

REGULAR MEETING  
APALACHICOLA CITY COMMISSION  
TUESDAY, AUGUST 5, 2025 – 3:00PM  
74 6<sup>th</sup> STREET 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 minutes 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. Presentation: Bill Williams- Franklin County Partnership**
- IV. Public Comment**
- V. New Business**
  - 1. Preliminary Audit for FY 24/25
- VI. Unfinished Business**
  - 1. City Manager Recruitment and Selection Process
  - 2. Vulnerability Analysis Ranking
  - 3. Renewal of Grant Consulting Services
  - 4. African American History Museum Bid Discussion and Recommendation
  - 5. Area of Critical State Concern Project Prioritization
- VII. Mayor and Commissioner Comments**
- VIII. City Manager & Attorney Communications**
- VIII. Consent Agenda Items-**
  - 1. FCSB Request to Donate inoperable vehicle to FCSB Resource Program
  - 2. Fire Hydrant Bid Award- Installation of 75 hydrants

## **X. Department Reports**

### **Adjournment**

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

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 08 / 05 /2025**

**SUBJECT:** FY 23/24 Preliminary Audit

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 1  
**Department:** Admin  
**Presenter:** Chris Holley

**BRIEF SUMMARY:** The preliminary audit for FY 23/24 is now complete and ready for your review.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Discuss and approve.

**ATTACHMENTS:**

23/24 Preliminary audit (will be distributed separately).

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Review and approve.

**FUNDING SOURCE:** N/A

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 08 / 05 /2025**

**SUBJECT:** City Manager Recruitment Process

**AGENDA INFORMATION:**

**Agenda Location:** Unfinished Business  
**Item Number:** 1  
**Department:** Admin  
**Presenter:** Chris Holley

**BRIEF SUMMARY:** The Southern Group has been assisting my office with the recruitment process for the next City Manager and we have prepared a process for your consideration. In addition, we reviewed the applicants and created a ranking tier for your use in the evaluation process.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Review suggested process and advise on a path forward.

**ATTACHMENTS:**

Process proposal for the recruitment and selection of City Manager

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Review and advise.

**FUNDING SOURCE:** N/A



**The Historic City of  
Apalachicola, Florida**

# **CITY MANAGER**



## **RECRUITMENT UPDATE REPORT**

***AUGUST 5, 2025***

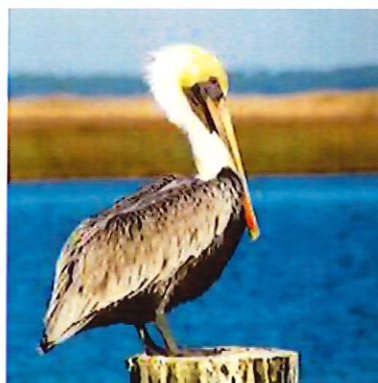
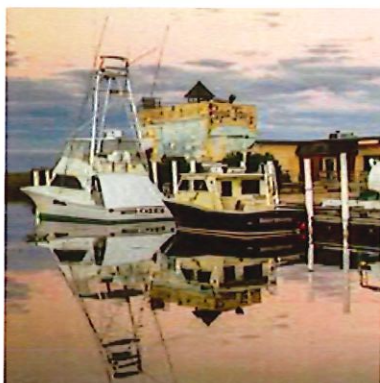


# RECRUITMENT UPDATE REPORT

This report summarizes recruitment activity completed to date for the City Manager position and presents several options for next steps, including the potential appointment of a new Interim City Manager. The process thus far has prioritized reaching experienced local government professionals and ensuring strong visibility of the opportunity across Florida and beyond.

## Recruitment Activity to Date

- Recruitment Brochure created
- This position was posted to
  - Florida City County Managers Association (FCCMA) website
  - Florida League of Cities (FLC) website
  - American Association of Municipal Executives (AAME) website
- Shared with:
  - FCCMA Members-in-Transition (MITs): 24 individuals contacted directly via personal email
    - 8 responded with varying levels of interest
  - LinkedIn post
    - 4,656 total impressions
    - 2,702 members reached
    - 11 reposts from other professionals, increasing visibility





# RECRUITMENT UPDATE REPORT

## **Current Candidates**

- Currently 23 candidates for the City Manager position – [SEE APPENDIX A](#)
- Initial review completed: Candidates have been reviewed and grouped into the following recommended tiers:
  - Tier 1 (Recommended for Advancement in the Process): These candidates demonstrate strong, relevant local government experience and alignment with the City's needs.
  - Tier 2 (Possibly Consider): These candidates show some potential but do not meet the criteria as strongly as Tier 1.
  - Tier 3 (Not Recommended): These applicants do not meet the minimum qualifications or alignment for the role.

## **Possible Next Steps**

Hire Interim City Manager

Semi-Finalist Evaluation Options

- Written responses to structured questions and/or
- Videos interviews with the full Commission

Finalist Interviews and Community Engagement

- Guided City Tour
- Commission Interviews with a standard set of questions
- Community Engagement Open House



## APPENDIX A - LIST OF CANDIDATES

Candidate Name	Tier
Charles Anderson	1
Christopher Truitt	1
Justin Stiell	1
Tony Mervin Waldrop ("Merv")	1
Matthew Colby Goss	2
Dwayne Flowers	2
James "Jim" McCroskey	2
Patrick Jordan	2
Brian Louis Underwood	3
Darryl LeTroy Bell ("Troy")	3
Derrick Harris	3
Jerome Adams	3

Candidate Name	Tier
John Powell	3
Lawrence Kopp	3
Robert Huckaby	3
Andrew Keeton	3
Cameron White	3
Christopher Rush	3
George Clavin Dickens III	3
Lauren Fox	3
Mark McNees	3
Patrick Charles Harvey	3
Santo McAdoo	3

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 8/5/ 2025**

**SUBJECT:** Focus Area Prioritization (follow up from April 8 Vulnerability Analysis Workshop)

**AGENDA INFORMATION:**

**Agenda Location:** Unfinished Business  
**Item Number:** 2  
**Department:** Grants  
**Contact:** Leslie Glaze, Grants Coordinator  
**Presenter:** Cindy Clark

**BRIEF SUMMARY:**

Cindy Clark (Bay Media) presented the 2024 Vulnerability Assessment and Resiliency Analysis in a workshop to the Commission on April 8, 2025. A detailed discussion of the Focus Area identification and justification of the process was presented. Findings from the Vulnerability Analysis provide the basis for developing the City's Adaptation Action Plan – a plan of recommendations for addressing vulnerable infrastructure needs.

**Commissioners agreed on the following priority ranking and focus areas:**

Priority 1: Focus Area #E (5)  
Priority 2: Focus Area #F (6)  
Priority 3: Focus Area #B (2)  
Priority 4: Focus Area #A (1)  
Priority 5: Focus Area #D (4)  
Priority 6: Focus Area #C (3)

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve the prioritized ranking agreed upon during April 8 meeting.

**ATTACHMENTS:**

Focus area Prioritization Information Sheet

## Focus Area Prioritization

The Focus Areas are ranked from 1 to 6 in priority in the Table 70. Justification for their prioritization is based on asset and area vulnerability.

**Priority Rank 1:** Focus Area E. As a result of Focus Area E containing so many of the City's assets, it ranks the highest. The area is impacted by major storm surge events.

**Priority Rank 2:** Focus Area F. This area contains the wastewater treatment facility and the City's water plant and the Apalachicola Airport. The area is impacted by major storm surge events.

**Priority Rank 3:** Focus Area B. Focus Area B contains assets that rank the area highly. The area is essentially tied with Focus Area #1.

**Priority Rank 4:** Focus Area A. Focus Area A is located adjacent to the Apalachicola River and is vulnerable to coastal flooding. It is part of the City's downtown commercial district and as such, is an important economic consideration. The area contains several critical infrastructure facilities and historic resources.

**Priority Rank 5:** Focus Area D. Focus Area D is the area of the relict creek bed that is roughly between Avenue B and Avenue M and 9th Street and Market Street. This area is significant because it is subject to nuisance flooding.

**Priority Rank 6:** Focus Area C. This residential area along the Apalachicola bayfront is vulnerable to coastal flooding. The area contains several vulnerable sewer lift stations and stormwater outfalls.

Table 70 Ranking of Focus Areas by Vulnerability

Priority Ranking	Focus Area
1	E (5)
2	F (6)
3	B (2)
4	A (1)
5	D (4)
6	C (3)

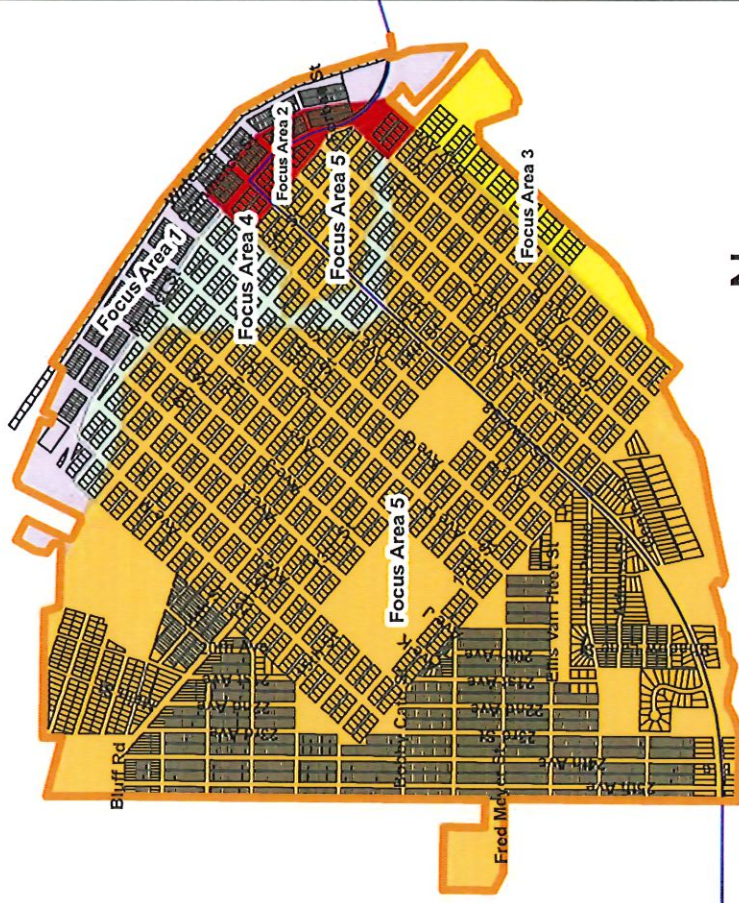
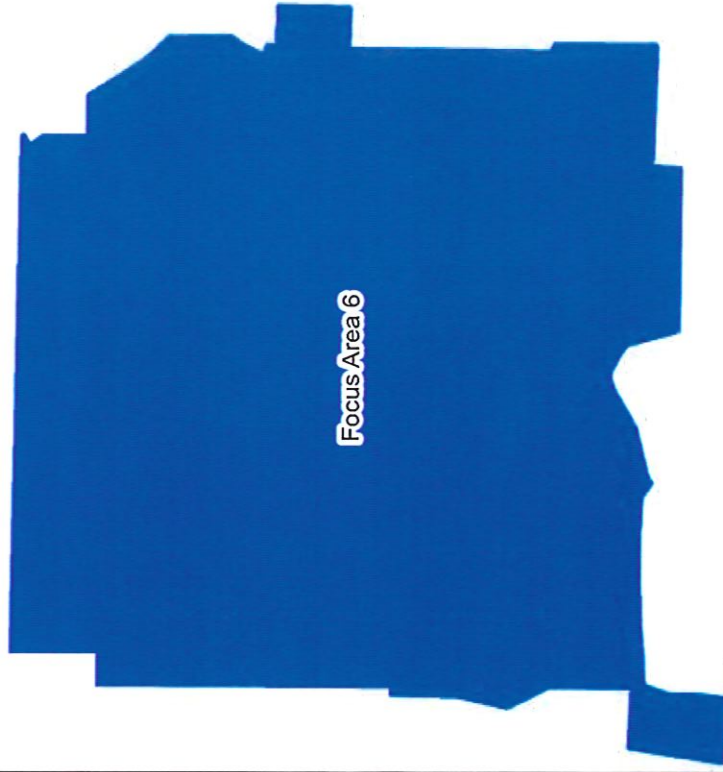
**Note:** A higher focus area prioritization may not necessarily be the ultimate consideration when managing vulnerable assets. The town is small and depending on the storm impact storm impacts may be felt Citywide.



# CITY of Apalachicola Vulnerability Assessment Update 2024

- Area 1(A) Priority 4
- Area 2 (B) Priority 3
- Area 3 (C) Priority 6
- Area 4 (D) Priority 5
- Area 5 (E) Priority 1
- Area 6 (F) Priority 2

## City of Apalachicola Focus Areas



**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 8/5/2025**

**SUBJECT:**                   **Renewal of Grant Consulting Services Agreements**

**AGENDA INFORMATION:**

**Agenda Location:**    **UNFINISHED BUSINESS**  
**Item Number:**       **3**  
**Department:**       **Grant Administration**  
**Presenter:**          **Cynthia Clark/Daniel Hartman, City Attorney**

**BRIEF SUMMARY:**

Bay Media Services, LLC currently acts as a grant consultant and assists with the administration of a series of grant funded projects for the City. The term of these original agreements has been reached and extension of the term is required to provided for continuation of services by Bay Media Services.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

1. Motion to approve the renewal of grant administration agreements attached.

**FUNDING SOURCE:**   N/A

**ATTACHMENTS:**

Amendments providing for renewal of existing agreements.

**STAFF'S COMMENTS AND RECOMMENDATIONS:**

Approve.

# Grant Administrative Consulting Agreement

## #24.h.sc.100.069

This Agreement, made effective as of February 1, 2024 by and between the City of Apalachicola and Bay Media Services, LLC (*Consultant*) is hereby amended on the date last signed below.

The City of Apalachicola hereby engages Bay Media Services, LLC to provide grant and project management administrative services related to the DHR Grant #24h.sc.100.069 (City Hall phase II) in accordance with the following:

1. Bay Media Services shall provide the City grant administrative services not to exceed the project budget amount of \$19,750 for the assistance in the planning, budgeting, scheduling, expediting, coordinating and supervision necessary for the timely execution of the project. Bay Media Services, LLC shall assist in the completion of all project reporting requirements for the State in accordance with grant requirements.
2. **Term:** This Agreement term shall be effective February 1, 2024 and end consistent with DHR Agreement 24.h.sc.100.069 as amended.
3. The contractor will not discriminate against any employee under this agreement or against any applicant for employment for race, color, religion, gender, national origin, age, pregnancy or handicap or marital status.
4. The City hereby indemnifies and holds harmless Bay Media Services, LLC from all debts, claims and liabilities incurred in the performance of the functions under the Agreement, provided that such functions are carried out within the scope of its authority. Further, Bay Media Services, LLC shall be specifically named in the City's liability policy as a professional services provider with liability protections afforded from the City.
5. Payment schedule shall be monthly with supporting documentation from Bay Media Services, LLC for hours and expenses.

\_\_\_\_\_  
Cynthia Clark, Owner  
Bay Media Services, LLC

Date: \_\_\_\_\_

\_\_\_\_\_  
Chris Holley, Interim City Manager  
City of Apalachicola

Date: \_\_\_\_\_

# Grant Consulting Administrative Agreement

## #24SRP65

This Agreement, made effective as of June 27, 2024 by and between the City of Apalachicola and Bay Media Services, LLC (Consultant) is hereby amended on the date last signed below.

