BUDGET WORKSHOP & REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, SEPTEMBER 5, 2023 – 3:00PM
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. BUDGET WORKSHOP – FY 2023-2024 BUDGET DISCUSSION

IV. REGULAR MEETING – IMMEDIATELY FOLLOWING BUDGET WORKSHOP

V. Presentation: Southern Group/Ovid Solutions Update

VI. Public Comment

VII. New Business
   1. Certificate of Appreciation – Cindy Clark & Rob Scott
   2. Encroachment Agreement – O’Steen
   3. Encroachment Agreement – CSC Realty, LLC (Chapin)
   4. Library Grant Application Request
   5. Appointment of Board of Adjustment Alternate Member
   6. Electrical Engineering Agreement Approval – Scipio Creek
   7. Air Scrubber Replacement at Drinking Water Plant
   8. Resolution 2023-05 – FDEP Vulnerability Assessment Grant Application
   9. Resolution 2023-06 – FDEP Adaptation Action Plan Grant Application
   10. Lafayette Park Landscaping Plan & Request to Apply for State Grant
VIII. Unfinished Business
   1. First Reading Ordinance 2023-03 - Sign Ordinance
   2. Comp Plan Amendment Data Funding
   3. HCA Brick Repair Funding

IX. Mayor and Commissioner Comments

X. City Manager Communications – Report Attached

XI. Grants Coordinator Communications – Report Attached

XII. Finance Director Communications

XIII. Attorney Communications

XIV. Consent Agenda
   A. Commission Meeting Minutes Adoption – Regular Meeting August 8, 2023; Workshop August 16, 2023; Workshop August 23, 2023

XV. 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.
City of Jacksonville
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<th>Fiscal Year</th>
<th>General Fund Revenue</th>
<th>General Fund Transfers</th>
<th>General Fund Balances</th>
<th>General Fund Surplus/Credit</th>
<th>Revolving Fund Revenue</th>
<th>Revolving Fund Transfers</th>
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**Total Surplus:** 21,690

**Total Expenditures:** 10,500

**Net Surplus:** 11,190
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**Total Budget for 2023-2024:** $24,689,012

**Total Variance:** $934,312

**Budget Review:**
- Actual vs. Proposed
- Variances Analysis
- Revised Budget Plan
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**Notes:**
- Budget as of October 1, 2023.
- Approved adoption dates.
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Scipio Creek Total Expenses

Total Debt Payment

Debt Payment:

Total Capital Outlay

Capital Outlay:

Total Operating Expenses

Admin Costs:

Insurances/Lease

Supplies:

Repairs & Maintenance:

Liability/Property Insurance:

Communications:

Utilities:

Operating Expenses:

Total Personnel

Personnel:

Revenue:

Revenue:

Interest Income:

Mooring Revenue:

Income:

2023-2024 Budget

Adopted

Recommended

Actual

Net Income

Account

Description

Drift 2.0
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This budget is the draft provided in the draft for FY 2023-2024. Budget year is August 1, 2022 to July 31, 2023.
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Budget for October 1, 2022 to September 30, 2023.
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### Notes

- Proposed amount of $50,000 is a three-year expenditure.
- Operating Fund changes are a proposed allocation of $5,400.
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Note: The table continues with similar columns and rows, but the data is not shown in this summary.
## City of Apalachicola
### GENERAL FEE SCHEDULE

**Effective October 1, 2023  FY 2023-24**

<table>
<thead>
<tr>
<th>General Fees</th>
<th>Standard Rate</th>
<th>Discount Rate</th>
<th>Security Deposit</th>
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<tbody>
<tr>
<td><strong>Facility and Park Rentals</strong></td>
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<tr>
<td>Lafayette Park (Gazebo) - Per Event</td>
<td>$500</td>
<td>$200</td>
<td>$250</td>
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<tr>
<td>Riverfront Park - Per Event</td>
<td>$500</td>
<td>$200</td>
<td>$250</td>
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<tr>
<td>Holy Family Center Grand Room - Per Event</td>
<td>$300</td>
<td>$100</td>
<td>$100</td>
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<tr>
<td>Holy Family Center Classroom - Per Event</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
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<tr>
<td>Holy Family Center Outside - Per Event</td>
<td>$150</td>
<td>$100</td>
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<tr>
<td>Event Permit</td>
<td>$100</td>
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<td><strong>Public Records Research &amp; Reproduction</strong></td>
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<tr>
<td>Copies 8 1/2 x 11 - each</td>
<td>$0.15</td>
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<tr>
<td>Copies 8 1/2 x 11 - two sided - each</td>
<td>$0.20</td>
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<td>City Map 8 1/2 x 11 - each</td>
<td>$1.00</td>
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<tr>
<td>NSF - Return Check Fee</td>
<td>$35.00</td>
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<tr>
<td>Labor - Employee - rate per hour</td>
<td>According to FL Statute</td>
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<tr>
<td><strong>Golf Cart Registration</strong></td>
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<td>Golf Cart Registration Fee - Per Year</td>
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<td>Registration Fee</td>
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<td>Golf Cart Use in City Limits per Ordinance</td>
<td>$50.00</td>
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<td><strong>Cemeteries</strong></td>
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<tr>
<td>Magnolia Cemetery - Per Lot = 4 Plots</td>
<td>$1,200.00</td>
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<tr>
<td>Magnolia Cemetery - Per Plot</td>
<td>$300.00</td>
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<tr>
<td>Snowhill Cemetery - Per Lot = 4 Plots</td>
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<td>Snowhill Cemetery - Per Plot</td>
<td>$300.00</td>
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<td>Magnolia/Snowhill - Grave Open M - F before 2:00 PM</td>
<td>$250.00</td>
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<td>Magnolia/Snowhill - Grave Open M - F after 2:00 PM</td>
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<td>Magnolia/Snowhill - Grave Open S - S 9:00 AM to 4:00 PM</td>
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<td><strong>Riverfront Park Slip Rental Fee</strong></td>
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<tr>
<td>Overnight Slip Rental Fee</td>
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<td>$2.00</td>
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<tr>
<td><strong>Battery Park Marina</strong></td>
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<tr>
<td><strong>Monthly Slip Rental Fees</strong></td>
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<tr>
<td>Base Rate</td>
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<tr>
<td>Length Surcharge</td>
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<tr>
<td>Utility Connection</td>
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<td><strong>Boat Launch Fees</strong></td>
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<tr>
<td>Franklin County Resident Fee</td>
<td>Free</td>
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<tr>
<td>Non-Franklin County Resident Fee</td>
<td>$10 daily</td>
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<tr>
<td>Franklin County Charter Captain Fee</td>
<td>$75 annually</td>
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<tr>
<td>Non-Franklin County Charter Captain Fee</td>
<td>$150 annually</td>
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<tr>
<td><strong>RV Overnight Camping Fees</strong></td>
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<tr>
<td>Overnight RV Camping Fee</td>
<td>Self-Contained Recreational Vehicle Only. NO utility, water or sewage connections available. PER NIGHT</td>
<td>$30</td>
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<td><strong>Transient (Overnight) Slip Rental Fee</strong></td>
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<td>Overnight Slip Rental Fee</td>
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<tr>
<td><strong>Live Aboard Rental Fees -</strong></td>
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<td>Live Aboard</td>
<td>$200 + Normal Slip Rental Fee</td>
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<td><strong>Penalties / Fines / Fees</strong></td>
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<tr>
<td>Return Check Fee</td>
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<td>1st Rule Violation</td>
<td>Written Warning Issued</td>
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<td>Final Notice</td>
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<td>3rd Rule Violation</td>
<td>Contract Termination</td>
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<td>Scipio Creek Marina</td>
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<tr>
<td>Scipio Creek Marina - Per Linear Foot - Monthly</td>
<td>$1.50</td>
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<tr>
<td>Scipio Creek Marina - Overnight Docking Per Foot Per Night</td>
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<table>
<thead>
<tr>
<th>Gun Range Fees</th>
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<tr>
<td>Daily visit</td>
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<tr>
<td>Annual</td>
<td>$200.00</td>
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<tr>
<td>Member + Immediate family</td>
<td>$300.00</td>
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<td>Free to Current and Retired City Employees</td>
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<table>
<thead>
<tr>
<th>Tree Ordinance Fees &amp; Fines</th>
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<tbody>
<tr>
<td>Permit Processing Fee</td>
<td>$50</td>
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<tr>
<td>Fine: if trees removed prior to tree application approval</td>
<td>$50</td>
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<tr>
<td>Trees: 4&quot; to 16&quot; tree (Non Patriarch) price each</td>
<td>$25</td>
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<tr>
<td>Trees: 16&quot; to less than 35&quot; tree (Non Patriarch) price each</td>
<td>$35</td>
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<tr>
<td>Total Non Patriarch Tree (Maximum per lot)</td>
<td>$250</td>
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<tr>
<td>Trees: Patriarch trees or any tree 35&quot; and larger</td>
<td>$1,000</td>
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<tr>
<td>Fine - Patriarch Tree Removal prior to application approval</td>
<td>$25,000</td>
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# City of Apalachicola

## LIBRARY FEE SCHEDULE

**Effective October 1, 2023**

<table>
<thead>
<tr>
<th>Services</th>
<th>Standard Fee</th>
<th>Non-for-Profit</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Copier Fees</strong></td>
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<tr>
<td>B&amp;W -- 8 1/2 x 11</td>
<td>$0.15</td>
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<td>B&amp;W -- 8 1/2 x 14</td>
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<td>B&amp;W -- double sided</td>
<td>$0.20</td>
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<td>B&amp;W -- 11 x 17 posters</td>
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<td>Color -- 8 1/2 x 11</td>
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<td>Color -- 8 1/2 x 14</td>
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<tr>
<td>Color -- double sided</td>
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<tr>
<td>Color -- 11 x 17 posters</td>
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<td>Supplies -- paper</td>
<td>$0.03</td>
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<td>Supplies -- poster paper</td>
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<tr>
<td>Supplies -- earbuds</td>
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<td>Supplies -- jump drives</td>
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<table>
<thead>
<tr>
<th>Services</th>
<th>Standard Fee</th>
<th>Non-for-Profit</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Services</strong></td>
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<tr>
<td>Faxes -- Local</td>
<td>$3.00</td>
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<td>$3.00 minimum for first 10 pages; $1 minimum for every 5 pages thereafter</td>
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<td>Faxes -- Long distance</td>
<td>$4.00</td>
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<td>Faxes -- Incoming</td>
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<td>$3.50 minimum for first 10 pages; $1 minimum for every 5 pages thereafter</td>
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<td>Scans</td>
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<td>Lamination</td>
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<th>Books for Sale</th>
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<tr>
<td>Hard cover</td>
<td>Paperback</td>
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<tr>
<td>Island Light</td>
<td>$23.00</td>
<td>$15.00</td>
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</tr>
<tr>
<td>Outposts on the Gulf</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At the Water's Edge</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apalachicola Diary</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apalachicola Before 1861</td>
<td>$25.00</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**Dosik Community Room Rental**

<table>
<thead>
<tr>
<th>Services</th>
<th>Standard Fee</th>
<th>Non-for-Profit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>For profit / non-partner</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For profit / partner</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not-for-profit</td>
<td>No Charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Not-for-Profit must be a registered 501 (c)(3) to obtain discounted rate.
## General Fees

### Occupational License
- License Fees Vary Per Category (See Ordinance 2005-11)
- Penalties added Oct 1 at 10%, 5% ea. Additional month not to exceed 25%
- Sidewalk Use - Restaurants: $250.00
- Sidewalk Use - Retail: $200.00

### Code Enforcement
- First Violation: $250
- Repeat Violation: $400

### Sign Permits
- Sign Permit Application Fee: $50.00
- Sign Permit Fee: $1.00 per square foot (minimum $2.00)
- Mural Permit Application Fee: $100.00
- Mural Permit Fee: $1.50 per square foot

### Residential Building - One to Two Residential Units

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Structure</td>
<td>Current ICC Valuation Table</td>
</tr>
<tr>
<td>Remodel/Additions (Includes Pools)</td>
<td>Current ICC Valuation Table</td>
</tr>
<tr>
<td>Plan Review</td>
<td>Current ICC Valuation Table</td>
</tr>
<tr>
<td>Accessory Structure (Includes Storage Building, Marine Seawalls and Docks)</td>
<td>Current ICC Valuation Table</td>
</tr>
<tr>
<td>Fence replacement or repair</td>
<td>$0</td>
</tr>
<tr>
<td>Roof/Re-Roof</td>
<td>$100</td>
</tr>
<tr>
<td>House Moving Fee</td>
<td>$500.00 Residential</td>
</tr>
<tr>
<td>Occupancy/Change of Use</td>
<td>$100</td>
</tr>
<tr>
<td>Other Not Listed</td>
<td>$100</td>
</tr>
<tr>
<td>Individual Supplemental Permit (Temp power pole, electrical, plumbing, HVAC, Gas, &amp; Roofing)</td>
<td>$100 for individual permit</td>
</tr>
<tr>
<td>Supplemental Permits (Temp power pole, electrical, plumbing, HVAC, Gas, &amp; Roofing)</td>
<td>$200 overall under general contractor permit</td>
</tr>
</tbody>
</table>

### Commercial Building & Three or More Residential Units
Value of construction for commercial building and three or more residential units shall be calculated on the total cost of construction divided by the number of units. All units required to pay permit fees based on each unit individual.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Structure</td>
<td>$6.00 per thousand valuation</td>
</tr>
<tr>
<td>Additions/Remodel (Includes Pools)</td>
<td>$7.00 per thousand valuation</td>
</tr>
<tr>
<td>Accessory Structures (Includes Storage Building, Marine Seawalls and Docks)</td>
<td>$7.00 per thousand valuation</td>
</tr>
<tr>
<td>Roof/Re-Roof</td>
<td>$7.00 per thousand valuation</td>
</tr>
<tr>
<td>Commercial Plan Review</td>
<td>One Half (1/2) Base Permit Fee</td>
</tr>
<tr>
<td>Occupancy/Change of Use</td>
<td>$100.00</td>
</tr>
<tr>
<td>Moving of Structure</td>
<td>$6.00 per thousand valuation</td>
</tr>
<tr>
<td>Other Not Listed</td>
<td>$100.00 minimum</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$0.70 per thousand valuation</td>
</tr>
<tr>
<td>HVAC</td>
<td>$0.70 per thousand valuation</td>
</tr>
<tr>
<td>Electrical</td>
<td>$0.70 per thousand total valuation</td>
</tr>
</tbody>
</table>

### Residential Exception Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Heater Replacement</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pool Electrical</td>
<td>$100.00</td>
</tr>
<tr>
<td>Single Service Change</td>
<td>$100.00</td>
</tr>
<tr>
<td>Burglar Alarm Install</td>
<td>$100.00</td>
</tr>
<tr>
<td>Single Temp Pole</td>
<td>$100.00</td>
</tr>
<tr>
<td>Gas Commercial up to 10 Outlets</td>
<td>$100.00</td>
</tr>
<tr>
<td>Commercial over 10 Outlets</td>
<td>$100.00 plus $10.00 each outlet over 10</td>
</tr>
<tr>
<td>Residential</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mobile Home Set-Up Fee</td>
<td>$150.00 Singlewide</td>
</tr>
<tr>
<td></td>
<td>$150.00 Doubleside</td>
</tr>
<tr>
<td></td>
<td>$175.00 Triplewide</td>
</tr>
</tbody>
</table>

Fee includes set-up only, does not include decks or accessory structures. May not include any attachable additions. Electrical and Split mechanical systems - $75.00 each. No additional permit required for plumbing or mechanical package units.
## City of Apalachicola

**Building / Code Enforcement**  
*effective October 1, 2023  FY 2023-24*

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Re-Inspection Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Failure to Call for Inspection</td>
<td>$75.00</td>
</tr>
<tr>
<td>Failure to Receive Building</td>
<td>$250.00 plus double permit fee for all work</td>
</tr>
<tr>
<td>Permit Prior to Construction</td>
<td>started prior to permit issuance</td>
</tr>
<tr>
<td>Special Inspection and All Other Inspections</td>
<td>$100.00 per hour – minimum 1 hour</td>
</tr>
<tr>
<td>where no Permit Fee is Generated</td>
<td></td>
</tr>
<tr>
<td>After Hours Emergency Call Out</td>
<td>$100.00 for first hour</td>
</tr>
<tr>
<td></td>
<td>$100.00 per hour thereafter</td>
</tr>
</tbody>
</table>

The permit and fee accessed for this service will be the responsibility of the contractor and owner. Payment will be made upon arrival of the inspector or to the Building Department immediately following the inspector or to the Building Department immediately following service.

### Miscellaneous Fees

**FILL FEES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Landscaping, less than 1000 sq</td>
<td>$0.00</td>
</tr>
<tr>
<td>A&amp;V FLOOD ZONES</td>
<td></td>
</tr>
<tr>
<td>Greater than 5 cu yds but less than 10 cu yds</td>
<td>$100.00</td>
</tr>
<tr>
<td>Greater than 10 cu yds but less than 20 cu yds</td>
<td>$200.00</td>
</tr>
<tr>
<td>Each additional yard of fill</td>
<td>$20.00</td>
</tr>
<tr>
<td>X ZONE</td>
<td></td>
</tr>
<tr>
<td>Greater than 5 cu yds but less than 20 cu yds</td>
<td>$100.00</td>
</tr>
<tr>
<td>Each additional yard of fill</td>
<td>$10.00</td>
</tr>
<tr>
<td>Site Prep, Driveway, Sidewalk, Landscape not to exceed 8 cubic yards of fill</td>
<td>$50.00</td>
</tr>
<tr>
<td>Site Prep, Driveway, Sidewalk, Landscape that includes 8 cubic yards to 10 cubic yards of fill</td>
<td>$100.00</td>
</tr>
<tr>
<td>Each additional yard of fill</td>
<td>$20.00</td>
</tr>
<tr>
<td>Penalty for fill above permitted quantity</td>
<td>$500.60</td>
</tr>
<tr>
<td>Fill requires site plan review, concurrency review and associated fees</td>
<td></td>
</tr>
</tbody>
</table>

**Quasi-Judicial Variance Requests** $1,600.00  
**Quasi-Judicial Special Exception Requests** $1,600.00  
**Records Request** According to FL Statute  
**Sketch Plat** $100.00 plus $2.00 per lot  
**Preliminary Replat** $2,000.00  
**Final Replat** $1,500.00  
**Preliminary Replat** $100.00 plus $2.00 per lot  
**Final Replat** $2,000.00  
**Re-Zoning Requests** $2,000.00  
**Land Use Change Requests** $2,000.00  
**Combination Re-Zoning/ Land Use Requests** $3,500.00  
**Residential Concurrency Review** No Charge  
**Water/Sewer Availability** $100.00  
**Commercial Concurrency Review** $100.00  
**Water/Sewer Availability** Required for commercial development  
**Zoning Compliance Fee** $35.00  
**Floodplain Management Fee** $50.00  
**Commercial Stormwater Review** $300.00  
**Stormwater Utility**  
| Single Family Detached Residence | $1.00 per month |
| Other Residential Multi-Family    | $1.00 per month for each dwelling unit |
| Institutional                     |                |
| Gov't & Non-For-Profit Facilities | $2.00 per month |
| Commercial                       | $2.00 per month for each water or sewer connection |

**Stormwater Permit Impact Fees**  
A one-time stormwater impact fee will be levied on each City building permit which is equivalent to five years of standard utility billing rates.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential - Single Family</td>
<td>$1.00 per month for 60 months - $60.00</td>
</tr>
<tr>
<td>Commercial - Standard</td>
<td>$2.00 per month for 60 months - $120.00</td>
</tr>
<tr>
<td>Commercial - One-half (0.5) acre</td>
<td>$6.00 per month for 60 months - $360.00</td>
</tr>
<tr>
<td>Mobile Food Truck Event Authorization</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

**Credit Card fee** 3%

**Site Plan Review – Includes Site Plan Review and Two Reviews**

## Development Order Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential New Construction</td>
<td>$200.00 Base Rate</td>
</tr>
<tr>
<td>Residential Accessory structures, including decks &amp; pools, any lot coverage</td>
<td>$50.00</td>
</tr>
<tr>
<td>Commercial/Multifamily New Construction</td>
<td>$450.00</td>
</tr>
</tbody>
</table>
5,000 - 20,000 square ft.; 2-5 acres or 4-24 Units  $1,600.00
20,001 - 100,000 square ft.; 5-10 acres or 25-100 Units $2,500.00
over 100,000 square ft.; over 10 acres or over 100 Un $3,600.00
Commercial review subsequent  $100.00 per review

Amendments to local development order - Same as stated for Commercial/Industrial Site Plan Review above.

<table>
<thead>
<tr>
<th>Development of Regional Impact (DRRI)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New DRRI</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Site Plan Review, less than 5,000 sq. ft. and less than 2 acres</td>
<td>$500.00</td>
</tr>
<tr>
<td>Site Plan Review, 5,000 sq. ft. - 100,000 sq. ft. and less than 2 acres</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Site Plan Review, 5,000 sq. ft. - 100,000 sq. ft. and 2 to 10 acres</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Site Plan Review, more than 100,000 sq. ft. or more than 10 acres</td>
<td>Negotiated</td>
</tr>
<tr>
<td>City of Apalachicola</td>
<td>UTILITY BILLING</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><strong>Drinking Water / Wastewater Connections (tap fees)</strong></td>
<td>Water Inside Rate</td>
</tr>
<tr>
<td>Residential</td>
<td></td>
</tr>
<tr>
<td>Connection 3/4” or less</td>
<td>$1,390.50</td>
</tr>
<tr>
<td>Connection 1”</td>
<td>$2,761.00</td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
</tr>
<tr>
<td>Connection 3/4”</td>
<td>$1,946.70</td>
</tr>
<tr>
<td>Connection 1”</td>
<td>$3,893.40</td>
</tr>
<tr>
<td>Connection 1 1/2”</td>
<td>$6,118.20</td>
</tr>
<tr>
<td>Connection 2”</td>
<td>$12,236.40</td>
</tr>
<tr>
<td>Connection 3”</td>
<td>$15,434.55</td>
</tr>
<tr>
<td>Connection 4”</td>
<td>$26,280.45</td>
</tr>
<tr>
<td>Connection 6”</td>
<td>$39,597.32</td>
</tr>
<tr>
<td>Connection 8”</td>
<td>$52,560.90</td>
</tr>
<tr>
<td><strong>Other Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Pit Charge (to be paid at time of tap fee)</td>
<td>$2,060.00</td>
</tr>
<tr>
<td>Meter/Meter Box Replacement (minimum $500 based on location and meter)</td>
<td>$51.50</td>
</tr>
<tr>
<td>Road Bore (Minimum $500, Based on location)</td>
<td>$515.00</td>
</tr>
<tr>
<td><strong>Residential Monthly Water / Wastewater Rates</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Drinking Water / Wastewater Rates</strong></td>
<td>Water Inside Rate</td>
</tr>
<tr>
<td>Residential 3/4”</td>
<td>$14.37</td>
</tr>
<tr>
<td>Residential 1”</td>
<td>$14.37</td>
</tr>
<tr>
<td>Residential 1 1/2”</td>
<td>$14.37</td>
</tr>
<tr>
<td>Residential Sewer Usage Fee</td>
<td>$23.54</td>
</tr>
<tr>
<td><strong>Usage Charges per 1000 Gallons</strong></td>
<td></td>
</tr>
<tr>
<td>Over 1000 to less than 3000</td>
<td>$5.08</td>
</tr>
<tr>
<td>3000 to less than 6000</td>
<td>$5.33</td>
</tr>
<tr>
<td>6000 to less than 9000</td>
<td>$5.60</td>
</tr>
<tr>
<td>9000 to less than 13000</td>
<td>$5.90</td>
</tr>
<tr>
<td>13000 +</td>
<td>$6.17</td>
</tr>
<tr>
<td>Stormwater Fee Residential (monthly)</td>
<td>$1.03</td>
</tr>
<tr>
<td>Stormwater Impact Fee Residential for new construction</td>
<td>$61.80</td>
</tr>
<tr>
<td><strong>Commercial Monthly Drinking Water / Wastewater Rates</strong></td>
<td>Water Inside Rate</td>
</tr>
<tr>
<td>Commercial 3/4”</td>
<td>$31.02</td>
</tr>
<tr>
<td>Commercial 1”</td>
<td>$61.94</td>
</tr>
<tr>
<td>Commercial 1 1/2”</td>
<td>$97.34</td>
</tr>
<tr>
<td>Commercial 2”</td>
<td>$194.70</td>
</tr>
<tr>
<td>Commercial 3”</td>
<td>$223.07</td>
</tr>
<tr>
<td>Commercial 4”</td>
<td>$418.06</td>
</tr>
<tr>
<td>Commercial 6”</td>
<td>$4,769.94</td>
</tr>
<tr>
<td>Commercial 8”</td>
<td>$6,147.14</td>
</tr>
<tr>
<td>Commercial Sewer Usage Fee</td>
<td>$97.85</td>
</tr>
<tr>
<td><strong>Usage Charges per 1000 Gallons</strong></td>
<td></td>
</tr>
<tr>
<td>Over 1000 to less than 3000</td>
<td>$5.08</td>
</tr>
<tr>
<td>3000 to less than 6000</td>
<td>$5.33</td>
</tr>
<tr>
<td>6000 to less than 9000</td>
<td>$5.60</td>
</tr>
<tr>
<td>9000 to less than 13000</td>
<td>$5.90</td>
</tr>
<tr>
<td>13000 +</td>
<td>$6.17</td>
</tr>
<tr>
<td>Stormwater Fee Commercial (monthly)</td>
<td>$2.06</td>
</tr>
<tr>
<td>Stormwater Impact Fee Commercial for new construction</td>
<td>$123.60</td>
</tr>
<tr>
<td>Stormwater Impact Fee Commercial for new construction (0.5 acre or more)</td>
<td>$370.80</td>
</tr>
</tbody>
</table>
# City of Apalachicola

## Utility Billing

**Effective:** FY 2021-22

### Fees: Drinking Water / Wastewater

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>All Connections</th>
<th>Charges are for any type of Connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Payment</td>
<td>10% after 10th</td>
<td></td>
</tr>
<tr>
<td>Return Check or ACH Fee</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Shut Off Fee</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Water Turn On Fee</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Transfer Fee</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Pull Fee (turned off after 2 mths bill)</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Meter - Re-read Fee</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>After hours turn on</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Cut lock off meter - 1st offense - (Lock placed on meter by City for any reason and is cut off)</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Cut lock off meter - 2nd offense - (Lock placed on meter by City for any reason and is cut off)</td>
<td>$250.00 and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>meter pulled</td>
<td></td>
</tr>
</tbody>
</table>

### Data Log Fees

- **First Occurrence in 12 month period:** No Charge
- **Repeat Data Log Fee Per Occurrence:** $15.00

### Deposits

- **Residential:** $150.00
- **Commercial Small Users:** $200.00
- **Commercial Medium Users:** $500.00
- **Commercial Large Users:** $800.00

### Examples of Type of Business

- Merchants, General Commercial
- Restaurant, Grocery Store
- Seafood Processing

### Solid Waste

<table>
<thead>
<tr>
<th>Type</th>
<th>Qty - Container</th>
<th>Frequency</th>
<th>Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential / monthly / 1 can</td>
<td>$23.00</td>
<td>24.15</td>
<td></td>
</tr>
<tr>
<td>Commercial / monthly / 1 can</td>
<td>$55.50</td>
<td>37.25</td>
<td></td>
</tr>
<tr>
<td>Commercial / 2xwk</td>
<td>$70.00</td>
<td>73.5</td>
<td></td>
</tr>
<tr>
<td>2 yd 1x week / monthly</td>
<td>$65.00</td>
<td>68.25</td>
<td></td>
</tr>
<tr>
<td>2 yd 2x week / monthly</td>
<td>$144.00</td>
<td>151.2</td>
<td></td>
</tr>
<tr>
<td>4 yd 1x week / monthly</td>
<td>$144.00</td>
<td>151.2</td>
<td></td>
</tr>
<tr>
<td>4 yd 2x week / monthly</td>
<td>$278.00</td>
<td>291.9</td>
<td></td>
</tr>
<tr>
<td>4 yd 3x week / monthly</td>
<td>$432.00</td>
<td>453.6</td>
<td></td>
</tr>
<tr>
<td>6 yd 1x week / monthly</td>
<td>$216.00</td>
<td>222.48</td>
<td></td>
</tr>
<tr>
<td>6 yd 2x week / monthly</td>
<td>$432.00</td>
<td>453.6</td>
<td></td>
</tr>
<tr>
<td>6 yd 3x week / monthly</td>
<td>$650.00</td>
<td>682.5</td>
<td></td>
</tr>
<tr>
<td>6 yd 4x week / monthly</td>
<td>$860.00</td>
<td>903</td>
<td></td>
</tr>
<tr>
<td>6 yd 5x week / monthly</td>
<td>$1,080.00</td>
<td>1134</td>
<td></td>
</tr>
<tr>
<td>8 yd 1x week / monthly</td>
<td>$288.00</td>
<td>302.4</td>
<td></td>
</tr>
<tr>
<td>8 yd 2x week / monthly</td>
<td>$575.00</td>
<td>603.75</td>
<td></td>
</tr>
<tr>
<td>8 yd 3x week / monthly</td>
<td>$865.00</td>
<td>908.25</td>
<td></td>
</tr>
<tr>
<td>8 yd 4x week / monthly</td>
<td>$1,150.00</td>
<td>1207.5</td>
<td></td>
</tr>
</tbody>
</table>

---

*Inside - Inside City Limits  Outside - Outside City Limits

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*Note: % Increase effective 10/1/2021 - 6/30/2022. Commission may authorize other changes by budget amendment upon execution of new Solid Waste Contract.*
CITY VEHICLES MILEAGE

WATER/SEWER DEPARTMENT
William Cox – 2007 Chevrolet 2500 Silverado – 149,437
John Marshall – 2011 Chevy 2500 – 120,000
Rhett Butler – 2016 Service Truck – 54,544
Dan Cornwell/Garry Myers – 2021 F150 – 25,817
Johnny Harris – 2008 Chevy 1500 – 23,604
1996 Flat Bed – Ford F350 – 79,554
New F250 Service Truck – Ordered but not yet received

CITY HALL
Building Official – 2022 F150 – 3,360
No Driver – 2010 Dodge Charger – Blown Engine
Code Enforcement – 2015 Ford Explorer – 78,119

POLICE DEPARTMENT
Spare (Used When Vehicles Are Out Of Service) – 2016 Ford Explorer – 65,581
Chief Varnes – 2021 Silverado – 76,800
Chet Turner – 2017 Ford Explorer – 48,872
Timmy Davis – 2020 Ford F150 – 39,000
Chase Richards – 2022 Ford F150 – 5,464
Larry Smith – 2021 Ford F150 – 41,411
Ashley Webb – 2022 Ford Explorer – 10,099
Kevin Shuman – 2018 Ford Explorer – 47,700

PUBLIC WORKS DEPARTMENT
Robert Osburn – 2015 Silverado – 78,000
Greg Harris – 2015 Silverado – 110,000
Tracy Boone – 2012 Silverado – 220,000
Henry Sullivan – 2001 Ford F150 – 100,200
Inmate Transport Van – 2016 Express – 190,000
Kenny Wilson – 2021 Silverado – 10,000
Greg Chancey – 2023 Silverado – 2,000
Adam Joseph – 2023 Silverado – 2,200
David Amison – 2006 Silverado – 72,000
2004 F350 Van – Blown Engine
2001 Bucket Truck – Hydraulics Not Working
2006 Silverado – Blown Engine
2006 Silverado – Bad Transmission

FIRE DEPARTMENT
Fire Chief – 2007 Chevy – 128,158
2010 Tanker Engine
1997 Brush Truck
1998 Fire Truck
2019 Pumper Truck
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Adoption of the Area of Critical State Concern Workplan

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number:
Department: Administration
Contact: Travis Wade
Presenter: Kate DeLoach/Julie Dennis

BRIEF SUMMARY: The ACSC Workplan needs to be officially adopted by the City Commission. The Workplan will establish that projects undertaken by the City, and funded by the Stewardship Act, will be undertaken to protect the Apalachicola Bay as was intended by the legislation that was passed this year.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve a motion to Adopt the Workplan

FUNDING SOURCE: N/A

ATTACHMENTS: ACSC Workplan

STAFF’S COMMENTS AND RECOMMENDATIONS:
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This plan was prepared and updated through a grant with Florida Commerce and with assistance from OVID Solutions, The Southern Group, Dewberry Engineering and Beth Kirkland Consulting, LLC.
EXECUTIVE SUMMARY

The Apalachicola Area of Critical State Concern (ASCS) Work Plan describes projects and actions that the City, with support from the State and Federal Government, can take to address the intent of the Apalachicola Bay Protection Act (Section 350.055, Florida Statutes). The projects included in this plan, specifically address the intent of the legislation as it relates to:

- Upgrades and improvements needed to enhance wastewater and sewer infrastructure,
- Promotion of water quality to ensure a healthy environment and thriving economy for residents of the area and the state,
- Actions needed to support affordable housing near places of employment in the Apalachicola Bay Area, and
- Economic development activities that are compatible with the protection and conservation of the natural resources of the Apalachicola Bay.

The City of Apalachicola is a true state gem, situated along the banks of the Apalachicola River known for its historic working waterfront and world-famous oysters. Locals and industry experts have seen a decline in seafood production over the past decade and know that any given day, we are one natural or manmade disaster away from total collapse resulting in economic devastation for the entire community. Droughts, oil spills, tropical storms and most recently, Hurricane Michael have taken its toll on the bay and the seafood industry that it supports.

Recognizing these critical needs, in 2018 the Florida Legislature amended the Apalachicola Bay Area Protection Act to include an emphasis on improvements needed for water quality and affordable housing as a priority for this region. The Apalachicola ACSC Work Plan can be used as a framework by the City to:

- Guide local investment in projects of high priority to the community.
- Support the Apalachicola Stewardship Act passed in the 2022-23 legislative session and other legislative requests.
- Strategically approach requests for funding from Triumph Gulf Coast, Hurricane Michael Recovery and other grant opportunities.
- Outline a plan for addressing critical, long-standing infrastructure issues in the community that are important to the protection of natural resources and future economic development through expansion of local businesses in the community.

This plan was developed in partnership with all stakeholders and residents in the community as well as informed by a survey distributed to community members in 2020. The City of Apalachicola recognizes that to achieve success, all community stakeholders and organizations must play a role in the implementation of this plan.
AREA OF CRITICAL STATE CONCERN

Overview and History of the Apalachicola ACSC Designation

Apalachicola was designated as a Florida State Area of Critical State Concern in 1985, pursuant to Section 380.0555, Florida Statutes. Initially, the Apalachicola Bay Area designation included the City of Apalachicola, the City of Carrabelle, and unincorporated Franklin County (excluding Alligator Point). In 1993, all but the City of Apalachicola were removed from the designation. The Apalachicola River is the largest river in Florida. The Apalachicola River provides 35% of the freshwater input to the northeastern Gulf of Mexico. The River is the second largest river entering the Gulf of Mexico, with the Mississippi being the largest. The Apalachicola together with the adjoining Chattahoochee and Flint Rivers comprise a drainage system encompassing more than 19,000 square miles of southern Georgia, eastern Alabama and northern Florida and emptying into the Gulf of Mexico through Apalachicola Bay. The Apalachicola Chattahoochee Flint basin is considered a biodiversity hotspot and harbors one of the highest concentrations of threatened and endangered species in the United States. Apalachicola Bay is one of the more productive estuaries in North America, supplying approximately 90% of the oysters in Florida and 10% nationally, and is an important nursery ground for numerous commercially - and recreationally - important fish and invertebrate species.

The legislative intent of this designation was to protect the natural and economic resources of the Apalachicola Bay Area through comprehensive land planning, promoting economic growth, improving water quality, and promoting resource protection. In the last several years, additions have been made to the act to address the need for providing affordable housing in close proximity to places of employment (referred to as workforce housing) and protecting and improving water quality through federal, state, and local funding of water quality improvement projects including the construction and operation of wastewater management facilities that meet state requirements. As a part of this designation, any land development regulation or element of a local comprehensive plan in the City may be enacted only after it has been approved by the state land planning agency. The City was also required to enact land development regulations to protect the Apalachicola Bay Area from stormwater pollution and implement a management program. Progress on the objectives of the designation work plan is provided to the state on a semiannual basis who are then tasked with making recommendations to the Administration Commission.

Currently, there are five Areas of Critical State Concern in Florida, including the City of Apalachicola, the City of Key West and the Florida Keys, the Green Swamp Area, and the
Big Cypress Area. As a result of the nature of the designation, these areas can share similar challenges and characteristics despite the diversity. For example, in both the City of Apalachicola and the Florida Keys and Key West, unique natural resources provide the backbone of the economy, making economic growth and long-term sustainability heavily impacted by local natural resources. In 2016, Representative Holly Raschein (R-Key Largo) passed the Florida Keys Stewardship Act to provide a long-term framework for investing state resources in the Florida Keys & Key West. The legislation allocated up to $20 million for projects that address designation workplace objectives (wastewater, stormwater, and recently canal restoration) and $5 million annually for land acquisition of critical properties. While the funds are not recurring and are allocated in varying amounts annually, the statute provides a framework for long-term investment and shows additional legislative recognition of the need to continue to invest in these areas.

In addition to its designation as an Area of Critical State Concern in recognition of its significant natural resources and the industries that they support, the City of Apalachicola was named by the National Trust for Historic Preservation’s Dozen Distinctive Destinations of 2008. This recognition highlights the historic significance of the City. First settled in 1821 and incorporated by 1831, Apalachicola became the 3rd largest port on the Gulf of Mexico by 1837. Additional notable designations related to the area include: United Nations International Biosphere Reserve, State of Florida Aquatic Preserve, National Estuarine Research Reserve, Priority Water Body, Outstanding Florida Waters, and Shellfish Harvesting Area.

This plan will focus on four key project issue areas that support the objectives outlined in the state designation, including:

- Water Quality to ensure a healthy environment and a thriving economy for residents of the area and the state,
- Upgrades and improvements needed to enhance wastewater and sewer infrastructure,
- Economic Development activities that are compatible with the protection and conservation of the natural resources of the Apalachicola Bay, and
- Actions needed to support workforce housing near places of employment in the Apalachicola Bay Area.

In addition to the fact that these are clearly defined community needs, the City of Apalachicola’s designation as an Area of Critical State Concern means that there is statutory support for those needs and the statewide significance of protecting the City of Apalachicola.
Guiding Principles for the City of Apalachicola

The City’s designation is guided by the legislative intent of the Area of Critical State Concern designation and is broken into nine distinct objectives. Those objectives include:

- Protecting the water quality of the Apalachicola Bay Area to ensure a healthy environment and thriving economy,
- To financially assist the City in upgrading and expanding their sewage systems,
- To protect the Apalachicola Bay Area’s natural and economic resources by implementing and enforcing comprehensive plans and land development regulations,
- To assist with technical and advisory assistance in formulating additional land development regulations and comprehensive plan modifications,
- To monitor activities within the Apalachicola Bay Area in order to protect and preserve its natural resources,
- To provide a broad base of economic growth which is compatible with the protection and preservation of the areas resources,
- To educate the residents in order to protect and preserve the areas natural resources,
- To provide affordable housing in close proximity to places of employment, and
- To protect and improve the water quality of the Apalachicola Bay area through federal, state, and local funding of water quality improvement projects.
PROGRESS ON KEY CHALLENGES

The City of Apalachicola demonstrated its commitment to making improvements to its wastewater and potable water infrastructure systems by resolving outstanding challenges with the Florida Department of Environmental Protection and securing nearly $34 million in funding to address long-standing concerns.

Overview of Progress

Since the adoption of the 2020 ACSC Work Plan, the City of Apalachicola has been hard at work to demonstrate their commitment to the intent of this legislation through securing nearly $34 million in funding to support the guiding principles of the ACSC Program, the resolution of long-standing consent orders from the Florida Department of Environmental Protection and most recently, advocating for the passing of The Apalachicola Stewardship Act.

The Apalachicola Stewardship Act

The Apalachicola Stewardship Act (Appendix A) was passed by the State Legislature during the 2023 legislative session to create a framework for long-term state investments in the City of Apalachicola as an Area of Critical State Concern. The passing of this legislation marks a major milestone for the City as this took many years to get this new language enacted. This legislation authorizes the Florida Department of Environmental Protection to expend up to $5 million each fiscal year for the purpose of entering into financial assistance agreements with the City of Apalachicola to implement projects that improve surface water and ground water quality with the Apalachicola Bay ACSC, including the construction of stormwater management facilities, and central sewage collection facilities, installation of onsite sewage treatment and disposal systems, direct and indirect potable use, and other water quality and water supply projects for a period of five years.

This Act allows the City to pursue funding under the Act and not be required to file appropriation project requests to receive a direct appropriation in the budget and gives the Florida DEP the authority to work directly with the City. The Stewardship Act also shows state recognition of the need for additional support of the unique areas that share these designations. Modeled after the Florida Keys Environmental Stewardship Act, the Apalachicola Stewardship Act shows a recognition by the state of the unique challenges
facing communities with this designation and the need for state investment to achieve those goals outlined under the city’s designation.

The projects contained in this Areas of Critical State Concern Work Plan are meant to guide the City’s request for funding through this act over the next five years. By showing how each project addresses the intent of the ACSC designation, the City can demonstrate a connection to the state’s goals for the community.

**Consent Orders Lifted on Potable Water Concerns**

In March of 2023, the Florida Department of Environmental Protection recognized the City of Apalachicola’s efforts to meet the Safe Water Drinking Act by lifting a long-standing consent orders from 2012. Through years of dedicated work and investment, the City of Apalachicola has overcome its long struggle to reduce the levels of Total Trihalomethanes (TTHM) found in the municipal water supply and bring them into alignment with state and federal guidelines.

Like many small communities whose water supply comes from groundwater and requires treatment, limited population, aging infrastructure and changing technology and standards have continued to complicate those efforts. Initially, the City installed an aerator mixer to release TTHMs into an underground storage tank, following corrective steps outlined by the Florida Rural Water Association and the Florida Department of Environmental Protection. In early 2020, the Florida Department of Environmental Protection approved a pilot project to solve the TTHM problem with the implementation of a new treatment plan using Hydrogen Peroxide and greatly expanded system flushing. This project, along with efforts to clean wells, refurbish water tanks and regularly flush hydrants, helped the City to make steady progress towards meeting the TTHM standards which came into compliance in September of 2022. The City will continue to conduct monthly monitoring of potable water systems into the future and this plan includes a project to install potable water testing sites throughout the City to ensure that the problems do not resurface.

**Over $34 Million in Grant Funding Secured**

When Hurricane Michael slammed into the Panhandle of Florida as a Category 5 storm, it left devastation in its wake. However, it also opened the door for unprecedented funding opportunities throughout the region. This included FEMA funding as well as a special allocation of Community Development Block Grant – Disaster Recovery (CDBG-DR) funding that provides flexible resources to address infrastructure challenges. Recognizing this potential, the projects included in the 2020 Apalachicola ACSC Work Plan were aligned with proposed programs in the Hurricane Michael CDBG-DR Action Plan, where appropriate. In addition, the original plan tied projects back to other federal funding opportunities that were specific to Hurricane Michael for historic preservation,
affordable housing and economic development as well as state funding programs to support resiliency.

Since the adoption of the 2020 ACSC Work Plan, the City of Apalachicola has secured nearly $34 million in funding to implement many projects. Notable projects are highlighted below and the entire list of projects can be found in Appendix B:

- A Resilient Florida grant in the amount of $13.4 million to move critical wastewater infrastructure out of the flood zone to higher ground.
- A commitment to use $5.5 million in Coronavirus State and Local Fiscal Recovery Funds from the American Rescue Plan Act to further support the relocation of critical wastewater infrastructure and make advanced wastewater treatment upgrades to the system.
- A CDBG-DR Hometown Revitalization grant for $4.4 million to improve access to the City’s downtown district and Riverfront Park to Battery Park by demolishing and repairing important community assets and an additional $910,000 through this program to support economic revitalization in the historic Hill Community.
- A $3.9 million CDBG-DR Infrastructure grant to complete stormwater repairs that will alleviate floodwater drainage issues.
- Nearly $450,000 through two Rural Infrastructure Fund grants to assist with resolving potable water consent order concerns and an analysis of drainage basins that border the Apalachicola River and Bay to address stormwater challenges.
- Nearly $1.7 million in historic preservation funding to make repairs to the former City Hall and Harrison-Haney Warehouse as well as construct a museum to honor the African American heritage of the community.

Loan for Wastewater Infrastructure from Florida Department of Environmental Protection

In 1995, the City of Apalachicola entered into a $9.35 million loan agreement with the Florida Department of Environmental Protection to make improvements to the City’s aging wastewater treatment plant and collection system. An initial debt repayment schedule was formulated that would allow funding from an interest-bearing account to cover much of the debt. In 2013-2014, the City instituted a Sewer Use Fee to raise revenues to help pay down the debt obligations associated with the loan. In 2015-2016, as debt service payments on the loan began to rise, the City faced a deteriorating financial situation, struggling to make partial payments on the loan. In 2017, a Rural Water Association Report indicated that residential water and wastewater revenue was “not adequate to meet the projected expenditures and significant debt service requirements for the system” and recommended a three-year rate increase plan to address the shortfall.

