at approximately 3 feet.

Estimated Project Budget

ATTACHMENT A

Description	Grant Funds	Cash March	In Kind March
Architectural/Engineering Services and Structural Evaluation Report	\$35,000	\$0	\$0
Repointing of Exterior Brick and Stone	\$23,500	\$0	\$0
Replacement of Roof Drains	\$14,500	\$0	\$0
Roof Repairs	\$34,500	\$0	\$0
Development and Implementation of Flood Proofing Measures	\$52,500	\$0	\$0
Installation of Removable Storm Shutters	\$78,862	\$0	\$0
Window and Door Restoration	\$25,500	\$0	\$0
NRIIP Lating Update and Florida Master Site File Form	\$12,495	\$0	\$0
Grant and Project Management and Administration	\$5,027	\$0	\$0
Totals	\$281,884	\$0	\$0

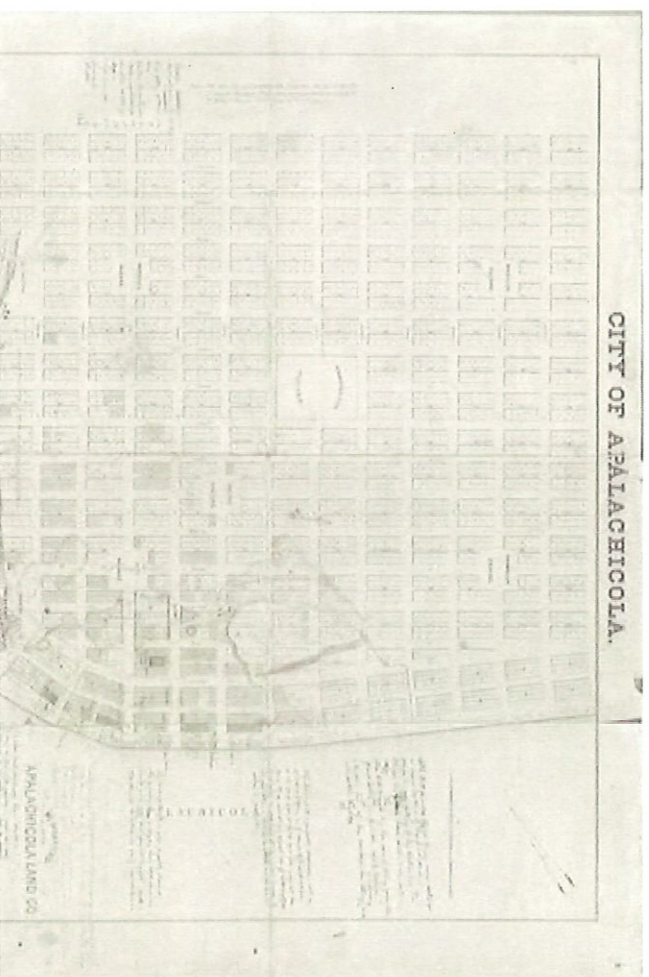
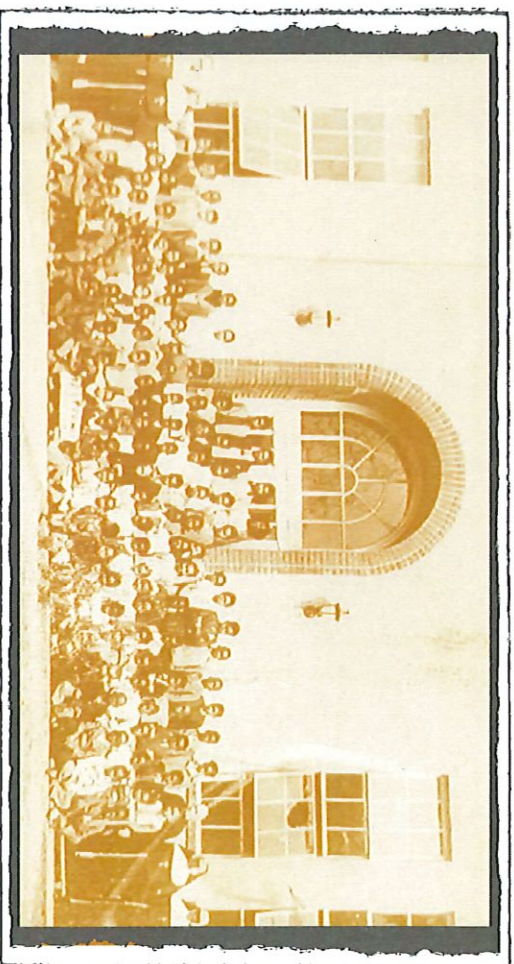
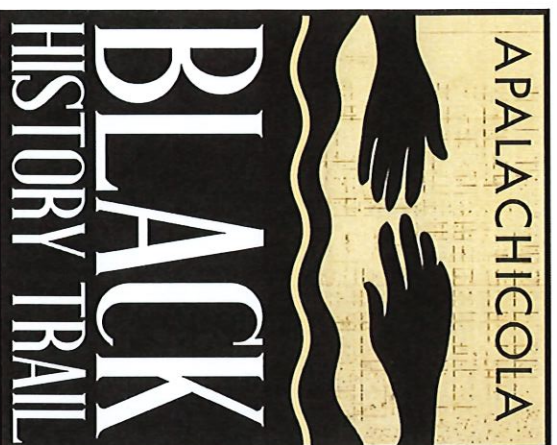
In 1917, Mercy
Paige, a Black
resident of
Appalachicola,
wrote a letter ...

futura font 44pt

Graphics

The graphics used for this brand are complimentary of other historic interpretative signs produced by the City yet immediately identifiable as a distinctly different.

Sepia-toned historic photographs of the BHT sites, the branding logo, distinctive color blends, historic map illustrations that correspond to the site locations and textured graphics that convey heritage are used as compelling background images.



Example Layouts

HOLY FAMILY CHURCH & SCHOOL

Sister Sacred Heart, Mother Superior in New Orleans, selected the name for the Apalachicola parish – Holy Family. She appointed Sister M. Sebastian, Superior of the nuns in Apalachicola. Sister Sebastian, Sister M. Josephine, and Sister M. Barbara arrived in Apalachicola on February 5, 1920. The nuns first used a 1907 fourteen-room, two story home (Minnie Barefield Mansion) located on the property as the original convent-school. The Holy Family building that exists on the site today was constructed in 1928.

In 1917, Mercy Patige, a Black resident of Apalachicola, wrote a letter to Bishop Patrick Allen in Mobile Alabama requesting that he establish a mission in Apalachicola for Black people because “the field of souls in the area was ripe for the harvest.”

On February 5, 1920, a group of nuns from the missionary Congregation of the Sisters of the Holy Family (one of three orders of African American nuns in the U.S.) arrived from New Orleans to serve the new mission in Apalachicola. In 1922, the Sisters were commissioned to open a school, and seventy-seven students enrolled.

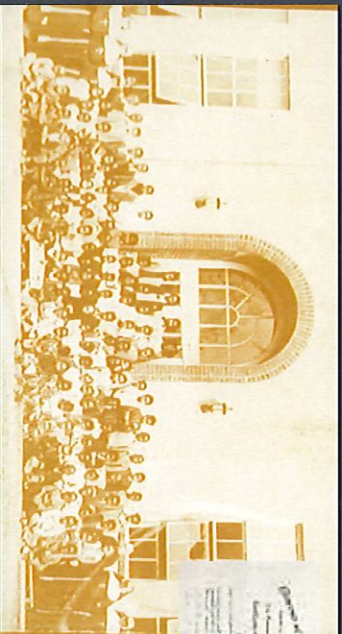
By 1925, there were eighty-five students enrolled in the school. Reverend Thomas H. Massey became pastor at Holy Family in 1926. The increasing enrollments of students supported the need for a school dedicated to this work. The Sisters and Father Massey made it possible for a school to be built and on August 28, 1928, Bishop Toolen dedicated the new school building. The building housed four large classrooms, and an auditorium which was used as a parish church. In 1943 when Holy Family Mission celebrated its

Silver Jubilee, there were 125 pupils enrolled in the school with four teachers. There were two grades in each of the four classrooms.