The City of Apalachicola hereby engages Bay Media Services, LLC to provide grant and project management administrative services related to the DEP Grant #24SRP65 in accordance with the following:

1. Bay Media Services shall provide the City administrative services for the assistance in the planning, budgeting, scheduling, expediting, coordinating and supervision necessary for the timely execution of the project at a rate of \$65 per hour. Bay Media Services, LLC shall assist in the completion of all project reporting requirements for the State in accordance with grant requirements.
2. This agreement became effective June 27, 2024 and will end consistent with DEP Agreement #24SRP65 as amended.
3. The contractor will not discriminate against any employee under this agreement or against any applicant for employment for race, color, religion, gender, national origin, age, pregnancy or handicap or marital status.
4. The City hereby indemnifies and holds harmless Bay Media Services, LLC from all debts, claims and liabilities incurred in the performance of the functions under the Agreement, provided that such functions are carried out within the scope of its authority. Further, Bay Media Services, LLC shall be specifically named in the City's liability policy as a professional services provider with liability protections afforded from the City.
5. Payment schedule shall be monthly with supporting documentation from Bay Media Services, LLC for hours and expenses.

\_\_\_\_\_  
Cynthia Clark, Owner  
Bay Media Services, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Holley, Interim City Manager  
City of Apalachicola

\_\_\_\_\_  
Date

# Administrative Grant Consulting Agreement

25.h.sc.100.036

The City of Apalachicola hereby engages Bay Media Services, LLC to provide grant and project management administrative services related to the DHR Grant #25h.sc.100.036 (City Hall phase III) in accordance with the following:

1. Bay Media Services shall provide the City grant administrative services not to exceed the project budget amount of \$17,000 in accordance with agreement 25.h.sc.100.36 for the assistance in the planning, budgeting, scheduling, expediting, coordinating and supervision necessary for the timely execution of the project. Bay Media Services, LLC shall assist in the completion of all project reporting requirements for the State in accordance with grant requirements.
2. Term: This agreement will become effective retroactively January 1, 2025 and consistent with DOS 25.h.sc.100.036 agreement and, if applicable, any modifications.
3. The contractor will not discriminate against any employee under this agreement or against any applicant for employment for race, color, religion, gender, national origin, age, pregnancy or handicap or marital status.
4. The City hereby indemnifies and holds harmless Bay Media Services, LLC from all debts, claims and liabilities incurred in the performance of the functions under the Agreement, provided that such functions are carried out within the scope of its authority. Further, Bay Media Services, LLC shall be specifically named in the City's liability policy as a professional services provider with liability protections afforded from the City.
5. Payment schedule shall be monthly with supporting documentation from Bay Media Services, LLC for hours and expenses.

\_\_\_\_\_  
Cynthia Clark, Owner  
Bay Media Services, LLC

Date \_\_\_\_\_

\_\_\_\_\_  
Chris Holley, Interim City Manager  
City of Apalachicola

Date \_\_\_\_\_

# Administrative Grant Consulting Agreement D0260

This Agreement, made effective as of June 27, 2024 by and between the City of Apalachicola and Bay Media Services, LLC (*Consultant*) is hereby amended on the date last signed below.

The City of Apalachicola hereby engages Bay Media Services, LLC to provide grant and project management administrative services related to the Florida Department of Commerce Grant #D0260 in accordance with the following:

1. Bay Media Services shall provide the City administrative services for the assistance in the planning, budgeting, scheduling, expediting, coordinating and supervision necessary for the timely execution of the project at a rate of \$65 per hour. Bay Media Services, LLC shall assist in the completion of all project reporting requirements for the State in accordance with grant requirements.
2. Term: This agreement became effective June 27, 2024 and will end consistent with DOC Agreement D0260 as amended.
3. The contractor will not discriminate against any employee under this agreement or against any applicant for employment for race, color, religion, gender, national origin, age, pregnancy or handicap or marital status.
4. The City hereby indemnifies and holds harmless Bay Media Services, LLC from all debts, claims and liabilities incurred in the performance of the functions under the Agreement, provided that such functions are carried out within the scope of its authority. Further, Bay Media Services, LLC shall be specifically named in the City's liability policy as a professional services provider with liability protections afforded from the City.
5. Payment schedule shall be monthly with supporting documentation from Bay Media Services, LLC for hours and expenses.

-----  
Cynthia Clark, Owner  
Bay Media Services, LLC

Date \_\_\_\_\_

-----  
Chris Holley, Interim City Manager  
City of Apalachicola

Date \_\_\_\_\_

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 8/5/2025**

**SUBJECT:** APALACHICOLA AFRICAN AMERICAN MUSEUM

**AGENDA INFORMATION:**

**Agenda Location:** Unfinished Business  
**Item Number:** 4  
**Department:** Admin/Grants  
**Presenter:** Bret D. Hammond, AIA, ASLA

**BRIEF SUMMARY:** Discuss Bids Submitted on 7/9/2025. Brett will explain the bidding that occurred, companies that submitted bids and bid recommendation(s).

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Review bid results and grant timeline to determine project feasibility. Consider options.

**FUNDING SOURCE:** Florida's Department of State, Division of Historical Resources.

**ATTACHMENTS:** Bid Analysis of both company's submitting Bids. Bid Recommendation and suggestions of acceptance of Additive and Deductive Alternates

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve recommendation.



July 15, 2025

Mr. Chris Holley, City Manager,  
City of Apalachicola  
192 Coach Wagoner BLVD  
Apalachicola, Florida 32320

**RE: Recommendation of Award – Apalachicola African American Museum**

Chris, based upon our discussion this morning I have assembled the following:

**BASE BID** **\$1,205,436.13**

**Recommend ACCEPTING the two Deductive Alternates**

**DEDUCTIVE ALTERNATE 1:** Provide extruded aluminum canopy system with fascia profile to match detail shown on 5/a5.03 of the architectural documents. soffit to be 1x6" plank style, square post with decorative banding. refer to 7/A5.03 for column profile.

engineering by delegated engineer.

**BASIS OF DESIGN:** PERFECTION ARCHITECTURAL SYSTEMS, 2310 MERCADO DRIVE, ORLANDO, FL 32807, OFFICE 407-671-6225, EXT 1030, DIRECT 954-650-5417 ROBERT JONES ACTING CONTACT.

**Price for Deduct 1** **\$ 170,772.61**

**DEDUCTIVE ALTERNATE 2:** Contractor shall provide and itemized deduction for the substitution of an EIFS (external insulation finish system) in lieu of the cementitious stucco system identified in the architectural drawings. Vertical and horizontal channels will be in the same locations as shown. Refer to 9/a5.01 for detail showing depth of channel reveal. The EIFS system that should be utilized for this pricing is *dryvit, outsulation plus md* or equal. Color to be selected later from a list of standard manufacture color samples, if this option is accepted by the city.

**Price for Deduct 2** **\$ 39,506.71**

**Recommend ACCEPTING Alt #1 and Alt #2**

**ADDITIVE ALTERNATE 1:** Contractor shall provide unit pricing for the demolition and preparation of the parking area identified on sheet **C0.2**.

**Price for Add. Alt. 1** **\$ 2,101.22**

**ADDITIVE ALTERNATE 2:** Contractor shall provide unit pricing for the preparation and installation of the crushed shell parking area identified on sheet **c0.3**.

**Price for Add. Alt. 2** **\$ 31,402.43**

Architecture / Landscape Architecture  
AR #16903 LA #0001313

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 8/5/2025**

**SUBJECT:**                   Area of Critical State Concern Project Prioritization

**AGENDA INFORMATION:**

**Agenda Location:**     UNFINISHED BUSINESS  
**Item Number:**         5  
**Department:**         Admin  
**Presenter:**           Josh Baxley/ Chris Holley

**BRIEF SUMMARY:** The City was awarded \$ 5 million for area of critical state concern projects. Dewberry compiled list of projects that meet funding requirements for your review.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**   Approve

**FUNDING SOURCE:**   State Legislature- Area of Critical State Concern (AOCSC \$5 million Project Spend)

**ATTACHMENTS:**  
Email explaining the AOCSC budget; Prioritized list of projects

**STAFF'S COMMENTS AND RECOMMENDATIONS:**

Approve.

**From:** Baxley, Joshua <jbaxley@dewberry.com>  
**Sent:** Thursday, July 31, 2025 1:27 PM  
**To:** Chris Holley <cholley@cityofapalachicola.com>  
**Cc:** Cynthia Clark <baymedia@fairpoint.net>; Leslie Glaze <lglaze@cityofapalachicola.com>; Kelley, Lisa A. <lkelley@dewberry.com>; White, Brent <bwhite@dewberry.com>  
**Subject:** Area of Critical State Concern Budget

Chris,

Per your request, please find attached a list of projects with corresponding budgets for the Area of Critical State Concern (AOCSC) spend. Couple of things to note regarding the spreadsheet:

- The spreadsheet contains the project we submitted for the SRF SAHM funding. The projects are rows 3-9 and have "SRF SAHM Drinking Water or Clean Water" listed as the potential funding source.
- The potential items for the AOCSC spend are highlighted in green. The first two items (rows 8-9) could be funded through the SRF SAHM, but we included as potential for AOCSC as well.
- The items are ranked in priority (1-13).
- Including rows 8-9, the total estimate is **\$6,411,800**. If we exclude rows 8-9, the total is **\$4,675,000**.

Let me know if you have any questions.

Josh

**Josh Baxley, PE**  
Senior Associate, Branch Manager  
324 Marina Drive  
Port St Joe, FL 32456-1832  
D 850 354.5187 C 850 693.2181  
LICENSED PE: FL



If approved, SAHM is a 0% interest loan with 100% principal forgiveness (essentially a grant)

SAHM Money Announced Week of August 8/11/25

Column Number	Priority Order	Program Area (WW, SW, PW)	Project	Amount Applied For	Potential Funding Source	Alternate Funding Source	Additional Information
1	N/A	PW	Drinking water plant improvements. Hydrogen sulfide and total organic carbon (DOC) treatment system, disinfection improvements	\$15,525,000	SRF SAHM Drinking Water	N/A	Construction of a Hydrogen Sulfide and Total Organic Carbon treatment system with additional disinfection improvements which enhances resiliency by improving water quality, reducing harmful disinfection byproducts, and ensuring regulatory compliance. It also strengthens the system's ability to adapt to changing water conditions, protects infrastructure, and supports long-term sustainability and public health.
2	N/A	PW	Well maintenance program New well 8 and piping. Well construction and piping. design and permitting (major mod)	\$502,610	SRF SAHM Drinking Water	N/A	Five years of preventative maintenance for three recently rehabilitated and modernized existing municipal wells using storm-resilient materials and technologies to reduce vulnerability to saltwater intrusion and mechanical failure.
3	N/A	PW		\$1,500,000	SRF SAHM Drinking Water	N/A	Construction of a new, fourth municipal well designed with advanced energy-efficient systems and hardened against extreme weather events.
4	N/A	WW	Septage Receiving Facility	\$3,100,000	SRF SAHM Clean Water	Stewardship Act (AOCSC)	The City desires to construct a new septage receiving facility to mitigate illegal dumping of septage, and to better manage slug-loading of high-nutrient sewage flows. This will also serve to create an income stream for the City, which will allow them to provide more reliable preventative maintenance. This may also prevent septic tank overflows during storm events.
5	N/A	WW	Wastewater facility upgrades	\$16,078,926	SRF SAHM Clean Water	TBD	Construction of a storm-resilient wastewater treatment facility to provide a secure, regulated point of entry for liquid wastewater, including from septic systems and emergency bypasses. The facility will include screening, flow measurement and pre-treatment capabilities to protect the treatment process and reduce the risk of unauthorized discharges. This will also allow the City to move from the 100 year floodplain and provide a more flood resistant design. It provides additional SCADA monitoring and remote access to respond during storm events, to prevent the multi-step process needed in the past.
6	1	WW	Lift Station Rehab (IGA and Ellis Van Fleet)	\$1,536,800	SRF SAHM Clean Water	Stewardship Act (AOCSC)	Lift station rehabilitation and upgrades to improve current infrastructure for future resiliency and to improve reliability, energy efficiency, and operational capacity during high-flow events and power outages. The IGA lift station is currently 100% designed and shovel-ready. The Ellis Van Fleet lift station is in need of design and construction.
7	2	WW/SW	Wastewater Equipment Preventative Maintenance/Equipment Rehabilitation	\$200,000	SRF SAHM Clean Water	Stewardship Act (AOCSC)	Planning for inflow and infiltration (I&I) rehabilitation, targeting areas of the collection system that are most vulnerable to stormwater intrusion and groundwater infiltration, which can overwhelm the system during hurricanes
8	13	WW		\$750,000	Stewardship Act (AOCSC)	N/A	Preventative maintenance contracts for major equipment within the WWTP (disk fillers, screens, blowers, etc.) Rehabilitation of existing WWTP process equipment (such as rebuilding/replacing one of the existing disk fillers).
9	5	WW	Vacuum System	\$125,000	Stewardship Act (AOCSC)	N/A	The current vacuum system tank requires three (3) plug valves to be installed between the tank and building well. Installation of the valves will enable the City to isolate points in the system for inspection as well as isolating the vacuum system tank for inspection. Additionally, the installation of the valves will allow for isolation and pressure testing for existing foreman prior to connection the new vacuum system.
10	6	WW	Flowline Monitoring System	\$500,000	Stewardship Act (AOCSC)	N/A	The City vacuum system is currently separated into four (4) zones, A,B,C and D. All pits (connection points for the vacuum) system have been installed for zones A and B. Zones C and D require the installation of the Flowline Monitoring equipment, which all require approximately 210 units. The units will remotely monitor the operation of the system at each connection point and alert the City of breaks in the line, depth of I&I.
11	8	WW	Sprayfield West Zone Communication	\$75,000	Stewardship Act (AOCSC)	N/A	The current Tweco in the West Sprayfield is inoperable and the components are obsolete. In order to change sprayfield zones, City employees will have to perform the task manually. Installation of the communication system will allow for the zones to be changed remotely. The East Sprayfield zone is complete.
12	7	WW	Headworks grit buildup. Clean headworks.	\$100,000	Stewardship Act (AOCSC)	N/A	The current Headworks at the Wastewater Treatment Facility is accumulating grits and requires cleaning. The City can no longer clean the Headworks and store the grit in tubes on site for cleaning per FDEP. The grit has to be hauled from the site during removal and disposal of, which will require a contractor.
13	3	WW	Slyvester Williams Park Lift Station Generator	\$125,000	Stewardship Act (AOCSC)	N/A	The Slyvester Williams Park lift station has no standby power source in case of emergency. The station currently has a portable hookup, however it is difficult and unsafe to use the portable hookup during storm events.
14	4	WW	Lift Station Bypass Piping Relocation	\$225,000	Stewardship Act (AOCSC)	N/A	Three (3) lift stations (Ellis Van Fleet, Slyvester Williams and IGA) currently have underground bypass vaults. In order to bypass the lift stations, the wet wells have to be pumped down in order to access the vaults. The piping needs to be moved above grade.
15	11	WW	Portable Bypass Pump	\$75,000	Stewardship Act (AOCSC)	N/A	The City does not own a bypass pump, which requires constant rental of a unit.
16	9	SW	Stormwater Repairs and Improvements	\$2,000,000	Stewardship Act (AOCSC)	N/A	The City has multiple areas where old terracotta piping has been damaged by installation of utilities as well as failing due to end of life. Additional areas need full replacement of piping due to corrosion of corrugated metal piping and structure failures. The failures have caused sinkholes in the asphalt and backup of the stormwater system due to lack of flow. Areas identified are as follows: Ave. B (B&W 10th and 12th St), Ave. I (B&W 5th and 7th street), Market Street and Commerce (Ave. D), Adams and 86 along Clermont and Ave D and C (Between 7th and 8th Street)
17	10	SW	Stormwater System Maintenance	\$200,000	Stewardship Act (AOCSC)	N/A	The City stormwater infrastructure has numerous piping systems that are filled with sand and silt as well as ditches that are overgrown and filled with sand, silt and debris. The infrastructure needs to be cleaned to restore flow to the areas.
18	12	SW	Stormwater System Barriers Box	\$500,000	Stewardship Act (AOCSC)	N/A	Installation of a nutrient box at one of the City outfalls. The nutrient box acts as a pretreatment system within the stormwater collection system to significantly improve the quality of stormwater runoff by removing various pollutants, especially nutrients, before it impacts downstream ecosystems.
Total of AOCSC Project				\$6,411,800			
Lift Station Rehab (IGA and Ellis Van Fleet)				\$1,536,800			

I&I - Additional money may be required once I&I study is complete.	\$200,000
Total Minus Projects Above	\$4,675,000

**APALACHICOLA CITY COMMISSION**  
**CONSENT ITEM**  
**Meeting Date: 08 / 05 /2025**

**SUBJECT:**                **FCSB Request for Donation**

**AGENDA INFORMATION:**

**Agenda Location:**     **CONSENT ITEM**  
**Item Number:**        **1**  
**Department:**         **Admin**  
**Presenter:**            **Chris Holley**

**BRIEF SUMMARY:** The Franklin County School Board has requested the City consider donating the unused and inoperable 2014 Ford Explorer vin# 1FM5K8ARXFGB40998 to the Franklin County School Board.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve donation.