In response to this recommendation, in January 2018, the City increased water and sewer rates along with non-senior and commercial accounts were increased in alignment with the Rural Water Association’s report. In 2019, with support from the Florida Department
of Environmental Protection, they began work and completed a system-wide Asset Management Plan. This report examines the water and sewer systems, suggests needed repairs, and prioritizes and examines costs as well as revenue projections. This plan will allow the City to prioritize and budget for ongoing improvements needed to the wastewater system. In doing so, the City can address the wastewater systems current/future needs while continuing discussions with the Florida Department of Environmental Protection about how best to move forward with satisfying the initial 1995 loan.

In late 2020, the City met with the Florida Department of Environmental Protection to discuss the loan. Thanks to a great partnership with the agency, the City was able to renegotiate the terms of the loan to include a 0% interest rate and forgiveness on all penalties and fees. The City of Apalachicola has been steadily making payments on this loan since the renegotiation of the terms.

In addition to wastewater, the City of Apalachicola is also addressing stormwater and its role in overall water quality concerns locally. This includes securing grant dollars from projects as well as the completion of several projects designed to reduce nutrients in stormwater and address community flooding that overwhelms stormwater systems. The City has also undertaken a number of resiliency projects to help address concerns related to stormwater, including utilizing surveys and mapping data to develop policies and objectives for managing the City’s stormwater system.
OPPORTUNITIES FOR
IMPLEMENTATION

Overview

This plan was developed to help the community strategically approach major funding sources that may be available over the next five years. Additional resources are also described in each project description included in the plan. Through the opportunities described below, the City of Apalachicola will bring this plan to life.

Apalachicola Stewardship Act

The Apalachicola Stewardship Act, as described in the previous section, authorizes the Florida Department of Environmental Protection to expend up to $5 million each year for a period of five years to address important water quality improvements through infrastructure projects. The infrastructure projects included in this plan are meant to guide the spending of these dollars for the years to come.

It is recognized that several of these projects are phased to include a study to pinpoint specific issues, engineering and design to alleviate these issues and finally construction to address the challenge. Understanding that the studies and design work will inform the construction of each project, this list is meant to be flexible and may change over the course of time to better refine the needs of the community.

Triumph Gulf Coast

Triumph Gulf Coast, Inc., is a non-profit corporation organized to oversee the expenditure of 75% of all funds recovered by the Florida Attorney General because of the economic impacts of the 2010 Deepwater Horizon oil spill. Created in 2013, the program was appropriated funds by Governor Rick Scott in 2017. Eligible projects must meet the priorities of economic recovery, diversification, and enhancement and can be provided for the following in disproportionately affected counties.

The City of Apalachicola has submitted several projects for consideration in the past but has not yet received an award for funding. To better understand the requirements of funding and help Triumph Gulf Coast, Inc. to understand the economic development needs of the City, the City has met several times with Triumph staff and leadership to explore potential project opportunities. The new projects highlighted in this plan are the
result of these conversations and potential opportunities to explore in the future that may allow the City to tap into this important regional resource.

State of Florida Live Local Act

On March 29, 2023 the Live Local Act was signed into law, which represents the State of Florida’s largest investment for housing efforts in Florida history. SB 102 appropriates $771 million for housing projects through the Florida Housing and Finance Corporation (FHFC), nearly doubling the 2022-2023 investment. This includes:

- $259 million for the State Apartment Incentive Loan (SAIL) Program for low-interest loans to developers with $150 million of these funds recurring for certain specified uses, such as projects near military installations.
- $252 million for the State Housing Initiative Partnership (SHIP) Program for incentives for local governments to create partnerships to preserve and produce housing.
- $100 million for the second year of the Hometown Heroes Program to provide downpayment and closing cost assistance to hometown heroes purchasing their first home.
- $100 million for FHFC to implement a loan program to alleviate inflation-related cost increases for FHFC-approved housing projects.

In addition, the Act:

- Creates a new tax donation program to allow corporations to direct certain tax payments to help fund housing programs and increases tax credits available through the Community Contribution Tax Credit Program from $14.5 million to $25 million.
- Provides up to $5,000 refund for sales tax on building materials for housing units funded through FHFC and broadens FHFC’s ability to invest in housing for children in foster care or who are aging out.
- Codifies the Hometown Heroes downpayment assistance program in law and increases the borrowing limit per loan to $35,000.
- Expands eligibility for the Job Growth Grant Fund to authorize public infrastructure projects that support housing.

This law recognizes that the provision of workforce housing is essential to the growth of local economies across the state. As a guiding principle of the ACSC Program, this law will allow for important new regulatory and funding opportunities that could help the City address long-standing issues with providing housing for its public servants, teachers and other essential workers in the City and Franklin County as a whole.
Monumental Federal Funding Opportunities

In 2021 and 2022, the federal government took unprecedented action to address infrastructure needs in communities around the nation. On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) also known as the Bipartisan Infrastructure Law (BIL) was signed into law. This legislation is the largest long-term investment in infrastructure in the nation’s history, providing $550 billion over 2022 – 2026 in new federal investment in infrastructure including roads, bridges, mass transit, water infrastructure, resilience, and broadband. Many of these opportunities will be implemented as competitive grant applications over a five-year period. In addition, on August 16, 2022, the Inflation Reduction Act was signed into law with the intent to build a new clean energy economy through billions of dollars in grant, loan, and tax incentive programs as well as other investments for clean energy and climate change initiatives.

In addition to these two important pieces of legislation, Executive Order 14008, or the Justice40 Initiative, makes it a goal of the Federal Government to spend 40% of the overall benefits of federal investments in disadvantaged communities that are marginalized, underserved, and overburdened by pollution. This will result in the transformation of federal funding programs to prioritize these areas for funding related to climate change, clean energy and energy efficiency, clean transit, affordable and sustainable housing, training and workforce development, remediation and reduction of legacy pollution, and the development of critical clean water and wastewater infrastructure. It should be noted that Franklin County in its entirety is considered disadvantaged and therefore a priority for these monumental federal funding opportunities.
SUMMARY OF PROPOSED ACTIONS AND PROJECTS

Overview
This plan contains projects and actions aimed at addressing infrastructure, economic development, housing, and water quality as the guiding principles for development under the City of Apalachicola’s Area of Critical State Concern designation. As is the case for many places of environmental significance, many of these projects are inextricably connected and will address multiple issues important to the City of Apalachicola.

Table 1 is a summary of all projects contained in this plan and is intended to demonstrate the multiple benefits that can be provided by the project as a way to help the City identify appropriate funding sources and accurately describe the benefits of the project. Due to the significant challenges with infrastructure, it’s important to note that improvements under this category would positively benefit water quality, workforce housing and economic development. In addition, some projects are recognized as phased by denoting an A, B, and C after the project number. Each project is detailed further in the sections that follow with an overall summary, project cost, potential project sponsors, suggested action steps and potential funding sources. The funding sources identified in the plan are further detailed in the Implementation Plan which begins on page 62.

Priority Projects
In addition, projects that are highlighted in BLUE were identified by the Apalachicola City Commission in a Public Workshop on May 11, 2023, as a priority and staff have been directed to prepare detailed scopes of work to ensure that the project is ready to be funded through the Apalachicola Stewardship Act or other grant sources. In addition, a detailed cost estimate has been prepared for all infrastructure projects in blue. The information on each of these projects can be found in the corresponding section of the plan which includes the detailed cost estimates and quotes received to ensure project readiness.
### Table 1. Summary of Infrastructure Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Infrastructure</th>
<th>Water Quality</th>
<th>Housing</th>
<th>Economic Development</th>
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</thead>
<tbody>
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<td>WW.1A. Wastewater Treatment and Collection Systems Inflow and Infiltration Study</td>
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<tr>
<td>WW.1B. Wastewater Treatment Repair Design</td>
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<td>WW.1C. Major Wastewater Pipe Replacement Project</td>
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<td>WW.2. Construction of Wastewater Treatment Plant Headworks and Relocation</td>
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<td>WW.3. Lift Station Rehabilitation</td>
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<td>WW.4. Vacuum Station – Electronic Upgrades</td>
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<td>WW.5. Water Plant - Electronic Upgrades</td>
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<td>WW.6. Repair/Construction of Sprayfield</td>
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<td>WW.7. Upgrades to the City’s Irrigation System</td>
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<td>WW.8. Flo-Vac Monitor Installations</td>
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<td>WW.9A. Franklin Unincorporated – Septic to Sewer Conversion Project Feasibility Study</td>
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<tr>
<td>WW.9B. Franklin Unincorporated – Septic to Sewer Conversion Project Design</td>
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<td>WW.9C. Franklin Unincorporated – Septic to Sewer Conversion Project Construction</td>
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<td>WW.10. Operational Staffing Needs</td>
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<td>PW.1. Fire Hydrant Replacement</td>
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<td>PW.2. Potable Water Valve Replacements</td>
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<td>PW.3. Potable Water Testing Site Installation</td>
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### Table 2. Summary of Water Quality Projects

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<tr>
<th>Project</th>
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<th>Water Quality</th>
<th>Housing</th>
<th>Economic Development</th>
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<td><strong>WATER QUALITY</strong></td>
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<td>PE.1. Steward of the River Guidance for Residents – Outreach Campaign</td>
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<td>SW.1A. Stormwater Inflow and Infiltration Study</td>
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<td>SW.1B. Stormwater Design</td>
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<tr>
<td>SW.1C. Stormwater Construction</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
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</tbody>
</table>
**Table 3. Summary of Workforce Housing Projects**

<table>
<thead>
<tr>
<th>Project</th>
<th>Infrastructure</th>
<th>Water Quality</th>
<th>Housing</th>
<th>Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.1. Comprehensive Workforce Housing Study</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>H.2. Workforce Housing Revolving Loan Program</td>
<td></td>
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<td>✓</td>
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<tr>
<td>H.3. Community Rating System Implementation to Increase Affordability</td>
<td></td>
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**Table 4. Summary of Economic Development Projects**

<table>
<thead>
<tr>
<th>Project</th>
<th>Infrastructure</th>
<th>Water Quality</th>
<th>Housing</th>
<th>Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED1. Enhancing Working and Recreational Waterfront Uses to Preserve the Commercial and Recreational Fishing Industries</td>
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<tr>
<td>ED2. Support the Restoration of the Wild Caught Oyster Industry</td>
<td></td>
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<tr>
<td>ED3. Facilitate Additional Oyster Farming in Franklin County.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ED4. Leverage Community Assets to Attract More Visitors</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>ED5. Expand Downtown Parking Improvements</td>
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<td></td>
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<td>✓</td>
</tr>
<tr>
<td>ED6. Business Incubator/Training/Coworking Space</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>ED7. Airport: Support County Efforts to Attract Industry</td>
<td>✓</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ED8. Airport: Master Utility Infrastructure Map</td>
<td>✓</td>
<td></td>
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<tr>
<td>ED9. Airport: Define Water Service</td>
<td>✓</td>
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<td>ED10. Airport: Determine Excess Capacity of Wastewater Infrastructure</td>
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<td>ED11. Create an Economic Development Taskforce</td>
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<td>ED12. Port of Apalachicola Waterfront Infrastructure Facilities</td>
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<td>ED13. Apalachicola Solar Project</td>
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</table>
INFRASTRUCTURE

Apalachicola is uniquely situated, essentially landlocked by water and wetlands as well as limited to very low land uses as required by the state. These factors, in addition to the impacts of changing economies and natural disasters, have created a perfect storm where Apalachicola is needing to improve many of their essential infrastructure systems, with limited income, while still protecting their natural assets.

U.S. Highway 98 is the only route through Apalachicola and goes right through the heart of downtown. The highway runs east to west along the panhandle coast and connects Apalachicola to Eastpoint across the Apalachicola Bay. Given these unique constraints, development the City has struggled to maintain adequate funding to support non-polluting infrastructure. The City needs wastewater and stormwater infrastructure improvements as well as drinking water improvements.

Due to the proximity of this infrastructure to the Apalachicola Bay and River, many of these projects have resulted in consent orders by the Florida Department of Environmental Protection and are now considered critical to preserve water quality.

While work has been done to resolve many of these challenges, additional work will be needed to ensure that the City remains in compliance.

Apalachicola Bay Protection Act

It is hereby declared that the intent of the Legislature is:

(a) To protect the water quality of the Apalachicola Bay Area to ensure a healthy environment and a thriving economy for the residents of the area and the state.

(b) To financially assist Franklin County and its municipalities in upgrading and expanding their sewerage systems.

(l) To protect and improve the water quality of the Apalachicola Bay through federal, state, and local funding of water quality improvement projects, including the construction and operation of wastewater management facilities that meet state requirements.

– Section 380.0555, Florida Statutes
Wastewater Projects

Improving the wastewater systems in and around Apalachicola continues to be a priority for the City as is evident by the seven projects that were prioritized by the Commission. It is recognized that these projects are vitally important to address all four of the guiding principles for development under the Apalachicola Bay Protection Act. These projects will:

- Address aging infrastructure challenges and provide new infrastructure in areas not currently serviced.
- Make upgrades and expand wastewater infrastructure projects, demonstrating the City's commitment to resolving outstanding consent orders and further protect the Bay from nutrients.
- Expand the sewer system to areas surrounding the City which will service existing workforce housing and make it possible to develop additional workforce housing.
- Address wastewater issues that cause challenges for downtown businesses and expand capacity at the Apalachicola Airport to allow for further economic growth.

While the City of Apalachicola has made significant progress in securing funding for major wastewater improvements, additional funding will be needed to complete the goals of the City under the ACSC Guiding Principles for Development.

**WW.1A. Wastewater Treatment and Collection Systems Inflow & Infiltration Study ($200,000)**

**Project Type**
Infrastructure; Water Quality

**Project Overview**
This project includes a study that uses smoke and cameras to determine the condition of pipes and identify problems throughout the wastewater system. The study is Phase 1 of the overall improvements to the wastewater system with results ultimately informing the design and construction of system improvements. The estimated total cost for this project is $500,000, however the City received $300,000 through a 2023 legislative appropriations bringing the remaining funding needed to $200,000.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Duke Energy Advancing Sites Infrastructure Fund
**WW.1B. Wastewater Treatment and Collections Improvement Design**  
($1,000,000)

**Project Type**  
Infrastructure; Water Quality

**Project Overview**  
Building off the study conducted in Phase 1, this project will design all improvements needed for wastewater collections throughout the City as Phase 2 of the improvement effort.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Duke Energy Advancing Sites Infrastructure Fund

**WW.1C. Major Wastewater Pipe Replacement and Repair**  
($10,000,000)

**Project Type**  
Infrastructure; Water Quality

**Project Overview**  
After the completion of design work in Phase 2, this project will replace or repair leaking pipes identified through the I&I study with direction from engineering and design plans. This will likely result in the need to dig under roads and other structures and include the replacement of this infrastructure after work is completed, resulting in additional funding needs. Scoping along with cost estimation for this project will not be fully achievable until Phase 2 design work is completed, however City Public Works Staff and city-contracted engineers estimate this project to be approximately $10 million.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Water Quality Improvement Grant Program
- Florida Job Growth Grant
- Duke Energy Advancing Sites Infrastructure Fund
WW.2. Construction of Wastewater Treatment Plant Headworks and Relocation ($15,000,000)

Project Type:
Infrastructure; Water Quality

Project Overview
This project will fund the relocation of the Wastewater Treatment Plant Headworks to a location on the same property that is outside of the flood zone. The project is currently underway with $18.9 million in funding through two separate Florida DEP grants but with increased costs due to inflation and ongoing supply challenges, it is recognized that this project will likely need more funding.

The City owns and operates an existing 1.0 MGD wastewater treatment plant. Many components within the facility have reached the end of their useful service life. As a result, the City would like to construct new treatment components adjacent to the existing facility to provide a reliable 1.0 MGD of treatment capacity. Certain components of the existing facility may remain as needed but the project will generally consist of the construction of new components adjacent to the existing facility. All improvements will be constructed above the established flood zone elevation of 12.0 according to the Florida Department of Environmental Protection's Rule 62-600.400(2). The following outlines the understanding of the improvements necessary to provide 1.0 MGD of treatment facilities.

Preliminary Treatment
Preliminary treatment will consist of influent flow metering, influent sampling equipment, mechanical screening and compaction, grit removal and classification. It is anticipated that these processes will be contained within a new stand-alone concrete structure. It is assumed that odor control for the new preliminary treatment structure will not be required.

Secondary Treatment
Secondary treatment is anticipated to consist of a sequencing batch reactor (SBR) process with associated aeration blowers, aeration diffusers, mixing equipment, waste activated sludge pumps, decant components, and post SBR flow equalization. It is anticipated that a secondary effluent pump station will be provided downstream of the SBR process to convey secondary effluent to tertiary treatment.

Tertiary Treatment
The existing effluent transfer pumps will be replaced with new pumps which can accommodate the maximum flows from the chlorine contact chamber. It is assumed that the existing filtration equipment, chemical storage and feed system, chlorine contact tank, effluent transfer pump station, reclaimed water ground storage tank, and reclaimed water distribution pump station will remain in service.
Solids Handling
Proposed solids handling facilities include a multi-tank aerobic digester, sludge transfer pump station and biosolids dewater equipment (e.g., belt filter press system), and truck loading area. New sludge transfer pumps will also be provided for the existing digesters. A new in-plant drain lift station is anticipated to accommodate digester supernatant and belt filter press filtrate.

Electrical
Other proposed improvements include a new electrical switchgear and MCC lineup housed in a new electrical building and a new backup electrical generator.

Other Improvements
A new electrical building and operations building will be provided. Structural, architectural, and MEP design for the two new buildings will be provided.
Yard piping associated with the above improvements will be provided. The existing effluent management (reject and reclaimed) valves currently are not in automatic operation; therefore, electric actuators will be added onto the existing valves or new valves with electric actuators will be installed.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Water Quality Improvement Grant Program
- Florida Job Growth Grant
- Resilient Florida Grant
- Community Development Block Grant – Disaster Recovery/Mitigation
- FEMA Building Resilient Infrastructure in Communities
- FEMA Hazard Mitigation Grant Program

**WW.3. Lift Station Rehabilitation ($768,360.26)**

Project Overview
Lift stations are used to reduce the capital cost of sewer system construction. A wastewater lift station is a pumping station that moves wastewater from a lower elevation to a higher elevation. The benefit of using a lift station in a sewage collection system is that it saves a substantial amount of money in excavation costs, which involves digging for sewer pipes. The City is currently working on rehabilitating lift stations for critical lift stations including the IGA lift station and stations at Sylvester Williams and Ellis Van Fleet. Additional funding is expected to be needed to complete this project.

The subject lift stations have been in use for many years and as a result the precast wet wells as well as the internal components of the wells have experienced deterioration
due to repeated chemical exposure. In order to prevent further deterioration and potential catastrophic failure of the wet wells, the City is proposing to install a liner system within the wet well to protect the concrete components from further corrosion. Additionally, the wet well internals (pumps, piping and rails) along with the electrical components (control panels and wiring) will be replaced. Finally, remote monitoring systems will be installed at these two sites as well as two additional City lift stations to allow for 24/7 monitoring and control of the stations, enabling more reliable service.

Costs in this estimate include a generator for each station ($110,000 x 2), approximately $450,000 in rehabilitation at both stations, remote monitoring ($31,360.26) and a 10% contingency to recognize unanticipated costs ($67,000).

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Water Quality Improvement Grant Program
- Florida Job Growth Grant
- Resilient Florida Grant
- Community Development Block Grant – Disaster Recovery/Mitigation
- FEMA Building Resilient Infrastructure in Communities
- FEMA Hazard Mitigation Grant Program

Additional Steps

This project should be added to the Franklin County Local Mitigation Strategy as the lift stations will be outfitted with generators to ensure continued service when power is not available.

**WW.4. Vacuum Station Electronic Upgrades ($50,000)**

Project Overview
There is a need to make complete electronic upgrades to the vacuum station at 108 Avenue F as it is nearly 25 years old. The equipment is at the end of its useful life and replacement parts are extremely difficult to locate. The proposed upgrades will include a RAFA 900 controller system (remote monitoring). By upgrading the electronics at this station, operators can monitor and control the station more efficiently, which can include collecting real-time data that will quickly identify issues and then take action to fix them. In some cases, electronic upgrades can allow for the diagnosis and fixing of problems remotely from a distance.
A recent quote for the RAFA system came in at $32,459.00. It is expected that there will be approximately $10,000.00 in additional electronic expenses and an additional approximately $7,500.00 in contingency.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Water Quality Improvement Grant Program
- Rural Infrastructure Funds
- Florida Job Growth Grant

**WW.5. Water Plant Electronic Upgrades ($37,708)**

**Project Overview**
The City’s potable water system is under a Consent Order with the Florida Department of Environmental Protection (FDEP) for potable water quality violations. Many of the plant components are outdated or at the end of their useful life. Once such component is the SCADA system which is outdated and lacks the availability of replacement parts to keep the system running. In order to prevent future violations, the City is proposing to replace the SCADA system with a new RAFA system that will allow for 24/7 remote monitoring and control of the water system. The RAFA controllers will be installed at the High Service Tank and Well #7.

A recent quote for the RAFA system came in at $14,280.00. It is expected that there will be approximately $20,000.00 in additional electronic expenses and $3,428.00 in contingency.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Water Quality Improvement Grant Program
- Florida Job Growth Grant

**WW.6. Repair/Construction of Sprayfield ($204,158)**

**Project Overview**
This project will replace and/or repair spray heads, solar panels and a single use pump for the spray field that is part of the Apalachicola wastewater system. The goal of this project is to streamline maintenance work, ensure water quality and the protection of the environment, ensuring proper water distribution encourages healthy ground saturation by preventing over-watering in spray fields. This project will also limit water runoff to surrounding waterbodies which enhance and preserve the local environment.
City staff have found that spray heads do not rotate, which is causing ponding in the fields as water cannot adequately spread as needed. In addition, the solar panels that are currently used to power the spray field are damaged and not working properly. The radio and fiber connections that allow the system to communicate with the main computer at the Wastewater Treatment Plant are not functioning properly and the City is currently having a technician investigate the issues. The main issue is the parts are no longer available due to the age and number of times the systems have been upgraded since installation, without upgrades to equipment. As a result of this challenge, an operator must manually go into the fields daily to correct these issues, which is a challenge for staff that is already working at max capacity. This project will allow for the system to work automatically, eliminating this burden on staff.

In addition, by continuing to use solar panels, the City is committed to decrease energy usage and reduce their carbon footprint. As the City’s sprayfield is located near the local airport, it would also ensure airport cleanliness and productivity by protecting the surrounding airfield.

The quote received for this project includes replacement of solar panels ($87,800.00), replacement of irrigation heads (300 heads at $553/ea. = $165,900.00), various repairs to radio system ($50,000) and $30,378.00 in contingency. The City received $130,000 through a 2023 legislative appropriation for this project bringing the total remaining funds needed to $204,158.00.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Water Quality Improvement Grant Program
- Florida Job Growth Grant
**WW.7 Irrigation System Upgrades ($600,000)**

**Project Overview**
Project will make upgrades to the City's irrigation system to allow for gray water to be sprayed in areas outside of the sprayfield as a Public Access Reuse Project to get rid of affluent. An alternative or complement to the sprayfield.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Water Quality Improvement Grant Program
- Rural Infrastructure Funds
- Florida Job Growth Grant

**WW.8. Flo-Vac Monitor Installations ($594,088.81)**

**Project Overview**
Flo-vac monitors are installed to monitor the sewer/vacuum pit volumes and identify issues by the volume of the water coming in which can pinpoint issues of infiltration by alerting when volumes are higher than normal so that an issue is identified before it damages the system.

The City of Apalachicola has suffered from inflow and infiltration in their sanitary sewer system as evidenced by abnormally high flows at the WWTF during rain events. The flows recorded at the WWTF have exceeded the current facilities permitted capacity. In order to pinpoint the sources of the infiltration the City is proposing the implementation of a gateway to allow for the monitoring and collections of data at any point within the vacuum system service area.

The proposed Flo-Vac system allows for a 24/7 status report of the vacuum valves and collection pits, including:
1. detection of abnormal conditions in the vacuum valves/pumps;
2. record of valves/pump open/close cycles;
3. alarm for valves stuck open;
4. alarm for wastewater high-level in the tanks; and
5. reading of vacuum/pressure level at valves, allowing operators to respond quickly to any callouts and have a proactive approach to system maintenance.

The system also offers an automatic air inlet system, which automatically reads the pressure differential between the end of vacuum mains and the vacuum tank and injects air at key locations of the vacuum network to clear the lines. The Flo-Vac’s Smart Monitoring System uses a communication protocol, which allows for much greater range of its wireless signal, virtually eliminating the need for repeaters. The system will also uses a cloud-based software, which allows for visualization and control of the
system anywhere with an internet connection on desktops, laptops, tablets, and smartphones.

Included in the budget for this project is $440,080.74 in materials, labor and installation, an additional $100,000 in restoration work and $54,008.07 in contingency.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Water Quality Improvement Grant Program
- Resilient Florida Grant
- Community Development Block Grant – Disaster Recovery/Mitigation
- FEMA Building Resilient Infrastructure in Communities
- FEMA Hazard Mitigation Grant Program

**WW.9A. Unincorporated Area Septic to Sewer Conversion Project Feasibility Study ($50,000)**

**Project Overview**

This project will identify potential residents who are currently on septic to hook up to the City's wastewater system. There are only six septic tanks remaining in the City and leadership would now like to focus on areas that are adjacent to the City as well and could be served by this infrastructure. It is anticipated that this will result in approximately 700 - 800 new connections.

The project consists of a new centralized sewer system located in Sections 2, 3, 10, and 11, Township 8 South, Range 8 West, and Sections 21, 22, 26, 27, 34 and 35, Township 8 South, Range 8 West. The project area shown above consists of approximately 2,700 acres of land partially developed with residential homes sewered by septic tanks. The proposed sewer system improvements consist of pressurize force mains along Bluff and Pal River Road sized to receive sewage from existing and future developments located within the Project area. The proposed improvements will be designed to ultimate allow replacement of the old and failing septic tanks with new pressurized units that will convey sewer to the centralized force main along Bluff and
Pal River Roads and discharged to the proposed Master lift station and ultimate pumped to the city’s wastewater treatment plant for treatment.

The Project begins at the northwest end of the Project area and travels southeast along Bluff Road and south along Pal River Road approximately 23,800 feet (4.5 miles) but does not include arterial streets. The project also extends eastward along Bluff Road 4,000 feet until it intersects 24th Avenue. The project also includes a Master Duplex Lift Station located at the NW corner of the intersection of Pal River Rd and US Hwy 98. The Master Duplex Lift Station will collect and convey all wastewater generated from the Project area to the city’s wastewater treatment plant. The centralized sewer system will consist of a pressurized force main ranging in size between 4 and 8 inches in diameter constructed along Bluff and Pal River Roads that will allow for existing and future developments on each side of the road to connect via force and/or low-pressure mains ranging in size between 2 to 4 inches in diameter. For this report, a total of 83,000 feet of 2-inch diameter and 18,000 feet of 3-inch diameter low pressure sewer pipe has been estimated. Just upstream of the Master Lift Station a short section of 15-inch gravity sewer approximately 100 feet has been estimated to allow for the north Pal River Road 8-inch force main to discharge and continue by gravity to the Master Duplex Lift Station that will ultimately convey it via the existing 16-inch force main to the city’s wastewater treatment plant for treatment.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Water Quality Improvement Grant Program
- Rural Infrastructure Funds
- Florida Job Growth Grant

**WW9B. Unincorporated Area Septic to Sewer Conversion Project Design ($500,000)**

Project Overview
See full project description above. The design portion of this project is considered Phase 2 and will be based on the outcomes of the feasibility study.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Water Quality Improvement Grant Program
- Rural Infrastructure Funds
- Florida Job Growth Grant
## WW.9C. Unincorporated Area Septic to Sewer Conversion Project ($6,625,200)

### Project Overview
See full project description above. The construction of this project is considered Phase 3 and will be based on the outcomes of the design.

An estimate of probable cost was prepared by an engineer to determine the initial budget for the project, but it is recognized that the feasibility study and design of the project may affect the total cost. The engineer-prepared estimate is included below.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUAN.</th>
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<th>AMOUNT</th>
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**SUBTOTAL**

| Contingency @ 20% | $1,104,200.00 |

**TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST FOR PROJECT**

$6,625,200.00
Potential Funding Sources

- Apalachicola Stewardship Act
- Legislative Appropriations
- Water Quality Improvement Grant Program
- Rural Infrastructure Funds
- Florida Job Growth Grant

**WW.10. Operational Staffing Needs ($175,000)**

Project Overview
The City is in need of an operator trainee. Trainees perform a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities. Job role includes:

- Learns to monitor the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analysis and test results; evaluates data and writes reports as required.
- Learns to operate, maintain, and repair malfunctions at the wastewater treatment plant; repair gauges, pumps, filters and other controls as required.
- Learns to collect samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples for plant efficiency reports as required.
- Learns to perform quality control tests on lab equipment and lab analysis; evaluates procedures and results for accuracy and determines appropriate methods.
- Learns to contain and dispose of hazardous wastes generated by the lab, wastewater sludge, loads or removes by hand or with equipment as required.
- Learns to maintain pump stations; cleans wet wells and pumps and valves, maintains grounds and general janitorial duties.

Potential Funding Sources

- Local Revenue
- Florida Rural Water Association
Potable Water Projects

PW.1. Fire Hydrant Replacement ($2,475,000)

Project Overview
To address safety concerns, there is a need to replace 215 fire hydrants throughout the City. This project will involve the demolition of the current hydrants along with the installation of new hydrants. The opinion of cost prepared by the engineering team includes the following items, which are captured in the cost estimate for this project:

- Mobilization,
- Bonds and insurance,
- Traffic maintenance,
- Fire hydrant demolition,
- Restoration allowance to include replacement of sod and repairs to sidewalks and asphalt, as needed,
- Assembly of fire hydrants, and
- 18” extensions.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Resilient Florida Grant
- Community Development Block Grant – Small Cities/Disaster Recovery/Mitigation
- FEMA Hazard Mitigation Grant Program
- EDA Public Works Grant Programs
- Drinking Water State Revolving Loan Fund

PW.2. Potable Water Valve Replacements ($368,500)

Project Overview
This project will change out existing valves and install new valves in places where they are not located currently. The project will require a line stop and will enable the City to isolate line breaks when an issue occurs without affecting service citywide. This project will also involve restoration of infrastructure as well once the valve is replaced. The opinion of cost prepared by the engineering team includes the following items, which are captured in the cost estimate for this project:

- Mobilization,
- Bonds and insurance,
- Traffic maintenance,
• Restoration allowance to include replacement of sod and repairs to sidewalks and asphalt, as needed, and
• 6” gate valve replacement (includes removal and replacement of valves and installation of inserta valves).

Potential Funding Sources
• Apalachicola Stewardship Act
• Legislative Appropriations
• Rural Infrastructure Funds
• Florida Job Growth Grant
• Resilient Florida Grant
• Community Development Block Grant – Small Cities/Disaster Recovery/Mitigation
• FEMA Hazard Mitigation Grant Program
• EDA Public Works Grant Programs
• Drinking Water State Revolving Loan Fund

PW.3. Potable Water Testing Site Installation ($26,068.02)

Project Overview
This project will install water quality testing sites in response to past consent orders to monitor these sites and ensure that problems do not resurface. The City currently does not have this type of equipment and will install 15 sampling stations in order to better monitor water quality.

Included in this budget is $23,698.20 to purchase and install the water testing sites and $2,369.82 in contingency.

Potential Funding Sources
• Apalachicola Stewardship Act
• Legislative Appropriations
• Rural Infrastructure Funds
• Florida Job Growth Grant
• Resilient Florida Grant
• Community Development Block Grant – Small Cities/Disaster Recovery/Mitigation
• FEMA Hazard Mitigation Grant Program
• EDA Public Works Grant Programs
• Drinking Water State Revolving Loan Fund
Public Education Projects

PE.1. Stewardship of the River Guidance for Residents – Outreach Campaign ($350,000)

Project Overview
The project will consist of a public education campaign to help residents who are new to the area learn best practices for being good stewards of the environment as it relates to how their actions can affect the function of stormwater and wastewater infrastructure. The project outcomes may include online, print, radio and social media disseminated information aimed at helping residents understand how they can take care of the infrastructure owned collectively by the City.

Potential Funding Sources
- Apalachicola Stewardship Act
- Community Planning Technical Assistance Grant
- EPA Environmental Education Grants
WATER QUALITY

Water quality is an important consideration for coastal communities across the State of Florida, however in the City of Apalachicola, nearshore water quality will forever be tied to the iconic oysters for which this City is famous. The wild oysters reefs are not only an important part of the local economy, but play a role in cleaning and filtering the Bay.

The Apalachicola Estuary is where the salt water of the Gulf meets the freshwater of the ocean. The salinity balance that must be achieved to create a healthy environment is influenced by a complex suite of factors including rain, river flow, tides, winds and basin configuration. A change in any one of these factors can significantly upset the salinity balance and have a negative effect on the animal and plant life of the estuary.

In December of 2020, the Florida Fish and Wildlife Conservation Commission voted to shutdown harvesting of oysters in Apalachicola Bay through the end of 2025. Since the closure of the Bay, a significant amount of funding has been poured into efforts that will restore the Bay in hopes of bringing back a sustainable wild caught oyster industry.

Development near a fragile ecosystem requires constant monitoring and attention to ensure that other factors, such as stormwater runoff and wastewater outputs do not further affect this intricate balance.

The City of Apalachicola has made great strides in implementing best practices to protect the Apalachicola Bay through its comprehensive plan and land development regulations. However, there is still work to be done. The City understands that it must make improvements to its infrastructure to ensure that nearby development does not harm the rivers, streams and ultimately, the Apalachicola Bay. This section of the plan outlines additional projects that the City, with assistance from the State, can implement to improve water quality.

Apalachicola Bay Protection Act

It is hereby declared that the intent of the Legislature is:

(a) To protect the water quality of the Apalachicola Bay Area to ensure a healthy environment and a thriving economy for the residents of the area and the state.

(l) To protect and improve the water quality of the Apalachicola Bay through federal, state, and local funding of water quality improvement projects, including the construction and operation of wastewater management facilities that meet state requirements.

Section 380.0555, Florida Statutes
Stormwater Projects

**SW.1A. Stormwater Inflow and Infiltration Study ($500,000)**

**Project Overview**
This project will complete a study to pinpoint where stormwater issues are located throughout the City. The data gathered will be used along with information provided in the City's Drainage Studies (Phase 1 - completed, Phase 2 - Rural Infrastructure Fund awarded) to guide design and construction for repairs to the stormwater system.

**Potential Funding Sources**
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Resilient Florida Grant
- Community Development Block Grant – Disaster Recovery/Mitigation
- FEMA Building Resilient Infrastructure in Communities
- FEMA Hazard Mitigation Grant Program

**SW.1B. Stormwater Design ($1,000,000)**

**Project Overview**
This project will build off the I&I study completed in Phase 1 to design stormwater improvements citywide. In addition to this study, the City will use past projects such as the Drainage Basin Analysis (Phase 1 and 2) to inform the design of this project. The City of Apalachicola completed work to prioritize outfall sites and establish analytes to be monitored. Prioritizing the outfall basins for water quality monitoring sites involved reviewing several stormwater reports, maps, work plans and consulting with stormwater management engineers.

Using previous study and plans' results and comparing it to the land use density/intensity patterns in the City, as well as reviewing updated GIS outfall locations and identifying projects still to be completed in the City, and finally incorporating recommendations from State stormwater engineers, a prioritized list of monitoring sites was created. It is important to note that although several stormwater projects have been completed in the City, according to the grant deliverable documentation, there has never been a baseline monitoring event nor a follow-up monitoring effort to document success of such projects. This project has incorporated an ongoing monitoring process. Of the prioritized list, some do not require any action, others have recommended treatment such as a Baffle Box, wetland plantings, uplands discharge, or other as noted. This project recommends the implementation of those recommendations.
Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Resilient Florida Grant
- Community Development Block Grant – Disaster Recovery/Mitigation
- FEMA Building Resilient Infrastructure in Communities
- FEMA Hazard Mitigation Grant Program

SW.1C. Stormwater Construction ($10,000,000)

Project Overview
After completion of stormwater design, this project will fund construction work to make all necessary improvements to the stormwater system. It will incorporate information learned from all past projects including Drainage Basin study, Stormwater Runoff & Flood Control Project and parking/drainage water quality improvement project.

Potential Funding Sources
- Apalachicola Stewardship Act
- Legislative Appropriations
- Rural Infrastructure Funds
- Florida Job Growth Grant
- Resilient Florida Grant
- Community Development Block Grant – Disaster Recovery/Mitigation
- FEMA Building Resilient Infrastructure in Communities
- FEMA Hazard Mitigation Grant Program
HOUSING

The need for workforce housing is directly tied to economic development and support for small businesses in the City of Apalachicola. Without places for individuals to live, it can be difficult to retain the local workforce needed to support the City’s thriving downtown.

There is a need for privately-owned and rental housing for low- and moderate-income individuals and families in the City which includes housing to support teachers, nurses, medical support staff, and police offers. The available housing stock is not easily accessible to these essential members of the local workforce, creating a challenge in retaining talent to fill these important positions.

Initiatives to support housing are often defined by the area median income (AMI) or a percentage thereof as it relates to various programs with 30 percent of AMI defined as extremely low all the way up to 120 percent defined as workforce income. According to data provided by the University of Florida Shimberg Center’s Florida Housing Data Clearinghouse, the median income for a family of four in Franklin County is $61,800. Therefore, the breakdown in percent of AMI by persons in household is:

<table>
<thead>
<tr>
<th>Florida Housing Income Limits in Franklin County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMI Category</strong></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Extremely Low Income - &lt;30%</td>
</tr>
<tr>
<td>Very Low Income - &lt;50%</td>
</tr>
<tr>
<td>Low-Income Housing Tax Credit Qualified - &lt;60%</td>
</tr>
<tr>
<td>Low-Moderate Income - &lt;80%</td>
</tr>
<tr>
<td>Workforce Income - &lt;120%</td>
</tr>
<tr>
<td>Workforce Income - &lt;140%</td>
</tr>
</tbody>
</table>

To put this into perspective, it’s important to consider the wages that are earned by different individuals in the workforce. For example:

- According to the Franklin County Public Schools 22-23 Teacher Salary Scale, the base rate for a new teacher with a bachelor’s degree is $40,000. Using the income
limits above, this means that a starting teacher who is the sole provider in a three-person household would make less than 80% of the AMI.

- According to the Florida Department of Law Enforcement the Certified Entry-Level Officer Minimum Salary in Franklin County is $33,000. Using the income limits above, this means that a starting officer who is the sole provider in a three-person household would make less than 60% of the AMI.

However, it should be recognized that if a starting teacher and starting law enforcement officer and starting teacher were both supporting a 4-person household, their income will still fall under 120% of the Area Median Income.

According to the United Way of Florida it is estimated that 17 percent of households in Franklin County live in poverty, which is five percent higher than the state average (12%). However, while families may earn more than the Federal Poverty Level, many may still earn less than the basic cost of living for the County. This is defined as Asset Limited, Income Constrained, Employed (ALICE) households. According to 2021 data, it is estimated that there are 4,559 ALICE households in Franklin County, representing 27% of the households in the County. While this may be lower than the state average of 33%, it is a statistic that is crippling for the local economy of this community.

While income is an important part of understanding housing affordability, it is only the first part of the equation. As the price of housing continues to escalate, it can put homeownership out of reach for many families. According to Zillow, a typical home value in Franklin County was $220,503 in 2018 and is now, five years later $400,131 which is an over 80% increase in five-years.

**Home Values in Franklin County, FL from 2018 - 2023**

![Home Value Graph]

However, it is noted that coastal property values in Franklin County are much higher, which may skew the average for the County. To look at relevant data for average...
homes in Franklin County that are not waterfront, here are some recent statistics of homes sold in Apalachicola.

- A two-bedroom/two-bathroom (1,236 sq. ft.) single family home built in 1950 in Apalachicola sold in May of 2023 for $349,000.
- A two-bedroom/two-bathroom (1,012 sq. ft.) single family home built in 1920 in Apalachicola sold in April of 2023 for $335,000.
- A three-bedroom/two-bath (1,440 sq. ft.) mobile home built in 1998 in Apalachicola sold in April of 2023 for $195,000.
- A three-bedroom/two-bath (924 sq. ft.) mobile home built in 2012 in Apalachicola sold in February of 2023 for $70,000.

In July of 2022, the Florida Housing Coalition presented a study to the Franklin County Board of County Commissioners that evaluated solutions for affordable housing in the County. In this report, the FHC calculated the amount of subsidy needed at that time, by AMI percentage to afford a three-bedroom home valued at $350,000 without being cost-burdened (meaning that an individual is not paying more than 30% of their income on housing costs). Below is a snapshot of the results presented.

<table>
<thead>
<tr>
<th>AMI Category</th>
<th>Max Income 4-Person Household</th>
<th>Max Monthly Housing Cost for a 3-BR Unit</th>
<th>Max Affordable Mortgage</th>
<th>Subsidy Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% AMI</td>
<td>$30,900</td>
<td>$850</td>
<td>$33,627</td>
<td>$316,373</td>
</tr>
<tr>
<td>80% AMI</td>
<td>$49,450</td>
<td>$1,236</td>
<td>$148,863</td>
<td>$201,137</td>
</tr>
<tr>
<td>120% AMI</td>
<td>$74,160</td>
<td>$2,039</td>
<td>$279,128</td>
<td>$70,871</td>
</tr>
<tr>
<td>140% AMI</td>
<td>$86,520</td>
<td>$2,156</td>
<td>$273,572</td>
<td>$77,428</td>
</tr>
</tbody>
</table>

The results above show that homeownership ($350,000/home) is essentially impossible for families that are 80% or less of the AMI. In addition, it demonstrates that individuals that are typically classified as workforce (120 – 140 percent AMI) would require a significant subsidy or a cost-burdened mortgage to afford a $350,000 home. While lower valued homes (when available for sale) would bring these figures down, the availability of housing stock can be a challenge as well.

In addition, this FHC report, citing DEO data from May 2022, shows that of the 3,206 people who are employed in Franklin County, 1,804 live and work in the county while 1,402 workers live outside of Franklin County. This demonstrates that 43.7 percent of workers are commuting from other counties.

This need for more housing to attract workforce was further validated in a recent Duke Energy Site Readiness Report, which evaluated the actions needed to support economic development at the Apalachicola Airport Industrial Park (owned and operated by Franklin County, but in close proximity to city limits). The top recommendation for the
County in this report was not related to infrastructure improvements but rather prioritizing workforce development and workforce housing before making substantial investments in property development. The recommendation from this Duke Energy report demonstrates that importance of workforce housing to support the attraction of new businesses to an area.

The FHC report also examined the age of the housing stock in Franklin County, noting that 60% of the housing stock was built prior to 1990 and therefore before the enacting of the Florida Building Codes. This means that much of the housing stock may be vulnerable to wind events and depending on location, vulnerable to flood and/or storm surge as well. This can contribute to higher insurance premiums for homeowners, adding more to the overall cost of homeownership and putting it further from the reach of the workforce.

### Age of Franklin County Housing Stock

<table>
<thead>
<tr>
<th>Year Structure Built</th>
<th>Number of Homes</th>
<th>Percent of Overall Housing Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Built 2014 or later</td>
<td>210</td>
<td>2.4%</td>
</tr>
<tr>
<td>Built 2010 - 2013</td>
<td>50</td>
<td>0.6%</td>
</tr>
<tr>
<td>Built 2000 - 2009</td>
<td>1,963</td>
<td>22.4%</td>
</tr>
<tr>
<td>Built 1990 - 1999</td>
<td>1,266</td>
<td>14.4%</td>
</tr>
<tr>
<td>Built 1980 - 1989</td>
<td>1,995</td>
<td>22.8%</td>
</tr>
<tr>
<td>Built 1970 - 1979</td>
<td>1,287</td>
<td>14.7%</td>
</tr>
<tr>
<td>Built 1960 - 1969</td>
<td>483</td>
<td>5.5%</td>
</tr>
<tr>
<td>Built 1950 - 1959</td>
<td>474</td>
<td>5.4%</td>
</tr>
<tr>
<td>Built 1940 - 1949</td>
<td>416</td>
<td>4.7%</td>
</tr>
<tr>
<td>Built 1939 or earlier</td>
<td>620</td>
<td>7.1%</td>
</tr>
</tbody>
</table>

The key takeaways identified by the FHC included:

- Affordable rental housing continues to be out of reach.
- The cost of taxes and insurance as a percentage of the mortgage amount pushes lower income borrowers out of eligibility.
- Current purchase assistance amounts identified in the Franklin County Local Housing Assistance Plan (which guides the spending of State Housing Initiative Partnership dollars) are not adequate at $10,000 - $15,000.
- Employers are challenged to attract workers to live in Franklin County due to shortage of available housing (There are 1,402 workers commuting to Franklin County).

Finally, the City of Apalachicola’s (and Franklin County’s) economy is largely built on the tourism industry, which according to a 2019 Tourism Economic Impact Study by VISIT FLORIDA is a $272.3 million industry. While there are hotels and condominiums within Franklin County, the conversion of single-family homes from long-term rentals...
to house residents to short-term rentals for visiting tourists, is a profitable venture for many second homeowners or seasonal residents. When a home that was once rented to a local who is participating in the workforce is taken off the long-term market and converted to short-term rentals for vacationers, it removes rental workforce housing from the market and can contribute to a rise in long-term rental housing prices, due to a decreasing supply. In a county where the vast majority of the land is in public ownership and protected, the ability to develop new housing opportunities is limited and therefore any reduction in the long-term rental housing market can be a challenge for the community.

