REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, SEPTEMBER 8, 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
- **A. Invocation**
- **B. Pledge of Allegiance**

II. Agenda Adoption

III. Public Comment

IV. New Business
1. **ARPC Contract**
2. **1st Reading Ordinance 2026-03 – Planning & Zoning Board Composition**
3. **Parks & Recreation – Pilot Plan Approval & Volunteer Updates**
4. **Parks & Recreation Board Appointment**
5. **Planning & Zoning Board Appointment**
6. **Apalachicola Seafood Festival Block Party Proclamation**
7. **Retha McCaskill Proclamation**

V. Old Business – None

VI. Mayor & Commissioner Comments

VII. City Manager Report

VIII. City Attorney Report

IX. Consent Agenda

1. **7/21/26 Commission SM Minutes**
2. **8/4/26 Commission RM Minutes**
3. **8/11/26 Commission RM Minutes**
4. **8/18/26 Commission WS Minutes**
5. **Appointment of Interim City Clerk**
6. **Riverfront Park Transient Boating**
7. **Bid Award – Hydra Engineering for Phase II – Streetscapes**
8. **Capital Planning Policy**
9. **8/10/26 Planning & Zoning Minutes**

X. Department Reports – Included in Agenda Packet

Adjournment

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

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: September 8, 2026

SUBJECT: **Renewal of ARPC Planning Services Contract for FY26-27**

AGENDA INFORMATION:

Agenda Location:	**New Business**
Item Number:	**1**
Department:	**Planning**
Presenter:	**Charles Anderson or Dan Hartman**

BRIEF SUMMARY:

The current contract for professional planning services with Apalachee Regional Planning Council (ARPC) will end September 30, 2026. A new planning services contract for fiscal year 2026-2027 is under consideration. Minor edits have been made to the "ARPC Responsibilities" and "City Responsibilities" sections of the Scope of Services, Exhibit A, though the content is largely unchanged.

The cost-reimbursement compensation structure is retained from the current contract, though the not-to-exceed amount has increased from $55,000.00 annually to $60,000.00 annually due to (1) increases in staff salary, (2) potential increases in ARPC's federal indirect rate, and (3) anticipated increases in hours worked under the contract by ARPC staff. For example, it is likely the City's comprehensive plan will be updated during the next fiscal year.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Motion to approve the ARPC-Apalachicola Planning Services Contract for Fiscal Year 2026-2027.

ATTACHMENTS:

ARPC-Apalachicola Planning Services Contract for Fiscal Year 2026-2027.

STAFF'S COMMENTS AND RECOMMENDATIONS:

Staff recommends the City Commission approve the ARPC-Apalachicola Planning Services Contract for fiscal Year 2026-2027. The City has been satisfied with the planning services provided by ARPC during the 2025-2026 fiscal year.

FUNDING SOURCE:

Professional Planning/Consulting Services

AGREEMENT BETWEEN THE
APALACHEE REGIONAL PLANNING COUNCIL
AND THE CITY OF APALACHICOLA CITY COMMISSION

This Agreement is entered into this __ day of SEPTEMBER, 2026, by and between the Apalachee Regional Planning Council, herein referred to as the "ARPC", and the City of Apalachicola City Commission, herein referred to as the "City," and collectively as the "Parties."

WHEREAS, section 186.505(19), Florida Statutes, provides a regional planning council to enter into contracts to provide, at cost, such services related to its responsibilities as may be requested by local governments within its region; and

WHEREAS, the City desires to engage ARPC to render certain technical and/or professional services; and

WHEREAS, ARPC possesses the qualifications and expertise to perform the services required by the City; and

WHEREAS, ARPC in furtherance of its duties desires to partner with the City to render Planning services for the City of Apalachicola in Franklin County, Florida; and

NOW THEREFORE, the Parties hereto do mutually agree as follows:

ARTICLE 1 – SCOPE OF WORK

ARPC agrees to provide services to the City in accordance with the terms and conditions set forth in Exhibit A, Scope of Services, of this Agreement which is incorporated by reference herein and considered an integral part of this agreement.

ARTICLE 2 – COMPENSATION

This is a cost-reimbursement contract with a total compensation amount not to exceed $60,000.00 (sixty-thousand dollars), for services provided in completing the Scope of Services described in Exhibit A.

In accordance with Exhibit A, ARPC shall submit quarterly invoices, unless otherwise agreed to by the Parties. The City's payment procedures shall be consistent with sections 218.70-218.80, Florida Statutes, Local Government Prompt Payment Act.

ARTICLE 3 – TIME OF COMPLETION

This Agreement shall be for a term from the date of execution by both Parties and shall end on SEPTEMBER 30, 2027. The Parties stipulate that the Agreement may be extended beyond the current end date subject to a written amendment executed by both Parties and contingent upon annual appropriation of funds.

ARTICLE 4 – DEFAULT AND TERMINATION

A. This Agreement may be terminated without cause by either party with thirty (30) days written notification.

B. The failure of either party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing. The notification shall make specific reference to the provision which gave rise to the default. The defaulting party shall then be entitled to a period of ten (10) days in which to cure the default. In the event said default is not cured within the ten (10) day period, this Agreement may be terminated. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further default or noncompliance. Written notice shall be delivered by Certified Mail, return receipt requested, or in person with proof of delivery to the representative identified in Article 8.

C. In the event this Agreement is terminated, ARPC shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of the termination.

ARTICLE 5 – NONDISCRIMINATION

A. In carrying out the provisions of this Agreement, ARPC shall not discriminate against any employee or applicant for employment because of race, religion, sex or gender, sexual orientation, gender identity or expression, pregnancy (current, past, or potential), age, national origin, ancestry, color, creed, citizenship, disability, protected veteran or military status, marital status, genetic status, or other characteristics protected by applicable federal, state, or local law.

B. ARPC shall incorporate the requirement set forth in the first sentence of this section in all subcontracts for services covered by this Agreement.

ARTICLE 6 – INDEMNIFICATION

A. To the extent permitted by and subject to the limitations of Section 768.28, Florida Statutes, ARPC shall indemnify, defend, and hold harmless the City, its officers, agents, and employees, from and against any and all claims, demands, liabilities, suits, actions, damages, or causes of action of any kind or nature brought by a third party, including reasonable attorney's fees and costs of litigation through the appellate level, to the extent arising out of or due to any negligent act, error, omission, or occurrence of ARPC, its agents, or employees in the performance of this Agreement.

B. To the extent permitted by and subject to the limitations of Section 768.28, Florida Statutes, the City shall indemnify, defend, and hold harmless ARPC, its officers, agents, and employees, from and against any and all claims, demands, liabilities, suits, actions, damages, or causes of action of any kind or nature brought by a third party, including reasonable attorney's fees and costs of litigation through the appellate level, to the extent arising out of or due to any negligent act, error, omission, or occurrence of the City, its agents, or employees in the performance of this Agreement.

C. Nothing contained in this section or this Agreement shall be construed or interpreted as: (i) a denial to either party of any remedy or defense available to such party under the laws of the State of Florida; (ii) a consent by either party to be sued; or (iii) a waiver of sovereign immunity of either party beyond the limited waiver provided in Section 768.28, Florida Statutes, as it may be amended from time to time.

ARTICLE 7 – GENERAL TERMS AND CONDITIONS

A. Assignability: ARPC shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City. Nothing herein shall prohibit ARPC from engaging a subcontractor to complete the services defined in Exhibit A.

B. Subcontractor: The Parties agree that should the need arise, ARPC shall be authorized to engage a subcontractor to complete the services defined in Exhibit A. The hiring, engagement, and supervision of the subcontractor shall be at ARPC's sole discretion.

C. Representation for the Parties: Any questions relating to the performance of this Agreement shall be directed to the ARPC Executive Director or the City of Apalachicola City Manager, or such other person designated in writing, as appropriate.

D. Dispute Resolution: The Parties agree that it is in the best interest of the public and the Parties to resolve any disputes, controversies, or claims arising out of or relating to this Agreement in an amicable and efficient manner. Should a dispute, controversy, or claim arise, the conflict resolution process set out in Chapter 164, Florida Statutes, shall apply.

E. Venue and Jurisdiction for Litigation between the Parties: This Agreement shall be construed according to the laws of the State of Florida. The venue shall be exclusively in Franklin County, Florida for all litigation between the Parties, and all issues litigated between the Parties shall be litigated exclusively in a court of competent jurisdiction of Franklin County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement. In connection with any litigation arising out of this Agreement, including any administration, trial level or appellate proceedings, each party shall pay their own attorney fees and court costs.

F. Amendment of Agreement: ARPC and the City by mutual agreement may amend, extend, or modify this Agreement. Any such modification shall be mutually agreed upon by and between ARPC and City and shall be incorporated in a written amendment to this Agreement, duly signed by both Parties.

G. Complete Contract: This Agreement, including Exhibit A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement, constitutes the entire contract between the Parties, and any changes, amendments, or modifications hereof shall be void unless the same are reduced to writing and signed by the Parties hereto.

H. Order of Precedence: In the event of a conflict or inconsistency between the terms and conditions in the main body of this Agreement and any exhibits, attachments, or schedules incorporated herein by reference, the terms and conditions in the main body of this Agreement shall control and prevail. Notwithstanding the foregoing, if a specific provision in an exhibit, attachment, or schedule attached and incorporated by reference provides more detail regarding a technical requirement or a specific deliverable without contradicting the legal terms of the main body of this Agreement, the Parties shall interpret such provision as supplemental rather than conflicting.

I. Advertising and Information Release: ARPC is authorized to disclose to the public via its website, printed materials, social media or by any other means that it has been awarded the work described in the Scope of Work subject to all requirements in the attached Exhibit A.

J. Public Records: The Parties shall each comply with Florida's Public Records Laws, as set forth in Chapter 119, Florida Statutes, including the maintenance and production of all records made or received in connection with this Agreement. **IF EITHER PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PARTIES DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Records Custodian of ARPC
Monica Pitts
HR & Administrative Services Director
Phone: (850) 312-5023
Email: mpitts@arpc.org
Mailing address: 2507 Callaway Road, Suite 100, Tallahassee, FL 32303

Records Custodian of the City
Sheneidra Cummings
City Clerk
Phone: (850) 653-9319
Email: scummings@cityofapalachicola.com
Mailing address: 1 Bay Avenue, Apalachicola, FL 32320

ARTICLE 8 – NOTICE AND CONTACT

A. All notices provided under or pursuant to this Agreement shall be in writing, either by electronic mail, hand delivery, first class, or certified mail, return receipt requested, to the representative identified below.

B. The representative of ARPC responsible for the administration of this Agreement is:

Kwentin Eastberg
Deputy Director
Apalachee Regional Planning Council
2507 Callaway Road, Suite 100
Tallahassee, Florida 32303
Phone: (850) 312-3932
Email: keastberg@arpc.org

C. In the event that a different representative is designated by ARPC after execution of this Agreement, notice of the name, title and address of the new representative will be rendered as provided above.

D. The representative of the City of Apalachicola responsible for the administration of this Agreement is:

Charles Anderson
City Manager
City of Apalachicola
1 Bay Avenue
Apalachicola, Florida 32320
Phone: (850) 653-9319
Email: canderson@cityofapalachicola.com

E. In the event that a different representative is designated by the City after execution of this Agreement, notice of the name, title, and address of the new representative will be rendered as provided above.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT on this ___ day of SEPTEMBER 2026.

For Apalachee Regional Planning Council:

I, Chris Rietow of **ARPC,** am authorized to enter into this agreement and agree with the above terms and conditions.

____

Signature Chris Rietow, Executive Director *Date*

FEID Number: 59-1772505

Attest By: ______________________________

Name:

For the City of Apalachicola:

I, ____________________________ of the **City of Apalachicola**, am authorized to enter into this agreement and agree with the above terms and conditions.

____

Signature Name:______________, Title:_________________ *Date*

FEID Number: ___-________

Attest By: ______________________________

Name:

EXHIBIT A

SCOPE OF SERVICES

The following services will be provided by ARPC to the City of Apalachicola.

1. Project Description: ARPC shall provide planning technical assistance services to assist in the day-to-day function of the City's Planning and Community Development Department, and to assist in the implementation of all required planning and land development regulations within the City's current staffing structure.

2. ARPC Responsibilities:
    a. Coordinate with the City and all applicable City departments in the review of applications to provide a recommendation for approval, approval with conditions, or denial for each application.
    b. Prepare the official agenda and minutes for all meetings of the Planning and Zoning Board.
    c. Present material and provide staff support at meetings of the Planning and Zoning Board, including facilitation of public workshops as needed.
    d. Present material and provide staff support at meetings of the City Commission, including facilitation of public workshops, at the request of the City.
    e. Provide information about the Land Development Code, Comprehensive Plan, and/or the City's general planning processes to the public and members of City staff upon request.
    f. Support City staff in the development of updated forms and applications.
    g. Support City staff in the preparation of planning grant applications, at the request of the City.
    h. Research and prepare written reports for all requests for amendments to the Land Development Code and/or the Comprehensive Plan.
    i. Prepare draft amendments to the Land Development Code and/or the Comprehensive Plan, at the request of the City.
    j. Provide other planning technical assistance services, in which ARPC has demonstrated experience and/or expertise, at the request of the City. (For example, geospatial analysis and mapping services.)

3. City Responsibilities:
    a. Intake application(s).
    b. Collect all fees associated with applications, permits, or reviews.
    c. Provide electronic copies of applications and all supporting documents to ARPC.
    d. Pay for all printed material and advertising costs, including postage.
    e. City Attorney review of all proposed amendments to the Land Development Code and/or the Comprehensive Plan.
    f. Maintain a fully functional Planning and Zoning Board.
    g. Retain final authority to approve, approve with conditions, or deny any request for planning action or approval.

4. Compensation: The City of Apalachicola shall compensate ARPC for services performed at the current billable rate for each staff member, to be billed in one-quarter (1/4) of an hour increment. ARPC will inform the City in writing of each staff member's billable rate at the beginning of each contract cycle. ARPC will notify the City in writing whenever there are changes to staff billable rates throughout the contract cycle.

   The hourly rate excludes costs associated with travel for City-related business. Travel shall be reimbursed at the rate of $0.445 per mile. Additional direct costs such as mailing expenses, print materials, advertisements, etc. shall be paid by the City and shall be included on each invoice as separate direct charges.

   ARPC shall submit an invoice for services performed each quarter. The invoice shall clearly detail the total number of hours worked per billing period, a summary of the services performed, the current billable rate for each staff member, and any travel being requested for reimbursement.

   Any additional tasks not outlined in the Scope of Services shall be negotiated at an additional cost.

   Compensation shall not exceed $60,000.00 (sixty-thousand dollars) annually, unless otherwise authorized by the City under a supplemental written agreement. The City's payment procedures shall be consistent with sections 218.70-218.80, Florida Statutes, Local Government Prompt Payment Act. In the event this Agreement is terminated, ARPC shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of the termination. ARPC shall not be entitled to payment for any services performed following termination of this Agreement.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: Sept. 8, 2026

SUBJECT: **1st Reading Ordinance 2026-03 – PZ Board Organization and Operation**

AGENDA INFORMATION:

Agenda Location:	**New Business**
Item Number:	**2**
Department:	**Commission**
Contact:	**Dan Hartman**
Presenter:	**Dan Hartman/Charles Anderson, Mgr.**

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.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve for 1st Reading and proceed with public notice and adoption process.

FUNDING SOURCE: N/A

ATTACHMENTS:

Ordinance 2026-03

STAFF'S COMMENTS AND RECOMMENDATIONS:

ORDINANCE NO: 2026-03

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<u>; Alternate.</u>[1]

The planning and zoning board is to consist of seven regular members, none of whom will be elected officials or city employees. <u>All seven regular</u> ~~Six of the~~ members will be appointed by the city commission. <u>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.</u> ~~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)

[1] **NOTE:** ***~~Struck through~~ language is language proposed to be deleted, <u>Underlined language</u> 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
Agenda Item
Meeting Date: September 8. 2026

SUBJECT:

(1) Update on Bayfront Park Hwy (98) Park Adoptee Jim Grater & Kathleen Binder

(2) Introduction of Volunteer Pilot Plan with Franklin Schools, Keep Franklin Beautiful and City of Apalachicola

AGENDA INFORMATION:

Agenda Location:	**New Business**
Item Number:	**3**
Department:	**Parks & Rec**
Presenter:	**Donna Ingle Parks & Recreation Committee Chair**

BRIEF SUMMARY:

Item 1

Bayfront Park located West of town has been adopted by Jim Grater & Kathleen Binder. There are two sections bisected by a common area owned by Bay Colony. Proposed work currently includes general clean up, removal of invasive camphor trees and addition of two wooden picnic tables and two trashcans. The first clean up is proposed for September 19, 2026, that coincides with the International Coastal Cleanup Day. Attached is proposed long term work plan.

Item 2

Proposed Volunteer Pilot Plan with Franklin Schools, Keep Franklin Beautiful and City of Apalachicola

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Item 1

Approve Bayfront Work Plan

Item 2

Approve proposed pilot plan that partners with Franklin County Schools, Keep Franklin County Beautiful and City of Apalachicola

ATTACHMENTS:
(1) Work Plan for Bayfront Park
(2) Proposed Pilot Plan for Student Volunteers

STAFF'S COMMENTS AND RECOMMENDATIONS:

FUNDING SOURCE:

Labor will be donated by volunteers for both Items 1 & 2

Item 1
Bayfront Park
Will need waste collection provided by City
Two picnic tables provided by City
One Trash Can provided by Keep Franklin Beautiful

BAYFRONT PARK (98) (Adopted by Jim Grater and Kathleen Binder, 108 22nd Ave.)

City of Apalachicola:

- Identify location(s) and boundaries of the City owned parcels identified as Bayfront Park

Goal:

Provide bay access, scenic viewing, and Kayak launch – target audience - locals

Action Items:

- Identify native flora
  -Initial review with Botanist, Scott Davis, held on 8/5/26. Donna Ingle, Kathleen Binder and Jim Grater in attendance.

- Remove highly invasive plants, e.g., camphor trees.

- Clean up debris, e.g., garbage, dead limbs, palm fronds.

- Remove underbrush and understory for possible shaded seating areas and potential natural gardens – protect native plants where possible.

- Clear path to water to provide: 1) Scenic View 2) Kayak Launch (location and size of path TBD.

- Determine location and designate area for parking.

- Provide education (Signage) re: FL native plants and plants rare and unique to area.

- Purchase/build picnic table and benches. (Start with one table and two benches.)

- Provide garbage cans - two?

- Determine location and build kayak launch.