Sister Mary Barbara served the children and residents of The Hill for 32 years and she was the Superior for the nuns during most of her time in Apalachicola. Father Massey served the people of Apalachicola for 25 years. During his time at Holy Family, he baptized 212 people.

The Sisters of the Holy Family served the people of Apalachicola from 1920 until the closing of the mission in 1968. Hundreds of children were taught by the Sisters and the corridors of the building contain many black & white photos of the children, the nuns, and the spaces they used for prayer, teaching/learning, and recreation.

Black parishioners continued to attend mass at the Holy Family Catholic Church which persisted until 1987. In spite of great financial odds, the Church was self-sustaining until its last days.

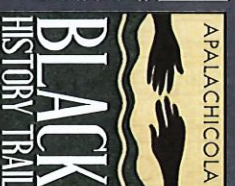


In 1974 Father Hugh E. Dolan sold the Holy Family convent to Eldon and Ruth Schoelles for \$16,000. The convent was moved to a site on the bay between Apalachicola and Port St. Joe.

In 2004, the City of Apalachicola obtained the building from the Diocese. With a variety of funds, the building was renovated to serve the people of Apalachicola as a Senior Citizen Center. The revitalized building opened in 2012.

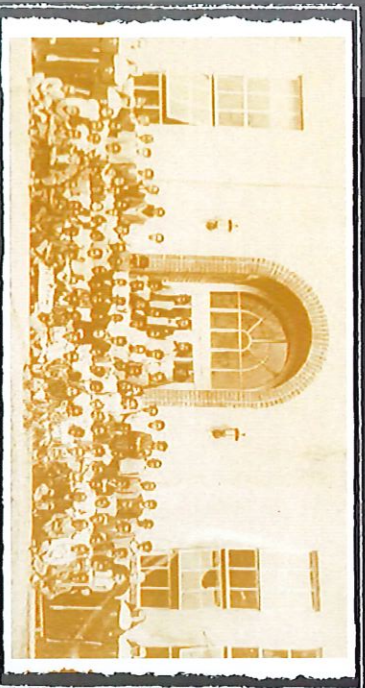


Read the full history of Holy Family and learn more about the people and places of Apalachicola's Black History Trail by scanning the QR code above or by visiting cityofapalachicola.com.



Example Layout

Holy Family Church & School



Sister Sacred Heart, Mother Superior in New Orleans, selected the name for the Apalachicola parish – Holy Family. She appointed Sister M. Sebastian, Superior of the nuns in Apalachicola. Sister Sebastian, Sister M. Josephine, and Sister M. Barbara arrived in Apalachicola on February 5, 1920. The nuns first used a 1907 fourteen-room, two story home (Winnie Barefield Mansion) located on the property as the original convent school. The Holy Family building that exists on the site today was constructed in 1928.

The building housed four large classrooms, and an auditorium which was used as a parish church. In 1943 when Holy Family Mission celebrated its Silver Jubilee, there were 125 pupils enrolled in the school with four teachers. There were two grades in each of the four classrooms.

Black parishioners continued to attend mass at the Holy Family Catholic Church which persisted until 1987. In spite of great financial odds, the Church was self-sustaining until its last days.

In 1974 Father Hugh E. Dolan sold the Holy Family convent to Eldon and Ruth Schoelles for \$16,000. The convent was moved to a site on the Bay between Apalachicola and Port St. Joe.

In 2004, the City of Apalachicola obtained the building from the Diocese. With a variety of funds, the building was renovated to serve the people of Apalachicola as a Senior Citizen Center. The revitalized building opened in 2012.

In 1917, Mercy Paige, a Black resident of Apalachicola, wrote a letter to Bishop Patrick Allen in Mobile Alabama requesting that he establish a mission in Apalachicola for Black people because the "the field of souls in the area was ripe for the harvest."

On February 5, 1920, a group of nuns from the missionary Congregation of the Sisters of the Holy Family (one of three orders of African American nuns in the U.S.) arrived from New Orleans to serve the new mission in Apalachicola. In 1922, the Sisters were commissioned to open a school, and seventy-seven students enrolled.

By 1925, there were eighty-five students enrolled in the school. Reverend Thomas H. Massey became pastor at Holy Family in 1926. The increasing enrollments of students supported the need for a school dedicated to this work. The Sisters and Father Massey made it possible for a school to be built and on August 28, 1928, Bishop Toolen dedicated the new school building.



Sister Mary Barbara served the children and residents of The Hill for 32 years and she was the Superior for the nuns during most of her time in Apalachicola.

Father Massey served the people of Apalachicola for 25 years. During his time at Holy Family, he baptized 212 people.

The Sisters of the Holy Family served the people of Apalachicola from 1920 until the closing of the mission in 1968. Hundreds of children were taught by the Sisters and the corridors of the building contain many black & white photos of the children, the nuns, and the spaces they used for prayer, teaching/learning, and recreation.

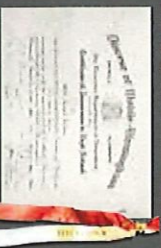
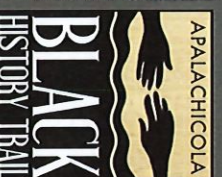


photo outlines here



Read the full history of Holy Family and learn more about the people and places of Apalachicola's Black History Trail by scanning the QR code above or by visiting cityofapalachicola.com/blackhistorytrail/



HOLY FAMILY CHURCH & SCHOOL

Sister Sacred Heart, Mother Superior in New Orleans, selected the name for the Apalachicola parish – Holy Family. She appointed Sister M. Sebastian, Superior of the nuns in Apalachicola. Sister Sebastian, Sister M. Josephine, and Sister M. Barbara arrived in Apalachicola on February 5, 1920. The nuns first used a 1907 fourteen-room, two story home (Minnie Barefield Mansion) located on the property as the original convent-school. The Holy Family building that exists on the site today was constructed in 1928.

In 1917, Mercy Paige, a Black resident of Apalachicola, wrote a letter to Bishop Patrick Allen in Mobile Alabama requesting that he establish a mission in Apalachicola for Black people because “the field of souls in the area was ripe for the harvest.”

On February 5, 1920, a group of nuns from the missionary Congregation of the Sisters of the Holy Family (one of three orders of African American nuns in the U.S.) arrived from New Orleans to serve the new mission in Apalachicola. In 1922, the Sisters were commissioned to open a school, and seventy-seven students enrolled.

By 1925, there were eighty-five students enrolled in the school. Reverend Thomas H. Massey became pastor at Holy Family in 1926. The increasing enrollments of students supported the need for a school dedicated to this work. The Sisters and Father Massey made it possible for a school to be built and on August 28, 1928, Bishop Toolen dedicated the new school building. The building housed four large classrooms, and an auditorium which was used as a parish church. In 1943 when Holy Family Mission celebrated its



Silver Jubilee, there were 125 pupils enrolled in the school with four teachers. There were two grades in each of the four classrooms.

Sister Mary Barbara served the children and residents of The Hill for 32 years and she was the Superior for the nuns during most of her time in Apalachicola. Father Massey served the people of Apalachicola for 25 years. During his time at Holy Family, he baptized 212 people.