This section of the plan outlines actions and strategies that the City of Apalachicola can take to incentivize affordable housing as well as ensure a more resilient housing stock in the future.

**Housing Projects**

**H.1. Comprehensive Workforce Housing Strategy ($75,000)**

**Project Overview**

This proposed project expands upon and restructures the housing projects included in the 2020 ACSC Work Plan by understanding that a comprehensive approach is needed to address the challenges of providing workforce housing. Recognizing that some workforce rental housing and homeownership opportunities may likely exist outside of city-limits, this strategy could be developed in partnership with Franklin County as well. The plan might include the following tasks:

- Develop an officially recognized Workforce Housing Task Force comprised of local stakeholders that have resources to support or would benefit from additional workforce housing. This may include:

1. Apalachicola City Commission Representation
2. Franklin County Commission Representation
3. Franklin County SHIP Administrator
4. Franklin County Community Development & Land Trust
5. Apalachicola Housing Authority
6. Local Affordable Workforce Housing Developers
7. Local Market Rate Workforce Housing Developers
8. Local Business Representatives
9. Local Tourism Industry Representatives
10. Apalachicola Airport Leadership

- Examine the income levels within Franklin County and determine the appropriate AMI percentage that should be targeted to address the needs of workforce housing.
Once this target population is determined, inventory all federal and state funding programs that could be available to support opportunities to increase workforce housing and determine whether they are currently being used to their full extent in Apalachicola and the surrounding areas of unincorporated Franklin County.

Considering an anticipated increase in SHIP funding for 2023 and potentially future years, evaluate the programs offered through the Franklin County Local Housing Assistance Plan (LHAP) and maximize the ability to use these funds to support the development of workforce housing.

Inventory city and county-owned vacant land in and around the City of Apalachicola and consider a partnership with the Land Trust to develop these lands for workforce housing with affordability periods to ensure that the property is not later converted to market-rate housing. Explore the legal provisions needed for this partnership to exist using best practices from other communities around the state.

Examine the infrastructure needs to develop city and county-owned vacant land and consider these needs as potential projects for the Florida Job Growth Grant or other state funding sources.

Examine the feasibility of incentivizing the preservation of workforce housing through tax abatement programs for homeowners that do not convert their property to short-term rental.

Examine the Land Development Regulations for Apalachicola and consider changes such as decreasing the minimum lot size for development (not below the levels allowed in the historic plat) and decreasing the minimum structure size to allow for smaller homes that are in line with the historic shotgun character that is iconic in the community. Other considerations could include flexible lot configurations and density bonuses for housing that is restricted to workforce income levels and below.

**Potential Funding Sources**

- DEO Community Planning Technical Assistance Grants
- USDA Rural Housing Service Technical Assistance Grant Program
- Florida Job Growth Grant (for infrastructure needs)
H2. Workforce Housing Revolving Loan Program ($1 - $2 million)

Project Overview

Revolving Loan Fund programs are development tools that communities can use to support many priorities including the provision of workforce housing. Revolving Loan Funds are designed to be evergreen as they are maintained by the repayment of principal and grow through interest payments. Workforce housing revolving loan funds can provide low-interest loans for new construction, acquisition, and rehabilitation of affordable housing.

Establishing a revolving loan fund provides access to a flexible source of capital that can be used in combination with more conventional sources. Often the RLF is a bridge between the amount the borrower can obtain on the private market and the amount needed to complete the project.

RLFs often issue loans at market or otherwise competitive and attractive rates. Many RLF studies have shown that access to capital and flexibility in collateral and terms is more important to borrowers over lower than market interest rates. RLF programs should be built on sound interest rate practices and not perceived as free or easy sources of financing. RLFs must be able to generate enough of an interest rate return to replenish the fund for future loan allocations. With competitive rates and flexible terms, a RLF provides access to new financing sources for the borrower, while lowering overall risk for participating institutional lenders.

Potential Funding Sources

- Initial funding, or capitalization, of a revolving loan fund usually comes from a combination of public sources, such as the local, state, and federal governments, and private ones like financial institutions and philanthropic organizations. Funding acquired for capitalization is usually the equivalent of a grant – it does not need to be paid back.

- Most revolving loan funds have at least one local public source for capitalization combined with other sources. If capitalization is exclusively local, the RLF may have greater flexibility in lending.

- State and local governments often use one or a combination of the following to capitalize an RLF: tax set-asides, general obligation bonds, direct appropriations from the state legislature, annual dues from participating counties or municipalities, and funds directed from the state lottery.
H.3. Community Rating System Implementation to Increase Affordability

Project Overview
As a part of the National Flood Insurance Program (NFIP), the Community Rating System is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum program requirements. The CRS is similar to—but separate from—the private insurance industry’s programs that grade communities on the effectiveness of their fire suppression and building code enforcement efforts.

As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the Community Rating System:

- Reduce flood damage to insurable property;
- Strengthen and support the insurance aspects of the National Flood Insurance Program, and
- Encourage a comprehensive approach to floodplain management.

CRS discounts on flood insurance premiums range from 5% up to 45%, based on CRS credit points that are awarded to communities. The discounts provide an incentive for communities to implement new flood protection activities that can help save lives and property when a flood occurs.

While the City of Apalachicola does not currently participate in the Community Rating System, it has completed many of the steps needed to implement this program through a past project. To get credit, community officials will need to submit documentation that verifies these efforts and identify a CRS Program Administrator. Participation in the CRS is voluntary. If Apalachicola is in full compliance with the rules and regulations of the NFIP, the community may apply. There is no application fee, and all CRS publications are free.

Potential Funding Sources

- Local Revenue – Currently, the main impediment to the implementation of this program is the identification of a Program Administrator.
ECONOMIC DEVELOPMENT

The economy of the City of Apalachicola has been and will forever be tied to the River, Bay and natural resources that make this community unique. At the turn of the last century, the City’s booming cotton shipping port was dependent upon the transportation network provided by the Apalachicola Bay. Established in 1831, it was once the third largest port on the Gulf of Mexico.

The City of Apalachicola is known for its iconic oyster industry. Historically, the Apalachicola Bay produced about 90 percent of Florida’s harvested oysters and 10 percent of the product for the entire nation. However, in 2020 the Florida Fish and Wildlife Conservation Commission voted to close the Bay to wild caught oyster harvesting for a period of five years. The intent of this closure is to focus on restoration efforts fueled by state and federal projects that aim to improve water quality and encourage the return of the prolific oyster population.

In more recent times, the City of Apalachicola’s economy has been centered around the tourism industry. The City’s wide, tree lined streets are still graced by picturesque homes from the nineteenth and twentieth century. While historic downtowns are not rare, it is the gorgeous backdrop of the Apalachicola River and Apalachicola Bay that make this community unique and a sought-after destination from across the globe. The protection and enhancement of this truly one-of-a-kind waterfront downtown is vital to the long-term economic vitality of the City.

In addition to the support and expansion of small businesses through the downtown district, there is the potential for economic development growth through the attraction of new industries to the Apalachicola Regional Airport and Industrial Park, owned and operated by Franklin County. Recognizing the need to think regionally for rural economic development, four counties – Gadsden, Gulf, Franklin and Liberty – banded together to form the Gulf to Gadsden Freight Logistics Zone which is shown on the map below.
This Freight Logistics Zone has been detailed in a strategic plan that was designed to meet the requirements listed in Section 311.1103(2), Florida Statutes. Alone, each community has an asset or two that are important to economic development. However, when combined and connected these assets can shine for the attraction of new opportunity. The Gulf to Gadsden Freight Logistics Zone connects the Apalachicola Regional Airport with other valuable assets such as the Port of Port St. Joe, important railway corridors through Liberty all the way north to the interstate (I-10) in Gadsden County.

In 2023, Duke Energy completed a site readiness evaluation of the Apalachicola Airport Industrial Park, owned, and operated by Franklin County. While the airport is not within city limits it is serviced by City infrastructure and is in close enough proximity that any new industries that are attracted to the airport will directly benefit the City of Apalachicola. The table below summarizes the key strengths and challenges of the airport.
<table>
<thead>
<tr>
<th>Topic Area</th>
<th>Strengths</th>
<th>Challenges</th>
</tr>
</thead>
</table>
| Site Analysis           | - Publicly owned property<br>- 2.5 MW electric capacity available to the property.                | - Developable acreage of the airport property unknown but expected to be significantly impacted by on-site wetlands.  
|                         |                                                                                                     | - 100 miles from interstate.                                                                           |
|                         |                                                                                                     | - Details regarding water and wastewater system infrastructure unclear.                                  |
|                         |                                                                                                     | - Natura gas service is not available.                                                                  |
| Target Industry         | - Given airport/runway access, light aviation and aerospace uses could be aligned with the site’s value proposition.  
|                         | - In addition, light food or agricultural-focused operations also score comparatively well in the model. The data shows some presence related to the workforce in the region, even though it’s a very rural area. |
| Workforce through Competitive Lens | - The site is moderately cost effective, especially when compared to other larger Florida markets.  
|                         | - There’s a bit higher concentration of food and agricultural related workers, which could lend the site to those types of targeted industry uses.  
|                         | - The demographics of the area are ore aligned with lower and moderate sill requirements.            | - Site and utility constraints will play a major role in the ultimate target industries for this site. Gas and water/wastewater constraints would be a significant challenge to attract anything other than the lightest of users.  
|                         |                                                                                                     | - Airspace restrictions will also have an impact on the types of aviation/aerospace companies being able to operate at this site. |
|                         |                                                                                                     | - The workforce is not especially aligned for aerospace requirements.                                     |
|                         |                                                                                                     | - It is simply a very rural area and the sheer availability of workforce is going to be a challenge for most types of locationally active projects.  
|                         |                                                                                                     | - The absolute presence and concentration of target industrial workers (e.g. skilled production workers, maintenance, logistics, engineering, and engineering techs) is very low. |
In addition, the report made key recommendations related to master planning and marketing, due diligence and utility adequacy. First on the list of recommendations is the need to prioritize internal community issues including workforce development and workforce housing before making substantial investments in property development. While it was acknowledged that the investment level to address these challenges would be high, the report also suggested that focusing on this effort had the potential to yield one of the highest returns on investment.

Other key recommendations that are relevant to the City of Apalachicola include:

- Create a Master Utility Infrastructure Map that depicts both existing and proposed infrastructure at the site.
- Work with water provider to further assess the level of service available to the site, as well as associated cost and schedule to provide service to industrial prospects.
- Work with wastewater provider to further assess the level of service available to the site, including excess capacity of the 12-inch line that would serve industrial prospects.

As recognized in the Duke Energy report, workforce continues to be a challenge in the City of Apalachicola. This issue is directly tied to workforce housing challenges that have been described in detail in the housing section of this plan. Addressing the workforce development needs in Apalachicola and Franklin County will be paramount in continuing economic development and growth of the local economy.
Economic Development Projects

ED.1 Enhance Working and Recreational Waterfront Uses to Preserve the Commercial and Recreational Fishing Industries

Project Description
Support revitalization of the waterfront for the commercial and recreational boating and fishing industries by preparing city owned land at Battery Park (recreational) and the Scipio Creek Boat Basin (commercial) to attract private sector investment. Develop a workforce training facility and program of work to train individuals in Blue Economy Jobs.

Battery Park
Expand recreational boating and waterfront activities by master planning the site to accommodate commercial activities such as recreational boating, scuba diving, fishing charters, and wildlife watching tours. Partner with the proposed Downtown Business Incubator to support entrepreneurs seeking to provide these coastal tourism products and services.

Scipio Creek Boat Basin
The following actions could be considered for the Scipio Creek Boat Basin:

- Position Scipio Creek Boat Yard to accommodate commercial fishing, seafood processing, maritime transport services, clean boat manufacturing/assembly, and parts warehousing/distribution. Consider planning sites to attract marine researchers that use technology like Underwater ROVs and Drones. These industries meet the criteria of targeted industry sectors for Florida funding sources (including Triumph) and likely meet the required wage threshold of $41,584 annually.

- Establish the status of the former Apalachicola National Estuary Research Reserve headquarters building at Scipio Creek to determine its feasibility as a marine industry training center including both indoor and outdoor training spaces. Partner with an Apprentice Florida navigator to build out relevant training programs to meet the needs of private sector employers.

- Evaluate property northwest of the Scipio Creek Basin bordering the river as future expansion for the haul out facility to the south of the basin.

- Consider priming either master-planned site with one or more speculative buildings to mitigate cost for prospective investors and job creators.

- Determine land lease and spec building lease rates and terms.
Resources to further expand project idea:

- **Florida sea grant's marine and coastal extension and education program** - a statewide marine and coastal outreach and education program focused on conserving coastal resources and enhancing economic opportunities for the people of Florida.

- **Marine Research Hub** - Headquartered in South Florida, the mission of the Marine Research Hub is to raise the visibility, reputation, and prestige of South Florida's oceanographic research institutions and facilitate the transfer of technology into marketable goods and services, resulting in talent attraction and retention and job creation to build our Blue Economy.

- **US EDA Industries of the Future: The Blue Economy** - The Economic Recovery Support Function of the EDA, in partnership with local, state, and federal partners is outlining Florida’s Industries of the Future to include the state of the industry, assets, challenges, and best practices for diversification, resiliency, and creation of high wage, high skill employment opportunities.

- **Opportunity Florida and Florida’s Great Northwest** - Economic impact analysis of job creation in each sub-sector. Marketing of the newly formed Marine Industry Development Area and status of the site readiness and workforce development efforts.

Additional Resources to explore for project implementation, with guidance:

- **Rural Infrastructure Fund for Recreational Waterfront Infrastructure Needs** - Florida’s Rural Infrastructure Fund, administered by the Community Development division of the Department of Commerce has received $20 million statewide for the FY2023-24. The grant cycle is expected to open soon after July 1, 2023. Feasibility study grants for up to $300,000 can be obtained to master plan sites for development including Phase I ESA elements and location/extension of water, power, roads, and other infrastructure needs. These funds are typically used to engage civil engineering services to understand advance the developability of a site and determine costs related to infrastructure improvements.

- **Duke Energy Foundation Economic Development Grant Program** - Duke Energy is committed to strengthening the economic vitality of our communities. In partnership with the Duke Energy Foundation, the economic development team provides the opportunity for local and regional economic development organizations to apply for grants up to $25,000 to fund strategic planning, marketing and research initiatives resulting in new jobs and investment in the communities we serve. The funding cycle typically occurs in the spring of each year.
A limited number of proposals will be selected and sent the formal grant application. Funding is contingent upon available funds and programs may be funded partially.

Applicants must be a 501c3 organization, government entity or 501c6 that represents communities served by Duke Energy. If selected, the economic development organization must:

- Have already completed and reported on the previous year’s grant funding (if applicable).
- Be willing to coordinate efforts and partner with Duke Energy where both organizations are involved in the program or event being funded.
- Be willing to work with Duke Energy to promote the grant.
- Each organization can only submit one grant application per year.

Apprentice Florida - Utilize CareerSource Florida Apprenticeship Navigators to help plan your program and access the Florida Department of Education Pathways to Career Opportunities Grant ranging in awards from $40,000 to $500,000 to fund the creation of a successful Apprenticeship program.

Duke Energy Florida Investment Fund – This new program is designed to assist communities in attracting new industrial development projects or expanding/retaining existing companies by supporting general site preparation, workforce development training, incentive matching, or other project needs. This program is for projects with an identified end user.

Triumph Gulf Coast (TGC) for Scipio Creek Boat Basin – this funding source can help local governments purchase land, fund infrastructure improvements, and make tenant improvements to existing publicly owned structures. This program is for projects with an identified end user and is contingent upon job creation at 115% of the county average wage in Florida’s targeted industry sectors. The average wage for Franklin County is $36,160, which makes the target average wage (115% of the county average wage) $41,584. It is important to note that there will need to be a job creator (new or expanding business that is adding new employees) to qualify these projects for Triumph Gulf Coast.

Potential Funding Sources

- See above.

ED.2 Support the Restoration of the Wild Caught Oyster Industry

Project Description

Continue to support partners who are engaged in efforts to restore the Apalachicola Bay and support a sustainable wild-caught oyster industry, upon the reopening of the Apalachicola Bay.
Potential Funding/Partnership Sources
- Through partnerships, the City of Apalachicola is leveraging many sources of funding to support the restoration of the wild caught oyster industry through long-term restoration of the Apalachicola Bay. This includes $1.75 million in funding secured in the 2023 legislative session that will use drones to help reseed the Bay and an additional $10 million to support overall restoration efforts.

ED.3 Facilitate Additional Oyster Farming in Franklin County

Project Description
Continue to preserve the oyster culture of the community through the expansion of aquaculture. This can include exploring options to subsidize upfront costs for entering the oyster aquaculture industry.

Potential Funding/Partnership Sources
- The Wakulla Environmental Institute (WEI), a branch campus of Tallahassee Community College located in neighboring Wakulla County, offers training programs in oyster aquaculture. Students enrolled in these courses get hands-on experience growing oysters on the leases owned and operated by WEI as well as training in opening their own business in this industry. WEI will be an important partner for the community as they continue to expand oyster aquaculture.

ED.4 Leverage Community Assets to Attract More Visitors

Project Description
Community assets such as the Convention Center at the Ft. Coombs Armory could be enhanced to expand the capacity of this building and support additional functions and promote as a space for hosting events that could draw more visitors to the area.

Potential Funding Sources
- Local Tourist Development Council
- Legislative Appropriations

ED.5 Expand Downtown Parking Options

Project Description
This project will evaluate creative options to allow for additional parking in the downtown area for patrons of local businesses and restaurants. Options may include publicly owned parking lots or parking garages in areas adjacent to the downtown business corridor.

Potential Funding Sources
- Local Tourist Development Council
- Legislative Appropriations
- Florida Department of Transportation
ED.6. Business Incubator/Training/Coworking Space

Project Description
Explore city-owned structures near downtown as a place to foster the creation of new businesses under the influence of local investors and entrepreneurs. Engage remote workers seeking community engagement in a collaborative space with basic office resources. With remote work opportunities in higher demand, individuals can work for a company and live outside of the community or even state. This shift in remote work is making coastal/rural living more attainable for many individuals who did not have the ability to live in these areas in the past. However, the isolation of remote work can be challenging. A coworking space allows entrepreneurs to lease desks, small offices or even conference rooms for use to recreate the collaborative environment that is found in office settings. This can create a hub for new ideas supported by small business technical assistance and venture capital funding connections. This small-scale business incubator could help to facilitate the growth and development of new businesses that could further expand into the downtown commercial area of the City.

In addition, small business technical assistance programs could cater to the needs of entrepreneurs as well as downtown business owners who may need support in training staff on point-of-sale equipment, customer service or other professional development opportunities. The City could survey current business owners in partnership with the Chamber of Commerce to determine what types of training is needed to develop their workforce and work with partners such as CareerSource Gulf Coast, the Small Business Development Center and others to provide this training at the facility. By catering to the needs of downtown businesses, the community may increase traffic at the facility and help to promote it as a resource.

Of specific interest to Triumph Gulf Coast is the potential of establishing a business incubator and co-working space in/near downtown. Triumph can fund:

- tenant improvements to an identified building that will create an inviting office like environment with necessary furniture, broadband capabilities, technology equipment, and power needs for portable devices.
- small business technical assistance programming including curriculum, textbooks.

Developing Community Interest
- It is recommended to market the program throughout the county and draw remote workers from St. George Island. Social media geofencing techniques can be used to target messaging and attract interested users seeking other like-minded entrepreneurs.
- Targeted marketing in colder climates may attract high wealth individuals who want to invest in a coastal business incubation model or serve as mentors and instructors.
- Given Apalachicola’s proximity to Tyndall Air Force Base, the program can attract Department of Defense contractors with remote work models.
Appeal to local residents who endeavor to create businesses to serve the working waterfronts sector.

Domi Station, located in Tallahassee, Florida may be a potential model for this concept. Domi Station is a non-profit business incubator and coworking space. The facility offers programs, resources, and events that help entrepreneurs start and scale sustainable companies. The facility also serves as a co-working space and may be a potential partner for the City to create a satellite program in Apalachicola. The following pricing and support model is used by Domi Station to support business incubation:

- **Gear-Up Program for Start-Ups** to help get businesses off the ground. Typically, businesses spend an average of six months in these programs. Upon approval of a business's application, they can receive the following support for a rate of $200/month.
  - Tailored curriculum that provides the information that entrepreneurs need to be successful,
  - Pitch preparation to develop a perfect way to inspire others to fund, join or hire a new business,
  - A community of support in the start-up journey with like-minded entrepreneurs, and
  - Experienced mentors that know the ropes and can guide an individual through the process.

- **Ascend Program for Established Business Owners** who are ready to take their operation to the next level. Typically, businesses spend an average of six months in this program as well. Upon approval of an application, a business can receive the following support for a rate of $200/month.
  - Growth accountability to stay on progress with regular check-ins on goals,
  - A curated collection of exclusive resources to help a business grow,
  - Shared professional workspace to focus on goals, along with
  - Experienced mentors, and
  - A community of support.

**Potential Funding Sources**

- Triumph Gulf Coast

**ED.7. Airport: Support County Efforts to Attract Industry**

**Project Description**

Apalachicola Regional Airport in Franklin County is the only public airport in the three disproportionately affected counties of Gulf, Franklin, and Wakulla eligible to receive federal aviation dollars. It is the largest airport between Panama City and Tallahassee. The airport contains three runways, each 5,000 feet long, and can handle all sizes of
private planes and jets services for these three counties. As identified in the Duke Energy Site Readiness Report, the Apalachicola Airport and Industrial Park owned and operated by Franklin County offer the best option for diversifying the economy in and around Apalachicola through the attraction of new businesses and industries. The City could work in partnership with Franklin County to attract new industries to this area.

Support for this effort may include:

- Partnering with the County to determine developable acreage: Support County efforts to work with an engineer to understand true developable acreage of the property, considering on-site impediments, building setbacks, airport's cone of influence, etc.

- Partner with the County to continue refining master conceptual plan: Support County efforts to continue refining the Master Conceptual Plan as the property develops and due diligence is completed, depicting various building sizes and facility layouts (if additional developable acreage is identified).

- Document pricing structure/lease details: Support County efforts to document pricing details, tax structure, and lease terms to have readily available for airports.

- Complete due diligence: Support County efforts to complete due diligence studies (Phase I ESA, Wetlands Delineation, Endangered Species Report, Archeological Report, and Geotechnical Assessment) at the property prioritizing wetlands delineation to help determine the developable acreage of the property.

**Potential Funding Sources**

- Rural Infrastructure Funds
- Duke Energy Grant Programs
- Monitor former Rural Toolkit funding from EFI to determine if the programs will continue to exist in some capacity under the new Florida Commerce Department (formerly Department of Economic Opportunity).

**ED.8. Airport: Master Utility Infrastructure Map**

**Project Description**
This project will recreate a new Master Utility Map that depicts both existing and proposed infrastructure at the Apalachicola Airport and Industrial Park. As the provider of public utilities at the site, the City’s participation in this effort will be critical and may open partnership opportunities for the City and County to secure funding that supports economic development. It is important for the community to know what utilities are available at the site as this information is critical for potential businesses that may be interested in locating at the park. It is equally important for potential
businesses to understand planned infrastructure expansion and improvements to the site.

The work completed in this plan could be a starting point for information sharing with the County as the City and County work together to develop this asset.

**Potential Funding Sources**
- Rural Infrastructure Funds
- Duke Energy Grants

**ED.9. Airport: Define Water Service**

**Project Description**
The Duke Energy Site Readiness Report noted that there is a six-inch line that serves the property along Chapman Road to the south of the park. However, the capacity of the water service was noted as unknown. It was recommended that the County work with the water provider (City of Apalachicola) to further assess the level of service available at the site, as well as associated cost and schedule to provide service to industrial prospects. While it was noted that there appears to be sufficient water capacity at the site, understanding the excess capacity and allocation availability will be essential to responding to the needs of prospects through the site selection process for new businesses and industries. This information is likely known by the City of Apalachicola and could be communicated to Franklin County to support their economic development efforts.

**Potential Funding Sources**
- N/A

**ED.10. Airport: Determine Excess Capacity of Wastewater Infrastructure**

**Project Description**
The Duke Energy Site Readiness Report noted that there is a 12-inch force main located along Pal Rivers Road to the east of the airport. However, excess capacity was unknown. It was recommended that the County work with the wastewater provider (City of Apalachicola) to further assess the level of service available to the site, including excess capacity of the 12-inch line that would serve industrial prospects. The report noted that the permitted capacity of the Apalachicola Wastewater Treatment Plant is 1 mgd with excess capacity at 0.7 mgd factoring average utilization. The plans to make upgrades to the City’s wastewater treatment facilities that are noted in this plan could be communicated to Franklin County to help the County understand both current excess capacity as well as future, based on any anticipated projects in the pipeline.

**Potential Funding Sources**
- N/A
ED.11. Create an Economic Development Task Force

Project Description
The City of Apalachicola may consider creating an Economic Development Task Force with the mission to provide leadership and support in the community to enhance economic opportunity, attract and sustain businesses, and promote business-friendly practices. The City could partner with Franklin County as well as Franklin County Chamber of Commerce and Franklin County Tourist Development Council to identify the greatest needs and resources for success.

The proposed Economic Development Task Force could be made up of a combination of economic development professionals, business owners, local stakeholders, and municipal staff – all with a goal to support businesses and guide Apalachicola to a thriving economy.

The Task Force could provide resources to new and existing businesses, in-person and online business training, and grant writing workshops. The Task Force could also focus on specific projects of interest, including the development of a local winery and an aircraft maintenance and repair training program at the airport. The Task Force should also be represented in broader discussions impacting economic development, providing expertise and insight into issues on broadband connectivity, housing, and leadership development.

Potential Funding Sources
- Community Planning Technical Assistance Grant
- Monitor former Rural Toolkit funding from EFI to determine if the programs will continue to exist in some capacity under the new Florida Commerce Department (formerly Department of Economic Opportunity).

ED.12. Port of Apalachicola Waterfront Infrastructure Facilities

Project Description
Apalachicola has served as a port since the late 1700s and was the third largest port of the United States Gulf Coast before the Civil War. The Port has three distinct physical advantages with its direct access to the Gulf of Mexico, its location along the Gulf Intercoastal Waterway, and its immediate up-river access by a federally authorized waterway to ports in Alabama and Georgia. No other port in Florida has such strategic access for development potential for use by coastal commercial, recreational, or sports watercrafts.

This project proposes a complete restoration, upgrade, and expansion of two of its major Port of Apalachicola facilities which support water-based employment and economic development.
The two primary focuses include:

1) The designation of the Port as a public utility with its operations as a distinct department, its user-based revenue structure and budget, its specific operational codes and ordinances, and its mission specific management.

2) The further enhancement of its commercial fishing facility at Scipio Creek (also known as Millpond). Improvements here are intended to complete the Rosser International Master Plan to fully serve the independent fishermen within the Northeastern Gulf of Mexico as a public on-load/off-load/provisioning, and repair facility.

The items associated with these priorities include the expansion or upgrade of the loading/offloading dock, ice plant, boat yard repair facility, boat yard utilities, and construction management. This project has been professionally researched, and all plans and permits are completed.

**Potential Funding Sources**
- Florida Department of Transportation
- Rural Infrastructure Funds
- Community Planning Technical Assistance Grants

**ED.13. Apalachicola Solar Project**

**Project Description**
This project consists of installing a solar farm system at the wastewater site with 1,440 ground mounted commercial solar panels covering about 2.5 acres; and a second solar farm with 260 commercial solar panels at the Recreation and Community Complex with the goal of reducing utility costs to save the city and taxpayer dollars. Projected costs are $800,000 for the wastewater portion and $200,000 for the Recreation and Community Complex.

These systems are projected to save the city and taxpayers $1,985,000 over the next 30 years ($71,000 per year initially; declining slightly over time), by reducing major utility bills more than 50% each year. The financial projections are based on estimates from nationally known solar installers who have built similar systems for many other municipalities, such as in Valdosta, Georgia, and Jacksonville, Florida.

The sustainable long-term operational savings will benefit the environment, reduce utility bills, free up funds for critical infrastructure maintenance for the wastewater plant, and support multiple community service programs based at the 14th street location. The solar wastewater portion will provide 811,000 kWh of electricity per year, reducing those monthly bills by more than 50 percent. The Recreation and Community Complex portion will provide 137,000 kWh per year.
The project will also include a workforce development component, to train young people in the rapidly expanding solar power field.

**Potential Funding Sources**
- Inflation Reduction Act
- USDA Rural Development Energy Programs


**Project Description**
This project would explore the use of Ad Valorem Tax Exemption by the City of Apalachicola for economic development. Authorized by Florida Statute 196.1995, Economic Development Ad Valorem Tax Exemption is an important tool for communities to provide an incentive for qualified businesses who are locating or expanding operations in their community. The incentive provides an exemption of up to 10 years from the property taxes (both real property taxes and tangible personal property taxes) payable with respect to business improvements such as a new building, building expansion or new equipment purchased in connection with relocation or expansion. The exemption is only available in communities where a voter referendum has passed that authorizes the county or city government to offer the exemption.

There are requirements set forth in state statute that must be met by businesses that apply for this exemption. For a new business facility or the expansion of an existing business in either the manufacturing sector or in a target industry, the business will qualify if it establishes 10 or more new full-time jobs paying an average wage that is above the average wage in the area. The Florida Commerce Department maintains a list of target industries.

For a new business facility or expansion which is not in the manufacturing sector or in a target industry, the business may still qualify if it establishes 25 or more new full-time jobs, and the new or expanding facility receives less than one-half of its total sales revenue from sales in the State of Florida for each year the exemption is claimed. Furthermore, with respect to an expanding business, the expansion must be on a site located within the same county or municipality as the existing business and must be collocated with a facility owned by the existing business or under common control with the existing business. Also, it must result in a net increase in employment at that facility of not less than 10 percent or an increase in productive output or sales of not less than 10 percent.

More information can be found in **Section 196.1995, Florida Statutes.**

**Potential Funding Sources**
- N/A
IMPLEMENTATION PLAN

In addition to the resources identified in the Implementation Overview, there are many grant opportunities that should be considered by the City of Apalachicola. A summary of each opportunity is included below, categorized by topic area. Projects have been aligned with these resources in the plan.

Overall

Local Revenue
Local revenue is of course the first source considered by a community when pursuing a project. However, in a community like the City of Apalachicola, it can be difficult to generate the funding needed to cover major projects, like the ones included in this plan. It is often best to pair grant funding with local revenue as match to make dollars stretch further.

Private funding
Consider private funding sources, specifically those that will benefit from a continuation of services in the event of a disaster. Local businesses, banks, and nonprofit foundations are resources for potential funding.

Legislative Appropriations/Apalachicola Stewardship Act
Many projects identified in this plan could be appropriate to consider for Legislative Appropriations through the Apalachicola Stewardship Act as they directly line up with the guiding principles for development outlined in Florida Statute for the Apalachicola Area of Critical State Concern. The City of Apalachicola should consider selecting a number of these projects to accompany their continued legislative advocacy to implement the Apalachicola Stewardship Act in subsequent years.

Infrastructure

Florida Small Cities Community Development Block Grant Program
The Florida Small Cities Community Development Block Grant Program is a competitive grant program that awards funds to eligible cities, counties, towns and villages. There are approximately 249 eligible communities in Florida. To be eligible for the Small Cities CDBG Program, a city must have a population under 50,000, and a county's population must be under 200,000. The Program awards subgrants in four categories: Economic Development, Neighborhood Revitalization, Housing Rehabilitation, and Commercial Revitalization. Infrastructure projects are often funded through Economic Development, Commercial Revitalization and Neighborhood Revitalization.
USDA Rural Development Energy Programs

USDA Rural Development Energy programs, authorized by the Agricultural Act of 2014, offer funding to complete energy audits, provide renewable energy development assistance, make energy efficiency improvements and install renewable energy systems. We have programs that help convert older heating sources to cleaner technologies, produce advanced biofuels, install solar panels, build biorefineries, and much more. USDA Rural Development is at the forefront of renewable energy financing, with options including grants, guaranteed loans and payments.

Florida Rural Water Association

Florida Rural Water Association’s primary purpose is to assist water and wastewater systems with every phase of the water and wastewater operations. The Funding Group meets on a quarterly basis, at which time each project submitted during the quarter will be reviewed and the appropriate funding authority will contact the applicant.

Small Community Wastewater Construction Grants Program

The Small Community Wastewater Construction Grants (SCWCG) Program grant program assists small communities and wastewater authorities in planning, designing and constructing wastewater management facilities under Chapter 62-505, F.A.C. An eligible small community must be a municipality, county or authority with a total population of 10,000 or less and have a per capita income (PCI) less than the state of Florida average PCI. Projects shall compete separately for planning, design, and construction grants.

The highest priority is given to projects that address a public health risk and projects that are included in a Basin Management Action Plan. The grant percentage is determined by the sponsor’s affordability index and is 70, 80 or 90 percent of the loan amount up to 25 percent of the funds available during the fiscal year. All projects must receive a Clean Water State Revolving Fund loan to receive these grant funds.

Building Resilient Infrastructure and Communities

Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes and territories, as they undertake hazard mitigation projects reducing the risks they face from disasters and natural hazards. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program and is a result of amendments made to Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) by Section 1234 of the Disaster Recovery Reform Act of 2018 (DRRA).

The BRIC program guiding principles are supporting communities through capability- and capacity-building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.

The program aims to categorically shift the federal focus away from reactive disaster spending and toward research-supported, proactive investment in community.
resilience. FEMA anticipates BRIC funding projects that demonstrate innovative approaches to partnerships, such as shared funding mechanisms, and/or project design. For example, an innovative project may bring multiple funding sources or in-kind resources from a range of private and public sector stakeholders or offer multiple benefits to a community in addition to the benefit of risk reduction.

Through BRIC, FEMA will continue to invest in a variety of mitigation activities with an added focus on infrastructure projects, and community lifelines.

**EDA Public Works and Development Facilities Program**
The EDA Public Works Program empowers distressed communities in economic decline to revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage business expansion, diversify local economies, and generate or retain long-term, private sector jobs and investment. In many cases, public works projects are used to upgrade or expand an area’s economic infrastructure to support the next generation of industry or commerce. Whenever possible, this program seeks to redevelop existing facilities and industrial/commercial locations. EDA encourages such redevelopment projects because they promote sustainable economic development by taking advantage of readily available infrastructure and markets. The Public Works and Economic Development Program supports locally developed projects that long-term economic self-sufficiency and global competitiveness. Examples of past infrastructure investments include water and sewer facilities, industrial access roads, rail spurs, port improvements, skill-training facilities, technology-related infrastructure, as well as the demolition, renovation, and construction of publicly owned facilities.

**Clean Water State Revolving Loan Fund**
The Clean Water State Revolving Fund (CWSRF) program provides low-interest loans for planning, designing and constructing water pollution control facilities under Chapter 62-503, F.A.C. The department receives requests for funding throughout the year for wastewater, stormwater, and certain energy and other types of projects. The information gathered in the request is used to establish project priorities for listing projects in order of priority for funding at the beginning of each fiscal year and each quarter, thereafter, as funds are available.

Funds are made available for Planning Loans, Design Loans and Construction Loans. Small, disadvantaged communities may also be eligible for grants, which, once qualified, can significantly reduce the amount owed on a CWSRF loan. The loan terms include a 20-year amortization and low-interest rates. Financing rates vary based on the median household income, the poverty index, and the unemployment index, but average less than 50 percent of the market rate.

**Drinking Water Revolving Loan Fund**
The Drinking Water State Revolving Fund (SRF) Program provides low-interest loans to Eligible Entities for planning, designing, and constructing public water facilities. Federal and State appropriations have funded the SRF. It is a “revolving” fund because
loan repayments are used to make additional loans. By federal law, the SRF is to be operated in perpetuity. The Department solicits project information each year from January 1 to February 15. The information is used to establish the project priority list for the following annual cycle. Funds are made available for Pre-construction Loans to rate-based public water systems, Construction Loans of $75,000 minimum or more, and Pre-construction Grants and Construction Grants to financially disadvantaged communities. The Loan Terms include a 20-year (30-year for financially disadvantaged communities) amortization and low-interest rates. Small community assistance is available for communities having populations less than 10,000. Each year 15% of the funds is reserved exclusively for their use. In addition, small communities may qualify for loans from the unreserved 85% of the funds.

**USDA Rural Development**

Loans and grants and grants are available for construction of public water and wastewater facilities, as well as for other municipal projects, from the US Department of Agriculture’s Rural Development. A community must have a population of less than 10,000 to qualify. The applicant must be an incorporated body or be organized as a private, nonprofit corporation. Grants for as much as 75% of project costs may be awarded for projects which pertain to public health, public health, public safety, or environmental improvement depending on the income level and need within the community. Rural Development prioritizes projects based on the assessment of need for the project and the financial capabilities of the applicant. The proportions of loan and grant vary depending on the agency’s overall assessment of a project.

**Rural Infrastructure Fund**

The purpose of the Rural Infrastructure Fund Grant is to facilitate the planning, preparing and financing of infrastructure projects in rural communities which will encourage job creation, capital investment and the strengthening and diversification of rural economies. The program is intended to facilitate access of rural communities to infrastructure funding programs such as those offered by the Small Cities Community Development Block Grant Program, United States Department of Agriculture – Rural Development and the United States Department of Commerce – Economic Development Administration. There are three types of projects allowed under this program including:

- **Total Project Participation Grants** which are intended to facilitate access and maximize the use of state, federal, local and private resources and may be awarded for up to 50% of the total infrastructure project costs related to specific job-creating or job-retention opportunities. Eligible use of funds include:
  - Improvements to public infrastructure for industrial or commercial sites;
  - Upgrades to development of public tourism infrastructure;
  - Improvements to access and availability of broadband internet services
  - Improvements to inadequate infrastructure that has resulted in regulatory action.

- **Project Planning and Preparation Grants** facilitate the timely response and induce the location or expansion of specific job creating opportunities. Grants may be awarded for infrastructure feasibility studies, design and engineering
activities, or other infrastructure planning and preparation activities. Grants awarded under this category may be used in conjunction with Total Project Participation grants provided the total amount of both grants does not exceed 30 percent of the total project cost. Maximum amounts of grants:
  o $50,000 for employment project with a business committed to create at least 100 jobs;
  o $150,000 for employment project with a business committed to create at least 300 jobs; and
  o $300,000 for a project in a rural area of opportunity.

- **Preclearance Review Grants** enable rural communities to access the resources available under the Expedited Permitting - Preclearance Review Process (Section 403.973(18), Florida Statutes), grants may be awarded for surveys, feasibility studies, and other activities related to the identification and preclearance review of land which is suitable for preclearance review. Maximum amounts and match requirements:
  o Projects located outside a Rural Area of Opportunity - $75,000 with 50 percent local funds match.
  o Projects located within a Rural Area of Opportunity - $300,000 with 33 percent local funds match.
  o Projects located within a catalyst site (as defined in Section 288.0656, Florida Statutes): maximum amounts same as above with local funds match requirement waived.

### Drinking Water System Infrastructure Resilience and Sustainability Program Grants

The Drinking Water System Infrastructure Resilience and Sustainability Program is a new program offered by the US Environmental Protection Agency that supports eligible entities with projects in underserved and disadvantaged communities with populations of less than 10,000 with drinking water system resilience. This is a new program that resulted from recent federal legislation and much is still unknown about the program. Eligible activities for funding include planning, design, construction, implementation, operation, or maintenance of a program or project that increases drinking water system resilience to natural hazards through:

- The conservation of water or the enhancement of water use efficiency;
- The modification or relocation of existing drinking water system infrastructure made, or that is at risk of being, significantly impaired by natural hazards, including risks to drinking water from flooding;
- The design or construction of desalination facilities to serve existing communities;
- The enhancement of water supply through the use of watershed management and source water protection;
- The enhancement of energy efficiency or the use and generation of renewable energy in the conveyance or treatment of drinking water; or
- The development and implementation of measures to increase the resilience of the eligible entity to natural hazards.
Water Quality Improvement Grant Program

The Florida Department of Environmental Protection’s Water Quality Improvement Grant Program (formerly the Wastewater Grant Program) provides funding to address wastewater (including septic to sewer), stormwater and agricultural sources of nutrients in waterbodies that are not attaining nutrient or nutrient-related standards, have an established total maximum daily load or are located within a basin management action plan area, a reasonable assurance plan area, an accepted alternative restoration plan area, or a rural area of opportunity under s. 288.0656.

Financial assistance is available to Florida's governmental entities for projects that have an established total maximum daily load or are located within a basin management action plan area, a reasonable assurance plan area, an accepted alternative restoration plan area, or a rural area of opportunity under s. 288.0656, which will individually or collectively reduce excess nutrient pollution:

- To retrofit onsite sewage treatment and disposal systems (OSTDS) to upgrade such systems to enhanced nutrient-reducing onsite sewage treatment and disposal systems.
- To upgrade, expand or construct facilities to provide advanced wastewater treatment, as defined in section 403.086(4), F.S.
- To connect OSTDS to central sewer facilities.
- To address stormwater and agricultural sources of nutrients in waterbodies that are not attaining nutrient or nutrient-related standards.
- To repair, upgrade, expand or construct domestic wastewater treatment facilities that result in improvements to surface water or groundwater quality, including domestic wastewater reuse and collection systems.

Priority will be given to projects that:

- Have the maximum estimated reduction in nutrient load per project.
- Demonstrate project readiness.
- Are cost-effective.
- Have a cost-share identified by the applicant, except for rural areas of opportunity.
- Have previous state commitment and involvement in the project, considering previously funded phases, the total amount of previous state funding, and previous partial appropriations for the proposed project.
- Are in a location where reductions are needed most to attain the water quality standard of a waterbody not attaining nutrient or nutrient-related standards.

EPA Environmental Education Grants

Under the Environmental Education Grants Program, EPA seeks grant applications from eligible applicants to support environmental education projects that promote environmental awareness and stewardship and help provide people with the skills to take responsible actions to protect the environment. This grant program provides financial support for projects that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques.
Community Development Block Grant – Disaster Recovery and Mitigation Funding

In the event of a major disaster declaration, Congress can appropriate funding through the Community Development Block Grant (CDBG) Program specifically for recovery and mitigation efforts. The City of Apalachicola has leveraged this funding to complete several major infrastructure projects that are a priority for the City following Hurricane Michael.

While new funding is not currently available to support the City’s projects, the City should be aware that in the event of a future disaster, this resource may become available again. Florida Commerce provides oversight over this program and will likely make decisions on what programs should be activated to address any unmet needs from future disasters. The City of Apalachicola should advocate for the implementation of the General Infrastructure Program to support its infrastructure needs.

In addition, funding may be allocated later to address mitigation needs following a storm. This resource is more flexible than traditional CDBG-DR funding as the project does not have to be tied back to the specific disaster event for which the funding was appropriated, there is typically lower LMI requirements and the timeframe for project completion is typically longer as well.

Water Quality

Hazard Mitigation Grant Program

The Hazard Mitigation Grant Program is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. It is a partnership that is designed to assist states, local governments, private non-profit organizations and Indian Tribes in implementing long-term hazard mitigation measures following a major disaster declaration.

Although the Hazard Mitigation Grant Program is federally funded, the program is administered by the Florida Division of Emergency Management. The process of selecting eligible mitigation projects to be submitted for funding consideration has been delegated to each county’s Local Mitigation Strategy Working Group (LMSWG) in accordance with 27P-22 of the Florida Administrative Code.

Hurricane Loss Mitigation Program

The Florida’s Division of Emergency Management created the Hurricane Loss Mitigation Program to act as a specialized, state-funded mitigation program aimed at minimizing damages caused by hurricanes. The program began as an active response to the devastation brought by Hurricane Andrew, specifically to the insurance market in the State of Florida. With an annual budget of $7 million, provided by the Florida Hurricane Catastrophe Trust Fund, the program is funding activities that promote property resiliency through retrofits made to residential, commercial, and mobile home properties, the promotion of public education and public information, and through hurricane research activities.
Northwest Florida Water Management Grant

The Northwest Florida Water Management District provides or assists in developing funding opportunities for projects that help protect, maintain, or improve water resources. When available, project funding may be awarded to local governments, utilities, agricultural producers, and other entities. In general, projects of interest must benefit one or more of the District’s core mission areas, including:

- Water supply: alternative water supply development, water resource development, or water conservation.
- Water quality: stormwater, wastewater, or other projects that improve water quality and/or provide a reduction in nutrient loading to a waterbody.
- Natural systems: acquisition and restoration of measurable resource benefits to streams, lakes, wetlands, springs, or aquifers.
- Flood protection: structural and non-structural flood protection or abatement projects.

