REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, AUGUST 4, 2026 – 6:00PM
74 6th STREET APALACHICOLA, FLORIDA 32320

AMENDED 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 five minutes time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

I. Call to Order
1. **Invocation**
2. **Pledge of Allegiance**

II. Agenda Adoption

III. Public Comment

IV. New Business
1. **Margaret Key Library – Annual Plan of Service**
2. **Approval of Engineering Firm for New Municipal Well Construction**

V. Unfinished Business
1. **Approval of Goal Objectives**
2. **Demo George Building Parking Waiver**
3. **Authorization to Release RFP for Engineering Services (Plan, Design, Permit, CEI)**

VI. Mayor and Commissioner Comments

VII. Attorney and City Manager Communications
1. **Draft Ordinance – P&Z Board Organization and Operation**

VIII. Consent Agenda
1. **7.7.26 CC Regular Meeting Minutes**
2. **P&Z 7.13.26 Meeting Minutes**
3. **City Manager Retirement Contributions**

IX. 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
Agenda Item
Meeting Date: August 4, 2026

SUBJECT: Submission of Annual Plan of Service for Apalachicola Margaret Key Public Library; approved by Library Advisory Board for Annual State Aid application.

AGENDA INFORMATION:

Agenda Location:	**New Business**
Item Number:	**1**
Department:	**Library**
Presenter:	**Lucy Carter, Library Director (as needed)**

BRIEF SUMMARY:

The library is seeking to apply for Florida's State Aid to Libraries Operating grant. The library has applied for and received this funding each year since 2023. The State Aid to Libraries program is administered by the Florida Department of State, Division of Library and Information Services, and is funded by annual legislative appropriation to the Division of Library and Information Services. State Aid is a continuing state grant authorized by Chapter 257, Florida Statutes, for eligible library entities.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Approving the library's Annual Plan of Service allows the library to apply for State Aid. This document is created by the library director and the Library Advisory Board with public input and sets forth annual goals and objectives for the library.

ATTACHMENTS:

State Aid to Libraries grant guidelines available upon request, and visible here:
https://dos.myflorida.com/library-archives/library-development/funding/state-aid/guidelines-applications-and-forms/

STAFF'S COMMENTS AND RECOMMENDATIONS:

FUNDING SOURCE: Division of Library and Information Services, funded by Florida Dept. of State

For Adoption: 2026-2027 Annual Plan of Service

GOAL I – Satisfy Curiosity & Create Personal Enrichment through Lifelong Learning

OBJECTIVES:

1. Develop programs to engage and connect residents across cultures and ages.
   a. Activity: Actively solicit patron input as to types of programs offered
   b. Activity: Create learning opportunities with strategic partners to maximize library and community resources
   c. Activity: Provide resources to connect adults to literacy and educational opportunities

2. Maximize, streamline, and invest in systems, processes, and technologies to provide each user a great library experience.
   a. Activity: Investigate public access software to meet current patron needs
   b. Activity: Curate user-friendly website and catalog access
   c. Activity: Maintain social media presence that is active, relevant, and informative

GOAL II – Encourage Literacy & Create Engaged Readers

OBJECTIVES:

1. Grow partnerships and deliver programs with all-ages, all-stages learning focus.
   a. Activity: Seek out and maintain solid reciprocal relationships with community partners to support literacy efforts for variety of populations
   b. Activity: Work with County-wide homeschooling efforts, pre-schools and schools to encourage environments of learning and literacy
   c. Activity: Promote critical thinking skills via programming and displays in library

2. Build diverse, updated collections of materials in a variety of media and formats.
   a. Activity: Maintain accurate catalog records—explore OCLC subscription as support
   b. Activity: Conduct materials inventory on a regular basis

3. Create programs and outreach activities that reinforce reading.
   a. Activity: Partner to host book discussions at least nine months per year
   b. Activity: Utilize social media, internet, subject guides, and displays to promote information literacy activities and resources

GOAL III – Promote Informed Citizenship & Foster Information Fluency

OBJECTIVES:

1. Grow reputation as a civic hub for the community.
   a. Activity: Train library staff to recognize needs and connect people with resources to most effectively meet their needs
   b. Activity: Grow partnerships with social service providers to offer more solutions
   c. Activity: Promote civic engagement through displays, and library marketing
2. Provide reliable, equitable access to information tools, technology, software and connectivity.
   a. Activity: Provide means for patrons to develop computer literacy skills
   b. Activity: Explore mobile/remote services to homebound and underserved populations

GOAL IV – Discover Roots through Genealogy and Local History Research

OBJECTIVES:

1. Serve as local history collection site and encourage connections between past and present.
   a. Activity: Grow partnerships with local entities to showcase local history and culture
   b. Activity: Promote and enhance the local history collection, databases, workshops and assistance; motivating residents to share local history
2. Research best practices on maintaining historical records and archives.
   a. Activity: Consult with contacts in local and state archives on organizational system
   b. Activity: Research training for staff and volunteers to learn responsible archival practices
   c. Activity: Initiate projects periodically to maintain focus on archives

GOAL V – Continually Strive for Responsive, Courteous, and Efficient Service

OBJECTIVES:

1. Examine systems and practices to ensure successful internal and external transactions.
   a. Activity: Update library daily procedures manual to reflect most current practices
   b. Activity: Encourage methods for efficient information delivery at library desk
   c. Activity: Continue connecting with other libraries to share ideas
2. Ensure staff and daily volunteers are aware of activities and abreast of procedural changes.
   a. Activity: Appoint volunteer liaison to schedule meetings yearly with volunteers for suggestions, feedback, and information sharing
   b. Activity: Connect staff and volunteers with trainings for safety and skills enhancement

Approved by Apalachicola Margaret Key Public Library Board: 7/14/2026

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: August 4, 2026

SUBJECT:

RFP2026-006: Approval of Engineering Firm for New Municipal Well Construction: Planning, Design, Permitting, and CEI Services

AGENDA INFORMATION:

Agenda Location:	**New Business**
Item Number:	**2**
Department:	**Grants, Compliance, and Procurement**
Contact:	**Leslie Glaze/Charles Anderson**
Presenter:	**Charles Anderson**

Brief Summary:

The City of Apalachicola received $1.5 million for the construction of a new municipal well via federal funding under Supplemental Appropriations for Helene and Milton (SAHM). The city advertised RFP2026-006 for the period 6/23/26 to 7/24/26.

Top two (2) firms and point totals:

Donovan-Hill Group: 97 points
Panhandle Engineering: 94 points

Florida's DEP requests that all municipalities finalize the grant agreements and begin competitive procurement for the planning and design stages based on the date the federal funds expire. Projects that do not meet executed agreement timelines in 2026 to secure the allocation will have the funding reassigned to alternate storm-impacted communities. Expectation of contractual performance will be approximately August 7, 2026, through July 31, 2030. This project will be transferred to the new Apalachicola Water and Sewer District.

Recommended Motion: Motion to approve award of contract to Donovan Hill for Engineering services for the City of Apalachicola new municipal well.

Funded Source: Supplemental Appropriations Helene and Milton (SAHM), Administered through FDEP. No local match is required.

Staff Comments and Recommendations: Execute contract for Engineering Services for new Municipal Well.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: August 4, 2026

SUBJECT: Approval of Strategic Plan Goal Objectives

AGENDA INFORMATION:

Agenda Location:	**Unfinished Business**
Item Number:	**1**
Department:	**Governing Body**
Contact:	**Charles Chapman, C4 Strategies**
Presenter:	**Charles Chapman, C4 Strategies/ Charles Anderson**

BRIEF SUMMARY: At the July 21st City Commission Meeting, C4 Strategies presented the Strategic Plan Goals to the City Commission. The Commission approved the goals and the next step for final approval is to review/discuss/ change and adopt the objectives (action steps) presented to reach each goal.

RECOMMENDED MOTION AND REQUESTED ACTIONS:
Motion to review, change is needed and approve the objectives (action steps) for each goal for the City Commission's Strategic Visioning Plan.

FUNDING SOURCE: General Fund – Governing Body Professional Services (If Required)

ATTACHMENTS: Approved Strategic Plan Goals

STAFF'S COMMENTS AND RECOMMENDATIONS: Recommend approval of requested action

CITY OF APALACHICOLA, FLORIDA

Two-Year Strategic Plan

Phase Two Commission Report

Review and Approval of Goals for the Two-Year Strategic Plan

Stakeholder Engagement, SWOT Analysis &
Strategic Goal Development Workshop

Prepared for the Apalachicola City Commission
by C4 Strategies, LLC
June 19, 2026

Table of Contents

Strategic Goals for City Commission Review and Approval

Utilizing the identified strengths, weaknesses, opportunities, and threats the following strategic goals are provided for the City Commission to consider for review and approval:

Two Year Strategic Goals:

- Within two years, the city will take concrete steps to protect and preserve the city's historic character in balance with maximizing the economic value for current and future generations.
- The city will translate city ordinances from legal language into an easy-to-understand guide in printed and online format to help residents, visitors, and other interested parties to understand and comply with the requirements of the city codes.
- Increase citizen involvement by establishing advisory boards that provide input and feedback to the City Commission and staff.
- In order to protect, promote, and preserve the historic waterfront and water resources, the City will create a Waterfront Development Advisory Board.
- Develop a system of accountability measures to illustrate the achievements of department and report them at each commission meeting.
- Develop and implement a workforce development program using partnerships to provide the services.
- The city will take concrete steps to explore increasing the inventory of attainable/affordable housing options for residents
- The city will undertake an analysis and develop an implementation plan to ensure its ability to recruit, hire, and retain the most qualified city employees possible.
- Ensure a successful two-year transition of the City's utility system to the independent special district established by HB 4103 (2026), consistent with legal requirements and industry best practices for customer service quality assurance.

Background and Methodology

Phase 2 – Stakeholder Engagement and Workshop Facilitation began with a public notice of an email address established for the submission of community input as to what they identify as the Strengths, Weaknesses, Opportunities, and Threats facing the City of Apalachicola (government). The dates for the open call for comment through the email address were May 20, 2026, to June 1, 2026, with input taken until June 5, 2026, to allow respondents additional time to submit their comments.

The City of Apalachicola also organized an intensive two-day stakeholder focus group workshop with twenty-five community leaders invited to participate in the facilitated exercise. Email submissions received were summarized and included in the materials the invited stakeholders participating in the two-day focus group utilized in their discussions.

On Day One, participants conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis of the City government. On Day Two, participants developed strategic goals using the SMART framework (Strategic, Achievable, Measurable, Results-Oriented, and Timely).

The outcomes of the individual city commissioner interviews and the stakeholder workshop are compiled below for the City Commission review and approval to proceed to phase 3 of the process. Phase 3 will include city staff developing objectives to achieve the approved goals over the two-year period of the plan.

Strengths, Weaknesses, Opportunities, and Threats

Each category provides the top three ranked features or issues identified by the stakeholder group. Also provided are items that were not ranked and included here for reference.

Strengths

Number 1: Involved citizenry with a new attitude of active engagement and availability to assist the city in service on committees, potential partnerships, and seeking funding sources/alternatives to help gather resources.

Number 2: Strong professional leadership in place with a clear understanding of the policy making and oversight role of the City Commission alongside the day-to-day management of the city staff by the City Manager.

Number 3: The city's historical, well-planned platting alongside the waterfront location (Bay and River) are key features the city that should prize and utilize in planning, preservation, and development efforts.

Other strengths identified:

- An expressed renewed desire of city leadership to involve the community in strategic planning and encouragement of the residents to engage.

- The community itself is very supportive of each other. The qualities of the people who call the City of Apalachicola home is a key feature of what makes the city a special place to work, live, and play.

Weaknesses

Number One: The city is inconsistent with enforcing and applying the comprehensive plan, land development code, and building code.

Number Two: City owned properties and infrastructure are not operated and maintained in the most desirable manner. Waterfront properties, infrastructure (potable water, wastewater, stormwater, sidewalks) are not modernized to meet today's needs and expectations

Number Three: A reputation for city mismanagement (poor planning oversight, inconsistent enforcement of codes, weak fiscal controls, and subjective decision making) is real in the minds of residents. Because of this mindset, there is a disdain for public service and a resistance to becoming engaged.

Other weaknesses identified:

- Poor communication and public notice practices about meetings, workshops, amendment to commission agendas, and city project updates.
- The ability of the city to recruit, hire, train, and retain the best employees possible.
- A perceived attitude that is resistant to change with too much focus on the past without a vision or desire to advance into the future.
- Lack of expressed city support for residents well being and needs (elder services, youth involvement, affordable housing, economic development/job creation, and the tensions between residents and tourists).

Opportunities

Number One: Improvements to the planning, building, and code enforcement process, procedures, and services to become more professional and predictable including active public education on what is expected and how to comply.

Number Two: The city is uniquely positioned to become a desirable transient boating destination with its location to the Apalachicola, Chattahoochee and Flint river systems and the Gulf.

Number Three: The city's historical design and character is still viable and preservation efforts are achievable if active management and intentional planning is engaged now.

Other opportunities identified:

- The community desires and supports the "authenticity" of Apalachicola should be protected providing the city leadership support to make the tough choices to protect the unique qualities of Apalachicola.
- The city possesses the ability to connect the waterfront properties with existing parks into a "riverwalk" destination for residents, businesses, and visitors to enjoy.

- A renovation and re-development of the "Old" high school property into a variety of services including potential housing or training facilities.
- Regional partnerships should be sought out to help enhance the city's capacity to meet the needs of residents and businesses.

Threats

Number One: Aggressive and well-funded developers are considering the City of Apalachicola who are unprepared/underfunded to respond to meet the demand for the planning, building and code enforcement the new development will present.

Number Two: Relationship with State legislative leaders is fractured. As such the city is now facing increased state scrutiny and intervention, including the loss of local control in decision making and infrastructure management (HB 4103).

Number Three: The availability of qualified workforce will continue to erode as ability to pay competitive wages and the housing stock becomes increasingly limited due to expansion pressure for short-term rental housing increases.

Other threats identified:

- Potential loss of tax and fee revenue resources to fund city operations
- Developer interest inconsistent with the "authenticity" of City of Apalachicola
- The lack of a comprehensive plan to ensure the future of the city will have a balance of future growth consistent with Apalachicola's history and culture.
- Natural disasters such hurricanes and flooding events.
- Any continued sentiment by city leadership and/or residents to move the city forward due to cynicism, apathy, and distrust of the city government.

Appendix A: Community Input Received by Email

The following input was submitted by community members through the dedicated project email address and is provided for reference alongside the ranked workshop findings above.

Organizational STRENGTHS

- Strong Existing Legal and Regulatory Foundation
- Unusually Strong Preservation Language in the LDC & Comprehensive Plan
- Home Rule Authority
- Recent Improvements in Community Communications
- Prior Capital Improvement Plan as a Proven Model

External STRENGTHS

- Historic Identity and Built Environment
- Historic Tourism as a Functioning Economic Engine
- Master Site File as a Ready Determinant of Historic Status
- Exceptionally Knowledgeable and Engaged Resident Base
- Waterfront and Boating Infrastructure as a Functioning Tourism Draw
- African-American History Museum and Cotton Warehouse Restoration as Cultural Capital in Progress

Priority STRENGTHS

- The LDC's Preservation Framework as a Legal Shield and Policy Anchor
- Historic Character as an Irreplaceable Economic Asset
- The Resident Population as an Untapped Strategic Planning Resource
- The Historic Plat as the City's Foundational Strategic Asset

Organizational WEAKNESSES

- Incomplete Regulatory Framework
- Absence of Recorded Encroachment Agreements
- Past Agreements of Questionable Legal Validity
- Limited Staff and Administrative Capacity
- Comprehensive Plan Commitments Systematically Unmet
- No Formal Employee Evaluation System
- Building Department Process Lacks Written Policy, Transparency, and Consistency
- Architectural Review Committee Effectively Non-Functional

- No Multi-Year Capital Improvement Planning
- Sidewalk and Road Infrastructure in Documented Disrepair
- Fire Department Capacity Not Keeping Pace with Population Growth

External WEAKNESSES

- Affordable Housing Vulnerability
- "Ask Forgiveness Rather Than Permission" Civic Culture
- Palm Tree Bronzing Disease Spreading Without Adequate Public Awareness or Response Coordination
- Dilapidated Waterfront Properties Suppressing Tax Base and Aesthetic Quality
- Fragmented and Difficult-to-Navigate Boating Access Information
- Absence of Affordable and Senior Housing Options

Priority WEAKNESSES

- The Regulatory Gap Between Temporary and Fixed Encroachments
- Absence of Recorded Agreements as a Title and Governance Failure
- The Gap Between Stated Policy Commitments and Operational Follow-Through
- Code Enforcement Inconsistency as a Public Trust Failure

Organizational OPPORTUNITIES

- Encroachment Ordinance Reform as a Title-Clarity and Market-Confidence Tool
- Building Permit Process as a Low-Cost Enforcement Lever
- "Permitless Public Amenity" Framework as a No-Cost Beautification Strategy
- Five-Year Grace Period as a Managed, Predictable Transition
- Restore and Modernize the Capital Improvement Plan
- Adopt a Written, Published Building Department Process
- Formalize ARC Review with Funded Neutral Expertise
- Adopt Historic Plat Protection Ordinance
- Develop a Centralized Boating Access Platform
- Conduct a Strategic City Property Inventory
- Establish a Proactive Tree Disease Response Program

External OPPORTUNITIES

- Rich Landscape of Peer Municipality Models
- Plain-Language Policy Guide as a Public Trust and Communications Tool

- Boating and Cruising Tourism as an Underdeveloped Revenue Category
- Entrepreneurial Business Recruitment Through Shared Marketplace Model
- Historic District Design Standards as a Developer Recruitment Filter

Priority OPPORTUNITIES

- Recorded Encroachment Agreements as a Self-Reinforcing Governance Mechanism
- Building Permit Trigger as the City's Most Practical Enforcement Entry Point
- The Visioning Process Itself as a Trust-Rebuilding Mechanism
- Waterfront as the City's Highest-Potential Economic Development Zone

Organizational THREATS

- Legal Exposure from Continued Inaction
- Past Agreement Fragility as a Latent Legal Risk
- Comprehensive Plan Non-Compliance as a Legal and Credibility Vulnerability
- Issuing Final Approvals with Open Contingencies
- Staff Empowered to Make Binding Decisions That Should Require Board Action

External THREATS

- Loss of Historic Structures Through Title Uncertainty and Market Attrition
- Aggressive Enforcement Backlash
- "Ask Forgiveness Rather Than Permission" Culture Expanding the Problem
- State Statutory Constraints as a Hard Boundary
- Development Pressure on the Riverfront Without a Guiding Framework
- Large Commercial Vehicle Traffic Damaging Historic Street Infrastructure
- Population Growth Outpacing Public Safety Capacity
- Golf Cart Traffic Safety Conflicts on Key Corridors
- Workforce Recruitment and Retention Constrained by Housing and Amenity Gaps

Priority THREATS

- Irreversible Loss of Historic Built Environment
- Compounding Legal Exposure from the Regulatory Gap
- Development Pressure on the Riverfront in the Absence of a Protective Framework
- The Civic Trust Deficit as a Compounding Governance Threat

Community Identified Goals

- Establish the public trust as the foundational principle of right-of-way governance
- Create a comprehensive, consolidated right-of-way encroachment ordinance
- Develop and maintain a formal registry of encroaching historic structures
- Establish equitable, tiered treatment of encroaching structures
- Require all permitted encroachments to be governed by recorded agreements that run with the land
- Adopt a financial hardship exception mechanism
- Develop a financial hardship accommodation pathway
- Publish a plain-language public guide for city regulations and amenities
- Reduce the Building Department's review and approval process to a written policy
- Establish enforced submission deadlines for special meeting agendas
- Require digital submission and immediate public posting of all commercial applications and any residential application seeking a variance, encroachment, or exception.
- Require a signed Compliance Checklist certified by the City Planner and/or P&Z Chairman as a prerequisite for building permit issuance
- Restore a formal multi-year Capital Improvement Plan
- Establish a formal employee evaluation system
- Make proactive public communications a defined staff responsibility
- Historic Preservation is a Priority
- Economic Development and Waterfront Opportunities
- Housing and Community Sustainability
- Traffic Flow and Parking Capacity

Appendix B: Interviews with Mayor and City Commissioners (April 2026)

Purpose: Consolidate leadership perspectives to inform strategic plan goal setting decisions.

1. Core Strategic Themes (High Alignment)

Organizational Modernization

- Broad consensus that the city is transitioning toward a more professional, structured municipal organization.
- Priorities include standard operating procedures, clear roles, and potential of expanded leadership capacity (e.g., Assistant City Manager).

Workforce & Housing Interdependency

- Workforce recruitment and retention challenges are directly tied to housing affordability.
- Competitive compensation, career pathways, and attainable housing are foundational to service delivery.

Governance Alignment (Commission–Manager Model)

- Strong agreement on the need to reinforce roles: Commission sets policy; staff executes.
- Gaps persist in consistency, communication, and alignment of priorities.

State-Level Risk Exposure

- Significant concern regarding HB 4103, home rule erosion, and property tax reform.
- Weak legislative relationships limit the City's ability to influence outcomes.

Community Engagement & Communication

- Engagement is strong during crises but inconsistent otherwise.
- Need for structured, ongoing mechanisms and improved transparency.

Managed Growth & Preservation of Character

- Unified preference for controlled, community-informed growth that protects natural and historic assets.

2. Secondary Themes (Moderate Alignment)

- Economic Transition: Shift from extractive industries to a diversified, quality-of-life-based economy.
- Intergovernmental Coordination: Opportunities to strengthen collaboration with Franklin County and regional partners.
- Development Processes: Inconsistency in planning, code enforcement, and permitting undermines confidence.

- Fiscal Management: Need for improved budget discipline, audit practices, and grant compliance.
- Civic Identity & Branding: Lack of a clearly defined narrative and proactive communication strategy.
- Aesthetics & Beautification: Physical appearance impacts economic development and community pride.

3. Key Risks and Threats

- Utility Governance (HB 4103): Potential loss of local control, financial uncertainty, and rate impacts.
- Home Rule Erosion: Broader statewide trend reducing municipal autonomy.
- Property Tax Reform: Uncertainty in long-term revenue stability.
- Workforce Attrition: Inability to recruit/retain staff due to wages and housing constraints.
- Operational Capacity Gaps: Staffing, expertise, and organizational systems remain underdeveloped.
- External Development Pressure: Risk of growth being shaped by outside interests if not proactively managed.

4. Divergent Perspectives (Leadership Variability)

- **Organizational Readiness:**
- Some view current progress as strong and improving; others see ongoing structural dysfunction requiring urgent correction.
- **Staff vs. Commission Roles:**
- Differences in comfort with staff-driven initiatives versus tighter Commission oversight.
- **Framing of External Threats:**
- Variation in emphasis (governance, financial, or strategic implications of state actions).
- **Urgency of Action:**
- Ranges from "strategic advancement" to "organizational recovery/crisis response."

5. Strategic Implications

- **The City is in a transitional phase requiring simultaneous:**
- Organizational stabilization efforts
- Workforce and housing interventions for recruitment and retention
- Governance discipline procedurally and financially
- External advocacy strengthening with the State and Federal delegations
- **Near-term success depends on:**

- Converting alignment on problems into coordinated execution
- Prioritizing foundational systems (people, processes, policies) before expansion of current initiatives or starting something new

6. Priority Focus Areas for Action Planning

- Organizational Structure & Staffing Capacity
- Workforce Strategy (Recruitment and Retention) & Attainable Housing Strategy
- Governance Protocols & Information Flow
- State and Regional Relationship Management
- Community Engagement Framework
- Land Use, Development Standards & Growth Management

Commission Interview Note: While perspectives vary in emphasis, there is strong overall alignment on the City's core challenges and direction. The primary gap is not vision, but execution capacity and consistency.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: August 4, 2026

SUBJECT: Parking – Historic Waiver and Site Plan Considerations

AGENDA INFORMATION:

Agenda Location:	**Unfinished Business**
Item Number:	**2**
Department:	**Governing Body**
Contact:	**Dan Hartman**
Presenter:	**Dan Hartman/Applicant – Waddell Family Apalachicola Historical Preservation Society, Inc**

BRIEF SUMMARY: Consideration pursuant City Regulations for Historic Structures to grant an eight (8) parking space waiver for the project knows as "Adaptive Reuse and Reconstruction of Demo George Building at 155 Commerce Street in Apalachicola".

Further, Commission review of proposed parking plan for the project as requested by the P&Z Board at their June 8th Meeting, allowing for offsite parking to be met with on-street parking or the City lot on Commerce Street, approximately 500 feet from the project site. With the granting of the waiver, up to 12 spaces would be provided on street or in the City lot. The site has 60 ft. of street frontage, which alone, if considering both sides of the street, would accommodate 6 parking spaces, leaving a balance of 5 spaces to be accounted for elsewhere.

Also, consideration of an encroachment agreement to allow a roof extension over sidewalk like other buildings on the block.

Update: At the July 13th Planning & Zoning Meeting, the number of tables, stools, staff count and associated parking requirement was reduced to 12 spaces. Credit for three on street parking spaces along the 60 ft. lot frontage was considered. With the approval of a parking waiver, under this arrangement one parking space will have to be mitigated. It was the recommendation of P&Z to strongly recommend approval of the waiver request, considering, among other issues, the proximity of City owned, unbuilt, fully funded parking lots in proximity (less than 500 ft.) to the project site.

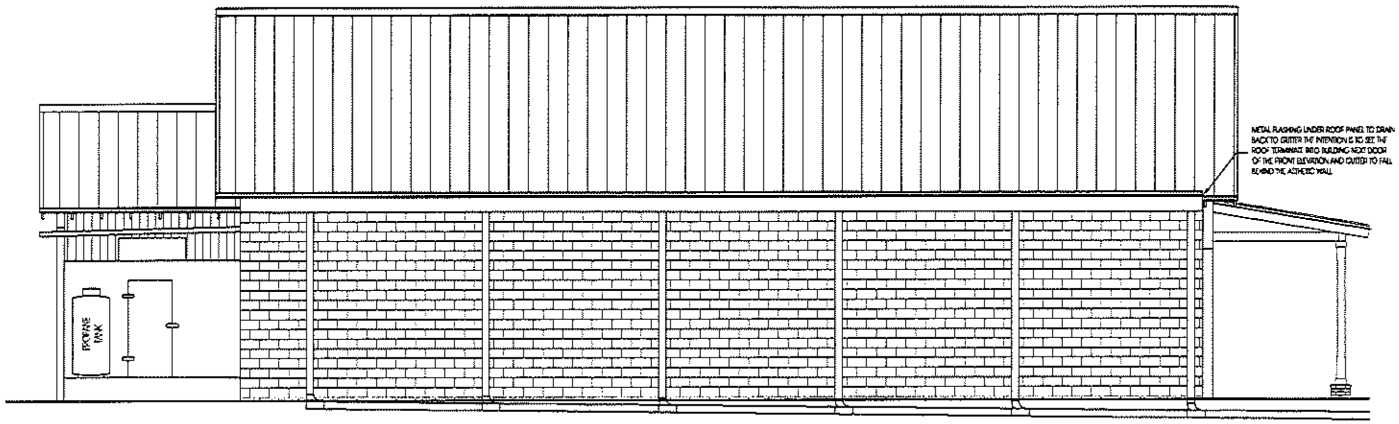
RECOMMENDED MOTION AND REQUESTED ACTIONS:

1. Motion to Approve 8 space waiver
2. Motion to Approve Right-of-Way Encroachment for Roof Extension over Sidewalk

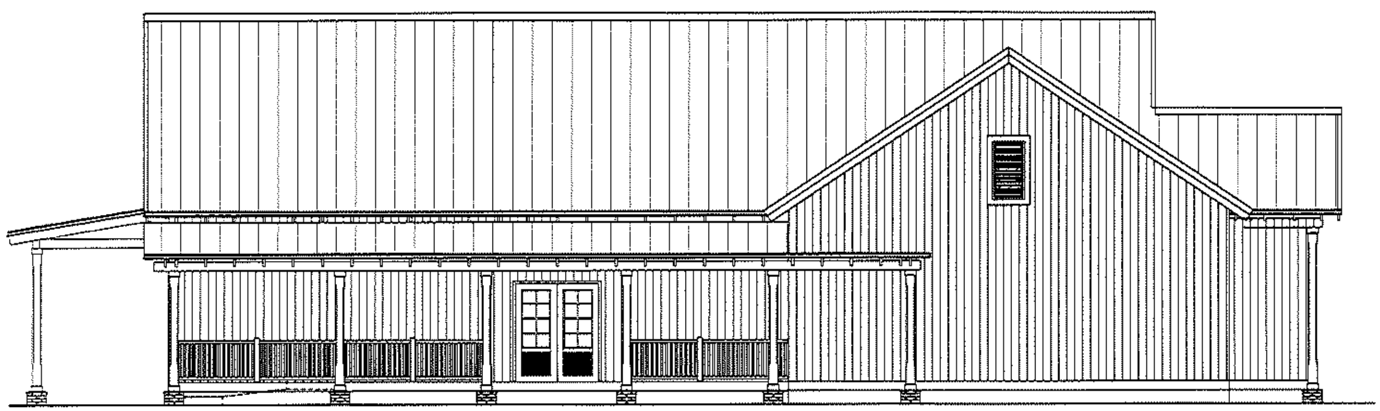
FUNDING SOURCE: N/A

ATTACHMENTS: Master site file designating building attached; Site plan, parking and related exhibits attached; grant application and supporting documentation; revised building elevations illustrating the roof extension coverage over the sidewalk; correspondence from the Department of State on Approval of the Building Plans and Historic Designation of the building after completion of the renovation

STAFF'S COMMENTS AND RECOMMENDATIONS:



NORTH ELEVATION (NEW CMU WALL)
SCALE: 1/4" = 1'-0"



SOUTH ELEVATION (COURTYARD)
SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"

ADAPTIVE REUSE OF
DEMO GEORGE BUILDING
155 COMMERCE STREET

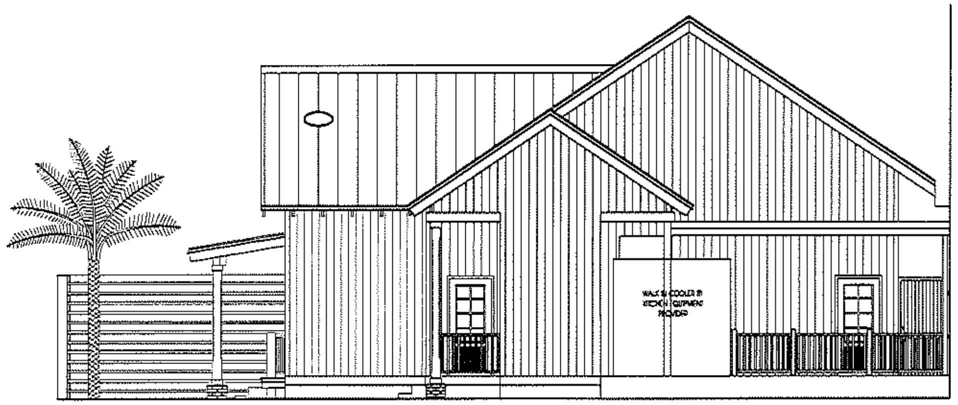
Rev. #	Description

APRIL 14TH, 2024
CONSTRUCTION
DOCUMENTS
4M Proj. # 4M-2024-0

PROPOSED
COURTYARD
ELEVATION

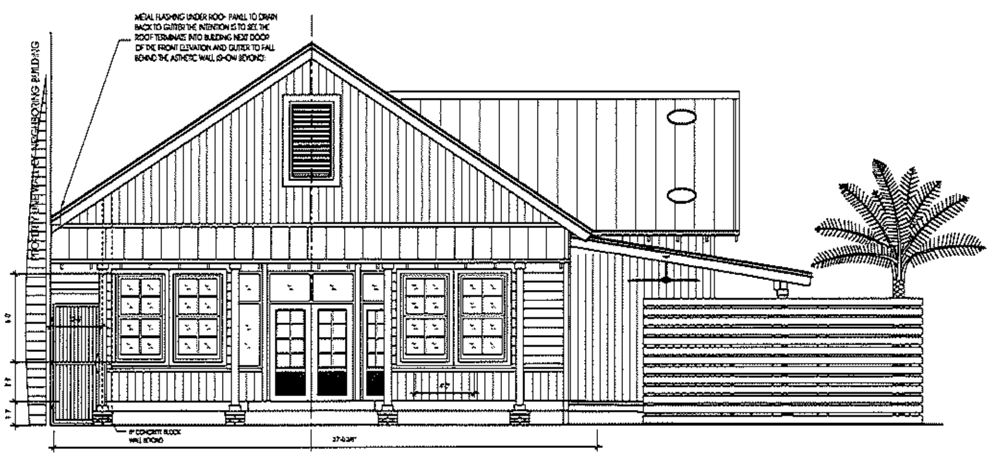
AR-2.2

4M Design Group PA
Architecture
Preservation
322 Beard Street
Tallahassee, FL 32303
850 422 3576



REAR WALL ELEVATION (LOOKING TOWARDS COMMERCE STREET)

SCALE: 1/4" = 1'-0"



FRONT ENTRY ELEVATION (LOOKING FROM COMMERCE STREET)

SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"

ADAPTIVE REUSE OF
DEMO GEORGE BUILDLING

155 COMMERCE STREET

4M Design Group PA

Architecture
Preservation

322 Beard Street
Tallahassee, FL 32303
850 422 3576

Rev. # | Description

APRIL 14TH, 2024

CONSTRUCTION DOCUMENTS

PROPOSED FRONT & REAR ELEVATION

AR-2.1

MEMORANDUM **Florida Department of State**

TO: Jack Williams, Historic Preservation Architect

FROM: Nicole Hu, Historic Preservation Grants Specialist

DATE: 12/16/2025

SUBJECT: **DOCUMENTATION REVIEW**

Waddell Family Apalachicola Historical Preservation Society, Inc.-25.h.sc.100.056

Please review the attached documentation and provide comments which will be made available to the Grantee. Thank you.