**ATTACHMENTS:**

Letter from Franklin County School District

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve.

**FUNDING SOURCE:** N/A



## Franklin County District Schools

85 School Road  
Eastpoint, FL 32328  
Ph (850) 670-2810  
Fax (850) 670-8579

July 30, 2025

City of Apalachicola  
1 Bay Avenue  
Apalachicola, FL 32320

Subject: Appreciation and Request Regarding Vehicle Transfer

Dear Interim City Manager Holley and Chief Varnes,

On behalf of the Franklin County School District's Office of School Safety, we would like to extend our sincere gratitude for considering our request for one of your retired vehicles.

We understand how valuable these resources are, and we truly appreciate your willingness to engage in this conversation. Acquiring one of your vehicles would be a tremendous asset to our department as we continue to prioritize and enhance school safety across the county.

We are committed to ensuring the vehicle is well maintained and used purposefully to support our mission of keeping students and staff safe. Your support directly contributes to that mission, and we thank you for being a part of it.

Please don't hesitate to let us know if you require any additional information or documentation to move forward with the transfer process.

With gratitude,

Steve Lanier  
Superintendent of Schools  
Franklin County School District

APALACHICOLA CITY COMMISSION  
CONSENT ITEM  
Meeting Date: 08 / 05 /2025

**SUBJECT:**                Fire Hydrant Bid Award

**AGENDA INFORMATION:**

Agenda Location:     CONSENT ITEM  
Item Number:         2  
Department:          Admin  
Presenter:             Chris Holley

**BRIEF SUMMARY:** The City has (75) fire hydrants that need to be installed. The RFQ closed on Friday, July 25 at 2pm. CBC Construction came in at the lowest bid in the amount of \$113,884.20 to install the remaining (75) fire hydrants.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Award the bid on the fire hydrant installation project to CBC Construction.

**ATTACHMENTS:**

RFP 2024-24 and Tabulation Sheet.

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve.

**FUNDING SOURCE:** 2024 State Appropriation of \$275,000.

## REQUEST FOR PROPOSAL

NUMBER: 2025-04

THE CITY OF APALACHICOLA IS SEEKING BIDS/PROPOSALS. IT IS THE INTENT OF THE CITY OF APALACHICOLA TO RECEIVE BIDS THAT WILL BE PUBLICLY OPENED AT 2:00 PM, FRIDAY, JULY 25, 2025, FOR THE FOLLOWING:

### ITEM A – **REMOVAL AND INSTALLATION OF FIRE HYDRANTS**

SEALED BIDS WILL BE RECEIVED UNTIL 2:00 PM, FRIDAY, JULY 25, 2025, BY THE CITY OF APALACHICOLA, 1 BAY AVENUE, APALACHICOLA, FL 32320. THE BIDS RECEIVED WILL THEN BE PUBLICLY OPENED AND READ. THE CITY OF APALACHICOLA RESERVES THE RIGHT TO WAIVE INFORMALITIES IN ANY BID; REJECT ANY OR ALL PROPOSALS, IN WHOLE OR IN PART; RE-BID A PROJECT, IN WHOLE OR IN PART; AND TO ACCEPT A PROPOSAL THAT IN ITS JUDGMENT IS THE LOWEST AND BEST BID OF A RESPONSIBLE BIDDER. IN ACCEPTING A BID, THE CITY MAY AWARD A CONTRACT BASED ONLY ON THE BASE BID, THE BASE BID PLUS ALL ALTERNATES, OR THE BASE BID PLUS ANY ALTERNATES WHICH THE CITY SELECTS – WITH ALL DECISIONS BEING MADE BASED UPON WHAT THE CITY BELIEVES TO BE THE BEST INTERESTS OF ITS RATEPAYERS, IN THE REASONABLE EXERCISE OF ITS DISCRETION. THE CITY FURTHER RESERVES THE RIGHT TO INCREASE OR DECREASE QUANTITIES AS MAY BE REQUIRED TO MEET THE NEEDS OF THE CITY, AT THE UNIT PRICE WHICH WAS BID.

## INSTRUCTIONS TO RESPONDENTS

ALL THESE TERMS AND CONDITIONS ARE A PART OF THIS BID REQUEST.

### 1. BID SCHEDULE:

BIDS ARE PRESENTLY SCHEDULED TO BE RECEIVED BY 2:00 PM, JULY 25, 2025 IN AT CITY HALL LOCATED, FRONT DESK, 1 BAY AVENUE, APALACHICOLA, FL 32320. THE CITY STAFF WILL REVIEW ALL BIDS AND PRESENT A RANKING WITH RECOMMENDATION OF THE PROPOSALS BASED UPON PRICE AND QUALIFICATIONS TO THE CITY COMMISSION AT THE MEETING SCHEDULED FOR AUGUST 5, 2025.

### 2. BID SUBMISSION:

ALL BIDS TO BE CONSIDERED MUST BE IN THE POSSESSION OF THE CITY OF APALACHICOLA. ONE ORIGINAL AND 3 COPIES OF THE BID MAY BE MAILED OR DELIVERED TO THE CITY AT 1 BAY AVENUE, APALACHICOLA, FL 32320, IN A SEALED ENVELOPE CLEARLY MARKED AS "RFP 2025 – 04", TIME AND DATE OF THE OPENING. REGARDLESS OF THE METHOD OF DELIVERY, EACH BIDDER SHALL BE RESPONSIBLE FOR THEIR BID(S) BEING DELIVERED ON TIME, AS THE CITY OF APALACHICOLA ASSUMES NO RESPONSIBILITY FOR SAME. PROPOSALS OFFERED OR RECEIVED AFTER THE TIME SET FOR THE BID OPENING WILL BE REJECTED AND RETURNED UNOPENED TO THE BIDDER.

### 3. CONVICTION OF PUBLIC ENTITY CRIME

A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON THE CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID ON A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID ON A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT BIDS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT BE AWARDED OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER A CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FOR CATEGORY TWO (\$35,000) FOR A PERIOD OF 36 MONTHS FROM THE DATE OF BEING PLACED ON THE CONVICTED VENDOR LIST.

4. BID WITHDRAWAL:

NO BID MAY BE WITHDRAWN FOR A PERIOD OF NINETY (90) DAYS FROM THE BID OPENING. PRICES MAY NOT BE MODIFIED DURING THIS PERIOD. PROPOSALS MAY BE WITHDRAWN AT ANY TIME PRIOR TO THE BID OPENING TIME.

5. BID AUTHORIZATION:

ALL BIDS MUST BE SUBMITTED ON THE FORM PROVIDED BY THE CITY OF APALACHICOLA AND MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY PLACING THE BID. ONE COMPLETE SET OF BID FORMS WILL BE FURNISHED EACH COMPANY INTERESTED IN BIDDING.

6. BID ERRORS:

A BIDDER MAY NOT MODIFY ITS BID AFTER BID OPENING. ERRORS IN THE EXTENSION OF UNIT PRICES STATED IN A BID OR IN MULTIPLICATION, DIVISION, ADDITION, OR SUBTRACTION IN A BID MAY BE CORRECTED BY THE PURCHASING AND STORES MANAGER PRIOR TO AWARD. IN SUCH CASES, UNIT PRICES SHALL NOT BE CHANGED.

7. AWARD OF BID:

THE CITY RESERVES THE RIGHT TO ESTABLISH PRIORITIES AND TO AWARD THE CONTRACT TO A SINGLE BIDDER BASED UPON THE TOTAL BID OR TO MULTIPLE VENDORS BASED UPON THE ITEMS INDIVIDUALLY BID. THE CITY ALSO RESERVES THE RIGHT TO SELECTIVELY PURCHASE ANY SINGLE OR ANY MULTIPLE ITEMS FROM THIS BID.

8. TAXES:

DO NOT INCLUDE ANY TAX WITH YOUR BID. THE CITY OF APALACHICOLA IS EXEMPT FROM FEDERAL, STATE AND LOCAL TAXES.

9. TERMS:

MINIMUM TERMS WILL BE NET 30 (30 DAYS AFTER RECEIPT OF MATERIAL/SERVICE) UNLESS A DISCOUNT IS INVOLVED. TERMS OFFERING A DISCOUNT FOR PROMPT PAYMENT WILL ONLY BE CONSIDERED IN DETERMINING THE LOW BID IF THE DISCOUNT PERIOD IS 15 DAYS OR GREATER (15 DAYS AFTER RECEIPT OF MATERIAL/SERVICE OR INVOICE, WHICHEVER IS GREATER).

10. BID TABULATIONS:

BID TABULATIONS WILL BE POSTED FOR REVIEW AT 1 BAY AVENUE, APALACHICOLA, FL 32320 ON OR ABOUT JULY 25, 2025, AND WILL REMAIN POSTED FOR 72 HOURS EXCLUDING WEEKENDS AND HOLIDAYS.

11. BID QUESTIONS:

IF ANY BIDDER HAS A QUESTION CONCERNING THE BID SPECIFICATIONS OR BID PROCEDURES, PLEASE FORWARD THE INQUIRY TO THE FINANCE MANAGER BEFORE JULY 18, 2025, FOR CONSIDERATION.

CITY OF APALACHICOLA  
ATTN: LEE MATHES, FINANCE MANAGER  
1 BAY AVENUE  
APALACHICOLA, FL 32320  
EMAIL: [lmathes@cityofapalachicola.com](mailto:lmathes@cityofapalachicola.com)

12. COMPLIANCE WITH SPECIFICATIONS:

IN ORDER TO DETERMINE THAT YOUR BID COMPLIES WITH BID SPECIFICATIONS, PRODUCT LITERATURE AND/OR DATA/INFORMATION SHOULD BE INCLUDED WITH THE BID PROPOSAL. ANY DEVIATIONS FROM THE BID SPECIFICATIONS SHOULD BE IDENTIFIED SEPARATELY.

13. UNIFORM COMMERCIAL CODE:

THE UNIFORM COMMERCIAL CODE (FLORIDA STATUTES, CHAPTER 672) SHALL PREVAIL AS THE BASIS FOR CONTRACTUAL OBLIGATIONS BETWEEN THE AWARDED VENDOR/CONTRACTOR AND CITY OF APALACHICOLA FOR ANY TERMS AND CONDITIONS NOT SPECIFICALLY STATED IN THIS INVITATION FOR BID.

14. EXECUTION OF CONTRACT:

ANY ACTION OF THE CITY IN AWARDING THE PURCHASE OF ANY MATERIAL OR PERFORMANCE OF A SERVICE IS SUBJECT TO AND CONDITIONED UPON THE EXECUTION OF A WRITTEN PURCHASE CONTRACT AND/OR A PURCHASE ORDER BETWEEN THE CITY AND THE VENDOR.

15. CONTRACTUAL AGREEMENT:

THIS INVITATION FOR BID SHALL BE INCLUDED AND INCORPORATED IN THE FINAL CONTRACT OR PURCHASE ORDER. THE ORDER OF CONTRACT PRECEDENCE WILL BE THE CONTRACT (PURCHASE ORDER), BID DOCUMENT AND RESPONSE. ANY AND ALL LEGAL ACTION NECESSARY TO ENFORCE THE CONTRACT WILL BE HELD IN FRANKLIN COUNTY AND THE CONTRACT WILL BE INTERPRETED ACCORDING TO THE LAWS OF FLORIDA.

16. PROTESTS:

ANY PERSON WHOSE SUBSTANTIAL INTERESTS ARE DIRECTLY AND ADVERSELY AFFECTED BY THE AWARD OR INTENDED AWARD OF A PURCHASE ORDER OR CONTRACT OR BY PLANS OR SPECIFICATIONS CONTAINED IN AN INVITATION TO BID OR REQUEST FOR PROPOSALS MAY FILE A PROTEST IN ACCORDANCE WITH THE FOLLOWING RULES AND SECTION 12 OF THE CITY ACT (CHAPTER 2001-324, LAWS OF FLORIDA AS AMENDED).

NOTICE OF PROTEST OF PLANS, SPECIFICATIONS OR OTHER REQUIREMENTS CONTAINED IN AN INVITATION TO BID OR IN A REQUEST FOR PROPOSALS SHALL BE FILED NOT LATER THAN 5:00 P.M. OF THE THIRD BUSINESS DAY FOLLOWING RECEIPT OF THE PLANS OR SPECIFICATIONS. NOTICE OF PROTEST OF THE REJECTION OF A BID OR PROPOSAL AS NON-RESPONSIVE SHALL BE FILED NOT LATER THAN 5:00 P.M. OF THE THIRD BUSINESS DAY FOLLOWING NOTICE TO THE BIDDER OF THE REJECTION. NOTICE OF PROTEST OF THE AWARD OR INTENDED AWARD OF A PURCHASE ORDER OR CONTRACT TO THE LOWEST BIDDER SHOWN ON A POSTED BID TABULATION SHALL BE FILED NOT LATER THAN 5:00 P.M. OF THE THIRD BUSINESS DAY FOLLOWING THE POSTING OF THE BID TABULATION. NOTICE OF PROTEST OF THE AWARD OR INTENDED AWARD OF A PURCHASE ORDER OR CONTRACT TO A BIDDER OTHER THAN THE LOWEST BIDDER SHOWN ON A POSTED BID TABULATION SHALL BE FILED NOT LATER THAN 5:00 P.M. OF THE THIRD BUSINESS DAY FOLLOWING NOTICE OF THE AWARD OF A PURCHASE ORDER OR CONTRACT.

A NOTICE OF PROTEST SHALL BE IN WRITING AND SHALL STATE THE SUBJECT MATTER OF THE PROTEST.

A FORMAL WRITTEN PROTEST SHALL BE FILED WITHIN SEVEN (7) BUSINESS DAYS AFTER THE FILING OF NOTICE OF PROTEST. A FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND THE LAW ON WHICH THE PROTEST IS BASED.

NOTICE OF PROTEST AND FORMAL WRITTEN PROTEST OF PLANS OR SPECIFICATIONS FOR OR THE AWARD OR INTENDED AWARD OF A CONTRACT SHALL BE FILED WITH THE CITY MANAGER OR HIS OR HER DESIGNEE.

FAILURE TO FILE A NOTICE OF PROTEST OR FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIMES PERMITTED SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER THESE RULES AND UNDER SECTION 12 OF CHAPTER 2001-324, LAWS OF FLORIDA, AS AMENDED.