Economic Development

Triumph Gulf Coast

Triumph Gulf Coast, Inc., is a nonprofit corporation organized to oversee the expenditure of 75 percent of all funds recovered by the Florida attorney general for economic damages to the state that resulted from the 2010 Deepwater Horizon oil spill. Triumph Gulf Coast, Inc., is required to administer the distribution of the funds to be used for the recovery, diversification, and enhancement of the eight Northwest Florida counties disproportionately affected by the oil spill. Projects may include:

- Ad valorem tax rate reduction within disproportionately affected counties.
- Local match requirements of s. 288.0655 for projects in the disproportionately affected counties.
- Public infrastructure projects for construction, expansion, or maintenance which are shown to enhance economic recovery, diversification, and enhancement of the disproportionately affected counties.
- Grants to local governments in the disproportionately affected counties to establish and maintain equipment and trained personnel for local action plans of response to respond to disasters, such as plans created for the Coastal Impacts Assistance Program.
- Grants to support programs that prepare students for future occupations and careers at K-20 institutions that have campuses in the disproportionately affected counties. Eligible programs include those that increase students’ technology skills and knowledge; encourage industry certifications; provide rigorous, alternative pathways for students to meet high school graduation requirements; strengthen career readiness initiatives; fund high-demand programs of emphasis at the bachelor’s and master’s level designated by the Board of Governors; and, similar to or the same as talent retention programs created by the Chancellor of the State University System and the Commission of Education, encourage students with interest or aptitude for science, technology, engineering,
mathematics, and medical disciplines to pursue postsecondary education at a state university or a Florida College System institution within the disproportionately affected counties;

- Grants to support programs that provide participants in the disproportionately affected counties with transferable, sustainable workforce skills that are not confined to a single employer; and
- Grants to the tourism entity created under s. 288.1226 for the purpose of advertising and promoting tourism and Fresh From Florida, and grants to promote workforce and infrastructure, on behalf of all of the disproportionately affected counties.

**Duke Energy Grant Programs**
The **Florida Investment Fund** is designed to assist communities in attracting new industrial development projects or expanding/retaining existing projects as they compete with other locales, by supporting general site preparation, workforce development training, incentive matching or other project needs. The project is for projects with an identified end user. Key components of the program include:

- Florida Investment Funds will be used to leverage funds or in-kind resources from local or other sources.
- Support for projects will be considered on a case-by-case basis to meet the overall objectives of recruiting new industrial customers and helping to retain or expand existing operations.
- Applications are accepted throughout the year, as required by potential projects. Total recommended funding is based on several project factors.
- The project must be in a targeted industry as defined by the state of Florida’s most current economic development policy.

In addition, Duke Energy’s **Advancing Sites Infrastructure Fund** creates economic opportunities and supports the creation and/or enhancement of new industrial sites throughout Duke’s service area in Florida. The program encourages new development by offering grant funding to assist with site infrastructure costs on speculative sites and building development projects. Key features of the program include:

- Accelerates new product development by leveraging investment and business development efforts.
- Helps mitigate developer risk by leveraging the Duke Energy Site Readiness Program.
- Funding is eligible for both site and building development costs.
- Funds typically support costs associated with demolition, environmental remediation, site preparation, building renovation and infrastructure improvements.

**Florida Job Growth Grant Fund**
The **Florida Job Growth Grant Fund** is an economic development program designed to promote public infrastructure and workforce training across the state. Proposals are reviewed by Florida Commerce and chosen by the Governor to meet the demand for workforce or infrastructure needs in the community they are awarded to.
**CDBG-DR: Hometown Revitalization Program**

Florida Commerce provided a program in the past to communities affected by Hurricane Michael that allowed for commercial revitalization. This funding can be used for:

- Public facility improvements, including streetscapes, lighting, sidewalks and other physical improvements to commercial areas.
- Acquisition, demolition, site preparation or rehabilitation of commercial structures carried out by a unit of local government.
- Assistance to small businesses for rehabilitation and physical improvements to their places of business.
- Façade improvements to private or public structures in commercial areas.

Eligible projects must demonstrate tie-back to Hurricane Michael damage and must not duplicate benefits received from other grant sources including the FEMA Public Assistance (PA) Program. Competitive projects will also demonstrate how they:

- Primarily serve LMI populations,
- Aid in the prevention or elimination of slums or blight, or
- Address an urgent need in the community.

As CDBG-DR funding must primarily address the needs of the LMI community, DEO gave priority to applications that meet this criterion. While this program is not currently active for communities, should the City be affected by a disaster in the future, it may be important to advocate for the reactivation of this program to support commercial revitalization needs.
APPENDIX A: THE APALACHICOLA STEWARDSHIP ACT

An act relating to the Apalachicola Bay Area of Critical State Concern; amending s. 380.0555, F.S.; authorizing the Department of Environmental Protection to expend certain funds for the purpose of entering into financial assistance agreements with the City of Apalachicola for specified surface water and groundwater quality improvement projects within the Apalachicola Bay Area of Critical State Concern; providing for expiration of the expenditure; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (11) is added to section 380.0555, Florida Statutes to read:

380.0555 Apalachicola Bay Area; protection and designation as an area of critical state concern. –

(11) FINANCIAL ASSISTANCE AGREEMENTS. – Beginning in the 2023-2024 fiscal year and continuing through the 2027-2028 fiscal year, the Department of Environmental Protection may expend up to $5 million each fiscal year for the purpose of entering into financial assistance agreements with the City of Apalachicola to implement projects that improve surface water and groundwater quality with the Apalachicola Bay Area of Critical State Concern, including the construction of stormwater management facilities and central sewage collection facilities, installation of onsite sewage treatment and disposal systems, direct and indirect potable reuse, and other water quality and water supply projects. This subsection expires on June 30, 2028.

Section 2. The act shall take effect on July 1, 2023.
APPENDIX B: EXISTING GRANT INVENTORY AS OF JUNE 2023
| State Agency | Grant Program | 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  
- Utilities Plan Report | Execution Date | Amount | Notes |
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<tbody>
<tr>
<td>FDEO</td>
<td>Rural Infrastructure Fund</td>
<td>11/2/2022</td>
<td>$147,000.00</td>
<td>Waiting for agreement from DEO</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>This grant proposal would fund an analysis of the drainage basins that border Apalachicola River and Bay. The grant also includes funding to begin camera work of the stormwater lines in the phase I, as recommended in that report. (We have to survey the damage before we can move forward on repairs.) The grant asks for $110,000 for the analysis and mapping (per engineer estimate), $6,000 for public education (grantors like to see that we are promoting our message/work), $24,000 in admin, and $151,000 in camera work for the phase I drainage basin area.</th>
<th>Execution Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEO</td>
<td>Rural Infrastructure Fund</td>
<td>Waiting for agreement from DEO</td>
<td>$300,000.00</td>
<td>$3,882,899.00</td>
<td></td>
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<table>
<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>Stormwater repair project designed to alleviate floodwater drainage</th>
<th>Execution Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEO</td>
<td>CDGB-DR General Infrastructure</td>
<td>1/28/2022</td>
<td>$3,882,899.00</td>
<td>$3,882,899.00</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>The project proposes to repair damage caused by Hurricane Michael and provide economic revitalization for businesses located in the city's underserved and overlooked Hill Community which predominately consists of low-to-middle-income African American residents; this includes any CDGB-DR eligible activity that demonstrates restores and improves some aspect of the local economy. As documented, Hurricane Michael caused catastrophic damage to Apalachicola and the city is currently focused on long-term community recovery activities and economic revitalization planning as a result of Hurricane Michael's impacts.</th>
<th>Execution Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEO</td>
<td>CDGB-DR Hometown Revitalization</td>
<td>5/12/2022</td>
<td>$910,753.00</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>Improve access from the city's downtown district and Riverfront Park area to Battery Park by demolishing, repairing and rehabilitating important community assets.</th>
<th>Execution Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEO</td>
<td>CDGB-DR Hometown Revitalization</td>
<td>4/3/2022</td>
<td>$4,414,686.00</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>Police Department Generator</th>
<th>Execution Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEO</td>
<td>CDGB-DR HMGP Match</td>
<td>7/25/2022</td>
<td>$26,064.75</td>
<td></td>
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<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>Market Street Vacuum Station</th>
<th>Execution Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEO</td>
<td>CDGB-DR HMGP Match</td>
<td>7/7/2022</td>
<td>$41,921.00</td>
<td></td>
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</tbody>
</table>

| State Agency | Grant Program | CPTA  
- Analyze the City of Apalachicola’s current 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 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. | Execution Date | Amount | Notes |
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<tbody>
<tr>
<td>FDEO</td>
<td>CPTA</td>
<td>11/10/2022</td>
<td>$75,000.00</td>
<td></td>
<td></td>
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</tbody>
</table>

| State Agency | Grant Program | Resilient Florida  
- Update of Vulnerability Assessment | Execution Date | Amount | Notes |
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<tbody>
<tr>
<td>FDEP</td>
<td>Resilient Florida</td>
<td>9/23/2022</td>
<td>$72,520.00</td>
<td></td>
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</tbody>
</table>

| State Agency | Grant Program | Resilient Florida  
- Move critical wastewater infrastructure out of Flood Zone AE to relocate to higher ground; The project will replace existing Headworks and SBR reactors with new tanks and equipment. | Execution Date | Amount | Notes |
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<tbody>
<tr>
<td>FDEP</td>
<td>Resilient Florida</td>
<td>10/18/2022</td>
<td>$13,381,516.00</td>
<td></td>
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</tr>
</tbody>
</table>

| State Agency | Grant Program | Legislative Project/GAA  
- Re-line approximately 350 feet of stormwater pipe with cured-in-place lining, and add backflow protection for approximately 12 outlets. The following locations in Apalachicola will be addressed: • Fred Meyer Street near 18th Street east of the intersection. The road is sinking at a damaged pipe joint. • 5th Street between Avenue C and Avenue E. The road has several areas where the pipe joints are caving in. • Avenue B between 11th and 12th Street. | Execution Date | Amount | Notes |
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<tbody>
<tr>
<td>FDEP</td>
<td>Legislative Project/GAA</td>
<td>11/22/2021</td>
<td>$100,000.00</td>
<td>25% complete; End date: 12/31/2023</td>
<td></td>
</tr>
<tr>
<td>FDEP</td>
<td>CV SLRF</td>
<td>Construction of Wastewater Plant Headworks and SBR Relocation, Replacement, and Upgrades for Advanced Wastewater Treatment.</td>
<td>10/31/2022</td>
<td>$5,551,875.00</td>
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<tr>
<td>FDOS</td>
<td>Small Matching Grant</td>
<td>Black History Trail</td>
<td>12/27/2022</td>
<td>$50,000.00</td>
<td></td>
</tr>
<tr>
<td>FDOS</td>
<td>Historic Preservation - Michael</td>
<td>City Hall Hurricane Michael Repair</td>
<td>11/10/2021</td>
<td>$395,916.00</td>
<td></td>
</tr>
<tr>
<td>FDOS</td>
<td>Historic Preservation - Michael</td>
<td>Harrison-Raney Warehouse Repair and Resilience</td>
<td>11/10/2021</td>
<td>$281,864.00</td>
<td></td>
</tr>
<tr>
<td>FDOT</td>
<td>Historical Resources - African American Cultural and Historical Grants</td>
<td>Agreement signed</td>
<td>$1,000,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDOT</td>
<td>Roadside Beautification Assistance Program</td>
<td>Traffic Signal Maintenance</td>
<td>Recurring</td>
<td>$38,502.00</td>
<td></td>
</tr>
<tr>
<td>FDOT</td>
<td>Roadside Beautification Assistance Program</td>
<td>Landscaping Grant for Highway 98</td>
<td>5/18/2017</td>
<td>$200,000.00</td>
<td></td>
</tr>
<tr>
<td>FDOT</td>
<td>SCOP</td>
<td>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 funding to remedy the underground issues, resurfacing the entire street length, and for new road signs based off engineer's estimate and recommendations.</td>
<td>Waiting for agreement from FDOT</td>
<td>$610,169.30</td>
<td></td>
</tr>
<tr>
<td>FDEM</td>
<td>HMGP</td>
<td>MATCHED WITH DEO (Police Department Generator) Provide backup power to three (3) critical facilities, located at two (2) addresses in Apalachicola, Florida 32320. The HMGP project shall provide protection to the City Hall building, the Fire Department and Police Department building by purchasing and installing a 200kW generator and a 60kW generator, or generators of an adequate size determined by the vendor and/or electrical engineer during the bidding process</td>
<td>10/22/2021</td>
<td>$231,030.34</td>
<td></td>
</tr>
<tr>
<td>FDEM</td>
<td>HMGP</td>
<td>MATCHED WITH DEO (Market Street Vacuum Station) Provide protection to the wastewater utility Infrastructure located at 172 Market Street, Apalachicola, Florida, 32320. Coordinates (29.729473, -84.987241). The scope is for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved. Design: $120k; Construction: $1,424,753</td>
<td>2/8/2022</td>
<td>$120,000.00</td>
<td></td>
</tr>
<tr>
<td>FDEM</td>
<td>ARPA - SRF</td>
<td>Distribution</td>
<td>8/16/2021</td>
<td>$1,179,010.00</td>
<td></td>
</tr>
<tr>
<td>FDEM</td>
<td>HMGP</td>
<td>Back-up Generator for Vacuum Station (128 Avenue F): Grant application was submitted for $170,000 for a new backup generator. (Current in use is too small for need.) has 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.</td>
<td>Waiting on agreement from FDEM</td>
<td>$170,000.00</td>
<td></td>
</tr>
<tr>
<td>FEMA</td>
<td>Public Assistance</td>
<td>Bodiford/Scipio/Lafayette: Bodiford - remove &amp; replace table w/benches; pier access stairs; pier decking section 1, 2 &amp; 3 - 362 SF. Scipio - remove &amp; replace 3 dock boards; dock access ramp section; 6 FT chain link fence; 1 wood bolted pile; 424 SF finger pier connecting boards; 1 wheel chair lift 2 wood piles. Lafayette - replace 10SF pier grating; replace 420 wood joists; replace 140 wood dockling; replace 84 hand rail posts; replace 336 hand rail laterals; replace 8A pier toe rails; replace gazebo roof and warped wood; remove &amp; replace 80 SF dry bricks.</td>
<td>Pending EHP</td>
<td>$679,796.32</td>
<td></td>
</tr>
<tr>
<td>FEMA</td>
<td>Public Assistance</td>
<td>Battery Park: replace 260 SF standing seam roof, 26 FT long x 8 FT wide; replace 62 2 IN x 8 IN treated wood; replace wood (Joist floor 2, 182 LF long; replace 300 FT of Battery Park Pier; reset 198 pilings); add ADA ramp to bring up to code &amp; standards</td>
<td>Pending EHP</td>
<td>$30,000.00</td>
<td></td>
</tr>
<tr>
<td>FEMVA</td>
<td>Public Assistance</td>
<td>Alleyway Repairs/Courthouse sidewalk: Alleyway Repairs - replace crushed shell in 17 sections of the alleyways. Courthouse Sidewalk: replace 1,4198 CY of concrete sidewalk.</td>
<td>1/21/2020</td>
<td>$ 23,784.62</td>
<td></td>
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<tr>
<td>FEMVA</td>
<td>Public Assistance</td>
<td>Old City Hall and HCA Contents Loss: Van Johnson Building - remove &amp; replace 5 vent caps, 5 vent cap fans, 25 ceiling tiles, 248 floor tiles and reset 10 single pane double doors. HCA Contents - content list provided.</td>
<td>1/21/2020</td>
<td>$ 9,674.03</td>
<td></td>
</tr>
<tr>
<td>FEMVA</td>
<td>Public Assistance</td>
<td>Hurricane Sally: Community Center - remove &amp; replace 5,920 SF of standing seam metal roof; remove &amp; replace 16 ceiling tiles; remove &amp; replace 14 ceiling light covers. 9th Street &amp; Avenue D - remove sediment from 380 LF long x 18 IN diameter, concrete pipe. 9th Street &amp; Avenue D (second hole) - remove sediment / seal joints from 18&quot; RCP 360 LF long x 18 IN diameter, culvert. 5th Street &amp; Avenue C - remove sediment from 390 FT of 18&quot; concrete pipe. 5th Street Avenue D - remove sediment from 390 FT of 18&quot; terracotta pipe.</td>
<td>5/20/2021</td>
<td>$ 38,424.06</td>
<td></td>
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**TOTAL** $ 33,946,718.42

<table>
<thead>
<tr>
<th>State Agency</th>
<th>Grant Program</th>
<th>Scope of Work</th>
<th>Submitted Date</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDEP</td>
<td>Resilient Florida</td>
<td>City submitted a grant request 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.</td>
<td>9/1/2022</td>
<td>$ 2,039,500.00</td>
<td>Likely not funded.</td>
</tr>
<tr>
<td>FDEP</td>
<td>Resilient Florida</td>
<td>City submitted a grant request 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.</td>
<td>8/21/2022</td>
<td>$ 300,000.00</td>
<td>This may have been funded.</td>
</tr>
<tr>
<td>FDCS</td>
<td>Historic Preservation - Special Category</td>
<td>The goal of this application is to secure funding to complete the Old City Hall Renovation and support the ongoing repairs funded through the HPS 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.</td>
<td>5/31/2022</td>
<td>$ 395,000.00</td>
<td>Won't know until budget is passed.</td>
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**TOTAL** $ 2,734,500.00
APPENDIX C: SUMMARY OF EXPERT AND STAKEHOLDER INPUT

Stakeholder Input 2020
To better understand local challenges and opportunities to support economic development through the Areas of Critical State Concern designation, a series of meetings were conducted with key stakeholders. The general format for each meeting included:

1. An overview of the project, the Area of Critical State Concern Designation and the intent of the Apalachicola Stewardship Act.

2. Challenges and opportunities as related to:
   a. Economic Development
   b. Infrastructure
   c. Housing
   d. Water Quality

3. Specific projects under each topic area that can be included in the Apalachicola ACSC work plan to address challenges identified above.

The following feedback was gathered from these meetings.

Economic Development
- Tourism is a large driver of the community, largely based on activities related to the natural resources in the community. However, a new type of tourist has been generated by the local breweries in town as people travel to the city to sample craft beers and enjoy Downtown Apalachicola.

- Festivals and community events draw many visitors to the city each year and have become frequent. This benefits the community and local businesses in the area.

- The Scipio Creek Boat Basin (Mill Pond), a commercial fishing marina, was damaged by Hurricane Michael and needs electrical work and further enhancements (potentially a pump out station?). FEMA funding is being sought to make repairs but there may be gaps.
NOTE to City: This could be a great Economic Development Administration (EDA) Hurricane Michael project as it was originally largely funded by EDA.

- As the City continues to attract visitors, some landowners are seeking development and land use changes in the Eastpoint area that may change this area in the future. A recent seafood processing facility was re-zoned to allow 4 park model-style vacation rental properties. There is talk of a new Rocky's Gas Station coming to the area around Highway 65/98.

- The FSU Coastal Marine Lab Triumph Grant will result in a hatchery to support research as well as job training, student training and other research-related jobs. The hope is to grow a superior oyster that can survive in the Bay's current ecosystem.

- The wild oyster and oyster reefs provide many benefits beyond jobs including:
  - Water quality as oysters filter the water,
  - Storm mitigation as oyster reefs serve as natural nearshore breakwaters and provide protection against tidal erosion, and
  - Healthy oysters support other marine life and in return leads to a healthier ecosystem for all types of fisheries.

- Apalachicola has a lot of potential however the seafood business has changed over the years and not for the better.

- The oyster population has changed, vastly reducing the number of wild-caught oysters in the Bay.

- Oyster aquaculture is a business opportunity but not an environmental solution to the challenges faced by Apalachicola Bay. Many are struggling to keep businesses viable and oyster leases create challenges with other competing commercial and recreational fishing operations.

- The key to economic sustainability of the community is the rebuilding of the Bay. When working at full capacity, the Bay can employ 400 – 600 people with a salary of approximately $60 million, resulting in $25 million industry.

- In order to restore the Bay, it needs a Comprehensive Bay Management Plan. An effort to create this type of plan was initiated in 2014, however due to ongoing legal battles with the State of Georgia over freshwater flows to the Apalachicola Bay from the River, it was not created. Mismanagement of the Bay is the State of Georgia's legal argument in this challenge. The creation of a management plan was believed to support this argument to the detriment of the community.

- An informal Apalachicola Bay Management Group was formed in 2014 to support the creation of a Comprehensive Management Plan. This group met with
Gulf Coast Triumph to put together a large project for the restoration of the Bay. The group included:

- Tommy Ward, 13 Mile Oyster Company
- Joseph Parrish, Franklin County Commissioner
- Dan Tonsmeire, Apalachicola Riverkeeper
- Jim Estes, Florida Wildlife Commission
- Carl Knickerbocker, Department of Agriculture and Consumer Services
- Andy Kane, University of Florida
- Jenna Harper, ANERR

- Recently a $20 million grant from the National Fish and Wildlife Foundation (NFWF) was awarded that focuses on Apalachicola Bay Oyster Reef Restoration. Contact Jim Estes at FWC for more information on the scope of this grant.

- Originally, the application to Triumph included a component from UF to support the restoration of the Bay. This was expected to be a combined project totaling $40 - $50 million. However, the UF portion of the project did not move forward. This would have implemented the research conducted by FSU Coastal Marine Lab.

- Look at Triumph application and talk to Jim Estes to understand what gaps remain when looking at the scope of the FSU Marine Lab work and the recent NFWF grant.

- The Scipio Creek Boat Basin (Mill Pond) needs more docks, improvements and ice machines. There is a need to revisit the original proposal and look at the plans associated for this facility.

- It can be difficult for native residents of Apalachicola who never leave the community to become economically self-sufficient. Most individuals must leave the community to gain education or a skillset and then return later to make a living. Because of the lack of jobs that can support a family, there is a high rate of multi-generational poverty. It can be difficult for those who do not live in poverty to understand the compounding struggles of those who live in poverty.

- Those that work that live in affordable housing in his community are typically bartenders, waitresses or clean houses. It can be difficult for those with a service-based job to find affordable housing.

- Improving our housing, healthcare and school system are needed in order to grow the economy of our area. Currently, our school system is ranked 62 on this list of 67 counties, showing that there is much room for improvement.
City of Apalachicola ACSC Work Plan

- In the last year, we lost 118 students to nearby school systems (Port St. Joe, Wakulla). A loss in student population means a loss in funding to make much needed improvements to our school system.

- Affordable housing also impacts the ability of our school system to retain teachers. The teachers we have in our community are great, but it can be difficult for a teacher who starts out at $35,000/year salary to afford to live on their own because there is no housing that they can afford on that salary.

- Downtown Apalachicola is a great tourism asset and streets could be enhanced to cater to pedestrians instead of serving vehicle traffic. One project that may be attractive is replacing the asphalt along Market Street with cobblestone streets, retaining the older cobblestone street segments that already exist.

- Weems Hospital maintains the designation of a Critical Access Facility for the surrounding region. As such, they receive additional financial support through Medicaid (payout nearly 100% of claims instead of closer to 60%). This is 50-year-old facility that needs significant improvement. The County recognizes that it is a complicated and expensive problem and that they will need to partner with private hospital administration company to ensure long term viability of the hospital. There are potential options with nearby Sacred Heart Hospitals as well as Alliant Hospitals. Currently, under the Sacred Heart proposal jobs will be lost (115 currently employed, new proposal would be less than 50 jobs) and operations will be scaled down to a stand-alone emergency room. Many worry that if they take this proposal the job loss may be even worse in the future, if Sacred Heart finds that they cannot make the reduced capacity facility solvent. This would transfer the Critical Access designation out of the county and the county would lose any future abilities to have a hospital in their community.

- Aquaculture is not a viable income alternative for many of the oysterman who have historically made their living on the Bay. It requires a significant amount of upfront capital ($50,000) and the ability to go without income for nearly a year. Most oysterman in the area do not have the means to start this or the business acumen to run their own business. Also, additional oyster leases would interfere with other seafood industries such as crabbing and shrimping.

- The FSU Coastal Marine Lab Triumph Grant coupled with the NFWF grant recently given to FWC will hopefully go a long way in helping to restore the Bay from a comprehensive perspective. It is likely that the Bay will need to be shut down for a year or more to fully recover with a long-term Apalachicola Bay Management Plan to guide the relationship between all uses of the bay, both commercial and recreational.

- There is still between $5 - $6 million in Triumph funding that is slated for Franklin County. The challenge with gaining access to these funds is that Triumph is looking for an employer that will pay above average to move into the
community and currently, Franklin County lacks the workforce to support these industries.

- If Eastern Shipbuilding moves some of their Coast Guard boat building operations to nearby Port St. Joe, this could be a great opportunity for Franklin County and the City of Apalachicola. This would provide good paying jobs (welders, etc.) within a 25-mile drive from the community. Infrastructure improvements associated with this project (a floating dry dock) was slated to be potentially funded with Triumph dollars. However, in December of 2018 the Gulf County BOCC withdrew their application, due to the impacts from Hurricane Michael.

- There is a regional opportunity for collaboration between Franklin – Gadsden – Gulf Counties through the Rails to Port project which connects the Apalachicola airport, the PSJ port and the Gadsden rail system. Currently this project needs a client – or someone to put freight on the line. A report was produced about this project.

**Infrastructure**

- Stormwater runoff is a challenge in the city as it traverses paved roads that are frequently traveled by vehicle and ending in the Bay and River. There is a need to continue to implement the projects outlined in the City of Apalachicola Stormwater Master Plan to slow down the path of water.
  - Permeable parking lots could also be considered.
  - Speak to Cindy Clark more about these issues.

- Another issue that contributes to flooding and stormwater challenges is filling of property to alleviate flooding on-site, moving flooding challenge to adjacent properties.
  - A fill ordinance has been drafted to codify how much fill can be put on a site and manage landscaping practices to encourage better drainage. This has not been adopted by the City.

- During high tide events, stormwater outfalls are backed up, resulting in standing water in the street, blocks away from the Bay or River.

- Wastewater systems in downtown need improvement. During heavy rainfall events, stormwater combines with wastewater and overwhelms lift station capacity. This has resulted in prominent businesses (Owl Café) having to close their doors on weekends to pump out water. In addition, the vacuum system needs to be maintained. It will be difficult for the existing wastewater infrastructure to handle additional businesses in the future due to capacity limitations.
  - Speak to Ron Nalley about these issues.
• There is a new potable water system being installed in the City.

• The current wastewater treatment plant is not far from the Bay. This treatment plant is old and could be vulnerable to future storms. If a breach occurs, this could result in raw sewage spilling into the nearby Bay.

• There are challenges with the electrical system associated with the stormwater system and a need to further implement the stormwater master plan, which would contribute to water quality throughout the area.

• The Sewer Plant is an Advanced Wastewater Treatment System that is older and likely nearing the end of its lifespan. The plant no longer disposes into wetlands and now operates an uplands spray field.

• The city has a water re-use system but its current operation is not known. There may be opportunities to expand their water re-use to nearby private establishments and residences to decrease load on the spray field.

• The City is at its max mileage rate for the Sewer System. The expansion of this facility might be popular, however with expansion comes annexation and current taxing rates and additional fees for infrastructure make this not viable for many citizens outside of the city.

• There are concerns about the maintenance of the water system that were recently raised by DEP. Following Hurricane Michael, the valves couldn’t be turned off and some broke or were frozen. This brought into question the flushing of the valves on a scheduled basis and resulted in red flags for DEP. The concern is not likely as dire as many believe, leaving some to wonder if the city is working to fix problems that are no longer an issue. There is work to be done to restore DEP’s confidence in the ability to maintain its current facilities.

**Housing**

• Income-restricted housing remains a challenge in the community and there is a stigma associated with these developments and fear that if they are created, they may encourage individuals who are not economically self-sufficient to move to the area. The need for this type of housing is not in question, but often the location of the new development becomes a challenge.

• There is a need to provide workforce housing in the $120K - $160K range, other than just mobile homes, that can provide safe alternatives for employees that support the commercial fishing and tourism industries.

• Concentrated income-restricted housing is not popular, but a scattered site model with townhomes or duplexes may be more attractive to the community if income restrictions accommodated the workforce.
- A former grant was made available to homeowners to improve resiliency of homes but was underutilized.

- Affordable housing is limited in the City of Apalachicola.

- Lower-income housing is especially difficult to find. Many people purchase mobile homes and locate them on a friend or family member's property as a solution.

- The Apalachicola Housing Authority has 54 public housing units within the city limits. Most are single family, with some duplexes (along 11th, 12th, 14th, 15th and 16th St.). They are always at 100% occupancy.

- The Apalachicola Housing Authority units are owned by the City of Apalachicola, but the Housing Authority is managed entirely with funds from HUD and the rent collected from individuals. It is a separate entity from the city and city revenue does not support the operation.

- Households are required to pay 30% of their income in rent each month. If there is more than one individual living in the home or if a child turns 18, their income is also considered in this calculation. Most rent collected is between $55 - $700/month.

- The HUD fair market value rent for a three-bedroom home in Apalachicola is $1,350 and there is a shortage of homes to rent throughout the entire area leaving people homeless or living with family.

- There is a waiting list of close to 100 families in need of 1-4-bedroom units. The HUD priority for public housing is elderly (62+) and disabled individuals who cannot work. Because of this priority, it is difficult for able-bodied or younger individuals to get into one of these homes. However, there are some families (single mothers with kids and others) who live in the units.

- Most of the individuals who live in the rental units have been individuals and families from this area. Only 2 or 3 units have been rented to individuals who came from outside of the area.

- The Apalachicola Housing Authority has a zero-tolerance policy regarding drug use and felons cannot live in properties. If tenants are arrested for drug use, they are evicted from the property. Likewise, felons are not permitted to rent the homes and if a tenant is convicted of a felon, they are evicted.

- There is a definite need for additional affordable housing in the area, based on the waiting list for elderly, disabled and low-income individuals who are workers in the community.
• Recently, the price for water and sewer in the City was increased to pay for long-
time outstanding debt that was taken out to make improvements to our system. While it is understandable that this debt must be paid, this additional increase in monthly cost further compounds our housing affordability challenges.

• Affordable housing should be characterized as workforce housing in the community. Currently, without a job, individuals cannot afford the $1,300 - $1,400/month rental payments.

• The Franklin County SHIP program offers the following types of assistance to homeowners:
  • Down-payment and closing cost assistance for first-time homebuyers;
  • Emergency repairs for site-built and modular homes; and
  • Rehabilitation of site-built and modular homes.

• In addition, the Franklin County SHIP program serves only very low and low-income households.

• The SHIP emergency allocation was used for disaster repair grants (including roof repairs, etc.). Most of this funding has been spent. There are approximately 20 people on the waiting list for SHIP funding assistance overall.

• The HHRP program will focus on repairing site-built homes or repairing/replacing mobile homes.
  • This is the first time that Franklin County has offered SHIP funding for repair or replacement of mobile homes. Typically, these funds are reserved for site-built and modular housing only.

  • The County will allow up to 20 percent of the HHRP funding to be spent on moderate income (households that make up to 80 percent of the Area Median Income) in addition to very low and low-income households.

  • Priority was given to households with hurricane damage and those that had special needs, in addition to very low and low-income households.

  • The County completed a two-week application period and received approximately 47 applications. They expect that the funding received will serve less than half of the applications that were received within the application period. There is still a great need for additional assistance in the community following Hurricane Michael.

• The County typically helps six households purchase a new home each year with SHIP funding through down payment and closing cost assistance.
This program is available to eligible first-time homebuyers (those who haven’t owned a home in the last three years).

- Assistance offered is between $10,000 and $15,000 depending on income.
- Potential applicants must have a contract and be pre-approved for a loan.
- There is typically no waiting list for this program.

- To-date, the County has not focused on affordable housing strategies that result in new construction of homes because of the waiting list of those who need assistance with repair or rehabilitation of existing homes. It is difficult to focus on new construction when the annual allocation does not allow them to address existing needs.

- There is not enough housing stock in the City available at an affordable rate for most homeowners or renters.

- The County does not offer services for the homeless population in the community. There are a lot of individuals who come through the area who, but for staying temporarily with someone locally, would be homeless. Homeless individuals are referred to Bay County or Leon County for assistance.

**Water Quality**

- There are additional potential threats upstream that could impact the River in the future. This includes the conversion of silviculture property to agricultural lands as well as the exploration of gas and oil.

- ANERR offers a classroom series for residents in the area that teaches homeowners that are new to the area about living in this pristine environment. There is a need to keep the focus on why the Apalachicola area is so unique and special and encourage new residents to be stewards of this environment. Community investment in conservationism through Bay-friendly living.

- A UF project was originally proposed as a companion to the FSU Coastal Marine Lab would have made recommendations for re-shelling projects and remapped oyster reefs, among other things.
  - Look at application on Triumph website for details.

- The Apalachicola-Chattahoochee-Flint River Basin group is currently exploring non-legal solutions for Bay restoration.
  - Contact Betty Webb for details.

- Water quality challenges is inextricably linked to the economic viability of the community.
• There is a need for the state and local governments to work together to figure out what they want to do with the Bay.

**Stakeholder Input 2023**

In 2023, the City again engaged local community stakeholders in the update to this plan. Below is a summary of each of meeting held as part of this update.

**Stakeholder Meeting: January 23, 2023**

On January 23, internal staff and grant management support teams met to inventory the current list of grants that are active as well as grants that are in the pipeline. This step is designed to help understand what projects have received funding since the completion of the first ACSC Work Plan. Below are the notes from this meeting:

- While funding has been secured for the Wastewater Plant, there is still a big need to focus on collection infrastructure including pits and lines going to vacuum stations and lift stations, sensors in pits, etc.
- In addition, there are upwards of 150 spray heads at the spray field that need to be replaced.
- The Inflow and Infiltration Study amount has been increased to $660,000 for both stormwater and wastewater and is included as an LBR request for the City this session.
- The Drainage Basin Analysis resulted in many recommendations that could be added as projects to this plan. Recently Phase 2 of this effort was funded with additional recommendations to rebuild infrastructure where conveyance is currently impeded by trees/roots.
- There are still quite a bit of areas where stormwater runoff is not treated - these should be added to the list of projects.
- The Parking and Drainage Water Quality Improvement Project is partially completed. This should be expanded to include "under the bridge" permanent pavers. We should draw information from the 2022 Resilient Florida Implementation grant that was submitted but likely not funded.
- Need to update CRS project. The City has steps that it must take (site visit, etc.) to participate in the CRS program. With a CFM now on staff, this can move forward.
- Consider voluntary buyout and property acquisition for Tier 3 HMGP funding from Ian and Nicole.
- There are two studies completed focused on the airport that should be leveraged for project consideration.
- Economic Development Projects should be items that can be teed up for Triumph Gulf Coast funding. Julie/Beth to discuss Duke Energy site readiness goals and potential project ideas for funding through Triumph, Duke Programs and DEO Rural grants.
Stakeholder Meeting: February 6, 2023

On February 6, internal staff and engineering support teams met brainstorm new infrastructure project ideas that are needed to meet the guiding principles of the Apalachicola Area of Critical State Concern statute. This meeting focused on projects under the following topic areas:

- Stormwater
- Wastewater
- Potable Water

Below are the notes from this meeting:

- Both the Stormwater and Wastewater improvements will be driven by the I&I studies, which has been submitted as a Legislative Budget Request by the City for 23-24. The requested amount will not cover both studies which are valued at $500K each for a total of $1 million.
- There is an LMS meeting on Wednesday, February 8. This list should be taken to the committee and projects should be added, as appropriate.
- The City’s Sea level rise vulnerability study was completed in 2017. It will be updated soon to include storm surge.
- The update to the ACSC Work Plan should include a highlight of all the work completed to-date and underway through the $30 million+ grant awards and how this ties back to the City’s efforts to address consent orders and ultimately the Guiding Principles for Development under the ACSC Program.
- The airport is likely to be a main topic of conversation regarding economic development. However, since the airport is managed by Franklin County it is outside of the City’s jurisdiction. The City owns property near the airport that could be of value however it was acquired through the Florida’s Communities Trust (land acquisition) Program at DEP and there are restrictions on the site that significantly limit the use.
- Economic Development conversations may include ancillary businesses and operations to support Eastern Shipbuilding that has a presence in both Gulf and Bay Counties to the west.

Stakeholder Meeting: April 11, 2023

On April 11, Julie Dennis, with OVID Solutions began the stakeholders meeting by providing an overview of the project, starting with the initial Area of Critical State Concern (ACSC) Work Plan that was approved in 2020. The goals of this initial plan included identifying projects in the community as it relates to the ACSC Guiding Principles for Development that could be appropriate for disaster recovery funding from Hurricane Michael, complement the City’s efforts to secure funding through the Apalachicola Stewardship Act and support potential applications for Triumph Gulf Coast projects. The goals for the current meeting were presented including the review of current grants and projects and brainstorming future projects to be included in the update, with a focus on economic development and affordable housing.

Julie then introduced Jennifer Conoley, President and CEO of Florida’s Great Northwest, a regional economic development organization that represents 13 counties,
including Franklin County with special focus on Gulf Coast Triumph Funds. Jennifer provided an overview of the organization, its mission and goals including their understanding of rural economic development. She then described their use of Gulf Coast Triumph funding for marketing on behalf of the region and their role in matching potential prospective employers with communities that would fit within the region. She shared a success story of a business that expanded in Bonifay (Holmes County) from Pennsylvania and explained that this could be the City of Apalachicola and Franklin County as well. She offered to be a resource for Apalachicola as they continue to work to recruit new industries.

Julie Dennis then presented the Executive Summary of the Duke Energy Site Readiness report which evaluated the City of Apalachicola Airport as an asset for economic development. Julie noted some of the strengths and weaknesses identified in the report, including potential targeted industries as a strength as well as the need to bolster the workforce. She then called to attention several of the action items included in the report:

- The need to better understand the development restrictions/allowances and infrastructure capacity at the site based on the City’s requirements and City’s public infrastructure.
- The need to focus on workforce development and workforce housing as a current limitation in the City that could have a high return on investment for recruiting new industries to the City of Apalachicola.
- The need to perform preliminary due diligence studies to answer questions related to the environmental features on the property, better positioning for future opportunities.

It was discussed that it may be beneficial to include City representation from a Commissioner on the Airport Board to help with collaboration on information sharing for the marketing of the airport by the County, Duke Energy and Florida’s Great Northwest. Jennifer Conoley mentioned that there is a site visit planned in June for a company that is interested in the Apalachicola Airport. Beth Cicchetti mentioned that the City of Apalachicola and Franklin County could pursue two separate Rural Infrastructure Fund applications to create a Utility Master Plan for the site as well as complete some of the due diligence studies needed, like a Phase 1 ESA. She suggested that the City work with the County to position for these two separate grant applications now as the cycle will likely open after the start of the new state fiscal year (July 1, 2023). Given the current limitations on workforce, including availability of skilled individuals and housing, and the challenges faced by the school system, the point was raised that there may be a need to foster the development of some of these ideas locally and encourage home-grown light manufacturing opportunities.

Julie then called attention to an idea raised by Gulf Coast Triumph staff to potentially create a business incubator/training/co-working space in a renovated downtown building that could help to create the ecosystem for some of these ideas to develop. The City previously had an incubator in partnership with FAMU and it was underutilized. It was discussed that if this project could encompass multiple goals including training for the employees of existing businesses, business incubation and co-working shared

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space (post-pandemic) and could help with the restoration of a downtown building simultaneously.

An ad valorem property tax rebate to incentivize businesses to come in for business attraction as well as workforce housing development was discussed as well as a supplemental tax that would apply to individuals who are purchasing housing for vacation short-term rentals, recognizing that vacation rentals reduce the available workforce housing stock. The idea was raised to consider amending interlocal agreement with the County on the one cent tax to allow for half of it to contribute to workforce housing.

The Florida Housing Coalition and new legislation related to affordable housing was discussed as a resource for affordable housing. The City discussed the need to focus on workforce housing for teachers, deputys, clerks, etc. While there is new low-income focused affordable housing in the community, it is not solving the challenge of those who are moderate income that cannot find suitable rental space.

The Community Planning Technical Assistance grant was discussed as an opportunity to bring together individuals focused on workforce housing and look at options that would meet the workforce needs of Apalachicola. The challenge in Apalachicola is the capacity of staff to carry out the work needed. The Florida Housing Coalition was mentioned as a resource that could potentially function as a consultant to the City to implement some of these ideas.

Based on recommendation for encouraging workforce housing, the point was raised to look at increasing density (by reducing the minimum lot size) specifically for affordable housing as well as reducing the minimum size of a home to accommodate smaller housing through adjustments to the Land Development Regulations. Other ideas such as reducing parking requirements, expedited review processes and other actions that the City can take itself were discussed as potential projects to encourage workforce housing.

The idea of a workforce housing revolving loan program was discussed as an option. The City submitted a Gulf Coast Triumph application for this purpose which did not move forward. It was mentioned that there may be legislative changes to Gulf Coast Triumph as it relates to workforce housing under consideration and the Florida Job Growth Grant has now been expanded to consider workforce housing, demonstrating the strong tie across the state that is being made between the need for workforce housing to support a community’s economic development efforts. The idea was raised to rehabilitate older affordable income-restricted housing that is being vacated due to these individuals moving to the new affordable housing development. New legislation was discussed that could provide incentives for this specific need. CDBG – Small Cities funds were mentioned as an idea as well.

Julie asked the group for specific feedback on the project ideas, asking for their input on these items to be shared through email or one-on-one conversations within the next month.
Stakeholder Meeting/Public Workshop: May 11, 2023

After the meeting was opened by Commissioner, Anita Grove, Julie Dennis, with OVID Solutions began the stakeholders’ meeting by providing an overview of the materials to be presented. The goals for the meeting include:

- Selecting 10 projects for prioritization and scoping in terms of infrastructure projects.
- Select 3 projects for prioritization and scoping in terms of economic development projects.

First, Dennis acknowledged the work by the City to pass the Apalachicola Stewardship Act and its approval by the House and Senate. She then described that the Stewardship Act gives the Department of Environmental Protection the authority to spend up to $5 million each year for five years to address infrastructure challenges faced by the City. She then described how this plan will be used to facilitate meetings with the Department of Environmental Protection to show that projects have been vetted, scoped and ready to go as well as acknowledge the work that has been done up until this point to make significant progress on infrastructure challenges.

Dennis then presented the spreadsheet of infrastructure projects that was prepared with full participation of Apalachicola Public Works and the Dewberry Engineering Team. Staff and consultants highlighted in green the ones that would be ready for scoping. She then acknowledged that some of these projects are phased sequentially and while they may be a priority, the first phase of the effort was highlighted because this is the first step needed to pursue this effort.

Dennis then went through each of the top 10 projects selected by staff as prioritized for scoping. It was acknowledged that the relocation of the headworks of the wastewater treatment plant is the top priority of the city and there is currently a need for additional funding to support this project. Commissioners were able to ask their questions related to each project on the list. The I&I studies were also acknowledged as a top priority as they will enable other phases of the projects to move forward. With no concerns expressed by the City Commission, the 10 projects selected by staff were approved to move forward for scoping.

Next, Dennis reviewed the economic development and housing projects that have been developed as part of this planning effort. She acknowledged that originally the scope of work called for three economic impact analyses but that none of the projects identified were detailed enough to be able to be analyzed at this level. Therefore, through an amendment to the grant, DEO is allowing the City to instead flesh out three projects that would help them move forward with economic development in their community. The first project recommended is to look at recreational waterfront uses and examine property along Water Street and how it could be leveraged for boat repairs. This project resonated with Gulf Coast Triumph staff and is recommended to be further scoped as a potential Triumph project in the future. Commissioner Grove acknowledged that boat manufacturing may not be an appropriate use of waterfront property but that boat
repairs and maintenance through the expansion of the boatyard could be a great asset for the City.

The next project recommended for scoping is the need for coworking/incubator space in Downtown Apalachicola as well as workforce training needed by the local business community. This project also resonated with Triumph staff and was recommended to be further scoped as a potential Triumph project in the future.

The final project recommended for scoping is the development of a Comprehensive Workforce Housing Strategy. Understanding that workforce housing is one of the crucial barriers to economic growth in the community, this project was highlighted throughout the effort as a priority. Dennis presented this concept and the work being done currently with Apalachicola staff to apply for Community Planning Technical Assistance Grant to create this plan. Commissioner Grove emphasized that while there is a fair amount of affordable housing for low-income individuals in the community, this strategy would address the workforce housing needs – individuals who are needed to support the local economy but will not qualify for many of the affordable housing programs available (i.e. 60% AMI and below). Dennis acknowledged new resources available through the Live Local Act and that the Florida Housing Coalition will be in a great position to help leverage these new resources and put them into action within the City. Commissioner Elliot acknowledged that the Community Land Trust will be an important partner in this effort.

Dennis then walked through the changes that are proposed for the ACSC Work Plan. She presented a summary of the changes that will be made and then reminded all Commissioners that she would schedule one-on-one briefings related to the plan to capture any additional edits or changes that they would like to see in the final version of the plan.

With no other questions from Commissioners, staff or public comment, Dennis went through next steps on the project including when the plan will be brought back to the Commission to meet the goal of submission by June 30. The meeting was then adjourned by Commissioner Grove.
APPENDIX D: SUMMARY OF COMMUNITY ASSETS

Local Apalachicola Businesses

The City of Apalachicola is rich in local assets, including a thriving historical district, a wide variety of local businesses, and unmatched natural resources. This report has collected the top existing local resources that the city can build upon to strengthen the local economy.

Tourism & Hospitality

Apalachicola’s vibrant history and maritime culture is easily experienced on its working waterfront. Buildings that once served as 19th century ship’s chandleries, old net factories, and sponge warehouses now house a mix of boutiques and antiques, restaurants, galleries, tackle shops, and B&Bs. In recent years, Apalachicola has shifted from primarily a working waterfront and timber economy to increasingly tourism and recreation driven. This shift is well represented in the variety of local shops and restaurants, such as the Oyster City Brewing Company (17 Ave D, Apalachicola, FL 32320). Founded in 2014 and located downtown, the Oyster City Brewing Company has become a shining example of the community’s entrepreneurship and adaptation to evolving economies.

Throughout the downtown district there are examples of historic buildings and informational signage meeting new uses. The Old Sponge Exchange (14 Ave D, Apalachicola, FL 32320) building is one such example. Opened in 1831, the building has been restored and is now home to a boutique.