Address: 159 Commerce Street, Apalachicola

Scope of Work:
Grant funds will be used to restore the historic Demo George & Co. Building in Apalachicola. Work items include stabilize foundation; repair exterior walls; repair roof; repair/replace flooring; repair/replace ceiling finishes; upgrade mechanical; upgrade electrical; upgrade plumbing; repair/replace awning; repair four (4) existing non-historic light fixtures and hardware; and repair two (2) doors. Grant funds will also be used for architectural/engineering, civil/structural engineering services, and grant project management and administration.
All window and/or door replacements shall be submitted to the Bureau of Historic Preservation for review and approval before any window and/or door replacement work commences.

Grant Contract Period: 7/1/2024-6/30/2026 **Grant Award:** 450000 **Match:** 112500
Grant Number of Previous Phases:

Documents Review Log (Oldest to Newest)

Documents Reviewed	Date Reviewed:	Reviewer Comments:
Design Development Drawings – Grantee requested Division comments before creation of 100% Construction Drawings	06/30/2025 JW	Regarding the Demo George & Co. Building, the Architectural Preservation Services section of the office of the Florida Bureau of Historic Preservation have reviewed the design development plans for compliance with the Secretary of Interior's Standards of Design for Rehabilitation and take no exceptions to the design. Please note this review does not extend to future work, work yet detailed in any preliminary documents, or changes to the plans or documents provided. Any future renovations or constructions plans must be submitted to the Florida SHPO office for approval at least as long as the site referenced above is under a grant-related covenant.
Partial Construction Drawings	01/05/2026 JW	Regarding the Demo George & Co. Building, the Architectural Preservation Services section of the office of the Florida Bureau of Historic Preservation have reviewed the partially complete construction drawings for compliance with the Secretary of Interior's Standards of Design for Rehabilitation and take no exceptions to the design with the following comment: Submit 100% construction documents for review that reflect the complete scope of work. Please note this review does not extend to future work, work yet detailed in any preliminary documents, or changes to the plans or documents provided. Any future renovations or constructions plans must be submitted to the Florida SHPO office for approval at least as long as the site referenced above is under a grant-related covenant.
Documents Reviewed	Date Reviewed:	Reviewer Comments:

100% Construction Documents – signed and sealed, including MEP	6/15/2026 KNL	Regarding the Demo George & Co. Building, the Architectural Preservation Services section of the office of the Florida Bureau of Historic Preservation have reviewed the design development plans for compliance with the Secretary of Interior's Standards of Design for Rehabilitation and take no exceptions to the design. However, please inform us of the window products that will be used when once chosen. Please note this review does not extend to future work, work yet detailed in any preliminary documents, or changes to the plans or documents provided. Any future renovations or constructions plans must be submitted to the Florida SHPO office for approval at least as long as the site referenced above is under a grant-related covenant.
N/A: comments provided to Contractor regarding building historicity	7/7/2026 KNL	Although the building is undergoing a mix of preservation, restoration, and adaptive reuse, it is nonetheless historic in nature and remains listed in the National Register as a contributor to the Apalachicola National Register Historic District. Although it is a lot of new material the adaptive reuse of this property requires minimal change to spatial relationships in order to accommodate the new use; retains the historic character of the building, especially on the primary façade; preserves distinctive materials and workmanship where possible, noting that some materials must be replaced due to severe deterioration; Materials are being repaired where possible and replaced only where necessary for the long-term preservation and stability of the remaining historic fabric; and the new addition of the exterior patio garden is off a secondary side of the building, hidden behind a more temporally accurate façade. In this way the projects is in keeping with the Secretary of Interior Standards for rehabilitation.

Jim Waddell

From:	Mark Tarmey <mark@4mdesigngroup.com>
Sent:	Wednesday, July 8, 2026 1:40 PM
To:	Jim Waddell
Subject:	FW: TCB 250544 HVAC Exhaust Fan Addition to Robinsons Grocery Store Osceola Street at Holtonc Street
Attachments:	25.h.sc.100.056_DemoGeorge_APS REV Memo.pdf
Follow Up Flag:	Follow up
Flag Status:	Flagged

Have call into Len Bloodworth

From: Lucas, Kyra <Kyra.Lucas@dos.fl.gov>
Sent: Wednesday, July 8, 2026 10:12 AM
To: Mark Tarmey <mark@4mdesigngroup.com>; Case, Eric K. <Eric.Case@dos.fl.gov>
Subject: RE: TCB 250544 HVAC Exhaust Fan Addition to Robinsons Grocery Store Osceola Street at Holtonc Street

Good Morning Mark,

I have attached the review memo you asked for indicating that the state has reviewed your plans for the Demo George building and has approved them. Although the building is undergoing a mix of preservation, restoration, and adaptive reuse, it is nonetheless historic in nature and remains listed in the National Register as a contributor to the Apalachicola National Register Historic District. Although it is a lot of new material the adaptive reuse of this property requires minimal change to spatial relationships in order to accommodate the new use; retains the historic character of the building, especially on the primary façade; preserves distinctive materials and workmanship where possible, noting that some materials must be replaced due to severe deterioration; Materials are being repaired where possible and replaced only where necessary for the long-term preservation and stability of the remaining historic fabric; and the new addition of the exterior patio garden is off a secondary side of the building, hidden behind a more temporally accurate façade. In this way the projects is in keeping with the Secretary of Interior Standards for rehabilitation.

Best,

Dr. Kyra Lucas
Supervisor | Survey, Registration, Architectural and Technical Services | Bureau of Historic Preservation | Florida Department of State | 500 South Bronough Street | Tallahassee, Florida 32399 | Office 850.245.6339 | Cell 850.766.1352 | Kyra.Lucas@dos.fl.gov | Dos.fl.gov/historical/

From: Mark Tarmey <mark@4mdesigngroup.com>
Sent: Tuesday, July 7, 2026 3:59 PM
To: Case, Eric K. <Eric.Case@dos.fl.gov>
Cc: Lucas, Kyra <Kyra.Lucas@dos.fl.gov>
Subject: FW: TCB 250544 HVAC Exhaust Fan Addition to Robinsons Grocery Store Osceola Street at Holtonc Street

The attachments/links in this message have been scanned by Proofpoint.

Eric, Et Al...
Per COT Building Dept final inspecting this morning... we are required to ADD an Exhaust Fan ason th attached drawing to the ceiling of the janitors room...
this adaptively reused building was, literally, for five decades a local grocery and was INTENDED to be Fresh Food Market (and MAY yet still be...) to address the 'food desert' in the Bond Community and may serve as an outlet for an entity such as "Farm Share" or "Second Harvest Food Bank" or he "FAMU Ag Program" or some combination of all three. ...
IF it were to be leased as a restaurant, an exhaust fan would be required in the "Janitors Room" by code...this element was not required at permitting...as it is, the building is listed as a "white Box " Space for lease by the City.
We wanted to insure that adding the City mandated 1-200 cfm exhaust fan (which per our earlier conversation) will be flush to the ceiling and ducted to exhaust to the exterior via a galvanized weathering hood on the sloped metal roof to match the standing seam metal roof over the northern lean-to addition (....which we date to the 1960s), so not typically a historic element....his space was reconstructed and reinforced and once served as the "office and inventory storage room"..
just wanted to circle back to insure this in no way runs counter to the work and release of final funds to tie City CRA group.
Best,

Mark A. Tarmey A.I.A. | NCARB
Managing Principal Architect | 4m Design Group PA
Architecture | Urban Design + Planning | Historic Preservation
1208 Hays Street | Second Floor | Tallahassee, FL 32301
Tel: 850.422.3676 | Cellular Tel: 850.212.2667

From: Justin Diekman <justin@tiptopconstruction.net>
Sent: Tuesday, July 7, 2026 3:08 PM
To: Mark Tarmey <mark@4mdesigngroup.com>
Cc: Ernie Page <ernie@tiptopconstruction.net>; Jeff Diekman <jeff@tiptopconstruction.net>
Subject: TCB 250544 HVAC EF Add

Here is the marked up HVAC fan showing where we added the exhaust fan. The city reviewer told me I need to get a revision for approval. I can add this to the building one please let me know when FSM thinks they can turn this around.

Thanks,

Justin Diekman
Project Manager at Tip Top Construction, Inc.
CGC1532466

M (850) 591-4881
E justin@tiptopconstruction.net
W www.tiptopconstruction.net

Waddell Family Apalachicola Historical Preservation Society, Inc.

Project Title: Demo George & Co. Building Restoration

Grant Number: 25.h.sc.100.056

Date Submitted: Thursday, August 24, 2023

Request Amount: $450,000.00

A. Organization Information

Applicant Information

a. **Organization Name:** **Waddell Family Apalachicola Historical Preservation Society, Inc.**

b. **FEID:** **93-1496210**

c. **Phone number (with extension if applicable):** **850.545.3322**

d. **Principal Address:** **6260 Old Water Oak Road Tallahassee, 32312**

e. **Mailing Address:** **6260 Old Water Oak Road Tallahassee, 32312**

f. **Website:** **www.inoviagroup.com**

g. **Organization Type:** **Nonprofit Organization**

h. **Organization Category: Other**

i. **County: Franklin**

j. **UEI number:** **WUB1DJVNAC49**

k. **Fiscal Year End Date:** **12/31**

1. **Designated Project Contact ***

   First Name

James

Last Name
Waddell

Phone 850.545.3322
Email jfw@inoviagroup.com

2. Authorized Official *

First Name
James

Last Name
Waddell

Phone 850.545.3322
Email jfw@inoviagroup.com

3. Applicant Grant Experience and History

3.1. Has the applicant received previous grant assistance within the past five years from any source? *

○ Yes

◉ No

3.2. If yes, for the most recent grants (up to 20), specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make sure to include any grants awarded by the Division or other State grants.

#	Previous Grant Year	Previous Grant Number.	Previous Grant Project Name	Previous Granting Entity	Previous Grant Amount	Open/Closed

3.3. Has the applicant organization applied for additional grant assistance from other State or Federal funding sources, including from other divisions of the Department of State, for the same Scope of Work activities within

the same fiscal year?

○ Yes

◉ No

3.4. If yes, for each application specify the grant project name, the granting entity, the grant program, the grant request amount, date of application, and its current status.

#	Grant Project Name	Granting Entity	Grant Program	Grant Request Amount	Date of Application	Current Status

4. Proposed Project Team *

#	Name	Project Role Title	Email	Phone/Ext.
1	James F. Waddell III, PE	Director/Project Manager	jfw@inoviagroup.com	8505453322_______
2	Mark Tarmey, AIA	Project Architect	mark@4mdesigngroup.com	850.212.2667._____
3	Charles R. Gardner	Legal Counsel	charles@gbwlegal.com	850.545.8969._____
4	Heath Galloway, CGC	General Contractor	heath@gallowayfl.com	850.323.0190._____

5. Applicant staffing and hours *

Select the option that best describes your organization.

○ Organization is open at least 40 hours per week and has at least one paid staff member in a management position

○ Organization has some paid staff but they are not full-time

◉ Organization is open part-time and has volunteer staff

B. Project Information

1. Project Type *

Select the project type for which grant funds are requested. If you are unsure of which type to select, please refer to the definition beneath each project type. If the incorrect project type is selected for the proposed scope of work, the application will be declared ineligible.

◉ Development Projects

Development activities with the mission of Preservation, Restoration, Rehabilitation or Reconstruction of historic properties regularly open to the public, and site-specific planning required for these activities such as structural or condition assessment reports. Activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery, and installing minimal security lighting. Activities on religious properties are limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades.

○ Archaeological Research Projects

Archaeological research projects including: research and field investigations tied to large area surveys or excavation, analysis and publication of findings.

○ Museum Exhibit Projects

Museum exhibit projects for Florida history museums, including: research of exhibit content, exhibit design, fabrication, and installation. Exhibits must be permanently affixed to the building. Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition, and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida.

○ Acquisition Projects

Acquisition of a single historic property or archaeological site, or group of such, in which all the resources have the same owner. For archaeological sites, an exception to the single owner provision may be made if the archaeological site extends on land that is contiguous, but owned by different property owners.

2. Project Title and Location Information

The title should reflect the name of the property, site, area, museum, or exhibit, and the goals of the proposed project. The title should be consistent with previous applications/awards. (For example, Smith House Rehabilitation, South Mill Archaeological Excavation, etc.)

2.1. Project Title - 250 characters maximum *
Demo George & Co. Building Restoration

2.2. Name of Property (if applicable)

2.3. Street Address (primary location where the proposed project will be carried out) - 250 characters maximum
159 Commerce Street

2.4. City (location of the proposed project) - 250 characters maximum *
Apalachicola

2.5. Primary County (location of the proposed project) Franklin

3. Physical Context of Resource (Maximum characters 500)*
Describe the physical context of the resource(s). Some questions to consider include: Is the property secluded? Or in an urban environment? What sort of resources are nearby? Where is the property in relation to historic districts or Main Street program areas?

The subject building is located in the Historic City of Apalachicola, Florida, and falls within the City designated historic district. The building and subject property were a very active part of the working waterfront in the first half of the 20th century.

C. Historical Significance

1. Historical Designation

Indicate the type of historical designation currently held by the historic resource(s) that are the subject of the project, if any. For properties or sites that have been listed in the National Register or are contributing properties or sites within a National Register District, provide the date that the property, site or district was listed. Should you have questions regarding the National Register status of a property or site, contact the Division's National Register Staff at 1.800.847.7278 or 850.245.6300.

1.1. Type of Historical Designation *

☑ Local Designated District - Contributing Resources

1.2. Historical Designation details

#	Property Name	Date Designated

2. Historical Significance

2.1. Explain the historic significance of the property, site, or resource(s) that is the subject of the proposed project - (Maximum characters 1500.)

See project narrative uploaded with the supporting documentation.

The Demo George & Co. Building was home to a General Store, which served generations of the fishing fleet in and around Apalachicola from the 1920's thru the early 1990's. Residents alike, including visitors travelling by rail on the Apalachicola Northern Railroad were customers.

The tin metal walls and roof of the building took the form of similar buildings along the working waterfront and were built to withstand the harshest of the elements.

The building specifically has been referenced in studies as a model for preservation of historic buildings from this era.

2.2. For Historic Structures and Archaeological Sites, enter the Florida Master Site File (FMSF) Number (ex. 8ES1234). For Multiple site forms, just separate with a semicolon (;). If no FMSF form exists, applicants may be required to complete one as part of the requirements in a grant award agreement.

2.3. For Historic Property, Indicate Year of the Original Construction (enter Year only)

1920

2.4. For Historic Property, Date(s) and Description of Major Alterations - (Maximum characters 300.)

None

2.5. Indicate Current Use of Historic Property and Proposed Use - (Maximum characters 300)

The property is currently vacant. Prior and up to the early 1990's its principal use was a General Store.

2.6. For Archaeological Sites, provide the Cultural Affiliation of the Site and Dates of Use or Occupation - (Maximum characters 300.)

D. Project Specifics

1. Scope of Work - (Maximum characters 5000) *

In the space provided below, briefly describe the scope of work for the project for which funding is requested. List the work items that will be completed during the grant period using the funds requested and the required match.

The project scope of work for which funding is requested is to restore the building and to the extent required by local codes. Works will include the following components:

1. Restore the building to a structurally sound condition, including foundation and floor framing systems.
2. Repair exterior walls damaged by water intrusion.
3. Repair roof and rafter system damaged by water intrusion.
4. Repair and reinstall flooring and ceiling finishes.
5. Install code compliant mechanical, electrical and plumbing systems.
6. Repair/Replace awning on exterior of building that was destroyed by storm events.
7. Removal, refurbishment and reinstallation of antique fixtures and hardware, including light fixtures, doors and hardware.

The work will also include professional services of a licensed historic preservation architect to develop the construction documents to guide the work.

2. Tentative Project Timeline (remember this is a 24 month grant period) *

Please specify the start and end month and year below; indicate all major elements of the project for which funding assistance is requested, the anticipated time required to complete each element, and the planned sequence of these activities. Grants, if awarded, will begin July 1 of the year funds are appropriated. Projects should be completed within 24 months.

#	Work Item	Starting Date	Ending Date
1	Final Planning and Preparation of Construction Documents	7/1/2024	9/30/2024

2	Selective Demolition and Material Salvage for Restoration and Repair	10/1/2024	1/31/2025
3	Foundation and Exterior Restoration	2/1/2025	6/30/2025
4	Interior Restoration and MEP Systems	7/1/2025	10/31/2025
5	Final Exterior Work/Awning Replacement	11/1/2025	2/28/2026

3. Development Projects

3.1. Provide the estimated total square footage of the structure (the house or building, for example):

2,030

3.2. Provide measurable quantities for each work item listed in the Scope of Work (square footage, linear footage, unit counts, etc.): - (Maximum characters 3500)

For example: square footage of floors to be refinished or walls to be repainted, linear footage of trim to be replaced, etc. If an element is not measurable in square feet, provide quantities (example: replace 15 door knobs):

1. Foundation - 2030 SF
2. Exterior Walls - 190 LF
3. Interior Walls - 220 LF
4. Roof - 2242 Sf
5. Floors - 2030 SF
6. Attic - 1000 SF (Estimate)

3.3. Will you be hiring or contracting with a historic preservation architect or an engineer (as necessary) to assist with the restoration work? If so, make sure to include those services in your scope of work and budget.

NOTE: Professional architectural and engineering services are REQUIRED unless otherwise approved by the Division.

◉Yes

○No

3.4. If a historic preservation architect is not included in your scope of work and budget, explain why. (Maximum characters 500)

4. Does the proposed project entail a partnership with any other local entity?

○Yes

◉No

4.1. If yes, describe their participation to date and anticipated further participation in this project.

5. Need for Project (Maximum characters 1500.)

Discuss the need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources, including any immediate threats to the historical property/ies, historic resources or materials, archaeological sites or historical information that is the subject of the proposed project. This may also refer to the need to update the out-dated information and/or design of a museum exhibit. Documentation material, such as newspaper articles, are to be uploaded in the Support Materials section of this application.

General

The purpose of this grant application is to secure funding for the historic preservation and restoration of the Demo George & Co. Building (the Building). The restoration will include work on all elements of the building as further explained in the technical portions of the application. Additionally, the Building will be flood proofed in accordance with current local codes, while adhering to the guidelines and criteria established for the use of the grant.

History

Demosthenis Margomenos and his wife, Mary Zafirthes, immigrated to the United States from Trikeri, Greece, by separate journey, in 1900 and 1904, respectively. Demosthenis became known as Demo George (American translation of his father's first name) at the convenience of Ellis Island immigration officials of the time and later by other merchants in Apalachicola. He was a Master

Boatbuilder. In perfecting his craft, his work was known throughout the region for producing some of the fastest boats in the fleet, including the sponge fishing boats that he built on location for a while in Tarpon Springs, Florida.

The Building

The building was constructed by Demo George around the early to mid-1920's, though it first appears on the tax roll as being built in 1930. The principal structure is post and beam construction with common framed rafters supporting a shallow gable roof. The floor, ceiling and wall finishes are wood plank. The sculpted columns supporting the midline of the building, resembling a ship mast, are reminiscent of Demo's connection to his craft and the architecture of the period. The building was operated by the George family until the early 1990's.

Need

The project is needed in order to preserve its historic features. Please see the full narrative uploaded as support documentation.

E. Budget and Match

1. Rural Economic Development Initiative (REDI) Reduction of Match Requirements

Applicants with projects located in counties or communities that have been designated as a rural community in accordance with Section 267.0617, Florida Statutes, may request a may request a reduction of match to 25% of the requested amount. (State agencies, state colleges, and state universities are not eligible for a REDI match reduction, regardless of project location.)

Are you requesting a reduction?

1.1. Are you requesting a reduction?

Is my project in a REDI Community?

◉ Yes

○ No

1.2. Are you a state agency, state college, or state university?

○ Yes

◉ No

2. Project Budget and Match

2.1. Grant Funds and Match *

List the work items with their associated estimated expenses and how they will be paid (from match, the grant or both). Only include expenses that are specifically related to the project If professional services are to be paid with grant or match funds, include those costs as a separate item in the budget. Refer to the program Guidelines for examples of non-allowable expenses (available at dos.myflorida.com/historical/grants). Expenses may include an actual amount to be paid or the value of an in-kind contribution.

#	Work Item	Grant Funds	Cash Match	In-Kind Match	Total
1	Construction	$425,000	$29,000	$0	$454,000
2	Architectural Planning and Design	$25,000	$0	$20,000	$45,000
3	Construction - Storefront and Awning Restoration	$0	$0	$55,000	$55,000
4	Construction Administration/Closeout	$0	$0	$10,000	$10,000
5	Civil/Structural Engineering	$0	$5,000	$15,000	$20,000
	Totals:	$450,000	$34,000	$100,000	$584,000

2.2. Grant Funds Requested

$450,000

2.3. Total Match Amount

$134,000

2.4. Total Project Budget

$584,000

2.5. Additional Budget Information/Clarification - (Maximum characters 2500.)

Use this space to provide additional detail or information about the proposal budget as needed. For example, where the relationship between items in the budget and the objectives of the proposed project may not be obvious, provide clarification regarding the necessity for or contribution of those work items to the successful completion of the project.

Additional clarification and budget information may be enumerated as follows:

1. Planning and Design, Construction Documents - $65,000**

2. Construction Administration - $10,000
3. Construction - $509,000

Note Planning, Design and Construction Documents include standard services of architectural and mechanical/electrical/plumbing (Item2) in the amount of $45,000 and advance/needed services beyond basic services associated with (Item 5) civil/structural engineering for utilities connections and code-required flood proofing of the structure in the amount of $20,000.

3. Completed Project Activities.

#	Activity Description	Date Completed	Cost Value
1	Property Boundary Survey	5/23/2022	$1,000
2	Architectural Study and Preliminary Plans	5/27/2023	$7,500

4. Operating Forecast - (Maximum characters 500.)

Describe source(s) of funding for necessary maintenance, program support, and/or additional expenses warranted to sustain the proposed project after the grant period.

Sources of funding for maintenance, program support and additional expenses will be derived from several sources, including:

1. Donations
2. Capital Contributions to the Corporation
3. Rental Income

F. Property Information

1. Property Ownership.

Enter name of the Property Owner and choose the appropriate owner type. If applicant is not the owner of the property, the applicant must secure Property Owner concurrence. The applicant shall provide a letter from the Property Owner that documents that the applicant has the permission of the Property Owner of record to conduct the proposed project on the owner's property and that the Property Owner is in concurrence with this application for grant funding. This letter shall be uploaded in the Support Materials section of this application. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.

1.1. Does your organization own the property?

◉ Yes

○ No

1.2. Property Owner

Waddell Family Apalachicola Historical Preservation Society, Inc.

1.3. Type of Ownership

◉ Non-Profit Organization

○ Private Individual or For-Profit Entity

Note: Properties owned by private individuals or for-profit entities are not eligible for grant funding with the exception of Acquisition projects and site-specific Archaeological Research projects being undertaken by an eligible applicant organization. For Acquisition projects in which the current owner is a private individual or a for-profit entity, the owner must provide a signed commitment to donate or sell the property to the applicant. Donation or sale must occur during the grant period.

○ Governmental Agency

2. Religious Affiliation

2.1. Is the Property Owner a religious institution or affiliated with a religious institution?

○ Yes

◉ No

○ Not Applicable

G. Protection and Impact

1. Local Protection

Indicate the level(s) of local protection currently afforded the project historic property or site and upload a copy of the local protection documents in the Support Materials section of this application.

1.1. Local Protection Level(s). *

☑ Local Ordinance Design Review

2. Annual Visitation

2.1. What is the estimated or anticipated Annual Visitation for the project property or site?

1,000

2.2. What is the basis of these estimates? - (Maximum characters 200.)

The estimate (conservative) is taken from:

- Franklin County Tourist Development Council
- Local Chamber of Commerce
- Direct observation

In capturing a fraction of annual visitors, the estimate would be exceeded.

3. Anticipated Economic Impact - (Maximum characters 1500.)

Explain the direct economic impact this project will have on the surrounding community. Include any information regarding number of jobs it will provide, if known.

The restored building is believed to be capable of supporting at least 20 full and part time jobs through a food & beverage or retail tenant. Construction activities will support approximately 20 additional jobs over the life of the grant.

4. Benefit to Underrepresented Communities - (Maximum characters 1500.)

Describe any direct benefit the project will have on underrepresented communities, such as minority groups and/or people with disabilities. Include any alterations to the site that will make the site more accessible to the public. If project includes media content, describe accessibility methods to be used (e.g. voice over, closed captioning, etc.)

The building will be equipped with an accessible entrance.

5. Educational Benefits and Public Awareness - (Maximum characters 1500.)

Explain how the proposed project will educate the public on issues related to historic preservation, Florida history and/or heritage preservation or lead to future education of the public.

Please refer to the project narrative for additional information. The restored building by itself will be a history piece and provide a platform for education. It is the applicant's desire to provide further educational benefit and public awareness by offering artifacts of the period for display and to share the stories of Demo George and their related families.

H. Support Materials

1. Non-Profit Status

Provide documentation of the applicant's active status as a Florida non-profit corporation with the Division of Corporations, Florida Department of State, which can be obtained at: http://www.sunbiz.org by searching the corporate name.

File Name	File Size	Uploaded On	View (opens in new window)
2 - SOS Website on 5-23-23.pdf	142 [KB]	5/28/2023 12:28:32 PM	View file

2. Florida Substitute W-9 Form

Available at DFS website https://flvendor.myfloridacfo.com. Note that this is a state form, NOT your Federal W-9.

File Name	File Size	Uploaded On	View (opens in new window)
Florida W-9.pdf	34 [KB]	5/28/2023 12:26:09 PM	View file

3. Documentation of Confirmed Match

Consult the program Guidelines for suitable documentation evidencing match (Flheritage.com/grants)

File Name	File Size	Uploaded On	View (opens in new window)
Documentation of Confirmed Match.pdf	942 [KB]	5/31/2023 6:23:04 PM	View file

4. Letters of Support

Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the applications will be reviewed and scored.

File Name	File Size	Uploaded On	View (opens in new window)
Letters of Support.pdf	336 [KB]	6/1/2023 8:21:29 AM	View file

5. Photographs

Photographs are used to further inform Panelists and should relate to the proposed project, depicting the associated property, site, resources, or collection in its current state, and the context the resource(s) exists within. Historical images are also welcome.

File Name	File Size	Uploaded On	View (opens in new window)
Project Photos.pdf	524 [KB]	6/1/2023 8:42:06 AM	View file

6. Representative Image

Upload a single representative image of the property or project to be used in the application review meeting that conveys the theme or purpose of the proposed project. For projects directed at historic properties or sites, this should be a recent image of the front of the building or site.

File Name	File Size	Uploaded On	View (opens in new window)
Representative Project Photograph.pdf	125 [KB]	6/1/2023 8:47:06 AM	View file

7. Proposed Project Team Supporting Documentation

Provide curricula vitae/resumes of the proposed project team as listed in Section A.4 of the application.

File Name	File Size	Uploaded On	View (opens in new window)
Project Team.pdf	450 [KB]	5/31/2023 5:12:31 PM	View file

8. Architectural Drawings/Design Documents (for Development Projects only, if available)

If completed, the Applicant Organization shall provide architectural project schematics, construction documents, or conditions reports.

File Name	File Size	Uploaded On	View (opens in new window)
Architectural Plans.pdf	192 [KB]	5/29/2023 8:35:11 AM	View file

9. Appraisal(s) and Purchase Documents (for Acquisition Projects only)

If your appraisal values the property at more than $500,000, submit a second appraisal with the first, together with all required purchase documents, as one file.