UPON RECEIPT OF A NOTICE OF PROTEST WHICH HAS BEEN TIMELY FILED, THE CITY MANAGER SHALL STOP THE BID SOLICITATION OR PURCHASE ORDER OR CONTRACT AWARD PROCESS UNTIL THE PROTEST HAS BEEN RESOLVED. HOWEVER, THE BID SOLICITATION OR PURCHASE ORDER OR CONTRACT AWARD PROCESS MAY PROCEED WHEN THE CITY MANAGER DETERMINES THAT DELAY WOULD BE DETRIMENTAL TO THE INTERESTS OF THE CITY. ANY AWARD OF A PURCHASE ORDER OR CONTRACT UNDER SUCH CONDITIONS SHALL BE SUBJECT TO THE OUTCOME OF THE PROTEST. AFTER THE AWARD OF A CONTRACT OR PURCHASE ORDER RESULTING FROM A BID IN WHICH A TIMELY PROTEST WAS RECEIVED AND IN WHICH THE CITY DID NOT PREVAIL, THE CITY MAY TAKE SUCH ACTION AS IT CONSIDERS APPROPRIATE, WHICH MAY INCLUDE, BUT SHALL NOT BE LIMITED TO, AWARD OF THE CONTRACT OR PURCHASE ORDER TO THE PREVAILING PARTY, CANCELLATION OF THE CONTRACT OR PURCHASE ORDER, OR REBIDDING.

THE CITY MANAGER SHALL PROVIDE REASONABLE OPPORTUNITY TO RESOLVE A PROTEST BY AGREEMENT. IF AGREEMENT IS NOT REACHED WITHIN SUCH TIME AS THE CITY MANAGER OR HIS OR HER DESIGNEE CONSIDERS REASONABLE UNDER THE CIRCUMSTANCES, THE CITY MANAGER OR HIS OR HER DESIGNEE SHALL REVIEW THE FACTS AND THE LAW ON WHICH THE PROTEST IS BASED, AND SHALL RENDER A DECISION WHICH SHALL BE IN WRITING AND SHALL BE PROMPTLY TRANSMITTED TO THE PROTESTOR.

IF THE PROTESTOR WISHES TO CONTINUE THE PROTEST BEYOND THE DECISION OF THE CITY MANAGER OR HIS OR HER DESIGNEE, THE PROTESTOR SHALL BE REQUIRED TO FILE A PETITION FOR REVIEW BY THE CITY COMMISSION. THIS PETITION SHALL BE MADE IN WRITING AND PRESENTED TO THE CITY MANAGER WITHIN TEN (10) DAYS AFTER NOTICE OF THE DECISION OF THE CITY MANAGER OR HIS OR HER DESIGNEE; OTHERWISE, THE DECISION OF THE CITY MANAGER OR HIS OR HER DESIGNEE SHALL BE FINAL AND BINDING. SUCH PETITION SHALL STATE THE PARTICULAR GROUNDS ON WHICH IT IS BASED AND MAY INCLUDE PERTINENT DOCUMENTS AND EVIDENCE RELATING THERETO. ANY GROUNDS NOT STATED SHALL BE DEEMED TO HAVE BEEN WAIVED BY THE PROTESTOR. THIS PETITION MUST ALSO BE ACCOMPANIED BY A PROTEST BOND OF AN AMOUNT EQUAL TO 1.0 PERCENT (1%) OF THE VALUE OF THE SOLICITATION, BUT IN NO CASE LESS THAN \$1,000 NOR GREATER THAN \$10,000.00. THIS BOND SHALL BE IN THE FORM OF A MONEY ORDER, CERTIFIED CASHIER'S CHECK, OR CERTIFIED BANK CHECK MADE PAYABLE TO THE CITY OF APALACHICOLA. FAILURE TO POST SUCH BOND WITHIN TEN (10) BUSINESS DAYS AFTER THE DECISION OF THE

CITY MANAGER OR HIS OR HER DESIGNEE SHALL RESULT IN THE PROTEST BEING DISMISSED BY THE CITY MANAGER.

THE BOND REQUIRED BY THE ABOVE PARAGRAPH SHALL BE CONDITIONED UPON THE PAYMENT OF ALL COSTS AND CHARGES WHICH MAY BE ADJUDGED AGAINST THE PERSON FILING THE PETITION FOR REVIEW. IF THE PROTESTOR PREVAILS, THE BOND SHALL BE RETURNED TO THE PROTESTOR. IF HOWEVER, THE CITY PREVAILS, THE BOND SHALL BE FORFEITED, AND THE CITY SHALL BE ENTITLED TO RECOVER THE COSTS AND CHARGES, EXCLUDING ATTORNEY'S FEES, OF SUCH HEARING. THE ENTIRE AMOUNT OF THE BOND ALSO SHALL BE FORFEITED IF IT IS DETERMINED THAT A PROTEST WAS FILED FOR A FRIVOLOUS OR IMPROPER PURPOSE, INCLUDING, BUT NOT LIMITED TO, THE PURPOSE OF HARASSING, CAUSING UNNECESSARY DELAY, OR CAUSING NEEDLESS COST FOR THE CITY OR ANOTHER INTERESTED PARTY/PARTIES.

ANY NOTICE REQUIRED OR PERMITTED UNDER THIS BID PROTEST PROCEDURE SHALL BE EFFECTIVE WHEN DELIVERED PERSONALLY, OR BY FACSIMILE, OR WHEN DEPOSITED IN THE U.S. MAIL. IF NOTICE IS GIVEN ONLY BY MAIL, THREE (3) DAYS SHALL BE ADDED TO THE TIME WITHIN WHICH A PROTESTOR MAY FILE A NOTICE OF PROTEST OR PETITION FOR REVIEW.

17. CONTRACTS EXCEEDING ONE YEAR:

WHEN APPLICABLE, A CONTRACT MAY BE RENEWED CONTINGENT UPON COST FACTORS, MUTUAL AGREEMENT, SATISFACTORY PERFORMANCE EVALUATIONS, AVAILABILITY OF FUNDS AND THE CITY COMMISSION APPROVAL. THE CITY'S PERFORMANCE AND OBLIGATION TO PAY FOR THE PURCHASE OF SERVICES OR TANGIBLE PERSONAL PROPERTY OF A PERIOD IN EXCESS OF ONE (1) FISCAL YEAR UNDER ANY CONTRACTUAL RELATIONSHIP IS CONTINGENT UPON AN ANNUAL BUDGET APPROVAL BY THE CITY COMMISSION.

18. CONDUCT OF PARTICIPANTS:

AFTER THE ISSUANCE OF ANY SOLICITATION, ALL BIDDERS/PROPOSERS/ PROTESTORS OR INDIVIDUALS ACTING ON THEIR BEHALF ARE HEREBY PROHIBITED FROM LOBBYING AS DEFINED HEREIN OR OTHERWISE ATTEMPTING TO PERSUADE OR INFLUENCE ANY ELECTED THE CITY OFFICIALS, THEIR AGENTS OREMPLOYEES OR ANY MEMBER OF THE RELEVANT SELECTION COMMITTEE AT ANY TIME DURING THE BLACKOUT PERIOD AS DEFINED HEREIN; PROVIDED, HOWEVER, NOTHING HEREIN SHALL PROHIBIT BIDDERS/PROPOSERS/ PROTESTORS OR INDIVIDUALS ACTING ON THEIR BEHALF FROM COMMUNICATING WITH THE PURCHASING STAFF CONCERNING A PENDING SOLICITATION UNLESS OTHERWISE PROVIDED IN THE SOLICITATION OR UNLESS OTHERWISE DIRECTED BY THE PURCHASING MANAGER.

LOBBYING MEANS THE ATTEMPT TO INFLUENCE THE THINKING OF ELECTED THE CITY OFFICIALS, THEIR AGENTS OR EMPLOYEES OR ANY MEMBER OF THE RELEVANT SELECTION COMMITTEE FOR OR AGAINST A SPECIFIC CAUSE RELATED TO A PENDING SOLICITATION FOR GOODS OR SERVICES, IN PERSON, BYMAIL, BY FACSIMILE, BY TELEPHONE, BY ELECTRONIC MAIL, OR BY ANY OTHER MEANS OF COMMUNICATION.

19. BLACKOUT PERIOD:

BLACKOUT PERIOD MEANS THE PERIOD BETWEEN THE TIME THE BIDS/PROPOSALS FOR INVITATION TO BID OR THE REQUEST FOR PROPOSAL, OR QUALIFICATIONS, OR INFORMATION, OR REQUESTS FOR LETTERS OF INTEREST, OR THE INVITATION TO NEGOTIATE, AS APPLICABLE, ARE ADVERTISED AND THE TIME THE CITY COMMISSION AWARDS THE CONTRACT AND ANY RESULTING BID PROTEST IS RESOLVED OR THE SOLICITATION IS OTHERWISE CANCELLED. CONDUCT INCONSISTENT WITH THIS SECTION MAY BE GROUNDS FOR DISQUALIFYING THE OFFENDING PROPOSER FROM CONSIDERATION OR ANY FUTURE PROPOSAL.

OTHER PROVISIONS

Contractor is required to comply with public records laws codified in Chapter 119, Florida Statutes, and is specifically required to:

- a. Keep and maintain public records required by THE CITY to perform the service.
- b. Upon request from THE CITY's custodian of public records, provide THE CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to THE CITY.
- d. Upon completion of the contract, transfer, at no cost, to THE CITY all public records in possession of the Contractor or keep and maintain public records required by THE CITY to perform the service. If the Contractor transfers all public records to THE CITY upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to THE CITY, upon request from THE CITY's custodian of public records, in a format that is compatible with the information technology systems of THE CITY.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT SHENEIDRA CUMMINGS, CITY CLERK AT [scummings@cityofapalachicola.com](mailto:scummings@cityofapalachicola.com) or via telephone (850) 653-8715.**

**CITY OF APALACHICOLA**  
**BID NUMBER: 2025-04**  
**SPECIFICATIONS**

**ITEM A – REMOVAL AND INSTALLATION OF FIRE HYDRANTS**

EXISTING FIRE HYDRANTS SHALL BE REMOVED AND NEW FIRE HYDRANTS TO BE INSTALLED SHALL BE PROVIDED BY THE CITY. CITY PROVIDED HYDRANTS SHALL BE MANUFACTURED TO THE LATEST DESIGN, CONFORMING TO AND IN ACCORDANCE WITH THE CURRENT AWWA STANDARD C-502. THE BASIC DESIGN OF THE FIRE HYDRANT SHALL BE OF THE DRY TOP TYPE WHICH IS OF THE BREAKABLE OR TRAFFIC DESIGN. SOME OF THE INFORMATION PROVIDED IS FOR THE BENEFIT OF THE BIDDER. THE CONTRACTOR WILL NOT BE RESPONSIBLE FOR PROCUREMENT OF THE FIRE HYDRANTS. **ALL FIRE HYDRANTS AND EXTENDER PIPES WILL BE SUPPLIED BY THE CITY OF APALACHICOLA.**

- A. THE HYDRANT SHALL BE OF COMPRESSION TYPE, OPENING TO THE LEFT AGAINST SYSTEM PRESSURE AND CLOSING WITH SYSTEM PRESSURE.
- B. THE HYDRANT SHALL BE DESIGNED SUCH THAT THE OPERATING THREADS ARE PREVENTED FROM COMING IN CONTACT WITH THE SERVICE WATER. THE OPERATING THREADS SHALL BE CONTAINED IN AN OPERATING CHAMBER AND SEALED BY O-RING AT THE TOP AND BOTTOM OF THE CHAMBER. THE CHAMBER SHALL BE CONSTRUCTED SO THAT GREASE OR OIL LUBRICATES THE OPERATING THREADS AND SHALL HAVE AN OIL FILL OR GREASE FITTING TO FACILITATE SCHEDULED MAINTENANCE.
- C. THE OPERATING NUT SHALL BE 1 ½" IN SIZE AND PENTAGON IN SHAPE AND OF ONE-PIECE CONSTRUCTION.
- D. ALL OPERATING PARTS INCLUDING OPERATING NUT, HOLD-DOWN NUT, DRAIN RING AND SEAT RING SHALL BE ALL BRONZE. THE VALVE SEAT RING SHALL THREAD INTO A BRONZE INSERT OR DRAIN RING TO PROVIDE BRONZE TO BRONZE SEATING.
- E. THE HYDRANT SHALL BE EASY AND ECONOMICAL TO INSTALL AND MAINTAIN, AND SHALL NOT INCORPORATE PARTS REQUIRING FIELD ADJUSTMENT FOR PROPER OPERATION.
- F. THE HYDRANT SHALL BE SO DESIGNED AS TO PERMIT THE REMOVAL OF ALL WORKING PARTS FROM THE HYDRANT THROUGH THE BARREL WITHOUT DISTURBING THE EARTH AROUND THE HYDRANT. THE BURY DEPTH OF THE HYDRANT SHALL BE A MINIMUM OF THREE FEET (36") AND FOUR FEET (48") IF REQUIRED.

- G. REMOVAL OF THE WORKING PARTS OF THE HYDRANT SHALL BE ACCOMPLISHED BY USING A SEAT WRENCH WHICH CAN BE USED REGARDLESS OF HYDRANT BURY DEPTH. HYDRANTS REQUIRING OTHER SPECIAL TOOLS TO PERFORM REMOVAL OF INTERIOR PARTS WILL NOT BE ACCEPTED.
- H. THE HYDRANT SHALL HAVE ONE 4 ½" PUMPER NOZZLE, AND TWO 2 ½" PUMPER NOZZLES HAVING NATIONAL STANDARD HOSE COUPLING THREADS. THE NOZZLES SHALL BE FIELD REPLACEABLE UTILIZING STRAIGHT THREADS OR QUARTER TURN SEAL BY AN O-RING.
- I. THE HYDRANT SHALL COME WITH THE TRAFFIC BREAKAWAY FEATURE WHICH SHALL BE ACCOMPLISHED BY THE USE OF A SPLIT SAFETY FLANGE DESIGN. BREAKABLE NUTS AND BOLTS WILL NOT BE ACCEPTABLE.
- J. THE HYDRANT SHALL ALSO INCORPORATE THE FEATURE WHERE THE UPPER BARREL CAN BE ROTATED 360 DEGREES IN ORDER TO ASSURE PROPER NOZZLE PLACEMENT.
- K. ONLY BOLTED FLANGED COMPONENTS CAN BE UTILIZED DURING THE ASSEMBLY OF THE HYDRANT. THE BELL OR SHOE INLET SHALL BE 6" MECHANICAL JOINT COMPLETE WITH ACCESSORIES (TO INCLUDE MJ GASKETS, FLANGE, AND NUTS AND BOLTS).
- L. THE DRAIN VALVE SHALL ASSURE QUICK AND COMPLETE DRAINAGE OF THE HYDRANT AND THE DRAIN HOLE SHOULD BE BUSHED WITH WATERWORKS BRONZE IF PASSING THROUGH CAST IRON. THE DRAIN VALVE FACING SHALL BE MADE OF BUNA N, NYLON OR URETHANE. LEATHER FACING WILL NOT BE ACCEPTED. IF THE VALVE TOP PLATE SHOULD COME IN CONTACT WITH THE BRONZE SEAT RING TO FACILITATE DRAINING OF THE HYDRANT, THE VALVE TOP PLATE SHALL BE MADE OF BRONZE.
- M. THE MAIN VALVE OPENING SHALL NOT BE LESS THAN 5 ¼", AND THE SEATING OF THE MAIN VALVE MUST BE MADE OF BRONZE TO BRONZE.
- N. THE FIRE HYDRANT SHALL OPEN TO THE LEFT AND SHALL HAVE PERMANENT MARKINGS IDENTIFYING THE MANUFACTURER BY NAME, INITIALS OR INSIGNIA, AND DESIGNATING THE SIZE OF THE MAIN VALVE OPENING AND THE YEAR OF MANUFACTURE.

- O. BIDDER SHALL BE CAPABLE OF WORKING WITH THE CITY IN ORDER TO OBTAIN COMPLETE FLOW DATA ON PROPOSED FIRE HYDRANT AS INSTALLED INDICATING FRICTION LOSSES THROUGH HYDRANT WHICH SHALL MEET OR EXCEED AWWA C-502 REQUIREMENTS.