- Develop ongoing maintenance plan for park and launch. - Build on existing maintenance plan, if any

AlleyKatz

The City of Apalachicola, Parks and Recreation Committee is partnering with the **Franklin County School** through the support of **Keep Franklin County Beautiful** to get students the community service hours they need for Bright Futures Scholarships and other programs while making Apalachicola City parks and Franklin County clean, safe, and beautiful—all while showing off some hometown pride.* We are nicknaming those involved in the effort AlleyKatz.

What do we get?

Earn community service hours. Students will accumulate community service hours through their successful participation.

Foster community. Both students and adult volunteers gain a sense of pride and achievement though cooperative work in an initiative where the outcomes of their efforts are immediately visible.

Promoting a cleaner and safer city. Studies show that poorly maintained areas with visible litter contribute to more litter and a diminished sense of community. The Alley Cats will play a vital role in helping the city tidy up!

How it works

Students must be 12 to 18 years old and must sign up for the program through Franklin County School, Secondary guidance counselor, Melanie Copeland. Email: mcopeland@fcsdfl.org

All volunteers must sign liability forms prior to participation. Those under 18 must also have a parent or legal guardian's signature on the liability form.

Tasks will include litter cleanup and beautification at City parks and public places in Apalachicola.

One event will be planned per month.

There will be adult direction and supervision.

Water and snacks will be provided by Keep Franklin County Beautiful.

* If the program is successful, Keep Franklin County Beautiful may expand it to other areas in Franklin County.

Nuts and Bolts of Alley Katz

Goal: To encourage student volunteerism

Concept: The Parks committee of the City of Apalachicola partners with Keep Franklin County Beautiful and local schools with the intention of providing students with needed community service hours for Florida Bright Futures Scholarships while improving the City's parks and our community. After an initial 6-month pilot, the program can then be expanded to benefit the entire county.

Responsibilities:

Students:

1. Students must be 12 to 18 years old.
2. Students are responsible for taking the initiative to sign up for the program through Franklin County School, Secondary guidance counselor, Melanie Copeland. Email: mcopeland@fcsdfl.org
3. All volunteers must sign both the City of Apalachicola liability form and the Keep Franklin County Beautiful liability form prior to participation. Those under 18 must also have a parent or legal guardian's signature on the liability form.
4. Students will perform their assigned tasks to the standard set by their onsite volunteer supervisor. Failure to perform will revoke the hours served. (We need contact phone number on the volunteer form)
5. The student community service proposal form MUST be completed and approved by the high school community service designee PRIOR to beginning their community service hours.
6. It is the responsibility of the student to keep the actual record of the hours of service performed by filling out the form in the school guidance office.
7. All community service hour documentation MUST be submitted by the school's graduation date. Any community service hours submitted after the graduation date even if earned prior to graduation will not be accepted. No exceptions.
8. Students or their family/guardians are responsible for transportation to and from the volunteer task site.
9. Students will treat adults and other volunteers with respect and courtesy.
10. Tasks will include litter cleanup and beautification at City parks and public places in Apalachicola.

Schools:

1. School must have a staff member who will take responsibility for the AlleyKatz program.
2. The staff member will communicate in a timely fashion with the Parks and Recreation committee member, Keep Franklin County Beautiful director and the students

    a. The school staff member will collect a signed City liability waiver, a Keep Franklin County Beautiful waiver, and a photo release from each student and their responsible parent/guardian (if the student is under age 18) and forward the signed forms to the Parks and Recreation committee PRIOR to assigning the student to a work day.

3. School will announce the opportunity each month for volunteer hours??(find out from the school if this is feasible)

City of Apalachicola, Parks and Recreation committee:

1. The committee will designate at least one workday per month. Starting in September 2026, the workday will be the third Saturday of each month from 9 AM until noon unless rescheduled. In addition to the workday, students can participate in the bottles to glass program run by Keep Franklin County Beautiful on the 2nd and 4th Saturdays from 9 AM until 11 AM.
2. The committee will notify the school, Keep Franklin County Beautiful, the City of Apalachicola and the public of changes to the designated workday at least one week in advance.
3. The workdays will be posted on the City's Facebook page and the City's website.
4. The City through the Parks and Recreation committee will publicize the AlleyKatz program through press releases and flyers at school open houses when invited, as schedule allows.
5. The committee will arrange for adult supervision for the duration of the workday.
6. The committee or its adult supervisor(s) will instruct the students on the expectations of the task.
7. The committee through its adult supervisor(s) will solely determine if tasks are accomplished in a satisfactory manner.
8. The City of Apalachicola through the committee will provide the necessary tools in proper working order that are necessary for the tasks to be accomplished.
9. City staff, committee members and all adult volunteers will treat students with courtesy.

Keep Franklin County Beautiful:

1. Water, snacks and clean-up supplies will be provided on the workdays by Keep Franklin County Beautiful.
2. Keep Franklin County Beautiful will be the designated non-profit for whom the community service hours are performed.
3. Keep Franklin County Beautiful may offer additional service opportunities or workdays but will not compete with the City parks workdays for schedule.

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: Sept. 8, 2026

SUBJECT: **Citizen Board Applications- Parks & Rec**

AGENDA INFORMATION:

Agenda Location: **New Business 5**
Item Number: **4**
Department: **Citizen Board**
Presenter: **Charles Anderson**

BRIEF SUMMARY: There are (1) Full-Time and (1) Alternate vacancies on the Parks & Rec Board.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Appoint members to fill vacancies.

ATTACHMENTS: Applications for: Alexandria De La Cruz and Coleen Zester

STAFF'S COMMENTS AND RECOMMENDATIONS:

FUNDING SOURCE:

BOARD/COMMITTEE CANDIDATE QUESTIONAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT PARKS AND REC

APPLICATION DATE 5/22/26

DATE APPOINTED______________

NAME: Alexandria de la Cruz
MAILING ADDRESS: 76 AVE G
PHYSICAL ADDRESS:
CELL#: 786 571 1060 HOME#:
EMAIL: alexandriaitken@gmail.com

PLACE OF EMPLOYMENT:
WORK#:

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
1 year

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
I would like to serve this committee by working my hardest to give our citizens beautiful parks that enrich their lives and expanding our recso that we have more local activities to engage in.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
I have a lot of time as a housewife to give to the committee and I can contribute a lot in the way of hardwork and commitment.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
I've worked on the Tree Committee for half a year or so.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
I've attended Tree Committee meetings as their Secretary. I've also attended commission meetings and P&Z meetings purely as a concerned and active citizen

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

I will absolutely have enough time to give to the Parks and Rec committee. I am a housewife and I have a lot of free time.

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

yes.

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

yes.

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

yes.

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

No, just landscaping. I had my own landscaping company.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

yes.

[signature]

SIGNATURE

Alexandria de la Cruz

PRINTED NAME

BOARD/COMMITTEE CANDIDATE QUESTIONAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Parks & Recreation

APPLICATION DATE 8-10-24

DATE APPOINTED

NAME: Colleen Zeston
MAILING ADDRESS: 101 13th Street Apalachicola
PHYSICAL ADDRESS: same
CELL#: 917 822 9928 HOME#: -
EMAIL: colleen.zeston@verizon.net

PLACE OF EMPLOYMENT: retired
WORK#:

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?

5 years

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?

Maintaining the beauty & charm of this community we love while also ensuring the community members have open spaces to enjoy is important to me.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?

As a retired communications management professional, now serving on several non-profit & volunteer committees, I appreciate the need/opportunity for hearing various inputs/perceptions & making well-informed decisions that serve the community as a whole.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?

I currently chair a 501c3 board (3 yrs)

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?

BOCC, ACC - sporadically, agenda-driven

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

scanned can study & be fluent as required

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

Same

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Same

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

n/a

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes familiar absolutely

[signature]

SIGNATURE

Colleen Pezzota

PRINTED NAME

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: Sept. 8, 2026

SUBJECT: **Citizen Board Applications- Planning & Zoning**

AGENDA INFORMATION:

Agenda Location: **New Business**
Item Number: **5**
Department: **Citizen Board**
Presenter: **Charles Anderson/ Dan Hartman**

BRIEF SUMMARY: There is currently (1) Full-Time vacancy on the Planning & Zoning Board under the current ordinance. With the passing of Ordinance 2026-03 at the October 6th, the P&Z Board composition and term limits will be revised which would allow for the appointment of (2) FT members and (1) alternate.

RECOMMENDED MOTION AND REQUESTED ACTIONS: The Board can choose to move forward with the selection of (1) Board member under the current ordinance, or defer to the Oct 6th PH &RM after the passing of the new P&Z Ordinance and then appoint (2) FT members and (1) vacancy.

ATTACHMENTS: Applications for: Ashley Leonard, Al Ingle, Glen Gilmore, and Gregory Perkins

STAFF'S COMMENTS AND RECOMMENDATIONS:

FUNDING SOURCE:

BOARD/COMMITTEE CANDIDATE QUESTIONAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Planning & Zoning Board

APPLICATION DATE 09/02/2026

DATE APPOINTED ____________

NAME: Christopher Aitken
MAILING ADDRESS: 76 Avenue G, Apalachicola, FL 32320
PHYSICAL ADDRESS: 76 Avenue G, Apalachicola, FL 32320
CELL#: 786-382-1665 HOME#: ____________
EMAIL: chris@heythisischris.com

PLACE OF EMPLOYMENT: Self-employed engineer
WORK#: ____________

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
Over one year. I live full-time at 76 Avenue G in Apalachicola.

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
I want to help Apalachicola grow thoughtfully while protecting the historic character that makes it special. My background in landscape/architecture work and code enforcement gives me a practical sense of how development standards are applied, and I would like to put that to work for the community I now call home.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
Hands-on experience reading plans and applying design and code standards. I worked with a landscape and architecture firm in Miami, and I enforce coding standards through RealDash, an online real estate SaaS application. I bring a detail-oriented, consistent approach to interpreting codes and applying them fairly.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
No. I have not previously served on a city, county, or other governmental board. This would be my first appointment.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
Yes. I have attended City Commission and Planning & Zoning Board meetings.

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes. I am able to commit the time needed to research agenda items ahead of each meeting, review submitted applications and supporting materials, and attend all regularly scheduled and special meetings.

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

Yes. I have read the City's Land Development Code and continue to study it closely, as it is the primary reference for Planning & Zoning decisions.

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

Yes. I have reviewed the City's Comprehensive Plan and understand its role in guiding the long-term growth, land use, and character of Apalachicola.

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Yes. I have reviewed the City's Historic Guidelines and appreciate their importance in preserving the character of the Historic District.

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Yes. I worked with a landscape and architecture firm in Miami, and I currently enforce coding standards through RealDash, an online real estate SaaS application.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes. I am familiar with Florida's Government-in-the-Sunshine Law (Chapter 286, F.S.) and will comply fully with its open-meeting, notice, and public-records requirements.

SIGNATURE

Christopher Aitken

PRINTED NAME

OARD / COMMITTEE CANDIDATE QUESTIONNAIRE

REQUEST BOARD / COMMITTEE APPOINTMENT
APPLICATION DATE _7/14/2026__________
DATE APPPOINTED _______________

Name : Ashley Leonard

Mailing Address: 112 11th Street Apalachicola, FL 32320

Physical Address: 112 11th Street Apalachicola, FL 32320

Cell #: 712-490-1523

Home #: 712-490-1523

Email: ashley@leonarddesignhouse.com

Place of Employment: Owner - Rail Safe Training; Owner – Leonard & Co Design House

1. How long have you been a resident of the City of Apalachicola?

Approximately nine years. I live and work in Apalachicola and operate a design business focused on residential and small commercial projects.

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2. Why are you interested in serving on this board/committee?

Apalachicola is a unique coastal community with a strong architectural heritage and a small-town character that deserves thoughtful stewardship. Planning and zoning decisions play a critical role in shaping housing availability, economic vitality, and the long-term character of the city.

After serving as an alternate member for the past few months, I understand both the responsibility of the Board and the complexity of the decisions it considers. That experience has strengthened my interest in continuing as a full member. I care about Apalachicola's future and hope to contribute thoughtful, balanced perspectives that respect the city's history while supporting responsible development and opportunities for local residents and small businesses.

3. What do you feel you can contribute by serving on board/committee?

I bring a combination of design, construction, business, and direct Planning and Zoning Board experience that allows me to evaluate land-use decisions from multiple perspectives. My professional background includes planning, design development, construction coordination, project management, risk management, and working with property owners, contractors, engineers, and permitting authorities.

Through my work in design and development, I regularly review zoning requirements, site constraints, and development feasibility. As a business owner, I also understand the practical impacts that regulations can have on property owners and local entrepreneurs.

I approach planning issues with a collaborative, problem-solving mindset and believe thoughtful dialogue can help balance historic preservation, property rights, environmental considerations, and community needs.

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4. Do you have any experience by previously serving on any city, county, or other governmental boards? If so, which boards and how long?

Yes. I have served as an alternate member of the City of Apalachicola Planning and Zoning Board since April 2026. During that time, I have reviewed applications and staff reports, attended meetings, participated in Board discussions, and evaluated matters involving zoning, land use, stormwater, parking, historic preservation, and development standards.

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5. Have you attended any city meetings? If so, which ones?

Yes. As a Planning and Zoning Board alternate, I have attended and participated in regular Board meetings since April 2026. I have also attended or followed City Commission and other planning-related meetings involving zoning regulations, housing, development, historic preservation, and community concerns.

---

7. Have you read and/or familiar with the city's Land Development Code?

Yes. I have reviewed the City's Land Development Code and regularly reference it when evaluating Planning and Zoning applications. I understand the importance of applying the Code consistently while also identifying provisions that may require clarification or future review.

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8. Have you read and/or familiar with the city's Comprehensive Plan?

Yes. I have reviewed the City's Comprehensive Plan and understand its role in guiding long-term land use, housing, infrastructure, environmental protection, and economic development.

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9. Have you read and/or familiar with the city's Historic Guidelines?

Yes. I am familiar with the city's historic guidelines and the importance of protecting Apalachicola's architectural character while allowing properties to remain functional and adaptable. My academic work explored the relationship between historic preservation, economic development, and housing availability in small coastal communities.

---

10. Do you have any experience in construction, planning, land use, or architecture? If so, how long?

Yes. I have several years of experience in residential and small commercial design, construction coordination, planning, and land-use review. I operate Leonard & Co Design House, where my work regularly involves site planning, zoning review, design development, material selection, permitting coordination, and collaboration with property owners, contractors, engineers, and local authorities throughout the building process.

I also hold a Master of Arts in Interior Architecture and Design. The program included coursework in architectural history, sustainable design, spatial planning, and design/build management, providing formal training in how buildings function within their historical, environmental, and regulatory contexts.

My professional experience, academic background, and current service on the Planning and Zoning Board allow me to evaluate projects from both a design and regulatory perspective.

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11. If appointed, you will be required by law to follow the Sunshine Law. Have you read and/or familiar with the Sunshine Law?

Yes. I understand that the Sunshine Law requires transparency in government decision-making, including open meetings, public records, and proper public notice of official meetings

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Signature

Signature:

ASHLEY LEONARD

Printed Name:
Ashley Leonard

BOARD/COMMITTEE CANDIDATE QUESTIONAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Planning & Zoning

APPLICATION DATE 13 Feb 2026

DATE APPOINTED ____________

NAME: Al Ingle
MAILING ADDRESS: 27 Myrtle Ave Apalachicola, FL 32320
PHYSICAL ADDRESS: same
CELL#: 850.509.1162 HOME#: None
EMAIL: al.ingle@capitalavionics.com

PLACE OF EMPLOYMENT: Capital Avionics, Inc.
WORK#: 850.370.1306

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
Born here, moved here permanently fall 2018.

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
Want to contribute to the community.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
Previously served as P&Z chair from 2019 to 2023. Previous knowledge of the system.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
See above.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
Any and all that I feel I contribute to the subject general knowledge.

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

Yes

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

Yes

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Yes

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Yes; constructing buildings and homes in a private capacity all of my life.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes

Al Ingle

SIGNATURE

Al Ingle

PRINTED NAME

BOARD/COMMITTEE CANDIDATE QUESTIONAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Planning / Zoning

APPLICATION DATE 8/12/26

DATE APPOINTED ________________

NAME: Glen Gilmore
MAILING ADDRESS: 66 11th St Apalachicola Fl 32320
PHYSICAL ADDRESS: As Above
CELL#: 631-433-1956 HOME#: same
EMAIL: gilmore0465@gmail.com

PLACE OF EMPLOYMENT: Retired
WORK#: ________________

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
3 years

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
To take a more active role in the development of our community while protecting its historical character.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
my wife & I are full time residents with a vested interest in maintaining a quality of life in the city of Apalachicola, while preserving the history and charm that draws all of us here.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
During my career as General Manager of a N.Y. zoo I served on various city & county advisory boards as well as having broad experience with planning and zoning for a 25+ acre wildlife facility. Also worked with USDA state D.E.C. etc.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
Numerous Commission meetings

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

(yes) Full time resident, retired.

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

(yes)

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

(yes)

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

(yes) my answers to 7, 8, 9 are predicated on the understanding that my familiarity is a continuing process.

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Owned, renovated & operated a 5+ acre hotel/Inn exclusively for people traveling with dogs for 8+yrs. You may also note that my almost 20yr career in the zoology field was often more construction, planning and land use than anything.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

(yes)

[signature]

SIGNATURE

Glen Gilmore

PRINTED NAME

As the above space is limited, I've answered in broad strokes but I'm at all times available for more in depth discussion with the board, commissioners or city manag[er] as needed or requested.

BOARD/COMMITTEE CANDIDATE QUESTIONAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT P & Z

APPLICATION DATE ____________

DATE APPOINTED ____________

NAME: Gregory Perkins
MAILING ADDRESS: 129 10th Street
PHYSICAL ADDRESS: ____________
CELL#: 727-771-3960 HOME#: ____________
EMAIL: perkinsgr@gmail.com

PLACE OF EMPLOYMENT: Retired
WORK#: —

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?
4 years

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?
I have an interest in the improvement, growth and development of our city.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?
A desire to listen, be fair and be a team player assisting with growth and development of the residents of the city

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?
Fatherhood Collaborative of Pinellas County, City of St. Pete Youth Development and city Beautification Board.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?
City and County Commissioner meetings; P+Z meetings

8

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

Yes

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

Yes

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Yes

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Yes; 38 years

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes

SIGNATURE

PRINTED NAME

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: Sept. 8, 2026

SUBJECT: **Apalachicola Hillside Seafood Festival Block Party**

AGENDA INFORMATION:

Agenda Location: **New Business**
Item Number: **6**
Department:
Presenter: **Alan Speed, Charles Knight, Bobby Brown "Dj Superman"**

BRIEF SUMMARY: the City of Apalachicola is widely recognized for its rich cultural heritage, strong community values, and its Hillside community traditionally hosts the annual Seafood Festival Block Party on the Saturday of Seafood Festival weekend. The Hillside Seafood Festival Block Party will be held along Martin Luther King Boulevard between 10th and 8th Street, bringing together residents and visitors for a day of unity, entertainment, and cultural celebration and the acknowledgement and approval of this proclamation seeks to formalize the annual event.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve proclamation to acknowledge Seafood Festival Weekend as Apalachicola's Hillside Seafood Festival Block Party.