10. Archaeological Supporting Documents (for Archaeological Research Projects only)

Provide previous archaeological site reports or surveys of the proposed project property; reports of previous analyses of the material to be researched; and the curricula vitae for principal investigator and other key personnel, if known. If principal investigator has not yet been selected, submit a list of tasks or projected responsibilities.

11. Exhibit Supporting Documents (for Museum Exhibit Projects only)

Include curricula vitae for all key project research and exhibit development personnel, if known. Provide planning or design documents, if available. If objects are to be loaned from other institutions/individuals or the exhibit is designed to travel, include letters of confirmation/commitment.

12. Documentation of Need

File Name	File Size	Uploaded On	View (opens in new window)
Grant Application Narrative May 2023.pdf	108 [KB]	5/31/2023 5:46:04 PM	View file

13. Local Protection

Provide copies of any documents that provide local protection of the project site as identified in question G.1.1.

File Name	File Size	Uploaded On	View (opens in new window)
apalachicola_historic_guide.pdf	4196 [KB]	5/29/2023 8:39:09 AM	View file

14. Owner Concurrence Letter

Provide a letter that documents that the applicant has the permission of the owner of record (if the Property Owner is not the applicant) to conduct the proposed project on the owner's property, that the owner is in concurrence with this application for grant funding, and documentation that the owner is a non-profit organization or agency of government. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter. Note that, for other than Acquisition or site-specific Archaeological Research projects being undertaken by an eligible applicant, the owner must be a Non-profit Organization or agency of government.

15. Optional Materials

File	Title	Description	Size	Type	View (opens in new window)
Warranty Deed.pdf	Warranty Deed	Documentation of Ownership by Non-Profit Organization	617 [KB]		View file

15.1.

I. Review and Submit

1. Review and Submit *

☑ I hereby certify that I am authorized to submit this application on behalf of Waddell Family Apalachicola Historical Preservation Society, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. Guidelines Certification *

☑ I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section , Florida Statutes 267.0617 and 1A-39.001, Florida Administrative Code.

1.2. Signature (Enter first and last name) *

James F. Waddell III

AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Waddell Family Apalachicola Historical Preservation Society, Inc.
25.h.sc.100.056

This Agreement is by and between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division," and the Waddell Family Apalachicola Historical Preservation Society, Inc. hereinafter referred to as the "Grantee."

The Grantee has been awarded a Special Category Grant by the Division, grant number 25.h.sc.100.056 for the Project "Demo George & Co. Building Restoration," in the amount of $450,000 ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item 3234, contained in the 2025 General Appropriations Act, HB 5001, Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.0617, *Florida Statutes.*

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

1. **Grant Purpose.** This grant shall be used exclusively for the "Demo George & Co. Building Restoration," the public purpose for which these funds were appropriated.

   a) The Grantee shall perform the following **Scope of Work**:

   Grant funds will be used to restore the historic Demo George & Co. Building in Apalachicola. Work items include stabilize foundation; repair exterior walls; repair roof; repair/replace flooring; repair/replace ceiling finishes; upgrade mechanical; upgrade electrical; upgrade plumbing; repair/replace awning; repair four (4) existing non-historic light fixtures and hardware; and repair two (2) doors. Grant funds will also be used for architectural/engineering, civil/structural engineering services, and grant project management and administration.

   All window and/or door replacements shall be submitted to the Bureau of Historic Preservation for review and approval before any window and/or door replacement work commences.

   All tasks associated with the Project shall meet the requirements set forth in this agreement.

   b) The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

#	Payment Type	Deliverable Description	Documentation	Payment Amount

1	Fixed Price	Provide a copy of the professional architectural/engineering consultant's credentials, a project timeline, and an executed Restrictive Covenant filed with the County Clerk to the Division for review and approval.	One (1) digital copy of the professional architectural/engineering consultant credentials; One (1) digital copy of the project timeline; One (1) copy of the executed Restrictive Covenant filed with the County Clerk.	$112,500
2	Fixed Price	Complete and submit a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed for review and approval; Photographic documentation of installed project identification sign with Grant Funding Acknowledgement.	One (1) digital copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed; Photographic documentation of installed project identification sign with Grant Funding Acknowledgement.	$112,500
3	Fixed Price	Complete and Submit one (1) copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed.	One (1) digital copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed.	$112,500

4	Fixed Price	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid, for review and approval. In addition, a new/updated FMSF form (for previously extant structures over 50 years old) for the property shall be submitted prior to final payment; a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	One (1) digital copy of the completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid; One (1) copy of the new/updated FMSF form (for previously extant structures over 50 years old); One (1) Single Audit Form; One (1) copy of the final progress report; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	$112,500
Totals				**$450,000**

c) The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables outlined in the Agreement. The Budget provides details of how grant and match funds will be spent. All expenditures shall be in accordance with this budget (which is incorporated as part of this Agreement and entitled Attachment A) and must be incurred during the term of this Agreement, as stated in Section 2 of this Agreement.

2. **Length of Agreement.** This Agreement shall begin on 07/01/24, and shall end 06/30/26, unless terminated in accordance with the provisions of Section 34 of this Agreement. Contract extensions will not be granted unless Grantee is able to provide substantial written justification and the Division approves such extension. The Grantee's written request for such extension must be submitted to the Division no later than thirty (30) days prior to the termination date of this Agreement and no amendment will be valid until a written amendment is signed by both parties as required in Section 7 and Section 15 of this Agreement.

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

For the Division of Historical Resources:
Nicole Hu
Florida Department of State
R.A. Gray Building
500 South Bronough Street

Tallahassee, FL 32399
Phone: 850.245.6355
Email: Nicole.Hu@dos.myflorida.com

For the Grantee:
Contact: James Waddell
Address: 6260 Old Water Oak Road Tallahassee Florida 32312
Phone: 850.545.3322
Email: jfw@inoviagroup.com

4. **Grant Payments.** All grant payments are requested online via www.dosgrants.com by submitting a payment request with documentation that the deliverable has been completed. The total grant award shall not exceed the Grant Award Amount, which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. Grant payment requests are not considered complete for purposes of payment until review of the deliverables for compliance with the terms and conditions of this Agreement by the appropriate Division staff is complete and approval of the deliverable given. The grant payment schedule is outlined below:

   a) All payments will be made in the amounts identified with the Deliverables in Section 1 of this agreement.

   b) All payments will be made in accordance with the completion of those Deliverables.

5. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services (DFS). If EFT has already been set up for the organization and a payment has been received at the account in the past year, the Grantee does not need to submit another authorization form unless the organization has changed bank accounts. If the grantee has not received a payment at the account in the past year, they should check with DFS at (850) 413-5517 or e-mail at DirectDeposit@MyFloridaCFO.com to see if their EFT request is still active. The authorization form is accessible at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-depositvendors.pdf?sfvrsn=eff728cf_16 where information pertaining to payment status is also available.

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

7. **Amendment to Agreement.** Either party may request modification of the provisions of this Agreement by contacting the Division to request an Amendment to the Contract. **Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.** If changes are implemented without the Division's written approval, the organization is subject to noncompliance, and the grant award is subject to reduction, partial, or complete refund to the State of Florida and termination of this agreement.

8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to

perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*.

a) Any advanced funds will be returned to the State of Florida if unexpended within the first 3 months of disbursement.

b) Payments will be withheld for failure to complete services as identified in the Scope of Work and Deliverables, provide documentation that the deliverable has been completed, or demonstrate the appropriate use of state funds.

c) If the grantee has spent less than the Grant Award Amount in state funds to complete the Scope of Work, the final payment will be reduced by an amount equal to the difference between spent state dollars and the Grant Award Amount.

d) The Division may reduce individual payments by 10% if the completed Deliverable does not meet the Secretary of the Interior's Standards and Guidelines or other industry standards applicable to the project.

The Division shall reduce total grant funding for the Project in direct proportion to match contributions not met by the end of the grant period. This reduction shall be calculated by dividing the actual match amount by the required match amount indicated in the Agreement and multiplying the product by the Grant Award Amount indicated in the Agreement. Pursuant to Section 17, Grantee shall refund to the Division any excess funds paid out prior to a reduction of total grant funding.

9. Additional Special Conditions.

Development Projects

1. All project work must be in compliance with the Secretary of the Interior's Standards and Guidelines available online at www.nps.gov/tps/standards.htm.

2. The Grantee shall provide photographic documentation of the restoration activity. Guidelines regarding the photographic documentation are available online at https://dos.myflorida.com/historical/grants/special-category-grants/.

3. Architectural Services

a. All projects shall require contracting for architectural services. Engineering services may also be required if determined necessary by the Division.

b. The Grantee may request a waiver of this requirement from the Division if they believe that the architectural/engineering services are not needed for the Project. The Division shall make a recommendation to the Grantee after review of the proposed work.

4. Architectural Documents and Construction Contracts

The Grantee shall submit the architectural services contract to the Department for review and approval prior to final execution. Procurement documentation supporting maximum open competition must be submitted to the Division for review and approval prior to execution of project contracts. In addition, pursuant to *Section 267.031(5)(i), Florida Statutes*, the Grantee shall submit architectural planning documents to the Department for review and approval. All projects must produce the following:

a. Construction documents that reflect the complete scope of work as defined in section 1.a of this agreement

b. If construction documents are not appropriate (as determined by the Division), the grantee will have their architect, engineer, or contractor provide written material specifications for the tasks identified in the scope of work.

c. In the instance that some of the items identified in the scope or work do require drawings and others do not, the grantee will have their architect provide drawings for the scope items for the instances when it is required and have their architect, engineer, or contractor provide material specifications in instances when drawings are not required.

It should be evident in the drawings any and all alterations being made to historic buildings structures and sites. These final documents must include details of all repair work to historic fabric, including details on repair methodology and material, as well as all replacement materials for historic fabric that cannot be repaired. For development projects, details and product sheets for all exterior finishes (windows, doors, lighting, exterior wall material, etc.) and significant interior finishes (flooring, wall material, lighting, ceiling material and finish, etc.), must also be included.

5. For the construction phase of the Project, in addition to the review submissions indicated above, a copy of the construction contract must be submitted to the Department for review and approval **prior** to final execution. Procurement documentation supporting maximum open competition **must be** submitted to the Division for review and approval prior to execution of project contracts. Department review and approval of said contracts shall not be construed as acceptance by or imposition upon the Department of any financial liability in connection with said contracts.

6. For projects involving ground disturbance (examples include: historic building or structure relocation, grading and site work, installation of sewer and water lines, subgrade foundation repairs or damp proofing, construction of new foundations and installation of landscape materials), the Grantee shall ensure that the following requirements are included in all contracts for architectural and engineering services:

a. Ground disturbance around historic buildings or elsewhere on the site shall be minimized, thus reducing the possibility of damage to or destruction of significant archaeological resources.

b. If an archaeological investigation of the Project site has not been completed, the architect or engineer shall contact the Department for assistance in determining the actions necessary to evaluate the potential for adverse effects of the ground disturbing activities on significant archaeological resources.

c. Significant archaeological resources shall be protected and preserved in place whenever possible. Heavy machinery shall not be allowed in areas where significant archaeological resources may be disturbed or damaged. Significance is evaluated based on an evaluation of identity, age, location, and context in conjunction with their capacity to reveal information through the investigatory research designs, methods, and techniques used by archaeologists.

d. When preservation of significant archaeological resources in place is not feasible, a mitigation plan shall be developed in consultation with and approved by the Department's Compliance Review Section (contact information available online at www.flheritage.com). The mitigation plan shall be implemented under the direction of an archaeologist meeting the *Secretary of the Interior's'Professional Qualification Standards for Archaeology.*

e. Documentation of archaeological investigation and required mitigation actions shall be submitted to the

Compliance Review Section for review and approval. This documentation shall conform to the *Secretary of the Interior's Standards for Archaeological Documentation*, and the reporting standards of the Compliance Review Section set forth in *Chapter 1A-46, Florida Administrative Code.*

7. Copyright and Royalties: When publications, brochures, films, or similar materials are developed, directly or indirectly, from a program, project or activity supported by grant funds, any copyright resulting therefrom shall be held by the Florida Department of State, Division of Historical Resources. The author may arrange for copyright of such materials only after approval from the Department. Any copyright arranged for by the author shall include acknowledgment of grant assistance. As a condition of grant assistance, the grantee agrees to, and awards to the Department and, if applicable, to the Federal Government, and to its officers, agents, and employees acting within their official duties, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.

8. Demolition of Historic Property: If a development project includes the demolition of whole structures on a property, historic or not, then the applicant must submit a detailed explanation as to why the structure is being demolished. If it is because the structure is structurally unsound, then an engineer's report may be requested. If the structure to be demolished is historic or contributing resource to the property, then the applicant must also submit a salvage report, detailing what, if any, of the building can be salvaged and how the applicant plans to reuse those materials.

10. Credit Line(s) to Acknowledge Grant Funding. Pursuant to Section 286.25, *Florida Statutes*, in publicizing, advertising, or describing the sponsorship of the program the Grantee shall include the following statement:

a) "This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida." Any variation in this language must receive prior approval in writing by the Division.

b) All site-specific projects must include a Project identification sign, with the aforementioned language, that must be placed on site. The cost of preparation and erection of the Project identification sign are allowable project costs. Routine maintenance costs of Project signs are not allowable project costs. A photograph of the aforementioned sign must be submitted to the Division as soon as it is erected. Non-site-specific projects that produce report(s) must include the aforementioned language in the report.

11. Encumbrance of Funds. The Grantee shall execute a binding contract for at least a part of the Scope of Work by September 30, except as allowed below.

a) Extension of Encumbrance Deadline: The encumbrance deadline indicated above may be extended by written approval of the Division. To be eligible for this extension, the Grantee must demonstrate to the Division that encumbrance of grant funding and the required match by binding contract(s) is achievable by the end of the requested extended encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Department no later than fifteen (15) days prior to the encumbrance deadline indicated above.

b) Encumbrance Deadline Exception: For projects not involving contract services the Grantee and the Department shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.

12. Grant Reporting Requirements. The Grantee must submit the following reports to the Division. All reports shall document the completion of any deliverables/tasks, expenses and activities that occurred during that reporting period. All reports on grant progress will be submitted online via www.dosgrants.com.

a) Total Compensation Paid to Non-Profit Personnel Report:

If applicable, the Grantee shall complete and return to the Division within 30 days of the execution of this Agreement Attachment C, entitled "Total Compensation Paid to Non-Profit Personnel Using State Funds" which shall satisfy the requirement to provide documentation that indicates the amount of state funds:

i. Allocated to be used during the full term of the contract for remuneration to any member of the board of directors or an officer of the contractor.

ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

"State funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the state Medicaid program.

b) **First Project Progress Report** is due by October 31, for the period ending September 30 (first year of the Grant Period).

c) **Second Project Progress Report** is due by January 31, for the period ending December 31 (first year of the Grant Period).

d) **Third Project Progress Report** is due by April 30, for the period ending March 31 (first year of the Grant Period).

e) **Fourth Project Progress Report** is due by July 31, for the period ending June 30 (first year of the Grant Period).

f) **Fifth Project Progress Report** is due by October 31, for the period ending September 30 (second year of the Grant Period).

g) **Sixth Project Progress Report** is due by January 31, for the period ending December 31 (second year of the Grant Period).

h) **Seventh Project Progress Report** is due by April 30, for the period ending March 31 (second year of the Grant Period).

i) **Final Report.** The Grantee must submit a Final Report to the Division within one month of the Grant Period End Date set forth in Section 2 above.

13. Matching Funds. The Grantee is required to provide a 100% match of the Grant Award Amount. Of the required match, a minimum of 25% must be cash on hand. The remaining match may include in-kind services, volunteer labor, donated materials, and additional cash. For projects located in Rural Economic Development Initiative (REDI) counties or communities that have been designated in accordance with Sections 288.0656 and 288.06561, *Florida Statutes*, Grantees may request a waiver of the match amount. Grantees that are Certified Local Government (CLG) organizations and Main Street Program organizations are not required to provide a match. The

Grantee must submit documentation that the minimum match requirements have been met and provide to the Division documentation evidencing expenses incurred to comply with this requirement.

14. **Grant Completion Deadline.** The grant completion deadline is the end date of this Agreement set forth in Section 2 above. The Grant Completion Deadline is the date when all grant and matching funds have been paid out or incurred in accordance with the work described in the Scope of Work, detailed in the Estimated Project Budget. If the Grantee finds it necessary to request an extension of the Grant Completion Deadline, an Amendment to the Agreement must be executed as per Section 7, and the stipulations in Section 15 must be met.

15. **Extension of the Grant Completion Deadline.** An extension of the completion date must be requested at least thirty (30) days prior to the end of the Grant Period and may not exceed 30 days, unless the Grantee can clearly demonstrate extenuating circumstances. An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the Project such as a natural disaster, death or serious illness of the individual responsible for the completion of the Project, litigation related to the Project, or failure of the contractor or architect to provide the services for which they were contracted to provide. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant or failure to raise sufficient matching funds. Changes to the original completion deadline shall be valid only when requested in writing, approved by the Division, and an Amendment to the Agreement has been executed by both parties and attached to the original of this Agreement. The Grantee must provide documentation that a portion of the grant funds and match contributions are encumbered and demonstrate to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended Grant Period.

16. **Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable Project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (revised 11/1/2019), which are incorporated by reference and are available online at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/stateagencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2. The following categories of expenditures are non-allowable for expenditure of grant funds and as contributions to required match:

    a) Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;

    b) Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;

    c) Costs not consistent with the grant project type, as described in section V.C.2. of the program guidelines and as selected in the application;

    d) Expenses incurred or obligated prior to or after the Grant Period, as indicated in the Grant Award Agreement;

    e) Expenses associated with lobbying or attempting to influence Federal, State, or local legislation, the judicial branch, or any state agency;

    f) Expenditures for work not consistent with the applicable historic preservation standards as outlined in the Secretary of the Interior's Guidelines available at https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties or applicable industry standards;

g) Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, including, costs of consultation and mitigation measures required under Section 106 of the *National Historic Preservation Act of 1966*, as amended, or under Section 267.031, F.S.;

h) Projects directed at activities or Historic Properties that are restricted to private or exclusive participation or access, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, pregnancy, handicap, or marital status;

i) Entertainment, food, beverages, plaques, awards, or gifts;

j) Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;

k) Indirect costs including Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, internet service, monthly expenses associated to security systems, non-grant related administrative and clerical staffing, marketing, and fundraising activities;

l) Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, whether grant expenditures or match contributions, which in aggregate exceed 5% of the grant award amount;

m) Grantee operational support (i.e., organization salaries not directly related to grant activities; travel expenditures; per diem; or supplies);

n) Insurance costs (Exception: costs for builder's risk, workers' compensation and contractor's liability insurance);

o) Capital improvements to non-historic properties or non-historic additions to a Historic Property (Exception: pre-approved items of work for Museum Exhibit projects);

p) Capital improvements to the interior of Religious Properties (Exception: repairs to elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, window and exterior door repairs and restoration practices associated with the building envelope);

q) Accessibility improvements for Religious Properties;

r) Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s));

s) Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems and site lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of trees posing an immediate threat to the historic or archaeological resource; and limited site lighting required for security, all if approved by the Division);

t) Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates or sections of these);

u) Furniture, including but not limited to: desks, tables, seating, rugs and mats, artwork and decorations, window treatments, case goods (including cabinets, countertops, or bookshelves) with no historic precedent, systems' furniture, movable partitions and acoustical treatments and components, unless specific prior approval has been granted by the Division (Exception: museum display units necessary for approved Museum Exhibit projects)

v) Equipment

1. Purchase of all equipment directly or indirectly related to the project, is non-allowable, even if such equipment is necessary for the completion of the project. Non-allowable equipment includes, but is not limited to, portable sound systems, specialty fixtures and equipment, visual display units, televisions, appliances, computers, cameras, printers, scanners, projection systems, portable light fixtures total stations, anchors and other objects needed to operate boats and ships, pumps, jacks, and other tools unless specific prior approval has been granted by the Division

2. If special equipment is required for completion of the Project, it shall be rented for the grant term unless it can be shown that acquiring the equipment is cheaper than renting the equipment and approval has been provided by the Division as part of the documentation presented at the time of application. If the value of special equipment is to be used as a match contribution, the value of the match contribution shall be limited to the cost of rental for the Grant Period at the market rate for such rental in the region;. Approved special equipment purchased with grant funds that cost more than $5,000 and have a useful life of more than one year will be returned to the Department at the end of the grant period, prior to final payment

w) Supplies that will not be consumed in use during the duration of this project;

x) Maintenance of boats, cars, trailers or other vehicles;

y) Costs associated with attending or hosting conferences, summits, workshops or presentations including facility rental fees (Exception: municipal or county required public meetings necessary for completion of the grant-assisted project)

z) Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, contracted or subcontracted employees, either for purposes of work on-site or research off-site; and

aa) Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects.

17. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures.*

18. **Repayment.** All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of the "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Grants Program Supervisor, Division of Historical Resources, 500 South Bronough Street Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes,* if a check or other draft is returned to the Department for collection, Grantee shall pay to the Department a service fee of $15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

19. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes.* See Attachment B for additional information regarding this requirement.

20. **Retention of Accounting Records.** Financial records, supporting documents, statistical records, and all other records including electronic storage media pertinent to the Project shall be retained for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit, or claim has been resolved.

21. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts, and transcripts.

22. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes,* known as the *Florida Public Records Act.* The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

23. **Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended, in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes.* Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than $100 within any quarter may be held until the next quarter when the accrued interest totals more than $100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's final Progress Report at the end of the Grant Period.

24. **Noncompliance with Grant Requirements.** Any Grantee that has not submitted required reports or satisfied other administrative requirements for this grant or other Division of Historical Resources grants or grants from any other Florida Department of State (DOS) Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. Grant compliance issues must be resolved before a grant award agreement may be executed, and before grant payments for any DOS grant may be released.

25. **Accounting Requirements.** The Grantee must maintain their financial records in such a manner that provides a complete record of the use of all grant funds as follows:

   a) The records must be able to specifically provide an audit trail that traces the receipt, maintenance, and expenditure of state funds;

   b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories as approved in the grant application. If Grantee's accounting records accumulate data in a different format than the one specified in this agreement, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.

c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.

d) The Grantee's accounting records must have effective control over and accountability for all funds, property, and other assets; and

e) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills, and canceled checks).

26. **Accounting Documentation** For every expense related to the use of grant or match funds and in-kind contributions the Grantee must submit documentation that demonstrates the expense and/or contribution as follows:

a) For all non-personnel costs, the Grantee must provide invoices/receipts and proof of payment (i.e. canceled/processed checks or bank statements). If these costs are donated in-kind contributions, the grantee must justify the donated value.
b) For personnel costs, the Grantee must provide timesheets that are signed by the employee documenting the hours worked, include the cost per hour, and demonstrate a clear relationship to the submitted payment documentation. If donated in-kind, justify the donated hourly value.
c) All costs are required to be reconciled using the "Expenditure Log" in DOSgrants.com. All entries in this log must be supported by the documentation requirements described in this section.

27. **Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature, or the United States Congress in the case of a federally funded grant. In the event that the state or federal funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee, beyond those amounts already released prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

28. **Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents, or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

29. **Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be "independent contractors" and will

not be considered or permitted to be agents, servants, joint ventures, or partners of the Division.

30. **Liability.** The Division will not assume any liability for the acts, omissions to act, or negligence of, the Grantee, its agents, servants, or employees; nor may the Grantee exclude liability for its own acts, omissions to act, or negligence, to the Division.

   a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death, and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees, and subcontractors. The Grantee, other than a Grantee which is the State or the State's agencies or subdivisions, as defined in Section 768.28, *Florida Statutes*, shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with that Section.

   b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity, or increases the limits of its liability, by entering into this Agreement.

   c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.

   d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the Project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities; and provided that it is understood by the Grantee that the Division shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

31. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable local, state and federal laws and regulations. The Grantee shall during the term of this Agreement be in strict conformity with all applicable local, state and federal laws and regulations.

32. **No Discrimination.** The Grantee and their subcontractors may not discriminate against any employee employed under this Agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status. The following or a similar provision must be inserted into all of the subcontracts for services executed under this Agreement:

   a) No employee or applicant for employment engaged under this Agreement may be discriminated against becau of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status

33. **Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments, and/or will terminate this agreement if the Grantee improperly expends and manages grant funds, fails to prepare, preserve or surrender records required by this Agreement, or otherwise violates this Agreement.

34. **Termination of Agreement.**

   a) Termination by the Division. The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter, and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement, prior to the notification of termination, if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages, if grant funds are returned under this Section.

b) Termination for convenience. The Division or the Grantee may terminate the grant in whole or in part when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.

c) Termination by Grantee. The Grantee may unilaterally cancel the grant at any time prior to the first payment on the grant although the Department must be notified in writing prior to cancellation. After the initial payment, the Project may be terminated, modified, or amended by the Grantee only by mutual agreement of the Grantee and the Division. Request for termination prior to completion must fully detail the reasons for the action and the proposed disposition of the uncompleted work.

35. **Preservation of Remedies.** No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or violation by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.

36. **Non-Assignment of Agreement.** The Grantee may not assign, sublicense nor otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the Project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties, and obligations of the Division to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this Agreement shall be transferred to the successor governmental agency as if it was the original party to this Agreement.

37. **Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project. Procurement documentation supporting maximum open competition may be requested by the Division for review and approval prior to execution of these subcontracts.

a) The Grantee must procure all professional services (architects, conservators, historic preservation consultant structural engineers, landscape architects) using at least a request for qualifications, and the grantee must solicit at least three (3) responses to their request for the service.

b) All contracts for procurement of goods and services (construction, exhibit fabrication, etc.) not included in Section 37.a. as described above must be procured in the manner described below:

1. Procurement of Goods and Services Not Exceeding $35,000. The Grantee must use the applicable procurement method described below:
   i. Purchases Up to $2,500: Procurement of goods and services where individual purchases do not

exceed $2,500 may be conducted at the Grantee's discretion using good purchasing practices.

   ii. Purchases or Contract Amounts Between $2,500 and $35,000: Goods and services costing between $2,500 and $35,000 require informal competition such as written quotations and informal bids, and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

2. Procurement of Goods and Services Exceeding $35,000. Goods and services costing over $35,000 may be procured by either formal invitation to bid or request for proposals, and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
   i. Any formal competitive solicitation shall be made available simultaneously to all vendors, must include the time and date for the receipt of bids, proposals, or replies and of the public opening, and must include all contractual terms and conditions applicable to the procurement, and the criteria to be used in determining acceptability and relative merit of the bid, proposal, or reply.

c) State entities should follow required procedures set forth in Chapter 287, *Florida Statutes* and Rule 60A 1.0(of Florida Administrative Code. If the grantee is a non-state entity (local government or non-profit organization) and has existing procurement requirements and procedures, follow the more restrictive, as long as state requirements are still met.

38. Conflicts of Interest. The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

39. Binding of Successors. This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Historical Resources.

40. No Employment of Unauthorized Aliens. The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

41. Severability. If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

42. Americans with Disabilities Act. All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990 as amended (42 U.S.C. 12101, et seq.), which is incorporated herein by reference.

43. Governing Law. This Agreement shall be construed, performed, and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

44. Rural Communities. If the Grantee is a county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., the payment of submitted invoices may be issued for verified and eligible performance that has been completed in accordance with the terms and conditions set forth in this Agreement to the extent that federal or state law, rule, or other regulation allows such payments.

Upon meeting either of the criteria set forth below, the Grantee may elect in writing to exercise this provision.

a) A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., that demonstrates financial hardship; or

b) A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., and which is located in a fiscally constrained county, as defined in section 218.67(1). If the Grantee meets the criteria set forth in this paragraph, then the Grantee is deemed to have demonstrated a financial hardship.

45. Restrictive Covenants. In accordance with section 287.05805, *Florida Statutes*, for Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee), prior to the release of the first installment of grant funds, **must** grant to the Florida Department of State a security interest in the Real Property at least to the amount of state funds to be provided in the grant agreement. This security interest shall be recorded in the form of a restrictive covenant on the Real Property, active for a period of fifteen (15) years for Development or active for twenty (20) years for an Acquisition. The Grantee (and the Property Owner, if not the Grantee) shall record the security interest in the office of the clerk of the circuit court of the county, or another office serving as the county recorder as provided by law, in which the Real Property is located.

46. Entire Agreement. The entire Agreement of the parties consists of the following documents:

a) This Agreement

b) Estimated Project Budget (Attachment A)

c) Single Audit Act Requirements and Exhibit I (Attachment B)

d) Total Compensation Paid to Non-Profit Personnel Using State Funds (Attachment C)

In acknowledgment of this grant, provided from funds appropriated in the 2025 General Appropriation Act, I hereby certify that I have read this entire Agreement, and will comply with all of its requirements.

Department of State:

By: Alissa Lotane

Alissa Lotane, Division Director

10/10/24

Date

Grantee:

By:

Authorizing Official for the Grantee

James F. Waddell, III Director

Typed name and title

10.7.2024

Date

ATTACHMENT A
Estimated Project Budget

Description	Grant Funds	Cash Match	In Kind Match
Stabilize Foundation	$39,000	$4,000	$0
Repair Exterior Walls	$73,000	$6,000	$0
Repair Roof	$73,000	$4,000	$0
Repair/Replace Flooring	$50,000	$5,000	$0
Repair/Replace Ceiling Finishes	$44,000	$4,000	$0
Upgrade Mechanical	$50,000	$1,000	$0
Upgrade Electrical	$40,000	$1,000	$0
Upgrade Plumbing	$35,000	$1,000	$0
Repair/Replace Awning	$0	$0	$50,500
Repair Four (4) Fixtures and Hardware	$11,000	$1,000	$0
Repair Two (2) Doors	$10,000	$2,000	$0
Architectural/Engineering Services	$25,000	$0	$20,000
Civil/Structural Engineering	$0	$5,000	$4,000
Grant Project Management and Administration	$0	$0	$4,000
Totals	**$450,000**	**$34,000**	**$78,500**

ATTACHMENT B
FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes* (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends $750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.

2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.

3. A recipient that expends less than $750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than $750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

U.S. Government Printing Office www.ecfr.gov

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), F.S.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 691-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement lists the state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than $750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than $750,000 in state financial assistance in its fiscal and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
http://www.myfloridacfo.com/

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)
http://www.leg.state.fl.us/

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this agreement shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to each of the following:

    1. The Department of State through the https://dosgrants.com/ grants management system.

2. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

2. Copies of financial reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

    1. The Department of State through the https://dosgrants.com/ grants management system.

    2. The Auditor General's Office at the following address:

       Auditor General
       Local Government Audits/342
       Claude Pepper Building, Room 401
       111 West Madison Street
       Tallahassee, Florida 32399-1450

       The Auditor General's website (https://flauditor.gov/) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part V: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Not applicable.

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCESAWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not applicable.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCESFOR FEDERAL PROGRAMS:

Not applicable.

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Florida Department of State, Acquisition, Restoration of Historic Properties Grants; CSFA Number 45.032. Award Amount: $450,000

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at https://apps.fldfs.com/fsaa/.