THE PRICE QUOTED SHOULD INCLUDE ALL COSTS OF LABOR AND MATERIALS NECESSARY TO INSTALL A MINIMUM OF 45 FIRE HYDRANTS AND NOT TO EXCEED 78 FIRE HYDRANTS PROVIDED BY THE CITY ON A PER UNIT BASIS, ALLOWANCES MAY BE MADE FOR DEPTH OF INSTALLATION AND CERTAIN TYPES OF ANTICIPATED ADDITIONAL MATERIAL OR LABOR COSTS RESULTING FROM DAMAGE CAUSED BY OR ENCOUNTERED DURING REMOVAL OF EXISTING FIRE HYDRANTS. THESE ADDITIONAL EXPENSES MUST BE IDENTIFIED IN ORDER TO BE REIMBURSABLE UNDER THIS BID PROPOSAL.

GENERAL PROVISION  
CITY OF APALACHICOLA  
RFP 2025-04

1. **INSPECTION AND ACCEPTANCE** – Upon completion of installation the City shall inspect and accept the installed hydrant or inspect and reject for cause the installation. In the event the installation is deemed defective or otherwise unsatisfactory by the City a basis for this determination shall be delivered to the contractor for cure. Notwithstanding the requirements for any THE CITY inspection and test contained in specifications applicable to this contract, except where specialized inspections or tests are specified for performance solely by THE CITY, the contractor shall perform or have performed the inspections and tests required to substantiate that the supplies and services provided under the contract conform to the drawings, specifications, and contract requirements listed herein, including if applicable, the technical requirements for the manufacturer's part numbers specified herein.
2. **ENTIRE AGREEMENT** – The terms, specifications and drawings included in this order when duly executed constitute the entire agreement between the parties unless otherwise stated on the face of the order. No modification or waiver of terms of this agreement shall be binding unless in writing signed by a duly authorized representative of THE CITY and confirmed by such a representative of the Vendor. This agreement shall be interpreted in accordance with the laws of the State of Florida.
3. **PAYMENTS** – Invoices shall be submitted in triplicate (one copy shall be marked "Original") unless otherwise specified.
4. **DISCOUNTS** – In connection with any discount offered, time will be computed from date of delivery suppliers to carrier when acceptance is at the point of origin or from date of delivery at destination when delivery and acceptance are at these points or from the date the correct invoice or voucher is received in the office specified by THE CITY, if the latter is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the City check.
5. **COVENANT AGAINST CONTINGENT FEES** – The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty THE CITY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
6. **CONTINGENCIES** – Neither party shall be liable for delays or defaults due to acts of God, government authority or public enemy, war, fires, floods, epidemics, strikes, labor troubles, freight embargoes, or contingencies reasonably beyond its control. The party affected, upon prompt written notice to the other party, shall be excused from making or taking deliveries here under to the extent of such prevention or restriction. At THE CITY's option, deliveries so omitted shall be made on notice thereof to the Vendor, upon cessation of such contingency even though such might have been operative at the date of this order.

7. GRATUITIES – (a) THE CITY may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found after notice and hearing by the CITY MANAGER or his duly authorized representative, that gratuities (in the form of entertainment, gifts or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of THE CITY with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract, provided, that the existence of the facts upon which the CITY MANAGER or his duly authorized representative make such findings shall be in issue and may be reviewed in any competent court, (b) in the event this contract is terminated as provided in paragraph (a) hereof, THE CITY shall be entitled (1) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor and (2) as a penalty and in addition to any other damages to which it may be entitled by law to exemplary damages in an amount (as determined by the CITY MANAGER or his duly authorized representative) which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee, (c) The rights and remedies of THE CITY provided in this clause shall not be exclusive or in addition to any other rights and remedies provided by law or under the contract.
8. CONDITION FOR ASSIGNMENT – This (contract or purchase order) shall not be assigned in full or in part without the consent of THE CITY. Such consent shall not relieve the Contractor from its obligations and liabilities.
9. GOVERNMENT REGULATIONS – Vendor warrants that all applicable laws and regulations of governmental authority, covering the production, sale and delivery of the materials specified herein, have complied with and shall indemnify and save THE CITY harmless from and against any liability or loss resulting from Vendor's failure to do so.
10. TAXES – THE CITY is exempt from Federal Taxes on transportation charges and any Federal Excise Tax, if you prepaid transportation do not pay tax as THE CITY will not reimburse you for the taxes paid. THE CITY is exempt from State Sales Tax.
11. CHANGES – The City Manager may at any time, by written order, and without notice to the sureties, make changes, within the general scope of this contract. If any such change causes an increase or decrease in the cost of, or the time required for the performance of this contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of this contract.

Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change provided that the City Manager, if he decides that the facts justify such action, may receive and act upon any such claim asserted prior to final payment, under the contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with this contract as changed.

12. **TERMINATION FOR DEFAULT** – The City Manager, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof, in such event, the Contractor shall be liable for damages; including the excess cost of re-procuring similar supplies or services; provided that if (i) it is determined for any reason that the Contractor was not in default or (ii) the Contractor's failure to perform is without his and his subcontractors control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 17. As used in this provision the term "subcontractor" and "subcontractors" means subcontractors at any tier.
13. **TERMINATION FOR CONVENIENCE** – The City Manager by written notice, may terminate this contract, in whole or in part, when it is in the best interest of THE CITY. As to any portion of this contract that is for supplies and is so terminated, the Contractor shall be compensated for goods delivered and accepted up to the date of termination at the discretion of the CITY MANAGER. To the extent that this contract is for services and is so terminated, THE CITY shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.
14. **ASSIGNMENT OF CLAIMS** – Claims for monies due or to become due under this Contract shall be assigned only pursuant to the Assignment of Claims Act of 1940, as amended (31 U.S.C 203, 41 U.S.C. 15). However, payments to an assignee of monies under this contract shall not, to the extent provided in said Act, as amended be subject to reduction or set-off (see Clause 12).
15. **EXTENT OF OBLIGATION** – THE CITY is obligated under a call-type Purchase Order only to the extent of authorized calls actually placed against this agreement.
16. **PRICING** – The prices to THE CITY for all purchases made under this Agreement shall be as low as or lower than those charged the suppliers most favored customer, in addition to any discounts for prompt payment.
17. **WARRANTIES** – In addition to all warranties, established by statute or common law or set forth elsewhere in this order, the Vendor expressly warrants that all material or services covered herein shall conform to all specifications, drawings, samples, and descriptions furnished or adopted by THE CITY and shall be of the best quality and fit, and sufficient for the purpose for which purchased, if specified hereon, merchantable of good material and workmanship, and free from all latent and patent defects. THE CITY's failure to give notice to Vendor of any breach of warranty shall not discharge Vendor's liability therefore.

Without limiting the generality of the foregoing, Vendor agrees to be responsible for all defects in design, workmanship and materials, which may become apparent within twelve months of receipt by THE CITY.

18. PATENTS – Vendor shall protect and indemnify THE CITY against all claims, judgments and expenses arising from infringement or any patent by any of the goods delivered hereunder. Vendor shall defend or settle at its own expense any proceeding brought against THE CITY for such infringement provided Vendor is notified promptly of the commencement of such proceeding and is given authority, information and assistance by THE CITY for the defense or settlement thereof.
19. INSTALLATION – If this order required the services of THE CITY experts or employees of THE CITY safety rules and fire regulations, Vendor assumes full responsibility for their acts and omissions and agrees to save THE CITY harmless from any claims arising therefrom and to accept exclusive liability for payroll and other taxes imposed upon the employer by law. Vendor will undertake to keep the materials and premises involved free from any lien whatever for materials and labor incident to the performance of Vendor's obligations hereunder. If Vendor furnishes materials and services for construction and improvement of realty and the installation of personalty for a lump sum amount, Vendor agrees to furnish an analysis thereof as THE CITY may reasonably require for accounting purposes. Vendor shall be solely responsible for materials furnished by THE CITY on other than a charge basis in connection with this order.
20. NON-DISCLOSURE – Without prior written consent of THE CITY in each instance, Vendor shall not reveal to a third party the details, characteristics or any information on materials made to the special order for THE CITY or use reproductions thereof and any promotional media or reveal that, THE CITY is purchasing the materials hereunder.
21. COMMERCIAL WARRANTY – The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights to the CITY OF APALACHICOLA by any other clause of this contract.
22. DEVIATION FROM SPECIFICATIONS – CITY OF APALACHICOLA has the sole authority to determine if any deviation from the specifications cited is acceptable.

## **RISK MANAGEMENT POLICY AND STANDARDS FOR AGREEMENTS, CONTRACTS AND LEASES**

### **DEFINITIONS**

The following definitions apply to these Risk Management Provisions:

**Contract** - The contract or agreement of which these Risk Management Provisions are a part for the construction, alteration, repair, or demolition of a structure or facility.

**Organization** - The CITY OF APALACHICOLA, a local governmental body of the State of Florida, its Commission, officers, employees, volunteers, representatives, and agents.

**Other Party** - The other party to the Contract of which these Risk Management Provisions are a part, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, contractors, and subcontractors.

### **HOLD HARMLESS**

The Other Party agrees to hold the Organization and the members of its governing Commission and its other officers and employees harmless against all claims for bodily injury, sickness, disease, death, personal injury, or damage to property or loss of use resulting therefrom, arising out of or related to the Contract, to the extent such claims are caused by the negligence, recklessness, or intentional wrongful misconduct of the Other Party and persons or entities employed or utilized by the Other Party in the performance of the Contract.

### **PAYMENT ON BEHALF OF ORGANIZATION**

The Other Party agrees to pay on behalf of the Organization all claims described in the above "Hold Harmless" paragraph, and to pay the reasonable costs and fees of the attorneys selected by the Organization, at trial and on appeal, to defend the Organization and its officers and employees against such claims. Provided, however, that the total liability of the Other Party to the Organization under the above "Hold Harmless" paragraph and this "Payment on Behalf of Organization" paragraph shall not exceed the sum of One Million Dollars (\$1,000,000) per claim or occurrence.

Such payment on behalf of the Organization shall be in addition to any and all other legal remedies available to the Organization and shall not be considered to the exclusive remedy of the Organization.

## **LOSS CONTROLS/SAFETY**

Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees, and property. The Other Party shall comply with all laws, regulations, or ordinances relating to safety and health, and shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

The Organization may order work to be stopped if conditions exist that present immediate danger to persons or property. The Other party acknowledges that such stoppage will not shift responsibility for any loss or damages from the Other Party to the Organization.

## **SEVERABILITY**

The provisions of these Risk Management Provisions are severable. In the event a court of competent jurisdiction should declare any provision of these Risk Management Provisions to be void or contrary to public policy such provision shall be stricken from these Risk Management Provisions, and the remaining provisions shall be enforced as though the provision determined to be void or contrary to public policy had not been included herein.

## **INSURANCE - BASIC COVERAGES REQUIRED**

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the Organization, on policies and with insurers acceptable to the Organization. These insurers shall have A.M. Best (or equivalent) rating of no less than A: VII unless otherwise agreed to by the Organization.

These insurance requirements shall not limit the liability of the Other Party. The Organization does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation, the Other Party waives its right of recovery against the Organization, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the Organization and may be disapproved by the Organization. They shall be reduced or eliminated at the option of the Organization. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the Organization, if any, shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of Organization, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

### **Additional Insured**

Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the Organization as an additional insured for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the Other Party's acts or omissions; or the acts or omissions of those acting on the Other Party's behalf; in the performance of the Other Party's ongoing operations for the Organization. The preferred Commercial General Liability coverage endorsement is ISO Form CG 20 10.

### **Workers Compensation Coverage**

The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The Other Party shall also purchase any other coverages required by law for the benefit of employees.

### **General, Automobile and Excess or Umbrella Liability Coverage**

The Other Party shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies of the Insurance Services Office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers Compensation Coverage section) and the total amount of coverage required.

### **Commercial General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The Other Party is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the Organization's acceptance of renovation or construction projects.

**Business Auto Liability Coverage**

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

**Excess or Umbrella Liability Coverage**

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it should be at least "following form" and shall not be more restrictive than the underlying insurance policy coverages.

**Evidence/Certificates of Insurance**

Required insurance shall be documented in Certificates of Insurance, including indication that the policy(s) is endorsed to provide the Organization at least 30 days in advance notice of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the Organization at least 15 days prior to coverage renewals.

If requested by the Organization, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the Organization, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the Organization, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

## EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, creed/religion, sex, national origin, disability/handicap, age, marital status, veteran status, or any other legally protected status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed/religion, sex, national origin, disability/handicap, age, marital status, veteran status, or any other legally protected status. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed/religion, sex, national origin, disability/handicap, age, marital status, veteran status, or any other legally protected status.
- (3) The contractor will send to each labor union or representative of workers which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts with the CITY OF APALACHICOLA. Provided, however, that no such action shall be taken without prior notice to the contractor and an opportunity for a hearing before the governing Commission of the CITY OF APALACHICOLA or its designee.
- (5) The contractor will include the provisions of paragraphs (1) through (4) in every subcontract or purchase order for an amount exceeding ten thousand dollars (\$10,000) in any twelve 12) month period, so that such provisions will be binding upon each subcontractor or vendor.

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Signature

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Date

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Name & Title of Signer

## CERTIFICATION OF NONSEGREGATED FACILITIES

By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, creed/religion, national origin, age, marital status, or veteran status because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts or purchase orders exceeding \$10,000; that he will retain such certifications in his files and make them available to the CITY OF APALACHICOLA upon request.

Provided, however, that such certifications shall not be required in the case of purchase orders or contracts which, in case of a Federal Government contract or subcontract, would be exempt from compliance with the Equal Opportunity Clause by 41 CFR S60-1.5. This section provides for the exemption of transactions not exceeding \$10,000, contracts and subcontracts for indefinite quantities established not to exceed \$10,000 in any contract year, contracts with certain educational institutions, work on or near Indian reservations, facilities (including, but not limited to, agencies, instrumentalities or subdivision of state or local government) which are separate and distinct from activities of the prime contractor or subcontractor related to the performance of the contract or subcontract, and emergencies involving national security.

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Signature

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Date

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Name & Title of Signer

## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies

That \_\_\_\_\_ does:  
Business Name

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
RFP Number

**CITY OF APALACHICOLA  
FIRE HYDRANTS AND EXTENSIONS  
BID NUMBER: 2025-04  
PROPOSAL FORM**

TO: CITY OF APALACHICOLA

DATE: \_\_\_\_\_

IN ACCORDANCE WITH YOUR REQUEST FOR BIDS, INSTRUCTIONS AND SPECIFICATIONS, ATTACHED HERETO, AND SUBJECT TO ALL CONDITIONS THEREOF, I (WE), THE UNDERSIGNED, HEREBY PROPOSE AND AGREE IF THIS PROPOSAL IS ACCEPTED, TO CONTRACT WITH THE CITY OF APALACHICOLA TO FURNISH ANY ITEMS OR SERVICE REQUESTED HEREIN AND DELIVER SAME WITHOUT ADDITIONAL COST TO THE CITY OF APALACHICOLA AT THE SPECIFIED LOCATION FOR THE BID(S) LISTED BELOW.

THE UNDERSIGNED FURTHER DECLARES THAT HE HAS CAREFULLY EXAMINED THE SPECIFICATIONS AND IS THOROUGHLY FAMILIAR WITH THEM AND THEIR PROVISION. HE FURTHER DECLARES THAT NO OTHER PERSON OTHER THAN THE BIDDER HEREIN NAMED HAS ANY INTEREST IN THIS PROPOSAL OR IN THE CONNECTION WITH ANY OTHER PERSON(S) MAKING PROPOSAL FOR THE SAME ARTICLES, AND IT IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION AND FRAUD.

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CONTRACT DURATION: TO BE DETERMINED

FAILURE TO PROVIDE ALL OF THE FOLLOWING INFORMATION MAY RESULT IN AUTOMATIC REJECTION OF BID.