The Sisters of the Holy Family served the people of Apalachicola from 1920 until the closing of the mission in 1968. Hundreds of children were taught by the Sisters and the corridors of the building contain many black & white photos of the children, the nuns, and the spaces they used for prayer, teaching/learning, and recreation.

Black parishioners continued to attend mass at the Holy Family Catholic Church which persisted until 1987. In spite of great financial odds, the Church was self-sustaining until its last days.

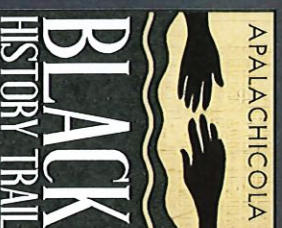
In 1974 Father Hugh E. Dolan sold the Holy Family convent to Eldon and Ruth Schoelles for \$16,000. The convent was moved to a site on the bay between Apalachicola and Port St. Joe.

In 2004, the City of Apalachicola obtained the building from the Diocese. With a variety of funds, the building was renovated to serve the people of Apalachicola as a Senior Citizen Center. The revitalized building opened in 2012.



QR code

Read the full history of Holy Family and learn more about the people and places of Apalachicola's Black History Trail by scanning the QR code above or by visiting cityofapalachicola.com.



**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023**

SUBJECT: Utility Adjustment Policy Draft

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 3
Department: Administration
Contact: Travis Wade
Presenter: Travis Wade/Dan Hartman

BRIEF SUMMARY: Attached is the draft Utility Adjustment Policy. It has become necessary to adjust water/sewer bills after a storm, hard freeze, or an isolated repair at a customer's home. This policy allows staff to adjust bills fairly and consistently.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Draft Utility Adjustment Policy

STAFF'S COMMENTS AND RECOMMENDATIONS:

POLICY NO. 001: UTILITY BILL ADJUSTMENTS

Section 1: It shall be the policy of the City of Apalachicola to not adjust balances due on utility accounts, unless the adjustment is warranted by an extenuating circumstance defined within this policy. Customers are responsible for the service and fittings attached to the Water Utility system beginning at the coupling on the customer's side of the meter. Any leaks in the line- which are the responsibility of the customer-these lines must be maintained and repaired by the customer solely and at his/her expense.

Section 2: Eligibility for Utility Bill Adjustment

a. Water and Sewer Utility Adjustment

Water usage may be considered for adjustment by the City Utility Department or the City Manager if the total month's usage is at least 50% higher than the six (6) month average usage. If approved, the Utility Department will determine the gallons approved for credit based on the usage history of the customer in prior comparable periods. Evidence of repairs must accompany a request for adjustment that is based on a water leak. Circumstances for eligible for utility adjustment include the following:

- *Water Meter Misreading*
- *Posting Error*
- *Contractor/City use during system maintenance*
- *Type and circumstances of a Water leak not associated with system connection; and*
- *Filling swimming pool (limited to one (1) adjustment in a twelve (12) month period for one (1) billing cycle)*

Water usage approved for credit will be eligible for adjustment of the total bill to an amount equal to the average total of the last three regular billing periods.

Limited to one adjustment in a twelve (12) month period. ~~for two billing periods.~~ Utility charges related to water usage determined to be due and payable, but not eligible for adjustment, may be approved by the City Manager for a payment plan over a reasonable amount of time, based upon hardship, but not to exceed twelve (12) months.

The City shall require repair bills or other appropriate documentation substantiating the repair of the customer-side leak prior to approving a claim for adjustment. The written request shall be accompanied by either a plumber or landscaper's invoice including a description of the repair work performed or a letter from the customer certifying:

- a. The name, address, and telephone number of the person discovering the leak;
- b. The date the leak was discovered;
- c. The nature and location of the leak;

- d. The date the leak was repaired;
- e. The name, address, and telephone number of the person repairing the leak;

b. Other Adjustments

Other minor utility adjustments will be considered on a case by case basis by the City Manager. Approval will be reliant upon adequate documentation of the user's grievance.

Section 3: All adjustments are to be approved in writing by the City Manager or their designee in the event of an emergency approval needed in the City Manager's absence.

Section 4: A listing of all adjustments granted by the City Manager will be forwarded to the Mayor and Commissioners at the close of each billing cycle.

End of Policy.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023

SUBJECT: Election Ordinance 2023-01 Second Reading & Adoption Decision

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 4
Department: City Attorney
Contact: Dan Hartman
Presenter: Dan Hartman

BRIEF SUMMARY: Attached is an Ordinance intended to amend the Code in the following manner:

1. Change the Date of the Elections to coincide with County, State and Federal elections, (In November of even numbered years by the year 2026);
2. Additional changes in order to accomplish the above change in the date of elections, specifically:
 - a. Change in terms of Mayor and Commissioners to three (3) years for the 2023 and 2025 elections;
 - b. Change in how runoff elections are conducted; and
 - c. Clarification as to the manner of election of Commissioners to be consistent with Code and historic practice. (Election by seat, at large)

This would be second reading of the Ordinance

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Ordinance 2023-01

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

ORDINANCE NO. 2023-01

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 MAYOR 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.

WHEREAS, the City of Apalachicola could realize savings by conducting its elections in November on even numbered years in order to coincide with the County, State and National election dates; and

WHEREAS, moving the City election date to coincide with County, State and National election dates by the year 2026 is anticipated to increase voter participation; and

WHEREAS, Section 16-1, Part II, Chapter 16 of the Apalachicola Code of Ordinances currently states that the biannual election of offices for the City shall be held on the third Tuesday after the third Monday in September of each odd-numbered year; and

WHEREAS, the City Commission deems it appropriate to change the month of the elections from September of odd-numbered years to November of even-numbered years in order to coincide with other County, State and National elections by 2026; and

NOTE: ~~Struck-through~~ language is language proposed to be deleted, Underlined language is amended language, and * represents sections that have been skipped and that remain unchanged.**

WHEREAS, pursuant to Section 100.3605 and 166.021(4), Florida Statutes the governing body of a municipality may by ordinance change the dates for election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes.

WHEREAS, the City Commission recognizes that a change in the terms of both Mayor and Commissioners will be necessary in order to effectuate the change of election date. This change will result in the reduction of the term of office from four (4) years to three (3) years and two months for the Mayor and Commissioners to be elected to office in the 2023 regular election and the Commissioners to be elected to office in the 2025 election. Candidates for these elections will qualify for and be elected to terms in office of three (3) years and two (2) months.

WHEREAS, amendment of the provisions of Part I, Charter, Article II, Section 9 entitled “Creation of Commission” is necessary to be consistent with date of election, manner of election, reduction in terms of office and to provide for runoff elections. Further this Section is amended to correct an error made during codification which included the erroneous reference to a District Map and election by District.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA:

Section 1. Adoption of Representations:

The foregoing Whereas clauses are hereby ratified and confirmed as being true, and the same are hereby made part of this Ordinance.

Section 2. Amendment to Election Date and Terms of Office:

The City Commission hereby amends and restates in its entirety Part II, Chapter 16, Section 16-1 of the City Code of Ordinances as follows:

Sec. 16-1 Election date

The regular election of the City shall be held on the first Tuesday after the first Monday in November of each even-numbered year; except for the regular election of the City to be conducted in 2023, which shall be held on the first Tuesday after the first Monday in September 2023 and in which candidates shall be qualified for and elected to terms of three (3) years and two months through December 2026; and for the regular election of the City to be conducted in 2025 which shall be held on the first Tuesday after the first Monday in September 2025 and in which candidates shall be qualified for and elected to terms of three (3) years and two months through December 2028.