ATTACHMENT C

Total Compensation Paid to Non-Profit Personnel Using State Funds

Name:			
Title:			
Agency Agreement/Contract #			
Total Contract Amount			
Contract Term:			
Invoice Number			
Invoice Period			
Line Item Budget Category	Total Amount Allocated	Total Amount Paid	Amount Paid from State Funds
Salaries			
Fringe Benefits			
Bonuses			
Accrued Paid Time Off			
Severance Payments			
Retirement Contributions			
In-Kind Payments			
Incentive Payments			
Reimbursements/Allowances			
Moving Expenses			
Transportation Costs			
Telephone Services			
Medical Services Costs			
Housing Costs			
Meals			
Amount Paid to Date			

CERTIFICATION: I certify thatthe amounts listedabove are trueand accurate andin accordance withthe approved budget.

Name:	
Signature:	
Title:	
Date:	

State of Florida

Chief Financial Officer
Department of Financial Services
Bureau of Accounting
200 East Gaines Street
Tallahassee, FL 32399-0354
Telephone: (850) 413-5519 Fax:(850) 413-5550

Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): 93-1496210
IRS Name: WADDELL FAMILY APALACHICOLA HISTORICAL P

Address: 6260 OLD WATER OAK ROAD
TALLAHASSEE, FL
32312-0000

Attention Of: JAMES F. WADDELL III

Business Designation: Not For Profit

Certification Statement:
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**

2. **I am not** subject to backup withholding because:
   (a) I am exempt from backup withholding **or**
   (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **or**
   (c) the IRS has notified me that I am no longer subject to backup withholding **AND**

3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: JAMES F. WADDELL III
Preparer's Title: PRESIDENT
Phone: 8505453322
Email: jfw@inoviagroup.com

Date Submitted: 05/26/2023

Waddell Family Apalachicola Historical Preservation Society, Inc.

25.h.sc.100.056

This Amendment is between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division" and Waddell Family Apalachicola Historical Preservation Society, Inc., hereinafter referred to as the "Grantee".

The parties entered into a grant agreement for the implementation of a Special Category grant, for Demo George & Co. Building Restoration. The parties now mutually desire to amend certain terms and conditions of the grant agreement.

In consideration of the covenants contained herein, it is agreed:

All section of the original grant agreement not specifically amended by this or a prior written amendment and all prior written amendments are hereby reaffirmed.

The following sections are hereby revised as follows:

Original Length of Agreement

7/1/2024 - 06/30/2026

Amended Length of Agreement

7/1/2024 -12/31/2026

Additional Conditions

12. Grant Reporting Requirements:

i) Eighth Report is due by July 31, for the period ending June 30 (third year of the grant period).

j) Ninth Report is due by October 31, for the period ending September 30 (third year of the grant period).

k) Final Report. The Grantee must submit a Final Report to the Division within one month of the Grant Period End Date set forth in Section 2 above.

AUTHORIZATION

James F. Waddell III - Director

Authorized official for the Grantee

4/28/2026

Authorized official Signature

Date:

4/30/24

Alissa Lotane, Division Director

Date:

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: August 4, 2026

SUBJECT: Authorization to Release RFP for Engineering Services (Plan, Design, Permit, and CEI)

AGENDA INFORMATION:

Agenda Location:	**Unfinished Business**
Item Number:	**3**
Department:	**Grants, Compliance, and Procurement**
Contact:	**Leslie Glaze/Charles Anderson**
Presenter:	**Charles Anderson**

Brief Summary:

The City of Apalachicola received a total of $17,527,610 million for three (3) resilient infrastructure projects capable of withstanding future extreme weather events through the federal funding source, the Supplemental Appropriation for Helene and Milton (SAHM). The first two projects, Planning-Design-Construct a New Municipal Well and Current Well Maintenance-Rehabilitation-Capacity, are both in the procurement stages with RFPs released for both and qualified firms will be chosen shortly.

The third project, Planning-Design-Construction of a Total Organic Carbon (TOC) Water System for $15.5 million, is not in the procurement process and the funding expires 12/15/31. Florida's DEP is highly recommending that all municipalities finalize their grant agreements and begin competitive procurement for the planning and design stages based on the date the funds expire. Projects that do not meet projected agreement timelines in 2026 to secure the allocation will have the funding reassigned to alternate storm-impacted communities. This project was previously discussed by the Commission with the Commission requesting Dewberry Engineering to present at a future commission meeting on the project's merits. Dewberry was unable to accommodate this invitation, and the City has had weekly meetings with FDEP on the award status. This project would be initiated by the city and then be transferred to the new Apalachicola Water and Sewer District by Dec 1, 2026.

TOC Water Systems measure and manage the amount of carbon found in organic compounds within water, which is a critical indicator of water quality and treatment effectiveness. Apalachicola requires this technology because our source water reacts to standard chemical treatments. The TOC Water System prevents water discoloration, foul odors, reduces natural organic matter, and prevents harmful disinfection byproducts which optimize current well treatments.

The cost of the system and its maintenance have been discussed over the past few years, and previously not pursued due to ongoing costs. This SAHM funding includes the appropriation needed for construction costs to design and build the TOC Water System (estimated at $7 million) with additional funding included in the award for ongoing stewardship investment. The system will be designed to ensure the life expectancy of carbon media is at least 5 years, and the inline carbon media (Granulated Activated Carbon Filter) will need to be replaced at that time but the entire actual infrastructure project remains intact for approximately 50 years. Dewberry issued a Water Report to the City in 2024 discussing the TOC Water System and they estimated the cost of carbon media replacement to be $180,000. 2026 prices for carbon media replacement are approximately $250,000. The TOC Water System has an estimated completion date of early 2030 based on state standards to complete planning, permitting, design, and construction/installation. Day-to-day operation of the TOC Water System and regular maintenance costs will be under the newly formed Apalachicola Water and Sewer District. No additional specialized personnel are required to operate this system.

Recommended Motion: Motion to approve staff to pursue the SAHM funding, to write and release an RFP, and take procurement actions needed before turning the project over to the newly formed district.

Funded Source: Supplemental Appropriation Helene and Milton (SAHM), Administered through FDEP. No local match is required.

Staff Comments and Recommendations: This project is an enhancement to the city's water system and will benefit the community. The project includes post construction funds as part of the award and staff recommend approval of the requested action.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: August 4, 2026

SUBJECT: Draft Ordinance – PZ Board Organization and Operation

AGENDA INFORMATION:

Agenda Location:	**Attorney & City Manager Communications**
Item Number:	
Department:	**Governing Body**
Contact:	**Dan Hartman**
Presenter:	**Dan Hartman/Manager Charles Anderson**

BRIEF SUMMARY:

The Commission expressed a desire to amend the Code dealing with the Organization and Operation of the PZ Board. Specifically, to add term limits, remove the School Board Member, confirm 7 voting member composition and provide for an alternate.

Attached is a draft Ordinance for review and comment designed to accomplish this task.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

1. Direct Clerk to proceed with 1st Reading of the Ordinance (incl any revisions) at the Regular Meeting in September 2026.

FUNDING SOURCE: N/A

ATTACHMENTS:

Draft Ordinance

STAFF'S COMMENTS AND RECOMMENDATIONS:

ORDINANCE NO: 2026-___

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR AMENDMENT OF THE APALACHICOLA CODE OF ORDINANCES PART II, CHAPTER 2 – ADMINISTRATION, ARTICLE II. - BOARDS AND COMMISSIONS, DIVISION 1. – SECTIONS 2.38 AND 2.39 AND PROVIDING FOR APPOINTMENT OF AN ALTERNATE ALL NECESSARY MATTERS DEALING WITH THE ORGANIZATION AND OPERATION OF THE PLANNING AND ZONING BOARD; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Article VII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable municipalities to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Chapter 166, Florida Statutes, the "Municipal Home Rule Powers Act," implements the applicable provisions of the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law and to enact ordinances in furtherance thereof;

WHEREAS, the purpose of this Ordinance is to add amend provisions of the Code to provide for membership, term limits, transition of existing members and appointment of an alternate designed to clarify and enhance the City of Apalachicola's Code concerning the operation and organization of the Planning and Zoning Board;

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

Section 1. APALACHICOLA CODE OF ORDINANCES PART II, CHAPTER 2 – ADMINISTRATION, ARTICLE II. - BOARDS AND COMMISSIONS, DIVISION 1.:

Sec. 2-38. Membership; Alternate.[1]

The planning and zoning board is to consist of seven regular members, none of whom will be elected officials or city employees. All seven regular ~~Six of the~~ members will be appointed by the city commission. The city commission will also appoint one person to serve as an alternate to the board who will act as a regular member on an as needed basis if necessary to meet the quorum requirements. ~~and one member will be appointed by the school board. The school board appointee will be ex officio and non-voting.~~

(Code 1976, § 2-34; Ord. No. 76-2, § 2, 6-10-1976; Ord. No. 84-6, 9-6-1984)

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[1] NOTE: ~~*Struck through*~~ *language is language proposed to be deleted, Underlined language is amended language, sections that have been skipped or remain unchanged are shown as ***.*

Sec. 2-39. Terms; vacancies; compensation.

The terms of the members shall be four years. A member may serve a maximum of two consecutive four (4) year terms. Any vacancy in membership shall be filled for the unexpired term by the city commission ~~governing body that appointed the member whose position is vacant~~. The city commission ~~council~~ shall have the authority to remove any member for cause, upon written charges, after a public hearing. All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties. Any person who has previously served two consecutive terms and wishes to continue to serve on the Board must take a break in service of at least two (2) consecutive years before being eligible for appointment to the Board.

(Code 1976, § 2-36; Ord. No. 76-2, § 4, 6-10-1976; Ord. No. 84-6, 9-6-1984)

Section 2. Severability. If any portion of this Ordinance is declared invalid, the valid remainder hereof shall remain in full force and effect.

Section 3. Effective Date: This Ordinance shall become effective upon adoption.

First Reading on :
Second Reading and Adoption on :

ATTEST: City Commission of the City of Apalachicola, Florida

By: ______________________________
Sheneidra Cummings, City Clerk

By: ______________________________
Brenda Ash, Mayor

APALACHICOLA CITY COMMISSION
Request for Board Action
Meeting Date: 8/4/2026

SUBJECT: City Manager Retirement Contributions

AGENDA INFORMATION:

Agenda Location: **Consent**
Item Number:
Department: Finance
Contact: Lee Mathes, Finance Director
Presenter: Dan Hartman, City Attorney

BRIEF SUMMARY:
The City Manager's employment contract classified him as a Senior Management Service Class employee under the Florida Retirement System (FRS), the city's retirement plan. This means the city annually contributes an amount equal to 31.18% of his salary toward retirement, and he contributes 3% of his salary toward retirement, as required by FRS. Recently, it was discovered that the 31.18% city contribution is considered a "blended rate" by FRS, with only 9.67% of the 31.18% put toward the members retirement. The remainder of the blended rate (21.51%) pays other required rates set by the Legislature for Regular Class members in the Pension and Investment Plans. In this case the blended rate resulted in a deficit of $24,952 not being put toward the City Managers retirement.

Due to no fault of his own, the amount negotiated toward his retirement was not contributed. The City Manager will be withdrawing from the FRS system after his 1-year vesting point, as any earlier withdrawal results in a loss of all city contributions up to that date. The commission was briefed on this oversight, presented options for reimbursement and agreed to meet the city's contractual obligation by contributing a one-time payment of $24,952 into a 457b account in the manager's name.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Motion to approve the retirement reimbursement to the City Manager by depositing $24,952 into his 457b retirement fund.

FUNDING SOURCE: General Fund

ATTACHMENTS: FRS Investment Plan Summary Plan Description, pages 18-19

STAFF'S COMMENTS AND RECOMMENDATIONS: Recommend approval of requested action

Contributions

Your retirement benefits are paid for by both you and your employer. Florida law requires you to make pretax retirement contributions of 3% of your gross salary.[4] The contributions by your employer, called the "blended contribution rate," is the same whether you participate in the Investment Plan or the Pension Plan and is a percentage of your gross monthly salary, based on your employment class (e.g., Regular Class, Special Risk Class, etc.). The blended rates are shown below. Retirement contributions are required to be submitted to the Division by the employer no later than the fifth business day of each month following the month wages are earned.

Blended Contribution Rate Table

Membership Class	Paid by Member	Paid by Employer[4]	Total Paid by Member and Employer
Regular Class	3%	11.97%	14.97%
Special Risk Class	3%	33.13%	36.13%
Special Risk Administrative Support Class	3%	37.42%	40.42%
Elected Officers' Class (Judges)	3%	44.08%	47.08%
Elected Officers' Class (Legislature/Cabinet/Public Defender/State Attorney)	3%	60.60%	63.60%
Elected Officers' Class (County and Local)	3%	52.51%	55.51%
Senior Management Service Class	3%	31.18%	34.18%

The total amount contributed to your Investment Plan account is different than the total contribution rate shown in the Blended Contribution Rate table above.[5] For example, if you are a Regular Class member, the total contribution to your Investment Plan account equals 11.30% (you will contribute 3.00% and your employer will contribute 8.30%). The 8.30% Investment Plan employer contribution is funded solely by the blended contributions submitted by your employer.

Looking at the Blended Contribution Rate table above, for Regular Class members, the 11.97% rate is composed of two items: an unfunded liability rate of 4.87% and a blended normal cost rate of 7.10%. The actuary has determined that this "blended" rate is sufficient to pay the required rates set by the Legislature for Regular Class members in the Pension Plan and the Investment Plan.

[4] Your employer also contributes additional amounts to fund your Health Insurance Subsidy (HIS) benefit (2.00%), disability benefits and in-line-of-duty death benefits (will vary depending on employment class), and Investment Plan administration costs and educational program costs for all FRS members (.06%).

[5] New hires who elect the Investment Plan within their initial election period will receive blended contribution rates, excluding the Unfunded Actuarial Liability (UAL), from their date of hire until their Investment Plan effective date. From the effective date forward, contributions will be paid at the Investment Plan contribution rate.

The total contribution made to your Investment Plan account is shown in the table below:

Investment Plan Contribution Rate Table

Membership Class	Paid by Member	Paid by Employer	Total Paid by Member and Employer
Regular Class	3%	8.30%	11.30%
Special Risk Class	3%	16.00%	19.00%
Special Risk Administrative Support Class	3%	9.95%	12.95%
Elected Officers' Class - (Judges)	3%	15.23%	18.23%
Elected Officers' Class - (Legislature/Cabinet/Public Defender/State Attorney)	3%	11.38%	14.38%
Elected Officers' Class - (County and Local)	3%	13.34%	16.34%
Senior Management Service Class	3%	9.67%	12.67%

Upon receipt of the blended contributions from your employer, the Division balances the retirement contribution file and transfers the data and the Investment Plan contributions to the Investment Plan Administrator for Investment Plan members. Retirement contribution information is electronically transmitted to the Investment Plan Administrator daily. The Investment Plan Administrator posts contributions to members' accounts within two business days of receipt of the data and contributions. If the contributions are delayed from posting due to acts of God beyond the reasonable control of the Division, the SBA, or the Investment Plan Administrator, market losses will not be payable as a result of the delay.

The Internal Revenue Service imposes limits on the amount of your salary that may be used for contribution purposes, and the amount of contributions that may be made on your behalf. For the calendar year 2025, the contribution limit is the lesser of $70,000 or 100% of the salary actually paid to you. This limit includes employer contributions, employee salary reductions, and employee contributions, in aggregate, to 401(a) retirement plans, as well as to other plans such as a 401(k), 403(a), 403(b), and 408(k). Because these limits are high, very few members will be affected. The federal annual compensation limit for contribution purposes for fiscal year 2025-26 is $520,000 if you were initially enrolled before July 1, 1996, or $350,000 if you were initially enrolled on or after July 1, 1996. Your employer will be notified if you approach these limits.

In addition to those contributions paid by your employer to fund your retirement benefit, your employer contributes additional amounts to fund your HIS benefit (2.00%), disability benefits (will vary depending on employment class), in-line-of-duty death benefits for Investment Plan members, and Investment Plan administration costs and educational program costs for all FRS members (.06%).

Reference: Sections 121.052(7), 121.055(3), 121.4501(1), (5) and (13), 121.71, 121.72, 121.73, 121.74, and 121.76, F.S.
Sections 19-11.001, 19-11.011, and 19-13.003, F.A.C.

A Regular Meeting of the Apalachicola City Commission was held on Tuesday, July 7, 2026, at 6:00 PM, at the Commission Meeting Room located at 74 6th Street, Apalachicola, FL.

Present: Mayor Brenda Ash, Commissioner Donna Knutson, Commissioner Donna Duncan, Commissioner Adrienne Elliott, Commissioner Despina George, City Manager Chuck Anderson, City Attorney Dan Hartman, Chief Chase Richards, and City Clerk Sheneidra Cummings.

Meeting was called to order by Mayor Ash followed by invocation and the Pledge of Allegiance.

AGENDA ADOPTION

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

PRESENTATION: Swearing in of Incoming Chief of Police Chase Richards

Chief Chase Richards was sworn in as the incoming Chief of Police for the City of Apalachicola.

Public Comment

Joe Taylor, Director of Franklin's Promise Coalition, presented two items. First, he requested permission to park a small food distribution trailer at the pavilion near the corner of 8th and Ave F, twice a month for up to three days at a time, to support food delivery for transportation-disadvantaged residents. He noted that the coalition had completed appropriate insurance arrangements to additionally insure the city. He also requested use of an electrical outlet at the location to power a freezer for perishable food during summer months. City Manager Anderson agreed to address the request during his report. Second, Mr. Taylor announced an upcoming community meeting at Holy Family on July 21st focused on flooding, stormwater, and nature-based solutions, and invited the city's tree committee and parks and recreation representatives to attend. Mayor Ash recognized Mr. Taylor for his years of service on the Planning and Zoning Board.

Susan Keith requested that the Commission, city manager, and public recognize and applaud the volunteer fire department, first responders, and law enforcement for their extraordinary service during the July 4th weekend.

Ginger Creamer, City of the Apalachicola Volunteer Fire Department, provided a firsthand account of the marine fire that occurred on the evening of July 4th. She described significant challenges in reaching a vessel fire at the city docks due to the lack of fire hydrants along the pier, noting that a fisherman and a jet ski operator had to assist in getting a firefighter and hose to the burning boat. She reported that the department simultaneously responded to three life-safety calls over the weekend with some of those calls relating to individuals blown off the burning vessel. Ms. Creamer requested that the city consider installing fire hydrants along the length of the pier, spaced approximately every 20 to 30 feet, and noted the department is in the process of purchasing two portable pumps for dock and boat use. She also reported that from January through June 30, the department had responded to 181 calls and 162 first responder calls.

Duane Handels indicated he would wait to see if his comment on the Kevin Road easement item was necessary.

New Business #1: Review and Approval of Strategic Plan Goals

Charles Chapman of C4 Strategies LLC presented the results of a two-phase strategic planning process, which included background research, individual commissioner and staff interviews, and a two-day facilitated focus group with community stakeholders. He summarized nine suggested strategic goals resulting from that process for Commission consideration:

1. Within two years, the city will take concrete steps to protect and preserve the city's historic character in balance with maximizing economic value for current and future generations.
2. The city will translate city ordinances from legal language into an easy-to-understand guide in printed and online format.
3. Increase citizen involvement by establishing advisory boards that provide input and feedback to the city commission and staff.
4. In order to protect, promote, and preserve the historic waterfront and water resources, the city will create a waterfront development advisory board.
5. Develop a system of accountability measures to illustrate the achievements of departments and report them at each commission meeting.
6. Develop and implement a workforce development program using partnerships to provide the services.
7. The city will take concrete steps to explore increasing the inventory of attainable/affordable housing options for residents.
8. The city will undertake an analysis and develop an implementation plan to ensure its ability to recruit, hire, and retain the most qualified city employees possible.
9. Ensure a successful two-year transition of the city's utility system to the independent special district established by House Bill 4103, consistent with legal requirements and industry best practices.

Mr. Chapman clarified that the goals are not ranked in priority order and are intended to be pursued concurrently. He noted the plan is a two-year action plan rather than a longer-horizon strategic plan, given the city's unique circumstances including the utility transition and upcoming elections. He also noted that once goals are approved, Phase 3 will involve building out measurable objectives, with the intent to present the full plan at a future meeting. City Manager Anderson noted the approved plan would be used to inform the FY 2026–27 budget development. The Commission expressed appreciation for the process and unanimously agreed to table action until July 21st.

Motion was made by Commissioner Elliott to table the approval of the Strategic Planning goals to the July 21st Commission. No discussion. None opposed. Motion carried, 5-0.

New Business #2: Audit Findings – Comp Time

City Attorney Dan Hartman introduced this item, explaining that the city's most recent audit identified a finding related to compensatory time accrued by employees in a manner inconsistent with the city's personnel policy, which requires that overtime be paid in accordance with the Fair Labor Standards Act (FLSA) rather than banked as comp time. Three employees were identified as having accrued comp time balances, with the most significant amount belonging to Finance Director Lee Mathes at 389 hours, resulting from extensive work to reconstruct the city's accounting records and support audit completion. The other two employees had lower balances and had developed plans to use their time through leave.

City Manager Anderson provided context, noting that when he arrived, all city employees except himself had been reclassified from salaried to hourly positions, which created the conflict. He has since reclassified several positions—including the Finance Director, Grants Director, Police Chief, Library Director, Special Projects Coordinator, and City Clerk—as FLSA-exempt salaried positions. He confirmed that budget savings from unfilled positions are available to cover payouts and recommended that the commission authorize payment of the accrued comp time balances within the current fiscal year.

Commissioner George moved to approve the payout, acknowledging that the hours were legitimate, approved by the city manager over time, and represented necessary extraordinary work. She noted the total payout figure of approximately $24,548.02 represents gross wages only and would be increased by payroll taxes and, where applicable, Florida Retirement System contributions. Commissioner Elliott emphasized the need for a clear policy going forward that defines exempt employee classifications, establishes use-it-or-lose-it provisions, and potentially creates an escrow mechanism to ensure funds are available for future payouts. Commissioner George echoed the need for a written policy that also addresses excessive accruals for exempt employees. City Manager Anderson noted that balances are expected to decrease before final payout as employees use accumulated time.

Motion by Commissioner George, seconded by Commissioner Elliott, to approve payment of accumulated compensatory time to affected employees, to be completed within the current fiscal year. No further discussion was held. None opposed. Motion carried, 5-0.

New Business #3: Easement Agreement – 400 Kevin Road

City Attorney Hartman presented a request to grant an extension of an existing ingress/egress and utility easement across a city-owned 95-acre parcel acquired from St. Joe in 2003. The existing easement runs along the northern boundary of a subdivided area off Kevin Road. The applicant, Noble and Daniel Davidson, requested an extension of that easement to provide legal access and utility service to their property at the northern end. The Commission had previously approved the concept in April 2025, directing that the easement be the minimum necessary. A survey and legal description were subsequently submitted, tracking an existing trail on the property.

Public commenter Duane Hendels, a neighboring property owner, explained that his home and the Davidson's barn property were once a single parcel, that he granted 15 feet of his yard to allow the Davidsons legal access, and that both properties have been using the road. He expressed concern about ensuring his continued access to the road and was advised by City Attorney Hartman that his rights would not be affected by the proposed easement, and that a separate non-exclusive easement could be granted to him in the future if needed, particularly if he proceeds with plans to subdivide his own property.

Discussion held.

Motion was made by Commissioner Elliott to approve the Easement Agreement at 400 Kevin Rd. and authorize the Mayor to sign, with the City Attorney Hartman directed to confirm correct ownership and names prior to execution. Motion was seconded by Commissioner Duncan, no further discussion was held. None opposed. Motion carried, 5-0.

New Business #4: Big Bend Scenic Byway – FDOT Approach Marker Permit

City Manager Anderson presented a request for the Commission to approve a local governing body permit required by FDOT for wayfinding signage associated with the Big Bend Scenic Byway project. The signage would direct visitors to a commemorative kiosk to be installed at Waterfront Trail Park, near the Three Servicemen Memorial. Commissioner

Elliott noted having previewed elements of the project and expressed enthusiasm for the community benefit.

Motion by Commissioner Elliott, seconded by Commissioner Duncan, to approve the Big Bend Scenic Byway FDOT Approach Marker Permit. No further discussion held. None opposed. Motion carried, 5-0.

New Business #5: Capital Improvements Plan Funding Request for Riverfront Park Transient Boating

Parks and Recreation Chair Donna Ingle introduced the first in a series of monthly park enhancement plans to be brought before the Commission under the recently adopted park adoption program. Park adoptee Chris Aiken presented his plan to revitalize Bodiford Park, which would include painting the dock to prevent deterioration, adding landscaping, and installing a kayak launch on the north side of the park.

Motion to approve the Bodiford Park Enhancement Plan to be completed by park adoptee Chris Aitken made by Commissioner Elliott while noting a need for staff to verify whether any submerged land lease with the state would require modification to accommodate the kayak. Motion was seconded by Commissioner George. No further discussion was held. None opposed. Motion carried, 5-0.

Following the motion, Parks and Rec Vice-Chair Torben Madsen presented a broader parks and recreation activity schedule developed with staff, ranging from softball and basketball to movie nights and game nights, and requested that the Commission allocate the approximately $25,000 sitting in the dormant Farmers Market fund to the Parks and Recreation Committee to begin programming.

Following discussion, several commissioners expressed concern about the origin of the Farmers Market funds, with Commissioner George noting those revenues had originally been tied to improvements at Scipio Creek/Mill Pond, and Commissioner Duncan raising the issue of adequate public notice before redirecting the funds. Commissioner Knutson raised the mill pond's emergency infrastructure needs, including the lack of working water connections for city-owned marina docks. Commissioner Elliott suggested the motion focus on allocating funds through the upcoming budget cycle without designating the specific source. Commissioner Knutson amended her motion accordingly.

Motion by Commissioner Knutson, seconded by Commissioner Duncan, to allocate funds to the Parks and Recreation Committee through the FY 2026–27 budget cycle. No further discussion was held. None opposed. Motion carried, 5-0.

Torben Madsen was directed to coordinate with City Manager Anderson and Finance Director Mathes to bring a formal funding proposal back for Commission consideration.

New Business #6: Grant Application Approvals – HCA Building & Old City Hall

City Manager Anderson presented a request to submit a grant application for $1,250,000 through a program with no local match requirement (due to the city's rural area of opportunity designation) to complete construction, ADA improvements (including elevators and accessible restrooms), and furnishings, fixtures, and equipment (FF&E) for both the HCA Building and Old City Hall. He noted that repeated state appropriations for these buildings had been line-item vetoed by the governor, preventing completion of the second floor of Old City Hall and limiting the buildings' usability.

Commissioner George supported the application but emphasized that the Commission has not yet formally determined the intended use of either building, and requested assurance that the grant would provide flexibility to adjust the configuration based on future use decisions. City Manager Anderson confirmed that flexibility would be maintained and noted that a city properties workshop is planned to address future use of all city-owned buildings. He also noted the grant deadline of July 13th necessitated timely action.

Motion was made by Commissioner Elliott, seconded by Commissioner George, to approve submission of the grant application for the HCA Building and Old City Hall. No further discussion was held. None opposed. Motion carried, 5-0.

New Business #7: Grant Application Approval – Drainage Basin Analysis Implementation Project

City Manager Anderson presented a request to submit a grant application to the Florida Department of Environmental Protection (DEP) Florida Resilient Coastlines Program for $3,700,000 with no local match required. The funds would finance the design, repair, and construction of drainage and nuisance flooding infrastructure at ten high-priority outflow locations across the city, building on the completed Phase 1 and Phase 2 Drainage Basin Analysis work. Commissioner Knutson confirmed the grant relates solely to city stormwater infrastructure and not to any future utility district functions.

Motion was made by Commissioner George, seconded by Commissioner Elliott, to authorize staff to submit a grant application to the DEP Florida Resilient Coastlines Program for the Drainage Basin Analysis Implementation Project. No discussion. None opposed. Motion carried, 5-0.

New Business #8: Grant Application Approval – Mitigation Measures Critical Assets

City Manager Anderson presented a request to submit a grant application to the Florida DEP Resilience Implementation Program for $250,000, with no local match required, to purchase "tiger dams"—portable, water-filled flood barrier systems deployable from a trailer.

Motion was made by Commissioner Elliott, seconded by Commissioner Knutson, to approve submission of the grant application to the FDEP Resilience Implementation Program for Mitigation Measures – Critical Assets. No Discussion. None Opposed. Motion carried, 5-0.

New Business #9: Grant Application Approval – Commerce Street Pervious Parking

Discussion held.

Motion was made by Commissioner George, seconded by Commissioner Knutson, to authorize staff to submit the grant application for the Avenue Stormwater Retrofit Project to the DEP Resilience Implementation Program. No further discussion was held. None opposed. Motion carried, 5-0.

New Business #10: Grant Application Approval – Avenues Stormwater Retrofit Project

City Manager Anderson presented a request to submit a grant application to the Florida DEP Resilience Implementation Program for $2,500,000 with no local match required, to address nuisance flooding at five priority locations along Water Street and Avenues D, E, F, and G. He described the project as a continuation of prior Hinterland Group stormwater work and noted it is particularly timely given the loss of Stewardship Act funding.

Motion was by Commissioner George, seconded by Commissioner Knutson, to authorize staff to submit a grant application to the DEP Resilience Implementation Program for the Avenues Stormwater Retrofit Project. No Discussion. None opposed. Motion carried, 5-0.

New Business #11: Grant Application Approval – Stormwater Pipe Relining & Backflow Device

City Manager Anderson presented a request to submit a grant application for $100,000 with no local match required to fund stormwater pipe relining and backflow device installation on Avenue B between 11th and 12th Streets and on 5th Avenue between Avenues C and E. He explained that a prior $100,000 state appropriation in 2021–22 funded the design and one of three originally planned improvements (Fred Meyer Road), but rising construction costs prevented completion of the remaining two. An engineering contractor is on standby to proceed if the grant is awarded.

Mayor Ash commended Grants Director Leslie Glaze for her diligence in identifying and pursuing the multiple grant opportunities presented this evening.

Motion was made by Commissioner Elliott, seconded by Commissioner Knutson, to approve submission of the grant application for the Stormwater Pipe Relining and Backflow Device project. No discussion. None opposed. Motion carried, 5-0.

New Business #7: HB 4013 Referendum Language

City Attorney Hartman introduced proposed referendum language options that the Commission had previously requested for potential placement on the November 2026 general election ballot. The language was intended to gauge public opinion on whether to pursue a legal challenge to House Bill 4103, which mandates the transfer of the city's water, sewer, and reuse utility system to an independent special district by December 1, 2026.