ATTACHMENTS: Apalachicola Hillside Seafood festival Block Party Proclamation

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

FUNDING SOURCE: N/A

City of Apalachicola Hillside Seafood Festival Block Party

WHEREAS, the City of Apalachicola is widely recognized for its rich cultural heritage, strong community values, and its role as host of the annual Florida Seafood Festival, one of the state's most celebrated traditions; and

WHEREAS, on the first weekend in November in Apalachicola, Florida, the Apalachicola Hillside Seafood Festival Block Party will be held along Martin Luther King Boulevard between 10th and 8th Street, bringing together residents and visitors for a day of unity, entertainment, and cultural celebration; and

WHEREAS, this community-centered event has been historically hosted by DJ Superman, a legendary entertainment figure known for his dedication to community engagement and his longstanding commitment to using music as a unifying force across the Gulf Coast region; and

WHEREAS, the Apalachicola Hillside Seafood Festival Block Party serves as a platform to celebrate local culture, promote economic activity, support small businesses, and highlight the artistic and musical talents within the region; and

WHEREAS, this event embodies the spirit of community by encouraging individuals and families to come together to dance, eat, laugh, and celebrate what makes Apalachicola unique, while continuing the proud tradition of the Florida Seafood Festival; and

WHEREAS, the event is powered by Speed Promotions, under the leadership of Alan Speed "A prominent community leader", alongside contributions from DJ Mr. Charlie (Charles Knight) and special guest Dj Superman "AKA" Bobby Brown, all working collaboratively to deliver a safe, vibrant, and inclusive community experience; and

WHEREAS, organizers have expressed their commitment to fostering a positive environment that strengthens community bonds and showcases the cultural richness of the Historic Hillside District;

NOW, THEREFORE, I, ______________________________, by the authority vested in me as ______________________________, do hereby proclaim

Saturday, November 7, 2026

as

"Apalachicola Seafood Festival District Block Party Day"

in the City of Apalachicola, and encourage all residents and visitors to participate in this celebration of culture, community, and Gulf Coast heritage.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Apalachicola, Florida to be affixed this ______ day of ___________________, 2026.

Mayor__________________________________

City Clerk ________________________________

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: Sept. 8, 2026

SUBJECT: **Retha McCaskill Proclamation**

AGENDA INFORMATION:

Agenda Location: **New Business**
Item Number: **7**
Department:
Presenter: **Mayor Ash**

BRIEF SUMMARY: Proclamation honoring the life and legacy of long-time Apalachicola resident and educator Retha McCaskill.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve proclamation to honor Retha McCaskill.

ATTACHMENTS: Proclamation

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

FUNDING SOURCE: N/A

Mayor
Brenda Ash

Commissioners
Donna Knutson
Adriane Elliott
Despina George
Donna Duncan

CITY OF APALACHICOLA

Recognition

1 Bay Ave . Apalachicola, Florida 32320 .
850-653-9319 . Fax 850-653-2205 . www.cityofapalachicola.com

City Manager
Charles Anderson

Finance Director
Lee Mathes

City Clerk
Sheneidra Cummings

City Attorney
Dan Hartman

Honoring the Life and Legacy of

RETHA MAE SAULSBY McCASKILL

WHEREAS, Retha Mae Saulsby McCaskill was born on September 8, 1927, in Lake City, Columbia County, Florida, the third child born to John and Sallie Sarah Saulsby; and

WHEREAS, following her graduation from Richardson High School, she attended Florida Agricultural and Mechanical College — now known as Florida Agricultural and Mechanical University (FAMU) — in Tallahassee, Florida, where in 1951 she earned a Bachelor of Science degree in Home Economics; and

WHEREAS, she relocated to Apalachicola, Florida, where she began her teaching career, and while pursuing her educational profession met and married the love of her life, Louis J. McCaskill, Jr., a union blessed with two children, Charles A. McCaskill and Monique McCaskill-Ashurst; and

WHEREAS, she taught Home Economics and Science at Quinn High School and later at Chapman High School in Apalachicola, Florida, for more than twenty-one (21) years, faithfully shaping the minds and futures of countless students; and

WHEREAS, after completing graduate-level studies in Administration, she was promoted to Director of School Food Services for the Franklin County School District, becoming the first African American to hold this position, and served in that role for seventeen (17) years before retiring in 1990, culminating an outstanding thirty-eight (38) years of dedicated service; and

WHEREAS, her unwavering dedication to her family, career, church, and community has been recognized through numerous awards and accolades throughout her lifetime; and

WHEREAS, it has now been thirty-six (36) years since her retirement, and she continues to enjoy the abundance of God's blessings each day, delighting in watching soap operas, playing bingo at the Elder Center, and indulging in her favorite dessert — cake and ice cream — every day;

NOW, THEREFORE, let it be known that we join her family, friends, and community in celebrating the remarkable life, enduring faith, and lasting legacy of Retha Mae Saulsby McCaskill, a devoted educator, trailblazing administrator, loving wife and mother, and faithful servant whose life continues to inspire all who know her.

IN WITNESS WHEREOF, this Proclamation is hereby issued in honor and recognition of Retha Mae Saulsby McCaskill, with gratitude for her example of faith, service, and love.

Dated this 8th day of September, 2026

Mayor Brenda Ash, City of Apalachicola

Attest:

Sheneidra Cummings, City Clerk

A Special Meeting of the Apalachicola City Commission was held on Tuesday July 21, 2026, at 4pm, at the Commission Meeting Room located at 74 6th Street, Apalachicola, Fl.

Present: Mayor Brenda Ash, Commissioner Donna Knutson, Commissioner Adrienne Elliott, Commissioner Despina George, City Manager Chuck Anderson, Finance Director Lee Mathes, Chief Chase Richards, and City Clerk Sheneidra Cummings.

Commissioner Donna Duncan arrived at 4:30pm due to an emergency court proceeding.

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

Agenda Adoption

Motion to adopt the agenda was made by Commissioner Elliott and seconded by Commissioner Knutson. No discussion. None Opposed. Motion carried, 4-0.

PRESENTATION: Proclamation – Mr. Boyd "Sandy" Howze

Prior to the commencement of business, Mayor Ash offered condolences to the family of former Mayor Boyd W. "Sandy" Howze Jr., who passed away on July 18, 2026. Mayor Ash read into the record a proclamation honoring the life and legacy of Mayor Howze, a fifth-generation Apalachicolian, United States Navy veteran, and Mayor of the City of Apalachicola from 2003 through 2007. The proclamation recognized his military service, civic leadership, commitment to historic preservation, and environmental stewardship, and extended the City's heartfelt condolences to his wife Edna, his children, grandchildren, great-grandchildren, and extended family. The proclamation was ordered to be shared with the family in advance of the memorial service on Thursday.

Public Comment

No public comment was received at this time.

New Business #1: FY 26/27 Budget Calendar – Adoption

Finance Director Lee Mathes presented the proposed Fiscal Year 2026–2027 budget calendar, noting that workshop dates are flexible while public hearing dates are fixed and cannot be altered.

A Motion was made by Commissioner George to approve the Fiscal Year 2026–2027 Budget Calendar. The motion was seconded by Commissioner Elliott. There was no discussion and no opposition. Motion carried, 4-0.

New Business #2: Tentative Millage Rate FY 26/27 –Adoption

Finance Director Mathes advised the Commission that, due to legislative changes enacted this session, the maximum allowable millage levy for FY 2026–2027 had been recalculated to 8.627479, compared to the City's current millage rate of 8.3457. City Manager Anderson clarified that the new cap is derived from the rollback rate plus 110 percent, a change tied to anticipated state tax legislation. Director Mathes further noted that the difference between the current and maximum rates represents approximately $88,000 in additional revenue.

Commissioner George moved to set the tentative millage rate at the current rate of 8.3457, rather than the maximum allowable rate, citing concerns about the negative impact that an inflated tentative rate has on property owners who receive TRIM notices reflecting proposed taxes based on a rate the Commission has no intention of assessing. Commissioner George noted that, with taxable values increasing by approximately 9.79 percent, holding the millage rate steady would still yield an increase of approximately $153,000 in ad valorem tax revenue. Commissioner George also summarized the new legislative voting thresholds: a simple majority is required to adopt a rate at or below rollback; a two-thirds supermajority (4 of 5) is required for a rate between rollback and 110 percent of rollback; and a majority vote or referendum is required above that threshold.

Mayor Ash noted that the potential passage of Amendment 3 in November could significantly impact future budgets, with Finance Director Mathes estimating a loss of approximately $340,000 in Year 1 (with the $150,000 homestead exemption increase) and approximately $500,000 in Year 2 (with the $250,000 exemption). City Manager Anderson added that reductions to the non-school millage cap from 10 percent to 5 percent would present an additional fiscal constraint.

A Motion was made by Commissioner George to adopt a tentative millage rate of 8.3457 for Fiscal Year 2026–2027. The motion was seconded by Commissioner Elliott. There was no discussion and no opposition. Motion carried, 4-0.

New Business #3. Strategic Plan Goals – Adoption

City Manager Anderson and strategic planning consultant Charles Chapman of 4C4 Strategies presented nine draft two-year strategic goals for Commission consideration, representing Phase 2 of a three-phase planning process. The goals were developed from community stakeholder focus group sessions, public online input, and individual commissioner interviews. A ninth goal, addressing compliance with House Bill 4103-2026 and the transition of the City's utility system to an independent utility district, was added by the City Manager.

Mr. Chapman advised the Commission that all nine goals are considered important and equal in standing at this stage, and that further prioritization would naturally emerge once detailed objectives and action steps are developed. He identified the utility transfer under HB 4103 as the most time-sensitive goal given its legislatively imposed deadline, and cautioned against rigid prioritization of the remaining goals, noting that flexibility to respond quickly to grant opportunities and other emerging circumstances would be an asset. He also presented financial impact projections related to Amendment 3, estimating statewide impacts of $11.8 billion to local governments, with Apalachicola specifically facing losses ranging from approximately $350,000 in Year 1 to $875,000 by Year 5 when accounting for both the homestead exemption increase and the non-homestead cap adjustment.

City Manager Anderson expressed general support for the goals, noting that some objectives will require contracted services — such as a compensation and classification salary study estimated at approximately $10,000 — and cautioned that City staff is not a deep bench, particularly given the anticipated reduction in personnel following the utility transfer. He expressed confidence that opportunities to advance multiple goals simultaneously would present themselves and committed to developing a structured monthly workshop calendar to facilitate community engagement and guide goal implementation.

The Commission discussed the following key points during deliberation:

Commissioner Elliott expressed support for expanding the first goal beyond historic preservation for economic value to encompass culture, ecotourism, and the living community that defines Apalachicola. She raised a substantive concern regarding Sunshine Law constraints on advisory boards, particularly with respect to the proposed Waterfront Development Advisory Board, noting that key stakeholders such as seafood industry operators may be unwilling to serve if bound by Sunshine Law restrictions. She suggested that a robust schedule of public workshops could serve as an effective and legally unconstrained alternative to formal advisory boards.

Commissioner Knutson agreed that the workshop calendar approach could potentially fulfill the intent of both the citizen advisory board and waterfront advisory board goals, effectively rendering them complete without the need for formal boards. She also noted that the nine goals are not equal in terms of required effort and recommended that objectives be organized using a prioritization matrix — such as a two-by-two grid of effort versus impact — to identify quick wins and manage workload transparently.

Commissioner George expressed support for leaving all nine goals on the table without pausing any, pending the development of concrete action steps, which she noted would more fully define the intent and achievability of each goal. She acknowledged the work of the community focus group and recommended the Commission give the full list a fair opportunity to be developed through the objective-setting process.

Commissioner Duncan, expressed agreement with the priority placed on workforce and staffing, and noted the importance of ensuring that city ordinances are accessible and understandable to residents.

Mayor Ash identified HB 4103 utility transition and employee recruitment and retention as her personal top priorities, noting that without adequate staffing, the City would face difficulty executing the remaining goals given existing capacity constraints.

Public comment was received from Anita Grove, a former Chamber of Commerce director and community advocate with extensive experience on prior waterfront and planning committees. Ms. Grove urged the Commission to ensure that goal language is clearly defined and outcomes measurable. She recommended that the City focus on reviewing and enforcing existing ordinances as the most effective lever for achieving the historic preservation and waterfront development goals, rather than forming new committees. She also referenced prior salary studies and planning efforts, noted the availability of existing partners such as Historic Apalachicola, and highlighted accessory dwelling units and code enforcement as actionable tools for addressing housing affordability.

Mayor-elect, who was present in the audience, expressed support for the workshop-based approach and echoed the sentiment that the topics raised during public comment were appropriate candidates for future workshop agendas.

A Motion was made by Commissioner George to approve the nine two-year strategic plan goals as presented. The motion was seconded by Commissioner Knutson. There was no further discussion and no opposition. Motion carried, 5-0.

Commissioner Elliott announced a special joint meeting scheduled for Tuesday, July 28, 2026, at 9:30 AM at the Armory, involving Franklin County, the Airport Operations Economic Development Board, the Franklin County Economic Development Council, and Team Franklin, to discuss economic development collaboration.

Adjournment

A Motion was made by Commissioner Elliott to adjourn. The motion was seconded by Commissioner Knutson. No discussion. No opposition. Motion carried, 5-0.

Meeting adjourned.

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS, CITY CLERK

A Regular Meeting of the Apalachicola City Commission was held on Tuesday August 4, 2026, at 6pm, 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 Attorney Dan Hartman, City Manager Chuck Anderson, Finance Director Lee Mathes, Chief Chase Richards, and Deputy Clerk Shelly Toluba

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

Agenda Adoption

A Motion was made by Commissioner Elliott to adopt the agenda, seconded by Commissioner Knutson. No discussion. No opposition. Motion carried, 5-0.

Public Comment

Donna Ingle expressed general support for the City's strategic goal objectives, noting that while the goals are broad, specific priorities—including topics discussed in prior workshops—should be reflected in the plan.

Greg Golgoski, speaking on behalf of the Planning and Zoning Board, requested authorization for the Board to conduct two work sessions: one on stormwater review processes for new development, and one on downtown parking requirements in the commercial district. He described both topics as areas where existing code processes are unclear or cumbersome, and noted that the Board would bring any conclusions back to the Commission for action.

Carrie Kienzle, President of Bring Me a Book, Forgotten Coast, addressed the Commission requesting advocacy on behalf of Franklin County's Head Start program. She explained that the Capital Area Community Action Agency voted to close Franklin County's 19 Head Start slots and transfer them to Tallahassee, citing facility, staffing, and enrollment challenges. She noted a similar situation occurred in 2017 and was reversed through community advocacy. She asked the Commission to contact the Capital Area Community Action Agency and urge them to retain or restore Franklin County's Head Start enrollment.

New Business #1: Margaret Key Library - Annual Plan of Service

Library Director Lucy Carter presented the Library's Annual Plan of Service, which is required each year as a condition of the State operating grant. She summarized the Library's five goals for the year, covering lifelong learning, literacy, informed citizenship, genealogy and local history, and quality of service. She noted the Library has successfully received this grant for the past three years.

A Motion was made by Commissioner George to approve the Margaret Key Library's Annual Plan of Service, seconded by Commissioner Duncan. No discussion. No opposition. Motion carried, 5-0.

New Business #2: Approval of Engineering Firm for New Municipal Well Construction

City Manager Anderson reported that the City received $1,500,000 in federal supplemental appropriations following Hurricanes Helene and Milton for construction of a new municipal well (Well No. 8). An RFP was advertised and the firm Donovan Hill Group was selected. Manager Anderson confirmed with the Florida Department of Environmental Protection (DEP) that proceeding with this contract is consistent with the natural course of business, notwithstanding the pending transition to the new Apalachicola Water and Sewer District. The award will be disclosed to the incoming district upon its formation.

Commissioner Knutson noted the importance of recognizing city staff's work in securing these assets and emphasized that the new district will need to replicate that institutional capacity.

A Motion was made by Commissioner Elliott to approve the award of the engineering services contract to Donovan Hill Group for construction of the new municipal well, seconded by Commissioner Duncan. No discussion. No opposition. Motion carried, 5-0.

Unfinished Business #1: Approval of Goal Objectives

City Manager Anderson presented the two-year strategic goals and objectives document developed following the community input workshop and subsequent work with C4 Strategies and Charles Chapman. The Commission had previously approved nine broad goals; the objectives presented assigned action steps, lead departments, and a 30-day research period at the outset of each item. Manager Anderson noted that three goals are assigned to the planning department, which is currently operating without a planning and operations director, and that hiring for that position is underway. Goal 9, relating to the utility system transition, is led by Manager Anderson and subject to external timelines.

Commissioner Knutsen inquired about the role of commissioners in the work, and Manager Anderson confirmed that commissioner involvement is welcomed, citing Commissioner Elliott's existing engagement with housing efforts through Team Franklin.

Commissioner Elliott expressed appreciation for the plan as a demonstration of the Commission's commitment to moving forward.

A Motion was made by Commissioner Elliott to approve the two-year strategic visioning plan goal objectives, seconded by Commissioner Knutsen. No discussion. No opposition. Motion carried, 5-0.

Unfinished Business #2: Demo George Building Parking Waiver

The Commission considered a request from the Waddell family for a waiver of eight parking spaces and approval of a right-of-way encroachment for a roof extension over the sidewalk at 155 Commerce Street.

Public Commenter, Bonnie Davis, speaking on behalf of HAPI (Historic Apalachicola Preservation, Inc.), stated that HAPI supports the project but raised the question of whether the current condition of the structure qualifies it for the historic parking waiver under City code. She argued that the building, as it currently exists, is not a functional historic structure and that the planned reconstruction—including new walls, roof, kitchen, bathrooms, and patio—constitutes new construction rather than rehabilitation. She suggested the Commission consider whether the waiver should be conditioned on the State's continued recognition of the building as a historic structure under the grant.

Applicant Jim Waddell responded that the project has been reviewed and approved by the Florida Division of Historic Resources as consistent with the U.S. Secretary of the Interior's Standards for Historic Preservation. He noted that at the Planning and Zoning Board stage he had already reduced the proposed seating—and therefore the required parking—from 20 to 12 spaces. He requested the 8-space waiver, acknowledging that one remaining space would require mitigation, and stated that without the waiver the project would likely not proceed.

During Commission discussion Commissioner Elliott expressed support for the waiver, citing the State's written confirmation that the project remains within the scope of the historic grant and will remain on the National Register of Historic Places. She also raised broader concerns about the City's piecemeal approach to downtown parking, noting the lack of a comprehensive parking plan and the inequitable burden placed on newer businesses.