Section 3. Reduction of Terms of Office for Mayor and Commissioners in Upcoming Elections:

The terms of office for the Mayor and Commissioners to be elected in the 2023 election shall be three (3) years and two (2) months. The terms of office for the Commissioners to be elected in the 2025 election shall be three (3) years and two (2) months. The reduction in these terms of office being necessary to transition the City to the even year Local, State and Federal biennial election cycle by the year 2026.

Section 4. Amendment of Part I, Charter, Article II, Section 9 entitled “Creation of Commission”

Section 9. Creation of Commission.

A city Commission is created to consist of a Mayor-Commissioner and four (4) Commissioners, with one Commissioner to be qualified for and elected at Large to each available seat on the Ballot, ~~each seat shall be the subject of its own race from each of four districts as defined in the District Boundaries Map attached hereto,~~ and the Mayor to be elected from the City at Large. The

qualifications of the Mayor and Commissioners shall be as hereinafter described in this Charter. The terms of office shall be for four years (other than for those elected in the 2023 and 2025 regular elections which terms shall begin on the first Tuesday after the first Monday in October 2023 and 2025 respectively) and shall begin on the first Tuesday after the first Monday in ~~December~~ October of each even numbered year following the 2025 election. ~~The first election held under this Amendment shall be held on the first Tuesday after the first Monday in September, 1985, and at that time, Commissioners shall be elected from Districts 1 and 2. At the election held on the first Tuesday after the first Monday in September, 1987, the Mayor shall be selected by the voters at large and Commissioners shall be selected from Districts 3 and 4. To be eligible as a candidate for Commissioner from a district, a person must reside in the designated district, as defined by the district boundaries shown on the district boundary map. After the 1987 election, regular biennial elections shall fill the vacancies occurring at the expiration of the 4 year terms of the Commissioners and the Mayor. A first election shall be held in the City on the first Tuesday after the first Monday in September of every year in which municipal elections are to be held. If a candidate for election of an office shall receive a majority of the votes cast for all candidates for the office/~~commission seat, or if he/she shall have no opposition at the first election, he/she shall be declared elected to such office/commission seat. If no election occurs as hereinbefore provided, a second election (run off election) shall be held on the ~~third Tuesday after the first Monday in September of such year for the purpose of having elected an officer for each and every elective office to be filled, provided that if the timing of that election is not such that it will allow for absentee ballots to be counted or sufficient time for early voting to be conducted, the City shall have the right and authority to extend the date of the runoff election to the next earliest date to enable~~ the timely seating of elected officials, both absentee voting and early voting and provided

~~that for the year 2019, the runoff election is extended to and set as October 1, 2019 with September 21—September 28 being the early voting period and absentee ballots entitled to be requested from September 11, 2019 to September 21 which is the last date for requiring an absentee ballot from the Elections Department acting on behalf of the City, AND the last day that qualified voters shall have to have their absentee ballot returned to and received by the City Elections Office to be considered for this runoff election is October 1, 2019 by 7:00 P.M. E.D.T. as determined by the Franklin County Supervisor of Elections (Supervisor) when such runoff elections are administered by the Supervisor through agreement with the City or by the City Commission if the City administers its own election as provided herein;~~ and further provided that there shall be printed upon the ballot, for the second election only, the names of the candidates for each office who shall have received in the first election the greatest and the next greatest or equal number of votes in the first election, and no other name shall be placed on the ballot by electors writing in such names or otherwise. The candidate who receives the greatest number of votes cast for each office shall be declared elected. In case of a tie, a special election shall be called within thirty (30) days for the purpose of determining the winner between any two (2) such candidates. The incumbent shall hold office until a successor is elected and qualified as herein provided. Travel allowances shall be as set by Ordinance.

Section 5. Conflict:

All ordinances or Code provisions in conflict herewith are hereby repealed.

Section 6. Severability. If any section, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 7. **Effective Date.** This Ordinance shall take effect immediately upon adoption by the
City of Apalachicola, Florida.

PASSED FIRST READING ON: _____

PASSED SECOND READING ON: _____

CITY OF APALACHICOLA

BY: _____
Brenda Ash, Mayor

ATTEST:

Deborah Guillotte
CITY CLERK

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023**

SUBJECT: Height Ordinance 2023-02 – Enhanced Voting requirements for any Amendment to 35' height limit—Second Reading & Adoption Decision

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 5
Department: City Attorney
Contact: Dan Hartman
Presenter: Dan Hartman

BRIEF SUMMARY: After a series of Commission workshops, PZ workshops and the required Jt. Workshop compliance with all City Policies for adoption have been met. At these workshops PZ and the Commission discussed methods to strengthen/fortify the current 35' height restriction on a City wide basis. A number of alternatives were discussed. The consensus was to increase the voting requirements for amendment of the current height restriction found in the Code applicable to develop in all zoning categories. The attached draft Ordinance had its first reading at the Commission's April 11, 2023 Regular Meeting and is before the Commission for 2nd Reading. The Ordinance will enhance the vote requirement to 3+1 votes to approve any amendment increasing the allowable height (above 35') in any zoning category.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Ordinance 2023-02

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

CITY OF APALACHICOLA

ORDINANCE 2023-02

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.

WHEREAS, the City recognizes its ongoing obligation to maintain the historic character of the City for the benefit of its citizens. In an effort to maintain this historic character the City has established a maximum permissible height of thirty-five (35) feet in all zoning districts with certain exceptions;

WHEREAS, in order to maintain consistency and in recognition of the importance of such height restrictions to the historic character of the City of Apalachicola, the City desires to enhance the voting requirements applicable to any Ordinance that seeks to increase the maximum permissible height above thirty-five (35) feet in any City Zoning District;

WHEREAS, pursuant to Section 166.041(6), F.S. Florida Municipalities may specify additional requirements for the adoption or enactment of ordinances;

WHEREAS, after public workshops and obtaining citizen input, the Apalachicola City Commission deems it necessary to adopt specific additional requirements for adoption applicable to any future Ordinance that would increase the maximum permissible height above those set forth in Code as of the effective date of this Ordinance.

NOW THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF APALACHICOLA, FLORIDA, THE FOLLOWING REVISIONS RELATING TO THE ABOVE REFERENCED ORDINANCE.

- Section 1. Voting Requirements.** The affirmative vote of at least four (4) members of the City Commission shall be required for the approval of any Ordinance increasing the maximum permissible building/structure height over the current height limit of thirty-five (35) feet within any Zoning District described in the Apalachicola Code of Ordinances, Subpart B, Chapter 111, Article III, Division 3, Section 111-267.
- Section 2. Repeal.** All ordinances or parts of ordinances, in conflict herewith, are hereby repealed, to the extent of such conflict.
- Section 3. Severability.** If any portion of this Ordinance is declared invalid, the valid remainder hereof shall remain in full force and effect.
- Section 4. Effective Date.** This Ordinance shall become effective upon enactment.

This Ordinance was read and adopted on _____. Motion to adopt Ordinance made by
Commissioner _____, second by Commissioner _____.

Voting AYE:

Voting NAY:

FOR THE CITY COMMISSION OF THE
CITY OF APALACHICOLA

ATTEST:

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 2, 2023**

SUBJECT: Mayor's Election Proclamation

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 6
Department: Administration
Contact: Dan Hartman
Presenter: Dan Hartman

BRIEF SUMMARY: The attached proclamation proclaims that the election for Mayor, and City Commissioners for seats 1 and 2 (all for terms of three years) will be held on Tuesday, September 5, 2023 and that a run-off election will be held on September 19, 2023 if necessary. It also declares the dates and requirements for qualifying, registration for voting, the location of the polling place, absentee ballot requirements, and early voting information.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Mayors Election Proclamation

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

CITY OF APALACHICOLA
MAYOR'S ELECTION PROCLAMATION

I, the undersigned, Brenda Ash, Mayor of the City of Apalachicola, by authority of law and pursuant to City Ordinance No. 91-4, do hereby proclaim that on Tuesday, September 5, 2023 an election will be held to fill the offices as follows: Mayor for a term of three years, City Commissioner Seat 1 for a term of three years, and City Commissioner Seat 2 for a term of three years, and a Run-Off Election, if necessary, will be held on Tuesday, September 19, 2023.