Following discussion, the Commission voted informally on whether to proceed with a referendum. Commissioners Elliott and Duncan expressed support for moving forward. Commissioner Knutson and Mayor Ash indicated they did not wish to proceed. Commissioner George stated her position at length, noting that any procedural defects in the bill could simply be corrected by the legislature in a future session, rendering litigation on those grounds of limited value. She argued that the more critical focus should be on ensuring the city is fairly compensated for its utility assets and that the upcoming interlocal agreement negotiation is the appropriate venue to advance that objective. She concluded that the time for a referendum to shape public opinion had passed and she saw no purpose in proceeding with one. **The majority agreed not to place the referendum on the ballot.**

Attorney Hartman then presented a list of priority negotiation points for the interlocal agreement with the new Apalachicola Water and Sewer District, to be negotiated within 30 days of the governor appointing the district's three board members (which had not yet occurred as of the meeting date). The ten identified negotiation priorities included:

1. Compensation for utility system assets transferred to the district (lump sum, appraised value, or long-term payments/lease).
2. Charges to the city for water, wastewater, and reuse services post-transfer.
3. Terms of indemnification of the city by the district for transition-period liabilities.
4. Cooperation between the city and district for shared infrastructure and operations, and compensation

5. Reimbursement to the city for transition-related work performed after December 1, 2026.
6. Retention of city employees who elect to join the district, including a minimum retention period.
7. Submission of an annual five-year capital improvement plan by the district, consistent with the city's comprehensive plan and Land Development Code.
8. Right of first refusal for the city to reacquire assets or utility service authority if the district is dissolved.
9. Location of the district's headquarters within city limits.
10. Standard interlocal agreement provisions for amendment and severability.

Commissioner Knutson raised the importance of streamlining permit and contract transfers, noting that every permit previously issued would need to be re-permitted under the new entity. Commissioner George stressed the need for the city to retain adequate records for audit purposes and to safeguard resident data privacy during the records transfer. Attorney Hartman confirmed that Chapter 119 public records obligations apply equally to both entities.

City Manager Anderson reported that the Finance Director is developing a cost-tracking mechanism to capture all staff hours dedicated to the utility transition, both retroactively within the current fiscal year and going forward, to support future reimbursement claims. He also noted that shared assets—such as equipment purchased from both utility and public works funds—are being inventoried and assessed for depreciated value.

Attorney Hartman advised the Commission that the interlocal cannot contradict the statutory December 1, 2026 transfer deadline, and that on that date all assets and liabilities transfer by operation of law regardless of the status of administrative processes. He emphasized that the city must be fully exited from the utility by that date, and that the interlocal negotiation outcome would determine whether a legal challenge remains warranted—particularly on the issue of compensation for the taking of city-owned assets.

End of discussion.

New Business #13: Code Enforcement Hearing Officer Contract

City Manager Anderson and City Attorney Hartman jointly presented a proposal to retain a hearing officer (special magistrate) for code enforcement proceedings, as authorized under city code Section 28-133. Franklin County uses Cole Davis for this service and has expressed satisfaction with his performance. The one-year contract is expected to cost less than $10,000 annually, below the competitive bidding threshold. Hearing officer costs would be partially offset by administrative fees assessed against violators found in breach of city code. Commissioner George asked whether an RFQ should be issued; Attorney

Hartman confirmed it is not legally required at this expenditure level but could be done at contract renewal.

Motion was made by Commissioner Knutson, seconded by Commissioner George, to authorize the City Manager to execute a one-year contract for hearing officer services. No further discussion was held. None opposed. Motion carried, 5-0.

New Business #14: Appointment to the Apalachicola Water and Sewer District Board

City Attorney Hartman and City Manager Anderson presented the item for the city's appointment of one member to the five-person district board (three governor appointees, one county, one city). City Manager Anderson confirmed that of the names previously submitted, four individuals remained willing and available: George Maher, Paul Hill, Dolores Croom, and Commissioner Donna Knutson. Commissioner George nominated Commissioner Knutson, citing her deep familiarity with the utility transition process and the importance of having a city commissioner involved during the critical early phase of the interlocal negotiation and board standup. Commissioner Elliott noted that any litigation-related shade meeting conflicts could be managed procedurally. Commissioner Knutson accepted the nomination and acknowledged the role would likely be challenging but expressed willingness to serve. The Commission also noted that the county had appointed Billy Fuentes to its board seat.

Motion was made by Commissioner George, seconded by Commissioner Elliott, to appoint Commissioner Donna Knutson as the City of Apalachicola's representative to the Apalachicola Water and Sewer District Board. Motion carried unanimously.

New Business #15: Demo George Building Parking Waiver

City Attorney Hartman introduced this item. Applicant Jim Wardell presented on behalf of the nonprofit entity that owns the historic Demo George Building on Commerce Street. The building is being rehabilitated using a Department of State historic resources grant, and the intended adaptive reuse is a restaurant. Due to the property consisting of only two 30-foot lots, the applicant requested a historic parking waiver for 8 of the 20 required parking spaces. He noted potential use of on-street parking and a city public parking lot approximately 494 feet away, and indicated he is working on additional off-street parking agreements. He also referenced a desire to restore a historic canopy/awning over the sidewalk but acknowledged further design work and documentation are needed before a formal encroachment request.

Public comment was provided by Molly Hill on behalf of HAPI, who expressed concern that the project involves constructing a new building using salvaged materials rather than restoring the historic structure, and therefore may not qualify under the city code provision for a historic parking waiver, which requires restoration of a historic structure. Susan Keith asked for clarification on the number of on-street parking spaces the applicant intended to count toward his parking plan, expressing concern about committing a disproportionate share of Commerce Street parking to a single business.

Commissioner George disclosed that the applicant is her first cousin once removed and that the building was formerly her grandfather's property; Attorney Hartman confirmed this relationship does not create a legal impediment. The Commission expressed interest in reviewing documentation from the Department of State confirming that the project meets the criteria for a historic building restoration under city code Section 2-88-1100-11, before acting on the waiver request. Attorney Hartman confirmed the parking plan itself would be addressed by Planning and Zoning on Monday and that the waiver determination is within the Commission's purview. Commissioner George moved to table the waiver pending review of grant documentation.

Motion by Commissioner George, seconded by Commissioner Knutson, to table the parking waiver request for the Demo George Building pending staff review of the Division of Historic Resources grant documentation to determine whether the project qualifies as a restoration of a historic structure under the applicable code provision. Motion carried, with Commissioner Elliott voting no.

Mayor and Commissioner's Comments

No separate commissioner comments was recorded; commissioner's remarks were incorporated throughout agenda item discussions.

City Manager Communications

City Manager Anderson offered the following updates:

- **July 4th Weekend:** Extended thanks to city public works staff for maintaining cleanliness throughout the holiday weekend, and to the police department and volunteer fire department for their response to the marine fire and other calls.
- **Franklin's Promise Coalition – Food Distribution:** The manager confirmed his support for allowing the Coalition to use the pavilion near the community garden at 8th and F Streets twice per month for up to three days at a time, to stage food distribution for transportation-disadvantaged residents. He noted a draft agreement is being developed and that he would have City Attorney Hartman review it before execution. He indicated the city has authority to proceed under existing policies and

that he was informing the Commission rather than seeking formal action that evening.

- **House Bill 803 – Building Permit Reform:** Effective July 1, 2026, this legislation changes how residential and commercial construction projects are processed statewide. The city has prepared and posted a one-page informational summary and will issue an additional follow-up document to address further questions.
- **Budget Calendar and Millage Rate:** The Finance Department requested a meeting on July 21st to tentatively set the millage rate and approve a budget calendar, as rates must be set by the end of July. The meeting was set for 4:00 PM.
-
- one alternate.
- **V-Pier Phase 1 Ribbon Cutting:** Scheduled for Friday, July 24th at 9:00 AM.
- **HB 4103 Utility Transition – Staff Briefing:** The manager is meeting with water, sewer, and wastewater staff to field questions about the transition to the new district, including addressing employee concerns about potential transfer to the new entity.
- **Community Town Hall on HB 4103:** The manager proposed hosting a public town hall to update residents on the transition status and field community questions, tentatively on July 21st.
- **Marine Fire After-Action Review:** The manager is coordinating a review with the Police Chief, Harbormaster, and Volunteer Fire Chief to capture lessons learned from the July 4th boat fire and improve future response.
- **Code Enforcement Reminder:** Per Florida Statute 162.21, the city's code enforcement officer cannot act on anonymous complaints. Complainants must provide their name and address before an investigation can be initiated.
- **Workshop Schedule:** The manager proposed formalizing a monthly workshop schedule using the third Tuesday of each month, with one-hour topic blocks, beginning as early as July 21st. He will circulate a draft list of approximately 10–12 potential workshop topics for Commission prioritization input. Mayor Ash requested that the schedule be coordinated with the Finance Director to avoid conflict with the budget calendar.

Attorney Communications

City Attorney Hartman indicated that his substantive communications had been addressed during the agenda items covering the interlocal agreement negotiation priorities and HB 4103 legal issues. He noted he is preparing correspondence to permitting agencies (including DEP, the Water Management District, and Rural Water) to formally put them on notice of the December 1, 2026 transfer deadline and to initiate the process of assigning permits, loans, and bond obligations to the new district ahead of that date.

Consent Agenda

A motion was made by Commissioner Elliott to approve the consent agenda items, seconded by Commissioner Knutson. No discussion. None opposed. Motion carried, 5-0.

Department Reports

Department reports were included in the agenda packet and received without further discussion.

Adjournment

Motion to adjourn made by Commissioner George, seconded by Commissioner Elliott. None opposed. Motion carried, 5-0.

The meeting was adjourned.

____
BRENDA ASH, MAYOR

ATTEST:

____
SHENEIDRA CUMMINGS, CITY CLERK

CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, July 13th, 2026

City Meeting Room – 74 6th Street

Minutes

Attendance: Joe Taylor, Jim Bachrach, Lee McLemore, Myrtis Wynn, Elizabeth Milliken, Greg Golgowski, Ashley Leonard, alternate (*non-voting*)

Regular Meeting: **6:00 PM**

1. Approval of June 8th, 2026 regular meeting minutes.
   a. Motion to approve by Jim Bachrach; 2nd by Greg Golgowksi – all in favor, motion carried.
2. Review, Discussion and Decision for Accessory Structure. **(R-1) @ 27 Myrtle Avenue**. Neels Addition Block 8 Lot 16. Owners: Al and Donna Ingle; Contractor: Self.
   a. Al Ingle, Owner – Present. Explained the difference between the required front yard inside versus outside the Historic District
   b. Greg Golgowksi asked whether the two existing structures in this area of the property will be replaced with the new construction. Owner did not clearly confirm whether these structures would stay or be removed.
   c. Motion to approve by Jim Bacahrach; 2nd by Lee McLemore – all in favor, motion carried.
3. Review, Discussion and Decision for Fence. **(R-1) @ 226 Center Street**. Neels Addition Block 8 Lot 5 less south 76'. Owner: Emily Spear; Contractor: Self / TBD.
   a. Emily Spear, Owner – Not present.
   b. Motion to approve on the condition that any fencing running past the front façade of the house must not exceed 4' in height and must use the same material as the existing fence by Greg Golgowski; 2nd by Jim Bachrach – all in favor, motion carried.

4. Review, Discussion and Decision for Fence. **(R-2) @ 224 17th Street**. Block 123 Lot. Owner: Carolina Narine; Contractor: Big Scrimpin'.
    a. Owner, Carolina Narine – Present. No comment or questions for the Board. Contractor also present, no comment or questions for the Board.
    b. Motion to approve by Jim Bachrach; 2nd by Lee McLemore – all in favor, motion carried.
5. Review, Discussion and Decision for New Construction (Residential). **(R-2) @ 228 17th Street**. Block 123 Lot 5. Owner: RG Building and Framing Inc.; Contractor: Self.
    a. Contractor – Present. Greg Golgowksi asked if it would be possible to keep the 20" pine in the front center of the lot by modification of the site plan. Contractor confirmed it was not possible but explained that new trees may be replanted to replace those removed.
    b. Motion to approve by Myrtis Wynn; 2nd by Jim Bachrach – all in favor, motion carried.
6. Review, Discussion and Decision for Certificate of Appropriateness and Parking Plan. **(C-1) @ 155 Commerce Street**. Block G-1 Lots 12-13. Owner: Waddell Family Apalachicola Historical Preservation Society Inc.; Contractor: Galloway Construction Inc.

    CERTIFICATE OF APPROPRIATENESS

    a. Jim Waddell, Representative – Present. Stated that, historically, the awnings covered the entire sidewalk. The columns currently proposed are in the middle of the sidewalk. The intent is to revise the elevation to show the column placed on the edge of the sidewalk. The encroachment would be from the back of the curb to the property line, covering the columns and the awning overhang entirely. This was not pursued further with the City Commission at the July 7th meeting, as the elevation needs to be revised.
        i. Greg Golgowski stated that the Code objects to obstructions in the sidewalk, and that many buildings in Apalachicola have a very similar overhang.

b. Greg Golgowski also asked how much of the original structure would be retained, as it is in very bad shape currently. Representative stated that the corrugated metal siding from the original building will be reused for the exterior of the new building. Additionally, the line, grade, walls, and finished floor elevation will be retained. However, much of the existing structure is not built to current Code standards and will have to be redone accordingly. The finished structure will look like the old building, especially the front elevation facing Commerce Street.

c. City Attorney summarized discussion and decision from the July 7th City Commission meeting. The canopy shown on the submitted elevations can be reviewed and approved for a Certificate of Appropriateness. The City Commission will provide final approval or denial for the encroachment over the sidewalk.

d. <u>Motion to approve the certificate of appropriateness by Greg Golgowski; 2nd by Lee McLemore – all in favor, motion carried.</u>

PARKING PLAN

e. Jim Waddell, Representative. Summarized the changes to the submitted material following the June 8th Board meeting. 20 total spaces will be required for the interior and exterior of the building. The previous request was for 19. He also discussed the impact of the historic and current landscape on parking in Apalachicola. Right-of-way widths on the original City plat from the 1800s are incredibly wide considering the lack of automobiles at that time. Today it would be nearly impossible to provide off-street parking on narrow 30' wide lots. Parking for lots like these must be on the street itself or on other property. Very few or none of the buildings downtown have enough parking to support the current use. For example, the parking spaces in front of buildings are intended for the residential use on the second floor. The commercial use on the ground flood relies on other street parking. Additionally, though Commerce Street is narrow and lacks a sidewalk, it may be possible to utilize parallel parking on both sides of the street depending on how the width of the travel lanes is measured. Lastly, the vacant lot adjacent to the subject lots cannot be utilized for parking as the Owners have a different plan for it.

f. City Attorney discussed the examples of the Gibson Inn and the Yacht Club. The subject lots together have 60' of frontage on the street and therefore can claim three on-street parking spaces. In the case of the above examples, on-street parking adjacent to the applicant's property was allowed to be claimed/utilized for the parking plan. The historic structure parking waiver accounts for up to 8 additional spaces. Any remaining spaces can be paid for in accordance with Sec. 111-294 parking mitigation. Lastly, he noted it is not the fault of the applicant that the street is narrow.

g. Elizabeth Milliken asked about the two new parking lots proposed for this area. Neither the City Attorney nor the Planner could provide additional details.

    i. Jim Bachrach asked if either of those two parking lots existed today, would there be any issue approving the parking plan as proposed? City Planner stated that as they are within 500 ft. of the subject property, so potentially no, there would not be an issue. City Attorney added there may be an issue with double-counting parking spaces for multiple different businesses in the same parking lot, especially if the parking lot in question is publicly, not privately, owned. At the same time, the parking available in these lots is not used all the time by every business in a given area. He also stated that though there is certainly room for improvement in the existing parking regulations, the City must interpret and enforce them as written.

        1. Lee McLemore noted that this is a very underutilized area of the City, and there is a lot of empty space accordingly. The existing parking lot is almost never full, except during holidays or other special events. The commercial district

should be drawn back to that area, to improve the local tax base.

ii. City Attorney stated that a business cannot claim City parking without paying parking mitigation. The only way around this would be to make an agreement with the City, wherein a portion of the City's parking lot is dedicated to that specific business. He clarified that the Board will approve the parking plan, and the City Commission will decide on the historic structure parking waiver.

h. Representative stated that he isn't confident that the historic structure parking waiver will be approved. As a result, and to make sure the grant deadline is met, he is willing to reduce the total number of required spaces from 20 to 12. All of the exterior tables and chairs will be removed, and the number of staff working on shift will also be reduced by half. Between the three spaces immediately adjacent to the property and the historic structure parking waiver, the remaining spaces will be accounted for with paid mitigation. The Owner can reapply in the future for additional exterior tables and chairs. Representative stated that he is willing to do so because the intent behind this project is not to make money with this business, but to preserve the legacy of his family which built the waterfront district.

   i. The City Attorney stated that the City's parking regulations have put the Board in this position of requiring applicants to reduce the number of tables/chairs, or else pay into the mitigation fund. Unless this project is different from others (i.e., the Gibson Inn or the Yacht Club), the Board should not hold it to a different standard or make concessions which were not given to past projects.

      1. Lee McLemore asked who these parking lots are being built for, if not for local businesses to use. City Attorney stated that if the City grants the historic structure parking waiver to a maximum of 8 spaces, it is as if those spaces no longer exist. Instead, those future customers will park in the City

parking lots. Parking mitigation dollars are further used to build and maintain City parking lots.

i. Joe Taylor asked for confirmation that the Owner can request to amend the parking plan in the future for additional outdoor tables and seating.
    i. City Attorney confirmed this is possible, and summarized the modified parking plan as follows:
        1. 3 spaces on Commerce Street (60' of street frontage; 20' = 1 parking space).
        2. Up to 8 spaces waived using the historic structure parking waiver.
        3. All remaining spaces addressed with paid parking mitigation. The total number of spaces requested is 12.

j. Greg Golgowski asked why the existing street parking on Commerce Street cannot be utilized. Joe Taylor stated that the Board must follow established past precedent.

k. <u>Motion to approve a parking plan for 12 spaces as described above in (i)(i), and to support positive consideration for the issuance of the historic structure parking waiver by the City Commission by Jim Bachrach; 2nd by Elizabeth Milliken – all favor, motion carried.</u>

Other/New Business:

1. **Overview of current stormwater management requirements and permitting process.**
    a. Planner summarized the prepared agenda item and asked for comments or feedback from the Board.
    b. Joe Taylor stated one common problem is that fill has already been placed on the property before it comes to the Board. Additionally, he noted that in the past there have been issues with neighbors and flooding, prompting the Board to require the submission of engineered stormwater plans. In complex situations like these, there should be a clear option for the Board to request engineered stormwater plans.

c. City Attorney stated that in the past during disputes, no one has been required to submit a plan up to the standards of NWFWMD, for example. Depending on the best management practice chosen for the site, different levels of engineering and technical expertise must be utilized. He further stated that single-family lot owners cannot be expected to treat stormwater runoff from neighbor's properties or adjacent roads.
    i. Joe Taylor clarified that there are certain elements on certain lots that the Board does not have the technical capacity to review.
    ii. City Attorney stated that in such cases engineered stormwater documents can be requested for review by the City's engineer.
d. Dennis Winterringer, Attendee. Commented on existing issues in the City's permitting process: the involvement of other external reviewers is not easily verified, and accordingly it is difficult to know whether steps or tasks outlined in the Land Development Code are completed properly. For example, the Building Inspector may review only for compliance with the Florida Building Code and not necessarily the fill and lot grading requirements of the City's Code. Finally, he noted that it is the Board's responsibility to determine which BMP is best for a specific piece of property based on the existing and proposed environmental conditions.
e. Elizabeth Milliken stated that there are numerous historic streams around Apalachicola; these areas would never have been considered buildable in the past. However, these are the only remaining lots yet to be developed. Neighbors adjacent to these lots experience flooding problems when they are eventually improved.
    i. City Attorney stated that in the past property owners simply filled in their lots without any permits.
    ii. Lee McLemore commented that many properties in the Apalachicola area were filled with oyster shells.
f. Alexandria (76 Avenue G), Attendee. Commented that she lives in a historic home surrounded by other historic homes. The property across the street is essentially surrounded by a moat after it rains. These property

owners intend to fill in their lot to fix this flooding problem, which in turn has created tension with other adjacent property owners. She stated that those who can afford to fix their flooding problems can and will; in the process this creates new problems for others who have to pay for a solution of their own.

  i. Joe Taylor added that the City has submitted a series of grant applications to address stormwater problems. While it may take time to benefit from these applications, this demonstrates the City is aware of the problem and actively working on it.

g. City Attorney and Planner summarized the potential issue created by SB 180's prohibition against changes to the Land Development Code or Comprehensive Plan which may be considered more restrictive or burdensome to property owners.

h. Greg Golgowski requested that the Planner prepare a pamphlet or handout summarizing the City's stormwater requirements which might be posted on the City's website as a resource for developers and property owners.

i. <u>The Board requests that the City Commission consider allowing the Board to conduct a workshop on the topic of clarifying the existing stormwater requirements in the Land Development Code.</u>

2. **Appointment of a new Chair from the full-time members**.
   a. Joe Taylor expressed desire for the new Chair to gain experience running the meetings before the longest serving Board members leave in the coming months.
   b. Jim Bachrach, the current Vice Chair, stated that he has served as Chair twice in the past, and has served on the Board for more than eight years. He is not interested in serving as Chair again.
   c. City Attorney explained that the role of the Chair is largely to facilitate meetings. The Chair typically does not make motions and shares input at the end of any discussion amongst the other members.

d. Lee McLemore stated that Greg Golgowski always comes to prepared to the Board's meeting.

e. Christopher Aitken (76 Avenue G), Attendee. Commented that he applied to serve on the Board and wanted to see how the meetings are run.

f. Motion to appoint Greg Golgowksi as the new Chair of the Planning and Zoning Board by Jim Bachrach; 2nd by Elizabeth Milliken – all in favor, motion carried.

3. **Workshop to discuss revisions to the current commercial parking requirements.**

   a. In light of the above discussion concerning the parking plan for 155 Commerce Street, the Board requests that the City Commission consider allowing the Board to conduct a workshop on this topic.

Outstanding/Unresolved Issues:

1. Attorney update on P&Z Board term length and composition issue following June 16th City Commission workshop.

   a. The amendment to the existing ordinance will eliminate the school board member. The board will have seven members, and one alternate member. Members will be able to serve two consecutive four-year terms. After two years off, the member can be nominated to serve again.

   b. The City Commission will review a draft of this ordinance in August. This will not be considered the first reading of the ordinance; the ordinance will not go into effect until later this year.

Motion to adjourn the meeting by Lee McLemore; 2nd by Jim Bachrach. All in favor – meeting adjourned at 8:03 PM.

CITY OF APALACHICOLA

City Clerk's Department Monthly Report

July 2026

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
- Progressively creating SOP manuals for both Utility Billing and Clerk's Office
- Performed monthly audit on past due accounts and adjustments

Staff Training & Oversight

- Training former receptionist Shelly Toluba for the Billing Clerk position and new-hire Candace Burke for the Fronk Office Billing Clerk position
- 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
- Received 6 Public Records Requests; Completed (3) requests.

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
- Compiled additional records for the on-going JLAC audit

Office & Management

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

City of Apalachicola

Past Due Accounts

Where due date is before 07/16/2026

Account No	Location No	Name	Service Address	Count	Service	Amount
Totals						
				154	WATER	-77930.67
				94	SEWER	110670.36
				94	GARBAGE	13646.74
				2	SCIPIO CREEK	4643.96
				87	SUF	8109.51
				98	STORMWATER	1002.75
				2	BP RATES2022	5596.10
					Grand Total	65738.75

Total past due accounts: 168

City of Apalachicola

Transaction List

Sorted by Location No
From 06/16/2026 through 07/16/2026

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason	Batch	Amount
10800	00180	GULF OIL.	07/16/2026	Adjustment ADJ ACCT ADJ	ADJ		371.98
			07/16/2026	Adjustment ADJ 2 OF 4	ADJ		340.21
			07/16/2026	Adjustment			332.67
			07/16/2026	Adjustment ADJ 4 OF 4	ADJ		332.67
10801	00182	GULF OIL.	07/07/2026	Adjustment MXD MTR SIT			-902.43
			07/07/2026	Adjustment			-785.87
			07/16/2026	Adjustment BIE	BIE		-809.49
			07/16/2026	Adjustment BIE	BIE		-453.35
20330	00346	ROUX STANLEY.	06/17/2026	Adjustment BIE 10% PEN	BIE		-11.39
			07/06/2026	Adjustment ADJ 1X ADJ	ADJ		-54.54
20282	00586	KENNISTON.	06/25/2026	Adjustment BIE	BIE		-52.35
			07/15/2026	Adjustment ADJ MTR RPL	ADJ		-167.32
40013	00657	RICE. JUDITH C	07/15/2026	Adjustment ADJ MTR RPL	ADJ		-1044.47
21200	00707	MILLIKEN. MARK	07/01/2026	Adjustment FPO POOL FILL	FPO		-73.25
28535	11036	TURNER. KENNETH	06/18/2026	Adjustment PAJ ADJ	PAJ		-57.97
45415	20270	LAWRENCE. JONI	07/14/2026	Adjustment MNR	MNR		-6011.06
34371	20381	ST VINCENT	07/13/2026	Adjustment BIE	BIE		-45.55
12555	21410	BROCATO. CHARLES	07/09/2026	Adjustment PER CK#1366	PER		0.58
54564	25503	POINTER. CO'LELA	07/01/2026	Adjustment WLK 1X ADJ	WLK		-372.98
54713	25641	LINEBERRY. JOE	07/06/2026	Adjustment BIE	BIE		-218.26
33660	32354	WILLIAMS. MARK	07/13/2026	Adjustment			-1884.29
40121	33165	LEAVINS SEAFOOD.	07/06/2026	Adjustment DEM DEAD	DEM		-14194.67
54672	33170	BRIGHT. CANDICE E	07/13/2026	Adjustment ADJ NEW ACCT	ADJ		-2101.30
35175	33441	SEBASTIAN. JUAN	06/23/2026	Adjustment BIE	BIE		-162.36
36520	36520	RICHARDSON.	07/07/2026	Adjustment ADJ MTR NO	ADJ		-1160.68
46338	39227	PAGE. JOANNA	07/13/2026	Adjustment BIE 10% PEN	BIE		-3.19
40248	40248	RHODES. FELICIA	07/15/2026	Adjustment FPO ADJ SRI	FPO		-78.83
49620	41215	PECK. CONSTANCE	06/25/2026	Adjustment BIE	BIE		-45.55
30012	42140	THOMPSON. DEDRA	07/09/2026	Adjustment LSA 1X YRLY	LSA		-982.19
42236	42236	STANLEY. JAMES	07/09/2026	Adjustment			-986.43
34480	42420	HAWKINS. MARY L	06/30/2026	Adjustment BIE	BIE		-232.45
42490	42490	O'NEAL. GRACIE	06/16/2026	Adjustment WLK 1X ANU	WLK		-306.16
35133	42940	ELLIOTT. ANGELA	06/29/2026	Adjustment MIS READ ERR	MIS		155.16
33700	43180	WILLIAMS. ASHLEY	07/15/2026	Adjustment ADJ	ADJ		-216.23
43340	43340	CUMMINGS. LARRY	06/24/2026	Adjustment PAJ	PAJ		-38.52
			07/08/2026	Adjustment			38.52
43510	43510	SIMMONS. DOROTHY	07/16/2026	Adjustment BIE	BIE		-29.91
36143	43670	WALKER. TERRENCE	06/24/2026	Adjustment BIE	BIE		-243.61
48967	48967	PERKINS. GREGORY	07/14/2026	Adjustment ASSIGNMTRIS			-1105.79
50850	50850	KENT. JERRY	07/06/2026	Adjustment ADJ CITY LEAK	ADJ		-495.68
46428	51170	VELAZQUEZ. OSIEL	07/13/2026	Adjustment WLK	WLK		-536.99

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason Batch	Amount
51667	51667	BURKE. BEVERLY	06/17/2026	Adjustment BIE 10% PEN	BIE	-6.58
45483	52189	SKILES. BRISBIN	07/06/2026	Adjustment BIE NO SEWER	BIE	-910.36
49487	52581	CUSTOM CARTS INC	06/23/2026	Adjustment PAJ BIE	PAJ	-175.00
54352	54321	GARCIA. DORA D	07/02/2026	Adjustment MNR	MNR	-106.03
			07/02/2026	Adjustment OBA ACCT ADJ	OBA	98.30
76610	61011	BYRD. ALLEN	07/10/2026	Adjustment BIE NO SLIP	BIE	-1048.06
51707	627	WILLIAMS. JESSICA	06/17/2026	Adjustment 25 LTFEE ADJ		-25.00
54373	FMH-3	FORRESTER. BUTCH	07/13/2026	Adjustment BIE	BIE	-5492.43

Grand Totals

Adjustment

WATER	-22022.21
SEWER	-15316.69
GARBAGE	-219.27
SCIPIO CREEK	-1048.06
SUF	-361.00
STORMWATER	2.00
WATER Penalty	-1158.53
SEWER Penalty	-35.80
GARBAGE Penalty	-16.62
WATER Miscellanous	-1732.30
SUF Miscellanous	-25.00
BP RATES2022 Miscellanous	-25.00
	-41958.48

Public Works August 2026 Monthly Commissioner's Report

To: City of Apalachicola Board of Commissioners

From: Public Works Department

Re: July 2026 Monthly Activities

July 2026 Public Works Activities

Maintenance:

All vehicles and equipment were serviced as needed including oil changes, fluids, & filters.

Replaces all tires on city vehicles, changed oil in WWTP trucks.

Maintenance completed on lawn mowers, weed eaters, & blowers.

Ditches:

Cut & clean all ditches including 26th street.

Roads:

All storm drains and roads have been maintained and cleaned, including patched potholes on 4th Street.

Waste Collection:

Garbage runs completed.

City's parks cleaned of debris/trash removal.

City Building Maintenance:

All maintenance on City buildings completed. Replaced air filters on all city buildings.

Landscaping:

Mowed, weeded, and edged City property including rights-of-ways, storm drains, and City parks.

Personnel:

1 full-time position in Public Works remains open.

CITY OF APALACHICOLA
CODE ENFORCEMENT
1 Bay Avenue * Apalachicola, Florida 32320 * 850-653-8222

CODE ENFORCEMENT / Harbormaster

July 2026

Documenting Low hanging branches on roadways.

Documenting potential discrepancies in City Ordinance

Removing lawn signs from right-of-way

Daily Phone Inquiries & Emails Answered

Route inspections daily

Formal Notices of Violation

- **STR violation: 3 cases in progress; 1 Resolved**
- **Fence violations: 2 in progress;**
- **Nuisance violations involving trash, waste, inoperable vehicles, etc.: 9 cases in progress- 1 resolved**
- **Building permit violations: 1 in progress**

Citations

- **1 Fence built without approval or permit- $250 – issued and waiting on payment**

Battery Park

There was a billing error while changing over to the new software that caused most of the slip occupants to be billed twice in June. The numbers below are below normal because I had to credit most of them for the month of July. There are a few that will be credited in August since they paid in Cash for July. This is for Battery Park and Scipio Creek.