Another industry that has thrived due to increased tourism are fishing and tourism boat charters, boat rentals, and boat storage. There are upwards of 35 different sport and recreational fishing charters available in the Apalachicola Bay region, including a wide variety of experiences for tourists and residents alike. Activities include but are not limited to saltwater and freshwater fishing, sightseeing tours, dolphin encounters, shelling, sunset cruises, kayaking, eco-tours, sailing trips, and snorkeling. Scipio Creek Marina (301 Market Street, Apalachicola, Florida 32320) is Apalachicola’s only full-service marina and offers deep water access to the Gulf of Mexico, Apalachicola Bay and the Apalachicola River System.
Communications

The Times
129 Commerce St., Apalachicola, FL 32320
The Times is Apalachicola's local paper for over 150 years and owned by Gannett Media Corp. The newspaper serves the Apalachicola Bay area of Carrabelle, St. George Island, and Apalachicola, the weekly print newspaper is distributed on Thursdays and also includes digital options.

CoastLine Publications, Inc.
Regional: P.O. Box 432, Carrabelle, FL 32322
CoastLine Publications, Inc is an independent regional, community-focused publication focused on Florida's Forgotten Coast, featuring visitor information, tide charts, real estate news, events calendar, and more. Distribution and coverage include Bay, Gulf, Wakulla, and Franklin Counties.

MUST SEE Magazine
Regional: 5320 State Road 30A, Port St. Joe, Florida 32456
MUST SEE Magazine is a full-color, full-size, glossy publication containing things to see and do on Florida's Forgotten Coast. Content includes professional photography and spotlights on unique businesses, history, and recreational opportunities of St. George Island, Cape San Blas, Mexico Beach, Apalachicola, Port St. Joe, and Carrabelle.

Markets / Processing

Leavins Seafood Processing Company
101 Water Street, Apalachicola, FL 32320
From across the Gulf Coast, Leavins Seafood has been delivering the fresh oysters since 1972. Today, they are an industry leader with a patented Frosted Oyster, exclusively wholesale products, and exceptional customer service.

13 Mile Seafood Market
227 Water St, Apalachicola, FL 32320
Four generations of the Ward family have harvested oysters, shrimp and fish from Apalachicola Bay and the Gulf of Mexico. The name refers to a tiny community 13 miles west of Apalachicola where Olan Buddy Ward and Martha Pearl Ward began the family business in 1957. Historically were little communities along the shore of Apalachicola Bay at 7, 9, 11 and 13 miles west of town. Martha Pearl's family – the Miller's – had a small oyster and fish house right on the bay, and many of the nearby families worked there. They specialize in Apalachicola Bay oysters and shrimp, and sell flounder, grouper, crabs, mullet, clams and other seafood. Their product is caught by their five shrimp boats and other local fishermen. Their five shrimp boats work the Gulf of Mexico from Texas to Key West, and they have oyster beds in Apalachicola Bay.
Mile Seafood Market has also diversified their business to include charter fishing boats, river and bay Ecotours, Airboat tours, historic tours in Apalachicola, apparel and gifts.

**Water Street Seafood**
592 US-98, Apalachicola, FL 32320
Priding themselves as the Florida Panhandle’s largest seafood distributor, Water Street Seafood delivers fresh seafood throughout North Florida six days a week and ships freight orders all over the United States and Canada. Their fleet of fishing boats produces the seafood from the Apalachicola Bay region and offers over 50 species of fish and a wide variety of shellfish. Water Street has fresh seafood as well as offers a full line of frozen seafood from all over the world. Their refrigerated trucks leave every morning to distribute throughout the northwest Florida region, plus shipping via air freight from two area airports to all parts of the world. Sections of the southeast are serviced by truck on a weekly basis.

**Piggly Wiggly**
130 Avenue E, Apalachicola, FL 32320
A locally owned, full-service grocery store located in downtown Apalachicola. A national company, there are more than 600 Piggly Wiggly stores serving communities in 17 states. All Piggly Wiggly stores are independently owned and operated and are located primarily throughout the Southeast and as far north as Wisconsin. Given the franchise flexibility, the local Piggly Wiggly has local and regional products available for purchase and provides an invaluable asset to both residents and tourists.

**Lynn’s Quality Oysters**
Regional: 402 Highway 98, Eastpoint, Florida 32328
Established in 1971 as Braxton & Carroll Seafood, Inc., Lynn bought the business from her parents in 1997 and renamed it Lynn’s Quality Oysters, Inc. As one of the longest standing packinghouses in the state of Florida, Lynn’s Quality Oysters has developed a strong reputation for first-class seafood and satisfied customers. Lynn’s Quality Oysters is still a family owned and operated business and staff members are friends and family. Lynn’s son, Brandon (the fourth generation) recently joined the team. Their oysters are delivered all along the Gulf Coast and across Florida. They will also ship oysters in state or out-of-state by overnight or next day shipping.

**Historic District, Structures & Properties**
Before the development of railways in the Gulf states, Apalachicola was the third busiest port in the Gulf of Mexico (behind New Orleans and Mobile). The port brought wealth and a diverse population, building the foundation for the city. The original city plan, including wide streets and squares, was designed after Philadelphia and is still intact today. In the late 1800s and early 1900s, the sponge trade was a major industry. After the turn of the 20th century, Apalachicola reinvented itself as the home to wealthy lumber barons. Seafood has always been a staple of life, and still today, the city boasts a working waterfront for a variety of seafood workers, including oyster harvesters and
shrimpers. For years, Apalachicola was the Oyster Capital of the world, and while recent environmental factors have heavily impacted the industry, many still call it “Oystertown”.

**Apalachicola Historic District** has over 900 homes and buildings listed in its extensive National Register District and it was selected as one of the nation’s Dozen Distinctive Destinations in 2008 by the National Trust for Historic Preservation. Due to the city’s diverse history, the structures are in a wide variety of styles. For example, **Trinity Episcopal Church** (79 6th St, Apalachicola, FL 32320) was built in the Greek revival architecture style and was incorporated by an Act of the Legislative Council of the Territory of Florida in 1837. The building was one of the earliest prefabricated buildings in America. The framework was shipped by schooner from New York and assembled in Apalachicola with wooden pegs. It is the oldest operating church in the state. Comparatively, the **David G. Raney House** is the only temple-form Greek Revival style house in Apalachicola.

Another house of significance in the community, the **Thomas Orman House**, was built in 1838. The wood for this two-story house was cut to measure in New York and shipped to Apalachicola by sailing vessel around the Florida Keys. It was then assembled on the bluff overlooking the Apalachicola River. **The Bryant House**, built in 1915 by Billy Bryant, an African American builder of fine homes and boats, was completely renovated and filled with antiques by the current owners in 1995. It now serves as a B & B. Other significantly contributing historic homes include The James Montgomery House, A. Flutauer House, George H. Ruge House, and Richard G. Porter, Jr. House, all in the Colonial Revival architectural style.

An example of rehabilitation and sustainability, the **Gibson Inn** was built as a hotel in 1907. The downtown landmark, renovated in 1985, is the cornerstone of preservation efforts in Apalachicola. One of the few inns on the Federal Register of Historic Places that is still operating as a full-service hotel. Comparatively, the historic **Bowery Inn**, built in the early 1900s, sat 40 years vacant and then most recently was home to a general mercantile business with a room and living quarters upstairs, has returned to its roots with a remarkable renovation completed in 2015.

Multiple public squares were included in the original 1836 city plan. Washington Square enclosed 4 blocks and four smaller squares includes Madison, Franklin, Marshall (Chapman), and City (Gorrie). Today, Gorrie Square has a 1906 water tower, local public library, and a small state museum. Franklin Square remains a hub of the African American community and contains a small recreation center.

Another building of great significance for the African American community in Apalachicola, the **St. Paul’s AME Church** was originally constructed as a small wooden church on land purchased in 1866, and it stayed there for 74 years. The building of a second, larger wooden structure led to the church as it exists today. The
current sanctuary was constructed between 1913 and 1921. Built in the 20th century Gothic Revival style, the church continues to be a community gathering location.

The **Holy Family Center** is the City’s unique example of mission-style architecture. The Holy Family Center was built in 1929 as a Catholic school for the African American population of Apalachicola. The mission style building has four classrooms and an auditorium. When the parishioners outgrew their former church the school auditorium was converted to a church. The building continued to be used as a school and church until 1964. In 2004 the City of Apalachicola obtained the building from the church and renovated it into a Senior Citizens Center that opened in 2012.

The **Fort Coombs Armory** is said to be the oldest building continuously used by a National Guard Company in the U.S. Construction began on the Armory in 1901 and was completed in 1905. Another historic landmark in the City is the **Riverside Cafe/People’s Ice Company**, positioned across the street from the original depot location for the Apalachicola Northern Railway. The historic wood-frame structure served as a popular meeting spot from the early 1920s until it closed in the mid-1940s. For years, due to their location, the café enjoyed a steady stream of rail customers. The **Apalachicola Northern Railroad** was a short-line railroad which operated a 96-mile rail line between Port Saint Joe, Florida and Chattahoochee, Florida, with a short spur to Apalachicola. It was founded in 1903 but the rails have since been removed between Franklin and Apalachicola. When people stopped traveling by train the Riverside Café found itself no longer at the center of life in Apalachicola. After the café closed, the building was used for miscellaneous storage. Today, the building has been completely renovated and is an entertainment venue.

### Arts & Culture

With a diverse history and varied influences, it is no surprise that Apalachicola has long been a hub for creative talent. Dixie Theatre is just one example of the thriving arts and culture industry. Built in 1912, the Dixie Theatre became the entertainment center of Franklin County. Eventually operated as a motion picture theater, the Dixie closed in 1967. Recently renovated, the Dixie is again hosting live theatre. Residents and tourists can view a professional stage production, listen to some of the country’s most talented musicians and songwriters, or gather for a lecture on Florida history. The Apalachicola Museum of Art is an exceptional venue to exhibit fine art within the Fry Center House, a restored 1845 Greek Revival structure. Facing the riverfront, the Apalachicola Center for History, Culture and Art occupies one of three remaining 1840’s cotton warehouses. The Center serves as the home to the Apalachicola School of Art and provides ongoing exhibits throughout the year.

Other museums include the John Gorrie Museum State Park and Apalachicola Maritime Museum. The John Gorrie Museum honors Dr. John Gorrie who moved to Apalachicola in the 1830s and served in a volunteer capacity as postmaster, city treasurer, town councilman, and bank director. By 1841, concern for his yellow fever patients motivated
Gorrie to invent a method for cooling their sick rooms. He became a pioneer in the field of air conditioning and refrigeration by inventing a mechanical device that produced ice. Dr. Gorrie received the first U.S. Patent for mechanical refrigeration in 1851. Today, a replica of his ice-making machine and other Gorrie artifacts are on display at the museum.

The Apalachicola Maritime Museum is a 501(c)(3) organization founded to celebrate and preserve the maritime history of Apalachicola in the form of a maritime museum, active sailing, boat building and restoration programs, educational programs and stewardship of ecosystems in the Apalachicola Chattahoochee Flint River System, the Apalachicola Bay and the Gulf Coastal regions which rely upon river outflow. The Apalachicola Maritime Museum has two locations. The first location has been open since late 2007 in the city of Apalachicola. The second is at the start of the Apalachicola River in the city of Chattahoochee and is set to open soon. The Quark, a ketch designed by L. Francis Herreshoff, is a centerpiece of the museum’s exhibitions in Apalachicola.

Additionally, Apalachicola is home to multiple annual festivals, most notably the Florida Seafood Festival and the African American History Festival. The Florida Seafood Festival is a two-day event annually drawing tens of thousands of visitors to downtown Apalachicola on the first weekend of November. The Festival is held at the mouth of the Apalachicola river under the shady oaks of Apalachicola’s Battery Park. It features a parade, a carnival, blue crab races, an oyster eating contest, an oyster shucking contest, a 3.1 mile road race, a country music concert, arts and craft booths, The Blessing of the Fleet, History of the Festival Exhibit, Tonging For Treasure, and plenty of fresh local seafood. The local seafood served is made by local non-profit groups. It is the oldest seafood festival in the state, starting in 1963.

The Annual African American History Festival is held in mid-February and celebrates African American history, life, music and culture. Hosted by Hillside Coalition of Laborers for Apalachicola (H’COLA), it is an outdoor, family-oriented event filled with artists and entertainers, children’s activities, arts, history, food, education, health and wellness, and more. Located in Franklin Square, the festival recently celebrated its 16th year.

**Commercial Fishing & Aquaculture**

Despite human and environmental factors drastically impacting the oyster and fishing industry, Apalachicola still functions as a working waterfront. As previously mentioned, there are multiple fishing fleets, processors, and distributors in the region. Scipio Creek Mooring Basin “The Mill Pond” (479 Market Street) is one example of a home port for local commercial fishing fleets. This is the site of a former sawmill where lumber was floated from upriver and milled. Shrimping, floundering, and crabbing are also prevalent for both commercial and tourism activities.

**Apalachicola Oyster Company**

456 US Hwy 98, Apalachicola, Florida 32328
Apalachicola Oyster Company, the panhandle’s first oyster hatchery, is one example of how the region is working on developing new ways to farm and harvest oysters. Their laboratory produces top quality oyster spat, which will help to jump-start natural production. The hatchery will not only produce a variety of oyster larvae to supply spat to local farmers, but will be used in oyster research, oyster restoration, as well as educational projects. Through the process of oyster cultivation, they are investigating the physiological and ecological processes associated with life in the estuary. Their focus is on the biology, ecology, and restoration of the oysters, which play a critical role in the overall health of the Apalachicola Bay.

**Oyster Boss, LLC**
48 Island Dr, Eastpoint, FL 32328
Oyster Boss, LLC is a regional business out of Eastpoint providing sustainable, farm-raised oysters through aquaculture. Oysters are available both through retail and wholesale. In addition to implementing this new process, Oyster Boss is working with state agencies and universities to continue studies on oyster genetics and the surrounding environment.

**Parks & Natural Resources**
Apalachicola’s most valuable asset is arguably its surrounding environment. Located where the Apalachicola river meets the Apalachicola Bay, the city’s boundaries also include the Apalachicola River Wildlife and Environmental Area and Wildlife Management Area. As previously discussed, much of Apalachicola’s history and current economy are tied directly to the river and bay, however the city also has abundant natural and recreational parks available to residents and visitors. In addition to those listed below, the city has a dog park, multiple neighborhood parks with playgrounds and a splash pad.

**Lafayette Park**
Lafayette Park, established in 1832 and named in honor of the Marquis de Lafayette, is one such asset in the community. Located in the center of Apalachicola’s historic home district, is a waterfront showcase. It features a lush landscape, period lighting, a gazebo, children’s play equipment, picnic tables and a long fishing pier which stretches several hundred feet out into Apalachicola Bay. Renovated in 1992, it is now the site of open-air concerts and weddings and has interpretive signage and picnic tables.

**Battery Park**
Battery Park, located beneath the John Gorrie Bridge at the entrance to Apalachicola, is the site of the annual Florida Seafood Festival. Funds raised by the Festival has paid for the extensive boat docks in the adjoining City Marina area. This park features a community center, boat launch ramps (known locally as the ten-foot hold boat ramp), fishing piers and children’s play equipment.

**Riverfront Park**
Riverfront Park is another park located downtown along the Apalachicola River and is adjacent to several commercial shrimp boats that are docked along the river. This park provides the setting for many community events including the annual arrival of Santa Claus on a shrimp boat, summer concerts and annual Independence Day celebration.

**Chapman Botanical Garden**
177 5th Street, Apalachicola, FL 32320
The Chapman Botanical Gardens Park overlooks the Apalachicola River and is a tribute to Dr. Alvin Chapman, a prominent 19th Century Botanist who discovered many rare plant species in the Apalachicola area. The park features period lighting, seating areas, a butterfly garden, half mile loop, a gazebo, and beautiful boardwalk.

**Regional Environmental Assets**
Outside the city boundaries there are additional recreational and environmental assets. Box-R Wildlife Management Area (Regional: Franklin County) is located along the Apalachicola and Jackson rivers, 5.5 miles west of downtown Apalachicola. Once a private hunting retreat, Box-R continues to attract hunters and other recreationists.

Apalachicola National Estuarine Research Reserve (ANERR) was designated in 1979. Located in Franklin, Gulf and Calhoun counties, the boundary of ANERR includes the lower 52 miles of the Apalachicola River and floodplain, as well as most of Apalachicola Bay. It includes lands managed by the U.S. Fish & Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FWC), Florida Park Service, Northwest Florida Water Management District (NFWMD) and the Florida Coastal Office. The Apalachicola National Research Reserve is also a UNESCO World Biosphere Reserve, an internationally designated protected area meant to demonstrate a balanced relationship between people and nature. ANERR’s Nature Center (108 Island Drive, Eastpoint, Florida 32328) includes a replica oyster boat; 3 giant tanks with fish, shellfish, and reptiles; documentary film on the region; and a raised boardwalk to experience the reserve firsthand.

St. Vincent Island National Wildlife Refuge is a 12,300-acre undeveloped Gulf of Mexico barrier island accessible only by boat off the coast of Apalachicola. St. Vincent Island is 9 miles southwest of Apalachicola, there is no visitor center, no potable water, nor public phones on the island. St. Vincent Island offers miles of undeveloped beaches and unimproved trails for hiking, bicycling, wildlife viewing, nature study, and photography. Bank fishing is allowed year-round. Three public hunts are offered each year from November – January.

**Airport & Aviation Industry**

**Apalachicola Regional Airport**
8 Airport Rd, Apalachicola, FL 32320
Apalachicola Regional Airport is a county-owned, public-use airport. The airport supports general aviation activity in the area and provides service via a tenant fixed-base operator (FBO). The airport has three runways and the

**Capital Avionics, INC.**
8 Airport Road, Apalachicola, Florida 32320
Capital Avionics, Inc. is one of those interesting stories that started in an urban area and relocated to a rural community. Capital Avionics ceased its maintenance, repair, and overhaul services and associated test equipment design and manufacturing activities in 2018. The company continues to support the CA-320 and CA-321 Digital Compass and develops next generation equipment at their new location in Apalachicola.

**Organizations**
In Apalachicola, the people are one of the most valuable assets contributing to the success, and sustainability of the community. This list identifies some of the key players in the community and region, with many others who could be integral to future initiatives.

**Apalachicola Bay Chamber of Commerce**
The Apalachicola Bay Chamber of Commerce supports the coastal communities of Apalachicola, Eastpoint, and St. George Island. The Chamber provides resources for tourists, including a visitor’s guide, walking guide, art gallery guide, and area map. They also offer resources for those who are relocating to the area or those looking to start a business.

**Franklin County Tourism Development Council**
The Council’s mission is to promote Franklin County as a tourist destination through the county’s natural, historical, and cultural resources with the goal of increasing the number of short-term rental bookings. Their website highlights places to stay in the region, events, and points of interest.

**Apalachicola Area Historical Society**
The Apalachicola Area Historical Society is a nonprofit organization devoted to preserving and promoting the area's history and preservation efforts. The Historic Society manages the David G. Raney House Museum in historic downtown Apalachicola. The Historic Society hosts two "Ghostwalks" in Apalachicola's historic Chestnut Street Cemetery. Proceeds from the event are used for cemetery preservation purposes.

**Capital Area Community Action**
The Capital Area Community Action Agency, Inc. (CACAA), is a private non-profit organization-501(c)(3) created in 1965 as the Leon County-Tallahassee Community Action Program to serve only Leon County residents. In 1980, it assumed sponsorship of antipoverty programs in Gadsden, Jefferson, Calhoun, Liberty, Franklin and a portion of Gulf Counties. The name was then changed to compliment the expanded service area. In 2010 service was extended to include all of Gulf County. Wakulla was the last county to be added to the Capital Area Community Action Area service area. Their Mission is to
provide a comprehensive system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community. Their programs include crisis assistance, weatherization, Head Start for children, and offers a Getting Ahead seminar workshop program.

**Apalachicola Riverkeeper**

Apalachicola Riverkeeper is a non-profit conservation organization dedicated to the protection of the Apalachicola River and Bay. Since its founding in 1998, the Apalachicola Riverkeeper mission has been to advocate for and secure the protection and stewardship of the Apalachicola River and Bay, its tributaries and watersheds. Their purpose remains to improve and maintain the Apalachicola's environmental health and productivity, and to preserve the natural, scenic, recreational, and commercial fishing character of these waterways. The Apalachicola Riverkeeper is a licensed member of the national Waterkeeper Alliance.

**Apalachicola Artificial Reef Association**
The mission of the Apalachicola Artificial Reef Association (AARA) is to expand artificial reef structures promoting an ecologically stable marine environment in both state and federal waters off the coast of Apalachicola, Florida to increase conservation, recreation, research and educational opportunities. Apalachicola Artificial Reef Association is a 501c3 nonprofit. Their website includes a map with locations of all artificial reefs in the area.

**Hillside Coalition of Laborers for Apalachicola - H'COLA**

H'COLA is a group of committed and dedicated business-minded people from the Apalachicola, Hillside Community committed to serving their community. They have served the Apalachicola, African American Community and Franklin County since 1999. The organization hosts the African American History Festival, which takes place each year on the 3rd weekend in February.

**Franklin's Promise Coalition**

Franklin's Promise Coalition's mission is to improve the quality of life for residents, by serving as an advocate for the community and providing a forum for collaborating with service providers, churches, institutions, and volunteers to: improving access to quality services and eliminating disparities of service; streamlining and preventing duplication & fragmentation of services; identifying unmet needs and determining strategies to meet those needs; educating individuals on challenges, resources, and opportunities; and promoting positive youth development while emphasizing the reduction of substance abuse and other negative behaviors. They work on a wide range of initiatives with multiple local, regional, and state partners.
Weems Memorial Hospital
137 12th Street, Apalachicola
Founded in 1959, the George E. Weems Memorial Hospital is a not-for-profit community healthcare facility providing quality healthcare to Franklin County from Alligator Point to Apalachicola. Weems is a 25-bed critical access hospital with emergency services, specialty care resources, and two medical offices located in Apalachicola and Carrabelle. Weems hospital is staffed 24/7 by residency trained, board certified physicians provided by Southland Emergency Medical Services of FL. The same ER physicians also serve as hospitalists for in-patient hospital care. As a not-for-profit system, Weems provides non-elective services to patients without regard to financial status or ability to pay.

Florida Department of Health in Franklin County
139 12th St, Apalachicola, FL 32320
Within Franklin County, the Florida Department of Health has three facilities including an Environmental Health Office, a clinic in Apalachicola and a clinic in Carrabelle. The Clinical Health Services program protects the health and well-being of Franklin County residents. This is accomplished with community health initiatives and a variety of clinical health services including: family planning, pregnancy testing, screenings, and immunizations. The clinic also offers wellness programs and education services.

Sacred Heart Hospital on the Gulf
Regional: 3801 U.S. 98, Port Saint Joe, FL 32456
Sacred Heart Hospital on the Gulf offers critical access healthcare services to residents of Port St. Joe and surrounding communities. Sacred Heart Hospital on the Gulf is a 19-bed community hospital that opened its doors to patient care in March 2010. The hospital features a 24-hour emergency department, as well as inpatient care, surgical services, diagnostic imaging, laboratory testing, inpatient and outpatient rehabilitation and a helipad for Sacred Heart regional air ambulance service to provide rapid transportation of trauma and critically ill patients. Sacred Heart Medical Group offers physician offices across a variety of specialties in Gulf and Franklin counties, including family medicine, cardiology, general surgery, orthopedics, sports medicine and infusion therapy.

Education
Apalachicola is part of the Franklin County public school district. The primary Franklin County School is in Eastpoint and houses kindergarten through 12th grades. The school has a student population of 989 and a state rating of C. The Apalachicola Bay Charter (ABC) School is part of the Franklin County School District, houses pre-k through 8th grades, 340 students, and has a state rating of B. Apalachicola also has the First Baptist Christian School, a private school which includes pre-k through 12th grades.

Local Public Institutions

Apalachicola Municipal Library
74 6th Street, Apalachicola, Florida 32320
Located in downtown Apalachicola, in addition to a wide selection of books to check-out, the library has extensive history on the area, eight computers for public use, and Wi-Fi throughout the building. They also provide photocopying, scanning, and fax services. Additionally, they allow for temporary borrower cards for visitors.

**Historic Holy Family Senior Center**
203 Dr Frederick S Humphries St, Apalachicola, Florida
Owned by the City and managed by the Elder Care Community Council of Franklin County, the Historic Holy Family Senior Center is located on the site of a former Catholic church and school now renovated into a multifaceted senior center and cultural hub. The Holy Family Center was and continues to be an integral part of the Hillside community dating back to 1920.

**Apalachicola Community Center**
222 6th St, Apalachicola, FL 32320
Owned by the City and located in Battery Park, this structure is perfect for community gathering or other events and can host up to 200 guests. This venue also has a full kitchen and restroom facilities.

**Franklin County Government**
Apalachicola is the county seat for Franklin County, containing a majority of the county government offices. The county is comprised of 545 square miles, 348,800 acres, and more than 11,000 residents. Established in 1832, the county is governed by the Franklin County Board of County Commissioners. Within Franklin County, there are two municipalities: Apalachicola and Carrabelle. Each municipality has its own government and provides city services such as police and zoning protection.

**Regional Institutions**

**FSU Coastal Marine Lab**
Regional: 3618 Coastal Highway 98, St. Teresa, FL 32358
The FSU Coastal Marine Lab’s vision is to become a leader in conducting and supporting exceptional research that advances marine ecosystem science and conservation. The laboratory welcomes investigators and educational groups from all over the world and provides a wonderful site for working retreats. Research is conducted by faculty, postdoctoral associates, graduate students, and undergraduate investigators from the FSUCML, from the main campus, and from other universities throughout the world.

**Apalachee Regional Planning Council**
Regional: 2507 Callaway Road, Suite 200, Tallahassee, FL 32303
The Apalachee Regional Planning Council (ARPC) is a multi-purpose agency of the state that was created in 1977. The ARPC is one of ten Regional Planning Councils in the State of Florida and provides technical assistance in the areas of economic development, emergency planning, transportation, and quality of life to meet the needs of member
local governments within the nine-county Region. The ARPC Region is comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla counties and their municipalities.
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Certificate of Appreciation Rob Scott & Cindy Clark

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 1
Department: Governing Body
Presenter: Mayor Brenda Ash/Commissioner Anita Grove

BRIEF SUMMARY: Presenting Certificates of Appreciation for Rob Scott’s and Cindy Clark’s work for obtaining National Park Service Preservation Hurricane Grants for Middlebrook and Harrison Raney Buildings and St. Paul’s AME Church and Mt. Zion Baptist Church

RECOMMENDED MOTION AND REQUESTED ACTIONS: Presentation of Certificates

FUNDING SOURCE: N/A

ATTACHMENTS: Certificates of Appreciation

STAFF’S COMMENTS AND RECOMMENDATIONS: N/A
Presented this 5th day of September, 2023

which resulted in the Preservation of the last Historic Warehouses in Appalachian
Preservation Hurricane Grants for the Middlebrook and Harrison Hangy Buildings
In Recognition and Sincere Appreciation for Successfully Obtaining National Park Service

Cindy Clark

Presented to:

Certificate of Appreciation
In recognition and sincere appreciation for aiding and assisting St. Paul's AME Church and Mt. Zion Baptist Church in navigating National Park Service Preservation Hurricane Grants resulting in the preserving of these important African American Historic Churches in Apalachicola.

Presented to: Rod Scott

Presented this 5th day of September, 2023

Brenda Ash, Mayor

Anita Grove, Mayor Pro Tem
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 9/5/23

SUBJECT: 121 Market Street – Encroachment Agreement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department: Building Dept.
Presenter: Jason O'Steen

BRIEF SUMMARY:
See attached

RECOMMENDED MOTION AND REQUESTED ACTIONS:
Requested: Motion to approve Encroachment Agreement for balcony over city sidewalk at 121 Market Street for development presented to and approved by P&Z on August 14th 2023.

FUNDING SOURCE: N/A

ATTACHMENTS: Cover letter + Supplemental Information

STAFF'S COMMENTS AND RECOMMENDATIONS:
P&Z approved this development with a few contingencies (parking, rear addition removed, encroachment agreement, etc.) Approving an encroachment agreement would push the applicant closer to the permitting phase, but permits cannot be issued until all contingencies in the P&Z minutes have been met. Staff recommends approval.
August 22, 2023

Dear Mayor Ash and Commissioners,

RE: Request for an encroachment agreement over a city sidewalk.

This submission is to request for the City Commission to approve an encroachment agreement for the new construction proposed at 121 Market Street over a city sidewalk.

Project Description:
The proposed project is a mix use building consisting of two commercial retail units downstairs (approximately 1200 sf each) and one residential unit upstairs (approximately 2700 sf). The goal is to have the building blend into the existing architectural look and feel of Historic Downtown Apalachicola and to extend the casual, walkable shopping experience of Market Street. Every major design element was taken from other nearby existing downtown buildings. Elements such as the classic store-front facade with large display windows, the tin roofs, coastal style front balcony, and wrought iron accents, all attempt to follow and honor the unique character of Historic Downtown Apalachicola. However, we feel its covered sidewalk is one of the most notable features that captures the look and feel of Historic Downtown Apalachicola. Covered sidewalks are a defining feature of the commercial architecture of downtown and are found in overwhelming majority of businesses in the 9-block core of downtown Apalachicola. These covered sidewalks have protected pedestrians from the elements and created the casual walkable shopping experience that attracts so many to Apalachicola’s downtown shops.

Request for an Encroachment Agreement
The P&Z Board completed its architectural review and approved its certificate of appropriateness on August 14, 2023, contingent upon obtaining an encroachment agreement for the front balcony prior to any permitting. Therefore, we are asking for an encroachment agreement over the city sidewalk located at 121 Market Street. 121 Market consists of one and one half city lots (Lot 14 and North half Lot 15). The covered sidewalk would run along the entire front of the building, approximately 45’ covering two retail storefronts. The balcony would extend 8’ over the sidewalk, towards the road. The 8’ depth of the balcony was intended to match the exact depth of the closest building, directly east of the proposed project, 119 Market Street. The balcony in front of 119 Market Street extends the same 8’.

Architectural plans of the project and a rendering are attached to this submission.

Thank you for your consideration.

Jason O’Steen
121 Market Street LLC.
PLAT OF BOUNDARY SURVEY CERTIFIED TO:
121 MARKET STREET, LLC

LEGAL DESCRIPTION:
Lot 14 and the Northwesterly half of Lot 15, Block "F"2 of THE CITY OF APAHICOLA, a subdivision as per map or plat on file at the Clerk of the Circuit Office in Franklin County, Florida.

FLOOD ZONE INFORMATION:
Subject property is located in Zone "AE" (EL 12) as per Flood Insurance Rate Map Community Panel No: 120088 0526F
Index date: February 5, 2014, Franklin County, Florida.
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: CSC Realty, LLC Encroachment Agreement

AGENDA INFORMATION:
Agenda Location: New Business
Item Number: 3
Department: Administration
Contact: Travis Wade
Presenter: Travis Wade

BRIEF SUMMARY: I was contacted by Gwen Huckeba, Manager for CSC Realty, LLC, owner the property immediately south of Bodiford Park. Mrs. Huckeba advised that the property's survey indicates that a seawall and small portion of a dock on their property encroaches into the submerged area leased by the City. Mrs. Huckeba is seeking an encroachment agreement so that this area can be included in a follow-up survey in order to correct the company's submerged land lease. An attached City-obtained survey of Bodiford Park shows the encroaching seawall, but does not provide for the distance it encroaches into the City space. The survey does not identify the dock. An additional photograph of a portion of a survey obtained by CSC Realty, LLC is attached which shows the dock and seawall.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to Approve

FUNDING SOURCE: N/Z

ATTACHMENTS: Survey of Bodiford Park, photograph of CSC Realty's survey

STAFF'S COMMENTS AND RECOMMENDATIONS:
PLAT OF BOUNDARY SURVEY CERTIFIED TO:
CITY OF APPALACHICOLA

LEGAL DESCRIPTION:
WHARF LOT 18, THE CITY OF APPALACHICOLA, a subdivision as per map on file in the Clerk of the Circuit Court Office in Franklin County, Florida.

NOTES:
1. SURVEY SOURCE: Previous survey performed by this firm (Job #94-506) dated 01/01/00
2. SURVEY:n REFERECE: Northly right of way boundary of Avenue "A" being North 34 degrees 56 minutes 20 seconds East as per previous survey mentioned above.
3. NO IMPROVEMENTS have been located to this survey other than shown hereon.
4. All survey work is done by Florida licensed surveyor and mapper.
5. This survey is based upon EXISTING MONUMENTATION.
6. This survey is performed by Florida licensed surveyor and mapper.

FLOOD ZONE INFORMATION:
Subject property is located in Zone "A" (V) 123 as per Flood Insurance Rate Map Community Panel No. 135080 0000 Index date: February 03, 2014, Franklin County, Florida.
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: State Aid to Libraries Application

AGENDA INFORMATION:
Agenda Location: New Business
Item Number: 4
Department: Library
Presenter: Lucy Carter

BRIEF SUMMARY: The library is seeking to apply for the State Aid to Libraries Operating grant. The State Aid to Libraries Program is administered by the Florida Department of State, Division of Library and Information Services. The State Aid to Libraries program is funded through annual legislative appropriations within the Division’s budget. State Aid is a continuing state grant authorized by Chapter 257, Florida Statutes, for eligible library entities.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Seeking permission to proceed with application.

FUNDING SOURCE: N/a

ATTACHMENTS:

STAFF’S COMMENTS AND RECOMMENDATIONS:
STATE AID TO LIBRARIES
GRANT

GUIDELINES

Fiscal Year 2023-24

State Aid Application
dosgrants.com

Application Deadline: October 1, 2023

Reports and Other Documents Deadline: December 1, 2023

Florida Department of State
Division of Library and Information Services
R. A. Gray Building, 500 South Bronough Street
Tallahassee, Florida 32399-0250

Chapter 1B-2.011(2)(a), Florida Administrative Code, Effective 05-2023
Application Submission

Applications must be submitted on or before 5:00 p.m. Eastern, October 1, 2023.

Additional documents must be submitted on or before 5:00 p.m. Eastern, December 1, 2023.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

Contact Grants Staff:
850.245.6620 Voice
850.245.6643 Fax
850.922.4085 TDD
Email: grantsoffice@dos.myflorida.com

These Guidelines are also available electronically at:
and can be made available in alternative formats.
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**Forms**

- Certification of Credentials – Single Library Administrative Head (Form DLIS/SA01)
- Grant Agreement (Form DLIS/SA02)
- Certification of Hours, Free Library Service and Access to Materials (Form DLIS/SA04)

**LAW AND RULE**

- Chapter 257, *Florida Statutes*
- Chapter 1B-2.011, *Florida Administrative Code*, Library Grant Programs

State Aid to Libraries Guidelines

Chapter 1B-2.011(2)(a), *Florida Administrative Code*, Effective 05-2023
STATE AID TO LIBRARIES
GUIDELINES

I. PROGRAM GOAL

In recognition of the fact that free professional public library service for all Floridians is an important part of the state’s educational infrastructure and greatly enhances and enriches the quality of life in the state, the over-arching goal of the State Aid to Libraries Program is to assist local governments in maintaining and developing such vital services, specifically:

- Providing equal access to free public library service to all residents of the service areas of participating governments.
- Coordinating library service throughout the service area.
- Providing consistent plans, programs, policies and procedures in the operation, maintenance and development of library service throughout the service area.

Florida’s State Aid to Libraries Program is administered by the Florida Department of State, Division of Library and Information Services. The Division has oversight and management responsibility for implementation of the Florida Statutes that mandate the program. The program is funded through annual legislative appropriations within the Division’s budget.

State Aid is a continuing state grant authorized by Chapter 257, Florida Statutes, for eligible library entities. Three types of grants are available: Operating, Equalization and Multicounty. Grants are awarded through an application process with eligibility and completeness reviews of each application by Division staff.

II. HISTORICAL OVERVIEW

The notion that aid from the state to local governments encourages the development and provision of free public library service has been central to the operation of the Division of Library and Information Services for decades. As early as 1928, when the State Library began lending books to local communities, State Librarian W.T. Cash characterized this effort as designed to “gradually build up sentiment for the establishment of county libraries in the different counties of Florida.” A component of Cash’s call in 1937 for establishment of financial aid from the state to local libraries was a recognition of the need for standards and criteria for eligibility.
The Library Extension Department was established in 1952. It is the predecessor of the Bureau of Library Development. At the time, State Librarian Dorothy Dodd remarked:

"The ultimate goal of this program is the development of library service in Florida in such a manner that every resident of the state, whether in urban or rural communities, will have ready access to books and other library materials for informational and recreational purposes. To accomplish this, a system of county and regional libraries is envisaged that will combine the ability to serve rural areas with the economy of operation offered larger library units."

A state aid law was finally enacted in 1961 with the expressed intent that it is the “policy of the state of Florida to aid and encourage the establishment and development of free library service throughout the state, by grants of money to counties maintaining a free library, or free library service.”

The program has been built on strength and larger units of service where tax support can be more broadly distributed. The trend for larger units of service has occurred in the fields of public education, health service delivery and growth management planning and in the profit and nonprofit sectors.

Florida’s State Aid to Libraries Program is analogous to our state’s plan for public education through county school districts. Both are predicated on the public policy to provide access for people in the incorporated areas as well as the unincorporated areas of the state, where approximately 50% of Floridians live. The difference between the two is that the state made county school districts mandatory and provides the majority of financial support for these systems, while county public libraries are discretionary through home rule laws and are largely locally supported.

In recognition of the vast variation in financial resources among Florida counties and regions, revised legislation and rules governing the State Aid to Libraries Grant Program created three changes in 1992:

- Multicounty aid provided an incentive to counties with limited resources to join together to provide cost effective library service.
- The equalization formula was structured to provide an effective supplement to local funds for libraries serving counties with limited local tax resources, especially to those that choose to support their library at exceptionally high levels when compared to local resources and the investment of other counties.
- In recognition of the increasing complexity of local governments and variation among those governments, the introduction of the notion of “cooperative” administrative structure “consolidated” under the State Aid to Libraries Program’s policies provided more flexibility to local governments wishing to provide library service.

In 2003, the Legislature revised the law to allow independent municipal libraries to participate in the State Aid to Libraries Program. This was done in recognition of the fact
that the provision of state aid to independent municipal libraries is a valuable contribution to the extension of the state’s public library development plan.

In response to the public library community, the State Librarian convened a task force to review the State Aid formula and to propose changes to balance the distribution of funding. Operating Grants were decreasing as State Aid appropriations remained static or decreased. The 2008 Legislature revised the law to balance the proportion of dollars going into Operating and Equalization Grants; to provide a three-year phase-out period for libraries that no longer qualify for Equalization Grants; and to provide increased funding for Multicounty Library Grants from $250,000 to $350,000, after the State Aid appropriation was increased.

In response to Hurricane Michael in 2018, the Division modified the funding formula to include a “hold harmless” provision. This provision protects libraries for a three-year period, in counties that were directly affected by a major disaster, from having their State Aid grant fall below the amounts that were received in 2018-19, as long as the most recent State Aid legislative appropriation does not fall below the 2018-19 level.

III. STATE AID TO LIBRARIES GRANTS

Chapter 257, Florida Statutes, authorizes three types of grants under the State Aid to Libraries Program: Operating, Equalization and Multicounty.

- **Operating Grants** are made available to any county, municipality, special district or special taxing district that qualifies for the State Aid to Libraries Program. Operating Grants are distributed in the following way:

  1. Grants are made available to counties, municipalities, special districts or special taxing districts providing library service that meets the basic eligibility requirements in Section V.

  2. Operating Grants provide a match of up to 25 cents on each dollar of local funds expended centrally for the operation and maintenance of the library during the second preceding fiscal year. For example, fiscal year 2018-19 grant calculations are based on local expenditures for the operation and maintenance of libraries during the fiscal year ending September 30, 2017.

  3. For the first two years of a newly-established library, the Operating Grant matches only local funds that are appropriated to be expended centrally for the operation and maintenance of the library.

  4. Grants are prorated among eligible libraries if the appropriation by the Legislature does not fully fund the State Aid to Libraries Grant Program.
• **Equalization Grants** are made available to counties that qualify for an Operating Grant and have limited local tax resources.

1. Equalization Grants are made available to counties providing library service that meets the eligibility requirements in Section V and that meet four additional criteria based on calculations made by the Division. Those criteria are outlined in Section 257.18(1), *Florida Statutes*.

2. Equalization Grants are calculated on the local funds expended centrally for the operation and maintenance of the library during the second preceding year, adjusted using an equalization factor based on the relationship of the county’s taxable value to the average of the taxable value for all Florida counties. That factor is used to adjust the value of the local expenditures for library service in calculating the equalization formula.

   (a) The Equalization Grants provide a match of 25 cents on the dollar for the adjusted local expenditures for the second preceding fiscal year.

   (b) For counties that have provided the mill equivalent in local library support during the second preceding year higher than the statewide average for the mill equivalent in local library support for all counties, the Equalization Grant provides a match of 50 cents on the adjusted dollar for local expenditures the second preceding year.

3. If a county fails to meet the eligibility criteria for an Equalization Grant in any one year, the county will be notified that its Equalization Grant funding will be phased out over a three-year period as outlined in Section 257.18(2)(a)-(d), *Florida Statutes*.

4. A county may not receive an Equalization Grant that is equal to more than 10 percent of the total amount required to fund Equalization Grants to all eligible counties.

5. Equalization Grants may not exceed 15 percent of the amount appropriated for Operating, Multicounty and Equalization Grants or $8,877,057, whichever is greater. Any reductions in Equalization Grants necessary to meet this requirement must be applied to all Equalization Grants on a prorated basis, including grants subject to the 10 percent cap or grants in the phase-out period.

6. If the total appropriation for Operating, Multicounty and Equalization Grants is less than $31,999,233, grants are then prorated among eligible libraries.
• **Multicounty Library Grants** are available to provide additional support to counties that qualify for Operating Grants and choose to join together to provide library service to their residents. Multicounty Library Grants shall be used to support multicounty services and are distributed in the following way:

1. Multicounty Library Grants are made available to those libraries that meet the eligibility requirements for Operating Grants and that meet the following criteria:

   (a) The library has been designated as the single library administrative unit by more than one county.

   (b) The counties served have a combined population of 50,000 or more, and the library serves two or more counties, at least one of which qualifies for an Equalization Grant.

2. Multicounty Library Grants have two components:

   (a) A match on local expenditures. Grants match up to $1 million in local funds expended centrally by the library for its operation and maintenance during the second preceding fiscal year using the formula outlined in Section 257.172(1)(a)-(e), *Florida Statutes*.

   (b) In addition to the portion of the grant that matches local expenditures, a multicounty library is eligible to receive a base grant. The base grants are outlined in Section 257.172(2), *Florida Statutes*.

3. Multicounty Library Grants are fully funded each year.

If a library is in a county that has been directly affected by a major disaster, a hold harmless provision will be in effect for a three-year period in which their State Aid grant cannot fall below the amounts that were received in 2018-19, as long as the most recent State Aid legislative appropriation does not fall below the 2018-19 level.

The program is an incentive program, designed to encourage local governments to provide library service to their residents and to provide funding to support that library service. Grant formulas are based largely on local funds invested in library service. The original intent was based on the concept that the more local money spent on library services, the higher the grant amounts earned under the State Aid to Libraries Grant Program. If a county or municipality reduces its expenditures for library service, the grant amounts will decrease proportionately two years later.

State Aid to Libraries grant amounts are calculated in the following order: Multicounty Library Grants, Equalization Grants and Operating Grants.
DEFINITIONS

Annual plan of service means a document adopted or approved by the library’s governing body and submitted as part of the application for State Aid to Libraries grants. It includes the goals, objectives and activities that will be supported for the application year.

Audit means the annual financial audit of the organization for that year, carried out in accordance with the requirements of Section 215.97, Florida Statutes, the Florida Single Audit Act, or Section 218.39, Florida Statutes, and generally accepted accounting principles, conducted within nine months of the close of the organization’s fiscal year. The audit must be submitted using the DOS Grants System at dosgrants.com.

Catalog of State Financial Assistance (CSFA) is a statewide compendium of state projects that provide financial assistance to nonstate entities. As the basic reference source for state projects, the primary purpose of the Catalog is to assist users with obtaining general information on state projects and identifying state projects that meet specific objectives. State projects are cataloged by agency and are assigned a Catalog of State Financial Assistance (CSFA) number for easy referencing.

The State Aid to Libraries Grant Program CSFA number is 45.030.

Consolidated library means a public library operated by a governing body designated by one or more participating local governments to directly administer; through a single administrative head, all the services provided by the library, with individual library outlets operated as branches of the library.

Deliverable means the quantifiable goods or services that must be provided in order to receive payment. Each deliverable must be connected with one or more activities identified and described in the Scope of Work. Deliverables, along with the Scope of Work, are included in the grant agreement.

Department means the Florida Department of State.

Division means the Division of Library and Information Services of the Florida Department of State.

Eligible political subdivision means the entity that is eligible as defined in Section 257.17, Florida Statutes, to be designated by a county or municipality as the single library administrative unit for free public library service.

Financial consequences means the consequences that will be applied if the grant recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment. Per Section 287.058, Florida Statutes, the Division is required to specify a reduction in grant funding that will be applied if the recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement.
**Florida Accountability Contract Tracking System (FACTS)** is the State of Florida’s centralized online contract reporting system. All information pertaining to the grant agreement will be available on the FACTS system and viewable by the public. This includes the grant agreement, payment information, deliverables, performance metrics, grant award and audit information. FACTS is online at facts.fldfs.com.