Candidates wishing to qualify may do so at the City Office from 12 Noon Monday, June 26, 2023 until 12 Noon Friday, June 30, 2023. City Office is located at 192 Coach Wagoner Boulevard, and regular office hours are from 8:00 AM to 5:00 PM, Monday – Friday. Each Candidate must pay to the City Clerk at the time of qualifying a qualifying fee of 4.5% of the first year's salary, must be a resident of the City of Apalachicola, and must also be a qualified voter of the State of Florida, County of Franklin, and the City of Apalachicola.

All persons not previously registered to vote may register to vote anytime from now up to 4:30 PM on Monday, August 7, 2023 for the General Election, and Monday, August 21, 2023 for the Run-Off Election at the Office of the Franklin County Supervisor of Elections located at 47 Avenue F, Apalachicola, Florida, hours 8:30 AM to 4:30 PM, Monday – Friday.

The polling place will be at National Guard Armory located at 66 4th Street in the City of Apalachicola and will be open at 7:00 AM and close at 7:00 PM. Absentee ballots may be obtained by contacting the Office of the Franklin County Supervisor of Elections at place and time noted previously. Only qualified electors will be permitted to vote. Early voting will be conducted from August 28, 2023 to September 1, 2023 at the Supervisor of Elections Office, 47 Avenue F, Apalachicola, Florida from 8:30 AM to 5:00 PM.

All residents of the City of Apalachicola not currently registered to vote are urged to register and take part in this election.

Brenda Ash, Mayor
City of Apalachicola, Florida

City Manager Updates:

ACSC Stewardship Act: Both the House and Senate Bills passed all Committee meetings unanimously. Myself and Mayor Ash attended, and waived in support, at several committee meetings, and myself and Commissioner Elliott attended the final Senate Committee meeting and both waived in support. As of Thursday, April 27, 2023, the House Bill (HB 407) passed the vote on the House floor unanimously. The Senate Bill (SB 702) is expected to be presented for a vote on Tuesday, May 2, 2023.

Florida League of Cities, Legislative Days: Mayor Ash and myself attended FLC Legislative Days in Tallahassee on April 3, 4, and 5. We met with legislators and staff members regarding our ACSC Bills, our Legislative Appropriations requests, and bills that were supported and opposed by the FLC. The trip was very productive and we made several valuable contacts in the legislature.

Sunken Boats at Scipio Creek Marina: Once again the FWC has a contractor lined up to remove the Lady Louise shrimpboat, and the boat sunk in the slip next to it. Work should begin by May 9. This is the fourth contractor that has agreed to remove these boats in the last three years, but their contract with FWC requires them to begin prior to May 9 or face fines. Chief Varnes and I have both been in contact with the contractor and they have assured us both that they will remove the derelict vessels.

Old Library Space: Interior work has begun again on the space. Robert Osburn has been in contact with the roofer and is working to schedule commencement of that part of the project.

Grant Updates – Kendall Falkner

City Commission Meeting – Tuesday, May 2th, 2023

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.

Application Submitted! We are looking to July for updates!

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 agreement!**

6. Rural Infrastructure Fund, DEO FY 21/22-Water Treatment Plant Improvements:

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 to address the following:

- 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.**
- First deliverables have been sent and are currently being evaluated by DEO.
- Bay Media completed Comp Plan Draft with recommended changes that were presented at March 7 Commission Meeting and two workshops with P&Z on March 13 and April 10. A joint workshop with P&Z and the City Commission is scheduled for May 8.
- **COA has requested an extension (PO454) until June 30, 2023 in order to allow adequate time for Community and Board feedback. Pending extension approval from 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 28th.

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 24th and March 31st. Will need competitive bids for generator installation before moving forward.**
- **Pending ITBs. Window closes April 28, 2023.**
- **COA conducted site visit for prospective bidder on April 20, 2023. Pending ITB expiration.**

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 has been signed and work is expected to commence in coming weeks. A minor contract amendment between the State and City is being drafted to reflect reallocation of funds between categories. Staff has sought an extension from DHR. Extension amendment is being drafted by 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 has sought 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.**
- **City Staff met with CDG.**
- **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 draft revised Task Order was created on 4/21.**

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 24th and 31st. The window for submission will

close on April 28th. In addition, COA held site visit at all critical facilities generators locations. (4/20).

- **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 (March 23). In communication with EHP at FEMA. **COA is in communication with Grant Manager at FEMA. We emphasized the need for these projects to move forward. Was informed is still going through a review process in EHP (EHP has an extremely heavy workload due to Hurricane Ian and Hurricane Nicole) (April 2023). Project moved out of EHP and is waiting for COA staff to approve and sign.**
 - **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). In communication with EHP at FEMA. **COA is in communication with Grant Manager at FEMA. We emphasized the need for these projects to move forward. Was informed is still going through a review process in EHP (EHP has an extremely heavy workload due to Hurricane Ian and Hurricane Nicole) (April 2023). Project moved out of EHP and is waiting for COA staff to approve and sign.**
 - **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 change with FEMA before beginning. **Currently working on scope change to submit to FEMA for approval and assessing which materials would be best for alleyway repairs. EHP is currently on backlog with Hurricane Ian.**

- **Old City Hall and HCA Contents loss** – *Ordering replacement items from loss. **Funded!*** – 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. **Contact with EHP at FEMA. We emphasized the need for these projects to move forward. Was informed is still going through a review process in EHP (EHP has an extremely heavy workload due to Hurricane Ian and Hurricane Nicole) (April 2023). Project moved out of EHP and is waiting for COA staff to approve and sign.**
- **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! Final payment is in process! Project CLOSED!**
- **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 15th**
 2. Graphic Design of Signs + StoryMap complete **by June 30th**
 3. Fabrication of Signs + Storymap Live on Web **by July 30th**
 4. Site Prep & Installation of Signs + Project Closeout **by August 31st**
 - **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. Draft designs have been created and design approval workshop/board approval has been scheduled for 5/2.

- **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. A design approval workshop/board approval has been scheduled for May 2.**

15. DEP 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. **Task Order Completed.**

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! (3/31/23)
- **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 30th Report to be completed this date.**
- **Finance Department is currently creating Progress Report.**

18. DEO Rural Infrastructure Fund FY 22-23:

City applied for DEO RIF for Spray Field Repair and Solar Project. We are requesting \$126,890.00 to cover 150 replacement spray heads and installation of 11 solar controllers and supplementary batteries. The spray heads are \$553.00 apiece, and the solar installation costs (in total) amounts to \$87,880.00 for 22 locations. The \$126k would be applied to half of the total cost and address half the work needed. Application date was March 13, 2023. We expect to hear from DEO around June.

***All information included in this report is accurate as of April 28, 2023 at 10am. After that time, information is subject to change. If you have any questions, please send them to kfalkner@cityofapalachicola.com!**

Finance Director – Mark Gerspacher

City Commission Meeting – May 2, 2023 – 4:00pm

1. **Banyan**

Training on Banyan will begin this week.

2. **ARPA Reporting**

The annual report of ARPA expenditures was submitted last week

3. **Fire Hydrant RFP**

The RFP for Fire Hydrants will go out within the next two weeks. Rhett has been getting quotes so that we have a ball park figure to determine how many fire hydrants we have the budget to fund.