- **35 Resident Contracts Signed; 5 outstanding contracts to be signed onto new billing**
- **7 Non-Resident Contracts signed; 1 outstanding**
- **Gross Total - $799.93.**
- **Processing Fees – (-$3.88.)**
- **Net total - $795.95**

Scipio Creek

- **55 Completed Contracts; 6 outstanding.**
- **Revenue: Paid in full - $1,079.73.**
- **Gross Total - $3,281.17.**
- **Processing Fees – (-$40.74)**
- **Net total - $3,240.42**

Riverfront Transient from Dockwa

- **Gross Total - $3,918.34**
- **Processing fee – (-$143.06)**
- **Net Total - $3,775.28**

City of Apalachicola | Planning and Community Development
Monthly Report July 2026

July Planning and Zoning Board

→ Answered phone calls and emails from Board members.
→ Attended July P&Z Board regular meeting on July 13th, 2026.
→ Prepared July P&Z Board regular meeting minutes.

August Planning and Zoning Board

→ Accepted and reviewed six applications (*as of July 21st, submission deadline July 24th at 5:30 p.m.*):
  - 197 14th Street.
  - 300 24th Avenue.
  - 145 Avenue C.
  - 25 Avenue D.
  - 164 13th Street.
  - 01-09S-08W-8330-0000-00I1.

→ Prepared August P&Z Board regular meeting draft agenda, agenda summary, and staff reports.

Miscellaneous

→ Answered questions from the public and City Staff:
  - Parking requirements and parking plans.
  - Tree permit process and approval.
  - Vacation rental sign requirements.
  - Nonconforming and conforming fences.
  - Process for appealing P&Z decisions to the City Commission.
  - Process for obtaining a variance from the Board of Adjustment.
  - Time limits on development orders.
  - Demolition permits inside and outside the Historic District.

→ Prepared draft planning services contract for Fiscal Year 2026-2027.

Apalachicola Margaret Key Public Library
July 2026

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 PALS are in the library.
Follow us on Facebook or Instagram @Apalachicolapubliclibrary for the latest!

July 2026 Statistics:
– 2,001 patrons visited our library this month! – 43 new accounts opened
– 289 patrons used our computers – 665 books/movies/audiobooks circulated – 256 items donated to the library – $800.37 collected as library revenue – 90 hours donated by our wonderful volunteers – 70,100 people reached on social media

What a joyful July in the library! Our special summer activities, including sewing and art classes, crafting/crocheting, basket weaving, magic shows, animal shows, and our Americana film festival have brought so many people in to enjoy the library this month. We've also been busy implementing a Summer Learning and Literacy program, with a $10,000 grant earned from the Early Learning Coalition of Northwest Florida. Moving quickly, instructors Joy Floyd from Franklin Co. School, Becky Batson-Byrd from Early Head Start, Marisa Getter from ABC School, and Lynn Sapienza from Bring Me A Book Forgotten Coast, were hired to help the library host twice weekly Learning and Literacy Dinners. For July and in to August, local families have visited the library for free dinner from Izzy's Café, followed by separate activities for adults and kids that encourage critical thinking about learning and literacy. Kids also received free books from Bring Me A Book Forgotten Coast, and any food not eaten was sent home with families or donated to E-CCC. A community win, all around! Supporting all our summer events, we wish to thank the above-mentioned instructors, businesses, and organizations, along with many thanks to PALS members for volunteering with our events. Thanks also to specific activity instructors/volunteers: Curt Anderson, Marina Benoit, Elly Bissen, Amy Crosby, Daphne Evanoff, Sheryl Haynes, Connie Justice, Rich Lenhart, Bonnie Lewis, Sharon Lofstead, Phyllis Pope, Elinor Mount Simmons, and Celia Winterringer. For supporting our Summer Reading program through generous prize donations, we thank the Apalachicola Chocolate & Coffee Company and Piggly Wiggly Apalachicola. Our Summer Kickoff and Closeout parties also had free books for kids from Bring Me A Book Forgotten Coast, and Franklin County's Home Instruction for Parents of Preschool Youngsters, and free ice cream (!) from the Franklin County Sherrif's Office.

Remember, this is YOUR library. We warmly welcome any seasonal and out-of-town visitors. Come grab a calendar, a free cup of coffee or tea, a few books, and enjoy fellowship with other library patrons. 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 Legal Services of Northwest Florida is available on the first Thursday of each month; appointments are suggested. Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am, and Mahjong meets Mondays and Wednesdays mornings @ 10:15. Our once-a-month Book Club meets each 3rd Wednesday @ 6pm; and Homework Help i.e. FREE tutoring is by appointment. (We now have *16* volunteer tutors helping local students!) Please let us know any other ways we can serve you. Call: 850-653-8436 or email us: apalachicolalibrary@gmail.com.

In Gratitude,
Isel Sánchez-Whiteley & Megan Shiver, Library Assistants
Lucy Carter, MLIS Library Director

2:25 PM
07/14/26
Accrual Basis

City of Apalachicola General Fund
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1.110210 GENERAL ACCOUNT *8611	1,196,781.63
1.110220 PAYROLL ACCOUNT *9411	105,396.08
1.110250 SBA ACCOUNT	881,745.33
1.110260 FIRING RANGE *3543	12,629.03
1.110270 SW UTILITY *0160	126,629.58
1.110350 REDEVELOP TRUST *7711	98,359.51
1.110360 FARMERS MARKET *5382	25,210.27
1.110392 USDA P&F SINKING *7101	30,162.81
1.110393 USDA P&F RESERVE *8901	32,716.45
1.110400 HIST, CULT, ART *9912	20,752.78
1.110401 LIBRARY TRUST *9616	35,021.71
1.110403 REVOLVING LOAN *1611	386,203.32
1.110405 BLDG DEPT *0768	135,944.59
1.110406 PARKING MIT *1091	10,241.88
1.110407 M0016 AVE SW REP *1156	39,757.58
1.110408 M0033 HILL COMM *1261	3,302.08
1.110409 M0034 RF REV *1288	57,350.67
1.110411 AFRICAN MUSEUM *5239	29,611.54
1.110413 TREE REFOREST *5220	25,315.14
Total Checking/Savings	3,253,131.98
Accounts Receivable	
1.110530 DUE FROM OGU	1,360,766.88
Total Accounts Receivable	1,360,766.88
Other Current Assets	
1.110499 Garbage Receivable	68,182.76
1.110500 Property Rent Receivab	67.68
1.110501 Retiree Ins Rec	-1,069.92
1.110506 Due FM M0034 to Gen	0.49
1.110507 Due FM WWTP to Gen	-0.21
1.110508 Due FM PI to Gen	-0.01
1.110515 Due FM W&S to Gen	-385,072.90
Total Other Current Assets	-317,892.11
Total Current Assets	4,296,006.75
TOTAL ASSETS	4,296,006.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1.210110 ACCOUNTS PAYABLE	157,353.67
Total Accounts Payable	157,353.67
Other Current Liabilities	
1.210208 DUE TO SC FM FIRE RAN	-0.14
1.210211 DUE TO GEN FROM BLDG	0.06
1.210212 DUE TO GEN FM M0034	0.49
1.210216 DUE TO FIRE RAN FM GEN	-0.26
1.230100 Deferred Grant Revenue	94,055.00
Total Other Current Liabilities	94,055.15
Total Current Liabilities	251,408.82
Total Liabilities	251,408.82

City of Apalachicola General Fund
Balance Sheet
As of June 30, 2026

	Jun 30, 26
Equity	
1.272000 FUND BALANCE	1,694,271.00
Retained Earnings	1,232,614.65
Net Income	1,117,712.28
Total Equity	4,044,597.93
TOTAL LIABILITIES & EQUITY	4,296,006.75

2:26 PM
07/14/26
Accrual Basis

City of Apalachicola General Fund
Profit & Loss
June 2026

	Jun 26
Income	
1.311000 AD VALOREM TAXES	262,303.59
1.312420 LOCAL OPTION GAS TAX	3,816.98
1.314300 UTILITY TAX	21,552.50
1.315100 LOCAL COMMUN TAX	5,502.23
1.316001 BUSINESS LICENSE TAX	6,186.31
1.322001 BUILDING PERMIT FEES	8,177.65
1.322004 FILL PERMIT FEES	624.00
1.322900 GOLF CART PERMIT	1,180.00
1.322901 TREE APP FEE	100.00
1.322905 P&Z APPLICATION FEES	1,180.00
1.323300 UTILITY FRANCHISE	15,914.47
1.331523 FEMA HURRICANE HELENE	52,391.40
1.334502 M0016 Grant Income	927,271.91
1.334528 Drainage Basin Grant	20,485.00
1.335121 STATE REVENUE SHARING	8,783.82
1.335140 M/H LICENSE TAX	15.00
1.335180 1/2 CENT SALES TAX	21,585.78
1.335340 SANITATION FEES	133,034.16
1.341900 FIRING RANGE	1,112.00
1.343800 CEMETERY LOTS	300.00
1.343900 STORMWATER FEES	3,543.86
1.347500 PROPERTY RENTAL FEES	7,586.51
1.347903 LIBRARY REVENUE	745.55
1.354001 CODE ENFORCEMENT FINES	400.00
1.356000 FINES AND FORFEITURES	180.00
1.361000 INT - GENERAL FUND	1,461.18
1.361001 INT - PAYROLL FUND	15.33
1.361004 INT - SBA ACCOUNT	2,766.95
1.361005 INT - FIRING RANGE	3.94
1.361006 INT - SW UTILITY	40.93
1.361007 INT - REDEVELOP TRUST	32.33
1.361008 INT - FARMERS MARKET	8.28
1.361010 INT - P/F SINKING	9.91
1.361011 INT - P/F RESERVE	10.75
1.361012 INT - HCA	6.82
1.361013 INT - LIBRARY TRUST	11.52
1.361014 INT - BUILDING DEPT	45.45
1.361015 INT - PARK MITIGATION	3.37
1.361016 INT - M0016 STORMWATER	176.75
1.361017 INT - M0033 HILL COMM	13.12
1.361018 INT - M0034 RIVERFRONT	18.85
1.361020 INT - REVOLVING LOAN	126.94
1.361022 Int - Tree Reforest	8.32
1.361023 Int - African American	35.54
1.369901 MISCELLANEOUS REVENUE	16,843.42
1.369902 CREDIT CARD FEE INCOME	177.96
1.369903 Qualifying Fee	737.20
1.369904 TDC Police Reimburse	2,796.43
1.381000 -TRANSFER INTO PAYROLL	299,931.23
1.433152 CDBG M0033	365,270.32
Total Income	2,194,525.56
Gross Profit	2,194,525.56
Expense	
1.539001 CREDIT CARD FEES	142.34
1.539002 BANK FEES/RETURNED CKS	538.35
1.539003 PAYROLL EXPENSES	238,045.77

City of Apalachicola General Fund
Profit & Loss
June 2026

	Jun 26	
ADMINISTRATIVE DEPARTMENT		
1.513120 SALARIES	42,254.42	
1.513210 SOCIAL SECURITY	3,178.08	
1.513230 GROUP INSURANCE	3,778.00	
1.513310 PROFESSIONAL SERVICES	4,480.00	
1.513311 PR/HR SERVICES	375.17	
1.513340 JANITORIAL SERVICES	211.60	
1.513400 TRAVEL & PER DIEM	1,270.45	
1.513410 COMMUNICATIONS	1,049.60	
1.513430 UTILITIES	589.40	
1.513440 COPIER RENTAL	80.89	
1.513450 LIAB/PROP INSURANCE	1,632.00	
1.513460 REPAIRS & MAINT	283.82	
1.513480 ADVERTISING	671.71	
1.513520 GENERAL SUPPLIES	1,578.55	
1.513522 POSTAGE	86.28	
1.513523 FUEL	189.02	
1.513540 DUES & FEES	815.04	
1.513550 TRAINING	180.00	
1.513800 M0033 HILL GRANT	372,966.34	
1.513803 M0016 AVE SW GRANT	916,493.11	
1.513804 AFRICAN AMERICAN MUS	78,530.94	
1.513810 CITY HALL PHASE 2	638.40	
1.513812 24SRP65 FLOOD MITI	96,144.25	
1.513818 Apalach Bay Grant	30,000.00	
1.513823 FEMA-Scipio Creek Dock	2,105.00	
Total ADMINISTRATIVE DEPARTMENT		1,559,582.07
BUILDING DEPARTMENT		
1.524120 SALARIES	6,924.00	
1.524210 SOCIAL SECURITY	525.48	
1.524311 BLDG INSPECT CONTRACT	3,500.00	
1.524312 FLOODPLAIN MANAGEMENT	2,250.00	
1.524440 COPIER RENTAL	52.35	
1.524520 GENERAL SUPPLIES	0.00	
Total BUILDING DEPARTMENT		13,251.83
CITY MANAGER EXPENSES		
1.512110 SALARIES	14,359.98	
1.512210 SOCIAL SECURITY	1,098.55	
1.512230 GROUP INSURANCE	39.30	
1.512400 TRAVEL & PER DIEM	890.54	
1.512410 COMMUNICATIONS	69.32	
1.512520 SUPPLIES	6.25	
Total CITY MANAGER EXPENSES		16,463.94
FACILITIES DEPARTMENT		
1.573340 PR Janitorial Services	1,555.50	
1.573431 UTILITY - HOLY FAMILY	1,079.81	
1.573432 UTILITY - 6TH ST REC	173.02	
1.573433 UTILITY - PUB RESTROOM	62.48	
1.573434 UTILITY - HCA	213.61	
1.573436 UTILITY- OLD CITY HALL	20.10	
1.573437 UTILITY-GYM/FLD HOUSE	1,236.04	
1.573438 UTILITY-JOHNSON COMPLX	1,973.45	
1.573439 Utility-AAM	20.12	
1.573490 EXPENSES - HCA	104.60	
1.573492 EXP - HOLY FAMILY	470.71	
1.573493 EXP - JOHNSON COMPLEX	265.92	
1.573494 EXP - RANEY HOUSE	325.89	
1.573496 EXP - OLD CITY HALL	50.00	

City of Apalachicola General Fund
Profit & Loss
June 2026

		Jun 26
1.573497 EXP - 6TH STREET REC	236.01	
1.573499 EXP - FIELD HOUSE	423.00	
Total FACILITIES DEPARTMENT		8,210.26
FIRE DEPARTMENT		
1.522430 UTILITIES	225.33	
1.522440 Copier Rental	50.26	
1.522460 REPAIRS & MAINT	387.00	
1.522520 GENERAL SUPPLIES	109.90	
1.522522 FUEL	191.71	
Total FIRE DEPARTMENT		964.20
GOVERNING BODY DEPARTMENT		
1.511110 SALARIES	2,230.40	
1.511120 PIO Salary	1,200.00	
1.511210 SOCIAL SECURITY	160.38	
1.5112101 PIO Social Security	91.80	
1.511230 GROUP INSURANCE	1,871.10	
1.511240 WORKERS COMP INS	5,764.00	
1.511311 LOBBYIST	4,500.00	
1.511313 WEBSITE MAINTENANCE	690.00	
1.511320 AUDIT SERVICES	8,000.00	
1.511340 Janitorial Services	51.04	
1.511410 COMMUNICATIONS	442.29	
1.511430 UTILITIES	193.69	
1.511460 REPAIRS & MAINTENANCE	95.29	
1.511522 SOFTWARE	90.00	
1.511523 Election Expense	250.00	
1.511540 DUES AND FEES	125.00	
Total GOVERNING BODY DEPARTMENT		25,754.99
LIBRARY DEPARTMENT		
1.571120 SALARIES	12,200.55	
1.571210 SOCIAL SECURITY	933.35	
1.571230 GROUP INSURANCE	687.82	
1.571311 IT SERVICES	500.00	
1.571340 JANITORIAL SERVICES	104.31	
1.571343 LIBRARY PROGRAMS	1,497.35	
1.571410 COMMUNICATIONS	698.25	
1.571430 UTILITIES	277.37	
1.571440 COPIER RENTAL	120.91	
1.571460 REPAIRS & MAINTENANCE	65.00	
1.571520 SUPPLIES	330.19	
1.571523 SOFTWARE	0.00	
1.571660 BOOKS	431.92	
Total LIBRARY DEPARTMENT		17,847.02
PARKS & RECREATION DEPARTMENT		
1.572430 UTILITIES	402.74	
1.572460 REPAIRS & MAINTENANCE	229.23	
1.572482 Fireworks Donation	10,000.00	
Total PARKS & RECREATION DEPARTMENT		10,631.97
PLANNING DEPARTMENT		
1.515520 GENERAL SUPPLIES	0.00	
Total PLANNING DEPARTMENT		0.00

City of Apalachicola General Fund
Profit & Loss
June 2026

	Jun 26
POLICE DEPARTMENT	
1.521120 SALARIES	82,901.92
1.521140 OVERTIME SALARIES	6,175.86
1.521141 OVERTIME - TDC	310.08
1.521210 SOCIAL SECURITY	6,672.63
1.521230 GROUP INSURANCE	7,252.02
1.521340 JANITORIAL SERVICES	104.31
1.521410 COMMUNICATIONS	1,217.22
1.521430 UTILITIES	225.33
1.521440 COPIER RENTAL	125.97
1.521460 REPAIRS & MAINTENANCE	136.64
1.521461 VEHICLE REPAIR & MAINT	139.90
1.521480 ADVERTISING	0.00
1.521520 GENERAL SUPPLIES	1,352.43
1.521522 FUEL	2,606.47
1.521523 UNIFORMS/ACCESSORIES	43.57
1.521526 COMMUNITY EVENT SUPPLY	42.99
1.521550 TRAINING	175.00
1.521711 VEHICLE PYMT PRINCIPAL	4,293.23
Total POLICE DEPARTMENT	113,775.57
PUBLIC WORKS DEPARTMENT	
1.541120 SALARIES	24,676.32
1.541140 OVERTIME SALARIES	227.04
1.541210 SOCIAL SECURITY	1,885.10
1.541230 GROUP INSURANCE	4,184.79
1.541312 CEMETARY CONTRACT	5,000.00
1.541410 COMMUNICATIONS	401.19
1.541430 UTILITIES	5,521.71
1.541431 SANITATION SERVICES	58,813.68
1.541460 REPAIRS & MAINTENANCE	2,013.12
1.541520 GENERAL SUPPLIES	616.42
1.541521 UNIFORMS	534.08
1.541522 FUEL	1,960.14
1.541528 LOGT SIDEWALK/ST REP	344.24
Total PUBLIC WORKS DEPARTMENT	106,177.83
Total Expense	2,111,386.14
Net Income	83,139.42

2:35 PM

07/14/26

Accrual Basis

City of Apalachicola Enterprise Fund
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
2.110220 W&S REVENUE *6701	328,512.96
2.110222 WWTP GRANT *1213	826,923.39
2.110230 DEPOSIT TRUST *9701	202,802.61
2.110240 SCIPIO CREEK *3211	72,171.17
2.110250 BATTERY PARK *4611	205,543.91
2.110271 SRF DEBT SERVICE *8028	1,326.48
2.110280 SINKING FUND *8301	38,128.92
2.110281 SINKING 2003BOND *8302	131,976.58
2.110290 RESERVE FUND *3702	25,737.42
2.110291 RESERVE 2003BOND *8303	146,475.45
Total Checking/Savings	1,979,598.89
Accounts Receivable	
2.110480 DUE FROM OTHER OGU	569,089.00
2.110690 UNCOLLECTIBLE ALLOW.	-43,363.22
Total Accounts Receivable	525,725.78
Other Current Assets	
2.110440 Utility Bill Rec	100,496.84
2.110461 Scipio Creek AR.	-2,238.49
2.110462 Battery Park AR.	1,146.93
2.110490 Due FM SC to W&S	0.40
2.110501 Due FM W&S to Dep Trus	0.34
2.110557 Due FM WWTP to W&S	0.40
2.110570 Due FM SC to BP	-0.42
2.150001 DEFERRED OUTFLOW - FRS	176,379.00
Total Other Current Assets	275,785.00
Total Current Assets	2,781,109.67
Fixed Assets	
2.120100 WIP	1,374,476.00
2.120110 FIXED ASSEST	267,392.00
2.120111 WW FACILITIES FA	35,535,732.00
2.120113 USDA PP&E	5,383,476.00
2.120120 ACCUM. DEPRECIATION	-15,352,751.00
2.120150 ACCUM DEP. WW	-6,701,404.00
2.120330 LAND	363,057.00
Total Fixed Assets	20,869,978.00
TOTAL ASSETS	23,651,087.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	30,510.29
Total Accounts Payable	30,510.29

City of Apalachicola Enterprise Fund
Balance Sheet
As of June 30, 2026

	Jun 30, 26
Other Current Liabilities	
2.210110 CURRENT ACCT PAYABLE	159,631.33
2.210200 CUSTOMER DEPOSITS	179,597.63
2.210417 ACCRUED LEAVE	16,555.00
2.210418 ACCRUED LEAVE CURRENT	5,518.00
2.210419 ACCRUED PAYROLL	17,966.00
2.210630 DUE TO GEN FUND FM W&S	-363,367.03
2.210631 DUE TO BP FROM W&S	-0.29
2.210632 DUE TO W&S FROM DEP TR	0.46
2.210633 DUE TO GEN FM DEP TR	-0.14
2.210636 DUE TO W&S FROM BP	0.44
2.210638 DUE TO SC FROM W&S	-0.07
2.210639 DUE TO BP FROM SC	0.40
2.210641 DUE TO BUILDING FM W&S	-0.30
2.210642 DUE TO W&S FM WWTP	0.40
2.210644 DUE TO GEN FM WWTP	-0.21
2.220200 BONDS PAYABLE - LT	104,630.00
2.220300 BONDS PAYABLE - LT	1,765,000.00
2.220400 NOTE PAYABLE - SRL	557,056.00
2.220500 NP CURRENT PORTION	371,371.00
2.220600 INSTALLMENT LT	30,958.00
2.220700 INSTALLMENT CURRENT	42,893.00
2.221001 DEFERRED INFLOW - FRS	-180,824.00
2.222001 NET PENSION LIAB - FRS	618,454.00
Total Other Current Liabilities	3,325,439.62
Total Current Liabilities	3,355,949.91
Total Liabilities	3,355,949.91
Equity	
2.272000 FUND BALANCE	18,407,545.21
Retained Earnings	1,845,230.09
Net Income	42,362.46
Total Equity	20,295,137.76
TOTAL LIABILITIES & EQUITY	23,651,087.67

City of Apalachicola Enterprise Fund
Profit & Loss
June 2026

		Jun 26
Income		
2.343300 WATER BILLING REVENUE		97,415.51
2.343301 LATE CHARGES REV		6,045.68
2.343500 SEWER BILLING REVENUE		96,130.54
2.343501 SW UTILITY REVENUE		-1,932.86
2.343502 GARBAGE REVENUE		-68,869.87
2.343900 SUF REV		52,648.13
2.343902 WATER TAP REVENUE		4,621.50
2.343903 SEWER TAP REVENUE		2,205.50
2.347200 SC MOORING REVENUE		3,521.28
2.347202 SC RF DOCKING REVENUE		125.00
2.347203 SC REPAIR YARD REV		2,105.00
2.347204 BP MOORING REVENUE		6,128.51
2.347205 BP LAUNCH FEES		7,150.00
2.347207 BP - MISC REVENUE		267.29
2.361100 INT - SCIPIO CREEK		26.32
2.361101 INT - BATTERY PARK		77.44
2.361102 INT - WATER/SEWER REV		129.91
2.361103 INT - DEPOSIT TRUST		411.73
2.361104 INT - SINKING FUND		12.53
2.361105 INT - W&S RESERVE		8.46
2.361106 INT - SINKING 03 BOND		43.38
2.361107 INT - RESERVE 03 BOND		294.48
2.361108 INT - WWTP GRANT		285.71
2.361109 INT - SRF DEBT SERVICE		20.78
Total Income		208,871.95
Gross Profit		208,871.95
Expense		
2.539001 CREDIT CARD CHARGES		725.29
2.539002 - BANK FEES/RET CKS		1,525.85
2.539701 DEBT SERVICE (DEP SUF)		185,685.43
BATTERY PARK		
2.573340JANITORIAL SERVICES	211.62	
2.573430 ELECTRIC	242.41	
2.573431 GARBAGE	193.20	
2.573450 PROP/LIAB INS	26,280.00	
2.573460 REPAIRS & MAINT	160.00	
2.573491 SALES TAX EXP	584.92	
2.573493 TDC - V Pier Repairs	66,452.50	
2.573520 GENERAL SUPPLIES	74.53	
Total BATTERY PARK		94,199.18
SCIPIO CREEK		
2.572340 JANITORAL SERVICES	211.62	
2.572430 ELECTRIC	-86.69	
2.572450 PROP/LIAB INSURANCE	22,500.00	
2.572460 REPAIRS & MAINT	13,845.29	
2.572491 SALES TAX	68.20	
2.572520 GENERAL SUPPLIES	134.11	
Total SCIPIO CREEK		36,672.53

City of Apalachicola Enterprise Fund
Profit & Loss
June 2026

	Jun 26
SEWER DEPARTMENT	
2.535120 SALARIES	29,064.86
2.535140 OVERTIME	1,163.52
2.535210 SOCIAL SECURITY	2,248.47
2.535230 GROUP INS	6,242.02
2.535312 WWTP OPERATOR SERVICES	2,880.00
2.535400 TRAVEL & PER DIEM	204.90
2.535410 COMMUNICATION	1,068.22
2.535430 ELECTRIC	11,661.56
2.535450 LIAB/PROP/AUTO INS	33,880.00
2.535460 REPAIRS & MAINT	9,938.13
2.535461 TESTING	1,629.60
2.535520 GENERAL SUPPLIES	4,516.96
2.535521 GAS & OIL	2,654.99
2.535522 CHEMICALS	8,750.00
2.535525 TREATMENT BUGS	5,750.00
2.535526 POSTAGE	1,500.00
2.535527 SOFTWARE	180.00
2.535540 DUES & FEES	164.15
2.535631 WWTP GRANT PROJECT	55,209.00
2.535632 I&I Grant	3,500.00
2.535633 IGA Lift Station Grant	83,889.60
Total SEWER DEPARTMENT	266,095.98
WATER DEPARTMENT	
2.533120 SALARIES	27,280.19
2.533140 OVERTIME	2,682.33
2.533210 SOCIAL SECURITY	2,252.47
2.533230 GROUP INS	4,630.50
2.533311 IT SERVICE	1,000.00
2.533313 OPERATOR CONTRACT SERV	3,255.00
2.533410 COMMUNICATION	432.86
2.533430 ELECTRIC	5,360.26
2.533460 REPAIRS & MAINT	1,531.48
2.533461 TESTING	399.00
2.533462 WELL MAINT	1,084.25
2.533464 WATER METER MAINT	2,576.88
2.533520 GENERAL SUPPLIES	3,255.76
2.533521 GAS & OIL	1,426.14
2.533522 POSTAGE	1,500.00
2.533525 CHEMICALS	8,898.47
2.533526 SOFTWARE	180.00
2.533540 DUES & FEES	25.00
Total WATER DEPARTMENT	67,770.59
Total Expense	652,674.85
Net Income	-443,802.90

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND REVENUES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
AD VALOREM TAXES - 8.3457	$ 2,386,728.00	$ 2,467,358.06	103.38%	$ (80,630.06)
1/2 CENT SALES TAX	$ 262,000.00	$ 144,353.05	55.10%	$ 117,646.95
MOBILE HOME LICENSE TAX	$ 100.00	$ 173.00	173.00%	$ (73.00)
ALCOHOLIC BEVERAGE LICENSE TAX	$ 7,000.00	$ 10,006.92	142.96%	$ (3,006.92)
UTILITY FRANCHISE	$ 250,000.00	$ 167,399.49	66.96%	$ 82,600.51
LOCAL COMMUNICATIONS TAX	$ 72,000.00	$ 54,791.36	76.10%	$ 17,208.64
UTILITY TAX	$ 320,000.00	$ 234,877.60	73.40%	$ 85,122.40
STATE REVENUE SHARING	$ 116,000.00	$ 80,606.53	69.49%	$ 35,393.47
BUSINESS LICENSE TAX	$ 40,000.00	$ 14,967.09	37.42%	$ 25,032.91
BUILDING, SIGN, FENCE, FILL PERMITS	$ 65,000.00	$ 80,488.37	123.83%	$ (15,488.37)
GOLF CART PERMIT	$ 23,000.00	$ 23,312.00	101.36%	$ (312.00)
TREE APPLICATION FEES	$ 2,250.00	$ 1,285.00	57.11%	$ 965.00
TREE REFORESTATION FEES	$ 3,500.00	$ 3,572.67	102.08%	$ (72.67)
SIDEWALK, MURAL PERMITS	$ 3,500.00	$ 68,128.54	1946.53%	$ (64,628.54)
COUNTY FIRE PROTECTION - MSBU	$ 36,000.00	$ 24,950.98	69.31%	$ 11,049.02
FINES & FORFEITURES	$ 6,500.00	$ 1,337.05	20.57%	$ 5,162.95
CEMETERY LOTS	$ 2,000.00	$ 3,900.00	195.00%	$ (1,900.00)
MISCELLANEOUS REVENUE	$ 25,000.00	$ 68,865.74	275.46%	$ (43,865.74)
PROPERTY RENTAL	$ 36,000.00	$ 52,867.30	146.85%	$ (16,867.30)
TRAFFIC LIGHT REIMBURSEMENT	$ 5,600.00	$ 9,309.00	166.23%	$ (3,709.00)
SANITATION COLLECTIONS	$ 745,000.00	$ 639,473.47	85.84%	$ 105,526.53
FIRING RANGE USER FEES	$ 6,500.00	$ 5,050.94	77.71%	$ 1,449.06
LIBRARY REVENUES	$ 7,500.00	$ 5,227.90	69.71%	$ 2,272.10
LOCAL OPTION GAS TAX	$ 65,000.00	$ 44,832.63	68.97%	$ 20,167.37
CREDIT CARD FEES	$ 1,500.00	$ 1,460.73	97.38%	$ 39.27
PLANNING DEPT. REVENUE	$ 6,500.00	$ 6,088.25	93.67%	$ 411.75
STORMWATER UTILITY COLLECTIONS	$ 19,000.00	$ 15,083.87	79.39%	$ 3,916.13
ADMIN - BATTERY PARK	$ 22,000.00	$ -	0.00%	$ 22,000.00
ADMIN - WATER	$ 17,500.00	$ -	0.00%	$ 17,500.00
ADMIN - SEWER	$ 17,500.00	$ -	0.00%	$ 17,500.00
24/25 RESERVE CARRYFORWARD	$ 200,000.00	$ -	0.00%	$ 200,000.00
TDC - POLICE REIMB FOR OT & EQUIPMENT	$ -	$ 10,436.89	0.00%	$ (10,436.89)
FEMA - HURRICANE HELENE	$ -	$ 75,800.87	0.00%	$ (75,800.87)
TOTAL GENERAL FUND REVENUES	**$ 4,770,178.00**	**$ 4,316,005.30**	**90.48%**	**$ 540,410.46**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - GOVERNING BODY EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 26,765.00	$ 20,073.60	75.00%	$ 6,691.40
SOCIAL SECURITY	$ 2,048.00	$ 1,438.30	70.23%	$ 609.70
RETIREMENT	$ 3,760.00	$ 2,503.28	66.58%	$ 1,256.72
GROUP INSURANCE	$ 23,360.00	$ 17,503.58	74.93%	$ 5,856.42
LEGAL SERVICES	$ 80,000.00	$ 47,225.00	59.03%	$ 32,775.00
WC/PROPERTY/LIABILITY INSURANCE	$ 8,764.00	$ 5,764.00	65.77%	$ 3,000.00
TRAVEL & TRAINING	$ 3,000.00	$ -	0.00%	$ 3,000.00
SUPPLIES	$ 2,000.00	$ 829.14	41.46%	$ 1,170.86
SOFTWARE	$ 10,000.00	$ 8,089.49	80.89%	$ 1,910.51
ELECTION EXPENSE	$ 4,000.00	$ 250.00	6.25%	$ 3,750.00
DUES & FEES	$ 4,000.00	$ 1,637.00	40.93%	$ 2,363.00
AUDIT SERVICES	$ 50,000.00	$ 41,500.00	83.00%	$ 8,500.00
COMMUNICATIONS	$ 5,500.00	$ 3,623.06	65.87%	$ 1,876.94
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
WEBSITE MAINTENANCE	$ 10,000.00	$ 9,315.00	93.15%	$ 685.00
LOBBYIST	$ 54,000.00	$ 46,128.82	85.42%	$ 7,871.18
PROFESSIONAL CONSULTS	$ 10,000.00	$ 2,625.00	26.25%	$ 7,375.00
PUBLIC INFORMATION OFFICER	$ 20,000.00	$ 10,143.72	50.72%	$ 9,856.28
PUBLIC OFFICIALS & LIABILITY INSURANCE	$ 2,000.00	$ 1,025.00	51.25%	$ 975.00
JANITORIAL SERVICES	$ 1,500.00	$ 439.67	29.31%	$ 1,060.33
UTILITIES	$ 2,000.00	$ 1,162.85	58.14%	$ 837.15
REPAIRS & MAINTENANCE	$ 2,000.00	$ 1,079.06	53.95%	$ 920.94
ANIMAL CONTROL SERVICES	$ 3,500.00	$ 17,500.00	500.00%	$ (14,000.00)
TOTAL GOVERNING BODY EXPENSES	**$ 331,697.00**	**$ 241,855.57**	**72.91%**	**$ 89,841.43**