**Governing body** means an administrative board or the board, commission, council, or officers of a county, a special tax district, a special district, a municipality, or a nonprofit corporation or association that administers or coordinates the library services and program. This involves policy-making, planning, budgeting, employing the single administrative head of the library and entering into contracts on behalf of the library.

**Interlocal agreement** means a contract between local governmental units, which is the basis for the joint exercise of power as permitted under Section 163.01, Florida Statutes.

**Joint planning**, for purposes of the State Aid to Libraries Grant Program, means that all public libraries within the county that receive Operating Grants participate in joint planning for the coordination of library services to residents. The joint planning requirement only applies to a county and the independent municipal libraries within the same county applying for State Aid.

**Legal service area** means the geographical area for which the library is established to offer services and from which (or on behalf of which) the library derives income, plus any area served under contract.

**Library** means the entire program of free library services and resources provided for the residents of the legal service area.

**Library outlet** means a single point of access to free library service, whether housed in a permanent or temporary structure. A library serving a specific geographic area may consist of one or more library outlets.

**Local funds** means funds, exclusive of any state and federal funds, expended centrally through the library’s budget for the operation and maintenance of the library.

**Long-range plan** means the document that is adopted or approved by the library’s governing body outlining the library’s operation and development over a three- to five-year period.

**Noncompliance** means the grant recipient is not following Florida statutes, rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies or other applicable laws. For the consequences that result from noncompliance, see Section X., Noncompliance Status.

**Participating local governments** means the county or municipal governments that operate or support a public library and participate in a county, municipal or multicounty library through interlocal or other agreements. A local government is not the governing body for the single library administrative unit unless it has been so designated through
interlocal agreements or other legal action, as required in Section 257.17, Florida Statutes, and these guidelines.

*Performance measures* provide the criteria for evaluating the successful completion of each deliverable.

*Performance metrics* describe the documentation to be used to prove the deliverable has been met.

*Performance standards* describe the acceptable level of services to be performed or products to be delivered.

*Public library cooperative* means a program of public library services and resources operated or coordinated by a governing body designated by one or more participating local governments. The governing body administers or coordinates, through a single administrative head, the common services for libraries operated by those participating local governments that have agreed through interlocal or other agreements to provide library service across their combined legal service areas. The single administrative head must be employed full time by either the cooperative’s governing body or a participating local government. Interlocal or other agreements identify the authority of the governing body and the participating local governments and the libraries each supports. Residents of the combined legal service area have equal free access to all services provided by the libraries of all the participating local governments.

*Reciprocal borrowing*, for purposes of the State Aid to Libraries Grant Program, means that all public libraries within a county that receive Operating Grants extend borrowing privileges without charge to residents of each other’s service areas. Borrowing privileges must apply to all materials in a fixed physical format available to be borrowed by residents of the library service area receiving an Operating Grant. Interlibrary loan does not meet this requirement. The reciprocal borrowing requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

*Scope of Work* is a description of the specific work to be performed under the grant agreement in order to complete the project.

*Single administrative head* means the individual who is employed full time by the single library administrative unit and is responsible for managing or coordinating the library.

*Single library administrative unit* means an eligible political subdivision under Section 257.17, Florida Statutes, designated by a county or municipality to be responsible for managing or coordinating free library service to its residents.
IV. ELIGIBILITY

A library shall meet the following requirements in order to be eligible to receive a State Aid to Libraries Grant:

A. A county or municipality shall designate one of the following eligible political subdivisions as the single library administrative unit:

1. A county that establishes or maintains a library or that gives or receives free library service by contract with a municipality, nonprofit library corporation or association within such county.

2. A county that joins with one or more counties to establish or maintain a library or that contracts with another county, a special district, special taxing district, or one or more municipalities in another county to receive free library service.

3. A special district or a special taxing district, that establishes or maintains a library and provides free library service.

4. A municipality that establishes or maintains a library or that gives or receives free library service by contract with a nonprofit library corporation or association within the municipality.

B. Once an eligible political subdivision has been designated by a county or municipality as the single library administrative unit, that eligible political subdivision shall designate a governing body to provide service. That governing body shall be one of the following:

1. The governing body of the county or another county.

2. A legally established administrative board established by the eligible political subdivision for the purpose of governing the library.

3. The governing body of a special district or special taxing district.

4. The board of a nonprofit library corporation or association.

5. A municipality.

C. When two or more participating local governments join to establish a library, contracts or interlocal agreements outline the decision-making power given to the library's governing body and the power retained by the participating local government. Consolidated library and public library cooperative are the two types of library governance that can be established through those agreements.

Interlocal or other agreements for a public library cooperative shall clearly outline:
1. How the single administrative head will be selected or designated as required by Section 257.17(2)(a), Florida Statutes, for the public library cooperative and the powers, duties and responsibilities of that position.

2. The role that each participating local government and its library shall have in the development and implementation of the long-range plan.

3. The way in which funds will be paid to the public library cooperative from participating local governments to support activities carried out by the public library cooperative on behalf of the participating local governments.

4. Agreement by all participating local governments to spend funds in accordance with the public library cooperative’s long-range plan, annual plan of service, and budget for those funds a public library cooperative will report on a State Aid application as having been expended centrally, whether such funds are maintained and expended at the local level, or by the public library cooperative’s governing body.

D. The library shall have a single administrative head employed full time by the library’s governing body, with authority to manage or coordinate the operations of the library.

   1. The library’s governing body shall adopt a position description for the single library administrative head.

   2. The single administrative head shall have completed a library education program accredited by the American Library Association and shall have had at least two years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

   3. The single administrative head is responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies and budgets. Responsibility for managing or coordinating the following activities may not be delegated through interlocal or other agreements:

      (a) Development of a single long-range plan for all library outlets.

      (b) Development of a single annual plan of service.

      (c) Development of a budget.

      (d) Implementation of the long-range plan, an annual plan of service and the budget.

      (e) Preparation of reports on behalf of the library.
E. The library shall expend its funds centrally. To meet the requirement for central expenditure:

1. Requirements for activities of the single administrative head listed in Section V, Subsection D.3 shall be met.

2. All State Aid to Libraries Grants in a consolidated county or municipal library and a single county public library cooperative shall be expended by the library’s single administrative head.

3. If the library is a multicounty public library cooperative, Operating and Equalization Grants may be expended by the individual county awarded these grants. Multicounty Library Grants shall be maintained and expended by the library’s single administrative head.

4. Funds from local sources shall be expended in one of the following ways:
   
   (a) Under the control of the library’s single administrative head.

   (b) By participating local governments, with authority for such expenditure delegated by the library’s governing body through an interlocal or other agreement.

5. All local funds, including donations, shall be expended through the library’s budget in order to qualify as local expenditures for State Aid Grants. Only these local funds may be used in the calculations of the grants.

F. All public libraries within a county that receive Operating Grants shall extend borrowing privileges without charge to residents of each other’s service areas. Borrowing privileges must apply to all materials in a fixed physical format that are available to be borrowed by residents of the library service area receiving an Operating Grant. Agreements for interlibrary loan do not meet this requirement. The reciprocal borrowing requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

G. The library shall provide free library service. At a minimum, free library service requires that a library lend library materials that are made available for circulation free of charge and provide reference and information services free of charge.

H. All public libraries within a county that receive Operating Grants shall participate in joint planning for the coordination of library services to residents.

I. The library shall provide access to materials, information and services for all residents of the area served.

J. At least one library, branch library or member library shall be open 40 hours or more each week.
K. The library shall have a long-range plan, annual plan of service and an annual budget.

L. The designated governing body of a library that has established public library service for the first time during the two previous years shall report in the State Aid application the total amount of local funds appropriated for the operation and maintenance of the library in the year for which the application is made and shall certify that such amount will be:

1. Expended centrally.

2. Expended on operation and maintenance of a library and not for the purchase or construction of a library building or library quarters.

3. Appropriated for expenditures through the library’s budget.

4. Expended in accordance with the accounting control procedures provided for in any interlocal or other agreements, the library’s long-range plan, Chapter 257, Florida Statutes, and the State Aid to Libraries Grant Guidelines.

M. The eligible political subdivision must not be in noncompliance status with any previously awarded Department of State grant.

N. The eligible political subdivision must not owe the Department funds at the time of application in connection with a previous grant received from any division of the Department of State, for which the organization has been notified of the Department’s determination that a refund of grant funds is required.

V. APPLICATION

A. The State Aid to Libraries Guidelines packet will be made available no later than August 1 of each year.

B. Applications must be submitted electronically on the DOS Grants System at dosgrants.com.

Applications must be submitted by the organization director or a person whom the director has designated with the authority to submit an application.

C. For recipients of grants under the State Aid to Libraries Program for the two previous fiscal years, the application will certify the local funds expended centrally under a single administrative head for the operation and maintenance of the library by the eligible political subdivision or its designee during the second preceding fiscal year.

D. For eligible applicants that are in the first two years of providing public library service, the application will certify the local funds appropriated to be expended centrally under a single administrative head for the operation and maintenance of the
library by the eligible political subdivision or its designee during the fiscal year in which the library will receive the grant.

E. In order to be eligible to receive a State Aid to Libraries Grant, an applicant shall have a current copy of the following documents on file with the Division on or before the indicated deadlines.

F. As applicable, documents used to meet application requirements are rolled over from the previous year. The applicant can indicate that there are no changes to documents on file, or they can update or replace documents if changes are needed.

**By October 1 of each year, submit the following:**

1. **Applicant Information.** This section provides general information about the applicant, including contact information, type of library and whether the library is in its first two years of operation.

2. **Expenditure or Appropriation Report.** The Expenditure or Appropriation Report provides details on library expenditures or appropriations by funding source. The report assists both local library personnel and Division staff in verifying the accuracy of the funds a library reports as expenditures or appropriations qualifying for match under Chapter 257, *Florida Statutes*. The total amount listed in the Local funds column is the amount used to calculate the State Aid grant amounts.

**Expenditure or Appropriation Categories:**

The definitions used below are to assist in completing the Expenditure or Appropriation Report and are not mandatory. The source of the definitions is the *Uniform Accounting System Manual 2022 Edition for Florida Local Governments Effective Beginning Fiscal Year 2021-22* (as of August 2022) prepared by the State of Florida, Department of Financial Services, Bureau of Financial Reporting.

10 Personnel Services – Expense for salaries, wages and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary or seasonal basis; represents the total of all expenditures for libraries in sub-object classifications 11 through 29 as defined in the *Uniform Accounting System Manual*.

30 Operating Expenses – Expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays; includes all expenditures for libraries in sub-object classifications 31 through 59 as defined in the *Uniform Accounting System Manual*. 
60 Capital Outlay – Outlays for the acquisition of or addition to fixed assets; includes all expenditures for libraries in sub-object classifications 61 through 68 as defined in the Uniform Accounting System Manual.

**NOTE:** Funds for the purchase or construction of a library building or library quarters may not be reported as having been expended for the operation and maintenance of a library.

Other – Any other operating expenditure categories in the library budget.

**Funding or Revenue Sources:**

Report expenditures or appropriations by these sources of revenue:

- **Local** – County or municipal funds appropriated by local governments for expenditure by the library; also includes fines, fees, donations and any other funds from local sources expended through the library's budget.

- **State** – State Aid to Libraries Grant funds and any other state funds expended by the library.

- **Federal** – Funds provided under the Library Services and Technology Act and any other federal funds expended by the library.

- **Other** – Any other revenue from non-local sources expended for or by the library but not expended through the library’s budget.

**3. Certification.** With their signatures, the person who manages the library’s finances and the single library administrative head indicate they have reviewed and approved the amounts reported on the Expenditure Report and this Certification.

The certification should be downloaded from the DOS Grants System at dosgrants.com after the Expenditure Report has been completed. Downloading the certification will automatically fill in required information that is needed before signatures are obtained.

**4. Designation of the Single Library Administrative Unit.** Provide documents verifying designation of the single library administrative unit by the county or municipality of an eligible political subdivision.

**5. Designation of a Governing Body.** Provide documents verifying designation of a governing body to administer free library service to residents of an eligible political subdivision.

**6. Interlocal Agreements or Contracts to Establish the Library.** Include all interlocal agreements or contracts among participating local governments if two or more participating local governments join to establish a consolidated library or public library cooperative. Also include agreements with nongovernmental...
entities that form the basis for the provision of free library service and outline the
decision-making power given to the library’s governing body and the power
retained by the participating local government.

7. Verification of Governing Body Authority. Provide documents that verify the
governing body of the library has the authority to set policy, adopt plans, adopt
budgets, employ the single administrative head and enter into contracts on behalf
of the library.

8. Position Description of the Single Administrative Head. Provide a current
position description of the library’s single administrative head that has been
adopted or approved by the library’s governing body.

9. Certification of Credentials – Single Administrative Head. This form (Form
DLIS/SA01), incorporated by reference, certifies that the library’s single library
administrative head is employed full time by the single administrative unit; has
completed a library education program accredited by the American Library
Association; has at least two years of full-time paid professional experience, after
completing the library education program, in a public library that is open to the
public for a minimum of 40 hours per week; is responsible for developing a single
long-range plan for all library outlets, a single annual plan of service and a
budget; and is responsible for implementing the long-range plan, annual plan of
service and budget as well as preparing reports on behalf of the library. The
Certification is included with the State Aid to Libraries Grant Guidelines packet and
is available at https://dos.myflorida.com/library-archives/library-
development/funding/state-aid/guidelines-applications-and-forms/. It can also be
downloaded from the DOS Grants System at dosgrants.com.

10. Schedule of Library Hours. The schedule should document that at least one
library outlet or member library is open to the public 40 hours or more each week.

11. Long-Range Plan. A long-range plan adopted or approved by the library’s
governing body, outlining the library’s operation and development over a three- to
five-year period.

12. Interlocal Agreements for Library Service. If applicable, provide any interlocal
agreements among libraries that outline service to residents in a county,
municipality or public library cooperative other than those in place to establish the
library.

13. Verification of Reciprocal Borrowing. Provide library lending policies verifying
that the library is providing reciprocal borrowing to residents of all political
subdivisions within the county that receive Operating Grants. Borrowing
privileges must apply to all materials in a fixed physical format that are eligible to
be borrowed by residents of the political subdivision applying for the Operating
Grant. Interlibrary loan does not meet this requirement. This requirement only
applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

14. Verification of Joint Planning. Provide documents verifying that the library has engaged in joint planning for the coordination of library services within the county that receives Operating Grants. The document must list all libraries participating in joint planning and outline areas of cooperation and activities to be implemented among the county and the independent municipal libraries in the same county. This requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

15. Grant Agreement. The grant agreement (Form DLIS/SA02), incorporated by reference, is the applicant’s official contract with the Department of State.

The grant agreement should be downloaded from the DOS Grants System at dosgrants.com. Downloading the agreement will automatically fill in required information that is needed before signatures are obtained.

Attachment B referenced in the grant agreement, “Fiscal Year 2023-24 State Aid to Libraries Final Grants,” will be added to the grant agreement before it is signed by the Department after the final grant amounts have been calculated in December.

- Obtain the original signature of an authorized official.
- Obtain an original signature of the clerk of the circuit court or the chief financial officer of the governing entity as witness to the signature of the authorized official, and enter the date below their signature.
- The agreement becomes effective when it is signed and dated by an authorized official of the Florida Department of State.
- One copy of the agreement with original signatures will be returned after it has been dated and signed by an authorized official of the Florida Department of State.

16. Certification of Hours, Free Library Service and Access to Materials. This certification (Form DLIS/SA04), incorporated by reference, provides certification from the applicant that the library:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge.
- Provides access to materials, information and services for all residents of the area served.
• Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system).

The certification should be downloaded from the DOS Grants System at dosgrants.com. Downloading the certification will automatically fill in required information that is needed before signatures are obtained.

17. **Electronic Payments.** A Vendor Direct Deposit form should be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS since January of the current calendar year, this form does not need to be resubmitted. This form is available at [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=ef1728ef_16](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=ef1728ef_16). **Do not submit the form with the application, it must be submitted directly to the Department of Financial Services as specified on the form.**

By December 1 of each year, submit the following documents:

1. **Current Annual Plan of Service.** The annual plan of service must be adopted or approved by the library’s governing body. It should include the goals, objectives and activities that will be supported for the application year.

2. **Budget for the Current Year.** The budget must be adopted or approved by the library’s governing body.

   For public library cooperatives, there shall be a single budget for library service to the residents of the service area of all participating local governments. The budget shall:

   (a) Reflect the library’s long-range plan.

   (b) Be developed by the single library administrative head, with the participating local governments and their libraries.

   (c) Be adopted or approved by the public library cooperative organization’s governing body.

   (d) Be a single line item format for the public library cooperative and include funds that will meet the criteria for expending funds centrally that have been budgeted for expenditure by participating local governments.

   The budget shall include funds from participating local governments (both those appropriated by the local government and those appropriated by the public library cooperative), aid received from state and federal governments, and other revenue received to provide library service.
3. **Summary Financial Report.** The information provided on this form is used to prepare reports to the Legislature and the people of Florida and to provide information for state and local budget purposes. The form is used to:

- Provide an estimate of local funds expended centrally for the operation and maintenance of the applicant library or county during the year that ended September 30. That amount is used to prepare updated estimates for State Aid to Libraries Grant estimates for the upcoming year.

- Provide an estimate of local funds to be expended centrally for the operation and maintenance of the library for the current year.

- Provide information on the use of State Aid to Libraries Grant funds by recipient libraries and on how the funds benefit Florida residents.

For each year that prior year grant funds are expended, a separate Part C report must be submitted until all of the grant funds for that grant period are expended. Each year’s grant funds must be reported separately.

4. **Annual Statistical Report Form for Public Libraries.** This form (Form DLIS/SA03), incorporated by reference, solicits data on library activity during the previous fiscal year. The data are used for federal, state and local reporting and comparison purposes. Libraries must submit the form at fl.countingopinions.com. If a library is unable to file the report electronically, a paper version can be requested from the Division for completion and submission. All libraries are given a library identification number and password to access the form electronically.

**VI. APPLICATION REVIEW**

A. All applications will be reviewed for eligibility and completeness. In reviewing applications, the Division shall determine:

1. Eligibility of the library under the requirements in Section V.

2. Eligibility of funds reported as having been expended centrally in the second preceding fiscal year or appropriated for the application year for the operation and maintenance of the library.

3. Compliance of the application and all required accompanying documents with Chapter 257, *Florida Statutes*, and the guidelines for the State Aid to Libraries Grant Program.

B. The Division shall notify applicants of any application deficiencies. Applicants will have 30 days after the notification date to complete and correct deficiencies. Failure to correct identified deficiencies within the 30-day period shall automatically make the application
ineligible. All corrections shall be submitted on the DOS Grants System at dosgrants.com on or before the last day of the correction period specified by the Division.

VII. GRANT AWARD

A. The Division will certify the grant amounts to the Chief Financial Officer and will complete an evaluation and review of applications submitted by October 1 and December 1. The grant agreement will be signed by an authorized official in the Florida Department of State and returned to qualified libraries upon completion of the review and resolution of any questions or problems.

The Division shall review and verify the amount of local expenditures submitted by a political subdivision as a part of their application. After these amounts have been verified, the grants will be calculated based on statute and the legislative appropriation.

State Aid to Libraries grant amounts are calculated in the following order: Multicounty Library Grants, Equalization Grants and Operating Grants. The formula for calculating Equalization Grants is provided in Florida Statutes. The following information provides additional clarification.

Equalization Grants

Determining Eligibility:

1. Of the 34 counties with the lowest adjusted value of a mill, determine if a county’s operating millage is equal to or above the statewide average. If the operating millage is not equal to or above the statewide average, then the county’s per capita income must be equal to or below the statewide average per capita income.

2. The county must also have been eligible for an Equalization Grant each year since 2007-2008.

If a county fails to meet the eligibility criteria, their Equalization Grant funding will be phased out over a three-year period. Grant amounts for counties in the phase-out period may be reduced based on one or more of the following factors: (1) the maximum grant amount a county may receive; (2) pro rata reductions based on the amount of funding that may go to Equalization Grants; or (3) pro rata reductions based on the amount of funding available.

For eligible counties, the Equalization Grant amount is calculated in the following manner:

1. Determine the ratio of the county’s level of assessment, which is the individual county’s level of assessment divided by the statewide average.
2. Determine the adjusted value of a mill, which is the county’s taxable value divided by the ratio of the county’s level of assessment.

3. Determine the adjusted mill equivalent, which is the amount of local expenditures of a county divided by the adjusted value of a mill.

4. Determine the level of effort, which is the adjusted mill equivalent divided by the statewide average. If the level of effort is greater than or equal to 1, the grant is equal to 50 cents on the dollar. If the level of effort is less than 1, the grant is equal to 25 cents on the dollar.

5. Determine the equalization factor, which is the statewide average of the adjusted value of mill minus the adjusted value of mill, then divided by the statewide average of the adjusted value of mill.

6. The grant amount is calculated by taking the local expenditures, dividing by the cents eligible, and then multiplying this amount by the equalization factor plus 1.

Grant amounts for both eligible and ineligible counties are then adjusted so that no county receives an Equalization Grant equal to more than 10 percent of the total amount required to fund Equalization Grants to all eligible counties.

The total amount needed to fund Equalization Grants may not exceed 15 percent of the amount appropriated for Operating, Multicounty and Equalization Grants or $8,877,057, whichever is higher. Any reductions needed to meet this requirement are applied to all Equalization Grants on a prorated basis.

If the total amount appropriated for Operating, Multicounty and Equalization Grants is less than $31,999,233, Equalization Grants are reduced on a prorated basis. The prorata is based on the percentage that total appropriation is less than $31,999,233.

Multicounty Grants

Multicounty Grants are calculated based on two components: a base grant and a match on local expenditures.

Base grant: A multicounty with two participating counties receives a base grant of $50,000. A multicounty with three or more participating counties receives a base grant of $250,000. The $250,000 base grant will increase to $350,000 when the appropriation increases to at least three percent more than the 2007-2008 appropriation of $31,999,233.

Matching grant: The matching grant is based on the local expenditures of the participating counties, up to $1 million, and the matching grant amount. The matching grant amount is determined based on the number of participating counties.
The grant is calculated by multiplying the local expenditures by the matching grant amount.

Multicounty Grants are fully funded each year.

Operating Grants

Operating Grants are calculated by prorating the funds remaining after the Equalization and Multicounty Grant funds have been determined to the amount that a political subdivision has fully qualified for at 25 cents per local dollar expended.

As a result of a major disaster declaration, if a county is designated as eligible for both Individual Assistance and Public Assistance, as determined by FEMA, all entitled libraries in these counties will have their grant amounts protected at the 2018-19 funding level.

- Funding at this protected level will be available for a maximum period of three years following the disaster declaration.
- If a library’s certified local expenditures causes their grant to fall below their 2018-19 grant amount, their grant will remain at the 2018-19 grant amount.
- If a library’s certified local expenditures causes their grant to be above their 2018-19 grant amount, this protection will not apply.
- The protection will apply to Operating, Equalization and Multicounty grants.
- During the three-year period, if the total appropriation for State Aid falls below the 2018-19 funding level of $20,304,072, this protection will not apply for that year; i.e., the funding protection could apply for only one or two of the three years depending on the annually legislated funding levels.

B. When all eligible applications are determined by the Division to be sufficient and complete, the Division will award the grant award amounts based on the appropriation of funds from the Legislature.

C. Grant funds will be distributed in one payment. The payment will be requested by the Division after the grant agreement has been signed by an authorized official in the Florida Department of State. All payments will be made by June 30.

VIII. USE OF GRANT FUNDS

State Aid to Libraries Grant funds shall be expended in the following way:

A. Centrally, as defined in Section V, Subsection E;

B. For the operation and maintenance of the library and not for the purchase or construction of a library building or library quarters.
The grant period is October 1, 2023 through June 30, 2024, which is the end of the state fiscal year in which grant funds are available. The Grantee shall obligate or expend grant funds only during the length of the grant period. Expenditures must be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (as of October 2022), incorporated by reference, which are available online at myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2.

IX. NONCOMPLIANCE

Any grant recipient that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies or other applicable law, or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

X. RECORD RETENTION

Financial records, supporting documents, statistical records and all other records including electronic storage media pertinent to the project shall be retained for a period of five (5) fiscal years after the close-out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained until five (5) fiscal years after the litigation, audit or claim has been resolved.
FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials – Single Library Administrative Head

The _______________________________,

(Name of library governing body)
governing body for the

______________________________,

(Name of library)
hereby certifies that the incumbent single library administrative head,

______________________________,

(Name of incumbent)

- Has completed a library education program accredited by the American Library Association.
- Has at least two years full-time paid professional experience after completing the library education program, in a public library open to the public for a minimum of 40 hours per week.
- Is employed full time by the library's governing body.
- Is responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies and budgets.
- Is responsible for developing a single long-range plan for all library outlets, a single annual plan of service and a budget.
- Is responsible for implementing the long-range plan, annual plan of service and budget as well as preparing reports on behalf of the library.

Signature

______________________________   ____________________________
Chair, Library Governing Body        Date

Name (Typed)

Certification of Credentials – Single Library Administrative Head (Form DLIS/SA01)
Chapter 1B-2.011(2)(a), Florida Administrative Code, Effective 05-2023
STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
[Governing Body] for and on behalf of [grantee]

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the [Governing Body] for and on behalf of [grantee], hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the “Fiscal Year 2023-24 State Aid to Libraries Final Grants” document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, Florida Statutes. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the “State Aid to Libraries Grant,” the public purpose for which these funds were appropriated.

   a) The Grantee shall perform the following Scope of Work

      In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2021 - September 30, 2022.

      In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2021 through June 30, 2024. The Grantee shall:

      • Have a single administrative head employed full time by the library’s governing body;
      • Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
      • Provide access to materials, information and services for all residents of the area served; and
      • Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

State Aid to Libraries Guidelines
Chapter 1B-2.011(2)(a), Florida Administrative Code, Effective 05-2023
b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task 1:
Payment will be a fixed price in the amount of 100% of the grant award for the period October 1, 2020 through June 30, 2023. The Grantee will:

- Have expended funds to provide free library service during the period October 1, 2021 - September 30, 2022;
- Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2021 - September 30, 2022 only;
- Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
- Provide the Certification of Credentials for the Single Administrative Head; and
- Provide a Certification of Hours, Free Library Service and Access to Materials.

c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

2. **Length of Agreement.** This Agreement covers the period of October 1, 2021 through June 30, 2024, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee’s second preceding fiscal year (October 1, 2021) and concludes with the end of the State of Florida’s current fiscal year (June 30, 2024).

3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2021 – September 30, 2022) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B.

4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications regarding this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

State Aid to Libraries Guidelines

Chapter 1B-2.011(2)(a), *Florida Administrative Code*, Effective 05-2023
Thomas Peña, Grant Programs Supervisor  
Florida Department of State  
R.A. Gray Building  
Mail Station # 9D  
500 South Bronough Street  
Tallahassee, Florida 32399-0250  
Phone: 850.245.6620  
Email: thomas.pena@dos.myflorida.com  

For the Grantee:  
[name], [title]  
[organization]  
[address]  
[city], Florida [zip]  
Phone:  
Facsimile:  
Email:  

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2023-24 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.  

6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization Form (form number DFS-AI-26E, rev 3/2022), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-ai-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16. The form also includes tools and information that allow you to check on payments.  

7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com. A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.  

8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes:*  

State Aid to Libraries Guidelines  
Chapter 1B-2.011(2)(a), *Florida Administrative Code,* Effective 05-2023
The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, which is administered by the Florida Department of State’s Division of Library and Information Services.”

10. **Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of October 2022), incorporated by reference, which are available online at myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.

12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service’s Reference Guide for State Expenditures (as of October 2022) myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2, incorporated by reference.

13. **Repayment.** All refunds or repayments to be made under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Thomas Peña, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399. In accordance with

State Aid to Libraries Guidelines

Chapter 1B-2.011(2)(a), *Florida Administrative Code*, Effective 05-2023
Section 215.34(2), Florida Statutes, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of $15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

14. Single Audit Act. Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, Florida Statutes. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least $750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, Florida Statutes, within nine months of the close of its fiscal year. Audits must be submitted on the DOS Grants System at dosgrants.com.

15. Retention of Grant Records. Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the closeout of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.

16. Obligation to Provide State Access to Grant Records. The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.

17. Obligation to Provide Public Access to Grant Records. The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, Florida Statutes, known as the Florida Public Records Act. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

18. Noncompliance. Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

19. Accounting Requirements. The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds.

State Aid to Libraries Guidelines
b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If the Grantee’s accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee’s accounting records to those amounts reported to the Division.

c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.

d) The name of the account(s) must include the grant award number.

e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets.

f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

20. Availability of State Funds. The State of Florida’s performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated, and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

21. Lobbying. The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.

22. Independent Contractor Status of Grantee. The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

23. Grantee's Subcontractors. The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee’s subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
24. **Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.

b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.

c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.

d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontractors with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

25. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.

26. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

27. **Breach of Agreement.** The Division shall demand the return of grant funds already received, shall withhold subsequent payments and/or shall terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.

28. **Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division shall terminate...
this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee shall be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.

29. Preservation of Remedies. No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default.

30. Non-Assignment of Agreement. The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee’s obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, Florida Statutes, or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.

31. Required Procurement Procedures for Obtaining Goods and Services. The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, Florida Statutes.

   a) Procurement of Goods and Services Not Exceeding $35,000. The Grantee must use the applicable procurement method described below:

      1. Purchases Up to $2,500: Procurement of goods and services where individual purchases do not exceed $2,500 do not require competition and may be conducted at the Grantee’s discretion.

      2. Purchases or Contract Amounts Between $2,500 and $35,000: Goods and services costing between $2,500 and $35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

   b) Procurement of Goods and Services Exceeding $35,000. Goods and services costing over $35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
32. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

33. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.

34. **Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a) (as of April 2019)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

35. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

36. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990 ([ada.gov](https://ada.gov) (as of April 2019)), incorporated by reference).

37. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

38. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:
   a) This Agreement
   b) Florida Single Audit Act Requirements (Attachment A)
   c) Fiscal Year 2023-24 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

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**Grantee:**

By: 
Chair of Governing Body or 
Chief Executive Officer

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**Department of State:**

By: 
Amy L. Johnson, Director 
Division of Library and Information Services 
Department of State, State of Florida

State Aid to Libraries Guidelines

Chapter 1B-2.011(2)(a), Florida Administrative Code, Effective 05-2023
ATTACHMENT A

FLORIDA SINGLE AUDIT ACT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State, as described in this Addendum to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends $750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.

2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.

3. A recipient that expends less than $750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than $750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) F.S.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69F-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than $750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity’s resources (i.e., the cost of such an audit must be paid from the recipient’s resources obtained from other than state entities).

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to each of the following:
   A. The Department of State via the DOS Grants System at https://dosgrants.com.
      The FAC’s website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the recipient directly to each of the following:
   A. The Department of State via the DOS Grants System at https://dosgrants.com.
   B. The Auditor General’s Office at the following address:
      Auditor General
      Local Government Audits/342
      Claude Pepper Building, Room 401
      111 West Madison Street
      Tallahassee, Florida 32399-1450


3. Any reports, management letters, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.
Part IV: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department of State.
Explained 1

Federal Resources Awarded to the Recipient
Pursuant to this Agreement Consist of the Following:

Not Applicable

Compliance Requirements Applicable to the Federal Resources
Awarded Pursuant to this Agreement are as Follows:

Not Applicable

State Resources Awarded to the Recipient
Pursuant to this Agreement Consist of the Following:

Matching Resources for Federal Programs:

Not Applicable

Subject to Section 215.97, Florida Statutes:

- Florida Department of State, State Aid to Libraries
- CSFA Number: 45.030
- Award Amount: See Attachment B.

Compliance Requirements Applicable to State Resources Awarded
Pursuant to this Agreement Are as Follows:

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at https://apps.fldfs.com/fsaa/.
ATTACHMENT B

[Fiscal Year 2023-24 State Aid to Libraries Final Grants]
CHAPTER 257, FLORIDA STATUTES
PUBLIC LIBRARIES AND STATE ARCHIVES

This section includes the pertinent sections of Chapter 257, Florida Statutes, that apply to the State Aid to Libraries Grant Program.

257.14 Division of Library and Information Services; rules. – The Division of Library and Information Services may adopt rules pursuant to ss. 120.56(1) and 120.54 to implement the provisions of this chapter.

257.15 Division of Library and Information Services; standards. – The Division of Library and Information Services shall establish reasonable and pertinent operating standards under which libraries will be eligible to receive state moneys.

257.16 Reports. – Any library receiving grants under ss. 257.14-257.25 shall file with the Division of Library and Information Services on or before December 1 of each year a financial report on its operations and furnish the division with such other information as the division may require.

257.17 Operating grants. – A political subdivision that has been designated by a county or municipality as the single library administrative unit is eligible to receive from the state an annual operating grant of not more than 25 percent of all local funds expended by that political subdivision during the second preceding fiscal year for the operation and maintenance of a library, under the following conditions:

(1) Eligible political subdivisions include:

(a) A county that establishes or maintains a library or that gives or receives free library service by contract with a municipality or nonprofit library corporation or association within such county;

(b) A county that joins with one or more counties to establish or maintain a library or contracts with another county, a special district, a special tax district, or one or more municipalities in another county to receive free library service;

(c) A special district or special tax district that establishes or maintains a library and provides free library service; or

(d) A municipality that establishes or maintains a library or that gives or receives free library service by contract with a nonprofit library corporation or association within the municipality.

(2) The library established or maintained by such political subdivision shall:

(a) Be operated under a single administrative head who is an employee of the single library administrative unit and who has completed a library education program accredited by the American Library Association. The single administrative head shall have at least two years of full-time paid professional experience, after completing the library education
program, in a public library that is open to the public for a minimum of 40 hours per week.

(b) Expend its funds centrally.

(c) Provide reciprocal borrowing, and other library services pursuant to interlocal agreement, to residents of all political subdivisions with the county which receive operating grants from the state.

(d) Have at least one library or branch library open for 40 or more hours per week.

(e) Have a long-range plan, an annual plan of service, and an annual budget.

(f) Engage in joint planning for coordination of library services within the county or counties that receive operating grants from the state.

(3) Any political subdivision establishing public library service for the first time shall submit a certified copy of its appropriation for library service, and its eligibility to receive an operating grant shall be based upon such appropriation.

257.171 Multicounty libraries. — Units of local government, as defined in s. 165.031(1), may establish a multicounty library. The Division of Library and Information Services may establish operating standards and rules under which a multicounty library is eligible to receive state moneys. For a multicounty library, a local government may pay moneys in advance in lump sum from its public funds for the provision of library services only.

257.172 Multicounty library grants. —
(1) The administrative unit of a multicounty library which serves a population of 50,000 or more and serves two or more counties, at least one of which qualifies for an equalization grant is eligible for an annual grant from the state. The grant funds are to be used for the support and extension of library service in participating counties. The grant must be computed by the division on a state-matching basis up to $1 million in local expenditures by all participating counties for operation and maintenance of a library during the second preceding year. The administrative unit of a multicounty library with:

(a) Two participating counties is eligible for a grant equal to 5 cents on each local dollar of expenditure.

(b) Three participating counties is eligible for a grant equal to 10 cents on each local dollar of expenditure.

(c) Four participating counties is eligible for a grant equal to 15 cents on each local dollar of expenditure.

(d) Five participating counties is eligible for a grant equal to 20 cents on each local dollar of expenditure.

(e) Six or more participating counties is eligible for a grant equal to 25 cents on each local dollar of expenditure.

State Aid to Libraries Guidelines
Chapter 1B-2.011(2)(a), Florida Administrative Code, Effective 05-2023
(2) In addition, to support multicounty library service, the administrative unit of a multicounty library with:

(a) Two participating counties is eligible to receive a base grant of $50,000, effective July 1, 2008.

(b) Three or more participating counties is eligible to receive a base grant of a minimum of $250,000. Such amount shall be increased to $350,000 when the appropriation from state funds for operating, multicounty, and equalization grants is at least three percent more than the appropriation from state funds for those grants for fiscal year 2007-2008.

(3) For the purposes of this section, s. 257.21 does not apply.

257.18 Equalization grants.—

(1) Any county qualifying for an operating grant is eligible to receive an equalization grant if it meets the following criteria:

(a) The county was eligible for an equalization grant in fiscal year 2007-2008.

(b) The value of one mill adjusted to reflect the average statewide level of assessment is below the median amount for all counties in the state.

(c) The county operating millage subject to the 10-mill cap is equal to or above the average for all counties. If the county does not meet this millage requirement, the per capita income for the county must be equal to or below the average for all counties.

(d) The county has been eligible for an equalization grant each fiscal year since fiscal year 2007-2008.

(2) If a county fails to meet the eligibility criteria for an equalization grant in any one year, the county shall be notified that its equalization grant funding will be phased out over a three-year period as follows:

(a) In the first year, the county shall receive the grant amount for which it qualified the previous year.

(b) In the second year, the county shall receive two-thirds of the grant amount it received under paragraph (a).

(c) In the third year, the county shall receive one-third of the grant amount it received under paragraph (a).

(d) In subsequent years, the county shall not be eligible to receive an equalization grant.

(3) An equalization grant to an eligible county is calculated in the following manner:

(a) The equalization factor is computed by subtracting the value of one mill adjusted to reflect the average statewide level of assessment for each county from the average adjusted value of one mill for all counties and then dividing that amount by the average adjusted value of one mill for all counties.

(b) An equalization grant is computed by multiplying the equalization factor times the total local funds expended for library support by that county during the second preceding year and adding that amount to the actual total local funds expended for library support by that county during the second preceding year. The result is the adjusted value for the local
funds expended for library service. The amount of the equalization grant is equal to 25 cents of the adjusted value of local funds expended for library service.

(c) When the adjusted mill equivalent of actual local funds expended for library support by the county during the second preceding year is above the statewide average adjusted mill equivalent of actual local funds expended by all counties receiving operating grants, the amount of the equalization grant is equal to 50 cents of the adjusted value of local funds expended for library service.

(4) A county may not receive an equalization grant that is equal to more than 10 percent of the total amount required to fund equalization grants to all eligible counties.

(5) The Division of Library and Information Services shall calculate equalization grants based on the amount of local funds expended for library service the second preceding year as certified by the appropriate county officials and information on the level of assessment of property in each county, the taxable value of property in each county, the county operating millage subject to the 10-mill cap, and the per capita income as reported by the agency authorized by law.

(6) Equalization grants may not exceed 15 percent of the amount appropriated for operating, multicounty, and equalization grants or $8,877,057, whichever is greater. Any reductions in equalization grants necessary to meet this requirement must be applied to all equalization grants on a prorated basis. This includes grants subject to the 10-percent cap or grants in the phase-out period. If the total appropriation for operating, multicounty, and equalization grants is less than $31,999,233, s. 257.21 applies.

257.195 Revenue shortfalls; procedures. — In the event of revenue shortfalls which necessitate budget reductions during any fiscal year, the total appropriation for library grants from state sources shall have the same ratable reduction as that applied to the operating funds of the Division of Library and Information Services or such reduction shall be at the discretion of the Secretary of State.

257.21 Maximum grants allowable. — Any reduction in grants because of insufficient funds shall be prorated on the basis of maximum grants allowable.

257.22 Division of Library and Information Services; allocation of funds. — Any monies that may be appropriated for use by a county, a municipality, a special district, or a special tax district for the maintenance of a library or library service shall be administered and allocated by the Division of Library and Information Services in the manner prescribed by law. On or before December 1 of each year, the division shall certify to the Chief Financial Officer the amount to be paid to each county, municipality, special district, or special tax district.

257.23 Applicant for grant. — The board of county commissioners of any county, the chief executive officer of a municipality, or the governing body of a special district or special tax district desiring to receive a grant under the provisions of ss. 257.14-257.25 shall apply therefore to the Division of Library and Information Services on or before October 1 of each year on a form to be provided by the division. The application shall be signed by the chair of the board of county commissioners and attested by the clerk of the circuit court or the appropriate officer in a charter county, by the chief executive officer of a municipality and attested by the clerk of the
municipality, or by the chair of the governing body and attested by the chief financial officer of a special district or a special tax district. The county, municipality, special district, or special tax district shall agree to observe the standards established by the division as authorized in s. 257.15. On or before December 1 each year, the applicant shall certify the annual tax income and the rate of tax or the annual appropriation for the free library or free library service, and shall furnish such other pertinent information as the division may require.

257.24 Use of funds. — State funds allocated to libraries shall be expended only for library purposes in the manner prescribed by the Division of Library and Information Services. Such funds shall not be expended for the purchase or construction of a library building or library quarters, except such funds specifically appropriated for construction purposes as provided in this chapter.

257.25 Free library service. — Free library service shall constitute as a minimum the free lending of library materials that are made available for circulation and the free provision of reference and information services.
Florida Administrative Code

1B-2.011 Library Grant Programs.

(1) This rule provides procedures for library grant programs administered by the Division of Library and Information Services (Division). Each program shall be governed by guidelines which contain information on eligibility requirements, application review procedures, evaluation and funding criteria, grant administration procedures, if applicable, and application forms. All grant awards shall be subject to final approval by the Secretary of State.

(2) Applicants for grants shall meet the eligibility and application requirements as set forth in the following guidelines for each grant program:

(a) State Aid to Libraries Grant Guidelines, [http://www.flrules.org/Gateway/reference.asp?No=Ref-15322, effective 05-2023, which contain guidelines and instructions; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA01), effective 05-2023; Grant Agreement (Form DLIS/SA02), effective 05-2023; Annual Statistical Form for Florida’s Public Libraries (Form DLIS/SA03), [http://www.flrules.org/Gateway/reference.asp?No=Ref-15323, effective 05-2023; Certification of Hours, Free Library Service and Access to Materials (Form DLIS/SA04), [http://www.flrules.org/Gateway/reference.asp?No=Ref-15324, effective 05-2023.


(e) The Community Libraries in Caring Program Application, [http://www.flrules.org/Gateway/reference.asp?No=Ref-01122, effective 4-10-12; which contains instructions and application (Form DLIS/CLI001), effective 11-16-04; Annual Report (Form DLIS/CLI002), effective 11-16-04; and Grant Agreement (Form DLIS/CLI003), [http://www.flrules.org/Gateway/reference.asp?No=Ref-01123, effective 4-10-12.

(3) Guidelines and forms in this rule are incorporated by reference and may be obtained from the Director of the Division, Florida Department of State, Division of Library and Information Services, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250.

(4) The Division of Library and Information Services will waive the financial matching requirements on grants for rural communities that have been designated in accordance with Sections 288.0656 and 288.06561, F.S. Eligible communities applying for Library Services and Technology Act grants and Library Construction grants must request waiver of matching requirements at the time of grant application.

Rulemaking Authority 257.14, 257.191, 257.192, 257.24, 257.41(2) FS. Law Implemented 257.12, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, 257.191, 257.192, 257.193, 257.21, 257.22, 257.23, 257.24, 257.25, 257.40, 257.41, 257.42 FS.

History—New 1-25-93. Amended 7-17-98, 4-1-98, 2-14-99, 4-4-00, 12-18-00, 11-20-01, 3-20-02, 1-9-03, 12-28-03, 11-16-04, 2-21-06, 2-1-07, 1-24-08, 4-1-10, 4-21-10, 4-10-12, 12-25-13, 7-8-14, 4-7-15, 7-12-16, 7-6-17, 4-30-18, 11-19-18, 7-1-19, 3-17-20, 2-27-22, 5-4-23.
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Approval of Board of Adjustment (BOA) Alternate Member

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 5
Department: Administration
Contact: Travis Wade
Presenter: Travis Wade

BRIEF SUMMARY: We have received applications for Alternate Member of the BOA. The applications are attached.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to approve one of the applicants to serve as Alternate Member of BOA.

FUNDING SOURCE: N/A

ATTACHMENTS: Applications

STAFF’S COMMENTS AND RECOMMENDATIONS:
BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT: Planning  Zoning

APPLICATION DATE: 7/5/23

BOARD OF ADJUSTMENT

DATE APPOINTED

NAME: Diane Brewer

MAILING ADDRESS: 184 Avenue A, Apalachicola

PHYSICAL ADDRESS: Same

CELL#: 984-288-5834  HOME#: Same

EMAIL: dianekbrewer@yahoo.com

PLACE OF EMPLOYMENT: Go Fish 13 Market St, Apalach

WORK#: 850-653-1387

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
   Since 2014

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
   To be able to vote on applications that may affect Apalachicola permanently.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
   I make decisions based on facts, knowledge of city's regulations (ZD and Comprehensive Plan) and have extensive experience on issues in Apalachicola.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
   The City of Apalachicola Parks Committee since its inception c. 2014.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
   I have attended the meetings of the City Commission, both regular, special as well as workshops. Also attended a few Board of Adjustment and others (Retreat).
6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY’S LAND DEVELOPMENT CODE?

Yes

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY’S COMPREHENSIVE PLAN?

Yes

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY’S HISTORIC GUIDELINES?