EXCEPTIONS: YES \_\_\_\_\_ NO \_\_\_\_\_

(EXCEPTIONS INCLUDE THE WHOLE BID DOCUMENT, OUR SPECIFICATIONS, INSTRUCTIONS TO BIDDERS AND GENERAL PROVISIONS).

QUANTITIES CITED ARE SUBJECT TO MODIFICATION

INITIAL CONTRACT WILL BE FOR MINIMUM QUANTITY OF 45 INSTALLATIONS  
AND NOT TO EXCEED 78 UNITS

ITEM A1 – REMOVE/INSTALL FIRE HYDRANTS, 36" BURY - QUANTITY – (45-78)

PRICE EACH - \$ \_\_\_\_\_/EA      TOTAL PRICE - \$ \_\_\_\_\_

TOTAL PRICE TO BE DEPENDENT ON UNIT PRICES FOR REMOVAL AND INSTALLATION  
OF A MINIMUM OF 45 FIRE HYDRANTS AND NOT TO EXCEED 78 UNITS

ITEM A2 – REMOVE/INSTALL FIRE HYDRANTS, 36" BURY - QUANTITY – (45-78)

PRICE EACH - \$ \_\_\_\_\_/EA      TOTAL PRICE - \$ \_\_\_\_\_

TOTAL PRICE TO BE DEPENDENT ON UNIT PRICES FOR REMOVAL AND INSTALLATION  
OF 10 FIRE HYDRANTS

OPTION 1: THE CITY HAS BEEN UNABLE TO DETERMINE IF THE 36" BURY FIRE  
HYDRANT WILL REACH TO THE DEPTH OF ALL INSTALLATIONS. FIRE HYDRANT  
EXTENSIONS WILL BE PROVIDED BY THE CITY. THIS PRICE WILL BE ADDED TO  
THE PRICE FOR EACH FIRE HYDRANT INSTALLATION FOR WHICH AN EXTENSION  
IS REQUIRED.

12"    (1 EA)      \$ \_\_\_\_\_/EA

18"    (1 EA)      \$ \_\_\_\_\_/EA

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_

PAYMENT TERMS:

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
(NET 45 - 78 UNLESS  
DISCOUNT OFFERED)

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WARRANTY:

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_

\_\_\_\_\_

FAX NUMBER: ( ) \_\_\_\_\_

FEID NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ITEMS ENCLOSED:

\_\_\_\_\_ SUBMITTAL DATA

**IT IS ESSENTIAL THAT THE SUBMISSION INCLUDE SIGNED AFFIDAVITS ON  
THE BELOW LISTED FORMS.**

**EXECUTED ATTACHED FORMS:**

\_\_\_\_\_ PROPOSAL FORM

\_\_\_\_\_ DRUG-FREE WORKPLACE FORM

\_\_\_\_\_ EQUAL OPPORTUNITY FORM

\_\_\_\_\_ CERTIFICATION OF NON-SEGREGATED FACILITIES FORM

**BID TABULATION**  
**CITY OF APALACHICOLA**  
**RFP-2025-04**  
**Removal and Installation of Fire**  
**Hydrants**

**BID OPENING DATE: JULY 25, 2025**

Contractor	Total Bid	Bid Form Complete w/ Attachments (Yes/No)	Unit Cost: 10 Remove/Install	Unit Cost: 45 Remove/Install	Unit Cost: 78 Remove/Install	Option 1: Extension 12' Cost	Option 1: Extension 18" Cost
Monolith	221,375.25	Y		2951.67 <del>2500</del>	2951.67	542.70	723.60
* CBC Construction	113,884.20	Y		2530.70	2530.70	693.36	693.36
Dugger Excavating	45 134,100 78 232.440	Y	2980.00 29,800	2980.00	2980.00	500.00	500.00
Rtm Service Solutions		Y	6,500	6,500	6,500	495.00	595.00
C+S Underground Water		Y	4,814.50	4,814.50	4,814.50	270.00	270.00

Certified By:

Signature/Title:

Date:

Lee Mather  
Finance Director  
7-25-25

CITY OF APALACHICOLA BUDGET EXPENSE REPORT					
FOR PERIOD ENDED JUNE 30, 2025					
GENERAL FUND REVENUES					
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
AD VALOREM TAXES - 8.3457	\$2,191,899.00		\$2,205,823.22	101.00%	-\$13,924.22
1/2 CENT SALES TAX	\$273,805.00		\$155,045.91	57.00%	\$118,759.09
MOBILE HOME LICENSE TAX	\$250.00		\$135.25	54.00%	\$114.75
ALCOHOLIC BEVERAGE LICENSE TAX	\$3,500.00		\$7,374.40	211.00%	-\$3,874.40
UTILITY FRANCHISE	\$250,000.00		\$168,970.65	68.00%	\$81,029.35
LOCAL COMMUNICATIONS TAX	\$74,000.00		\$54,839.26	74.00%	\$19,160.74
UTILITY TAX	\$313,000.00		\$224,600.48	72.00%	\$88,399.52
STATE REVENUE SHARING	\$116,000.00		\$78,288.55	67.00%	\$37,711.45
BUSINESS LICENSE TAX	\$45,000.00		\$17,092.11	38.00%	\$27,907.89
BUILDING, SIGN, FENCE, FILL PERMITS	\$80,000.00		\$48,819.86	61.00%	\$31,180.14
GOLF CART PERMIT	\$20,000.00		\$20,525.00	103.00%	-\$525.00
TREE APPLICATION FEES	\$2,250.00		\$1,800.00	80.00%	\$450.00
TREE REFORESTATION FEES	\$5,000.00		\$2,830.00	57.00%	\$2,170.00
SIDEWALK, MURAL PERMITS	\$3,500.00		\$2,100.00	60.00%	\$1,400.00
COUNTY FIRE PROTECTION - MSBU	\$36,000.00		\$21,368.04	59.00%	\$14,631.96
FINES & FORFEITURES	\$6,500.00		\$5,465.87	84.00%	\$1,034.13
CEMETERY LOTS	\$4,800.00		\$1,200.00	25.00%	\$3,600.00
MISCELLANEOUS REVENUE	\$25,000.00		\$24,104.50	96.00%	\$895.50
PROPERTY RENTAL	\$64,000.00		\$55,454.60	87.00%	\$8,545.40
TRAFFIC LIGHT REIMBURSEMENT	\$5,400.00		\$5,779.00	107.00%	-\$379.00
FARMER MARKET REVENUE	\$1,800.00		\$0.00	0.00%	\$1,800.00
SANITATION COLLECTIONS	\$730,000.00		\$621,713.30	85.00%	\$108,286.70
FIRING RANGE USER FEES	\$8,000.00		\$6,418.00	80.00%	\$1,582.00
COMMUNITY GARDEN REVENUE	\$300.00		\$0.00	0.00%	\$300.00
LIBRARY REVENUES	\$7,500.00		\$9,059.76	121.00%	-\$1,559.76
LOCAL OPTION GAS TAX	\$74,080.00		\$45,897.75	62.00%	\$28,182.25
CREDIT CARD FEES	\$1,500.00		\$1,305.56	87.00%	\$194.44
PLANNING DEPT. REVENUE	\$13,000.00		\$6,370.00	49.00%	\$6,630.00
STORMWATER UTILITY COLLECTIONS	\$19,000.00		\$15,011.15	79.00%	\$3,988.85
ADMIN - BATTERY PARK	\$22,000.00		\$0.00	0.00%	\$22,000.00
ADMIN - WATER	\$17,500.00		\$0.00	0.00%	\$17,500.00
ADMIN - SEWER	\$17,500.00		\$0.00	0.00%	\$17,500.00
TRANSFER FROM FIRING RANGE	\$22,300.00		\$0.00	0.00%	\$22,300.00
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$4,454,384.00</b>	<b>\$0.00</b>	<b>\$3,807,392.22</b>	<b>85.00%</b>	<b>\$646,991.78</b>



City Manager, Planner, Admin, Grants,	CITY OF APALACHICOLA BUDGET EXPENSE REPORT				
Code Enforcement, Finance	FOR PERIOD ENDED JUNE 30, 2025				
	GENERAL FUND - ADMIN DEPARTMENT EXPENDITURES				
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	\$373,906.00		\$297,228.15	79.00%	\$76,677.85
SOCIAL SECURITY	\$28,604.00		\$22,185.22	78.00%	\$6,418.78
RETIREMENT	\$63,729.00		\$45,939.60	72.00%	\$17,789.40
GROUP INSURANCE	\$59,800.00		\$39,821.65	67.00%	\$19,978.35
COMMUNICATIONS	\$13,000.00		\$10,203.70	78.00%	\$2,796.30
TRAVEL & TRAINING	\$0.00		\$625.97		-\$625.97
FUEL	\$3,000.00		\$1,015.58	34.00%	\$1,984.42
SUPPLIES/SOFTWARE/REGULATORY SIGNS	\$23,000.00		\$30,718.94	134.00%	-\$7,718.94
PAYROLL/HR SERVICES	\$3,000.00		\$4,103.81	137.00%	-\$1,103.81
EQUIPMENT	\$4,000.00		\$11,870.97	297.00%	-\$7,870.97
ENGINEERING CONSULT - PLANNING DEPT.	\$5,000.00		\$0.00	0.00%	\$5,000.00
DUES & FEES	\$4,000.00		\$530.00	13.00%	\$3,470.00
COPIER/POSTAGE MACHINE RENTAL	\$6,000.00		\$4,434.65	74.00%	\$1,565.35
WC/PROPERTY/LIABILIT INSURANCE	\$4,790.00		\$6,703.20	140.00%	-\$1,913.20
ADVERTISING	\$10,000.00		\$4,934.54	49.00%	\$5,065.46
IT SERVICES	\$2,000.00		\$10,500.00	525.00%	-\$8,500.00
CREDIT CARD FEES	\$3,000.00		\$1,723.69	57.00%	\$1,276.31
JANITORIAL SERVICES	\$5,000.00		\$4,396.26	88.00%	\$603.74
<b>TOTAL ADMIN DEPT. EXPENSES</b>	<b>\$611,829.00</b>	<b>\$0.00</b>	<b>\$496,935.93</b>	<b>81.00%</b>	<b>\$114,893.07</b>

	CITY OF APALACHICOLA BUDGET EXPENSE REPORT				
	FOR PERIOD ENDED JUNE 30, 2025				
	GENERAL FUND - BUILDING DEPT EXPENDITURES				
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	\$26,000.00		\$20,065.00	77.00%	\$5,935.00
SOCIAL SECURITY	\$1,990.00		\$1,534.98	77.00%	\$455.02
RETIREMENT	\$3,545.00		\$2,522.34	71.00%	\$1,022.66
GROUP INSURANCE	\$0.00		\$0.00	0.00%	\$0.00
BUILDING INSPECTOR SERVICES	\$42,000.00		\$31,500.00	75.00%	\$10,500.00
SOFTWARE	\$4,500.00		\$5,479.32	122.00%	-\$979.32
FLOOD PLAIN MANAGEMENT SERVICES	\$6,000.00		\$7,000.00	117.00%	-\$1,000.00
SUPPLIES	\$1,000.00		\$1,138.62	114.00%	-\$138.62
FUEL	\$500.00		\$59.34	12.00%	\$440.66
WC/PROPERTY/LIABILITY INSURANCE	\$4,250.00		\$4,250.00	100.00%	\$0.00
COMMUNICATIONS	\$500.00		\$378.54	76.00%	\$121.46
EQUIPMENT	\$1,000.00		\$0.00	0.00%	\$1,000.00
IT SERVICES	\$2,000.00		\$0.00	0.00%	\$2,000.00
VEHICLE REPAIRS & MAINTENANCE	\$500.00		\$0.00	0.00%	\$500.00
DBPR SURCHARGES	\$5,000.00		\$619.22	12.00%	\$4,380.78
TOTAL BUILDING DEPT EXPENSES	\$98,785.00	\$0.00	\$74,547.36	75.00%	\$24,237.64

	CITY OF APALACHICOLA BUDGET EXPENSE REPORT				
	FOR PERIOD ENDED JUNE 30, 2025				
	GENERAL FUND - POLICE DEPT EXPENDITURES				
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	\$491,663.00		\$377,100.10	77.00%	\$114,562.90
OVERTIME SALARIES	\$45,000.00		\$49,452.82	110.00%	-\$4,452.82
SOCIAL SECURITY	\$41,220.00		\$31,792.57	77.00%	\$9,427.43
RETIREMENT	\$167,925.00		\$122,306.06	73.00%	\$45,618.94
GROUP INSURANCE	\$82,193.00		\$61,414.55	75.00%	\$20,778.45
WC/PROPERTY/LIABILITY INSURANCE	\$16,490.00		\$17,446.60	106.00%	-\$956.60
COMMUNICATIONS	\$17,000.00		\$12,633.08	74.00%	\$4,366.92
REPAIRS & MAINTENANCE	\$7,500.00		\$6,613.83	88.00%	\$886.17
TIRES	\$4,000.00		\$696.20	17.00%	\$3,303.80
UNIFORMS	\$2,500.00		\$1,715.88	69.00%	\$784.12
UTILITIES	\$4,000.00		\$2,240.03	56.00%	\$1,759.97
SUPPLIES	\$8,000.00		\$11,286.13	141.00%	-\$3,286.13
FUEL	\$20,000.00		\$16,439.59	82.00%	\$3,560.41
TRAINING	\$1,000.00		\$200.00	20.00%	\$800.00
COPIER/POSTAGE MACHINE RENTAL	\$2,000.00		\$1,232.70	62.00%	\$767.30
IT SERVICES	\$2,000.00		\$0.00	0.00%	\$2,000.00
USDA PAYMENT - POLICE STATION	\$5,000.00		\$0.00	0.00%	\$5,000.00
VEHICLE PAYMENT	\$16,893.00		\$8,592.96	51.00%	\$8,300.04
DUES & FEES	\$1,000.00		\$42.16	4.00%	\$957.84
JANITORIAL SERVICES	\$1,700.00		\$730.94	43.00%	\$969.06
CAPITAL OUTLAY:					
LIGHTS FOR VEHICLE	\$5,400.00		\$4,505.27	83.00%	\$894.73
EQUIPMENT	\$15,000.00		\$16,003.12	107.00%	-\$1,003.12
TOTAL POLICE DEPT EXPENSES	\$957,484.00	\$0.00	\$742,444.59	78.00%	\$215,039.41