4. **Budget Reports**

I went through the budget and all departments are on track to spend their operating budgets. I will provide an update to capital projects at the next meeting. As part of that report I will indicate which projects will not be completed during the year. I held off on budget reports because I want to know what kind of information you would like provided. I have provided high level information in the past but can provide more detail if you like.

5. **FY2023-2024 Budget**

Budget season is fast approaching. Please let me know of any items that you would like to see added to the budget for next year.

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.

1ST 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 1st 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.

1ST 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 1st 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 5th 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.

Brenda Ash, Mayor

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. The reportedly spend plenty of money locally and paid the City over \$2k for the camping spots.

5th 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 4th, 2023

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 28th.

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 24th and March 31st. 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 24th and 31st. The window for submission will close on April 28th.

- **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 15th**
 2. Graphic Design of Signs + StoryMap complete **by June 30th**
 3. Fabrication of Signs + Storymap Live on Web **by July 30th**
 4. Site Prep & Installation of Signs + Project Closeout **by August 31st**
- **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 30th 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!***

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.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
Monday, April 10th, 2023
Community Center - 1 Bay Avenue
Minutes

Attendance:

- **Al Ingle – Chair, Bobby Miller, Jim Bachrach, Elizabeth Milliken**

Workshop 2 – Comprehensive Plan 5:30 PM

1. Presentation from Cindy Clark (Represented by Rebecca Jetton) - The attached document represents proposed changes to the City of Apalachicola's comprehensive plan prepared as part of an evaluation of the City's plan funded through a DEO Community Planning Technical Assistance Grant. The review includes an evaluation of the City's comprehensive plan for consistency with State Comprehensive Plan Requirements and includes legislatively-mandated recommended draft revisions. Based on the statutory review, revisions are recommended for the following sections: Planning Horizons, Peril of Flood, Private Property Rights, Capital Improvement Planning, Water Supply Planning and Population estimate data and analysis. The statutory citations, as well as recommended revisions are represented in stroke-through and underline format. Additional recommended, but not required, revisions are identified in a separate section following the legislative requirements. Changes of note, since last workshop:
 - a. Page 8, Coastal Management Element Objective 10 as per state requirement and
 - b. Page 5 Historic Element Object 1 as per recommendation at 3-7-23 workshop with P&Z.
 - **In continuation of the discussion from the previous workshop, the timeline for the historic element came up. Rebecca Jetton stated that the draft amendments now reflect a 3.5 year timeline for the City to establish some sort of historic guidelines.**
 - **Bobby Miller stated he was concerned about violating property owners' property rights by creating and enforcing historic district code regulations. He asked if this is an optional element in the comp plan, then why are we doing it? Rebecca Jetton spoke and explained that it is an element put into the comp plan by the City Commission and it is also referenced in our City**

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
Monday, April 10th, 2023
Community Center - 1 Bay Avenue
Minutes

LDC code several times and to remove it would require many changes. She also explained that this is a chance for P&Z and the City Commission to create some easy to understand and easily enforced code for the historic district that P&Z would be able to use when they are serving as the architectural review board and looking for compatibility in the historic district.

- Al Ingle agreed that it would be helpful to have established code on this and noted that there is also a typo on page 10 under 7-1 that needs to be corrected before completion.
- The discussion on the timeline did not settle on any specific date, but board members agreed this would be discussed at the joint workshop with the City Commission.

Regular Meeting: 6:00 PM

1. Approval of March 13th, 2023 regular meeting minutes & public hearing minutes.
 - Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor – motion carried.
2. **Requested Motion from Workshop:** Motion to approve transmittal of proposed amendment to City Commission for review and scheduling of a joint workshop pursuant to Comp Plan Amendment Procedure #002.
 - Chair – Al Ingle asks that typo on page 10 be addressed and noted that the timeline for the Historic Element be addressed at the Joint Workshop with the City Commission.
 - Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor – motion carried.
3. Review, Discussion and Decision for Concrete Driveway. (R-2) @ 155 20th Avenue. Block 247, Lots 18-19. For Brandon Hill -Owner; Contractor: Earl Duggar

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
Monday, April 10th, 2023
Community Center - 1 Bay Avenue
Minutes

- **Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor – motion carried.**
4. Review, Discussion and Decision for New Construction, Accessory Structure. **(Historic District) (R-1) @ 10 6th Street**, Block 26, Lots 1 & 18' Lot 2. For Don McLeod -Owner; Contractor: Construct Group SE Inc. **(VARIANCE GRANTED FOR THIS PROPERTY – 0' FRONT SETBACK)**
- **Motion to approve by Jim Bachrach; 2nd by Bobby Miller. All in favor – motion carried.**
5. Review, Discussion and Decision for 2 Signs. **(Historic District) (C-1) @ 40 4th Street**, Block 11, Lot 5. For Shuler -Owner; Contractor: Sign Design
- **Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken. All in favor – motion carried.**
6. Review, Discussion and Decision for Addition, Fence, & Accessory Structures. **(R-2) @ 254 9th Street**, Block 163, Lot 4. For Rick/Melissa Lewis & Phillip/Amanda Archer -Owner; Contractor: Self
- **Motion to approve by Jim Bachrach; 2nd by Bobby Miller. All in favor – motion carried.**
7. Review, Discussion and Decision for Fence. **(R-2) @ 197 14th Street**, Block 140, Lot 7. For Connie & Michael Sams – Owner; Contractor: Self
- **Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor – motion carried.**
8. Review, Discussion and Decision for Addition. **(R-1) @ 126 8th Street**, Block 68 Lot 2. For Dennis Green – Owner; Contractor: Self

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
Monday, April 10th, 2023
Community Center - 1 Bay Avenue
Minutes

- **Motion to approve by Elizabeth Milliken; 2nd by Bobby Miller. All in favor – motion carried.**

9. Review, Discussion and Decision for Shed. **(Historic District) (R-1) 172 11th Street**, Block 149 Lot 2. For Rache Croom -Owner; Contractor – Cook Sheds

- **Motion to approve by Elizabeth Milliken; 2nd by Jim Bachrach. All in favor – motion carried.**

10. Review, Discussion and Decision for Demo & New Construction. (Historic District) (R-1) 51 12th Street, Block 48 Lot 8. For Barbara Singer – Owner; Contractor – Brizo Construction LLC

- **Motion to approve contingent upon semi-trailer encroachment being removed and/or moved to meet all COA LDC setback requirements by Bobby Miller; 2nd by Jim Bachrach. All in favor – motion carried.**

Other/New Business: **N/A**

Outstanding/Unresolved Issues: **N/A**

Motion to adjourn by Bobby Miller; 2nd by Jim Bachrach. All in favor – meeting adjourned.