Commissioner George acknowledged the complexity of the case and proposed that the waiver be made contingent upon the applicant maintaining compliance with and successful completion of the State historic preservation grant, reasoning that the grant's requirements serve as the qualifying basis for the historic waiver and would guard against similar claims by future applicants without genuine historic rehabilitation.

Commissioner Knutson raised a question about whether the City's parking ordinance is consistent with state standards; City Attorney Dan Hartman confirmed the City's calculations are consistent with common practice in other jurisdictions, though unique to Apalachicola.

Commissioner Elliott amended her motion to include that contingency proposed by Commissioner George, and Commissioner Duncan agreed to the amendment.

A Motion was made by Commissioner Elliott to approve the 8-space historic parking waiver for the project at 155 Commerce Street, conditioned upon the applicant's continued compliance with and successful completion of the State historic preservation grant, seconded by Commissioner Duncan. Discussion was held regarding the contingency condition and its rationale. Commissioner Knutson opposed. Motion carried, 4-1.

The Commission also considered the associated right-of-way encroachment request for a roof extension over the sidewalk, consistent with the historic character of adjacent structures. City Attorney Dan Hartman noted this process mirrors prior encroachment approvals such as the Osteen Building, subject to an encroachment agreement.

A Motion was made by Commissioner George to approve in concept the right-of-way encroachment for the roof extension over the sidewalk at 155 Commerce Street, subject to an encroachment agreement and survey being brought back to the Commission at the September meeting, seconded by Commissioner Elliott. No discussion. No opposition. Motion carried, 5-0.

Unfinished Business #3: Authorization to Release RFP for Engineering Services (Plan, Design, Permit, CEI)

City Manager Anderson presented a recommendation to release an RFP for engineering services for a new water treatment plant. He explained that the City received supplemental appropriation funding for three projects following Hurricanes Helene and Milton — well rehabilitation, the new Well No. 8, and a water treatment plant. The recommended plant type is a total organic carbon (TOC) system, which staff determined to be more effective than the alternative ion exchange system in addressing odors and organic matter in the water supply. The estimated plant construction cost is \$5–\$7 million, with the total appropriation approximately \$15 million, which includes funding for future increased operational costs associated with the TOC system. Manager Anderson acknowledged the pending district transition and confirmed that DEP has been made aware of the intent to transfer these assets.

A Motion was made by Commissioner Duncan to approve staff to pursue the SAM funding, write and release an RFP, and take procurement actions needed before turning the project over to the newly formed Apalachicola Water and Sewer District, seconded by Commissioner George. No discussion. No opposition. Motion carried, 5-0.

Mayor and Commissioner Comments

Mayor Ash requested that City Manager Anderson provide contact information for the Capital Area Community Action Agency to commissioners regarding the Head Start issue and confirmed that the Planning and Zoning Board may proceed with its proposed stormwater and parking work sessions, to be followed by a joint workshop with the Commission.

Commissioner Elliott raised concerns regarding the timeline for the transition of City utilities to the newly created Apalachicola Water and Sewer District. She noted that while the City and County have made their Board appointments, the Governor has not yet appointed the remaining members. With a statutory transfer deadline of December 1st, she expressed concern that insufficient time remains to negotiate and execute the interlocal agreement. City Manager Anderson confirmed he had contacted Representative Shoaf's office and that the representative is following up with the Governor's appointment office. City Attorney Hartman reported that a draft interlocal agreement of approximately 60 pages has been prepared and is under staff review and will be distributed to commissioners imminently so the City is prepared to move quickly once a district board is seated.

Commissioner George reported that a monitoring review by Florida Commerce of the City's three CDBG-DR grants—totaling $8.8 million—resulted in no adverse findings. He noted these grants were among those referenced in a prior public statement that the City had received $35 million in grants without fixing the water system and characterized this result as an important factual step toward accountability.

Attorney and City Manager Communications

City Attorney Hartman noted that the P&Z board ordinance—amending the board to seven regular members plus one alternate, eliminating the school board position, and establishing two consecutive four-year term limits with a two-year break before reappointment—is ready for first reading, and requested Commission direction to advertise and proceed.

A Motion was made by Commissioner Elliott to direct the City Clerk to advertise and proceed with the first reading of the Planning and Zoning Board organization and operation ordinance, seconded by Commissioner Duncan. No discussion. No opposition. Motion carried, 5-0.

City Attorney Hartman also presented a recommendation to establish a 457(b) retirement account for City Manager Anderson and fund it with a one-time payment of $24,952 to fulfill the retirement contribution obligation in the Manager's employment contract. He explained that a procedural error in how the retirement benefit was initially implemented necessitated this corrective action and confirmed the contribution amount is well below the annual IRS cap. Commissioner George requested that staff verify whether simultaneous contributions to both FRS and a 457(b) in the same fiscal year are permissible, and whether FICA and Medicare obligations apply. Attorney Hartman committed to confirming these details prior to executing the transaction. Commissioner Elliott asked whether the employment contract would need to be amended to reflect this arrangement; Attorney Hartman indicated it would be addressed at the annual renewal.

A Motion was made by Commissioner Elliott to approve the establishment of a 457(b) retirement account for the City Manager and fund it with a one-time contribution of $24,952, seconded by Commissioner Duncan. Discussion was held regarding FRS compatibility, FICA implications, and contract amendment. No opposition. Motion carried, 5-0.

City Manager Anderson provided the following updates:

Workshop and Meeting Schedule: Manager Anderson distributed a draft meeting and workshop schedule for the remainder of 2026, including a bullpen of topics for future workshops. Topics receiving the most commissioner interest included city property analysis, property tax reform, parking and parking mitigation, city marina opportunities, encroachment, and community redevelopment agency. The September 15th budget public hearing is confirmed. Commissioner Duncan requested that city property analysis and property tax reform be scheduled at the earliest available workshop date. City Attorney Hartman noted that a court ruling the prior evening had found the ballot language for Amendment 3 (property tax reform) to be inaccurate and directed the Attorney General to rewrite it within ten days, suggesting the Commission be mindful of that evolving context.

Coastal Engineering RFQ: The City received 13 responses to its RFQ for coastal and municipal engineering services and has identified eight firms for continuing service agreements, to be brought back to the Commission.

Planning and Zoning Board Vacancies: The City is advertising for two primary and one alternate P&Z positions. Applications will be forwarded to the Commission for selection at the next meeting. A Park and Recreation Committee vacancy will also be addressed at the next meeting

Florida's Great Northwest Workshop: A stakeholder engagement workshop will be held at Coombs Armory on August 27th from 9:00 AM to 12:00 PM.

Marina Boat Fire After-Action Review: Manager Anderson conducted an after-action review with the Police Chief, Harbor Master, Franklin County Emergency Management, and the Volunteer Fire Department. Preventive measures under consideration include a new fire suppression system at the marinas and the acquisition of portable pumps utilizing Bay water for firefighting. A follow-up meeting is scheduled in approximately three weeks.

FSU MPA Graduate Capstone Partnership: Manager Anderson is in discussions with Florida State University's School of Public Administration regarding a potential partnership for a graduate capstone project tied to one or more of the City's strategic goals.

Stewardship Funding / DEP Payment Issue: DEP has indicated that its interpretation of the General Appropriations Act language directs that all unexpended stewardship funds—including approximately $500,000 in pending pay requests and an estimated additional $750,000 in remaining project costs—be transferred to the new Water and Sewer District effective December 1st rather than paid to the City for ongoing approved projects. Manager Anderson is working with the City's lobbyist and has contacted DEP Administrator Alexis Lambert directly to seek resolution, as the affected contractors have been under contract since the prior year and payments are not first-time requests.

JLAC Audit Update: Manager Anderson spoke with the lead auditor, who indicated a draft report has been submitted to supervisory review. Preliminary findings are expected to focus on internal control policies—including capital planning, grant compliance, and hiring practices—rather than financial misconduct. Approximately six to eight findings are anticipated. The auditor's biggest stated concern relates to prior DEP consent orders. A supervisory review meeting is scheduled for the following week.

Consent Agenda

A Motion was made by Commissioner Elliott to approve the Consent Agenda, seconded by Commissioner Knutson. No discussion. No opposition. Motion carried, 5-0.

Department Reports

Department reports were made available in the meeting packet.

Adjournment

Motion to adjourn made by Commissioner Elliott and seconded by Commissioner Knutson. No discussion. None opposed. Motion carried 5-0.

Meeting adjourned.

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BRENDA ASH, MAYOR

ATTEST:

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SHENEIDRA CUMMINGS, CITY CLERK

A Special Meeting (Budget Workshop) of the Apalachicola City Commission was held on Tuesday, August 11, 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, Finance Director Lee Mathes, Chief Chase Richards, City Clerk Sheneidra Cummings, and Deputy Clerk Shelly Toluba.

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

Agenda Adoption

A Motion was made by Commissioner Elliott to adopt the agenda as presented, seconded by Commissioner Knutson. No discussion. None opposition. Motion carried, 5-0.

Public Comment

Mayor Ash noted that no public comment cards were submitted, and no public comments were received.

FY 26/27 Budget Discussion – Draft

City Manager Anderson opened the budget discussion by thanking staff and the Finance Director for their collaborative efforts in producing a balanced budget for FY 2026/2027. He noted the budget was prepared with awareness of the pending impacts of Amendment 3, including the anticipated transfer of water, sewer, and wastewater personnel and operations to a new independent district by December 1, as required by law. He also noted a September workshop on city property analysis would run concurrently with the budget process. The general fund reserve decreased from $242,994 to $77,490, though Manager Anderson noted a carry-forward amount would be incorporated via budget amendment once finalized. Finance Director Lee Mathes went over the proposed budget by each department as follows:

Salary Schedule: Manager Anderson presented the salary schedule, which includes a proposed 3% Cost of Living Adjustment (COLA) for all city employees. Additionally, he proposed one-time bonuses to be distributed in November: $1,000 for employees with the city more than six months as of October 1, and $500 for employees with the city less than six months. The bonuses are reflected in individual department budget line items. Manager Anderson also highlighted the new **Planning and Operations Director** position, which consolidates oversight of planning, code enforcement, permitting, and the building department, with the intent to eventually bring ARPC planning contract services in-house. A new **Front Office Receptionist** position was also included in anticipation of two current front office staff transitioning to the independent utility district. The Commission raised no objections to the salary schedule presentation.

General Fund Revenues: Finance Director Mathes presented general fund revenues. The proposed millage rate remains at 8.3457 mills. Key highlights included an increase in ad valorem taxes to $2,620,411, a slight decrease in the ½-cent sales tax due to expanded exemption periods, an increase in property rental revenue from $36,000 to $55,000 driven by cell tower leases, and new line items for TDC reimbursements to the police department ($16,800) and fire department equipment and supplies ($17,000), both of which are offset by corresponding expenses. Restricted revenues include building permits, county fire protection (MSBU), local option gas tax, and library state aid. Finance Director Mathes noted that Department of Revenue revenue-sharing projections were not yet posted and would be incorporated by the final budget. The lobbyist contract was noted as expiring in early 2027; Mayor Ash indicated the Commission would need to evaluate whether to renew it.

Governing Body Expenses: Governing body expenses totaled $314,293, a decrease of $17,404 from FY 25/26. Notable changes included the separation of the PIO salary line item, a reduction in legal services due to water and sewer billing being directed to the utility fund, elimination of election expenses, and the addition of Phase 3 Old City Hall matching grant funds of $18,500. The lobbyist line item of $54,000 remains pending Commission direction on renewal.

Administrative Department Expenses: Total administrative expenses are proposed at $1,045,565, an increase of $295,646 from FY 25/26, driven primarily by the addition of the Planning and Operations Director salary, increased travel and professional development from $3,000 to $20,000 to support staff training and certifications across 7–9 employees, and increased planning contract services of $55,000 for ARPC, anticipated to decrease mid-year upon hiring the new director. Commissioner George noted the overlap between the ARPC contract and the new director salary and confirmed the full-year cost reflects a transition period. Insurance coverage on the former AHS building has been removed. The professional services contract labor line item ($10,000) is intended for temporary administrative assistance.

Building Department Expenses: Total building department expenses are proposed at $175,712, an increase of $14,502. Code enforcement is now funded at 30% through the building department. Floodplain management fees increased by $2,000 and are fully recovered through permit fees. A travel and professional development allocation of $2,000 was added for floodplain management training. The department no longer carries vehicle expenses.

Police Department Expenses: Total police department expenses are proposed at $1,053,102, a decrease of $14,893 from FY 25/26. The police retirement contribution rate increased by 2%. The department's software budget increased significantly due to an FDLE mandate requiring a fully independent server and email system. Supply line items were separated into general supplies and police duty equipment. Training and training equipment now encompasses ammunition and taser cartridges. Capital outlay equipment was reduced to $5,500, as the chief anticipates qualifying for a grant to fund a new police vehicle. TDC overtime, FICA, and retirement ($16,800) are included and fully offset by TDC revenue.

Fire Department Expenses: Total fire department expenses are proposed at $168,910, an increase of $25,990. Repairs and maintenance increased from $9,500 to $20,000 to cover new tires for a fire truck and bay door maintenance. A new TDC equipment and supplies line item of $17,000 is included, offsetting TDC revenue. Capital outlay includes bunker gear, hoses, and building improvements totaling $15,000. The fire truck note payment of $25,000 reflects the city's half-share, with the Oyster Cook Off contributing the remaining half. Mayor Ash expressed a desire to explore increasing volunteer compensation, currently set at $100 per call, and requested staff research compensation rates at comparable volunteer departments, including St. George Island. Manager Anderson committed to bringing that information back to the Commission.

Public Works Department Expenses: Total public works expenses are proposed at $1,505,498, a decrease of $57,557, partially offset by local option gas tax revenue of $63,000. Repairs and maintenance increased to $20,000 due to recent tractor repairs. Tree maintenance increased to $30,000 to reflect historical overages. Two new positions are proposed: one to fill a vacancy left by a recent resignation, and one to potentially absorb cemetery maintenance duties currently under a $35,000 contractor contract, as the contractor has indicated difficulty retaining staff. New line items include travel and professional development ($1,000) and Christmas décor ($5,000). Commissioner Duncan requested staff verify whether the Seafood Festival provides street flags, as existing flags are worn. Local option gas tax expenses include mowers, equipment, sidewalk and street repairs ($17,000), and street signs ($5,000).

Library Department Expenses: Total library expenses are proposed at $218,241, an increase of $20,803. A new patron consumables line item ($2,500) was added to track coffee and snack costs. Programs increased from $2,500 to $3,500. A capital outlay item for a library sign totaling $9,000 was included. A travel and development training allocation of $500 was added. Library revenues and state aid of $9,000 offset the total budget.

Parks and Recreation Department Expenses: Total Parks and Recreation expenses are proposed at $91,800, an increase of $14,200. New line items include beautification/improvements ($5,000) and playground equipment ($5,000). The fireworks donation of $10,000 is included pending Commission approval. Commissioner Elliott raised concern that prior-year Senior Program and Dixie Youth donations were never distributed, and requested staff proactively reach out to both programs at the start of the new fiscal year to ensure funds are utilized. Commissioner George and Commissioner Knutson confirmed the Commission's prior intent to allocate modest general fund support for a parks and recreation programming initiative, without committing the Scipio Creek farmers market fund. Manager Anderson agreed to coordinate with the Parks and Recreation chair and present a recommendation at the next budget workshop.

Facilities Department Expenses: Total facilities expenses are proposed at $186,850, a decrease of $48,500 from FY 25/26. The Johnson Complex has been removed from utility and building expense line items. The African American Museum has been added with estimated utility and building expenses. The Raney House grant match of $60,000, previously discussed, was not included in this draft; Finance Director Mathes noted that if awarded, expenditure would likely fall in the FY 27/28 budget year. Commissioner George suggested the match be earmarked within reserves in the event the grant is awarded during this fiscal year, allowing a budget amendment as needed.

General Fund Revenue/Expense Summary: Total general fund revenues increased by $67,283 to $4,837,461. Total departmental expenses increased by $232,787 to $4,759,971. The resulting general fund reserve stands at $77,490, not including any carry-forward funds, which will be incorporated via budget amendment once the FY 25/26 carry-forward amount is confirmed.

Water and Sewer Department Budgets: Finance Director Mathes presented the water and sewer budgets as full 12-month budgets for simplicity. Both departments reflect a 3% rate increase as mandated by ordinance, with no new capital outlay. Commissioner George recommended the water and sewer budgets be adjusted to reflect only two months of city operations prior to the anticipated December 1 transfer to the independent district. Manager Anderson and Finance Director Mathes agreed to revise the budgets accordingly for the next workshop. Commissioner Duncan inquired about board appointments to the new district; Manager Anderson reported that Representative Schoff's office is actively engaging the governor's office on appointments, and that DEP, the representative's office, and the city's lobbyist are all working to ensure the city is reimbursed for prior stewardship expenditures not covered under this year's budget bill.

Scipio Creek Marina: Scipio Creek Marina revenue is proposed at $75,250, an increase of $19,050. Revenue highlights include an increase in mooring revenue to $45,000, Riverfront Park revenue to $10,000, and repair yard income to $20,000, with the increase in repair yard income attributed to collections efforts on arrears. The For Hayes repair yard contract expires October 3 and will be put out for RFP. The harbor master is now included within the general salary line. Major repairs to Scipio Creek are proposed to be funded through the Capital Improvement Plan, to be discussed at the next workshop.

Battery Park Marina: Battery Park Marina revenue is proposed at $376,200, an increase of $55,000, including a $250,000 cash carry-forward for the V-Pier completion. Proposed rate increases are reflected in the fee schedule to be discussed at the next workshop. Capital outlay includes $250,000 for the city's share of V-Pier completion. Commissioner Duncan inquired about the status of a seawall improvement grant; a determination is anticipated shortly.

Enterprise Fund Summary: The combined enterprise fund reserve is projected at $701,482. Water Department reserve: $413,577; Sewer Department reserve: $226,635; Scipio Creek reserve: $13,250; Battery Park reserve: $48,020. Finance Director Mathes noted these figures will be revised once the water and sewer budgets are adjusted to reflect the two-month operational period.

Capital Improvement Plan and Fee Schedule: Finance Director Mathes noted that the Capital Improvement Plan (Page 17) and the proposed fee schedule will be the primary topics of discussion at the next budget workshop the following Tuesday. Proposed CIP expenditures for FY 26/27 include $250,000 for Scipio Creek improvements and $500,000 for City Hall renovations.

No further discussion held.

Adjournment

A Motion was made by Commissioner George to adjourn, seconded by Commissioner Elliott. No discussion. No opposition. Motion carried, 5-0.

Meeting adjourned.