	CITY OF APALACHICOLA BUDGET EXPENSE REPORT						
	FOR PERIOD ENDED JUNE 30, 2025						
	GENERAL FUND - PUBLIC WORKS DEPT EXPENDITURES						
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE		
SALARIES	\$367,412.00		\$253,429.31	69.00%	\$113,982.69		
OVERTIME	\$5,000.00		\$3,255.71	65.00%	\$1,744.29		
SOCIAL SECURITY	\$28,490.00		\$19,351.71	68.00%	\$9,138.29		
RETIREMENT	\$59,320.00		\$35,504.19	60.00%	\$23,815.81		
GROUP INSURANCE	\$108,870.00		\$74,477.22	68.00%	\$34,392.78		
WC/PROPERTY/LIABILITY INSURANCE	\$33,292.00		\$34,248.60	103.00%	-\$956.60		
COMMUNICATIONS	\$5,000.00		\$3,395.41	68.00%	\$1,604.59		
REPAIRS & MAINTENANCE	\$20,000.00		\$10,608.88	53.00%	\$9,391.12		
TIRES	\$6,000.00		\$355.00	6.00%	\$5,645.00		
UTILITIES	\$68,000.00		\$50,373.57	74.00%	\$17,626.43		
SUPPLIES	\$10,000.00		\$11,720.73	117.00%	-\$1,720.73		
UNIFORMS	\$4,000.00		\$1,969.94	49.00%	\$2,030.06		
STREET SIGNS	\$7,000.00		\$0.00	0.00%	\$7,000.00		
FUEL	\$20,000.00		\$16,648.72	83.00%	\$3,351.28		
CEMETERY MAINTENANCE CONTRACT	\$34,200.00		\$5,700.00	17.00%	\$28,500.00		
TREE MAINTENANCE	\$25,000.00		\$3,650.00	15.00%	\$21,350.00		
IT SERVICES	\$2,000.00		\$0.00	0.00%	\$2,000.00		
SANITATION SERVICES	\$693,600.00		\$451,143.52	65.00%	\$242,456.48		
LANDFILL CHARGES	\$4,000.00		\$1,535.30	38.00%	\$2,464.70		
TRACTOR PAYMENT	\$13,500.00		\$8,754.28	65.00%	\$4,745.72		
LOGT EXPENSES							
2 RIDING MOWERS	\$24,000.00		\$21,150.97	88.00%	\$2,849.03		
8 WEEDEATERS	\$4,000.00		\$0.00	0.00%	\$4,000.00		
4 CHAINSAWS	\$2,500.00		\$0.00	0.00%	\$2,500.00		
EQUIPMENT SUPPLIES & MAINTENANCE	\$13,000.00		\$2,302.98	18.00%	\$10,697.02		
SIDEWALK/STREET REPAIRS & MAINTENANCE	\$10,000.00		\$791.93	8.00%	\$9,208.07		
TOTAL PUBLIC WORKS DEPT EXPENSES	\$1,568,184.00	\$0.00	\$1,010,367.97	64.00%	\$557,816.03		





CITY OF APALACHICOLA BUDGET EXPENSE REPORT					
FOR PERIOD ENDED JUNE 30, 2025					
GENERAL FUND - FACILITIES DEPT EXPENDITURES					
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
UTILITIES					
HISTORY, CULTURE, ARTS MUSEUM	\$4,000.00		\$3,917.95	98.00%	\$82.05
OLD CITY HALL	\$400.00		\$290.70	73.00%	\$109.30
PUBLIC RESTROOMS	\$4,500.00		\$913.71	20.00%	\$3,586.29
COMMUNITY CENTER	\$4,500.00		\$2,911.41	65.00%	\$1,588.59
JOHNSON COMPLEX	\$38,000.00		\$25,182.89	66.00%	\$12,817.11
6TH STREET RECREATION CENTER	\$2,000.00		\$1,271.31	64.00%	\$728.69
FIELD HOUSE/GYM	\$6,000.00		\$8,146.11	136.00%	-\$2,146.11
HOLY FAMILY	\$14,000.00		\$11,630.10	83.00%	\$2,369.90
PROPERTY/LIABILITY INSURANCE					
HISTORY, CULTURE, ARTS MUSEUM	\$9,654.00		\$9,654.00	100.00%	\$0.00
OLD CITY HALL	\$8,802.00		\$8,802.00	100.00%	\$0.00
PUBLIC RESTROOMS	\$4,820.00		\$4,820.00	100.00%	\$0.00
COMMUNITY CENTER	\$9,854.00		\$9,854.00	100.00%	\$0.00
JOHNSON COMPLEX	\$40,709.00		\$40,709.00	100.00%	\$0.00
6TH STREET RECREATION CENTER	\$3,221.00		\$3,221.00	100.00%	\$0.00
GYM - MATCHBOX	\$10,470.00		\$10,470.00	100.00%	\$0.00
FIELD HOUSE	\$5,827.00		\$5,827.00	100.00%	\$0.00
HOLY FAMILY	\$12,864.00		\$12,864.00	100.00%	\$0.00
RANEY HOUSE	\$8,381.00		\$7,104.00	85.00%	\$1,277.00
FACILITY EXPENSES					
HISTORY, CULTURE, ARTS MUSEUM	\$3,000.00		\$758.98	25.00%	\$2,241.02
OLD CITY HALL	\$0.00		\$870.44		-\$870.44
PUBLIC RESTROOMS	\$25,000.00		\$15,418.22	62.00%	\$9,581.78
COMMUNITY CENTER	\$3,200.00		\$9,398.70	294.00%	-\$6,198.70
JOHNSON COMPLEX	\$50,000.00		\$34,561.28	69.00%	\$15,438.72
6TH STREET RECREATION CENTER	\$2,500.00		\$1,815.84	73.00%	\$684.16
FIELD HOUSE	\$500.00		\$155.00	31.00%	\$345.00
RANEY HOUSE	\$1,000.00		\$3,235.12	324.00%	-\$2,235.12
HOLY FAMILY	\$6,500.00		\$18,906.84	291.00%	-\$12,406.84
POPHAM BLDG - SUBMERGED LAND LEASE	\$1,500.00		\$0.00	0.00%	\$1,500.00
TOTAL FACILITIES DEPT EXPENDITURES	\$281,202.00	\$0.00	\$252,709.60	90.00%	\$28,492.40



CITY OF APALACHICOLA BUDGET EXPENSE REPORT					
FOR PERIOD ENDED JUNE 30, 2025					
ENTERPRISE FUND REVENUES					
TITLE	ADOPTED BUDGET	CURRENT	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
WATER DEPARTMENT REVENUE					
WATER UTILITY REVENUE	\$1,085,000.00		\$788,866.15	73.00%	\$296,133.85
WATER TAPS	\$18,000.00		\$24,230.68	135.00%	-\$6,230.68
BANK INTEREST/MISC REVENUE	\$10,000.00		\$953.36	10.00%	\$9,046.64
CREDIT CARD FEES	\$3,000.00		\$2,386.40	80.00%	\$613.60
RESTRICTED: CUSTOMER DEPOSITS	\$24,000.00		\$23,975.00	100.00%	\$25.00
<b>TOTAL WATER REVENUE</b>	<b>\$1,140,000.00</b>	<b>\$0.00</b>	<b>\$840,411.59</b>	<b>74.00%</b>	<b>\$299,588.41</b>
SEWER DEPARTMENT REVENUE					
SEWER UTILITY REVENUE	\$1,088,000.00		\$791,893.25	73.00%	\$296,106.75
SEWER TAPS	\$24,000.00		\$14,808.00	62.00%	\$9,192.00
SEWER USAGE FEE	\$720,000.00		\$496,537.13	69.00%	\$223,462.87
BANK INTEREST/MISC REVENUE	\$3,000.00		\$953.35	32.00%	\$2,046.65
CREDIT CARD FEES	\$3,000.00		\$2,386.40	80.00%	\$613.60
<b>TOTAL SEWER REVENUE</b>	<b>\$1,838,000.00</b>	<b>\$0.00</b>	<b>\$1,306,578.13</b>	<b>71.00%</b>	<b>\$531,421.87</b>
SCPIO CREEK MARINA REVENUE					
MOORING REVENUE	\$45,000.00		\$27,046.74	60.00%	\$17,953.26
RIVERFRONT PARK DOCKING	\$7,000.00		\$4,056.00	58.00%	\$2,944.00
REPAIR YARD	\$10,000.00		\$8,220.25	82.00%	\$1,779.75
BANK INTEREST/MISC REVENUE	\$250.00		\$179.83	72.00%	\$70.17
<b>TOTAL SCPIO CREEK REVENUE</b>	<b>\$62,250.00</b>	<b>\$0.00</b>	<b>\$39,502.82</b>	<b>63.00%</b>	<b>\$22,747.18</b>
BATTERY PARK MARINA REVENUE					
MOORING REVENUE	\$65,000.00		\$52,731.14	81.00%	\$12,268.86
LAUNCH FEES	\$52,000.00		\$28,930.20	56.00%	\$23,069.80
BANK INTEREST/MISC REVENUE	\$1,500.00		\$922.26	61.00%	\$577.74
<b>TOTAL BATTERY PARK REVENUE</b>	<b>\$118,500.00</b>	<b>\$0.00</b>	<b>\$82,583.60</b>	<b>70.00%</b>	<b>\$35,916.40</b>











**CITY OF APALACHICOLA**  
**City Clerk's Department Monthly Report**  
**July 2025**

**Utility Billing**

- Processed and mailed utility bills before month-end deadline
- Applied late payment penalties to applicable accounts
- Completed monthly utility Billing Clerk duties, including account audits and adjustments
- Processed ACH payments and adjustment requests
- Completed general monthly billing
- Working with Fl Rual Water on ongoing Rate Study and providing various reports for their review

**Staff Training & Oversight**

- Ongoing process of training former receptionist Alayna Smith for the Billing Clerk position
- Ongoing training of new hire Shelly Toluba in front office tasks as Front Desk Clerk
- Assisted City staff with project reporting and interdepartmental support

**Customer Service & Public Inquiries**

- Assisted walk-in and phone customers with:
- Cemetery plot inquiries and arrangements
- Utility bill questions and payments
- Garbage/yard trash complaints
- Public records requests
- Golf cart decals and Battery Park ramp stickers
- Business license processing
- Other miscellaneous services
- Fulfilled 2 formal Public Records Requests; 5 requests remain open

**Administrative & Commission Support**

- Compiled Commission meeting agenda packets and distributed to the Commission and City Attorney
- Notified 2K Web Group to post meeting packets, dates, and times to the City website
- Responded to official correspondence and conducted research for information requests
- Completed tasks assigned by the City Manager and Mayor

**Office & Management**

- Performed administrative tasks related to the daily operations of the Clerk's Office and oversight of the Utility Billing Division

# Building Dept. Monthly Report      July 2025

	A	B	C	D	E	F	G	H
1								
2								
3								
4	Payment Date	Assessed To	Fee Type	Amount Paid	DBPR	DCA	Parcel #	Valuation
5	07/21/2025	25AP-RR0025	Roof/Re-roof Residential	\$100.00			01-09S-08W-8330- 0167-0040	\$20,000.00
6	07/21/2025	25AP-RR0025	DBPR		\$2.00		01-09S-08W-8330- 0167-0040	\$20,000.00
7	07/21/2025	25AP-RR0025	DCA			\$2.00	01-09S-08W-8330- 0167-0040	\$20,000.00
8	07/17/2025	25AP-WR0007	Other - Residential	\$100.00				
9	07/17/2025	25AP-WR0007	DBPR		\$2.00			
10	07/17/2025	25AP-WR0007	DCA			\$2.00		
11	07/17/2025	25AP-RB0020	Building Permit Fee - Residential	\$1,899.52			01-09S-08W-8330- 0121-0010	\$277,000.00
12	07/17/2025	25AP-RB0020	DBPR (manual)		\$21.07		01-09S-08W-8330- 0121-0010	\$277,000.00
13	07/17/2025	25AP-RB0020	DCA (manual)			\$31.61	01-09S-08W-8330- 0121-0010	\$277,000.00
14	07/17/2025	25AP-RB0020	Plan Review Residential	\$207.75			01-09S-08W-8330- 0121-0010	\$277,000.00
15	07/17/2025	25AP-RB0021	Building Permit Fee - Residential	\$1,899.52			01-09S-08W-8330- 0075-0081	\$277,000.00
16	07/17/2025	25AP-RB0021	DBPR (manual)		\$21.07		01-09S-08W-8330- 0075-0081	\$277,000.00
17	07/17/2025	25AP-RB0021	DCA (manual)			\$31.61	01-09S-08W-8330- 0075-0081	\$277,000.00
18	07/17/2025	25AP-RB0021	Plan Review Residential	\$207.75			01-09S-08W-8330- 0075-0081	\$277,000.00
19	07/16/2025	25AP-AF0009	HVAC - Residential	\$100.00			01-09S-08W-8330- 0069-0030	\$15,000.00
20	07/16/2025	25AP-AF0009	DBPR		\$2.00		01-09S-08W-8330- 0069-0030	\$15,000.00
21	07/16/2025	25AP-AF0009	DCA			\$2.00	01-09S-08W-8330- 0069-0030	\$15,000.00
22	07/16/2025	25AP-RB0018	Building Permit Fee - Residential	\$1,363.00			01-09S-08W-8330- 0270-0080	\$175,000.00
23	07/16/2025	25AP-RB0018	DBPR (manual)		\$17.44		01-09S-08W-8330- 0270-0080	\$175,000.00
24	07/16/2025	25AP-RB0018	DCA (manual)			\$21.63	01-09S-08W-8330- 0270-0080	\$175,000.00
25	07/16/2025	25AP-RB0018	Flood Plain Administrator Review	\$250.00			01-09S-08W-8330- 0270-0080	\$175,000.00
26	07/16/2025	25AP-RB0018	Plan Review Residential	\$131.25			01-09S-08W-8330- 0270-0080	\$175,000.00

	A	B	C	D	E	F	G	H
	07/16/2025	25AP-AC0030	HVAC - Residential	\$100.00			01-09S-08W-8330-0090-0020	\$11,500.00
27								
	07/16/2025	25AP-AC0030	DBPR		\$2.00		01-09S-08W-8330-0090-0020	\$11,500.00
28								
	07/16/2025	25AP-AC0030	DCA			\$2.00	01-09S-08W-8330-0090-0020	\$11,500.00
29								
	07/15/2025	25AP-RB0019	Residential Accessory Structure	\$117.00				\$4,900.00
30								
	07/15/2025	25AP-RB0019	DBPR		\$2.00			\$4,900.00
31								
	07/15/2025	25AP-RB0019	DCA			\$2.00		\$4,900.00
32								
	07/15/2025	25AP-M0002	HVAC - Residential	\$100.00			01-09S-08W-8330-0162-0090	
33								
	07/15/2025	25AP-M0002	DBPR		\$2.00		01-09S-08W-8330-0162-0090	
34								
	07/15/2025	25AP-M0002	DCA			\$2.00	01-09S-08W-8330-0162-0090	
35								
	07/15/2025	25AP-E0023	Electrical - Residential	\$100.00			01-09S-08W-8330-0162-0090	
36								
	07/15/2025	25AP-E0023	DBPR		\$2.00		01-09S-08W-8330-0162-0090	
37								
	07/15/2025	25AP-E0023	DCA			\$2.00	01-09S-08W-8330-0162-0090	
38								
	07/15/2025	25AP-M0003	Other - Residential	\$100.00			01-09S-08W-8330-0157-0011	
39								
	07/15/2025	25AP-M0003	DBPR		\$2.00		01-09S-08W-8330-0157-0011	
40								
	07/15/2025	25AP-M0003	DCA			\$2.00	01-09S-08W-8330-0157-0011	
41								
	07/15/2025	25AP-E0024	Electrical - Residential	\$100.00			01-09S-08W-8330-0157-0011	
42								
	07/15/2025	25AP-E0024	DBPR		\$2.00		01-09S-08W-8330-0157-0011	
43								
	07/15/2025	25AP-E0024	DCA			\$2.00	01-09S-08W-8330-0157-0011	
44								
	07/15/2025	25AP-M0004	Other - Residential	\$100.00			01-09S-08W-8330-0167-0040	
45								
	07/15/2025	25AP-M0004	DBPR		\$2.00		01-09S-08W-8330-0167-0040	
46								
	07/15/2025	25AP-M0004	DCA			\$2.00	01-09S-08W-8330-0167-0040	
47								
	07/15/2025	25AP-E0025	Electrical - Residential	\$100.00			01-09S-08W-8330-0167-0040	
48								
	07/15/2025	25AP-E0025	DBPR		\$2.00		01-09S-08W-8330-0167-0040	
49								
	07/15/2025	25AP-E0025	DCA			\$2.00	01-09S-08W-8330-0167-0040	
50								
	07/14/2025	25AP-E0022	Electrical - Residential	\$100.00			01-09S-08W-8330-0069-0030	\$18,000.00
51								
	07/14/2025	25AP-E0022	DBPR		\$2.00		01-09S-08W-8330-0069-0030	\$18,000.00
52								
	07/14/2025	25AP-E0022	DCA			\$2.00	01-09S-08W-8330-0069-0030	\$18,000.00
53								
	07/11/2025	25AP-F0006	DBPR		\$2.00			\$10,000.00
54								