Minutes approved by Chair; Al Ingle: _____

(Date)

CITY OF APALACHICOLA
ADMINISTRATION DEPARTMENT
April 2023

- Working with Banyan to convert utility billing information to new billing software
- Utility bills have been processed and mailed in envelopes.
- Payroll was processed for two pay periods
- Prepared April Commission minutes. Prepared May agenda packet. Emailed agenda packets to Commission and Attorney.
- Notified 2K Web Group to add May meetings on website. Sent May agenda packet and April minutes to be uploaded to website.
- Staff assisted customers with cemetery items, utility bill questions and payments, garbage/yard trash complaints, permitting issues, City property rentals, and other miscellaneous duties
- Completed tasks as assigned by the City Manager/Commission
- Processed one public records request in April.
- Processed new and reissued golf cart permits
- Issued and processed new and renewal of the Business License Tax
- Issued and processed Battery Park boat launch applications and permits
- Mailed monthly general billing

APALACHICOLA VOLUNTEER
FIRE/RESCUE
October 2022 – 18 Calls

Monthly Report

1. Accidents	<u> </u>	8. Life Flights	<u> 4 </u>
2. Life Assist EMS	<u> 9 </u>	9. Search/Rescue	<u> </u>
3. Bi-Mo. Meetings	<u> 2 </u>	10. Training	<u> 1 </u>
4. Brush Fires	<u> 1 </u>	11. Transformer Fires	<u> </u>
5. House Fires	<u> </u>	12. Cars	<u> </u>
6. Vehicle	<u> </u>	13. 1 st Responder Calls	<u> 20 </u>
7. Gas Leaks	<u> </u>	14. Vessels	<u> </u>
		15. Outreach	<u> 1 </u>

FIREFIGHTER ATTENDANCE

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

Additional Notes:

Recorded by: _____

Date: _____

APALACHICOLA VOLUNTEER FIRE/RESCUE

MONTHLY REPORT

NW 2022
26 calls

1. Accidents	_____	7. Gas Leaks	_____
2. Lift Assists EMS	<u>17</u>	8. Life Flight	<u>3</u>
3. Bi-Monthly Meetings	<u>2</u>	9. Search/Rescue	_____
4. Brush Fires	<u>1</u>	10. Training	<u>1</u>
5. House Fires	<u>2</u>	11. Transformer Fires	_____
6. Vehicle Fires	_____	12. Vessel Fires	_____

1st Responder calls 33

Firefighter Attendance

1. George Watkins	<u>5</u>	11.	_____
2. Fonda Davis	<u>3</u>	12. Avery Scott	<u>4</u>
3. Ginger Creamer	<u>23</u>	13. Troy Lee Morrison	<u>4</u>
4. Albert Floyd	<u>4</u>	14.	_____
5. Rhett Butler	<u>3</u>	15. Anthony Croom	<u>2</u>
6. Bruce Hoffman	<u>19</u>	16. Scott Brackett	<u>1</u>
7. Palmer Philyaw	<u>—</u>	17. Ricky Linton	<u>6</u>
8.	_____	18. Shannon Segree	<u>3</u>
9. Troy Segree	<u>12</u>	19. Adam Joseph	<u>4</u>
10. Rick Hernandez	<u>1</u>	20. Craig Gibson	<u>7</u>

Additional Notes:

Recorded by: _____

Date: _____

APALACHICOLA VOLUNTEER FIRE/RESCUE

MONTHLY REPORT

Dec. 2022

22 calls

1. Accidents	<u>1</u>	7. Gas Leaks	_____
2. Lift Assists EMS	<u>15</u>	8. Life Flight	_____
3. Bi-Monthly Meetings	<u>2</u>	9. Search/Rescue	_____
4. Brush Fires	<u>1</u>	10. Training	<u>1</u>
5. House Fires	<u>2</u>	11. Transformer Fires	_____
6. Vehicle Fires	_____	12. Vessel Fires	_____

1st Responder calls 38

Firefighter Attendance

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

Additional Notes:

Recorded by: _____

Date: _____

APALACHICOLA VOLUNTEER FIRE/RESCUE

MONTHLY REPORT

Jan 2023

26 calls

1. Accidents	<u>1</u>	7. Gas Leaks	<u> </u>
2. Lift Assists EMS	<u>14</u>	8. Life Flight	<u>3</u>
3. Bi-Monthly Meetings	<u>2</u>	9. Search/Rescue	<u> </u>
4. Brush Fires	<u>2</u>	10. Training	<u>2</u>
5. House Fires	<u>2</u>	11. Transformer Fires	<u> </u>
6. Vehicle Fires	<u> </u>	12. Vessel Fires	<u> </u>

1st responses calls 31

Firefighter Attendance

1. George Watkins	<u>8</u>	11.	<u> </u>
2. Fonda Davis	<u>4</u>	12. Avery Scott	<u>4</u>
3. Ginger Creamer	<u>24</u>	13. Troy Lee Morrison	<u>1</u>
4. Albert Floyd	<u>6</u>	14.	<u> </u>
5. Rhett Butler	<u>3</u>	15. Anthony Croom	<u>1</u>
6. Bruce Hoffman	<u>24</u>	16. Scott Brackett	<u>3</u>
7. Palmer Philyaw	<u>—</u>	17. Ricky Linton	<u>9</u>
8.	<u> </u>	18. Shannon Segree	<u>3</u>
9. Troy Segree	<u>14</u>	19. Adam Joseph	<u>10</u>
10. Rick Hernandez	<u>0</u>	20. Craig Gibson	<u>3</u>

Additional Notes:

Recorded by: Stacy Cream

Date: 2-15-23

APALACHICOLA VOLUNTEER FIRE/RESCUE

Feb 2023

18 calls

Bi-Monthly Report

1. Accidents
2. Lift Assist EMS
3. Bi-Monthly Meetings
4. Brush Fires
5. House Fires
6. Fund Raisers

1
9
2
1
2
—

7. Gas Leaks
8. Life Flights
9. Search/Rescue
10. Training
11. Transformer Fires
12. Vessels

2
—
1
—
—
—

1st Responder calls 19

Firefighter Attendance

1. George Watkins
2. Fonda Davis
3. Ginger Creamer
4. Albert Floyd
5. Rhett Butler
6. Mark Creamer
7. Palmer Philyaw
8. Mike Vroegop
9. Troy Segree
10. Rick Hernandez

6
3
14
6
4
—
—
—
11
—

11. Holden Foley
12. Avery Scott
13. Bruce Hoffinan
14. Ashley Teat
15. Anthony Croom
16. Scott Brackett
17. Ricky Linden
18. Shannon Segree
19. Adam Joseph
20. Craig Gibson

—
4
15
—
3
3
6
6
4
4
—

Additional Notes:

Recorded by (Signature)

Date: _____

APALACHICOLA VOLUNTEER FIRE/RESCUE

March 2023
16 calls

Bi-Monthly Report

1. Accidents
2. Lift Assist EMS
3. Bi-Monthly Meetings
4. Brush Fires
5. House Fires
6. Fund Raisers

12
2
1

7. Gas Leaks
8. Life Flights
9. Search/Rescue
10. Training
11. Transformer Fires
12. Vessels

1

1st Responder calls 26

Firefighter Attendance

1. George Watkins
2. Fonda Davis
3. Ginger Creamer
4. Albert Floyd
5. Rhett Butler
6. " "
7. Palmer Philyaw
8. Mike Vroegop
9. Troy Segree
10. Rick Hernandez

4
3
15
4
2

11

11. " "
12. *query Scott*
13. Bruce Hoffman
14. " "
15. Anthony Croom
16. *Scott Brackett*
17. *Rickie Linton*
18. Shannon Segree
19. Adam Joseph
20. Craig Gibson

3
8

3

3
3
5
8

Additional Notes:

Recorded by: _____

Date: _____

APALACHICOLA POLICE DEPARTMENT

April 2023

April has been busy this month with spring break visitors. We have been writing several tickets for violations of parking, and non-permitted boat launches, and have wrote many warnings on golf carts with no City stickers. We participated this month in the annual Cops for Kids event, where Sgt. Webb and Sgt. Richards interacted with the local youth, handing out gifts and meeting them. Sgt. Webb assisted with the Freshman formal activities.