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS, CITY CLERK

A Special Meeting (Budget Workshop) of the Apalachicola City Commission was held on Tuesday, August 18, 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, Finance Director Lee Mathes, 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

A Motion was made by Commissioner Elliott to adopt the agenda, seconded by Commissioner Duncan. No discussion. No commissioners opposed. Motion carried, 5-0.

Public Comment

Mayor Ash announced that no public comment cards were received and no members of the public came forward to speak. The Commission proceeded without public comment.

FY 26/27 Budget Discussion – Draft 2

City Manager Anderson presented the FY 26/27 Budget Draft 2, noting that Finance Director Lee Mathes was unable to attend due to illness but had completed substantial preparatory work. The presentation covered the proposed fee schedule, Capital Improvement Plan (CIP), and updates reflecting changes requested at the prior budget workshop. Extensive discussion held in regard to the following:

General Fee Schedule: City Manager Anderson noted that fee increases across all departments were developed using a cost-recovery model, benchmarked against comparable communities, and designed to reflect the true cost of providing services. He emphasized the preference for incremental rather than drastic increases.

Facility and Park Rentals: The prior security deposit structure was replaced with a non-refundable reservation and cleaning fee to address recurring issues with facilities being left in poor condition. Rental rates for all city facilities were increased, with research conducted against comparable community rates. Mayor Ash raised a concern that city facility rates should remain competitive with the Franklin County Armory, which charges $250/day Monday–Thursday and $600 for Friday–Sunday, to avoid underutilizing city-owned venues.

Event Permits: The event permit fee was proposed to increase from $100 to $500 to cover the cost of public works crew deployment (typically a four-person crew for one to three days) required for events. Commissioner Elliott requested that staff develop a tiered event permit fee structure based on anticipated attendance rather than a single flat rate, suggesting a two-tier approach (smaller versus larger events). City Manager Anderson agreed to research past event data and return with a tiered proposal.

Golf Cart Permits: Staff proposed doubling the residential golf cart permit fee from $50 to $100, citing increased police workload associated with golf cart enforcement. Commissioner Elliott expressed hesitation about raising residential rates, noting the city's older golf cart ordinance may contain unenforceable provisions and that the cap of 30 commercial golf carts may need revisiting. Mayor Ash shared concern that higher residential fees could burden seniors and others who rely on golf carts as a primary mode of transportation. Commissioner Duncan indicated she was open to a compromise increase, acknowledging the need for additional revenue. City Manager Anderson proposed a residential rate of $75 as a compromise, and the item was deferred to the third budget workshop pending further review of the ordinance. Chief Richards confirmed that officers currently encourage registration but lack formal enforcement authority, and noted that a non-registration fine would serve as a meaningful deterrent. City Manager Anderson committed to consulting the City Attorney regarding the legal framework for a non-registration fine. It was also clarified per Florida Statute 316.212 that operators under 18 years of age must hold at least a learner's permit to operate a golf cart.

Cemeteries: Cemetery plot rates were increased to align with comparable communities, as the city's rates were found to be significantly below market. A new perpetual care fee was proposed for all future plot purchases, to be deposited into a dedicated fund for cemetery maintenance. The fee was listed as TBD, with staff indicating a figure in the range of $400 was under consideration. Manager Anderson confirmed this fee would apply on a going-forward basis, with staff exploring retroactive applicability.

Return Check Fee: Increased from $35 to $50 to offset bank charges and staff processing time.

Credit Card Usage Fee: Reduced from 3% to 2.5%, consistent with updated bank agreement terms.

Battery Park / Scipio Creek Marina Fees: The base rate for Battery Park vessel rentals was proposed to increase from $100 to $300 for Franklin County-registered vessels not exceeding 30 feet, and from $175 to $375 for out-of-county vessels. The annual launch fee for non-Franklin County charter captains was proposed to increase from $150 to $500, reflecting benchmarking against regional marinas. New water and electrical connection fees ($10.50 for 30-amp and $20.00 for 50-amp, per day) were proposed for the Riverfront Marina area, where utility infrastructure is being installed.

Library Fees: Minor fee adjustments were noted, including increases to per-copy rates and the establishment of a new conference room rental fee. City Manager Anderson indicated the Library Director may have updated input and the fees would be reviewed further.

Building Fees: Notable increases included the fence permit (from $75 to $150), roof/re-roof permit (from $100 to $200), and various residential exception permit fees. A new demolition permit fee of $500 (previously no charge) was introduced. Building Official Ron explained that demolition permits now require significant staff time, including coordination with the Apalachicola Regional Planning Council (ARPC) and review by the Planning and Zoning Board for properties in the historic district. Flood zone fill fees and floodplain management fees were also increased to reflect the level of technical review required.

Planning and Zoning Fees: Fees were largely unchanged. A typographical error was identified in the Development of Regional Impact (DRI) fee line; staff confirmed the fee remains at $500 and will be corrected.

Code Enforcement Fees: The tree ordinance permit processing fee was increased from $50 to $100. Commissioner Elliott requested that the additional processing fee for trees removed prior to permit approval be structured as double the standard permit fee (rather than a flat $50), consistent with common practice for unpermitted work. City Manager Anderson confirmed this change would be incorporated. City Manager Anderson also noted that the city has secured a contract with a Special Magistrate to strengthen code enforcement, with hearings to be coordinated alongside the county's existing magistrate schedule.

Fee Schedule – Utility Billing: A 3% across-the-board annual increase was applied to water and sewer utility rates. Mayor Ash acknowledged that, given the impending transfer of the utility to an independent district with only two months remaining in city ownership, a deeper rate analysis was not warranted at this time.

Capital Improvement Plan (CIP): City Manager Anderson presented the FY 26/27 CIP with an approximate fund balance of $880,000. Key allocations discussed included:

Scipio Creek Improvements ($250,000): Increased from the prior year's $230,000, driven by rising electrical costs. Staff is pursuing a grant application of approximately $1.5 million for a comprehensive Scipio Creek overhaul. The Franklin County Board of County Commissioners committed approximately $128,500 in remaining Community Redevelopment Authority (CRA) funds toward the electrical upgrades. City Manager Anderson described the marina as significantly underperforming, noting the absence of reliable water and electrical service at multiple slips, and a recent safety incident involving extension cords arcing in the rain. Commissioner George requested that additional detail on funding sources for both the Scipio Creek and Riverfront Park projects be provided at the third workshop.

City Hall Renovations ($500,000 placeholder): Staff included a $500,000 placeholder for potential renovation of the historic city hall building on Water Street to serve as a permanent city hall, including completion of the second floor, office buildout, and installation of a records vault. Commissioner George noted that two grant applications are pending for this purpose—one recently submitted for construction and outfitting, and another anticipated for the upcoming legislative session. She requested more detailed information on the status of those grants prior to the third workshop, and encouraged the Commission to thoughtfully consider reserve levels before committing funds. City Manager Anderson acknowledged the placeholder is part of a broader property analysis discussion scheduled for late September.

Old High School Demolition ($300,000): This previously budgeted placeholder was removed from the CIP.

Seawall Repairs – Battery Park Marina: Public Works Director Brad confirmed a quote of approximately $45,000 was received for seawall repair using vinyl/polymer material, consistent with current industry practice. An RFP will be issued and the work is expected to be completed within the current fiscal year, within the previously budgeted amount.

Riverfront Park / Floating Dock: Commissioner Elliott raised the status of the accessible floating dock at the Riverfront haul-out facility, which had been improperly gifted to a third party. City Manager Anderson confirmed that the city is in the process of reacquiring the dock, noting it was the only wheelchair-accessible vessel boarding point in Apalachicola. He expressed commitment to restoring this asset.

Budget Summary Updates (Draft 2 Changes)

City Manager Anderson reviewed adjustments made in response to Commission direction from the first workshop:

- **Fire Department:** Per-call compensation for volunteer firefighters increased from $100 to $150, adjusting the annual budget line from $30,000 to approximately $45,000. The fire truck final payment date (June 1, 2028) and USDA bond payoff date (September 2029) were noted for the record.
- **Lobbyist Contract:** A note was inserted indicating the renewal will be evaluated; a $54,000 placeholder remains.
- **Planning Contract Services (ARPC):** A note was added indicating this line item could be eliminated if a City Planner/Planning and Operations Director is hired.

- **Public Works – Seafood Festival Flags:** TDC declined to fund replacement flags, as the city's broader use beyond the festival caused accelerated deterioration. Staff will fund replacement flags within the existing budget. The Christmas décor line item is anticipated to increase from $5,000 to $10,000, pending confirmed pricing.
- **Parks and Recreation:** A $5,000 line item was added for park beautification (trash cans, tables, plants, and signage), and $3,000 was added for recreational programs, reflecting Commission direction.
- **TDC Playground Equipment:** Staff confirmed that TDC cannot directly fund playground equipment alone; however, a Section 6 project that encompasses a broader park overhaul—including playground equipment, boundaries, and additional amenities—may be eligible. Staff and the Parks and Recreation Committee are working with TDC on a qualifying scope.
- **African American Museum:** Utility ($4,000), property liability insurance ($8,000), and building expenses ($4,500) were added to the facilities budget.
- **Rainey House Museum:** A $5,500 placeholder was included. City Manager Anderson noted that the Rainey House's grant application was not funded, and the organization may seek repair assistance from the city. Commissioner Elliott expressed concern about the building's deteriorating condition and urged the Commission to consider a more proactive role in preservation of this antebellum structure. City Manager Anderson committed to meeting with representatives and reporting back to the Commission.
- **Water and Wastewater Utility (October–November Only):** The budget was restructured to reflect only the two months of city ownership remaining in the fiscal year. Notes were included regarding insurance coverage transitioning to the independent district in December, and staff recommended maintaining the city's existing benefit plan through the transition for the benefit of transferring employees.

General Fund Reserve: The FY 26/27 budget projects the general fund reserve to drop from approximately $242,000 to approximately $77,000–$80,000. However, City Manager Anderson noted that approximately $200,000 in end-of-year carryover from FY 25/26 is not yet reflected, which would bring the effective reserve to approximately $280,000.

Enterprise Fund Reserve: The enterprise fund reserve is projected to increase from approximately $321,000 (FY 25/26) to approximately $405,000 after proposed changes, reflecting a positive fund balance that will be transferred to the new Water and Sewer Independent District.

City Manager Anderson confirmed that a third budget workshop is tentatively scheduled for August 25, 2026, and committed to circulating a draft agenda capturing all outstanding items, including golf cart fee analysis, event permit tier structure, CIP project details, and grant status updates for the Water Street city hall building.

Adjournment

A Motion was made by Commissioner George to adjourn, seconded by Commissioner Elliott. No discussion. No commissioners opposed. Motion carried, 5-0.

The meeting adjourned. The next Budget Workshop is anticipated to be held on August 25, 2026.

Brenda Ash, MAYOR

ATTEST:

Sheneidra Cummings, CITY CLERK

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2026

SUBJECT: Appointment of Interim City Clerk

AGENDA INFORMATION:

Agenda Location: **Consent**
Item Number:
Department: Administration
Contact: Chuck Anderson, City Manager
Presenter: Chuck Anderson, City Manager

Brief Summary:

With the resignation of the City Clerk, the appointment of an interim Clerk is needed in accordance with city code Article 7, section 48. This will ensure the city is properly represented and can perform all functions assigned under the City Clerk.

Recommended Motion: Motion to approve the appointment of Lee Mathes as interim City Clerk until a permanent clerk is hired.

Funded Source: Not applicable.

Staff Comments and Recommendations: Staff recommends approval of this appointment.

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 9/8/2026

SUBJECT: Capital Improvements Plan Funding Request for Riverfront Park Transient Boating

Agenda Location:	**Consent**
Item Number:	
Department:	**Grants/Harbor Master**
Contact:	**Brandon Henderson**
Presenter:	**Charles Anderson**

BRIEF SUMMARY:

Project Title: Riverfront Park Transient Utility Installation
Requested Amount: $100,000 (FY25-26 Capital Improvement (Scipio Creek) Plan Funds)
Project Timeline: Completion - Fall 2026

Summary: The City of Apalachicola regularly receives inquiries from transient boaters regarding the availability of water and shore power at Riverfront Park. Currently, the lack of utility infrastructure limits overnight stays and capping potential municipal revenue. Investing $100,000 from the Capital Improvements Plan will fund the installation of four utility pedestals and a dedicated water line. This project expands our maritime infrastructure, aligns our services with neighboring cities, and creates a strong, recurring revenue stream while driving downtown economic growth. The City is averaging 125-150 calls per year with boaters looking to use our transient boater services, but we fail to book the caller when they find out there is no power at Riverfront. Our new nationally advertised automated marine reservation system (Dockwa), which has substantially increased the City's bookings, also states Riverfront has no power leading to additional lost bookings and revenue.

Economic Impact: Installing utility pedestals allows the City to restructure and increase transient docking fees. Upgrading these services is projected to increase Scipio Creek Fund revenues by over 100%, mirroring the successful maritime models of Carrabelle and Port St. Joe. Providing reliable utilities encourages boaters to extend their stays, directly increasing foot traffic and consumer spending in local restaurants, retail stores, and eco-tourism outings.

Current Fee Schedule: $2.00 per foot

Proposed Fee Schedule: $3.50 per foot (Full utilities with internet)

Workplan: A highly qualified, city-vetted engineering firm will design and manage the project for a minimal, negotiated fee. Local electrical and plumbing contractors will execute the installation, keeping the project funds within the community. The project consists of installing four heavy-duty utility pedestals and extending a primary water line to the currently unserved side of the park. The project will be shovel-ready for construction to begin by the first week of October. The design of the project will not restrict the fishing area currently in place at Riverfront Park.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve improvements for transient boating at Riverfront Park.

FUNDING SOURCE: FY25-26 City of Apalachicola Capital Improvement (Scipio Creek) Funding

ATTACHMENTS: None

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

BAYFRONT PARK (98) (Adopted by Jim Grater and Kathleen Binder, 108 22nd Ave.)

City of Apalachicola:

- Identify location(s) and boundaries of the City owned parcels identified as Bayfront Park

Goal:

Provide bay access, scenic viewing, and Kayak launch – target audience - locals

Action Items:

- Identify native flora
  -Initial review with Botanist, Scott Davis, held on 8/5/26. Donna Ingle, Kathleen Binder and Jim Grater in attendance.

- Remove highly invasive plants, e.g., camphor trees.

- Clean up debris, e.g., garbage, dead limbs, palm fronds.

- Remove underbrush and understory for possible shaded seating areas and potential natural gardens – protect native plants where possible.

- Clear path to water to provide: 1) Scenic View 2) Kayak Launch (location and size of path TBD.

- Determine location and designate area for parking.

- Provide education (Signage) re: FL native plants and plants rare and unique to area.

- Purchase/build picnic table and benches. (Start with one table and two benches.)

- Provide garbage cans - two?

- Determine location and build kayak launch.

- Develop ongoing maintenance plan for park and launch. - Build on existing maintenance plan, if any

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 9/8/26

SUBJECT: Bid Award-Hydra Engineering for Phase II- Streetscapes

AGENDA INFORMATION:

Agenda Location:	**Consent Agenda**
Item Number:	
Department:	**Grants/Procurement**
Contact:	**Leslie Glaze**
Presenter:	**Charles Anderson**

BRIEF SUMMARY:

RFP2026-008 for M0034 Phase II Streetscapes was opened on 8/3/26. There were two bids after 63 days of advertisements. Hydra Engineering had the best bid, both price and quality, with a bid of $1,976, 628. Their proposal was recommended by project engineers, Halff Engineering.

Hydra Engineering has a current project with the City and they have been on-time, excellent work, ahead of schedule, and understand the grant requirements of federal funding.

M0034 Riverfront Revitalization was broken into two parts and this Phase II which will occur concurrently with Phase I. Phase II Streetscapes include:

Street and Sidewalk Improvements

- **Targeted Upgrades:** Upgrades to **Water Street, Commerce Street, and 4th Street.**
- **Sidewalks:** Construction of new, **ADA-compliant sidewalks.**
- **Lighting:** Installation of new **overhead lighting**.
- **Safety & Navigation:** Implementation of new **signing and pavement markings.**
- **Beautification:** New **landscaping features** along the corridors.

Public Parking Expansion

- **New Public Parking Lot:** Creation of a brand-new parking lot.

- **Site Location:** Built on the footprint where the **Old Fire Station** is being disassembled.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve staff to execute contract with Hydra Engineering.

FUNDING SOURCE: Florida Commerce with CDBG-DR HUD Funding.

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve staff to execute contract with Hydra Engineering for the construction of M0034 Riverfront Revitalization Phase II Streetscapes.

ATTACHMENTS: Hydra's Engineering Bid Sheet.

BID SHEET SUMMARY M0034 PHASE II-Plan Set II Streetscapes, Lighting, Sidewalks, Landscaping Water, Commerce, and 4th Street

****Contractor must hold costs for 90 days.**

Site and Pay Item Description	Total Estimated Costs
Water Street and Commerce Street Section 1 #0101-0710	$1,364,128.00
Water Street and Commerce Street Section 2 #0630-0715	$612,500.00
Total Costs for Plan Set II	$1,976,628.00

Leslie Weiss 08/03/2026

Signature/Bidder Authorized Official Date

INSTRUCTIONS FOR BID SHEET ATTACHMENT

1) Input your estimated "quantities" and "unit price" in the column (highlighted green) for each item listed on the "BID FORM" for each Phase of the project.

2) The sheet will 'self-sum' for the total project cost. Contractor to verify/certify the BID SHEET accuracy upon submittal to the City of Apalachicola for the project. The bidding Contractor is solely responsible for final quantity and price (unit or sum) shown on the sheet and final amount listed in the proposal by the Contractor. Sheet provided to 'assist' contractor in the development of their bid, and unit quantities and costs listed will be used as part of the FINAL CONTRACT for project – each bidding Contractor MUST provide BID FORM for each Phase in order to be considered a 'responsive bidder' on the project.** The City of Apalachicola/Engineer of Record assume NO RESPONSIBILITY provided BID FORM – the Contractor MUST VERIFY the data entered and the resulting total project cost entered by the Contractor as the basis for bid.