Yes

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Prior to moving to Apalachee, I was appointed by the City of Fr. Lauderdale to its Historic Preservation Board & was the Chairman of my neighborhood civic association, an elected position.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes

_________________________
Signature

_________________________
Printed Name

To be 1/6/23
BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Board of Adjustment

APPLICATION DATE 8/2/23

DATE APPOINTED

NAME: Steven Norton
MAILING ADDRESS: 59 Avenue O, Apalachicola, FL 32320
PHYSICAL ADDRESS: 
CELL#: 850 872 2767 HOME#: 
EMAIL: snorton@sideline.com

PLACE OF EMPLOYMENT: Gibson Inn
WORK#: 850 270 2174

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
   10 months

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
   I want to volunteer to help the city anyway I can.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
   Leadership qualities, IT skills, Marketing.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
   No

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
   No
6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

Yes

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

Yes

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Yes

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Real Estate in Florida and Tennessee. Both licenses now retired.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes

[Signature]

Printed Name: Steven Norton
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Approve CDG Electrical Engineering Agreement for Scipio Creek Marina

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 6
Department: Administration
Contact: Travis Wade
Presenter: Travis Wade

BRIEF SUMMARY: Electrical engineering is required to determine the extent of the repairs necessary for the Millpond electrical system. The electrical meters, lines, and outlets were damaged during Hurricane Michael. To get an accurate estimate for the repairs/replacement and engineer’s report is necessary. CDG is a continuing services engineering contractor and proposed the services to be completed for $27,500.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: Scipio Creek Budget

ATTACHMENTS: CDG Proposal Letter

STAFF’S COMMENTS AND RECOMMENDATIONS:
August 21, 2023

Travis Wade, City Manager
City of Apalachicola
192 Coach Wagoner Boulevard
Apalachicola, Florida 32320

Re: Professional Engineering Services
Scipio Creek Marina Dock Repair
Apalachicola, FL

Dear Mr. Wade:

CDG, Inc. (CDG) appreciates the opportunity to submit this proposal to provide professional services related to the design of electrical improvements at the Scipio Creek Marina for construction, including:

- Replace power services and associated meter centers at four (4) locations around the marina that get flooded by storm surge. Locate new equipment on elevated platforms;
- Run new 30A separately metered power to each of no more than 65 total boat slips;
- Install new dock power pedestal (as selected by owner’s representative) at each boat slip; and,
- Provide new pole-mounted area lighting systems along marina docks along approximately 65 total boat slips.

**SCOPE OF WORK**

CDG will provide electrical engineering and design services including:

- Coordination with owner, contractors, facility operators, utilities, building officials and other engineering disciplines as necessary to finish the design;
- Up to one (1) pre-design on-site observation as required to ascertain existing conditions;
- Electrical plans and specifications; and,
- Assisting City in advertising and receiving bids, conducting a bid opening, responding to questions from bidders as necessary, and making recommendation for awarding the contract.

The following items are excluded from design services:

- Design of emergency or standby power generator system(s);
- Design of electrical systems for adjacent parking areas, etc;
• Design or specification of low voltage (CATV, telephone, data, etc.) distribution or provisions; and,
• Design or specification of water service provisions to dock pedestals.
• Construction phase services including reviewing submittals, hosting a preconstruction conference, review of contractor pay requests, site inspections at milestones or as requested, and closeout documentation.

It is CDG’s understanding that the City of Apalachicola currently has permits in place through USACE and FDEP for construction of improvements to the referenced facility.

FEES AND SCHEDULE

Based on the proposed scope of services and the information provided by the City of Apalachicola, we propose to complete the design services for a lump sum fee of $27,500.00 to be billed as work progresses. CDG proposes to provide construction phase services on a time and materials basis.

The proposed fee does not include any permit application fees, impact fees, postage, or notice fees (i.e. sign). These fees are strictly limited to the scope of services outlined in this proposal and assume that no unusual conditions are encountered at the site. If additional services are required outside of those services listed above, then additional fees may apply. However, additional services will not proceed without prior authorization.

Our proposed fee is based on the current regulations and requirements in place at the time of proposal preparation. If these regulations or requirements change during the design process, then additional fees may apply.

CDG can begin work on the proposed project immediately after receiving a signed agreement for the work.

Thank you again for the opportunity to submit this proposal to provide professional services for this project. Please call if you have any questions or would like to discuss this proposal further.

Sincerely,
CDG, Inc.

[Signature]

Carmen Chosie, PE
Project Manager
SUBJECT: Fluid Engineering Air Scrubber Fan Replacement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 7
Department: Drinking Water
Contact: Rhett Butler
Presenter: Travis Wade

BRIEF SUMMARY: The air scrubber is a system operated by a fan and the wiffle balls that were recently replaced by staff. The system burns off chlorine and sulphur smells at the plant, and is crucial in keeping TTHM's low. The system being inoperable has created the need for more chlorine and much more time monitoring the system by staff. Because it is crucial to maintaining low levels of TTHM's and the long lead time (12 weeks), I have authorized the emergency expenditure, and I am asking for an after-the-fact approval for this expenditure of $29,076.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve the emergency expenditure

FUNDING SOURCE: Drinking Water

ATTACHMENTS: Fluid Engineering quote

STAFF'S COMMENTS AND RECOMMENDATIONS: Disregard the $44,753 price included in the quote, as it was for a different option that was not the appropriate piece of equipment for our plant.
Fluid Engineering, Inc.

Company: City of Apalachicola
Address: 192 Coach Waggoner Blvd
Apalachicola, FL 32320
Attention: Rhett Butler
Phone: (850) 653-5466
Email: rbutler@cityofapalachicola.com

Quotation # 230821TA-01
Date: August 23, 2023
Project Reference: Replacement Dual NH-44 Fan
From: Danny Griffis
Phone: (205) 956-8900
Fax: (205) 956-0050
Email: dgriffis@fluid-eng.com

Fluid Engineering appreciates the opportunity to offer the following quotation:

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<th>Description</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Extended Price</th>
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<td>Lead time: Allow 2 weeks for approval drawings, 16 weeks after receipt of approved submittal drawings</td>
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</table>

Shipment: See Quote Above

Payment: Net 20 Days
Freight: Collect
Validity: 30 Days
FOB: Factory

Fluid Engineering’s Standard Terms & Conditions Apply
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Resolution 2023-05 - Support for DEP's Florida Resilience Application for Supplemental Vulnerability Assessment Funding

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 8
Department: Grants
Presenter: Cindy Clark

BRIEF SUMMARY: This is a request for a resolution of support for a $55,000 (non-matching) Florida Resilience application that would fund an effort to scan and geo-reference the City's water and sewer paper maps dating back to 1979. The result would allow the City staff to assess utility issues quicker in the field, would provide a valuable and editable planning tool for infrastructure location, repair and expansion and would help resolve a data gap noted during the preliminary review of the City's Critical Assets as part of the Vulnerability Assessment currently underway. As it stands now, the City is lacking completed digitization of its critical asset infrastructure (water, sewer and stormwater conveyances) and that has been identified as a data gap as part of the ongoing Vulnerability Assessment update currently underway. Locating and digitally mapping these important critical assets is crucial to the City fully analyzing the critical infrastructure assets and to the successful implementation of adaptation planning initiatives.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to adopt Resolution 2023-05.

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution 2023-05

STAFF'S COMMENTS AND RECOMMENDATIONS: Motion to approve.
WHEREAS, the City of Apalachicola completed an initial Vulnerability Assessment in 2017 to analyze potential impacts from projected sea level rise; and

WHEREAS, on May 12, 2021, Governor Ron DeSantis signed Senate Bill 1954 into law which enacted comprehensive legislation to ensure a coordinated approach to Florida’s coastal and inland resilience.

WHEREAS, the City of Apalachicola is currently updating its Vulnerability Assessment in accordance with Section 380.093, Florida Statutes (F.S.); and

WHEREAS, state statutes require an analysis of critical assets to include the identification of data gaps; and

WHEREAS, the City of Apalachicola has identified data gaps in its critical infrastructure asset data; and

WHEREAS, the City of Apalachicola needs to resolve critical infrastructure asset data gaps in order to complete an accurate assessment of its vulnerabilities; and

WHEREAS, the City of Apalachicola is committed to addressing potential future vulnerabilities to its critical assets;

NOW, THEREFORE, BE IT RESOLVED by the Apalachicola City Commission, that the board supports this supplemental vulnerability assessment grant application to the Florida Department of Environmental Resilient Florida Program to fund the completion of its Vulnerability Assessment.

This resolution adopted by the Apalachicola City Commission this 5th day of September 2023.

By: ________________________________
Brenda Ash, Mayor
City of Apalachicola

ATTEST:

______________________________
Lee Mathes, Clerk
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Resolution 2023-06 - Support for DEP’s Florida Resilience Application for Adaptation Plan Funding

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 9
Department: Grants
Presenter: Cindy Clark

BRIEF SUMMARY: This is a request for a resolution of support for a $67,000 (non-matching) Florida Resilience application that would fund a planning project that builds upon the vulnerability assessments completed in 2017 and an update in 2023. The project would involve developing a Coastal Resilience Adaptation Plan for Apalachicola. Adaptation strategies are the third component in the sea level rise adaptation planning process and provide a framework to respond to the findings in the Vulnerability Assessment. The plan will incorporate vulnerability data gathered as part of the vulnerability assessment and, along with stakeholder input, provide a vehicle to allow the City to prioritize its needs, identify strategies and plan for implementation and funding. The goal is to have the tools to take action to adapt to the potential impacts of sea level rise and to prioritize needed infrastructure projects with costs so that funding may be obtained to complete the necessary improvements.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to adopt Resolution 2023-06.

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution 2023-06

STAFF’S COMMENTS AND RECOMMENDATIONS: Motion to approve.
WHEREAS, the City of Apalachicola completed an initial Vulnerability Assessment in 2017 to analyze potential impacts from projected sea level rise; and

WHEREAS, on May 12, 2021, Governor Ron DeSantis signed Senate Bill 1954 into law which enacted comprehensive legislation to ensure a coordinated approach to Florida’s coastal and inland resilience.

WHEREAS, the City of Apalachicola is currently updating its Vulnerability Assessment in accordance with Section 380.093, Florida Statues (F.S.); and

WHEREAS, the City of Apalachicola is committed to addressing potential future vulnerabilities to its critical assets through the creation of an adaptation action plan;

NOW, THEREFORE, BE IT RESOLVED by the Apalachicola City Commission, that the board supports this planning grant application to the Florida Department of Environmental Resilient Florida Program to fund the creation of an adaptation action plan.

This resolution adopted by the Apalachicola City Commission this 5th day of September 2023.

By: __________________________
Brenda Ash, Mayor
City of Apalachicola

ATTEST:

______________________________
Lee Mathes, Clerk
SUBJECT: Lafayette Park landscaping plan; request for permission to apply for State grant.

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: 10

Department: Tree Committee

Contact: Dennis Winterringer, Chairperson, Tree Committee
(dwinterringer@mediacombb.net, telephone: 850-370-5086)

Presenter: Dennis Winterringer (and members Sam Berkheiser (landscape architect), Scott Davis (botanist), and Rebecca Stafford (landscape designer))

BRIEF SUMMARY: The Tree Committee has prepared a proposed landscaping plan for Lafayette Park. The Parks and Recreation Committee endorsed the plan at its August 18, 2023, meeting. The focus of the plan is to create a low-maintenance landscape consisting of attractive native species adapted to the growing conditions at the park. The initial stage of landscaping includes planting trees throughout the entire park; planting perennials and annuals in the beds around the gazebo and perennials at the main entrance to the park on Avenue B; and establishing on the south-facing slope on the southeast end of the park a planted, natural area for migrating monarch butterflies and resident pollinators whose populations have precipitously declined (which will also help stabilize the slope and reduce the erosion that is occurring).

Around mid-September the Florida Forest Service will issue an announcement for an urban forestry grant for tree planting that would need to be matched by the city. Part or all of the $16,000 currently in the city’s Reforestation Fund would be used for the match.

Once the City Commission approves the tree-planting plan, persons will be able to purchase select trees under the city’s Memorization Program. Once the landscaping plan is approved, Adopt-A-Park volunteers will be able to identify areas of the park landscape they want to assist the city in maintaining.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approval of the landscaping plan in general and approval to apply for the tree-planting grant.

FUNDING SOURCE: For the grant, the Reforestation Fund.

ATTACHMENTS: Park map showing the locations of 34 proposed trees of 12 different species.

STAFF’S COMMENTS AND RECOMMENDATIONS: None.
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: 1st Reading Ordinance 2023-03 – Sign Ordinance

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Department: City Attorney
Presenter: Dan Hartman

BRIEF SUMMARY: Attached is proposed Ordinance 2023-03 with changes recommended by Commission, Attorney Hartman, Code Enforcement Officer PJ Erwin, and Planner Bree Robinson.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve 1st Reading and Authorize to Advertise for Public Hearing and 2nd Reading for Adoption

FUNDING SOURCE: N/A

ATTACHMENTS: Ordinance 2023-03

STAFF’S COMMENTS AND RECOMMENDATIONS: Approve
ORDINANCE 2023-03

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR AMENDMENT OF PART II – CODE, SUBPART B – LAND DEVELOPMENT CODE, CHAPTER 113 – SIGN REGULATIONS; PROVIDING FOR ADDITIONAL DEFINITIONS, METHOD OF COMPUTATION, PROVIDING FOR A PURPOSE AND SCOPE OF SIGN REGULATIONS, PROVIDING FOR STANDARDS, PROVIDING FOR REGULATION OF MURALS ON PRIVATE PROPERTY, PROVIDING FOR SEVERABILITY, PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND ESTABLISHING AN EFFECTIVE DATE.

FINDINGS:

WHEREAS, the City of Apalachicola is a Florida Municipality duly incorporated, with all the rights and powers as provided in s. 2(b), Art. VIII of the State Constitution.

WHEREAS the current code provisions governing signs have been subject to differing interpretations and are in need of update. Clarification and additional guidance has been deemed necessary to effectively regulate signs in the City of Apalachicola.

WHEREAS, the City of Apalachicola has determined that it is in the public interest to adopt amendments to its Sign Regulations; and

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

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.
Section 1. Adoption of an Amended Chapter 113 – Sign Regulations attached hereto as Exhibit “A.”

Section 2. Severability Clause. Should any provision or section of this ordinance be held by a Court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect upon approval by the City Commission.

PASSED FIRST READING ON: ____________________________

PASSED SECOND READING ON: ____________________________

CITY OF APALACHICOLA

BY: ____________________________
Brenda Ash, Mayor

ATTEST:

_____________________________________________________
Lee Mathes
CITY CLERK
Chapter 113 SIGN REGULATIONS

ARTICLE I. IN GENERAL

Sec. 113-1. General provisions.

All signs within the city shall be erected, constructed, maintained or permitted in accordance with the provisions of this chapter, and only those signs allowed in this chapter shall be erected within the city.

(LDC, art. V, § A)

Sec. 113-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Frontage means the length of the property line of any one parcel along a street on which it borders.

Blade or bracket signs: A small, pedestrian-oriented, double-faced sign, less than four (4) square feet, that projects perpendicular from a structure (blade sign) or is hung beneath a marquee (bracket sign).

Building Facade: That portion of any exterior elevation of a building extending from grade to the top of the parapet wall or eaves and the entire width of the building elevation, including window areas.

Building Facade Sign: A sign attached to the building facades and include, but not necessarily be limited to, wall signs, painted signs, marquee signs, projecting signs, blade signs, and awning signs.

Election Sign: A temporary sign related to an election or voter referendum.

Sign Frame and Structure: Any frame and/or structure that is designed and intended to provide support for a sign.

Outdoor Advertising Sign: Any sign which is designed, intended, or used to publicize products and services not available on the premises where the sign is located and the message of the sign is visible from any place on the main-traveled way of interstate and primary road systems, whether the same be permanent or portable installation. Types of outdoor advertising include billboards, bus benches, interiors and exteriors of buses, taxis and business vehicles.

Other sign definitions relative to Article 113 Sign Regulations may be found in Sec. 101-8 Definitions of the Apalachicola Land Development Code.

(LDC, art. V, § C)

Sec. 113-3. Computations.

The following principles shall control the computation of sign area and sign height:

1. Computation of sign area: The area of a sign shall be computed by means of the smallest rectilinear figure (but which shall have a continuous perimeter of not more than eight straight lines) which encompasses all lettering, wording, frame, design or symbols, together with any background and any illuminated part of the sign on which the sign is located, if such background or such illuminated part of the sign is designed as an integral part of and related to the sign. Support and bracing which are not
intended as part of the sign and which contain no message, shall be excluded. In the case of a multi-faced sign, the area of the sign shall be considered to include all faces visible from one direction, and the area shall be considered to include all lettering, wording and accompanying designs or symbols together with any background of different color than the natural color of the building. The surface area of a sign shall be computed as including the entire area within a regular geometric form comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing advertising matter shall not be included in computation of surface area and shall be kept to the minimum requirements necessary to meet the Florida Building Code. Where a sign has two or more faces, the area of all faces shall be combined in determining the area of the sign.

(2) **Computation of height.** The height of the sign shall be computed as the distance from the ground directly below the center of the sign or from the grade of the closest point in the traveled way of the road or street the sign is located along, whichever is higher, to the sign or sign structure’s highest point.

(LDC, art. V, § D)

Secs. 113-4 Purpose and Scope of Sign Regulations

The requirements of this chapter are the minimum necessary to promote the public health, safety, and welfare, including traffic safety, and to protect the character and aesthetics of residential, commercial, and business areas throughout the City. Therefore, the display of signs should be appropriate to the land, building, structure, or use to which they are appurtenant and be adequate, but not excessive, for their intended purpose.

It is the intent of this chapter that signs be accessory and incidental to their respective land, building, structure, or use.

Secs. 113-5—113-26. Reserved.

**ARTICLE II. APPLICABILITY**

Sec. 113-27. Exempt signs.

The following signs are exempt from the application of these sign regulations and from the requirements in this article that a permit be obtained for the erection of permanent signs, provided they are not placed within the right-of-way of any road or constructed as to create a hazard of any kind:

(1) Legal notices and instruments. This may include temporary political signs announcing a campaign drive or event, provided such signs are not erected in a public right-of-way and are removed within five days following a campaign drive or event.

(2) Signs necessary to promote health, safety and welfare and other regulatory, statutory, traffic control or directional signs erected on public property with permission from the United States, the state, the county or the city.

(3) **Temporary Decorative flags, decorations, and bunting for a holiday celebration, convention or commemoration of significance to the entire community, when authorized by the city council for a prescribed period of time.**

(4) Temporary holiday lights and decorations.

(4) Merchandise displays behind storefront windows so long as no part of the display contains flashing lights.
(5) Memorial signs or tablets, names of buildings and dates of erection when cut into any masonry surface or when constructed of bronze or other combustible materials and attached to the surface of a building.

(6) Signs incorporated into machinery or equipment by a manufacturer or distributor, which identify or advertise only the product or service dispensed by the machinery or equipment, such signs customarily affixed to vending machines, newspaper racks, telephone booths and gasoline pumps.

(7) Public warning signs no larger than four square feet to indicate the dangers of trespassing, unfriendly animals or similar hazards.

(8) Signs carried by a person.

(9) One sign per residential use indicating a resident's name, street address of the premises and/or an accessory use sign for an allowed home occupation, and/or such sign for a permitted professional activity, provided that such sign shall not exceed an area of two square feet.

(10) Bulletin boards for public, charitable, educational or religious institutions not to exceed 15 square feet of sign area, provided such sign is located on the premises of said institution. Such sign shall be placed flat against the principal use structure or not less than five feet from the property line.

(11) One temporary non-illuminated real estate sign advertising only the sale, lease or rental of the premises or property upon which said sign is located, or one non-illuminated sign indicating a building is open for public inspection. For residential zoned districts, such signs shall not exceed four square feet in sign area or exceed four feet in height. Such signs shall be placed no closer than five feet from the street right-of-way line or shall be attached to the principal use structure. For nonresidential zoned districts such signs shall not exceed 12 square feet in area and shall be placed no closer than ten feet from the street right-of-way line or shall be attached to the principal structure. All such signs shall be removed within five days after the property has been sold, leased or rented.

(LDC, art. V, § F)

Sec. 113-28. Signs regulated but not requiring permits.

The following types of signs are exempted from sign permit requirements, and shall not be considered in determining the allowable size or number of signs on a zoned lot; provided, however, that they must comply with all other applicable sections of this article. The erection of any sign not listed in this section or exempted by Sec. 113-27 shall require a permit.

(1) Window signs on or within windows relating to the business conducted within; or to nonprofit civic or charitable organizations provided that no more than 25 percent of any window area is utilized for such signs.

(2) Temporary signs as defined in section 113-30.

(3) Signs required by law, statute or ordinance.

(LDC, art. V, § G)

Sec. 113-29. Signs permitted in all zones.

The signs enumerated in sections 113-27 and 113-28, but not requiring permits, apply to all zones except where restricted by zoning codes applicable for each zone.

(LDC, art. V, § L)
Sec. 113-30. Permitted temporary signs.

(a) Where allowed. Temporary signs are allowed throughout the city, subject to the restrictions imposed by this section and other relevant parts of this article.

(b) Sign types allowed. A temporary sign may be a ground or building sign but may not be an electric sign.

(c) Removal of illegal temporary signs. Any temporary sign not complying with the requirements of this section is illegal and subject to immediate removal by the city. Any fee incurred by the city for removal of illegal signs will be charged to the owner. Fees shall be a minimum of $20.00, but not to exceed $200.00.

(d) Restrictions on content of temporary signs. A temporary sign may display any message so long as it does not contain any of the following:

   (1) Language, pictures or any other content that is harmful to minors.
   (2) Offensive words, pictures, nudity or profanity.
   (3) Advertising, except that advertising for the following purposes may be displayed:
      a. To indicate the grand opening of a business or other activity. Such message may be displayed for a period not exceeding 14 days.
      b. To indicate the existence of a new business or a business in a new location, if such business has no permanent signs. Such message may be displayed for a period of not more than 30 days or until installation of permanent signs, whichever shall occur first.
      c. To announce or advertise such temporary uses as fairs, carnivals, circuses, revivals, sporting events, flea markets or any public, charitable, educational or religious event or function. Such message shall be removed within five days after the special event.

(LDC, art. V, § H)

Sec. 113-31. Signs prohibited within city limits.

All signs not expressly permitted under this article or exempt from regulation hereunder in accordance with this section are prohibited within the city limits. Such signs include, but are not limited to:

(1) Banners, streamers, pennants, festoons and other wind signs, except as exempted herein.
(2) Temporary signs, except as exempted under the provisions of this article.
(3) Portable, trailer, sidewalk, sandwich, and curb signs.
(4) Searchlights, strobe or flashing lights (except as required for public safety by state or local regulation).
(5) Strings of lights not permanently mounted to a rigid background, except those exempted under the provisions of this article.
(6) Illuminated tubing outlining property lines, open sale areas, doors, windows, or wall edges of any building.
(7) Internally-illuminated signs.
(8) Animated signs.
(9) Bench signs (unless approved by the city commission).
(10) Snipe signs.
(11) Roof signs of all types.
(12) Signs that emit audible sound, odor or visible matter such as smoke or steam.

(13) Signs that are painted, pasted, or printed on any curbstone, flagstone, pavement or any portion of any sidewalk or street.

(14) Signs erected on public property, or on private property (such as private utility poles) located on public property, other than signs erected by public authority for public purposes and signs authorized in writing pursuant to FS § 337.407.

(15) Signs displaying copy that is harmful to minors.

(16) Inflatable signs and tethered balloons.

(17) Any abandoned sign or sign structure.

(18) Signs that are in violation of the building or electrical code adopted by the city.

(19) Any sign that, when determined by the city building inspector, does or may constitute a safety hazard. Such signs include those which may create a vision impairment by obstructing the vision of pedestrians, cyclists or motorists traveling on or entering onto public streets.

(20) Signs that involve the use of live animals intended to attract attention.

(21) Signs or sign structures that interfere in any way with free use of any fire escape, emergency exit or standpipe, or that obstruct any window to such an extent that light or ventilation is reduced to a point below that required by any provision of this chapter or other ordinance of the city.

(22) Signs that resemble any official sign or marker erected by any governmental agency, or that by reason of position, shape or color would conflict with the proper functioning of any traffic sign or signal or be of a size, location, movement, content, color or illumination that may be reasonably confused with or construed as, or conceal a traffic control device.

(23) Nongovernmental signs that use the words “stop,” “look,” “danger” or any similar word, phrase or symbol.

(24) Signs within ten feet of any public right-of-way or 100 feet of traffic control lights that contain red or green lights that might be confused with traffic control lights.

(25) Signs that are of such intensity or brilliance as to cause glare or impair the vision of any motorist, cyclist or pedestrian using or entering a public way or that are a hazard or a nuisance to occupants of any property because of glare or other characteristics.

(26) Signs that contain any lighting or control mechanism that causes unreasonable interference with radio, television or other communication signals.

(27) Signs erected over or across any public street except as otherwise may be expressly authorized by this article and exempt governmental signs erected by or on the order of a public officer.

(28) Signs placed within public rights-of-way, except publicly owned, authorized or maintained signs which serve an official public purpose.

(29) Any sign placed or erected on property without permission of the owner.

(29) Signs which advertise any activity, service or product prohibited by the laws and regulations of the United States or the state or by ordinances or resolutions of the city.

(30) Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, non-operative or partially non-operative illuminating or mechanical devices or missing letters in sign copy.
(31) Outdoor advertising signs.
(32) Off-premises advertising signs.

Secs. 113-32—113-50. Reserved.

ARTICLE III. PERMITS

Sec. 113-51. Permitting.

Except as specifically exempted or prohibited in this section, all signs constructed or modified shall require a permit in accordance with the provisions of this article.

(LDC, art. V, § E)

Sec. 113-52. Permits required.

(a) If a sign requiring a permit under the provisions of this article is to be placed, constructed, erected or modified, the person or entity proposing the sign shall secure a sign permit prior to the construction, placement, erection or modification of such a sign in accordance with the requirements of section 113-54.

(b) No permit of any kind shall be issued for a proposed sign unless such sign is consistent with the requirements of this article (including those protecting existing signs) in every respect.

(c) A sign permit shall expire if the sign for which the permit was issued has not been erected, installed or completed within six months after the date of permit issuance.

(LDC, art. V, § J)

Sec. 113-53. Compliance and building code review; permit issuance.

No sign except those listed in section 113-27 and section 113-28 shall be constructed, erected or modified without a compliance and building code review by the building inspector, or his designee. The building inspector shall issue a permit only for a proposed sign that meets the requirements of this article.

(LDC, art. V, § R)

Sec. 113-54. Sign permit applications.

Sign permit application forms shall be obtained from the building inspector. Each application shall be accompanied by the following information:

(1) Name of business and address where work is to be performed.
(2) Name and title of applicant.
(3) Name, address and telephone number of the firm doing installation work.
(4) Name and address of the sign owner if other than business installing sign.
(5) A complete list describing each existing sign on the premises, including sign type, copy, sign area, location on premises and date installed.
(6) A site plan showing the location of the affected lot, buildings and signs showing both existing and proposed signs.

(7) A scale drawing of each proposed sign or sign revision, including location, size, height, copy, structural and footing details, material, method of attachment, illumination, front and end views of canopies and any other information required to ensure compliance with appropriate laws.

(8) Written consent of the owner of the building, structure, or property where the sign is to be erected.

(9) Owner must provide to the code enforcement officer photographs of completed sign placement on premises within 30 days of issuance of permit.

Each applicant for a sign permit shall, upon request of the code enforcement officer, submit any additional information deemed necessary.

(LDC, art. V, § 5)

Secs. 113-55—113-81. Reserved.

**ARTICLE IV. STANDARDS**

**Sec. 113-82. Design, construction and maintenance.**

All signs requiring a permit shall be designed, constructed and maintained in accordance with the following standards:

(1) All signs shall comply with applicable provisions of the Florida Building Code at all times.

(2) All signs requiring permits shall be constructed of permanent materials and shall be permanently attached to the ground, a building or another structure by direct attachment to a rigid wall, frame or structure.

(3) Signs that are illuminated shall only be illuminated in accordance with the following additional standards:

a. Full cutoff fixtures must be used. Up-lighting is prohibited. No sign shall have internal illumination.

b. Illumination shall be with white light only.

c. Any external lighting used to illuminate signs shall be shielded so that the light source cannot be seen from abutting roads or properties.

d. Illumination shall be with fluorescent bulbs or lamps only. Fluorescent fixtures shall be of the enclosed type with a gasketed lens and a wet location label.

1. One fixture allowed per sign face for signs up to four feet wide, two fixtures for signs up to six feet wide and three fixtures for signs up to eight feet wide.

2. The maximum wattage, for all fixtures combined, shall not exceed 36 watts per sign face.

d. A full cutoff fixture for lighting a sign face shall be designed and positioned no higher than the top edge of the sign face.

d. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface.
e. Illuminated signs shall have luminance no greater than 140 foot-candles as measured one (1) foot from the sign. (One foot-candle is equal to 10.76 lumens; one lumen is equal to 0.001496 watts, 140 foot-candles is equal to approximately 1500 lumens and 2-3 watts, according to Illuminating Engineering Society (IES).

f. External lighting fixtures shall be fully shielded and directed down.

g. Letters shall be individual halo-lit letters with solid opaque faces that do not permit any light to come through the face and that are silhouetted against the illuminated wall.

(4) All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this code at all times. The building inspector shall have the right to order the repair or removal of any sign which is defective, damaged or substantially deteriorated as defined in the Florida Building Code.

(5) "A"-frame or sandwich signs shall be no larger than 24 by 40 inches and shall only be displayed during business hours a business' hours of operation. Only one such sign shall be allowed per storefront. Each business shall have a valid sidewalk permit to display a sandwich or A-frame sign, renewed annually as required by Sec. 36-54 of the LDC.

a. All persons involved in maintenance, installation, alteration or relocation of signs near or upon any public right-of-way shall agree to hold harmless and indemnify the city, its officers, agents and employees against any and all claims of negligence resulting from such work.

b. All persons involved in maintenance, installation, alteration or relocation of signs, for a fee, shall maintain all required insurance and shall file with the state a satisfactory certificate of insurance to indemnify the state, county or city against any form of liability in accordance with city, county and state regulations.

(LDC, art. V, § K)

Sec. 113-83. Signs permitted in residential zones.

For the purposes of this section, the following shall be considered residential districts: R1, R2, R3, R4 and OR. Signs are permitted in these districts as follows:

(1) For home occupations: one non-illuminated wall sign, not to exceed three square feet in size is permitted.

(2) For permitted nonresidential uses other than home occupations, including churches and synagogues: one freestanding monument sign not to exceed 12 square feet in area or eight feet in height.

(LDC, art. V, § M)

Sec. 113-84. Signs permitted in commercial zones.

Signs in these zones may be illuminated in accordance with section 113-82. Signs are permitted in these districts as follows:
<table>
<thead>
<tr>
<th>Building façade sign (wall and awning signs)</th>
<th>Maximum Number</th>
<th>Maximum Area (Total)</th>
<th>Maximum Area (Individual signs)</th>
<th>Maximum Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marquee Sign</td>
<td>1 per building</td>
<td>5% of building façade area (includes any Marquee sign)</td>
<td>10% of frontage street façade (5% of side or rear building façade)</td>
<td>The roofline</td>
</tr>
<tr>
<td>Blade or bracket sign</td>
<td>1 per façade</td>
<td>4 sq feet</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Window Signs</td>
<td>N/A</td>
<td>N/A</td>
<td>25% of total window area</td>
<td>N/A</td>
</tr>
<tr>
<td>Sandwich or Board Sign*</td>
<td>1 per ground floor building façade frontage</td>
<td>N/A</td>
<td>8 sq. feet</td>
<td>3 feet</td>
</tr>
<tr>
<td>Freestanding Sign and/or Monument Sign</td>
<td>Street Frontage: 0-100' = 1, Greater than 100' = 2</td>
<td>N/A</td>
<td>200 square feet</td>
<td>No higher than 8 feet including any base or pole</td>
</tr>
</tbody>
</table>

*Notes:

One sandwich or sidewalk sign may be placed in the public right-of-way with a permit issued from the Code Enforcement Officer provided the proposed sign meets the standards for Sandwich or sidewalk signs in this Chapter.

1. The total maximum allowable square footage of signage per business per street frontage shall not exceed 24 square feet.

2. In addition to the above maximum total signage allowances, each business with an off-street entrance may have one non-illuminated, attached directory sign per occupancy, not to exceed three square feet.

3. Computation of height. The height of the sign shall be computed as the distance from the ground directly below the center of the sign or from the grade of the closest point in the traveled way of the road or street the sign is located along, whichever is higher, to the sign or sign structure's highest point.

4. Freestanding or Monument signs are accessory structures and need a building permit, along with abiding by particular zoning ordinances for accessory structures.

(4) A building façade sign can be 10% of total building façade area or 24 s.f. whichever is greater.

All freestanding signs shall be setback from the property line such that there is at every intersection a clear view between heights of three to ten feet in a triangle formed by the corner and points of the curb 30 feet from the intersection or entranceway.

(LDC, art. V, § N)

Sec. 113-85. Projecting signs.

(a) Such signs shall be hung at a 90-degree angle from the building face.

(b) Each sign face shall not exceed eight square feet of sign area.
(c) The bottom of said sign shall allow an eight-foot pedestrian clearance from the sidewalk level.

(d) The top of the sign may be suspended no higher than the bottom of the sills of the first level of windows above the first story in a multi-story building.

(LDC, art. V, § 10)

**Sec. 113-86. Murals. Original Artwork Murals on Private Property**

(1) (a) **Definitions.**

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Maintenance" with respect to artwork means the required repairs or cleaning to keep a work of art in its intended condition, including preventative maintenance at scheduled intervals to curtail future deterioration, and ordinary repairs or maintenance, including but not limited to, painting, repair, or replacement.

"Original Artwork Mural" means a painting or artwork temporarily or permanently affixed to a privately owned building. An "Original Artwork Mural" is not a "sign" under this Chapter. An "Original Artwork Mural" which is not visible from a public right of way is not regulated by this section or by any other section in this Chapter.

(b) **Location of original artwork murals.**

Installation of original artwork murals shall be limited to business and commercial zones C-1, C-2, C-3, C-4 and RF.

(c) **Purpose:**

1. This section is intended to permit Original Artwork Murals on a content neutral basis that: (i) are sufficiently durable and will be properly maintained; (ii) are located on appropriate places on buildings and constitute a particular scale of the building facade; (iii) do not include any unsafe features or would not pose any unsafe conditions to vehicular or pedestrian traffic; (iv) provide avenues for artistic expression, and (v) are assets to the community.

2. The regulations and permit requirements set forth in this chapter are also intended to promote public safety and welfare by establishing the following:

a. That the design, construction, installation, repair, and maintenance of the displays will not interfere with traffic safety or otherwise endanger public safety.

b. That this regulation will provide reasonable protection by controlling the size and locations of such displays.

c. That the public will enjoy the aesthetic benefits of viewing such displays in numbers and sizes that are reasonably and objectively regulated.

d. There will be no cost to the City.

e. That the City will not consider the content of the mural in the permitting process.

(d) **Mural permit application.**

1. No person, firm, corporation, or other entity may authorize, erect, construct, maintain, move, alter, change, place, suspend, or attach any Original Artwork Mural within the City prior to obtaining a permit as set forth herein. Such permit shall be known as a mural permit.
2. An application for a mural permit shall be filed jointly by a building owner and an artist with the planning department by way of a form prepared by the planning department and shall include the following:

   a. Name of the artist and the owner, street address and location of the proposed mural.

   b. Examples of previous work done by the artist, with references.

   c. Description of the materials to comprise the proposed mural and manner of application.

   d. Statement regarding durability of the materials considering the location and positioning of the proposed mural.

   e. Plans and specifications for the proposed mural including an exact picture, graphic and other description. The application should include clear and legible drawings with description showing the location of the mural. Drawings should show the dimensions and materials. Color photos of the building must accompany the mural sketch, showing the wall to be painted in relation to adjacent streets and buildings.

   f. Statement that the proposed mural will remain in place for at least two years.

   g. Statement that no compensation will be given or received for the right to display the mural or the right to place the mural on the property. The artist may be compensated for the completion of the mural, however.

   h. Any fees assessed by the City for application and approval must be received prior to mural installation.

   i. Artist must waive and release, in favor of the City and the building owner, the right of attribution or integrity which Artist has in the mural under 17 U.S.C. §§ 106A and 113(d) (Visual Artist Rights Act).

   j. Artist’s agreement to allow the City or the building owner to remove the mural with 90 days’ notice to the Artist at the address provided in the application and building owner if the mural is not maintained, or if it becomes a safety hazard.

   k. Signed acknowledgement by artist and business owner to abide by all mural requirements and execute all necessary documents.

(e) Mural Permit Application Review

1. The mural permit application shall be submitted to the planning department for review and then to the Planning & Zoning Board for final decision and issuance of a Certificate of Appropriateness. The applicant must submit application materials to the planning department 10 business days prior to the next monthly Planning & Zoning Board meeting for inclusion on the agenda. The planning department is authorized to utilize additional time for good cause, with notice to the applicant stating the basis for the delay.

2. Review Criteria. The application shall be reviewed using the following criteria:

   a. The mural must be durable, permanent, and easily protected from vandalism and weathering; consideration shall be given to the structural and surface integrity and stability of the building facade, the permanence and durability of the mural, and the mural’s resistance to weathering, theft, and vandalism.
b. The mural must not have any unsafe features or conditions that may affect public safety.

c. The mural must not disrupt traffic nor create any unsafe conditions or distractions to motorists or pedestrians.

d. The mural surface must be prepared with an outdoor primer to ensure good adhesion for the artwork.

e. Clear, anti-graffiti coating must be applied over the completed artwork.

f. The mural must not extend more than two inches from the plane of the wall to which it is attached.

g. The mural must be located on only one facade of a building. The mural may not be placed on the primary facade of the structure. Exceptions from this Paragraph g can be applied for, reviewed by the City Planning Department, and approved by the Planning & Zoning Board, when the nature of the business is creative, artistic or some other special circumstance is presented.

h. The mural must be compatible with the character of the surrounding area (particularly when near residential areas) in terms of size, style, colors, materials, general appearance, and location.

i. Any licensed, copyrighted, or trademarked characters or likenesses used on murals must have permission from the holder or owner of the license, copyright, or trademark.

j. No approval shall be issued for mural installation if there are outstanding code enforcement violations charged by the City on the property where the mural is to be located. Outstanding debts to the City must be paid in full prior to issuance of the mural permit.

3. The Planning & Zoning Board will review the recommendation of the Planning Department and make the final decision based on the criteria in Paragraph (2) of this Section.

4. Persons aggrieved by the decision of the Planning & Zoning Board may appeal that decision to the City Commission.

(f) Prohibited murals.

The following are prohibited in the city:

1. A mural that covers more than one single facade of a building.

2. A mural that violates federal, state, or local law.

3. A mural that includes any words, numbers, letters or symbols that are obscene, offensive, of a political nature or are derogatory.

(g) Permit expiration and extension.

1. Except as provided in subsection (2) below, if installation of the permitted original artwork mural has not taken place within twelve (12) months of the date of issuance of the mural permit, the permit is void and no further work on the mural may be done at the site until a new permit has been approved and new fee paid.

2. An approved mural permit may be extended by the planning department for an additional period of no more than twelve (12) months upon the planning department finding that the applicant was unable to begin or continue the installation of the approved mural for reasons beyond his or her control. A request for permit extension must be in writing and must be received by the Planning Department before the original permit expiration date.
(h) **Maintenance.**
1. The property owner is responsible for ensuring that a permitted original artwork mural is maintained in good condition and fully repaired in the case of vandalism or accidental destruction.
2. Failure to maintain the Original Artwork Mural is declared to be a public nuisance and may be summarily abated or repaired by the City. The City may pursue additional remedies to obtain compliance with this section as appropriate, including removal of the mural.
3. In addition to other remedies provided by law, in the event the property owner fails to maintain the mural, the City may perform all necessary repairs or removal of the mural, and all costs incurred by the City shall become a lien against the property.

(i) **Mural alterations.**

In order to make alterations to an original artwork mural, the artist and building owner must obtain a new mural permit.

(j) **Removal or replacement of murals; violations; enforcement**
1. Murals installed in accordance with this section shall remain on site in the approved location and cannot be altered, replaced or removed except as provided in this section, or when deemed to be unsafe by the city building official, or when the City determines replacement is necessary due to damage from natural disasters. The seller of property containing a mural installed in compliance with this article shall include restrictions by deed or other instrument that requires the buyer to agree to retain and maintain the mural in compliance with this article.
2. **Removal of murals; violations; enforcement.** This Section 113-32 may be enforced in accordance with the code enforcement guidelines in the Land Development Code of the City of Apalachicola. Should an approved mural become deteriorated, or otherwise no longer satisfy the terms of the permit, enforcement shall include the City’s right to enter upon the property and abate by such reasonable action as necessary to remove or restore the mural, in the City’s discretion.
   a. Costs of abatement by the City. Upon the City’s abatement of the mural, the costs, including the administrative costs incurred by the City, shall be assessed against the real property from which the mural was removed, together with any fine imposed by code enforcement, all of which shall become a lien against the real property.
   b. Alternative remedies. Nothing in this section shall in any way limit the City to the remedy listed above. This remedy shall be in addition to any other remedy which the City can legally pursue, including, but not limited to, code enforcement measures of the Land Development Code of the City of Apalachicola.
3. **Recording requirements.** The mural permit and the determination of removal shall be recorded in the records of the City and may be recorded in the official records of Franklin County, and shall be binding upon the heirs, personal representatives, grantees, heirs and successors of the parties.

Secs. 113-87—113-113. Reserved.

**ARTICLE V. NONCONFORMING SIGNS**

Sec. 113-114. Nonconforming permanent signs.

Subject to the following conditions, all permanent signs made nonconforming by the passage of this article or by any subsequent amendment, may be continued in operation and maintained. Such signs shall not be:
(1) Replaced with another nonconforming sign.

(2) Enlarged, extended, constructed, reconstructed, moved or structurally altered except to bring the sign into conformance with all provisions of this article.

(3) Re-established after damage or destruction if such damage to the sign exceeds 50 percent of its total surface area. The extent of the damage shall be determined by the building inspector.

(4) Re-established after it has been removed or has been abandoned for 60 days or more.

Any change in use shall require the sign be brought into conformance.

(LDC, art. V, § P)

Sec. 113-115. Nonconforming portable, temporary or wind signs.

Any portable, temporary or wind signs which are made nonconforming as a result of this article, or from any subsequent amendment to this article, shall be removed within 60 days of the effective date of the ordinance creating the nonconforming status.

(LDC, art. V, § Q)

Secs. 113-116—113-143. Reserved.

ARTICLE VI. APPEALS, INTERPRETATIONS AND ENFORCEMENT

Sec. 113-144. Appeal.

Any aggrieved person may appeal the decision of the enforcement officer by filing a written request for appeal to the city board of adjustment within 15 days of notification of inspectors’ decision.

(LDC, art. V, § T)

Sec. 113-145. Interpretations.

Where there is any dispute concerning the interpretation of this article, the decision of the enforcement officer shall prevail, subject to appeal to the board as provided above.

(LDC, art. V, § U)

Sec. 113-146. Enforcement and penalties.

(a) This article shall be administered and enforced by the city enforcement officer or his designee.

(b) The enforcement officer or his designee may issue a citation for violation of this article by any person, including, if applicable, the owner, manager or tenant of the lot on which a sign is located; for a sign erected, altered, maintained, converted, or used in violation of this article; or in violation of any other applicable ordinance, including, but not limited to, building and electrical codes.

(c) Any person who shall violate any of the provisions of this article or fail to comply with any of its requirements shall be subject to fines not to exceed $500.00 per day.
(d) Every violation of this article shall constitute a misdemeanor and be punishable as such, but nothing herein contained shall prevent the city from taking such other action as is necessary to prevent or remedy any violation.

(e) The enforcement officer or his designee may remove any sign or structure illegally placed upon a public right-of-way without any notice and may dispose of said sign or structure at owner's expense. Such removal and disposal of illegally placed signs shall not preclude the prosecution of any person for illegally placing such signs in the public right-of-way.

(LDC, art. V, § V)

Sec. 113-147. Removal of signs.

(a) Abandoned signs shall be removed by the owner or lessee of the premises upon which the sign is located within 60 days after the business or services advertised by the sign is no longer conducted on the premises.

(b) The enforcement officer may order the removal of any sign erected, installed or allowed to remain in violation of this article. He shall give at least 30 days' notice in writing, to the owner of such sign or of the building, structure or premises on which the sign is located to remove the sign or to bring it into compliance with this article. The enforcement officer may order the removal of the sign at the expense of the owner of the premises if compliance with the written order is not obtained. Notice to the owner shall be deemed to be given as of the date of deposit in U.S. certified mail addressed to the address of record at the office of the county property appraiser or the city water and sewer department.

(LDC, art. V, § W)
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Comprehensive Plan – DEO ORC Report

AGENDA INFORMATION:
Agenda Location: Unfinished Business
Item Number: 2
Department: Grants
Presenter: Cindy Clark

BRIEF SUMMARY: The recent DEO Technical Assistance Grant deliverables relating to the statutorily mandated comp plan amendments have been submitted, approved and accepted by DEO. Once adopted and approved by DEO, the City’s comprehensive plan will be in compliance with all statutory requirements that have been put in place since 2013.

However, all of the plan data is not up to date or complete. When the document was transmitted to the Comprehensive Plan review team, one of the review planners pointed out that the plan’s data and analysis did not support the proposed amendments – ie: much of the data is outdated.

Relevant updated data and analysis was provided to support the planning horizon projections but the technical assistance grant scope did not include provisions for updating all of the comp plan data and analysis. In fact, it was made clear on several occasions throughout the workshop and public hearing process that many areas of the plan still needed attention and that these amendments were not intended as a “deep dive overhaul of data” but rather an effort to bring the City’s plan into compliance with current state law.