April 2023 Totals

Traffic Stops/ Warnings/ citations	50	
Arrests/ Warrant Requests	7	
Traffic Accidents	3	
Burglary/Theft calls	1	
Assist Citizens/ Complaints/investigations		698
Trespass Warnings/agreements	4	
Business alarm calls/building checks/welfare checks		500
assist county call/other agencies	25	
Assist Animal control	0	
Domestic cases involving violence/disturbance calls		2
 Total calls from dispatch	 1382	

City of Apalachicola public works monthly report

april 2023

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

- empty trash cans from down town and public parks three times a week.
- cut our routine main roads parks and cemeteries.
- completed 3 work orders.
- cut 17th st. storm ditch.
- cut storm ditch at sylvester williams
- replaced stop sign at battery park.
- serviced two work squad truck.
- repaired work squad trailer.
- cut back and cleaned ditch on fred myers.
- working on old library, turning it in to commission meeting room.
- repaired bricks at lafette park.
- cut storm ditch on 22nd and the end of fred myers.
- meet with roofing contractor to replace shingles on old library.
- replaced freeze plugs on work squad truck.

Signed. Robert Osburn

Monthly Report for the Apalachicola Margaret Key Public Library April 2023

Statistics:

- 1,838 patrons visited our library this month - 13 new accounts opened
- 225 patrons used our computers - 537 books/movies/audiobooks circulated
- 323 items donated to the library - 102 hours donated by our wonderful volunteers
- \$207.03 collected as library revenue - 9,136 FB accts & 87 IG accts reached w/35 posts

April at the library was a celebration of Earth Month, National Library Week, & National Volunteer Week. To honor the immense work of our volunteers during National Volunteer Week, the library held its annual Gratitude Social with refreshments and small gifts for our volunteers. It's great to see that the City adopted a proclamation in April to recognize the volunteers in town. If you have volunteered in any way with the library this year, we sure thank you!

The Library's Friends group, PALS, is the main base for library volunteering, and helps to host many events. This month, PALS closed out their popular Susan B. Clementson Author Series for the season with visiting author Paul Bogard who spoke on the importance of dark skies and the effects of light pollution. His book, The End of Night and his latest work, Solastalgia are important testaments to the value of our natural world. Besides giving the audience a lot to think about, Mr. Bogard gave practical and easy solutions. Learning from his talk was a great way to observe Earth Month.

The library had a real victory in library outreach this month, with the placement of two Little Free Libraries within the city limits. These were purchased through a grant awarded to the library, and now sit outside the post office and the historic Holy Family Center. The public is invited to take books, leave books, and visit these little libraries often. Another victory came with the implementation of the state's Inter-library lending (ILL) service. The library has worked for a full year to have the technology in place to support the system. ILL service allows a library card holder to request a book from any public library in Florida or across the United States. Your book is our command!

To celebrate Easter, we enjoyed a special visit from the Easter Bunny, complete with a pop-up egg hunt! Kids were treated to Easter cookie-decorating, and yummy snacks as they decorated their Easter bags before participating in the first (that we know of!) in-the-library, Easter egg hunt. Special thanks to PALS volunteers Ely Bissen, Connie Justice, and Celia Winterringer, and to the Franklin County Sheriff's Office for escorting the Easter Bunny as he hopped in for pictures and to pass out his own eggs.

With the sunny skies of April, the kids at Project Impact had a special project with PALS volunteer Richard Lenhart who purchased balsa wood airplanes for the 4th and 5th graders. Richard, with the help of library assistant Sara Gillespie-Albino, led kids in constructing and flying these planes. Kids had lessons in air pressure and lift, then participated in launching their planes and other airplanes brought by Richard. Our library programs soared to new heights!

Within the library walls, regular kids programming continued with Chess Club meeting every other Monday at 3pm, Books for Babies, by Bring Me A Book Franklin on Tuesdays at 10:30am, Pokémon Club on Wednesday at 3, and Lego Club at 3 on Thursdays.

In our regular Adult programs, the bi-monthly OneBlood Blood Drive brought out 16 donors who gave blood, potentially changing the lives of 48 people in need of transfusions. The once a month Book Club gathered on the same evening as the Blood Drive, and had a packed meeting. We love our Good Samaritan readers. And good people doing good deeds also need relaxation...! Adult Yoga continues to meet on Mondays at 6:15 and will do so through May 22nd. Donations are suggested to pay the instructor, Kathy Jansen of Spirit of the River Massage and Yoga Studio. Finally, with such a lovely Spring, we've been grateful to continue hosting Master Gardener volunteer, Helen Golgowski who answers all questions gardening and plants on the last Sunday of the month from 1-3pm.

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

Wishing you a Happy May! Lucy Carter, Library Director

City of Apalachicola WWTP

monthly report for April 2023

During the month of April 2023, the City of Apalachicola has continued to seek for another licensed operator to work at the WWTP. We are still actively searching for other qualified candidates. Some of the items that we have been working on this month are listed below.

- Recorded all required daily parameters as outlined by the permit.
- Completed all required monthly testing as outlined by the permit.
- Completed all monthly reports and submitted them on time as outlined in the permit.
- At the time of this report the WWTP has treated and discharged 10.726mg the month of April 2023.
- We have continued to have liquid sludge hauled off-site to Wetappo Farms.
- Flow from the WWTP was sent to reject for 2 days because of a faulty valve in SBR #2. The valve caused the basin to be in a continued mixed state when it should have been in a settle period which in turn caused the final effluent to be outside of allowed limits and the flow had to be sent to reject. The reject flow has been being brought back through the plant for treatment again. This valve issue is being investigated.
- Staff have continued to keep the grounds cut and presentable at the WWTP.
- Staff have continued to work in the spray fields using the mulcher and the bush hog as well.
- Staff have continued to work with Dewberry Engineering to begin locating some of the underground pipes to have them surveyed.
- Staff replaced a damaged GFCI receptacle and box on the headworks with a new one.
- Staff replaced the damaged cover plate that was noted in the headworks inspection report by Crom Ind.
- Staff have tightened the belts and laser aligned the sheeves on 3 of the 6 blowers at the WWTP.
- Staff have ordered a new 100amp breaker to replace the damaged one on Blower 5. We are currently waiting on the electrical contractor to install it in the panel and test the functionality of it.
- Staff continues to work on getting parts and a technician to work on the influent valve for number 2 SBR.
- Staff is expecting work to begin on the needed repairs to the Aqua Disk filters in the middle of May as directed by the Aqua Aerobics Inc.
- Staff has obtained pricing and ordered a new influent flow meter for the WWTP. Currently, I do not have an estimated date of installation.
- Staff ordered new bolts to replace the ones that came on the CAT skid steer mulching head. These are expected to be replaced in a few days to get the machine back in service.

-
- Staff have scheduled Pump and Process for the week of May 8th to have a technician arrive to work on the controls for the Huber screen to work normally; and to replace damaged radio communication parts that have been ordered for some time now.

APRIL 2023 WATER & SEWER FIELD CREW REPORT

- Repaired a 6-inch water main at the Airport.
- Installed Water & Sewer Taps on Chapman Rd
- We are working with Rafa Systems on the new Monitoring System for the Water Plant
- Completed all the daily rounds for the Month.
- Working on replacing the rest of the manual read meters.
- Responded to and repaired any low vacuum issues on the vacuum system.
- Completed all meter readings for the Month.
- Completed Monthly Samples for DEP
- Completed all the locates for the Month.
- Completed work orders for the Month.

BUILDING DEPARTMENT

APRIL 2023

- 42 Building Permits Issued
- 6 Building Permits in Process
- 57 Building Inspections
- 14 Certificates of Completion Issued
- 2 Certificates of Occupancy
- Daily Phone Inquiries & Emails Answered
- Several On-Site Meetings
- Daily Office Meetings
- Records Requests
- Code Enforcement Orientation/Training
- April Building Dept. Fees brought in: \$7,797
- Building Dept. Fees ytd: \$39,429