MINORITY, WOMEN, and VETERANS BUSINESS OWNERSHIP

BID SHEET

WATER ST. & COMMERCE ST. IMPROVEMENTS (TOTAL COST)

FRANKLIN COUNTY

PAY ITEM NO.			PAY ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PAY ITEM AMOUNT
0101	1		MOBILIZATION	1	LS	$ 150,000.00	$150,000.00
0102	1		MAINTENANCE OF TRAFFIC	1	LS	$ 2,500.00	$2500.00
0104	10	3	SEDIMENT BARRIER	1230	LF	$ 10.00	$12300.00
0104	18		INLET PROTECTION SYSTEM	27	EA	$ 1,500.00	$40500.00
0110	2	2	SELECTIVE CLEARING AND GRUBBING	1	AC	$ 7,500.00	$7500.00
0120	1		REGULAR EXCAVATION	4500	CY	$ 15.00	$67500.00
0160	4		TYPE B STABILIZATION	3000	SY	$ 187.00	$561000.00
0285	7	04	OPTIONAL BASE, BASE GROUP 04	0	SY	$	$0.00
			FURNISH & INSTALL CRUSHED COMPACTED OYSTER SHELLS MIN. 3"	300	CY	$ 145.00	$43500.00
			FURNISH & INSTALL FRENCH DRAIN	190	LF	$ 500.00	$95000.00
			FURNISH & INSTALL CONCRETE FOR SLOTTED FRENCH DRAIN	22	CY	$ 225.00	$4950.00
0522	1		CONCRETE SIDEWALK AND DRIVEWAYS 4" THICK	1078	SY	$ 100.00	$107800.00
0522	2		CONCRETE SIDEWALK AND DRIVEWAYS 6" THICK	563	SY	$ 125.00	$70375.00
			FURNISH & INSTALL 6' CONCRETE STOP BLOCK PAINTED YELLOW	20	EA	$ 350.00	$7000.00
			FURNISH & INSTALL FORMED CONCRETE HEADER	322	LF	$ 50.00	$16100.00
0527	2		DETECTABLE WARNINGS	410	SF	$ 42.00	$17220.00
			FURNISH & INSTALL LANDSCAPING	1	LS	$ 45,000.00	$45000.00
			FURNISH & INSTALL BOAT TRAILER PARKING DELINEATORS	1	LS	$ 30,000.00	$30000.00
0700	1	11	SINGLE POST SIGN, F&I GROUND MOUNT, UP TO 12 SF	14	EA	$ 637.00	$8918.00
0710	11101		PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 6"	7391	GM	$ 3.00	$22173.00
0710	11123		PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID FOR CROSSWALK AND ROUNDABOUT, 12"	3504	LF	$ 5.00	$17520.00
0710	11125		PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID FOR STOP LINE OR CROSSWALK, 24"	1670	LF	$ 9.00	$15030.00
0710	11160		PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, MESSAGE OR SYMBOL	13	EA	$ 72.00	$936.00
0710	11170		PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, ARROWS	2	EA	$ 72.00	$144.00
0710	11201		PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SOLID, 6"	6965	GM	$ 3.00	$20895.00
0710	11421		PAINTED PAVEMENT MARKINGS, STANDARD, BLUE, SOLID FOR PARKING LOT- ACCESSIBLE MARKINGS, 6"	88	LF	$ 3.00	$264.00
						Subtotal	$1364128.00
						Total	$1364128.00
0630	2	11	CONDUIT, FURNISH & INSTALL, OPEN TRENCH	4500	LF	$ 45.00	$202500.00
0630	2	12	CONDUIT, FURNISH & INSTALL, DIRECTIONAL BORE	500	LF	$ 55.00	$27500.00
0635	2	11	PULL & SPLICE BOX, F&I, 13" x 24" COVER SIZE	30	EA	$ 1,500.00	$45000.00
0639	1	112	ELECTRICAL POWER SERVICE, F&I, OVERHEAD METER PURCHASED BY CONTRACTOR FROM POWER COMPANY	1	AS	$ 2,500.00	$2500.00
0639	2	1	ELECTRICAL SERVICE WIRE, FURNISH & INSTALL	5000	LF	$ 25.00	$125000.00
0639	3	11	ELECTRICAL SERVICE DISCONNECT, F&I, POLE MOUNT	2	EA	$ 2,500.00	$5000.00
0715	1	12	LIGHTING CONDUCTORS, F&I, INSULATED, NO. 6	5000	LF	$ 15.00	$75000.00
0715	7	11	LOAD CENTER, F&I, SECONDARY VOLTAGE	2	EA	$ 2,500.00	$5000.00
0715	61	700	LIGHT POLE COMPLETE, F&I, STD POLE STD FOUNDATION, WILDLIFE SENSITIVE LUMINAIRE, 20' MOUNTING HEIGHT, 0' ARM LE	40	EA	$ 3,000.00	$120000.00
0715	500	1	POLE CABLE DISTRIBUTION SYSTEM, FURNISH AND INSTALL, CONVENTIONAL	2	EA	$ 2,500.00	$5000.00
						Subtotal	$612500.00
						Total	$612500.00
				CONTRACTOR COST (TOTAL)			$1976628.00

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2026

<u>SUBJECT:</u> City of Apalachicola Capital Planning Policy

<u>AGENDA INFORMATION</u>:

Agenda Location:	**Consent Agenda**
Item Number:	
Department:	**Governing Body**
Contact:	**Charles Anderson**
Presenter:	**Charles Anderson/Lee Mathes**

<u>BRIEF SUMMARY</u>: The City of Apalachicola is committed to responsible stewardship of public resources and the long-term sustainability of its infrastructure and capital assets. This Capital Planning Policy establishes a formal framework to guide the identification, evaluation, prioritization, financing, and oversight of capital improvement projects consistent with the Government Finance Officers Association best practice for Capital Planning Policies. CAPITAL

<u>RECOMMENDED MOTION AND REQUESTED ACTIONS</u>: Approve City of Apalachicola Planning Policy as presented.

<u>FUNDING SOURCE</u>: Citywide/All Departments

<u>ATTACHMENTS</u>: City of Apalachicola Capital Planning Policy

<u>STAFF'S COMMENTS AND RECOMMENDATIONS</u>: Approve

CITY OF APALACHICOLA, FLORIDA

CAPITAL PLANNING POLICY

Franklin County • State of Florida

Policy Number:	FIN-CAP-001
Effective Date:	______________
Adopted By:	City Commission of Apalachicola
Resolution No.:	______N/A__________
Supersedes:	N/A (New Policy)
Next Review Date:	Annual – Prior to Budget Cycle
Responsible Department:	Finance Department
Reference Standard:	GFOA Best Practice – Capital Planning Policies (2013)

SECTION 1: PURPOSE AND POLICY STATEMENT

The City of Apalachicola (the "City") is committed to responsible stewardship of public resources and to the long-term sustainability of its infrastructure and capital assets. This Capital Planning Policy establishes a formal framework to guide the identification, evaluation, prioritization, financing, and oversight of capital improvement projects consistent with the Government Finance Officers Association (GFOA) best practice for Capital Planning Policies.

Effective capital planning ensures that:

- The City's unique service delivery needs, organizational structure, and external environment are fully considered in planning decisions.
- Infrastructure sustainability is maintained through proactive maintenance, replacement, and fixed asset accounting over the full life of capital assets.
- The City's creditworthiness and borrowing position are strengthened by demonstrating sound fiscal management.
- Capital plans are grounded in fiscal reality rather than serving as unfunded wish lists.
- All stakeholders understand their roles, responsibilities, and expectations throughout the capital planning process.

SECTION 2: SCOPE AND APPLICABILITY

This Policy applies to all City departments, offices, and funds. It governs the planning, budgeting, financing, procurement, and monitoring of all capital improvement projects and capital asset acquisitions undertaken by the City of Apalachicola.

SECTION 3: DEFINITION OF A CAPITAL IMPROVEMENT PROJECT

For purposes of this Policy, a Capital Improvement Project (CIP) is defined as any expenditure that meets all of the following criteria:

1. The expenditure results in the acquisition, construction, improvement, or replacement of a tangible asset with a useful life of five (5) years or more; and
2. The total project cost equals or exceeds the City's established capitalization threshold, currently set at $10,000 per individual asset or project (the City Commission may adjust this threshold by resolution as conditions warrant); and
3. The asset is owned or controlled by the City and serves a public purpose.

Examples of capital improvement projects include, but are not limited to: roads, bridges, stormwater infrastructure, water and wastewater systems, public buildings, parks and recreation facilities, major equipment, vehicles, and information technology infrastructure.

Routine maintenance and repair expenditures that do not materially extend an asset's useful life or add new capacity do not qualify as capital projects and shall be funded through the operating budget. However, significant capital maintenance projects that are necessary to preserve the useful life of an existing asset shall be included in the Capital Improvement Program.

SECTION 4: APPROACH TO CAPITAL PLANNING

4.1 Multi-Year Capital Improvement Program

The City shall develop and maintain a multi-year Capital Improvement Program (CIP) covering a planning horizon of not less than five (5) years. The CIP shall be updated annually in conjunction with the City's annual budget process and shall include:

- A description and justification of each proposed capital project.
- Estimated total project costs by year and phase.
- Identification of proposed funding sources for each project.
- Anticipated impacts on the City's operating budget, including staffing, maintenance, and debt service requirements.
- Long-term financing considerations and strategies.
- An assessment of the City's overall fiscal capacity to fund identified projects.

4.2 Interdepartmental Collaboration

The capital planning process shall be collaborative and inclusive. All City departments are responsible for identifying their capital needs and submitting project requests through the established CIP process. The Finance Department shall coordinate the overall process, working closely with all departments to ensure that capital plans reflect both operational priorities and sound financial management.

SECTION 5: CAPITAL IMPROVEMENT PROGRAM REVIEW COMMITTEE

5.1 Establishment

There is hereby established a Capital Improvement Program (CIP) Review Committee (the "Committee") responsible for reviewing, evaluating, and recommending capital projects for inclusion in the City's annual CIP submission to the City Commission.

5.2 Membership

The Committee shall consist of the following members:

- City Manager (or designee) – Chair
- Finance Director (or City Finance Officer)
- Grants and Procurement Director
- Representatives from operational departments most significantly affected by proposed capital projects, as determined by the City Manager
- Contracted Engineering Firm (as needed)

5.3 Responsibilities

The Committee shall be responsible for:

4. Reviewing all departmental capital project requests for completeness, accuracy, and alignment with the City's strategic priorities.
5. Applying the prioritization criteria set forth in Section 6 to rank projects within available funding constraints.
6. Assessing the total financial impact of proposed projects on the City's operating budget, reserve funds, and debt capacity.
7. Recommending a balanced, fiscally responsible CIP to the City Manager and City Commission.
8. Monitoring the implementation of approved capital projects and reporting progress to the City Commission.

SECTION 6: PROJECT PRIORITIZATION

6.1 Structured Prioritization Process

The City shall employ a structured, objective process for evaluating and prioritizing capital project requests. All projects shall be scored and ranked using the following criteria:

Criterion	Description	Max Points

Health, Safety & Legal Compliance	Projects required to protect public health, safety, or to meet legal/regulatory mandates.	30
Infrastructure Preservation	Projects that preserve or extend the useful life of existing assets and prevent deterioration.	25
Service Impact	Degree to which the project improves or maintains delivery of essential City services.	20
Financial Benefit / Cost-Effectiveness	Return on investment, cost savings, revenue generation, or avoided future costs.	15
Strategic Plan Alignment	Consistency with the City's adopted strategic goals, comprehensive plan, or master plans.	10

6.2 Tie-Breaking

In the event that two or more projects receive equal prioritization scores, the Committee shall use the following secondary criteria, in order: (1) availability of external grant or matching funds; (2) readiness for implementation; and (3) Committee consensus.

SECTION 7: PUBLIC PARTICIPATION AND STAKEHOLDER ENGAGEMENT

The City recognizes the importance of community input in shaping the Capital Improvement Program. Public participation in the capital planning process shall be consistent with community expectations and the City's past practices. At minimum:

- Draft CIP documents shall be made available for public review prior to adoption.
- The City Commission shall hold at least one public hearing on the proposed CIP as part of the annual budget process.
- The City shall utilize available public engagement tools including, but not limited to: City website and social media postings, notices at City Hall, and public meetings.
- Feedback from the public, community organizations, and other external stakeholders shall be documented and considered by the Committee in finalizing CIP recommendations.
- The City shall coordinate with Franklin County, the State of Florida, and relevant regional agencies on capital projects with multi-jurisdictional implications.

SECTION 8: FISCAL CAPACITY ASSESSMENT

Prior to finalizing each annual CIP, the Finance Director shall prepare a written Fiscal Capacity Assessment that evaluates the City's ability to fund identified capital needs. The assessment shall include:

9. An inventory of all available capital funding sources, including current revenues, reserves, grants, impact fees, and debt capacity.
10. A projection of future capital revenues over the CIP planning horizon.
11. A review of the City's existing debt obligations and remaining debt capacity consistent with the City's adopted Debt Policy.
12. An analysis of the impact of proposed capital expenditures on operating budgets, including personnel, maintenance, and debt service costs.
13. A determination of the maximum affordable CIP program level for each year of the planning horizon.

The final CIP presented to the City Commission shall be based upon what can realistically be funded within the City's assessed fiscal capacity and shall not include projects for which no credible funding source has been identified.

SECTION 9: CAPITAL RESERVE FUNDS

9.1 Establishment of Reserves

The City shall establish and maintain dedicated capital reserve funds to provide a stable, ongoing source of funding for both new capital acquisitions and the replacement of existing assets. Separate reserve accounts shall be maintained for major asset categories as determined by the Finance Director, including but not limited to: general government facilities, public safety equipment, vehicles and fleet, water system infrastructure, and wastewater system infrastructure.

9.2 Funding Requirements

Annual contributions to capital reserve funds shall be budgeted based upon:

- The estimated replacement cost of each major asset category.
- The remaining useful life of existing assets as reflected in the City's asset inventory.
- Available funding capacity in each fiscal year.

The Finance Director shall prepare an annual capital reserve analysis, updated to reflect current asset conditions and replacement cost estimates, and shall recommend appropriate annual contribution levels to the City Manager and City Commission.

9.3 Use of Reserves

Capital reserve funds shall be used solely for capital acquisition and replacement projects consistent with the adopted CIP. Withdrawals from capital reserve funds shall require City Commission approval. Reserve funds shall not be used to fund operating expenses.

SECTION 10: DEBT FINANCING AND USEFUL LIFE

10.1 Alignment with Debt Policy

All debt financing strategies for capital projects shall be consistent with the City's adopted Debt Management Policy. This Capital Planning Policy supplements, and shall be read in conjunction with, the City's Debt Management Policy.

10.2 Conditions for Debt Issuance

The City may issue debt to finance capital projects when the following conditions are met:

14. The project is a legitimate capital improvement with a useful life of at least five (5) years.
15. The term of any debt obligation shall not exceed the useful life of the asset being financed.
16. Current revenues and reserves are insufficient to fund the project on a pay-as-you-go basis, or the use of debt financing is determined to be in the best overall financial interest of the City.
17. Projected debt service payments are included in the multi-year financial forecast and are within the City's debt capacity limits.

The City shall endeavor to use the shortest practical debt term consistent with available revenues and the principle of intergenerational equity – ensuring that those who benefit from a capital asset bear a proportionate share of its cost.

10.3 Pay-As-You-Go Financing

Where feasible, the City shall pursue pay-as-you-go (cash) financing of capital projects, particularly for smaller projects, projects with shorter useful lives, and projects during periods when the City's reserve levels exceed policy targets. A blend of cash and debt financing may be employed as appropriate.

SECTION 11: LEGAL AND FUNDING REQUIREMENTS

All capital project funding and expenditures shall comply with applicable federal, state, and local legal requirements, including:

- Florida Statutes governing municipal finance, capital budgeting, and public contracting.
- Requirements of any applicable grant agreements, bond covenants, or intergovernmental agreements.
- Full funding requirements for projects where applicable law requires full appropriation prior to project commencement.
- Multi-year funding agreements or phased approaches where permitted by law and approved by the City Commission.

The City Attorney shall review any proposed financing mechanisms or intergovernmental arrangements for legal compliance prior to City Commission approval.

SECTION 12: CAPITAL MAINTENANCE PROJECTS

The City recognizes that deferred maintenance of capital assets leads to accelerated deterioration and significantly increased long-term costs. Accordingly:

- Significant capital maintenance projects – those that preserve or materially extend the useful life of an existing asset and meet the capitalization threshold – shall be included in the CIP and afforded the same structured review and prioritization as new capital projects.
- Departments shall include anticipated major maintenance needs in their capital project submissions.
- The CIP Review Committee shall give appropriate weight to capital maintenance projects in the prioritization process, particularly where deferred maintenance creates public safety risks or accelerates asset deterioration.
- The City shall develop and maintain an Asset Management Plan that inventories all significant capital assets, tracks condition ratings, and projects maintenance and replacement timelines.

SECTION 13: MONITORING, OVERSIGHT, AND AMENDMENTS

13.1 Project Monitoring

The Grants and Procurement Department, in coordination with the relevant project department, shall monitor all active capital projects and report to the City Manager and City Commission on a quarterly basis, or more frequently as warranted. Reports shall include:

- Project status and percent completion.
- Expenditures to date versus budget.
- Projected final cost versus original budget.
- Anticipated project completion date versus original schedule.
- Any significant issues, risks, or scope changes.

13.2 Amendments to the CIP

The adopted CIP may be amended during the fiscal year as follows:

18. Minor administrative amendments (e.g., transfers within an approved project budget, changes to funding sources that do not affect total project cost) may be approved by the City Manager, subject to notification of the City Commission.
19. Material amendments (e.g., addition of new projects, deletion of approved projects, significant increases in project scope or budget) require City Commission approval by resolution.
20. Any amendment that involves new debt issuance requires a formal City Commission action consistent with the City's Debt Management Policy.

13.3 Annual Policy Review

This Policy shall be reviewed annually by the Finance Director, prior to the commencement of each budget cycle, and any recommended revisions shall be submitted to the City Manager and City Commission for consideration.

SECTION 14: EFFECTIVE DATE AND ADOPTION

This Capital Planning Policy is hereby adopted by the City Commission of the City of Apalachicola, Florida, effective upon the date of adoption indicated below. This Policy supersedes any prior capital planning policies, resolutions, or administrative directives inconsistent herewith.

______________________________	______________________________
Mayor, City of Apalachicola	City Manager, City of Apalachicola
Date: ____________________	Date: ____________________

Attest: City Clerk ______________________ Date: ____________

CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, August 10th, 2026

City Meeting Room – 74 6th Street

Agenda

Attendance: Jim Bachrach, Myrtis Wynn, Elizabeth Milliken, Bobby Miller, Lee McLemore

Regular Meeting: 6:00 PM

1. Approval of July 13th, 2026 regular meeting minutes.
    a. Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried.
2. Review, Discussion and Decision for Fence. **(R-2) @ 164 13th Street**. Block 139 Lot 2. Owner: Jeannie Walker; Contractor: Self.
    a. Jeannie Walker, Owner - Present. Summarized the request for a 6' white vinyl fence in the side yard of her property, connected to the front façade of the house by a gate on each side. A carport and shed at the back of the property make it difficult to install a fence in the rear yard, so this request is only for a fence along each side.
        i. Myrtis Wynn asked about the trees on the left side of the property. Owner confirmed that those trees are on the neighbor's property, or almost directly on the property line. The fence along this side the property will stop short of these trees accordingly.
    b. Motion to approve on the condition that the new fence must be entirely on the applicant's lot by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. **(R-1) @ 110 14th Street**. Block 93 Lot 3. Owners: Mark McVey and Carol Cavallaro; Contractor: Big Scrimpin'.
    a. Owners and contractor not present. City Planner summarized staff report and application material.

b. Motion to approve on the condition that the new fence must be entirely on the applicant's lot by Lee McLemore; 2nd by Myrtis Wynn – all in favor, motion carried.