	A	B	C	D	E	F	G	H
55	07/11/2025	25AP-F0006	DCA			\$2.00		\$10,000.00
56	07/11/2025	25AP-F0006	COA - Residential Other	\$25.00				\$10,000.00
57	07/10/2025	25AP-P0015	Plumbing - Residential	\$100.00			01-09S-08W-8330-0035-0090	\$5,000.00
58	07/10/2025	25AP-P0015	DBPR		\$2.00		01-09S-08W-8330-0035-0090	\$5,000.00
59	07/10/2025	25AP-P0015	DCA			\$2.00	01-09S-08W-8330-0035-0090	\$5,000.00
60	07/09/2025	25AP-RR0024	Roof/Re-roof Residential	\$100.00			01-09S08W-8330-0154-0030	\$7,500.00
61	07/09/2025	25AP-RR0024	DBPR		\$2.00		01-09S08W-8330-0154-0030	\$7,500.00
62	07/09/2025	25AP-RR0024	DCA			\$2.00	01-09S08W-8330-0154-0030	\$7,500.00
63	07/09/2025	25AP-RW0001	Floodplain Management Fee	\$100.00			01-09S-08W-8330-0193-0010	\$50,000.00
64	07/09/2025	25AP-RW0001	Other - Residential	\$100.00			01-09S-08W-8330-0193-0010	\$50,000.00
65	07/09/2025	25AP-RW0001	Flood Plain Administrator Review	\$250.00			01-09S-08W-8330-0193-0010	\$50,000.00
66	07/09/2025	25AP-RW0001	DBPR				01-09S-08W-8330-0193-0010	\$50,000.00
67	07/09/2025	25AP-RW0001	DCA			\$2.00	01-09S-08W-8330-0193-0010	\$50,000.00
68	07/09/2025	25AP-E0021	Electrical - Residential	\$100.00			01-09S-08W-8360-0002-0070	\$10,000.00
69	07/09/2025	25AP-E0021	DBPR		\$2.00		01-09S-08W-8360-0002-0070	\$10,000.00
70	07/09/2025	25AP-E0021	DCA			\$2.00	01-09S-08W-8360-0002-0070	\$10,000.00
71	07/07/2025	25AP-E0019	Electrical - Residential	\$100.00			01-09S-08W-8330-0141-0020	\$8,300.00
72	07/07/2025	25AP-E0019	DBPR		\$2.00		01-09S-08W-8330-0141-0020	\$8,300.00
73	07/07/2025	25AP-E0019	DCA			\$2.00	01-09S-08W-8330-0141-0020	\$8,300.00
74	07/07/2025	25AP-E0020	Electrical - Residential	\$100.00			01-09S-08W-8330-0141-0010	\$8,300.00
75	07/07/2025	25AP-E0020	DBPR		\$2.00		01-09S-08W-8330-0141-0010	\$8,300.00
76	07/07/2025	25AP-E0020	DCA			\$2.00	01-09S-08W-8330-0141-0010	\$8,300.00
77	07/02/2025	25AP-P0014	Plumbing - Residential	\$100.00			01-09S-08W-8330-0172-0050	\$1,030.00
78	07/02/2025	25AP-P0014	DBPR		\$2.00		01-09S-08W-8330-0172-0050	\$1,030.00
79	07/02/2025	25AP-P0014	DCA			\$2.00	01-09S-08W-8330-0172-0050	\$1,030.00
80	07/01/2025	25AP-M0001	Other - Residential	\$100.00				
81	07/01/2025	25AP-M0001	DBPR		\$2.00			
82	07/01/2025	25AP-M0001	DCA			\$2.00		

	A	B	C	D	E	F	G	H
	07/01/2025	25AP-E0018	Electrical - Residential	\$100.00			01-09S-08W-8330-0076-0041	
83								
	07/01/2025	25AP-E0018	DBPR		\$2.00		01-09S-08W-8330-0076-0041	
84								
	07/01/2025	25AP-E0018	DCA		\$2.00		01-09S-08W-8330-0076-0041	
85								
	06/30/2025	25AP-AF0008	HVAC - Residential	\$100.00				\$11,600.00
86								
	06/30/2025	25AP-AF0008	DBPR		\$2.00			\$11,600.00
87								
	06/30/2025	25AP-AF0008	DCA			\$2.00		\$11,600.00
88								
	06/30/2025	25AP-P0012	Plumbing - Residential	\$100.00			01-09S-08W-8330-0141-0020	\$12,000.00
89								
	06/30/2025	25AP-P0012	DBPR		\$2.00		01-09S-08W-8330-0141-0020	\$12,000.00
90								
	06/30/2025	25AP-P0012	DCA			\$2.00	01-09S-08W-8330-0141-0020	\$12,000.00
91								
	06/30/2025	25AP-P0013	Plumbing - Residential	\$100.00			01-09S-08W-8330-0141-0020	\$12,000.00
92								
	06/30/2025	25AP-P0013	DBPR		\$2.00		01-09S-08W-8330-0141-0020	\$12,000.00
93								
	06/30/2025	25AP-P0013	DCA			\$2.00	01-09S-08W-8330-0141-0020	\$12,000.00
94								
	06/26/2025	25AP-RR0022	Roof/Re-roof Residential	\$100.00			01-09S-08W-8330-0192-0010	\$49,600.00
95								
	06/26/2025	25AP-RR0022	Flood Plain Administrator Review	\$250.00			01-09S-08W-8330-0192-0010	\$49,600.00
96								
	06/26/2025	25AP-RR0022	DBPR		\$2.00		01-09S-08W-8330-0192-0010	\$49,600.00
97								
	06/26/2025	25AP-RR0022	DCA			\$2.00	01-09S-08W-8330-0192-0010	\$49,600.00
98								
	06/26/2025	25AP-RR0023	Roof/Re-roof Residential	\$100.00			0035-0090	\$18,342.00
99								
	06/26/2025	25AP-RR0023	DBPR		\$2.00		01-09S-08W-8330-0035-0090	\$18,342.00
100								
	06/26/2025	25AP-RR0023	DCA			\$2.00	01-09S-08W-8330-0035-0090	\$18,342.00
101								
	06/24/2025	25AP-RR0020	Roof/Re-roof Residential	\$100.00			0069-0030	\$8,000.00
102								
	06/24/2025	25AP-RR0020	DBPR		\$2.00		0069-0030	\$8,000.00
103								
	06/24/2025	25AP-RR0020	DCA			\$2.00	01-09S-08W-8330-0069-0030	\$8,000.00
104								
	06/24/2025	25AP-RR0021	Roof/Re-roof Residential	\$100.00			0024-0080	\$20,000.00
105								
	06/24/2025	25AP-RR0021	DBPR		\$2.00		01-09S-08W-8330-0024-0080	\$20,000.00
106								
	06/24/2025	25AP-RR0021	DCA			\$2.00	01-09S-08W-8330-0024-0080	\$20,000.00
107								
109								
110								
				\$9,400.79	\$115.58			\$142.85

# City of Apalachicola WWTP

## Monthly Report for July 2025

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 treated and discharged 8.189mg during the month of July 2025. This still leaves 9 more days in the month for extra flow to be accounted for.
- Staff have continued to remove pine trees in the spray fields and pile them for controlled burning with a Department of Forestry permit. This excess of trees makes it impossible to cut properly or safely with the equipment in these areas.
- AAG Electric completed repairs and installed reuse pump #1 at the WWTP in July 2025.
- Staff have continued to install the new irrigation spray heads and valves that are part of the grant funding for the re-use system.
- Rafa Systems completed the installation of the system controls that were ordered for the WWTP and the east spray field. There will be more units needed to be purchased for the completion of the system for zones 1-25 which are in the west spray field areas.
- We did not have to use our reject pond during the month of July 2025.
- Staff have continued to keep the grounds cut and presentable at the WWTP. Inmates are being used by the City of Apalachicola Public Works to weed eat around the property again.
- Staff have continued to work in the spray fields using the mulcher and the bush hog as well.
- Staff have ordered a new wheel hub and seals for the bush hog right wing assembly. The old one has broken in half and will need to be replaced when the new unit arrives. Staff have already taken the old one apart and are waiting on a new one to arrive.
- Staff have had to routinely take apart the Huber screen on the headworks to clean the rags and debris out of the auger head prior to the discharge point.
- Staff replaced the transducer on the reuse ground storage tank to be able to monitor the water level by using the Rafa System.
- Staff cleaned out the EQ tank during the month of July.
- Staff have reached out for other price quotes for the cleaning and painting of the reuse ground storage tank at the WWTP.

- The operator trainee has received course material and has begun the first portion of the required courses and at this time is doing well.

There will be some items that will need to be discussed concerning budget items for the upcoming year and future expenses moving forward. Please be prepared to see those during budget meetings and know that the items presented are not wants but are needs if the job duties are to be expected to be met and preformed.

**PRIORITY NEEDS:** The city needs to be seriously looking for another licensed wastewater treatment plant operator. I have been in discussions with the current Interim City Manager and have stressed the importance of how badly this is needed. I am currently the only licensed wastewater operator in staffing.

We are having to have the previous lead operator cover one shift a week to be able to meet the legal requirements of the DEP permit to staff the facility 8 hours per day 7 days a week with a licensed operator. We currently have me (William Cox) as the lead operator and an operator trainee (Micah Harris) working the plant daily (Monday -Saturday) with a private contract employee (Robert Graham) currently working on Sundays to meet the legal requirements. We have one other employee that is a laborer and equipment operator but not a treatment plant operator. He only has a little over a year before he retires as well. In years past, there were as many as 4 licensed operators, and they had all been able to leave without their positions being refilled, other than when I came back to work for the city in late 2020. There are justifiable reasons for there to be a second licensed operator on staff. In the event I were to need to be off for any reason such as emergency, vacation or possibly death or job chang, the fact the permit requires the City to automatically begin coverage of 16 hours per day 7 days a week when we reach the 3 month average daily flow of 500,000gpd (currently we are at .309mgd); the City would be in a position of not being able to meet the legal obligations of plant coverage. While an operator trainee is a great asset to have and be able to learn, there is no guarantee that any individual in that position will be able to obtain the license. The tests are not easy. I interviewed a few candidates for the position before hiring the trainee and all have said the same thing; it cost too much to relocate here for the wage the city was offering for the position. This will need to be looked at and corrected if we are going to be serious about getting anyone to move here and accept the position.



# CITY OF APALACHICOLA CODE ENFORCEMENT

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

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## CODE ENFORCEMENT OFFICE

July 2025

4 ( City ) Tree Permits

8 Tree permits

65 Short term Rentals at 123 different locations

Daily Phone Inquiries & Emails Answered

Daily inspections

Code Violation Issues:

- Short-term Rentals (1) - residential ( ongoing )
- Nuisance (Trash, waste, burning, etc.) 4 in progress
- Encroachment issues (1) on-going
- Multiple complaints and questions about various code enforcement

*Scott Boyd*

## Apalachicola Margaret Key Public Library July 2025



Library hours are 10am to 6pm Monday – Friday, and Sundays from 12pm to 4pm.  
We are YOUR City of Apalachicola Library. Come sign up for your FREE Apalachicola library card. Any library offering is FREE to the public.

Our 'Friends of the Library group' is the Patrons of the Apalachicola Library Society (PALS).

They are a 501c3 nonprofit and membership forms to join are in the library.

Follow us on Facebook or Instagram @Apalachicolapubliclibrary for the latest!

### June 2025 Statistics:

- 1749 patrons visited our library - 12 new accounts opened!!!
- 185 patrons used our computers - 532 books/movies/items circulated
- 555 items donated to the library - \$445.39 collected as library revenue – 53 hours donated by our wonderful volunteers – 13,482 people reached on social media

We've had another awesome month at the library! Fourteen kids are featured on the All Star Wall, because they read at least 1000 pages! Sixty-one kids completed a reading challenge and took home a prize from our treasure chest! The Summer Reading Program Closeout Party ended two months of creative fun and reading adventures. Kids were able to make a tie-dye shirt and take home a book back with school supplies and a new book from Bring Me A Book Forgotten Coast. Franklin County Sheriff's Office brought delicious ice cream. Many kids participated in our reading challenge and secured prizes! It was a fun-filled summer! Many thanks to PALS members for providing funding, promotional assistance, and in-person volunteers to help with the Summer Reading Program. Many thanks to Piggly Wiggly Apalachicola, Jacqueline Miller, and PALS for the backpacks with school supplies. We are also grateful for Apalachicola Chocolate & Coffee Company and Piggly Wiggly Apalachicola for donating raffle prizes. Thank you all!

Remember, this is YOUR library. We also welcome out-of-town visitors! We invite you to come in, grab a calendar, a free cup of coffee or tea, a few books, and enjoy fellowship with other library visitors. Your City of Apalachicola Library helps with reading, writing, and learning, and offers a suite of print/copy/scan/fax/and notary services. We loan FREE books, movies, puzzles, board games, and items from our Library of Things, and offer FREE audio books, e-books, and digital magazines through the Libby app. We also have a Book sale space on-site with FREE magazines. All donations go to our Friends of the Library group, PALS. Free Legal Help through volunteers from Legal Services of Northwest Florida is available the first Thursday of each month; appointments are required. We also offer Yoga weekly (in a by-donation class) on Mondays @ 6:15pm, Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am, and Mahjong meets on Wednesday and Fridays mornings @ 10. Our once-a-month Book Club meets each 3<sup>rd</sup> Wednesday @ 6pm; and Homework Help (FREE tutoring!) is by appointment.

Let us know how we can serve you!

Call: 850-653-8436 or email: [apalachicolalibrary@gmail.com](mailto:apalachicolalibrary@gmail.com)

Isel Sánchez-Whiteley & Barbara 'Nissie' McNair, Library Assistants  
Lucy Carter, Library Director

# City of Apalachicola Public Works Monthly Report

July 2025

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

- Completed some work order this month
- Collected trash from downtown and public parks.
- Cut our routine main roads parks and cemeteries. [OBJ]
- Cut grass at water plant
- Cut grass at 5<sup>th</sup> street water tower
- Doing maintenance change oil will cox truck
- Replaced blades on lawn mover
- Cut tree palm trees on Hwy 98
- Cut died trees on Hwy 98 park
- 

## **\*Building and Maintenance Crew**

- . Doing Painting at community center
- . Doing some work on hand rails
- . Replaced faucet at library
- . Changed air filters in all city buildings

Completed by Greg Harris



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## City of Apalachicola | Planning and Community Development *Monthly Report July 2025*

### July Planning and Zoning Board

- Accepted and reviewed eight applications:
  - 286 25<sup>th</sup> Street.
  - 233 6<sup>th</sup> Street.
  - 212 4<sup>th</sup> Street.
  - 127 Avenue B.
  - 111 Avenue E.
  - 111 11<sup>th</sup> Street.
  - 202 17<sup>th</sup> Street.
  - 14 24<sup>th</sup> Avenue.
- Prepared July P&Z agenda.
- Attended July P&Z board meeting on July 14<sup>th</sup>, 2025.
- Prepared July P&Z meeting minutes.

### August Planning and Zoning Board

- Accepted and reviewed eight applications:
  - 230 17<sup>th</sup> Street.
  - 101 Bay Avenue.
  - 343 25<sup>th</sup> Avenue.
  - 162 Bay Colony Way.
  - 148 13<sup>th</sup> Street.
  - 245 7<sup>th</sup> Street.
  - 130 5<sup>th</sup> Street.
  - 01-09S-08W-8330-0181-0090 (address pending).
- Prepared August P&Z agenda.

### Miscellaneous

- Attended meeting with City Manager and Building Department Clerk on July 14<sup>th</sup>, 2025.
- Accepted and reviewed business tax license application for Clearwater Apalach LLC.
- Accepted and reviewed DBPR ABT-6014 form for Half Shell Dockside LLC.
- Updated contact information on P&Z application form and vacation rental flyers.