City Manager, Planner, Admin, Grants,
Code Enforcement, Finance

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - ADMIN DEPARTMENT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 435,430.00	$ 237,783.67	54.61%	$ 197,646.33
CITY MANAGER EMPLOYMENT CONTRACT	$ -	$ 4,000.00	0.00%	$ (4,000.00)
SOCIAL SECURITY	$ 33,311.00	$ 17,930.50	53.83%	$ 15,380.50
RETIREMENT	$ 74,991.00	$ 47,160.09	62.89%	$ 27,830.91
GROUP INSURANCE	$ 83,087.00	$ 33,013.84	39.73%	$ 50,073.16
PROFESSIONAL SERVICES/CONTRACT LABOR	$ -	$ 20,045.00	0.00%	$ (20,045.00)
PLANNING CONTRACT SERVICES	$ -	$ 26,897.88	0.00%	$ (26,897.88)
COMMUNICATIONS	$ 13,000.00	$ 6,971.03	53.62%	$ 6,028.97
UTILITIES	$ 8,000.00	$ 5,739.44	71.74%	$ 2,260.56
REPAIRS & MAINTENANCE	$ 5,000.00	$ 3,022.61	60.45%	$ 1,977.39
TRAVEL & TRAINING	$ 3,000.00	$ 8,487.33	282.91%	$ (5,487.33)
FUEL	$ 2,000.00	$ 1,409.73	70.49%	$ 590.27
SUPPLIES	$ 15,000.00	$ 11,701.78	78.01%	$ 3,298.22
SOFTWARE	$ 15,000.00	$ 19,041.88	126.95%	$ (4,041.88)
PAYROLL/HR SERVICES	$ 5,500.00	$ 6,359.57	115.63%	$ (859.57)
EQUIPMENT	$ 5,000.00	$ 11,264.39	225.29%	$ (6,264.39)
PROPERTY SURVEYS	$ 5,000.00	$ -	0.00%	$ 5,000.00
DUES & FEES	$ 3,000.00	$ 1,393.57	46.45%	$ 1,606.43
COPIER/POSTAGE MACHINE RENTAL	$ 6,000.00	$ 2,973.00	49.55%	$ 3,027.00
WC/PROPERTY/LIABILITY INSURANCE	$ 17,600.00	$ 14,600.00	82.95%	$ 3,000.00
ADVERTISING	$ 10,000.00	$ 15,910.05	159.10%	$ (5,910.05)
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
CREDIT CARD FEES	$ 1,500.00	$ 2,625.54	175.04%	$ (1,125.54)
JANITORIAL SERVICES	$ 5,000.00	$ 1,869.55	37.39%	$ 3,130.45
CAPITAL OUTLAY	$ -	$ 22,575.06	0.00%	$ (22,575.06)
TOTAL ADMIN DEPT. EXPENSES	**$ 749,919.00**	**$ 502,200.45**	**66.97%**	**$ 247,718.55**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - BUILDING DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 66,780.00	$ 44,231.01	66.23%	$ 22,548.99
SOCIAL SECURITY	$ 5,110.00	$ 3,356.99	65.69%	$ 1,753.01
RETIREMENT	$ 9,370.00	$ 5,391.30	57.54%	$ 3,978.70
GROUP INSURANCE	$ 8,000.00	$ 314.19	3.93%	$ 7,685.81
BUILDING INSPECTOR SERVICES	$ 42,000.00	$ 31,500.00	75.00%	$ 10,500.00
SOFTWARE	$ 6,000.00	$ 7,150.23	119.17%	$ (1,150.23)
FLOOD PLAIN MANAGEMENT SERVICES	$ 8,000.00	$ 7,250.00	90.63%	$ 750.00
SUPPLIES	$ 1,500.00	$ 772.71	51.51%	$ 727.29
COPIER RENTAL	$ 1,200.00	$ 416.41	34.70%	$ 783.59
FUEL	$ 250.00	$ 75.72	30.29%	$ 174.28
WC/PROPERTY/LIABILITY INSURANCE	$ 5,500.00	$ 2,500.00	45.45%	$ 3,000.00
COMMUNICATIONS	$ 500.00	$ 325.06	65.01%	$ 174.94
EQUIPMENT	$ 1,000.00	$ -	0.00%	$ 1,000.00
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
VEHICLE REPAIRS & MAINTENANCE	$ 500.00	$ -	0.00%	$ 500.00
DBPR SURCHARGES	$ 2,000.00	$ 476.93	23.85%	$ 1,523.07
TOTAL BUILDNG DEPT EXPENSES	**$ 161,210.00**	**$ 105,760.55**	**65.60%**	**$ 55,449.45**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - POLICE DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 550,000.00	$ 434,326.65	78.97%	$ 115,673.35
OVERTIME SALARIES	$ 45,000.00	$ 39,328.84	87.40%	$ 5,671.16
OVERTIME SALARIES - TDC	$ -	$ 14,896.59	0.00%	$ (14,896.59)
SOCIAL SECURITY	$ 45,520.00	$ 36,975.64	81.23%	$ 8,544.36
RETIREMENT	$ 187,800.00	$ 138,726.73	73.87%	$ 49,073.27
GROUP INSURANCE	$ 92,710.00	$ 68,961.70	74.38%	$ 23,748.30
WC/PROPERTY/LIABILITY INSURANCE	$ 20,790.00	$ 21,441.00	103.13%	$ (651.00)
COMMUNICATIONS	$ 17,000.00	$ 12,557.83	73.87%	$ 4,442.17
REPAIRS & MAINTENANCE	$ 3,000.00	$ 735.46	24.52%	$ 2,264.54
VEHICLE REPAIRS & MAINTENANCE	$ 8,000.00	$ 6,342.93	79.29%	$ 1,657.07
UNIFORMS	$ 3,000.00	$ 4,047.47	134.92%	$ (1,047.47)
UTILITIES	$ 4,000.00	$ 1,727.98	43.20%	$ 2,272.02
SUPPLIES	$ 8,000.00	$ 5,680.10	71.00%	$ 2,319.90
SOFTWARE	$ 16,000.00	$ 32,325.40	202.03%	$ (16,325.40)
COMMUNITY EVENTS	$ 2,000.00	$ 3,750.27	187.51%	$ (1,750.27)
FUEL	$ 20,000.00	$ 15,499.69	77.50%	$ 4,500.31
TRAINING	$ 1,000.00	$ 175.00	17.50%	$ 825.00
COPIER RENTAL	$ 1,500.00	$ 881.79	58.79%	$ 618.21
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
USDA PAYMENT - POLICE STATION	$ 5,000.00	$ -	0.00%	$ 5,000.00
VEHICLE PAYMENT	$ 17,175.00	$ 8,586.46	49.99%	$ 8,588.54
DUES & FEES	$ 1,000.00	$ 180.00	18.00%	$ 820.00
JANITORIAL SERVICES	$ 1,000.00	$ 863.93	86.39%	$ 136.07
CAPITAL OUTLAY:				
EQUIPMENT	$ 15,000.00	$ -	0.00%	$ 15,000.00
TOTAL POLICE DEPT EXPENSES	**$ 1,067,995.00**	**$ 850,011.46**	**79.59%**	**$ 217,983.54**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - FIRE DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
VOLUNTEER COMPENSATION	$ 30,000.00	$ 22,700.00	75.67%	$ 7,300.00
COMMUNICATIONS	$ 1,100.00	$ -	0.00%	$ 1,100.00
REPAIRS & MAINTENANCE	$ 9,500.00	$ 15,300.97	161.06%	$ (5,800.97)
UTILITIES	$ 4,000.00	$ 1,727.94	43.20%	$ 2,272.06
SUPPLIES	$ 2,000.00	$ 1,605.03	80.25%	$ 394.97
COPIER RENTAL	$ 620.00	$ 363.57	58.64%	$ 256.43
FIRST RESPONDER SUPPLIES	$ 4,000.00	$ 711.41	17.79%	$ 3,288.59
FUEL	$ 4,500.00	$ 1,405.55	31.23%	$ 3,094.45
WC/PROPERTY/LIABILITY INSURANCE	$ 11,700.00	$ 8,700.00	74.36%	$ 3,000.00
EQUIPMENT	$ 3,000.00	$ 1,254.32	41.81%	$ 1,745.68
TRAINING	$ 1,000.00	$ 150.00	15.00%	$ 850.00
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
HOSE & PUMP TESTING	$ 6,000.00	$ -	0.00%	$ 6,000.00
FIRE TRUCK PAYMENT - 1/2 PAYMENT	$ 25,000.00	$ -	0.00%	$ 25,000.00
USDA PAYMENT - FIRE STATION	$ 25,000.00	$ 24,007.53	96.03%	$ 992.47
CAPITAL OUTLAY:				
BUNKER GEAR - 4 SETS	$ 12,000.00	$ -	0.00%	$ 12,000.00
TOTAL FIRE DEPT EXPENSES	$ 142,920.00	$ 79,926.32	55.92%	$ 62,993.68

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENNDING June 30, 2026
GENERAL FUND - PUBLIC WORKS DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 358,320.00	$ 234,829.70	65.54%	$ 123,490.30
OVERTIME	$ 5,000.00	$ 4,833.91	96.68%	$ 166.09
SOCIAL SECURITY	$ 27,800.00	$ 18,090.82	65.07%	$ 9,709.18
RETIREMENT	$ 57,000.00	$ 31,611.98	55.46%	$ 25,388.02
GROUP INSURANCE	$ 113,400.00	$ 70,650.97	62.30%	$ 42,749.03
WC/PROPERTY/LIABILITY INSURANCE	$ 41,400.00	$ 38,400.00	92.75%	$ 3,000.00
COMMUNICATIONS	$ 5,000.00	$ 2,938.99	58.78%	$ 2,061.01
REPAIRS & MAINTENANCE	$ 15,000.00	$ 20,124.96	134.17%	$ (5,124.96)
UTILITIES/STREET LIGHTS	$ 70,000.00	$ 46,620.18	66.60%	$ 23,379.82
SUPPLIES	$ 10,000.00	$ 13,590.63	135.91%	$ (3,590.63)
SOFTWARE	$ 6,000.00	$ 6,374.23	106.24%	$ (374.23)
UNIFORMS	$ 4,000.00	$ 2,381.43	59.54%	$ 1,618.57
FUEL	$ 23,000.00	$ 14,614.66	63.54%	$ 8,385.34
CEMETERY MAINTENANCE CONTRACT	$ 35,000.00	$ 20,000.00	57.14%	$ 15,000.00
TREE MAINTENANCE	$ 20,000.00	$ 20,605.00	103.03%	$ (605.00)
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
SANITATION SERVICES	$ 690,000.00	$ 464,499.16	67.32%	$ 225,500.84
LANDFILL CHARGES	$ 2,500.00	$ 1,201.06	48.04%	$ 1,298.94
TRACTOR PAYMENT	$ 13,135.00	$ 13,091.43	99.67%	$ 43.57
LOGT EXPENSES				
MOWERS & EQUIPMENT	$ 37,000.00	$ -	0.00%	$ 37,000.00
EQUIPMENT SUPPLIES & MAINTENANCE	$ 13,000.00	$ 3,386.74	26.05%	$ 9,613.26
SIDEWALK/STREET REPAIRS & MAINTENANCE	$ 10,000.00	$ 8,022.57	80.23%	$ 1,977.43
STREET SIGNS	$ 3,000.00	$ 6,287.38	209.58%	$ (3,287.38)
TOTAL PUBLIC WORKS DEPT EXPENSES	**$ 1,563,055.00**	**$ 1,044,165.80**	**66.80%**	**$ 518,899.20**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - LIBRARY DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 110,335.00	$ 77,201.57	69.97%	$ 33,133.43
SOCIAL SECURITY	$ 8,441.00	$ 5,883.01	69.70%	$ 2,557.99
RETIREMENT	$ 15,480.00	$ 9,367.87	60.52%	$ 6,112.13
GROUP INSURANCE	$ 8,860.00	$ 7,427.98	83.84%	$ 1,432.02
COMMUNICATIONS	$ 4,500.00	$ 3,930.35	87.34%	$ 569.65
JANITORIAL SERVICES	$ 1,700.00	$ 863.83	50.81%	$ 836.17
UTILITIES	$ 3,000.00	$ 1,910.20	63.67%	$ 1,089.80
COPIER RENTAL	$ 1,500.00	$ 846.37	56.42%	$ 653.63
REPAIRS & MAINTENANCE	$ 2,000.00	$ 959.60	47.98%	$ 1,040.40
SUPPLIES	$ 5,000.00	$ 5,378.27	107.57%	$ (378.27)
SOFTWARE	$ 2,500.00	$ 3,714.22	148.57%	$ (1,214.22)
SUBSCRIPTIONS	$ 6,000.00	$ 1,477.74	24.63%	$ 4,522.26
BOOKS	$ 7,000.00	$ 4,543.24	64.90%	$ 2,456.76
WC/PROPERTY/LIABILITY INSURANCE	$ 13,122.00	$ 10,122.00	77.14%	$ 3,000.00
IT SERVICES	$ 3,500.00	$ 2,000.00	57.14%	$ 1,500.00
PROGRAMS	$ 2,500.00	$ 2,532.36	101.29%	$ (32.36)
EQUIPMENT	$ 2,000.00	$ 1,498.00	74.90%	$ 502.00
TRAVEL	$ -	$ 69.87	0.00%	$ (69.87)
TOTAL LIBRARY DEPT EXPENSES	**$ 197,438.00**	**$ 139,726.48**	**70.77%**	**$ 57,711.52**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - PARKS & RECREATION DEPT EXPENSES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
UTILITIES	$ 8,500.00	$ 4,283.07	50.39%	$ 4,216.93
REPAIRS & MAINTENANCE	$ 5,000.00	$ 7,550.33	151.01%	$ (2,550.33)
SUPPLIES	$ 2,000.00	$ 612.45	30.62%	$ 1,387.55
PROPERTY/LIABILITY INSURANCE	$ 57,300.00	$ 26,382.00	46.04%	$ 30,918.00
FIREWORKS DONATION	$ -	$ 10,000.00	0.00%	$ (10,000.00)
SENIOR PROGRAM	$ 2,000.00	$ -	0.00%	$ 2,000.00
DIXIE YOUTH DONATION	$ 1,500.00	$ -	0.00%	$ 1,500.00
COMMUNITY GARDEN	$ 1,300.00	$ 877.05	67.47%	$ 422.95
TOTAL PARKS & RECREATION EXPENSES	**$ 77,600.00**	**$ 49,704.90**	**64.05%**	**$ 27,895.10**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND - FACILITIES DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
UTILITIES				
HISTORY, CULTURE, ARTS MUSEUM	$ 5,500.00	$ 2,367.09	43.04%	$ 3,132.91
OLD CITY HALL	$ 400.00	$ 205.94	51.49%	$ 194.06
PUBLIC RESTROOMS	$ 1,500.00	$ 474.59	31.64%	$ 1,025.41
JOHNSON COMPLEX	$ 35,000.00	$ 15,621.99	44.63%	$ 19,378.01
6TH STREET RECREATION CENTER	$ 2,000.00	$ 902.21	45.11%	$ 1,097.79
FIELD HOUSE/GYM	$ 10,000.00	$ 7,882.48	78.82%	$ 2,117.52
HOLY FAMILY	$ 16,000.00	$ 10,936.37	68.35%	$ 5,063.63
AFRICAN AMERICAN MUSEUM	$ -	$ 36.85	0.00%	$ (36.85)
PROPERTY/LIABILITY INSURANCE				
HISTORY, CULTURE, ARTS MUSEUM	$ 11,600.00	$ 9,600.00	82.76%	$ 2,000.00
OLD CITY HALL	$ 10,565.00	$ 8,565.00	81.07%	$ 2,000.00
PUBLIC RESTROOMS	$ 5,785.00	$ 5,785.00	100.00%	$ -
6TH STREET RECREATION CENTER	$ 4,000.00	$ 2,800.00	70.00%	$ 1,200.00
GYM - MATCHBOX	$ 12,500.00	$ 10,000.00	80.00%	$ 2,500.00
FIELD HOUSE	$ 7,000.00	$ 5,000.00	71.43%	$ 2,000.00
HOLY FAMILY	$ 15,500.00	$ 13,500.00	87.10%	$ 2,000.00
RANEY HOUSE	$ 10,000.00	$ 8,000.00	80.00%	$ 2,000.00
FACILITY EXPENSES				
HISTORY, CULTURE, ARTS MUSEUM	$ 3,000.00	$ 1,152.09	38.40%	$ 1,847.91
OLD CITY HALL	$ 1,500.00	$ 885.73	0.00%	$ 614.27
PUBLIC RESTROOMS	$ 25,000.00	$ 20,431.94	81.73%	$ 4,568.06
JOHNSON COMPLEX	$ 35,000.00	$ 24,870.32	71.06%	$ 10,129.68
6TH STREET RECREATION CENTER	$ 2,000.00	$ 669.60	33.48%	$ 1,330.40
FIELD HOUSE	$ 500.00	$ 423.00	84.60%	$ 77.00
RANEY HOUSE	$ 4,500.00	$ 1,774.92	39.44%	$ 2,725.08
HOLY FAMILY	$ 15,000.00	$ 8,282.61	55.22%	$ 6,717.39
POPHAM BLDG - SUBMERGED LAND LEASE	$ 1,500.00	$ -	0.00%	$ 1,500.00
TOTAL FACILITIES DEPT EXPENDITURES	**$ 235,350.00**	**$ 160,167.73**	**68.06%**	**$ 75,182.27**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
GENERAL FUND REVENUES/EXPENSES SUMMARY

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
TOTAL GENERAL FUND REVENUES	$ 4,770,178.00	$ 4,316,005.30	90.48%	$ 454,172.70
GENERAL FUND DEPARTMENTS				
GOVERNING BODY	$ 331,697.00	$ 241,855.57	72.91%	$ 89,841.43
ADMINISTRATIVE	$ 749,919.00	$ 502,200.45	66.97%	$ 247,718.55
BUILDING	$ 161,210.00	$ 105,760.55	65.60%	$ 55,449.45
POLICE	$ 1,067,995.00	$ 850,011.46	79.59%	$ 217,983.54
FIRE	$ 142,920.00	$ 79,926.32	55.92%	$ 62,993.68
PUBLIC WORKS	$ 1,563,055.00	$ 1,044,155.80	66.80%	$ 518,899.20
LIBRARY	$ 197,438.00	$ 139,726.48	70.77%	$ 57,711.52
PARKS & RECREATION	$ 77,600.00	$ 49,704.90	64.05%	$ 27,895.10
FACILITIES	$ 235,350.00	$ 160,167.73	68.06%	$ 75,182.27
TOTAL DEPARTMENT EXPENSES	**$ 4,527,184.00**	**$ 3,173,509.26**	**70.10%**	**$ 1,353,674.74**
TOTAL GENERAL FUND RESERVE	**$ 242,994.00**	**$1,142,496.04**		

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
ENTERPRISE FUND REVENUES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
WATER DEPARTMENT REVENUE				
WATER UTILITY REVENUE	$ 1,117,550.00	$ 813,575.80	72.80%	$ 303,974.20
WATER TAPS	$ 25,000.00	$ 22,477.00	89.91%	$ 2,523.00
BANK INTEREST/MISC REVENUE	$ 1,500.00	$ 3,167.17	211.14%	$ (1,667.17)
CREDIT CARD FEES	$ 3,000.00	$ -	0.00%	$ 3,000.00
RESTRICTED: CUSTOMER DEPOSITS	$ 30,000.00	$ 30,587.51	101.96%	$ (587.51)
TOTAL WATER REVENUE	**$ 1,177,050.00**	**$ 869,807.48**	**73.90%**	**$ 307,242.52**
SEWER DEPARTMENT REVENUE				
SEWER UTILITY REVENUE	$ 1,120,640.00	$ 785,281.13	70.07%	$ 335,358.87
SEWER TAPS	$ 24,000.00	$ 32,297.00	134.57%	$ (8,297.00)
SEWER USAGE FEE	$ 720,000.00	$ 523,784.86	72.75%	$ 196,215.14
BANK INTEREST/MISC REVENUE	$ 1,500.00	$ 3,166.16	211.08%	$ (1,666.16)
CREDIT CARD FEES	$ 3,000.00	$ -	0.00%	$ 3,000.00
TOTAL SEWER REVENUE	**$ 1,869,140.00**	**$ 1,344,529.15**	**71.93%**	**$ 524,610.85**
SCIPIO CREEK MARINA REVENUE				
MOORING REVENUE	$ 40,000.00	$ 37,920.64	94.80%	$ 2,079.36
RIVERFRONT PARK DOCKING	$ 6,000.00	$ 6,935.00	115.58%	$ (935.00)
REPAIR YARD	$ 10,000.00	$ 18,452.50	184.53%	$ (8,452.50)
BANK INTEREST/MISC REVENUE	$ 200.00	$ 244.38	122.19%	$ (44.38)
TOTAL SCIPIO CREEK REVENUE	**$ 56,200.00**	**$ 63,552.52**	**113.08%**	**$ (7,352.52)**
BATTERY PARK MARINA REVENUE				
MOORING REVENUE	$ 70,000.00	$ 59,750.73	85.36%	$ 10,249.27
LAUNCH FEES	$ 50,000.00	$ 39,205.00	78.41%	$ 10,795.00
BANK INTEREST/MISC REVENUE	$ 1,200.00	$ 928.66	77.39%	$ 271.34
CASH CARRYFORWQRD	$ 200,000.00	$ -	0.00%	$ 200,000.00
TOTAL BATTERY PARK REVENUE	**$ 321,200.00**	**$ 99,884.39**	**31.10%**	**$ 221,315.61**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
ENTERPRISE FUND - WATER DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 198,385.00	$ 135,976.16	68.54%	$ 62,408.84
OVERTIME SALARIES	$ 25,000.00	$ 16,231.87	64.93%	$ 8,768.13
SOCIAL SECURITY	$ 17,090.00	$ 11,425.72	66.86%	$ 5,664.28
RETIREMENT	$ 31,341.00	$ 17,624.44	56.23%	$ 13,716.56
GROUP INSURANCE	$ 54,807.00	$ 36,576.76	66.74%	$ 18,230.24
WC/PROPERTY/LIABILITY INSURANCE	$ 46,368.00	$ 43,368.00	93.53%	$ 3,000.00
PROFESSIONAL SERVICES/CONTRACTORS	$ 10,000.00	$ 25,387.50	253.88%	$ (15,387.50)
DEWBERRY CONTINUING SERVICES	$ 12,500.00	$ 9,336.25	74.69%	$ 3,163.75
WATER PLANT OPERATOR	$ 37,000.00	$ 28,665.00	25.23%	$ 27,663.75
COMMUNICATIONS	$ 7,200.00	$ 3,853.89	53.53%	$ 3,346.11
DUES & FEES	$ 3,000.00	$ 525.00	17.50%	$ 2,475.00
SUPPLIES	$ 60,000.00	$ 53,752.66	89.59%	$ 6,247.34
CHEMICALS	$ 70,000.00	$ 57,806.46	82.58%	$ 12,193.54
SOFTWARE	$ 10,000.00	$ 9,541.23	95.41%	$ 458.77
UNIFORMS	$ 1,500.00	$ 521.57	34.77%	$ 978.43
UTILITIES	$ 55,000.00	$ 47,008.45	85.47%	$ 7,991.55
FUEL	$ 13,000.00	$ 10,911.71	83.94%	$ 2,088.29
REPAIRS & MAINTENANCE	$ 40,000.00	$ 56,353.74	140.88%	$ (16,353.74)
WELL ANNUAL MAINTENANCE CONTRACT	$ 104,520.00	$ -	0.00%	$ 104,520.00
ANNUAL GENERATOR MAINTENANCE CONTRACT	$ 6,300.00	$ -	0.00%	$ 6,300.00
WATER TANK MAINTENANCE	$ 12,000.00	$ 3,250.00	27.08%	$ 8,750.00
FIRE HYDRANT SUPPLIES/MAINTENANCE	$ 5,000.00	$ 2,031.85	40.64%	$ 2,968.15
WATER METER SUPPLIES/MAINTENANCE	$ 25,000.00	$ 21,215.25	84.86%	$ 3,784.75
TRAVEL & TRAINING	$ 1,000.00	$ -	0.00%	$ 1,000.00
TESTING	$ 10,000.00	$ 11,355.40	113.55%	$ (1,355.40)
IT SERVICES	$ 3,500.00	$ 1,000.00	28.57%	$ 2,500.00
USDA SINKING PAYMENT	$ 25,000.00	$ -	0.00%	$ 25,000.00
WATER METER PAYMENT	$ 32,139.00	$ 32,034.31	99.67%	$ 104.69
CREDIT CARD FEES	$ 3,000.00	$ 3,582.43	119.41%	$ (582.43)
ADMIN - GENERAL FUND	$ 17,500.00	$ -	0.00%	$ 17,500.00
CUSTOMER DEPOSIT REFUNDS	$ 20,000.00	$ 19,267.10	96.34%	$ 732.90
CAPITAL OUTLAY				
EQUIPMENT	$ 20,000.00	$ 44,506.24	222.53%	$ (24,506.24)
BUILDING	$ 80,000.00	$ -	0.00%	$ 80,000.00
TOTAL WATER DEPT EXPENSES	**$ 1,057,150.00**	**$ 703,108.99**	**66.51%**	**$ 354,041.01**
REQUIRED RESERVES	**$ 112,502.00**			

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
ENTERPRISE FUND - SEWER DEPT EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
SALARIES	$ 300,065.00	$ 195,500.05	65.15%	$ 104,564.95
OVERTIME SALARIES	$ 25,000.00	$ 23,834.89	95.34%	$ 1,165.11
SOCIAL SECURITY	$ 24,750.00	$ 16,342.01	66.03%	$ 8,407.99
RETIREMENT	$ 48,973.00	$ 30,223.24	61.71%	$ 18,749.76
GROUP INSURANCE	$ 75,027.00	$ 51,708.42	68.92%	$ 23,318.58
WC/PROPERTY/LIABILITY INSURANCE	$ 83,568.00	$ 80,568.00	96.41%	$ 3,000.00
FLOOD INSURANCE	$ 13,000.00	$ -	0.00%	$ 13,000.00
POLLUTION INSURANCE	$ 3,000.00	$ 2,522.00	84.07%	$ 478.00
PROFESSIONAL SERVICES/CONTRACT LABOR	$ 5,000.00	$ 28,382.50	567.65%	$ (23,382.50)
WWTP OPERATOR CONTRACT	$ 15,000.00	$ 26,640.00	177.60%	$ (11,640.00)
DEWBERRY CONTINUING SERVICES	$ 12,500.00	$ 9,336.25	74.69%	$ 3,163.75
COMMUNICATIONS	$ 12,000.00	$ 7,915.12	65.96%	$ 4,084.88
DUES & FEES	$ 1,000.00	$ 214.15	21.42%	$ 785.85
SUPPLIES	$ 60,000.00	$ 43,195.18	71.99%	$ 16,804.82
CHEMICALS	$ 90,000.00	$ 59,692.71	66.33%	$ 30,307.29
TREATMENT BUGS	$ 63,000.00	$ 48,000.00	76.19%	$ 15,000.00
SOFTWARE	$ 5,000.00	$ 7,258.23	145.16%	$ (2,258.23)
UNIFORMS	$ 1,500.00	$ 372.58	24.84%	$ 1,127.42
UTILITIES	$ 150,000.00	$ 109,075.08	72.72%	$ 40,924.92
FUEL	$ 13,000.00	$ 14,804.16	113.88%	$ (1,804.16)
REPAIRS & MAINTENANCE	$ 100,000.00	$ 71,984.01	71.98%	$ 28,015.99
ANNUAL GENERATOR MAINTENANCE CONTRACT	$ 8,710.00	$ -	0.00%	$ 8,710.00
TESTING	$ 30,000.00	$ 16,189.30	53.96%	$ 13,810.70
TRAVEL & TRAINING	$ 2,000.00	$ 304.90	15.25%	$ 1,695.10
IT SERVICES	$ 3,500.00	$ -	0.00%	$ 3,500.00
USDA BOND PAYMENT	$ 143,000.00	$ -	0.00%	$ 143,000.00
DEP SRF LOAN PAYMENT	$ 372,000.00	$ 371,370.86	99.83%	$ 629.14
CREDIT CARD FEES	$ 3,000.00	$ 3,582.43	119.41%	$ (582.43)
ADMIN - GENERAL FUND	$ 17,500.00	$ -	0.00%	$ 17,500.00
CAPITAL OUTLAY				
EQUIPMENT	$ 30,000.00	$ 45,904.23	153.01%	$ (15,904.23)
TOTAL SEWER DEPT EXPENSES	**$ 1,711,093.00**	**$ 1,264,920.30**	**73.92%**	**$ 446,172.70**
REQUIRED RESERVES	**$ 145,887.00**			