4. Review, Discussion and Decision for Accessory Structure. **(R-2) @ 197 14th Street**. Block 140 Lots 6-7. Owners: Michael and Constance Sams; Contractor: WaterLife Pools.
   a. Drew Roberston, Contractor - Present. Explained the return to the P&Z Board as a result of the conditional approval issued for this property at the May 11th meeting. The property owners have determined the exact size and location of the accessory pool, as requested.
   b. City Planner summarized staff report.
   c. Motion to approve by Elizabeth Milliken; 2nd by Myrtis Wynn – all in favor, motion carried.
5. Review, Discussion and Decision for Demolition and New Construction (Residential). **(R-2) 300 24th Avenue**. Block 229 Lots 9-10. Owner: Keturah Washington; Contractor: Byrdson Services.
   a. Keturah Washington, Owner – Present. Summarized the request to demolish the existing home and replace it with a new home.
      i. Myrtis Wynn asked if the new home would be placed on the same slab as the existing home. Owner clarified that the current structure is a mobile home, and that will be replaced with a site-built home.
      ii. Owner also confirmed that one dedicated parking area would be provided on the property, rather than in the City's right-of-way.
   b. Motion to approve on the condition that one parking spot must be provided on the property by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
6. Review, Discussion and Decision for Parking Plan & Sidewalk Seating Layout. **(C-1) @ 25 Avenue D.** Part of Block E-2 Lots 1-3. Owner: Star Step Capital Florida Properties LLC.; Contractor: N/A.
   a. Carrie Pool, Representative - Present. Summarized previous discussion with the City Code Enforcement Officer and Attorney. According to their

conversation, as long as ADA requirement are met, the seating layout as proposed could be approved. She stated that the Owner is willing to go beyond the minimum required by the ADA: the minimum requirements is 36" from the street curb to the stools and bar top, and the proposal is for 37".

   i. Bobby Miller asked for clarification about the orientation of the drawing, and the relationship between the proposed stools and bar top, the building façade, and the curb. Representative explained the proposed seating layout.

b. City Attorney explained that this would be consistent with what has been permitted along this road: ADA requirements must be met and maintained. He further stated that, in the past, the travel lane has been between the chairs/stools and the front of the building, rather than forcing pedestrians to walk in between the chairs/stools and the curb. For restaurants specifically, the tables would be against the building; in that scenario, pedestrians would walk closer to the curb.

c. Elizabeth Milliken asked for more information about maintaining the walking space, specifically regarding the responsibility to keep it clear for pedestrian traffic. Who oversees keeping that space free and open? She expressed concern that when larger crowds gathered, pedestrians might be forced to walk in the street.

   i. City Attorney stated that City Code Enforcement and the Apalachicola Police Department keep an eye out on this issue. If businesses have repeated problems, there is a possibility for the sidewalk permit to be revoked.

d. Elizabeth Milliken asked what would be done if a similar request was made for a business on U.S. Highway 98. Bobby Miller stated that businesses on U.S. 98 have already had problems with pedestrians walking in the road.

        i. City Attorney clarified that if such an application came before the Board or City Staff, these safety concerns would be discussed accordingly.
    e. Motion to approve by Myrtis Wynn; 2nd by Lee McLemore – all in favor, motion carried.

7. Review, Discussion and Decision for Certificate of Appropriateness. **(RF) @ 125 Water Street**. Wharf Lots 15-16. Owner: Apalachicola Ventures LLC.; Contractor: GeoFlora Group LLC.
    a. Drew Robertson, Contractor - Present. Provided background information about the project. In the past there where three buildings on Wharf Lots 15 and 16. The southernmost (old cotton warehouse) building and the middle building were connected first years ago, followed by the northernmost (apartment) building. Today, all three of these buildings share the address 125 Water Street. Additionally, over the years, there has been a hodgepodge of different roof work done across all three buildings, including multiple shed roofs.
    b. Lee McLemore asked if there is any separation between the buildings, or if they are connected on ground level.
        i. Contractor stated that there is a through-way between the buildings now. He explained that the Owner requests to connect the second floor of the northern (apartment) and southern (warehouse) buildings, over the single-story middle building. The main existing roofline will remain unchanged, and the proposed gable roof will dead end into the northern building.
    c. Bobby Miller asked if the roof is the same level all the way across.
        i. Contractor stated that the roof is not the same level. He also added that the roof trusses of the northern building will need to be replaced, due to damage sustained by fire a few years ago. If necessary, the height of the roof of the northern building will be lower to meet the City's height limit of 35 feet when the repairs are made.

d. Bobby Miller asked for confirmation that the breezeway will be between the north building second story and the southern building.
    i. Contractor stated that because the southern building is two stories, it is sensible to eliminate multiple sets of stairs by connecting the second stories of the two buildings via the breezeway. However, there will still be direct access to the second story of the southern building via existing stairs.
e. City Planner summarized the staff report, with emphasis on the sections describing the nonconforming and historic status of the building and the option to approve the requested work through the issuance of a Certificate of Appropriateness.
    i. Contractor explained that the decision to calculate the square footage of the building using the "under roof" area is a result of the numerous decks, roofs, etc. attached to the building. Approximately 1,000 square feet of roofs will be removed on the river side of the property as part of this project, thereby lessening the total amount of roof on the site. In his opinion, this work will improve the overall appearance of the site and better blend the second stories of the southern and northern buildings together, though he is not an architect.
        1. Lee McLemore agreed that the current building is a complete hodgepodge of roofs, decks, additions, etc. Jim Bachrach also agreed but emphasized that Boss Oyster is an important historic building.
f. Bobby Miller asked for additional information about the material used for this modification, so the Board can determine it will fit in with the existing character of the building.
    i. Contractor stated that the metal siding material which cannot be retained will be replaced with new artificially weathered siding to match. None of the new material utilized will look like new material. The Boss Oyster restaurant itself will utilize the same logo and the

same sign, albeit repainted. He stated that the intent of the project at this stage is to reopen the restaurant. Additionally, he added that the restroom will be removed from the northern building. There are tentative future plans to use the northern building as additional seating space for the restaurant. However, for the time being it will essentially be an empty box of a building.

g. Contractor clarified that if the roofline project is denied, it will not kill the project for the entire site.
    i. Jim Bachrach stated that it's critical for the project to move forward; the existing building has been a detraction on that area of the city for many years.

h. Bobby Miller asked for more information about potential future phases of this project, as the total property contains more than this building. Is the intent to stop the bleed on the Owner's finances for the time being by reopening Boss Oyster? What comes after that?
    i. Contractor stated that the plan is to reach for low-hanging fruit first. The other project tentatively planned for the near future involves restoring the Miller Marine facility. Work is also proposed for the Taranto seafood building, provided that the roof can be replaced without damage to the existing concrete walls. As far as the hotel is concerned, the idea is to reopen it as is, perhaps with interior renovations to increase the size of some rooms. In essence, this will be a multi-phase project.

i. City Attorney addressed the issue of the floodplain variance granted by the City Commission in June 2025: the variance only includes the southern building and the middle building, not the northern building. If a floodplain variance is required for the northern building, the Owner will have to return to the City Commission to request one.
    i. Contractor stated that if the cost of the renovation to the northern building does not exceed 50% of the assessed value of the building, a floodplain variance is not required. He does not expect

that the cost of the roof replacement will exceed this 50% cap. However, if it does the Owner will request a floodplain variance and fight that battle another day.

j. Susan Keith, Resident – Present. Stated her concern that the northern building is not a historic building and was not included in the approved floodplain variance from 2025. Additionally, she is concerned that the elevations for the current project and the elevations presented to the City Commission in June 2025 do not match. Would a new floodplain variance not need to be issued in this situation? She also expressed agreement that this building is an eyesore to the area, and that it must be improved. However, the City should be careful to follow all the necessary steps to do so properly.
    i. Contractor affirmed that all three buildings are attached; there are roofs that span the entire collective building. He also stated that the Owner is not required to obtain a floodplain variance for the northern building because the cost of the work will not exceed 50% of the value of the property.

k. City Attorney summarized that the Contractor recognizes the northern building is not part of the approved floodplain variance, and if it is required that will be something for the Owner to pursue in the future. Ultimately, it is up to the Owner to seek the variance or not. It would only be necessary if construction costs exceed 50% of the building's value, i.e., if the building department tells them the costs exceed 50%, then a variance would be required.

l. Despina George, Resident – Present. Questioned whether the previously approved variance is still valid given the new design. She also stated that the floodplain variance is intended to be for the minimum amount of work necessary to preserve the historic character of the building.
    i. City Attorney clarified that a floodplain variance approved by the Floodplain Administrator and the City Commission is not the same type of variance issued by the Board of Adjustment. It only applies

to historic structures that would, upon repair, no longer conform with elevation requirements. The City Planner also stated that the variance does not expire; it is intended to run with the title of the property once granted.

m. Bobby Miller stated that this specific property has been sitting for 8 years in a state of disrepair, and that other historic buildings in Apalachicola have completely deteriorated due to neglect and lack of appropriate action taken to protect them. In his view, if someone is willing to invest the money to rehabilitate this building and allow the previous use of the property to resume, he will be inclined to support it. While he acknowledges that the Board must be deliberate in their decision making, they must also do what they can to ensure that more of City's historic buildings are not lost.
n. Motion to approve by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.

8. Review, Discussion and Decision for New Construction (Non-Residential). **(C-4) @ 01-09S-08W-8330-0000-0011**. Block M Lots 1-3, 18-20, Part of Lots 4 and 17. Owner: City of Apalachicola; Contractor: Arris General Contractors.

a. John Griffin, Contractor - Present. Provided background information on the project and the site. The kiosk is proposed to be located at the corner of Dr. Martin Luther King Jr. Avenue and Market Street, across the street from the Orman House. The site can be accessed via the existing sidewalk on Market Street. In 2016, the City of Apalachicola signed on to be part of the Big Bend Scenic Byway, which runs from Apalachicola to St. Marks, through the Apalachicola National Forest and back to Tallahassee. In total for the project there will be 32 kiosks, eight of which will be larger 10' x 10' detached structure. The kiosk proposed for Apalachicola is one of these 10' x 10' structures. The kiosk will contain information about the Byway itself, as well as the specific area where the kiosk is located.
b. Jim Bachrach asked how this project is being funded.
    i. Contractor stated that a combination of grants from the Florida Department of Transportation (FDOT), Federal agencies, and

private contributions to the Big Bend Scenic Byway Authority are funding the project. The grant is being managed by Leon County, as they have the personnel capacity to do so. The project has been discussed and planned for around 20 years, though construction has only just started this year

c. Bobby Miller asked if the structure was preconstructed.
    i. Contractor confirmed it would be, and that it could best be described as a metal gazebo.
d. Jim Bachrach commented that in the 2016 agreement, the City Commission already set the project up for everything they would need.
e. <u>Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried</u>.

Other/New Business:

1. **P&Z Board Member Feedback Questionnaire.**
    a. City Planner reminded Board Members to complete the feedback questionnaire by the next scheduled meeting in September. Electronic copies are available to Members upon request.

Outstanding/Unresolved Issues:

1. **Schedule Stormwater and Parking Workshops.**
    a. The City Commission approved the P&Z Board's request to workshop stormwater and commercial parking requirements. The Board decided to address parking first, followed by stormwater. The first of these workshops is tentatively scheduled for 5:00 P.M. on Monday, September 14th, before the regular meeting.

Motion to adjourn the meeting by Lee McLemore; 2nd by Bobby Miller.

All in favor – meeting adjourned at 7:25 P.M.

CITY OF APALACHICOLA

City Clerk's Department Monthly Report

August 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 8 Public Records Requests; Completed (4) 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

Transaction List

Sorted by Location No
From 07/16/2026 through 08/16/2026

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.	07/16/2026	Adjustment BIE	BIE		-809.49
			07/16/2026	Adjustment BIE	BIE		-453.35
10851	00206	NAT'L OCEANIC	07/24/2026	Adjustment ADJ FLAIR	ADJ		-471.02
10970	00284	SGI STATE PARK.	07/24/2026	Adjustment ADJ FLAIR PMT	ADJ		-1775.54
54353	00286	SILVA. SETH	07/30/2026	Adjustment ADJ	ADJ		-80.32
20610	00497	JOHN GORRIE ST	07/24/2026	Adjustment ADJ FLAIR	ADJ		-785.60
17750	17750	SGI STATE PARK. RV	07/24/2026	Adjustment ADJ FLAIR PMT	ADJ		-519.15
46716	32377	KASPER. ROBERT	08/11/2026	Adjustment			-14781.49
54550	32480	ANDERSON. ALEXA	07/29/2026	Adjustment BIE	BIE		-287.70
35224	33120	JONES. NATASHA C	07/30/2026	Adjustment FPO POOLADJ	FPO		-56.85
33186	33186	JANSEN. KATHY	07/31/2026	Adjustment PAJ	PAJ		-42.55
33770	33770	ASH. BRENDA	07/29/2026	Adjustment WLK 1XLEAK	WLK		-97.11
51715	40020	OLSON. MAXINE OR	08/03/2026	Adjustment ADJ SEASONAL	ADJ		-71.44
41140	41140	WEEMS MEMORIAL	08/03/2026	Adjustment PAJ BIE IN	PAJ		-25.00
44391	41320	STRINGFELLOW.	08/03/2026	Adjustment BIE	BIE		-38.52
43510	43510	SIMMONS. DOROTHY	07/16/2026	Adjustment BIE	BIE		-29.91
43910	43910	DEPT AG & CONS	07/24/2026	Adjustment ADJ	ADJ		372.23
43920	43920	NAT. ESTUARINE	07/24/2026	Adjustment ADJ FLAIR	ADJ		-1422.75
54648	45205	PICKETT. LISA A	07/21/2026	Adjustment READ ERROR			-180.77
54021	45486	LEIGH. TONY	08/06/2026	Adjustment BIE BILLED N	BIE		-326.89
48967	48967	PERKINS. GREGORY	08/03/2026	Adjustment ADJ	ADJ		1105.79
51350	51350	HICKS. BILLY	08/03/2026	Adjustment FPO POOL ADJ	FPO		-77.22
49456	52501	THOMAS. DAVID	07/31/2026	Adjustment BIE X2 $25	BIE		-50.00
50677	70012	GILBERT. SAMUEL	07/30/2026	Adjustment BIE $25LF ADJ	BIE		-25.00

Grand Totals

Adjustment

WATER	-10921.79
SEWER	-8694.04
GARBAGE	166.17
SUF	380.00
STORMWATER	8.00
WATER Penalty	-335.46
WATER Miscellanous	-155.00
	-19552.12

City of Apalachicola

Transaction List

Sorted by Location No

From 07/16/2026 through 08/16/2026

Account No	Location No	Customer Name	Count	Trans. Type	Reason Batch	Amount
Grand Totals						
				Adjustment		
			12	ADJ		-2602.94
			8	BIE		-2020.86
			2	FPO		-134.07
			3	NO TYPE		-14629.59
			2	PAJ		-67.55
			1	WLK		-97.11
			28			-19552.12

City of Apalachicola

Past Due Accounts

Where due date is before 08/16/2026

Account No	Location No	Name	Service Address		Service	Amount
Totals				Count		
				150	WATER	-80444.64
				101	SEWER	108234.54
				92	GARBAGE	14953.33
				2	SCIPIO CREEK	4643.96
				99	SUF	9003.21
				110	STORMWATER	1042.32
				2	BP RATES2022	5703.10
					Grand Total	63135.82

Total past due accounts: 169

City of Apalachicola Grant Projects August 2026

Current Projects

1. ***Title: Wells Rehab Maintenance Project- Project Completion December 2030***

Grant Dates: July 1, 2026 – December 31, 2030
Grantor: DEP and SAHM Funding (Supplemental Appropriation Hurricanes Helene and Milton) Drinking Water State Revolving Fund
Amount: $502,610 (100% Loan Forgiveness to a Grant)
Contractor: Rowe Drilling
Grant Management: City of Apalachicola
Purpose: Preventive well maintenance system for 3 newly modernized existing municipal wells using advanced resilient technology to reduce mechanical failure. The City is now disinfecting the wells with a chemical composition that has been created for the Apalachicola wells which will improve water quality and capacity. Rowe Drilling will be able to maintain the wells throughout the next 5 years.
Project Update: **Rowe Drilling contract executed and being approved with DEP. *Transfers to new Apalachicola Water and Sewer District 12/1/26.**

2. ***Title: African American Museum-Project completion December 2026***

Grant Date: November 1, 2021 – December 31, 2026
Grantor: Florida Department of State and American Rescue Plan Act
Amount: $1,250,000
Contractor: Monolith Construction and Bret Hammond Design.
Grant Management: City of Apalachicola
Purpose: Construction of African American Museum to memorialize the significant contributions of African Americans to the region, state, and nation.
Project Update: Weekly meetings on project to monitor construction with updated schedules. Contractor must be completed by 12/31/26. Meeting with Department of State (DOS) to begin financial closeout procedures. DOS has a Museum Operations grant that can be applied for after being open for 6 months. Grant is for $25,000 and the 1:1 match, 100% met with in-kind.

Scipio Dock Electrical Project-Estimated Project completion October 2027
Project/Grant Date: August 15, 2026 – October 15, 2027
Grantor: Franklin County, City of Apalachicola Capital Improvement Funding, State of Florida
Amount: $600K
Contractor: 3 Notch Group, RFP to follow for construction contractor
Grant Management City of Apalachicola
Purpose: Rebuild Scipio to pre-Michael status, construct electrical panel structure
Project Update: **FEMA Bric grant for $1.2 million will cover all electrical, lighting, and water repairs of Scipio if awarded. Application to be part of the new BRIC award submitted and the match is met by Franklin County's $128K Scipio funding, $100K in CIP was earmarked for Scipio in 2025, and in-kind labor covers any remaining match dollars.**

3. ***Title: IGA Ellis Van Fleet and 9th Street Lift Station (DEP)-Project completion Sept 2026***

Grant Date : December 15, 2025 – September 30, 2026

Grantor: DEP

Amount: $1.45 million

Contractor: Monolith Construction and Dewberry.