At this point the City has the option to choose to adopt the comp plan as is and risk a finding of not in compliance, adopt with changes (with updated data) or not adopt the proposed amendment. Whatever adoption action is taken, the second adoption public hearing must happen before January 28, 2024 (180 days from receipt of ORC letter). Note: Not adopting will prohibit the City from any future comp plan changes until statutorily-required mandates are met.

To undertake a complete overhaul to the data and analysis update to the comp plan is not feasible without substantial effort and expense – estimate between $40,000 to $75,000 and upwards of two years of research, drafting, and workshops. However, it is conceivable that a minimal update to revise data relating to current infrastructure capacity, conservation status and coastal management assets, public facilities, including the ACSC workplan, a new 10-year
planning horizon and housing projections sufficient to satisfy specific ORC objections could be resolved for between $15,000 to $20,000.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Recommend adopting with minimal changes to satisfy ORC review comments. Motion to include up to between $15,000 - $20,000 for updates to comprehensive plan data and analysis to satisfy ORC review.

**FUNDING SOURCE:** Budget item

**ATTACHMENTS:** N/A

**STAFF’S COMMENTS AND RECOMMENDATIONS:** Motion to approve.
APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 5, 2023

SUBJECT: Funding Request – HCA Interior Brick Deterioration

AGENDA INFORMATION:
Agenda Location: Unfinished Business
Item Number: 3
Department: Grants
Presenter: Cindy Clark

BRIEF SUMMARY: The Contractor has uncovered several areas of the interior walls on the HCA building where the brick face is deteriorating away and if you wipe your hand across it, you can make good portions of the brick fall off with a lot of brick dust to go with it. See attached photos. The contractor thinks there should be something done to the interior walls to stop the deterioration. Note: Current NPS contract only covers exterior tuck point and protective sealant because the interior walls were covered with panels and the damage was not visible.

The tuck point vendor has suggested that we tuck first floor walls (top to bottom) and then use the same water repellent product (spec will be in a separate email) to coat the walls until refusal. Meaning until the product will not absorb anymore. This should help bond the wall and stop the dust like deterioration that is occurring. Additional cost estimate is $20,150.00.

Architect Mark Tarmeey concurs.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion approve additional funding to repair interior first floor wall of HCA.

FUNDING SOURCE: ARPA

ATTACHMENTS: Estimate, Photos

STAFF’S COMMENTS AND RECOMMENDATIONS: Approve
Request for Change Order

Project#: 52185
Project: HCH

City of Apalachicola
192 Coach Wagoner Blvd
Apalachicola, FL 32320
Phone: (850) 899-5711  Fax: (000) 000-0000
Contact: Cynthia Clark

Date: 08/21/23
RCO #: 1
FO/FO Ref: 0
Return By: 
Date Expires:

Our Job#: 52185
Submitted By: Russ Powell

Change Order Description:
1-B - Additional scope to lightly brush and vacuum the face of each wall on the first floor tuck point as needed and then apply a Perma-Crete "Aqual-Pel" clear coat to help stop the deterioration of the existing brick.

The Contract date of Substantial Completion is changed as follows

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Acceptance - The above prices, specifications, and conditions are satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made as described above.
City Manager Updates:

Ethics/Sunshine Law/Public Records Training:
The Florida Commission on Ethics presented ethics training, and City Attorney Dan Hartman presented Sunshine Law and Public Records training to the City Commissioners as well as Chairs and Members of all active committees. The training was well attended and very informative. The training served to make sure all Chairs and members were aware that they are within the jurisdiction of both the Code of Ethics and the Sunshine Law, and to educate them regarding the requirements of both.

Florida League of Cities Annual Conference:
I attended the annual conference in Orlando from August 10-12, 2023. I attended many informative sessions and made several great contacts with personnel from FDEP, the Governors’ Office, and other agencies. Two of those contacts have already proven to be very helpful! I was asked to be a speaker again this year. I assisted Attorney Randy Mora in providing the state mandated Ethics Training. After receiving feedback, staff from the Florida League of Cities have asked me to assist in presenting the training again at next year’s conference.

Lafayette Park:
The granite coping is being installed currently by Tim Poloronis. The brick walkways will be repaired and one will be redirected to avoid tree roots. Parking areas are being expanded and defined better. In the near future, when more accurate boundaries can be determined and a volume can be established, I will need to secure approval to fund rock for the westernmost parking area (15th Street right of way).

Leslie Street:
The M-SCOP agreement was signed by the Mayor and was sent to FDOT for final execution. We are still awaiting the executed copy. As soon as it is received engineering can begin.
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. Reached out to FDOT to inquire about agreement. Pending Agreement from FDOT. Expect to hear back sometime in July – we cannot sign any contracts or do any work until the agreement is fully executed. Agreement being drafted by FDOT.  
- On 8/4/23, City Commission passed Resolution 2023-04 where the City authorized a contract with FDEM for MSCOP funds.  
- Draft Agreement received, reviewed, and returned to FDOT. Once the signature process has been completed, we will receive an executed agreement and Notice to Proceed.

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.  
- **Funding approved!** Pending kickoff meeting and scope finalization.

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.  

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 early July for updates!**
- Q4 Firehouse Subs Grant will open July 13 for FY23-24. Planning to reapply either way and are currently researching and gathering necessary materials.
- 7/6/23-DENIED. Will reapply for Q4 cycle opening in July 13th.

5. Firehouse Subs Q4-Hurst Jaws of Life- City applied for rescue equipment for Q3 cycle and was denied. City discussed with Rep and submitted new application on July 13, 2023. We expect to hear something in October.

6. **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!
   - Award letter received April 24,2023. Staff developed Scope of Work and submitted to DEO. City is currently finalizing contract agreements for Drainage Basin Analysis then plans to move forward with procurement of engineer and contracting services.

7. **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 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!

8. 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. Received official notification of funding on 6-20-23. Waiting to receive grant agreement after July 1, 2023 about July 1 of 2023. This is great news! Preparing to receive notification early July. Agreement received. Pending approval from City. Contract signed; pending procurement process for contractors.

9. 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 began 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. Extension Amendment submitted and approved on 6/15/23.
• Final deliverables submitted and approved. Pending reimbursement.

10. 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 two-level, 2,500SF footprint building to a one-level, 2,000SF building with elevated ceilings. Priorities include:
  o High Security
  o Storage Room
  o Office Space
  o Breezeway to Holy Family
  o Greeting Station/Small Gift Shop Area
  o ADA Accessible Bathrooms
  o Controlled Lighting for Exhibits
  o Building with Room for Add-On at later date
• FUNDDED! 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.
- Bids were received and scored according to procurement procedures. COA recommendation will be presented at the June 6 Commission Meeting.
- A motion to award contract to Hammond Design was approved by Commission.
- Hammond Design assembling draft contract, costs for survey, civil, and structural work.
- Contract currently being reviewed by DHR, Hammond Design, and City.
- Contract reviewed and signed. City has a meeting scheduled with architects to discuss scheduling.

11. HMGP – Backup Generator for Vacuum Station (108 Avenue F)
Grant application was submitted for $170,000 for a new backup generator. (Current in use is too small for need.) Had to apply for a portable generator instead of stationary, as they will not fund for a stationary one in a flood zone. Multiple RFIs (requests for information) were received and answered. 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. 6/15/23-still pending ITB expiration.

- ITB expired and Madrid HMGp was chosen for this project.
- Site visit was conducted on June 30.
- Generator costs overrun have been submitted for approval.
- Quarterly report submitted.
- FEMA returned Quarterly report for additional edits. Edits being made and pending submission approval.
- Working on cost overrun.

12. 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 the coming weeks. A minor contract amendment between the State and City is being drafted to reflect relocation of funds between categories. Staff has sought an extension from DHR. Extension amendment is being drafted by DHR. Renovations will begin soon, this is great news! The HCA will be closed from June 1, 2023-July 8, 2023. Oliver-Sperry Renovation Contract signed! Construction to begin concurrent with work on City Hall either late July or August. Construction has begun concurrent with work on City Hall. Deteriorating brick walls inside HCA requires additional work on downstairs walls. See separate funding board action request.

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. Extension received. City Commission awarded contract to Oliver Sperry. Contract executed and work has begun.
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 13.31.2023 – 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!** Stormwater System Field Maps for Drainage Pipe Inspections and Route Surveying have been prepared and quotes are being requested for drainage pipe inspections and route survey.

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

- **Environmental review underway. Working with Cypress Environmental Engineering on stakeholder outreach. Compiling necessary documentation. This is ongoing.**

- **Progress report submitted for July 2023.**

- Throughout July, Dewberry verified the scope of work for the project area, prepared stormwater system field maps for drainage pipe
inspections and route surveying, and quotes were requested for drainage pipe inspections and route survey. Gouras distributed initial stakeholder outreach letters for environmental engagement during the week of August 14-18 (Gouras)

14. CDBG-DR Hometown Revitalization –Riverfront Revitalization and Hill Community Revitalization projects: City has received environmental exemption for administrative and engineering services. ALL policies need 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 Half, 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. 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. Half 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 Half for a site inspection on 3/14. Specifics were addressed and draft revised Task Order was created on 4/21. City Staff met with DEO and Gouras & Associates on June 8, 2023 to amend the agreement to properly reflect the scope of work. As of June 29, 2023, the City and DEO have agreed to a modified scope and the amendment with DEO is under development. Half has executed a task order for the revised scope, which has been submitted to DEO for authorization to execute. Received authorization to execute modified contract. Final SOW complete! Project moving forward.

- 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.

• Field work under way!

• Field work is completed for topographical surveys for sidewalks. The project engineer has been contacting private property owners (Croom’s, Keep It Clean Game Room, Q’s Corner, 120 MLK Jr. Blvd, Massey Building) regarding improvements to each site; however, some property owners have not been reached. Gouras’ development of stakeholder outreach information for environmental review is ongoing.


• Throughout July, CDG completed site visits to several locations (Croom’s and Massey) and worked on schematic designs (Keep it Clean, Q’s, 120 MLK Jr. Boulevard, and Massey). 30% design plan submittal was submitted for Sidewalks. Gouras distributed initial stakeholder outreach letters for environmental engagement during the week of August 14-18 (Gouras)

•

Riverfront Revitalization (M0034): On 07.19.2023, DEO authorized execution of the modified Halff task order, which corresponds to the updated scope of work in the DEO amendment that is currently under development.

The City and Gouras continued to work with DEO on the updated scope of work for this project. Halff modified the design task order to correspond with the updated DEO scope of work. The revised design task order was submitted for City review on 08.15.2023. Once this is executed, Gouras will work with Halff to develop outreach documentation for environmental stakeholder outreach.

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). Generator cost overruns have been submitted.

- **Avenues 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.
  - **CPWG chosen as the engineer for design.**
  - **Site visit on June 30th**.
  - **Design will be completed by December 2023**

- **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. Procurement process to begin soon. Waiting for bid packets from grant admin.
• **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. Procurement process to begin soon. Waiting for bid packets from grant admin.

• **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. Obtaining materials quotes. Quotes received 7/25/23 and sent to City Manager for review. Obtaining new quotes.

• **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. Procurement process to begin soon.

• **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 schedule 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.
  • Designs approved! Currently procuring cantilever signage.
  • Signs have been ordered!
  • SOW amendments were sent to DHR for review and approval.
  • Upon review, there was a surplus of $8,748 in the budget due to low estimates. City requested to add 9 additional signs to expand the SOW to be used throughout City to expand the visibility of the Black History Trail. – DHR approved.
  • Website deliverables to be posted in upcoming month.
  • Website deliverables submitted for approval to DHR and requested reimbursement materials.
  • Story Map content on COA Website is live as of 7/10/23!
  • Received Signage from manufacturers. Pending receipt of cantilever signs before installation. We expect to receive the cantilever signs around second week of August.
  • Cantilever received, City checking for underground lines and preparing for installation.
• **Project complete and installed!** Pending final DHR approval of deliverables and reimbursement.

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.

• Payment 1 request submitted. This was approved and the advance payment has been remitted to the City.

• DEP has requested a grant amendment to reallocate funding between the two grant agreements. (The project is still fully funded – this is
just a budgetary adjustment between grants.) Gouras has been working with DEP on this amendment.

- The project received sampling results, worked on biological process modeling, initial design layout, and process equipment selection in the Preliminary Design Report. As of 06.30.2023, design is approximately 15% complete
- Design work continued throughout July 2023.

**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!**
- **Peril of Flood Comp Plan Amendments submitted to DEP**
- Raw data collection complete, identification of data gaps complete, currently processing critical data for submission to DEP. Based on data gaps (water, sewer and stormwater line digital maps, an application prepared and submitted for data gap resolution funding. See associated resolution.

**16. 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 contravene 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.
- Annual report submitted on April 30th.

17. 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.

18. Old City Hall Phase III - City applied for Phase III of Old City Hall through a DOS Special Categories Grant. It was presented to City Commissioners on June 6, 2023. This grant would further address the repair/reconstruction of Old City Hall. We hope to hear something by September. Application reopened 8-18-23 to request additional information. DHR hearing to rank projects September 27.

19. DEO CPTA 23 - City applied for Community Planning Technical Assistance Grant through DEO to apply to $75k to supply the City with resources needed to create a Workforce Housing Plan that will address viable solutions to the lack of workforce housing. Application submitted 6/15/23. We expect several months turnaround time during the scoring process. FUNDED! Awaiting next steps!
20. **DEP Resilient Florida** - The city was recently made aware of funding available through DEP Resilient Florida program. There are two types of grants we are applying for: 1. Planning 2. Implementation.

- **Planning:** The City of Apalachicola will have completed the Vulnerability Analysis Update this summer and, based on the data, is ready to begin the identification of adaptation action areas (AAA) within the City, develop recommended mitigation strategies and identify specific projects to implement mitigation measures within those target areas. Application submitted. Pending review.
- **Supplemental Vulnerability Assessment Funding:** Data gaps identified during the critical asset review of Vulnerability Assessment process. DEP Resilience funds available to seek funding to resolve data gaps and get required utilities digitized and imported into the City’s digital mapping system. Applying for supplemental Vulnerability Assessment Funding to resolve data gaps in water, sewer and stormwater digital mapping resources.

21. **Coastal Partner Initiative (CPI); Conservation Corp/Oyster Corps** - CPI is a FDEP grant that will provide funding to enhance and protect coastal resources in Apalachicola Bay by meeting the priorities of improving water quality and restoration and protection of vulnerable coastlines by focusing on oyster shell reclamation. The grant is for $60 with a match of 1:1, provided by Oyster Corps.

- At the Commission Meeting on July 11, 2023, Commissioner Grove requested this grant be written and prepared on behalf of the City by the members of the Oyster Corps. The motion passed. Plan to submit in August or September.

*All information included in this report is accurate as of August 21, 2023 at 2:00pm. After that time, information is subject to change. If you have any questions, please send them to kfallner@cityofapalachicola.com!
Mount Zion Baptist Church, 98 Avenue E (US HWY 98), Apalachicola Fl

Odd Fellows Lodge, 143 6th Street, Apalachicola FL
Black History Trail Interpretative Displays

St Paul AME Church, 81 Avenue I, Apalachicola FL

Holy Family School, 203 Dr. Frederick Humphries Street, Apalachicola Fl
Black History Trail Interpretative Displays

Black Businesses on The Hill, Apalachicola Fl

Paul Lawrence Dunbar High School (site), 109 Avenue M, Apalachicola Fl
Black History Trail Interpretative Displays

First Born Church of the Living God, 191 Charles Watson Street, Apalachicola Fl

Wallace M. Quinn High School, 192 Coach Wagoner Blvd/14th Street, Apalachicola Fl
Black History Trail Interpretative Displays

Minnie Baresfield Mansion, Dr. Frederick Humphries Street, Apalachicola Fl
(ready to install upon completion of Museum construction)

Friendship Baptist Church, 233 9th Street, Apalachicola Fl
Black History Trail Rack Card (installed on each display)

APALACHICOLA

BLACK HISTORY TRAIL
A series of interpretative displays in Apalachicola's historic black neighborhoods.

Buxton of the Hill
One of the few paved roads on the Hill was Avenue J (now Main) and it ran through the commercial heart of the black community.

Quinn High School
Wallace M. Quinn High School was the premier educational institution for Franklin County's Black communities during the years that permitted state and local governments to segregate public schools.

Duster School
At the end of the Civil War, Emmanuel Smith, a formerly enslaved man, wrote to the American Missionary Association for help in establishing a school for people of African descent.

Holy Family
Mt. Zion Baptist Church was established in 1848 and was attended by White and Black congregants who worshiped at different times on Sundays.

Minnie BAYFIELD Manor
The manor was built in 1807 by lumberman Charles Deporty for his mistress, Minnie Befield, or African descendant owners of mixed ancestry.

Old Felton Hall
The Old Felton Hall in Apalachicola was built between 1881 and 1883 as a meeting hall for the local Black fraternal Order.

Produced by the North Florida African American Corridor Project, City of Apalachicola and the Franklin County TDC.

APALACHICOLA

BLACK HISTORY TRAIL
A series of interpretative displays in Apalachicola's historic black neighborhoods.

Friendship Missionary Baptist Church
Organized in 1856, Friendship Missionary Baptist Church was the second Missionary Baptist church in Apalachicola.

Mt. Zion AME
St. Paul AME Church was established in 1866, and the small church served as a school for black children.

First Born Church
Between 1914-1915, a group of Elders and Missionaries came to Apalachicola and established the First Born Church of the Living God.

Mt. Zion Baptist Church
Mt. Zion Baptist Church was established in 1848 and was attended by White congregants and Black congregants who worshiped at different times on Sundays.

Sandy Hill Cemetery
This segregated cemetery was established by a 1929 resolution of the City Commission of Apalachicola.

Magnolia Cemetery
In 1913, the City of Apalachicola, Florida adopted an ordinance regarding burial sites in Magnolia Cemetery designating segregated burial grounds for the remains of people of African descent.

Produced by the North Florida African American Corridor Project, City of Apalachicola and the Franklin County TDC.
New Sign Frames For Existing Interpretative Signs with Black History Trail Rack Cards attached
A Regular Meeting of the Apalachicola City Commission was held on Tuesday, August 8, 2023, at 4PM at the Apalachicola Community Center, #1 Bay Avenue, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Anita Grove, Commissioner Donna Duncan, Commissioner Despina George, City Attorney Dan Hartman, City Manager Travis Wade, City Clerk Lee Mathes, Chief of Police Bobby Varnes, Finance Director Mark Gerspacher, Planner Bree Robinson, Code Enforcement Officer PJ Erwin

Regular meeting opened by Mayor Ash followed by Invocation and Pledge of Allegiance.

AGENDA ADOPTION

Mayor Ash outlined the following agenda amendments:
1. New Business – Add Item Number 7 – Leslie Street Engineering
2. New Business – Add Item Number 8 – Approval of FSF Parade and HWY 98 Closure
3. Unfinished Business – Add Item Number 4 – Reschedule Workshop to Discuss Building Dept.
4. Unfinished Business – Add Item Number 5 – FDOT/M-SCOP Agreement Resolution 2023-04
5. Consent Agenda – Delete P&Z Minutes 7/10/23

Motion to approve agenda with above amendments made by Commissioner Grove, seconded by Commissioner George. Motion carried 3 to 0.

Commissioner Duncan joined meeting at this time.

PUBLIC COMMENT

1. Martha Harris and Patti McCartney spoke supporting Myrtis Wynn for Planning & Zoning Alternate.

RANEY CARRIAGE HOUSE – CHOWDER HOUSE CAFÉ REQUEST

William Schmidt outlined proposal to operate restaurant inside the Carriage House.

Commission addressed concerns including parking, liability insurance, metal shed on property, profit calculation allocation to Raney House, and Historical Society approval.

Caty Greene, representing Historical Society, stated they have not yet voted on the proposal, and they do have concerns.

Mayor Ash recommends to table request at this time until parties involved has addressed concerns, and then come back before Commission seeking approval.
Motion to table request at this time and come back before Commission after involved parties have addressed concerns made by Commissioner Grove, seconded by Commissioner Duncan. Motion carried 4 to 0.

**BRING ME A BOOK LEASE AGREEMENT**

Michaelin and David Watts outlined mission for Bring Me A Book and outlined improvements made to City Hall Complex that were for the Children’s Learning Center. David Watts outlined the proposed lease stating BMABF agrees to pay $100/month for utilities, $25/month to be used as a maintenance fund for the building and offset the remainder of the balance using the $41,215.20 that has already been expended to make the building habitable.

Attorney Hartman stated a draft lease has not yet been prepared, but lease would be in standard format. BMABF is asking for $.25/per square foot instead of the standard $.29/per square foot and rent to be $125/month using the $41,215.20 as credit that have been paid on improvements.

City Manager Wade stated that both Bring Me a Book and Moving Education Institute cannot claim the $41,215.20 credit, and not every expenditure classifies as an improvement.

Mayor Ash addressed concerns stating that more lease holders are becoming nonprofit organizations and are asking for reduced rental rates.

Commissioner Duncan stated she would like to see a draft lease.

Commissioner George stated that tenants are having to make the space habitable, so the City can’t charge the full rental rate. The City needs to have a standard on how nonprofit organizations are treated regarding leasing City space.

Bonnie Davis stated the credit belongs to Bring Me a Book and not Moving Education Institute.

Commission agreed to authorize Attorney Hartman and City Manager Wade to negotiate lease agreement for Bring Me A Book.

**WATER DEPARTMENT EXPENDITURE APPROVAL**

Motion to approve Hartzell Air Movement as a sole source provider to replace the blower motor at the ground storage tank in the amount of $19,949 and as an emergency purchase approved by City Manager Wade made by Commissioner Grove, seconded by Commissioner Duncan. Motion carried 4 to 0.
PLANNING & ZONING BOARD MEMBER

Motion to appoint Myrtis Wynn as an alternate member to the Planning & Zoning Board made by Commissioner Duncan, seconded by Commissioner George. Motion carried 4 to 0.

CAPITAL AREA COMMUNITY ACTION AGENCY REQUEST

Tim Center requests a one-year extension to use the 6th Street Recreation Center to house the Early Head Start program while Capital Area Community Action Agency looks for a permanent location. Mr. Center stated the plans to move the program to the City Hall Complex failed due to rising costs of renovations that exceeded their budget. Mr. Center stated the plan is to be out of the 6th Street Recreation Center by January but requests a year extension to allow more time to find permanent accommodations if needed.

Motion to extend Capital Area Community Action Agency lease to use 6th Street Recreation Center to house Early Head Start Program for 6 months, with a maximum of 12 months, and come back before the Commission in 6 months to give update on relocation process made by Commissioner Grove, seconded by Commissioner George. Motion carried 4 to 0.

Commission discussed the rental rate for Holy Family while 6th Street Recreation Center is being occupied by Early Head Start.

City Manager Wade stated facility rental rates will be in the fee schedule which will be discussed at the budget workshop.

1ST READING ORDINANCE 2023-03 – SIGN ORDINANCE

Attorney Hartman read Ordinance 2023-03 by title as follows:

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR AMENDMENT OF PART II – CODE, SUBPART B – LAND DEVELOPMENT CODE, CHAPTER 113 – SIGN REGULATIONS; PROVIDING FOR ADDITIONAL DEFINITIONS, METHOD OF COMPUTATION, PROVIDING FOR A PURPOSE AND SCOPE OF SIGN REGULATIONS, PROVIDING FOR STANDARDS, PROVIDING FOR REGULATION OF MURALS ON PRIVATE PROPERTY, PROVIDING FOR SEVERABILITY, PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND ESTABLISHING AN EFFECTIVE DATE.

Commissioner George and Commissioner Grove addressed corrections and recommendations.

Commissioner George recommended to table 1st Reading until corrections can be made and readdress at September meeting.
Motion to table 1st Reading at this time until corrections can be incorporated in ordinance, and readdress at September meeting made by Commissioner George, seconded by Commissioner Grove. Motion carried 4 to 0.

**LESLIE STREET ENGINEERING**

Motion to award engineering for Leslie Street Project to Dewberry Engineering made by Commissioner Grove, seconded by Commissioner George. Motion carried 4 to 0.

**APPROVAL OF SEAFOOD FESTIVAL PARADE AND HIGHWAY 98 CLOSURE**

Motion to approve Highway 98 be closed for the duration for the Florida Festival Parade to be held on November 4, 2023, with proper permits and detours in place made Commissioner George, seconded by Commissioner Duncan. Motion carried 4 to 0.

**MOVING EDUCATION INSTITUTE LEASE APPROVAL**

Attorney Hartman review proposed Moving Education Institute lease.

Mayor Ash recommends including financial section in lease where lessee provides financial statements.

Discussion held concerning installation of handicap restrooms and fire alarm system.

Bonnie Davis stated MEI would be happy to provide financial statements.

Motion to approve lease for Moving Education Institute made by Commissioner George, seconded by Commissioner Grove. Motion carried 4 to 0.

**SEAFOOD FESTIVAL LEASE AGREEMENT**

Attorney Hartman outlined proposed lease.

Motion to approve Seafood Festival Lease as outlined by Attorney Hartman made by Commissioner Grove, seconded by Commissioner George. Motion carried 4 to 0.

**AVENU INSIGHTS & ANALYTICS, LLC SOFTWARE**

Code Enforcement Officer PJ Erwin stated that this software will aid in identifying and monitoring short term rentals.

Finance Director Mark Gerspacher stated there is money left in the planning budget to cover the software cost, and the software maintenance will be included in the 2023-2024 budget.
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Ms. Erwin stated the training cost is $4,000 and hopes it can be completed in this budget year also.

Motion to award 3-year contract to Avenu Insights & Analytics, LLC for identification and monitoring of short-term rentals within the City limits of Apalachicola for a $4,000 set up fee and an annual fee of $6,020 that will be incorporated within the 2023-2024 budget, and also approve $4,000 for training made by Commissioner Grove, seconded by Commissioner George. Motion carried 4 to 0.

RESCHEDULE WORKSHOP – BUILDING DEPARTMENT DISCUSSION

Motion to set workshop to discuss Building Department processes and procedures for August 23, 2023, at 5PM made by Commissioner George, seconded by Commissioner Grove. Motion carried 4 to 0.

FDOT/M-SCOP AGREEMENT RESOLUTION 2023-04

City Manager Wade read Resolution 2023-04 in its entirety.

Motion to adopt Resolution 2023-04 made by Commissioner Grove, seconded by Commissioner George. Motion carried 4 to 0.

MAYOR & COMMISSIONER’S COMMENTS

Mayor Ash thanked City Manager Wade and Planner Bree Robinson for their work on the Leslie Street Project.

Commission discussed agenda packet distribution deadlines, BOA and P&Z applications, Apalachicola Bay Restoration, and ethics training mandatory attendance.

CITY MANAGER COMMUNICATIONS

City Manager Wade stated he will be speaking at the Florida League of Cities Conference, reminded everyone of the ethics training scheduled for August 15th, updated Commission on HCA renovations and fire hydrant replacement project.

GRANTS COORDINATOR COMMUNICATIONS

Report attached.

FINANCE DIRECTOR COMMUNICATIONS

Finance Director Mark Gerspacher reminded Commission that the first budget workshop is scheduled for August 16th at 4PM.
Mayor Ash stated she would like current financials.

**ATTORNEY COMMUNICATIONS**

No report.

**CONSENT AGENDA**

Motion to approve consent agenda with deletion of Planning & Zoning July 10th minutes made by Commissioner George and seconded by Commissioner Grove. Motion carried 4 to 0.

**DEPARTMENT REPORTS**

Department reports included in agenda packet.

**ADJOURNMENT**

Motion to adjourn made by Commissioner Grove, seconded by Commissioner George. Motion carried 4 to 0.

________________________________________
Brenda Ash, Mayor

________________________________________
Lee Mathes, City Clerk
Grant Report Updates
August 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. Reached out to FDOT to inquire about agreement. Pending Agreement from FDOT. Expect to hear back sometime in July – we cannot sign any contracts or do any work until the agreement is fully executed.

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 VFD 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 early July for updates!**
- Q4 Firehouse Subs Grant will open July 13 for FY23-24. Planning to reapply either way and are currently researching and gathering necessary materials.
- 7/6/23-DENIED. Will reapply for Q4 cycle opening in July 13th.

5. Firehouse Subs Q4-Hurst Jaws of Life- City applied for rescue equipment for Q3 cycle and was denied. City discussed with Rep and submitted new application on July 13, 2023. We expect to hear something in October.

6. 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! Award letter received April 24,2023. Staff developed Scope of Work and submitted to DEO. City is currently finalizing contract agreements for Drainage Basin Analysis then plans to move forward with procurement of engineer and contracting services.

7. 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 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!
8. 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. Received official notification of funding on 6-20-23. Waiting to receive grant agreement after July 1, 2023 about July 1 of 2023. This is great news! Preparing to receive notification early July.

9. 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 began 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. Extension Amendment submitted and approved on 6/15/23.
- Final deliverables submitted!

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

Awarded $1 million 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.
11. HMGP – Backup Generator for Vacuum Station (108 Avenue F)
Grant application was submitted for $170,000 for a new backup generator. (Current in use is too small for need.) Had to apply for a portable generator instead of stationary, as they will not fund for a stationary one in a flood zone. Multiple RFIs (requests for information) were received and answered. 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 advance 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. 6/15/23-still pending ITB expiration.
- ITB expired and Madrid HMGP was chosen for this project.
- Site visit was conducted on June 30.
- Generator costs overrun have been submitted for approval.
- Quarterly report submitted.
- FEMA returned Quarterly report for additional edits. Edits being made and pending submission approval.
12. 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 the coming weeks. A minor contract amendment between the State and City is being drafted to reflect relocation of funds between categories. Staff has sought an extension from DHR. Extension amendment is being drafted by DHR. Renovations will begin soon, this is great news! The HCA will be closed from June 1, 2023-July 8, 2023. Oliver-Sperry Renovation Contract signed! Construction to begin concurrent with work on City Hall either late July or August. Engineers currently working under rainy weather conditions.

**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. Extension received. City Commission awarded contract to Oliver Sperry. Contract executed and work to be begin concurrent with work on HCA building either late July or August.

13. **CDBG-DR Infrastructure—Avensues 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! Stormwater System Field Maps for Drainage Pipe Inspections and Route Surveying have been prepared and quotes are being requested for drainage pipe inspections and route survey.

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

• Environmental review underway. Working with Cypress Environmental Engineering on stakeholder outreach. Compiling necessary documentation. This is ongoing.

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.
  - Field work underway!
  - Field work is completed for topographical surveys for sidewalks. The project engineer has been contacting private property owners (Croom’s, Keep It Clean Game Room, Q’s Corner, 120 MLK Jr. Blvd, Massey Building) regarding improvements to each site; however, some property owners have not been reached. Gouras’ development of stakeholder outreach information for environmental review is ongoing.

**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. City Staff met with DEO and Gouras & Associates on June 8, 2023 to amend the agreement to properly reflect the scope of work. As of June 29, 2023, the City and DEO have agreed to a modified scope and the amendment with DEO is under development. Halff has executed a task order for the revised scope, which has been submitted to DEO for authorization to execute. Received authorization to execute modified contract.
On 07.19.2023, DEO authorized execution of the modified Halford task order, which corresponds to the updated scope of work in the DEO amendment that is currently under development.

**HMG Emergency Generators** – Received and signed Release of Funds forms for CDBG-DR DEO match – HMG has funded the generators and agreement signed. HMG 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)**. Generator cost overruns have been submitted.

- **Avenues HMG Market Street Vacuum Station M0016** - Received and signed Release of Funds forms for CDBG-DR match – HMG has funded the generators and agreement signed. HMG 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.**
- CPWG chosen as the engineer for design.
- Site visit on June 30th.
- Design will be completed by March of 2024.
- Engineer Design permitting will continue.

- 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. Procurement process to begin soon. Waiting for bid packets from grant admin.
  - **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. Procurement process to begin soon. Waiting for bid packets from grant admin.
  - **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. Obtaining materials quotes, quotes received 7/25/23.
  - **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. Procurement process to begin soon.

- **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 schedule 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.

- Designs approved! Currently procuring unilever signage.
- Signs have been ordered!
- SOW amendments were sent to DHR for review and approval.
- Upon review, there was a surplus of $8,748 in the budget due to low estimates. City requested to add 9 additional signs to expand the SOW to be used throughout City to expand the visibility of the Black History Trail. – DHR approved.
- Website deliverables to be posted in upcoming month.
- Website deliverables submitted for approval to DHR and requested reimbursement materials.
- Story Map content on COA Website is live as of 7/10/23!
- Received Signage from manufacturers. Pending receipt of cantilever signs before installation. We expect to receive the cantilever signs around second week of August.

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.

- Payment 1 request submitted. This was approved and the advance payment has been remitted to the City.

- DEP has requested a grant amendment to reallocate funding between the two grant agreements. (The project is still fully funded – this is just a budgetary adjustment between grants.) Gouras has been working with DEP on this amendment.

- The project received sampling results, worked on biological process modeling, initial design layout, and process equipment selection in the Preliminary Design Report. As of 06.30.2023, design is approximately 15% complete

**COST:** The Total Estimated Cost of this Project is $18,927,391. The anticipated funding breakdown is for FDEP to fund approximately $6,551,875, 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!
- Peril of Flood Comp Plan Amendments submitted to DEP

16. 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.
- Annual report submitted on April 30th.

17. 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.
18. Old City Hall Phase III - City applied for Phase III of Old City Hall through a DOS Special Categories Grant. It was presented to City Commissioners on June 6, 2023. This grant would further address the repair/reconstruction of Old City Hall. We hope to hear something by September.

19. DEO CPTA 23 - City applied for Community Planning Technical Assistance Grant through DEO to apply to $75k to supply the City with resources needed to create a Workforce Housing Plan that will address viable solutions to the lack of workforce housing. Application submitted 6/15/23. We expect several months turnaround time during the scoring process.

20. DEO CPTA (PO454) ACSC COMP PLAN - City applied for CPTA grant to finish Comp Plan. Application submitted!

21. DEP Resilient Florida 23 - City was recently made aware of funding available through DEP Resilient Florida program. There are two types of grants we are applying for: 1. Planning 2. Implementation.
   - Planning: The City of Apalachicola will have completed the Vulnerability Analysis Update this summer and, based on the data, is ready to begin the identification of adaptation action areas (AAA) within the City, develop recommended mitigation strategies and identify specific projects to implement mitigation measures within those target areas.
   - Implementation: Apply for implementation funds to complete recommended vulnerability recommendations. Piers, walkways, and boardwalks are specifically identified in the statute as well as park activities, water quality components of stormwater and wastewater management systems are also identified.

22. Coastal Partner Initiative (CPI); Conservation Corp/Oyster Corps - CPI is a FDEP grant that will provide funding to enhance and protect coastal resources in Apalachicola Bay by meeting the priorities of improving water quality and restoration and protection of vulnerable coastlines by focusing on oyster shell reclamation. The grant is for $60 with a match of 1:1, provided by Oyster Corps.
   - At the Commission Meeting on July 11, 2023, Commissioner Grove requested this grant be written and prepared on behalf of the City by the members of the Oyster Corps. The motion passed. Plan to submit in August or September.

*All information included in this report is accurate as of July 25, 2023 at 2:00pm. After that time, information is subject to change. If you have any questions, please send them to lfalkner@cityofapalachicola.com!
A Workshop of the Apalachicola City Commission was held on Wednesday, August 16, 2023, at 4PM at the Apalachicola Community Center, #1 Bay Avenue, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Adriane Elliott, Commissioner Anita Grove, Commissioner Donna Duncan, Commissioner Despina George, City Manager Travis Wade, City Clerk Lee Mathes, Finance Director Mark Gerspacher, Chief of Police Bobby Varnes

Workshop called to order by Mayor Ash.

PUBLIC COMMENT

Dennis Winterringer spoke regarding carry forward amounts for the tree reforestation fund.

FY 2023-2024 BUDGET DISCUSSION

Finance Director Mark Gerspacher outlined FY 2023-2024 revenues and department expenses.

Commission discussed carry forward fund breakdowns, ARPA projects, department expenses, capital outlay projects, vehicle inventory, Commission receiving insurance benefits through the City, fee schedule and salary schedule.

Commission agreed to move budget workshop scheduled for August 30th to August 29th following the downtown traffic discussion.

Finance Director Mark Gerspacher will provide the following before the next workshop: vehicle inventory with mileage, breakdown of carry forward amounts, and include tree reforestation carry forward amount in budget.

Commission made the following budget changes and recommendations:

1. Wastewater Expense – Remove in capital outlay the $40,000 for spray field pump batteries and the $50,000 for spray field spray heads because these are appropriation items.
2. Wastewater Income – Remove CDBG Manhole Project Grant line item
3. Battery Park Income – Increase launch fee revenue to $40,000
4. Administration Expense – Delete vehicle maintenance and vehicle insurance for City Manager line item
5. Scipio Creek Expense – Earmark $250,000 from ARPA funds for repairs
6. Fire Department Expense – Commissioner Grove will research radio equipment and get information to Finance Director.
7. Governing Body Expense – Delete election expense line item; research adding Commissioner’s to health, dental, and vision insurances.

8. Parks & Recreation Expense – Delete HCA capital outlay from Parks & Recreation budget and add to Facilities budget

9. Parks & Recreation Income – Create a revenue line items for Riverfront Park Rental Income and Lafayette Park Rental Income

10. Public Works Expense – Add line item for Street Sign expense

Commission made the following fee schedule changes and recommendations:
1. Holy Family Rent – Add rental rate for Classroom - $100

2. Staff will research Holy Family deposit rate, rental rate for Football Field, and rental rate for the 6th Street square grounds area

3. Remove 6th Street Recreation Center and HCA from 2023-2024 fee schedule

4. Staff will research price per linear foot for sidewalk permit fees to eliminate the flat fee

5. Increase overnight camping fee to $50 per night

Commission asked Finance Director Mark Gerspacher to research employee cell phones and provide salary schedule to include Evergreen Study rates before COLA increase and after COLA increase.

Mayor Ash asked each Commissioner to get with Finance Director if they have any further comments.

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

__________________________
Brenda Ash, Mayor

__________________________
Lee Mathes, City Clerk
A Workshop of the Apalachicola City Commission was held on Wednesday, August 23, 2023, at 5PM at the Apalachicola Community Center, #1 Bay Avenue, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Adriane Elliott, Commissioner Anita Grove, Commissioner Despina George, City Manager Travis Wade, City Attorney Dan Hartman, City Clerk Lee Mathes, Planner Bree Robinson, Code Enforcement Officer PJ Erwin

Workshop opened by Mayor Ash.

**AGENDA ADOPTION**

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

**PUBLIC COMMENT**

1. Clayton Mathis – Addressed parking issues and parking mitigation

2. Dennis Winterringer – Presented outline of recommended changes to Planning & Zoning procedures for development approval

3. Glen Coxwell – Addressed Building Department revenues and expenses, FPCI, and Building Department requirements as stated in Florida Statutes.

4. LaRaela Coxwell – Recommended Commission address immediate concerns regarding Building Department and adopt policies and procedures.

5. Pete Whitesell – Encouraged Commission to consider HAPPI’s recommendations regarding Building Department procedures.

6. Al Ingle – Address development approval process and understaffing of Building Department.

7. Bonnie Davis – Reviewed HAPPI’s Building Department recommendations.

8. Diane Brewer – Addressed enforcement of ordinances and committee term limits.

**DISCUSSION – PLANNING, PERMITTING, BUILDING, CODE ENFORCEMENT DEPARTMENT**

Commission discussed public comments recommendations, involvement of engineering services, involvement of professional to work with staff to produce policies and procedures, and staff creating a checklist.

Attorney Hartman addressed building code process.
Commissioner George will work with City Manager Wade, Attorney Hartman, and staff in developing a checklist which will be presented to Commission at October meeting.

Motion to adjourn made by Commissioner Elliott, seconded by Commissioner George. Motion carried 4 to 0.

________________________________________
Brenda Ash, Mayor

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Lee Mathes, City Clerk
Monthly Report for the
Apalachicola Margaret Key Public Library
August 2023

August 2023 Statistics:
- 1,702 patrons visited our library this month - 40 new accounts opened (!)
- 280 patrons used our computers - 87 hours donated by our wonderful volunteers!
- 534 books/movies/audiobooks circulated - 883 items donated to the library
- $364.37 collected as library revenue - 12,725 people reached on FB & Instagram

August is time for school to begin again! The library had booths at the Holy Family Back to School Bash, and at the Open House for Apalachicola Bay Charter School. Kids were able to pick up school supplies or grab a juice box and coloring sheet, while parents and guardians learned all the library has to offer. New after-school clubs at the library encourage students and families to visit and engage. Book clubs are starting for school-aged kids to meet once a month, with a Young Adult Book Club (ages 14+) and a Youth Book Club (ages 13 and under). A drop-in Homework Help service has commenced on Tuesdays and Thursdays for all students at all grade levels. Wasn’t homework frustrating? Imagine an adult volunteering to help! We are thrilled to offer such a wonderful service to area families, and we are only able to do so through the kindness and generosity of our fantastic volunteer base. Our thanks go out to Greg and Helen Golgowski, Bruce and Ria Gordon, Jerry Hurley, and Richard Lenhart. Volunteers are prepared to sit with students in any subject and help with questions from their homework. We are all thrilled to welcome students back to the library!

New books on display this month are geared for teachers and homeschool parents, as well as curious kids. Popular school year programs have also returned, with Pokémon Club and Lego Club starting fresh. Chess Club brings school kids and adults around the board, while a new Craft and Crochet Club on Fridays at 3, invites people of all ages to mingle over knitting, crocheting, and other craft projects. A book launch was celebrated this month, with Apalachicola native Rose Griffin signing her latest book and answering questions from an interested audience. While the library’s regularly attended Book Club held each third Wednesday, continues to bring first-time visitors, charmed by the reading and the fellowship of the group.

As our library attendance grows, we are committed to the safety of library visitors. We give sincere thanks to Richard “Loui” Lewis, of the Franklin County EMS, for training library staff and volunteers in CPR, First Aid, and instructing us on use of the library’s AED machine. We look towards this Fall prepared to serve, eager to greet new and returning visitors, and grateful to be in such a caring community.

Happy September!
Isel Sánchez-Whiteley, & Sara Gillespie-Albino, Library Assistants,
Lucy Carter, Library Director
During the month of August 2023, the City of Apalachicola continued to seek 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 this report was made, the WWTP has treated and discharged 6.85mg during the month of August 2023. This still leaves 9 more days in the month for extra flow to be accounted for.
- We did not have to use our reject pond during the month of August.
- Staff have continued to keep the grounds cut and presentable at the WWTP. Inmates have been weed eating on the property.
- Staff have continued to work in the spray fields using the mulcher and the bush hog as well.
- Staff have obtained pricing information for a bush hog attachment for the skid steer that is needed in areas that the larger bush hog cannot get into. This is for the required maintenance of properties to avoid potential fines and writeups from DEP inspections.
- Staff at the WWTP cleaned the algae from the EQ tank in the SBR and both disk filters to assist in the lowering of the nitrates that were being caused by an algae bloom. We have also added some microbes to aid in the removal of the algae, and nitrates that are caused by the algae.
- The lead operator met with the City Manager to discuss budget items and upcoming needs.
- The VFD that needed replacement at Pal Rivers Booster station has been delivered and we are currently waiting on Pump and Process to schedule their technician to install and test it.
- Staff have been reaching out to different vendors about a service truck quote prior to placing an order.
- Staff have reached out to Weston Heating and Cooling about one of the new units at the WWTP not working properly. Jarod is scheduled to inspect the unit on 8-23-23.
City of Apalachicola public works monthly report

august 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.

- Serviced 2 vehicles
- pick trash up from down town and public parks three times a week.
- have cut our routine main roads parks.
- completed 12 work orders.
- cut back on bay ave around stop sign for safety reasons.
- Removed bushes on 11T st. ave d that was blocking intersection.
- Removed tree from several locations that fell in road.
- cut 17th st. and bay ave. storm water ditches.
- Repaired sink hole on 6th. St.
- Cut storm ditch on 12th st.
- Cut back off of side walk on market street.
- Trimmed low hanging limbs on 24th.
- Removed down tree on 8th and 9th alley.
- Replaced stop sign on 13th and 98.
- Removed several tree limbs out of alleys.
- cut tree limbs back 12 th. St. and 98 street light.
- Turned caution lights on, on 98 and reset time for school zone.

Signed by Robert Osburn
This month, Chief Varnes assisted FWC in determining proper placement of signs should be for no wake zones in the channel in front of Riverfront Park. School has started, so we are now doing extra patrol and assisting children on 12th street. We have increased patrol and radar usage on Prado St., due to complaints from citizens regarding speeding.

August 2023 Totals

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APALACHICOLA VOLUNTEER
FIRE/RESCUE

Bi-Monthly Report

1. Accidents 2
2. Lift Assist EMS 14
3. Bi-Monthly Meetings 2
4. Brush Fires 1
5. House Fires
6. Fund Raisers

1st Responder calls - 34

Firefighter Attendance

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

Additional Notes:

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Recorded by: ____________________________

Date: ____________________________
APALACHICOLA VOLUNTEER
FIRE/RESCUE

Bi-Monthly Report

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1st Responders calls 25 calls

Firefighter Attendance

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Additional Notes:

Recorded by: 

Date: 

July 23

19 calls
Utility bills have been processed and mailed in envelopes.

Payroll was processed for three pay periods.


Notified 2K Web Group to add meetings on website. Sent September agenda packet and August 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 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.

Per utility adjustment policy, utility adjustments are attached.

Completed Human Resource duties.
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Grand Totals

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