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
ENTERPRISE FUND - SCIPIO CREEK EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
UTILITIES	$ 5,200.00	$ 4,216.97	81.10%	$ 983.03
PROPERTY/LIABILITY INSURANCE	$ 22,500.00	$ 22,500.00	100.00%	$ -
REPAIRS & MAINTENANCE	$ 5,000.00	$ 18,989.28	379.79%	$ (13,989.28)
SALES TAX	$ 3,000.00	$ 2,838.23	94.61%	$ 161.77
SUPPLIES	$ 3,000.00	$ 1,691.67	56.39%	$ 1,308.33
JANITORIAL SERVICE	$ 3,000.00	$ 1,877.35	62.58%	$ 1,122.65
SUBMERGED LAND LEASE	$ 5,000.00	$ -	0.00%	$ 5,000.00
PROFESSIONAL FEES	$ -	$ 11,730.00	0.00%	$ (11,730.00)
SOFTWARE	$ -	$ 1,125.00	0.00%	$ (1,125.00)
HARBOR MASTER	$ 5,000.00	$ -	0.00%	$ 5,000.00
TOTAL SCIPIO CREEK EXPENSES	**$ 51,700.00**	**$ 64,968.50**	**125.66%**	**$ (13,268.50)**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
ENTERPRISE FUND - BATTERY PARK EXPENDITURES

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
UTILITIES	$ 5,000.00	$ 1,826.25	36.53%	$ 3,173.75
GARBAGE	$ 1,500.00	$ 1,545.90	103.06%	$ (45.90)
PROPERTY/LIABILITY INSURANCE	$ 26,280.00	$ 26,280.00	100.00%	$ -
REPAIRS & MAINTENANCE	$ 5,000.00	$ 1,923.44	38.47%	$ 3,076.56
SUBMERGED LAND LEASE	$ 1,500.00	$ 5,297.58	353.17%	$ (3,797.58)
JANITORIAL SERVICE	$ 3,000.00	$ 1,920.39	64.01%	$ 1,079.61
SUPPLIES	$ 8,000.00	$ 1,410.71	17.63%	$ 6,589.29
SALES TAX	$ 5,000.00	$ 4,277.21	85.54%	$ 722.79
SOFTWARE	$ -	$ 1,125.00	0.00%	$ (1,125.00)
ADMIN - GENERAL FUND	$ 22,000.00	$ -	0.00%	$ 22,000.00
HARBOR MASTER	$ 5,000.00	$ -	0.00%	$ 5,000.00
CAPITAL OUTLAY				
DOCK REPAIRS	$ 100,000.00	$ -	0.00%	$ 100,000.00
SEAWALL REPAIRS	$ 100,000.00	$ -	0.00%	$ 100,000.00
TOTAL BATTERY PARK EXPENSES	**$ 282,280.00**	**$ 45,606.48**	**16.16%**	**$ 236,673.52**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
CAPITAL IMPROVEMENT PLAN

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
CIP REVENUES:				
CIP FUNDS	$ 830,000.00	$ -	0.00%	$ 830,000.00
TOTAL CIP REVENUE	**$ 830,000.00**	**$ 830,000.00**	**100.00%**	**$ -**
CIP EXPENDITURES:				
JOHNSON COMPLEX DEMO	$300,000.00	$0.00	0.00%	$ 300,000.00
SCIPIO CREEK IMPROVEMENTS	$230,000.00	$0.00	0.00%	$ 230,000.00
TOTAL CIP EXPENSES	**$ 530,000.00**	**$ -**	**0.00%**	**$ 530,000.00**

CITY OF APALACHICOLA BUDGET EXPENSE REPORT
FOR PERIOD ENDING June 30, 2026
ENTERPRISE FUND REVENUES/EXPENSES SUMMARY

TITLE	ADOPTED BUDGET	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
WATER DEPARTMENT				
WATER REVENUE	$ 1,177,050.00	$ 869,807.48	73.90%	$ 307,242.52
LESS EXPENSES	$ 1,057,150.00	$ 703,108.99	66.51%	$ 354,041.01
REQUIRED RESERVE	$ 112,502.00			
WATER SURPLUS/DEFICIT		$ 166,698.49		
SEWER DEPARTMENT				
SEWER REVENUE	$ 1,869,140.00	$ 1,344,529.15	71.93%	$ 524,610.85
LESS EXPENSES	$ 1,711,093.00	$ 1,264,920.30	73.92%	$ 446,172.70
REQUIRED RESERVE	$ 145,887.00			
SEWER DEFICIT/RESERVE		$ 79,608.85		
SCIPIO CREEK				
SCIPIO CREEK REVENUE	$ 56,200.00	$ 63,552.52	113.08%	$ (7,352.52)
LESS EXPENSES	$ 51,700.00	$ 64,968.50	125.66%	$ (13,268.50)
SCIPIO SURPLUS/DEFICIT		$ (1,415.98)		
BATTERY PARK				
BATTERY PARK REVENUE	$ 321,200.00	$ 99,884.39	31.10%	$ 221,315.61
LESS EXPENSES	$ 282,280.00	$ 45,606.48	16.16%	$ 236,673.52
BATTERY PARK SURPLUS/DEFICIT		$ 54,277.91		

CITY OF APALACHICOLA ADAPTATION PLAN
RESILIENT FLORIDA PLANNING GRANT
DEP AGREEMENT NUMBER: 24PLN12
GRANT AMOUNT: $67,000

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PD THRU GENERAL FUND
8/11/2025	DEP	70733	$5,000.00	
8/15/2025	Bay Media	17174		$5,000.00
3/2/2026	DEP	487582	$33,000.00	
3/5/2026	Bay Media	17580		$33,000.00
4/10/2026	DEP	572319	$29,000.00	
4/10/2026	Bay Media	17661		$29,000.00
TOTAL			$67,000.00	$67,000.00

CITY OF APALACHICOLA CRITICAL ASSET FLOOD MITIGATION PROJECTS
RESILIENT FLORIDA GRANT
DEP AGREEMENT NUMBER: 24SRP65
GRANT AMOUNT: $2,403,500.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PD THRU GENERAL FUND
8/8/2024	Bay Media	16432		$1,300.00
11/13/2024	Bay Media	16592		$1,430.00
1/31/2025	Bay Media	16782		$1,300.00
4/23/2025	Bay Media	16958		$780.00
6/13/2025	Bay Media	17026		$975.00
8/15/2025	Bay Media	17179		$2,405.00
9/30/2025	Bay Media	17311		$1,820.00
6/8/2026	Inovia Consulting Group	17790		$50,020.00
6/8/2026	Inovia Consulting Group	17791		$46,124.25
TOTAL				$106,154.25

CITY OF APALACHICOLA - OLD CITY HALL - PHASE 2
DEPARTMENT OF STATE
GRANT NUMBER: 24.H.SC.100.069
GRANT AMOUNT: $395,000
IN-KIND MATCH: $48,750.00
CITY'S CASH MATCH: $50,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND
2/15/2024	Department of State	446578	$98,750.00	
7/11/2024	4M Design	16344		$5,898.00
7/11/2024	Bay Media	16345		$650.00
11/13/2024	Bay Media	16593		$1,625.00
12/16/2024	ATG USA	16700		$3,000.00
12/16/2024	ATG USA	16701		$1,200.00
12/16/2024	ATG USA	16702		$3,500.00
1/14/2025	4M Design	16745		$4,950.00
1/29/2025	Bay Media	16756		$325.00
1/30/2025	Oliver Sperry	16777		$92,096.81
1/31/2025	Bay Media	16784		$1,170.00
1/31/2025	Bay Media	16785		$2,275.00
2/25/2025	4M Design	16861		$15,800.00
3/14/2025	Department of State	510358	$98,750.00	
5/20/2025	Oliver Sperry	16995		$10,235.19
6/13/2025	Bay Media	17028		$1,755.00
6/13/2025	4M Design	17030		$6,750.00
8/15/2025	Bay Media	17180		$2,650.00
9/16/2025	4M Design	17230		$5,000.00
9/30/2025	Bay Media	17310		$2,500.00
9/30/2025	4M Design	17313		$1,102.00
11/14/2025	Oliver Sperry	17372		$34,617.47
12/10/2025	Oliver Sperry	17412		$19,283.17
2/12/2026	Oliver Sperry	17526		$141,399.36
3/20/2026	Bay Media	17602		$6,800.00
3/20/2026	Oliver Sperry	17603		$74,505.00
TOTAL			$197,500.00	$439,087.00

CITY OF APALACHICOLA - CRITICAL FACILITIES GENERATORS
GRANT NUMBER: HMGP 4399-092-R; DEO M0141
GRANT AMOUNT: $241,862.00
DEO MATCH: $26,064.75

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND
4/1/2024	BGN Contractors	16077		$35,747.63
7/12/2024	BGN Contractors	16370		$53,623.82
11/5/2024	BGN Contractors	16589		$64,653.68
11/13/2024	BGN Contractors	16601		$23,954.36
12/10/2024	BGN Contractors	16656		$4,799.44
12/10/2024	BGN Contractors	16669		$10,582.50
12/17/2024	BGN Contractors	16703		$18,288.57
2/16/2025	Time Management Experts	16818		$14,445.00
5/1/2026	Dewberry Engineers	17717		$2,575.00
TOTAL			$0.00	$228,670.00

CITY OF APALACHICOLA - AFRICAN AMERICAN MUSEUM
DEPARTMENT OF STATE
GRANT NO.: 23.S.AA.900.039
GRANT AMOUNT: $1,000,000.00
CITY'S CASH MATCH: $250,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM GRANT FUND
9/12/2023	Department of State	134838	$250,000.00		
11/16/2023	Hammond Design Group	15695		$23,023.80	
1/11/2024	Hammond Design Group	15834		$20,787.60	
4/12/2024	Hammond Design Group	16107		$22,211.60	
6/27/2024	Hammond Design Group	16328		$36,997.70	
9/30/2024	Hammond Design Group	16558		$40,150.43	
7/17/2025	Hammond Design Group	17113		$8,200.00	
9/29/2025	Monolith Construction	17285		$61,060.50	
12/10/2025	Hammond Design Group	17413		$5,163.90	
1/23/2026	Monolith Construction	1244			$22,870.32
4/6/2026	Monolith Construction	1246			$50,776.98
4/16/2026	Hammond Design Group	1249			$2,474.59
5/7/2026	Hammond Design Group	1250			$18,558.21
5/7/2026	Monolith Construction	1251			$47,351.93
6/24/2026	Hammond Design Group	1252			$2,629.10
6/24/2026	Monolith Construction	1253			$52,501.84
6/24/2026	Perfection Architectural Systems, LLC	1254			$23,400.00
TOTAL			$250,000.00	$217,595.53	$220,562.97

CITY OF APALACHICOLA - MARKET STREET VACUUM STATION
GRANT NUMBER: HMGP 4399-150-R; DEO M0142
CFDA NO.: 97.039 HAZARD MITIGATION GRANT PROGRAM
GRANT AMOUNT: $120,000.00
DEO MATCH: $37,500.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND
5/8/2024	Madrid CPWG	6447		$68,337.62
5/17/2024	Dewberry	6474		$1,125.00
2/16/2025	Time Management Experts	7033		$7,470.00
5/9/2025	Madrid CPWG	7133		$67,695.76
TOTAL			$0.00	$144,628.38

CITY OF APALACHICOLA - DRAINAGE BASIN ANALYSIS PHASE II
AND CAMERA WORK OF STORMWATER LINES
FLORIDA COMMERCE: D0260
GRANT AMOUNT: $300,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND
8/8/2024	Bay Media	16431		$617.50
11/13/2024	Bay Media	16590		$650.00
11/13/2024	Dewberry Engineers	16606		$1,000.00
12/10/2024	Dewberry Engineers	16657		$9,000.00
1/9/2025	Dewberry Engineers	16742		$7,500.00
1/30/2025	Dewberry Engineers	16765		$7,500.00
1/31/2025	Bay Media	16783		$650.00
2/19/2025	Dewberry Engineers	16811		$12,500.00
3/20/2025	Dewberry Engineers	16896		$12,500.00
4/23/2025	Bay Media	16957		$650.00
4/23/2025	Dewberry Engineers	16960		$12,500.00
5/20/2025	Dewberry Engineers	17008		$12,500.00
6/13/2025	Bay Media	17027		$715.00
7/16/2025	Dewberry Engineers	17111		$2,500.00
8/15/2025	Bay Media	17175		$2,502.50
8/15/2025	Dewberry Engineers	17178		$10,000.00
9/18/2025	Dewberry Engineers	17266		$17,500.00
9/18/2025	Dewberry Engineers	17267		$20,000.00
9/29/2025	State of Florida	176912	$55,000.00	
9/30/2025	Bay Media	17312		$1,430.00
2/5/2026	Dewberry Engineers	17520		$25,000.00
2/5/2026	Dewberry Engineers	17521		$12,500.00
2/19/2026	State of Florida	464819	$177,215.00	
2/26/2026	Dewberry Engineers	17571		$62,500.00
2/26/2026	Dewberry Engineers	17572		$25,000.00
3/5/2026	Churchwell Pipeline Services	17583		$2,800.00
3/18/2026	Churchwell Pipeline Services	17599		$18,600.00
3/18/2026	Churchwell Pipeline Services	17600		$1,800.00
4/15/2026	State of Florida	581227	$47,300.00	
4/16/2026	Bay Media	17669		$19,500.00
6/1/2026	State of Florida	681299	$20,485.00	
TOTAL			$300,000.00	$299,915.00

CITY OF APALACHICOLA - HOMETOWN REVITALIZATION (RIVERFRONT)
GRANT NUMBER: DEO AGREEMENT NO. M0034
GRANT AMOUNT: $4,414,686.00
PRIVATE OWNER MATCH: $70,000.00
CITY CASH MATCH: $313,365.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM GRANT ACCOUNT	
2/7/2023	Gouras & Associates	14869		$30,000.00		
12/11/2023	Halff	15763		$11,681.50		
3/18/2024	Halff	8092			$21,568.12	
4/15/2024	Halff	8094			$17,190.46	
6/25/2024	Halff	8095			$28,534.91	
12/18/2024	Halff	3003			$226,085.92	
5/6/2025	Halff	3004			$135,948.34	
5/6/2025	Halff	3005			$47,536.44	
7/15/2025	J V Gander	27591	$20,000.00			
7/16/2025	Halff	3006			$30,175.71	
9/16/2025	Halff	3007			$6,067.10	
9/29/2025	Ramseys Printing	3008			$70.00	CITY EXPENSE
11/13/2025	Halff	3010			$7,964.00	
11/17/2025	Department of Commerce	276206	$518,721.40			
11/18/2025	Halff	3012			$29,122.25	
12/10/2025	Halff	3013			$1,730.75	
1/23/2026	Halff	3014			$794.75	
4/6/2026	Halff	3015			$321.75	
5/13/2026	Department of Commerce	642267	$46,070.60			
TOTAL			$584,792.00	$41,681.50	$553,110.50	

CITY OF APALACHICOLA - FEMA PROJECTS

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	PAID FROM GENERAL FUND BODIFORD DOCK	PAID FROM GENERAL FUND SCIPIO CREEK DOCK
3/5/2026	Jason White Construction	17584		$51,324.00	
5/1/2026	Dewberry Engineers	17716			$1,617.50
5/11/2026	Coastline Clearing & Development	17723			$42,500.00
5/11/2026	Coastline Clearing & Development	17724		$4,000.00	
5/11/2026	Coastline Clearing & Development	17732			$105,085.00
6/8/2026	Dewberry Engineers	17794			$942.50
6/8/2026	Dewberry Engineers	17795			$1,162.50
TOTAL			$0.00	$55,324.00	$151,307.50

CITY OF APALACHICOLA - HILL COMMUNITY
GRANT NUMBER: DEO AGREEMENT NO. M0033
GRANT AMOUNT: $935,753
CITY CASH MATCH: $25,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM GRANT ACCOUNT
2/7/2023	Gouras & Associates	14869		$8,554.00	
9/8/2023	CDG	15500		$31,923.75	
9/26/2023	CDG	15539		$41,183.75	
11/16/2023	CDG	15690		$22,093.75	
1/30/2025	Gouras & Associates	2500			$8,554.00
5/6/2025	CDG	2501			$19,745.00
7/16/2025	Three Notch Group	2502			$6,515.85
8/25/2025	Three Notch Group	2503			$1,382.15
9/26/2025	State of Florida	173478	$95,201.25		
1/29/2026	Gannett Florida LocaliQ	2504			$1,570.32
6/8/2026	Gouras & Associates	2506			$9,266.34
6/12/2026	Hydra Engineering & Construction	2507			$173,700.00
6/24/2026	State of Florida	735950	$365,270.32		
6/24/2026	Hydra Engineering & Construction	2508			$190,000.00
TOTAL			$460,471.57	$103,755.25	$410,733.66

CITY OF APALACHICOLA - AVENUES STORMWATER REPAIR & WELL INJECTOR
GRANT NUMBER: DEO AGREEMENT NO. M0016
GRANT AMOUNT: $4,225,219.00
CITY CASH MATCH: $25,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM GRANT ACCOUNT	PD FM GRANT ACCT WELL REHAB
11/22/2022	Gouras & Associates	14635		$21,800.00		
11/16/2023	Dewberry Engineers	15691		$15,000.00		
12/14/2023	Dewberry Engineers	15776		$1,000.00		
4/3/2024	Dewberry Engineers	8114			$91,800.00	
4/3/2024	Dewberry Engineers	8115			$1,200.00	
5/17/2024	Dewberry Engineers	8117			$3,200.00	
6/13/2024	Dewberry Engineers	8116			$31,538.20	
7/18/2024	Dewberry Engineers	8118			$12,625.00	
8/22/2024	Dewberry Engineers	2001			$20,382.79	
9/4/2024	Dewberry Engineers	2003		Duplicate Pymt	-$20,382.79	
9/18/2024	Dewberry Engineers	207552	$20,382.79			
3/17/2025	Gouras & Associates	2004			$21,800.00	
4/3/2025	Dewberry Engineers	2005			$18,301.76	
5/20/2025	Dewberry Engineers	2006			$36,909.55	
7/16/2025	Dewberry Engineers	2007			$17,689.70	
9/16/2025	Dewberry Engineers	2008			$2,500.00	
9/17/2025	Dewberry Engineers	2009			$250.00	
11/7/2025	Department of Commerce	260781	$250,557.30			
1/7/2026	Subsurface Technologies	2010				$92,865.00
1/9/2026	Dewberry Engineers	2011				$962.50
1/9/2026	Dewberry Engineers	2012			$2,750.00	
1/9/2026	Dewberry Engineers	2013				$1,885.00
1/23/2026	Gouras & Associates	2014			$21,800.00	
1/23/2026	Dewberry Engineers	2015				$1,410.00
2/5/2026	Gannett Florida LocialiQ	2016			$1,814.40	
2/26/2026	Dewberry Engineers	2017				$850.00
3/16/2026	Department of Commerce	517009	$356,985.00			
3/16/2026	Subsurface Technologies	2018				$53,420.00
3/16/2026	Subsurface Technologies	2019				$83,130.00

CITY OF APALACHICOLA - AVENUES STORMWATER REPAIR & WELL INJECTOR
GRANT NUMBER: DEO AGREEMENT NO. M0016
GRANT AMOUNT: $4,225,219.00
CITY CASH MATCH: $25,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM GRANT ACCOUNT	PD FM GRANT ACCT WELL REHAB
3/16/2026	Subsurface Technologies	2020				$105,770.00
3/16/2026	Dewberry Engineers	2021				$1,110.00
3/26/2026	Dewberry Engineers	2022			$9,248.80	
3/26/2026	Dewberry Engineers	2023				$2,252.50
5/1/2026	Kenny Strange Electric	2024				$750.00
5/1/2026	Kenny Strange Electric	2025				$350.00
5/1/2026	Voided Check	2026				
5/1/2026	Kenny Strange Electric	2027				$2,219.00
5/1/2026	Hinterland Group, Inc.	2028			$167,380.50	
5/1/2026	Hinterland Group, Inc.	2029			$126,818.16	
5/1/2026	Gouras & Associates	2030			$47,333.34	
5/1/2026	Gouras & Associates	2031			$23,666.67	
5/1/2026	Gouras & Associates	2032			$11,833.33	
5/1/2026	Dewberry Engineers	2033			$9,248.80	
5/1/2026	Dewberry Engineers	2034				$1,530.00
5/13/2026	Department of Commerce	642270	$419,754.90			
6/9/2026	Dewberry Engineers	2035			$27,746.40	
6/9/2026	Dewberry Engineers	2036			$9,248.80	
6/24/2026	Department of Commerce	735948	$927,271.91			
6/24/2026	Hinterland Group, Inc.	2037			$855,831.25	
6/24/2026	Gouras & Associates	2038			$11,833.33	
6/24/2026	Gouras & Associates	2039			$11,833.33	
7/2/2026	Subsurface Technologies	2040			$136,470.00	
7/2/2026	Subsurface Technologies	2041			$10,370.00	
TOTAL			$1,974,951.90	$37,800.00	$1,723,041.32	$348,504.00

CK 2003 is a duplicate payment of CK 2001. Dewberry reimbursed General Fund on 9/18/24

CITY OF APALACHICOLA - APALACHICOLA INFLOW & INFILTRATION STUDY
DEP GRANT NUMBER: LPA0451
GRANT AMOUNT: $300,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND
8/15/2025	Dewberry Engineers	7320		$46,000.00
11/14/2025	Dewberry Engineers	7478		$69,000.00
1/8/2026	Dewberry Engineers	7533		$23,000.00
2/26/2026	Dewberry Engineers	7606		$63,500.00
3/20/2026	Dewberry Engineers	7627		$63,500.00
3/26/2026	Dewberry Engineers	7658		$24,500.00
5/1/2026	Dewberry Engineers	7711		$3,500.00
6/9/2026	Dewberry Engineers	7774		$3,500.00
TOTAL			$0.00	$296,500.00

CITY OF APALACHICOLA - WASTEWATER TREATMENT PLANT, HEADWORKS & SBR RELOCATION

DEP GRANT NUMBER: 22SRP17 - GRANT AMOUNT $13,381,516.00

DEP GRANT NUMBER: WG038 - GRANT AMOUNT $5,551,875.00

TOTAL GRANT: $18,933,391.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM WWTP GRANT FUND
5/26/2023	DEP	626218	$75,000.00			
6/28/2023	Gouras & Associates	15315			$75,000.00	
7/7/2023	Dewberry Engineers	5979		$20,142.40		
7/27/2023	Dewberry Engineers	6002		$26,612.40		
8/15/2023	Dewberry Engineers	6035		$16,692.40		
9/28/2023	Dewberry Engineers	6076		$25,038.60		
10/23/2023	Dewberry Engineers	15609			$58,500.00	
11/16/2023	Dewberry Engineers	15691			$28,961.79	
12/14/2023	Dewberry Engineers	15776			$98,628.62	
3/26/2024	DEP	530975	$277,186.21			
4/3/2024	Dewberry Engineers	7503				$2,340.00
4/3/2024	Dewberry Engineers	7504				$44,853.79
5/17/2024	Dewberry Engineers	7505				$69,776.40
6/26/2024	Dewberry Engineers	6536		$270.00		
7/25/2024	DEP	39147	$474,722.60			
7/25/2024	Dewberry Engineers	7509				$474,722.60
8/21/2024	DEP	96490	$178,492.40			
8/22/2024	Dewberry Engineers	1501				$156,554.40
8/22/2024	Dewberry Engineers	1502				$21,938.00
2/6/2025	DEP	428560	$306,017.60			
2/10/2025	Dewberry Engineers	1507		Invoiced in Error		$306,017.60
3/11/2025	Dewberry Engineers	ACH	$306,017.60	Dewberry Refunded Ck 1507 - Billed In Error		
5/20/2025	Dewberry Engineers	1508				$51,068.25
7/16/2025	Dewberry Engineers	1509				$83,198.35

CITY OF APALACHICOLA - WASTEWATER TREATMENT PLANT, HEADWORKS & SBR RELOCATION

DEP GRANT NUMBER: 22SRP17 - GRANT AMOUNT $13,381,516.00

DEP GRANT NUMBER: WG038 - GRANT AMOUNT $5,551,875.00

TOTAL GRANT: $18,933,391.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM WWTP GRANT FUND
9/16/2025	Dewberry Engineers	1511				$27,179.55
1/29/2026	Gannette LocialiQ	1514				$1,024.56
1/30/2026	Gannette LocialiQ	1515				$360.96
1/30/2026	Neves Publishing	1516				$1,200.00
2/25/2026	DEP	476023	$189,534.46			
2/26/2026	Dewberry Engineers	1518				$62,229.70
2/26/2026	Dewberry Engineers	1519				$157,952.75
4/9/2026	DEP	569158	$1,067,364.52			
4/10/2026	North Florida Construction	1520				$886,162.45
4/14/2026	Dewberry Engineers	1521				$13,233.00
4/14/2026	Gouras & Associates	1522				$120,000.00
4/14/2026	Gouras & Associates	1523				$47,969.07
5/15/2026	DEP	648280	$1,542,868.97			
5/20/2026	North Florida Construction	1524				$773,835.45
6/9/2026	Dewberry Engineers	1525				$37,109.60
6/9/2026	Dewberry Engineers	1526				18099.4
TOTAL			$4,417,204.36	$88,755.80	$261,090.41	$3,356,825.88

OYSTER CORPS: PROTECTING & RESTORING APALACHICOLA BAY'S COASTLINE
DEP GRANT NUMBER: CZ720
CFDA NO.: 11.419
GRANT AMOUNT: $60,000.00
CASH MATCH: $60,000.00 - TO BE PAID BY CONSERVATION CORP (GRANT MANAGER)

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND
7/22/2025	Franklin's Promise Coalition, Inc.	17122		$15,000.00
7/22/2025	Franklin's Promise Coalition, Inc.	17123		$15,000.00
8/19/2025	DEP	88925	$30,000.00	
6/11/2026	Franklin's Promise Coalition, Inc.	17826		$15,000.00
6/11/2026	Franklin's Promise Coalition, Inc.	17827		$15,000.00
TOTAL			$30,000.00	$60,000.00

CITY OF APALACHICOLA - WASTEWATER VACUUM STATION PORTABLE GENERATOR
FDEM PROJECT NO.: 4486-007-R
FDEM AGREEMENT NO.: H0930
FEDERAL SHARE: $172,478.70
NON-FEDERAL SHARE: $19,164.30
SRMC (100% FEDERAL): $9,576.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND
9/30/2025	BGN Contractors	7431		$129,941.00
3/5/2026	BGN Contractors	7611		$46,189.00
3/5/2026	BGN Contractors	7612		$9,270.00
5/1/2026	Dewberry Engineers	7712		$375.00
TOTAL			$0.00	$185,775.00

CITY OF APALACHICOLA - STORMWATER PIPE RELINING & BACKFLOW DEVICES
DEP GRANT NUMBER: LPA0140
GRANT AMOUNT: $100,000.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND	AMOUNT PAID FROM GENERAL FUND
4/22/2022	Urban Catalyst	13966			$750.00
6/9/2022	Urban Catalyst	5345		$2,500.00	
8/17/2022	Urban Catalyst	14334			$1,750.00
4/27/2023	Urban Catalyst	5883		$3,500.00	
3/26/2024	Urban Catalyst	16048			$480.08
12/5/2025	Jason White Construction	7500		$20,765.00	
TOTAL			$0.00	$26,765.00	$2,980.08

CITY OF APALACHICOLA - APALACHICOLA LIFT STATION REHABILITATION (IGA & EVF)
DEP GRANT NUMBER: QG045
GRANT AMOUNT: $1,455,300.00

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND
2/5/2026	Neves Publishing Group	7569		$1,600.00
2/5/2026	Gannette Local iQ	7570		$863.68
4/9/2026	Monolith Construction	7665		$37,125.00
5/1/2026	Dewberry Engineers	7713		$6,000.00
5/6/2026	DEP	626969	$106,425.00	
5/7/2026	Monolith Construction	7715		$69,300.00
6/8/2026	Monolith Construction	7772		$81,264.60
6/9/2026	Dewberry Engineers	7773		$2,625.00
7/8/2026	Monolith Construction	7839		$134,481.51
TOTAL			$106,425.00	$333,259.79

CITY OF APALACHICOLA - APALACHICOLA VACUUM MONITORING SYSTEM
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT NUMBER: QG044
GRANT AMOUNT: $1,123,037.79

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM WATER & SEWER FUND
3/26/2026	State of Florida	545005	$ 665,929.73	
3/26/2026	Flovac Americas	7656		$ 490,807.93
3/26/2026	Flovac Americas	7657		$ 175,121.80
5/12/2026	Flovac Americas	7719		$ 61,904.85
5/12/2026	Flovac Americas	7720		$ 37,000.60
5/18/2026	DEP	651250	$ 98,905.45	
TOTAL			$764,835.18	$764,835.18

CITY OF APALACHICOLA - HOME DEPOT - HCA RESTROOM

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM GENERAL FUND	AMOUNT PAID FROM HCA FUND
12/5/2025	4 M Design	820			$1,500.00
1/29/2026	Home Depot	17506		$21,963.20	
2/26/2026	FCBCC - TDC	88589	$1,102.00		
TOTAL			$1,102.00	$21,963.20	$1,500.00

CITY OF APALACHICOLA - BATTERY PARK V-PIER
TDC - $500,000

DATE RCVD/PD	FUNDS RCVD/ VENDOR	VOUCHER/CK #	AMOUNT RCVD	AMOUNT PAID FROM BATTERY PARK FUND
12/4/2025	HG Harders & Son, Inc.	2178		$82,061.00
12/17/2025	TDC	88146	$82,061.00	
4/6/2026	HG Harders & Son, Inc.	2215		$154,061.50
5/18/2026	TDC	89146	$154,061.50	
5/20/2026	HG Harders & Son, Inc.	2231		$39,482.00
5/20/2026	HG Harders & Son, Inc.	2232		$64,790.00
6/9/2026	HG Harders & Son, Inc.	2234		$66,452.50
7/6/2026	TDC	89593	$104,272.00	
TOTAL			$340,394.50	$406,847.00