Grant Management: City of Apalachicola

Purpose: Repair and rehabilitate 2 Lift Stations, IGA and Ellis Van Fleet. IGA is off-line and a bypass pump is being used via Ellis Van Fleet. The City's lift stations are powerful pumps used to lift wastewater from lower elevations to higher elevations, allowing flow where gravity cannot move the waste.

Project Update: **Project is complete except for the generator install using sustainable, resilient infrastructure. DEP is funding the remaining expenditures through an alternative source. The stewardship funding is for the new Apalachicola Water and Sewer Project to be used beginning 12/1/2026.**

4. ***Title: Hill Community Project Building Section-Project completion September 2026 Sidewalks/Lighting Section to be determined by Commerce at a later date.***

Grant Date: April 1, 2021 – September 30, 2027

Grantor: FloridaCommerce CDBG Funding

Amount: $935,753 (Additional funding pending)

Contractor: Hydra Engineering

Grant Management: City of Apalachicola and Gouras Associates

Purpose: Revitalize the Hill Community and its economic vitality by repairing and upgrading 2 buildings-The Mini-Mart and AJ's. Sidewalks and lighting will follow the building portion dependent on additional funding from Commerce.

Project Update: **Project is 90% complete. Final construction awaiting Duke Energy's relocation of utility infrastructure.**

5. ***Title: Riverfront Revitalization Community Project- Project Completion September 2027***

Grant Date: April 4, 2021 - September 30, 2027

Grantor: FloridaCommerce CDBG Funding

Amount: $4.8 million

Contractor: Halff Associates

Grant Management: City of Apalachicola and Gouras Associates

Purpose: Revitalization of business and public areas in the Riverfront District to include private business docks, public docks, sidewalks, lighting, and parking areas.

Project Updates: **RFP proposals opened, ranked, and Notice of Intent for Awards will post Aug 26. Contracts are drafted and will be executed by Sept 1.**

6. ***Title: Flo-Vac Sewage Collection Upgrades-Project completion December 2026***

Grant Date: December 19, 2025 – December 1, 2026
Grantor: DEP State Appropriation
Amount: $1.19 million
Contractor: Flo-Vac Technology. Grant management by the City.
Grant Management: City of Apalachicola
Purpose: City needs to be able to monitor stormwater issues throughout the City and receive alerts immediately resulting in quick repairs to prevent stormwater flooding.
Project Updates: **In progress. No issues to report. Project will be complete by early Fall 2026. DEP is funding the remainder of this project with money from other funds. The stewardship money is with the new Apalachicola Water and Sewer District and cannot be accessed until 12/1/26.**

7. ***Title: V-Dock Piers Project Phase I & II-Project completion June 2027***

Grant Date: September 1, 2025 – September 30, 2027
Grantor: Tourist Development Council and City of Apalachicola
Amount: $1,670,000
Contractor: HG Harders
Grant Management: City of Apalachicola
Purpose: Rebuilding the V-Pier dock for locals and tourists.
Project Update: **Phase II will begin October 2026.**

8. ***Title: Avenues Stormwater Repairs (M0016)-Project completion October 2026***

Grant Date: January 1, 2022 – September 30, 2027
Grantor: FloridaCommerce CDBG Funds
Amount: **$3,691,869**
Contractor: Dewberry and Hinterland Construction
Grant Management: Gouras Associates and City of Apalachicola
Purpose: Infrastructure projects to repair stormwater systems-repairs, upgrades, cleaning, videoing, and rehabilitating 6400 linear feet of the City's Stormwater Infrastructure.
Project Update: **The project has been extended until October 2026.**
CDBG funding being used to fund the continued rehab of the three wells with Rowe Drilling replacing Subsurface. Rowe is handling engineering and repair services.

9. ***Title: Critical Asset Flood Management-Project completion June 2027***

Grant Date: March 3, 2025 – June 20, 2027
Grantor: Florida Dept of Environmental Protection Resilient Florida Fund
Amount: $2,403,500
Contractor: Inovia
Grant Management: Bay Media and City of Apalachicola
Purpose: This grant will fund projects that help communities adapt to and mitigate the impacts of flooding and sea-level rise by identifying nuisance flooding drainage issues. Apalachicola will replace and retrofit pipe systems at multiple roadway intersections, add inlets, pipes, water quality vaults, crown reconstruction, construction of roadway conveyance systems.
Project Update: **Bid package is being rewritten by the City and will post Aug 30 to Sept 30.**

*10. **Title: Wastewater Treatment Plant (WG038/ 22SRP17)-Project timeline pending***

Grant Date: March 12, 2021 – September 30, 2029
Grantor: DEP
Amount: **$13,381,516 for Package A and estimated $12 million for Package B.**
Contractor: Dewberry, North Florida Construction
Grant Management: Gouras Associates and City of Apalachicola
Purpose: Constructing facility improvements including demolishing and replacing the headworks structure, screening and grit removal equipment, demolishing and replacing the in-plant re-use pump station, demolishing and replacing the plant drain pumping station, a new electrical building. controls, emergency diesel-driven generators.
Project Update: **The project is progressing on schedule and last of the ODP direct purchases will be completed during Fall 2026. City is closing the first grant agreement and funding shifting to 22 SRP17.**
***Transfers to new Apalachicola Water and Sewer District 12/1/26.**

11. ***Title: Old City Hall Middlebrook-Phase III Project completion August 2026***

Grant Date: August 8, 2023 - September 30, 2026
Grant: Division of Historical Resources
Amount: $395,000 plus $48,750 In-Kind Match and $50K Cash
Contractor: Mark Tarmey, Oliver Sperry
Grant Management: Bay Medi Consulting and City of Apalachicola
Purpose: Complete the City Hall renovation and support ongoing repairs from National Park Service grant. Phase III will be completed in August 2026 consisting of the entire first floor and can be occupied. Phase IV is the final phase and includes the second floor and flood mitigation measures.
Project Update: Phase III underway and a grant application to fund Phase IV was applied for through DHR.

*12. **Title: Avenue H Parking Lot, June 1, 2027***

Grant Dates: June 1, 2023 – June 1, 2027
Grantor: Legislative Appropriation and FDOT
Amount: $135K
Contractor: City Public Works Department and Jason White Construction
Grant Management: City of Apalachicola
Purpose: Construction of a new parking lot in downtown Apalachicola
Project Update: Marston Associates are providing engineering design and planning services for a permeable parking lot design. RFP will be issued in Sept for construction.

13. ***Title: Avenue B Pipe Repairs, June 30,2027***

Grant: DEP Appropriation to fix the underground pipes at Avenue B
Grantor: Legislative Appropriation and DEP
Amount: The original grant was for $100k but the City has applied for additional funds to complete the project.
Contractor: Jason White Construction

Grant Management: City of Apalachicola
Purpose: Repair terra-cotta pipes at Avenue B to prevent flooding and road caving in.
Project Update: **Urban Catalyst completed the new designs/plans. Jason White Construction under contract for construction.**

14. ***Title: Market Street Vacuum Station, Project timeline pending***

Grant: New Vacuum Station, Market Street
Grantor: FDEM and FloridaCommerce CDBG
Amount: Phase I-$150,000, Phase II-Full Funding through FEMA and CDBG
Grant Management: City of Apalachicola
Contractor: Madrid CDG for Design. Procurement in summer of 2026 for construction.
Grant Purpose: The City needs a new vacuum station to manage the needs of the business community.
Project Update: **Weekly meetings with FDEM about reimbursements and closeout. Bi-weekly meetings with Commerce for their match funding. Will receive funding from FDEM and Commerce by Oct 1. No additional information regarding construction timeline.**
***Transfer to new Apalachicola Water and Sewer District 12/1/26.**

15. ***Title: New Municipal Well Construction, Project completion December 2031***

Grant: New Municipal Well Construction
Grantor: Supplemental Appropriation for Helene and Milton, DEP
Amount: $1,500,000
Grant Management: City of Apalachicola, Apalachicola Water and Sewer District
Contractor: Engineering Services RFP won by Donovan Hill Group. Contract to be approved by DEP.
Project Update: Contract to be approved by DEP and executed shortly with DHG.
***Transfers to new Apalachicola Water and Sewer District 12/1/26.**

16. ***Title: New Total Organic Carbon Water System, Project completion December 2031.***

Grant: New TOC Water System
Grantor: Supplemental Appropriation for Helene and Milton, DEP
Amount: $15.5 million
Grant Management: City of Apalachicola, Apalachicola Water and Sewer District
Contractor: RFP is out for Engineering Services. Opens up on Sept 23rd.
***Transfers to new Apalachicola Water and Sewer District 12/1/26.**

Current Grant Applications:

1. Florida Department of Transportation (DOT): The City submitted the FDOT Small Scope application on March 24, 2026, using the same funding program that repaired Leslie Street. Grant application Scope of Work (SOW) will replace and repair one block of Commerce Street from Avenue F to G.
Grant Update: The City's application, **2026 Small County Outreach Program for Municipalities (SCOP M) District 3, Restoring and Repairing Apalachicola's Commerce Street Avenue F to Avenue G,** has been deemed "Complete" and accepted by FDOT. Application is currently being ranked.
FDOT will be making their decision by end of August 2026.
Total funds requested: $472,000.
Match: No Match Required

2.Division of Historical Resources (DHR): A DHR Special Category application to complete Phase IV (Last Phase), work on Old City Hall will be submitted when the delayed grant cycle opens. We were approved for funding in 2025, but Special Categories Funding was not part of the legislative budget. The City is reapplying and hopeful we will receive funding to complete the historic restoration of this treasured landmark.
Total Funds Requested: $300,000.
Match: $18,500

3. Law Enforcement Grants: The City will be applying for the following items:
-New patrol vehicle to continue with the annual replacement program for the Police Department.
-Code Enforcement Officer/HarborMaster requires a new vehicle and a boat to effectively manage, monitor, and enforce regulations across land and water.
-Law enforcement technology upgrades to include town-wide cameras, training, and monitoring stations.

4. Community Planning Technical Assistance Grant Program: FloridaCommerce's grant program to fund the City's statutorily required updates to its Comprehensive Plan. The City wrote and submitted a grant application titled, **City of Apalachicola's Comprehensive Plan: 10 and 20-Year Planning Horizon Population Alignment,** to identify and implement required statutory updates to the City's Comprehensive Plan requiring 10-year and 20-year planning horizons and updating the Future Land Use Map series ensuring compliance with state regulations, protecting the local economy, and enabling controlled, sustainable development in a designated Area of Critical State Concern. Apalachee Regional Planning Council will implement this project and the City will provide grant management.
Total Funding Request: $75,000
Commerce will be making their decision by the end of August 2026.
Match: No Match Required

5. Florida Department of Environmental Protection Resilient Florida Grant Program: City will submit a grant application for Package B of the Wastewater Treatment Facility Plant. Discussions have been ongoing with DEP concerning this critical funding.

Total Funding Request: $15 million
Match: No Match Required
***Transfers to new Apalachicola Water and Sewer District 12/1/26.**

6. ***Resilient Florida Planning and Implentation Grants:***
Grant Application: July 1, 2026-September 1, 2026
Grant Purpose: Implement projects that the City has already completed studies and assessments and repair the deficiencies.
Grant Amount: Varies
Grant Project: City is applying with 5 grant projects by Sept 1, 2026, that require ZERO matches approved by the Commission in previous meeting.
-Drainage Basin repairs from both completed studies for $3 million.
-Stormwater repair (pipes, relining, etc) to complete funding of LPA0451 deliverables which was partially funded by the legislative appropriation for $100K.
- Stormwater retrofitting with repairs, inlets, water quality vaults at 5 locations for $2.5 million.
-Flood mitigation equipment for downtown vulnerable assets (Old City Hall and HCA) through purchase of a mobile SERT trailer equipped with (3000 x 24) Tiger Dams Bundle for $250K.

Future Grant Applications

Title: Coastal Partnership Initiative Grant Program:
Grant Application: Sept 1 – 31, 2026
Grant Purpose: Waterfront revitalization, park planning and improvements, improving community resiliency.
Grant Amount: $60,000
Match: No Match Required
Grant Project: Scipio Creek pilings replacements. All pilings are in dire need of replacement, and this award to be used to begin this process.

Possible Grant Applications

Title: Clean Vessel Act (CVA):
Grant Application:
Grant Purpose: Coastal Public Pumpout Station to upgrade any marina's waste-handling facilities
Grant Amount and Purpose: 75% of the entire project will be funded including City personnl for labor to operate, maintain (Scipio Creek, Riverfront, any City marina).

Title: KABOOM PLAYGROUNDS
Grant Application: Rolling
Grant Purpose: Assist with new playgrounds that are environmentally friendly and sustainable
Grant Amount: 70% of the total costs.
Match: 30%
Grant Project: Battery Park or the Splashpad and TDC will serve as the Match

Title: SHADE STRUCTURE PROGRAM by American Association of Dermatology
Grant Application: Oct 1 – Dec 31, 2026
Grant Purpose: Shade Structure for Playground and Park Areas
Grant Amount: $8,000 per structure
Match: No Match Required
Grant Project: Any picnic table, play area, parks in the City

****Note for Special Programs for Residents of Florida*:**

1. The Florida Hometown Heroes Housing (HTH) Program makes homeownership affordable for eligible workforce occupations. This program provides down payment and closing cost assistance to first-time, income-qualified homebuyers so they can purchase a primary residence in the community in which they work and serve. The Florida Hometown Heroes Loan Program also offers a lower first mortgage interest rate and additional special benefits to those who have served and continue to serve their country.
   Go to: Hometown Heroes Program

2. My Safe Florida Home: This program provides **free home hurricane inspections** to show you how to make your house stronger. It also offers matching grant money up to $10,000, to help you pay for stronger garage doors, impact windows, and hurricane roofs. Making these fixes can drastically lower your home insurance costs.
   Go to: Grants & Inspections Available - Helping Florida GET READIER for Hurricanes! - My Safe Florida Home

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

August 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: 2 cases in progress, waiting on hearing date from Magistrate; 1 Resolved**
- **Fence violations: 1 in progress;**
- **Nuisance violations involving trash, waste, inoperable vehicles, etc.: 21 cases in progress, waiting on hearing date from Magistrate- 4 resolved**
- **Building permit violations: 1 in progress, waiting on hearing date from Magistrate.**

Battery Park

- 1 slip paid for year- $1,819.77
- Monthly payments- $7,267.32
- Gross Total - $9,087.09.
- Processing Fees – (-$247.92)
- Net total - $8839.17

Scipio Creek

- Past due balances received- $1000
- Monthly payments- $4,328.97
- Gross Total - $5,328.97.
- Processing Fees – (-$77.34)
- Net total - $5,251.63

Riverfront Transient from Dockwa

- Gross Total - $1,075.10
- Processing fee – (-$40.46)
- Net Total - $1,034.64

APALACHICOLA POLICE DEPARTMENT

August 2026

Extra patrol and signage was used throughout town at the request of citizens in residential neighborhoods.. School is back in session, so we are back on school duty this month.

August 2026 Totals

Traffic Stops: (includes golf carts)	70
Arrests/ Warrant Requests	3
Traffic Accidents	5
Burglary/Theft calls	5
Assist Citizens/ Complaints/investigations	200
Trespass	1
Business alarm calls/building checks	144
assist other agencies	28
Assist Animal control	2
Domestic cases involving violence/disturbance calls	1

Total calls from dispatch 500

Apalachicola Volunteer Fire/ Rescue Monthly Report

Month: July 2026

46 calls

Accidents 2

Lift Assist 29

Meetings 2

Brush Fire 1

House Fire 1

Vehicle Fire ______

Gas Leak 1

Life Flight 6

Search & Rescue ______

Training 1

Vessel Fire 1

Transformer Fire 2

1st Responder calls 29

Fire Fighter Attendance:

1. George Watkins	13
2. Fonda Davis	10
3. Ginger Creamer	38
4. Albert Floyd	11
5. Rhett Butler	8
6. Bruce Hoffman	6
7.	
8.	
9. Troy Segree	36
10.	
11. Andrea Pendleton	23
12. Avery Scott	6
13. Hunter	2
14. Row Scarabin	11
15. Anthony Croom	8
16.	
17. Daijon Penemon	4
18. Shannon Segree	17
19. Adam Joseph	12
20. Craig Gibson	4

Additional Notes: ______

Recorded By: ______

Date: ______

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

August Planning and Zoning Board

- → Answered phone calls and emails from Board members.
- → Attended August P&Z Board regular meeting on August 10th, 2026.
- → Prepared August P&Z Board regular meeting minutes.
- → Sent follow-up emails as needed to applicants regarding the Board's decisions.

September Planning and Zoning Board

- → Accepted and reviewed six applications (*as of August 18th, submission deadline August 28th at 5:30 p.m.*):
    - o 136 17th Street.
    - o 235 11th Street.
    - o 132 Sawyer Lane.
    - o 71 13th Street.
    - o 180 7th Street.
    - o 160 Avenue D.
- → Prepared September P&Z Board regular meeting draft agenda, agenda summary, and staff reports for each application.
- → Prepared commercial parking ordinance material for September workshop (before regular meeting).

Miscellaneous

- → Answered questions from the public and City Staff:
    - o Allowable uses in specific zoning districts.
    - o Fence ordinance.
    - o New construction permitting requirements.
    - o Boat-lift canopy covers permissibility/permitting requirements.
    - o Sidewalk permitting requirements.
    - o Historic building modification review process and permitting requirements.
    - o Planning and community development department fee schedule changes for FY 26-27.
- → Prepared board action question form for ARPC's FY 26-27 planning services contract.

Apalachicola Margaret Key Public Library
August 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!

August 2026 Statistics:
– 1,761 patrons visited our library this month! – 47 new accounts opened (!) – 245 patrons used our computers – 516 books/movies/audiobooks circulated – 335 items donated to the library – $500.75 collected as library revenue – 80 hours donated by our wonderful volunteers – 58,353 people reached on social media

During such a hot August, the library was the coolest place to be! School started back, and we are so excited to welcome back the students. Early in the month, the library had its annual table at the Apalachicola Bay Charter School Open House; signing families up for library cards and letting them know about all the library has to offer. It's great to be next to the ABC School, where kids can easily walk over at the end of their school day. We routinely see at least 10 kids after school and have days where the library fills up (!) Students use our four public computers, visit with each other, read, or do homework. To assist with the latter, the library began a Homework Help program a few years ago, which connects volunteer tutors with students needing the support. This service is available freely to any student in Franklin County. Parents/guardians just need to contact the library to sign up. We also offer Wednesday Arts & Crafts, and a monthly STEAM activity. While our library does not have an official after-school program, serving students is an extension of our mission to serve the public, and adds a distinct joy to our days. This month, we are especially grateful to the ABC School for their patience as we've been repaving our parking lots and doing much needed landscaping. We hope to have this completed by the end of September—just in time for Fall!

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 *17* 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