

# Apalachicola CRA Meeting

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Agenda  
May 30, 2019

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Financial Report
- V. Board Member Communications
- VI. Director's Report
  - USDA Water Project funding status
  - USDA Rural Business Development Grant
  - Additional Grant Opportunities
  - Legislative Update
  - Electric Car Charging Stations
  - Visit by Department of Economic Opportunity
  - Public Forum Planning
  - Annual Report
  - New State Requirements for CRAs
  - Kayak Launch
  - Sign Project
- VII. Public Comment
- VIII. Unfinished business
  - CRA Plan Update Timeline/Forums
- IX. New business
  - None at this time
- X. Adjournment

# City of Apalachicola CRA

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Minutes of the April 25, 2019 Meeting

Present: Mayor Van Johnson, Commissioner Jimmy Elliott, Commissioner Brenda Ash, Commissioner Anita Grove, Jim Bachrach, Augusta West.

Jim Bachrach called the meeting to order. Commissioner Ash made a motion to approve the agenda which was seconded by Mayor Johnson and passed unanimously. There was a motion to approve the minutes of the last meeting by Mayor Johnson. The motion was seconded by Commissioner Elliott and passed unanimously.

Jim Bachrach presented the financial report. He noted that the Main Street contribution to the Director's salary and benefits will begin in May. Commissioner Ash asked about indicating the funds owed to the CRA by the City on the budget. There was a motion to approve the financial report by Mayor Johnson. The motion was seconded by Commissioner Elliott and passed unanimously.

There were no Board Member Communications.

Augusta West provided the Director's Report, beginning with the USDA \$1,230,730 grant/ \$474,000 loan funding package for the water project. She has been following up on additional documents that were requested to complete the file at this stage of the process. The USDA Rural Business Development Grant application for fund the construction of sidewalks, pervious parking, and lighting in the Bowery District is under review and a decision is expected in June. The Electric Car Charging Station Project is expected to be completed by summer. Augusta noted that she attended the Florida Redevelopment Association Academy's Budgeting, Funding & Reporting course on March 15 in Orlando and passed the course exam. She is coordinating with Department of Economic Opportunity for a site visit to discuss the City's challenges and opportunities for state resources to address them. She has updated the grant opportunity matrix to organize relevant potential funding opportunities and their timelines throughout the year. Augusta noted that lobbyist Patrick Bell was working on funding from the legislature to assist the City in moving forward with infrastructure needs and/or SRF default relief through appropriations. The Apalachicola Environmental Stewardship Bill languished due to some controversy about its funding source. Efforts this session were much more difficult without a House Representative. The kayak launch and sign projects have been on hold.

Next, there was a discussion of state and federal grant opportunities. These included USDA Community Facilities grants, the USDA Rural Business Development Program, USDA Technical Assistance grants, USDA Housing Preservation grants, DEO Community Planning Technical Assistance grants, the Governor's Job Growth Grant Fund, Florida Recreation Development Assistance grants, the Florida Boating Improvement Program, and the Boating Infrastructure Program. The need for downtown streets to be repaved and for lighting improvements on Commerce Street was discussed. Commissioner Ash and Mayor Johnson recommended that Augusta coordinate with the County regarding their paving list and that perhaps a Rural Business Development Grant could address Commerce Street lighting. It was noted that the CRA could

potentially partner with David Walker of the FAMU Business Innovation Center on Technical Assistance grants or other opportunities. Commissioner Grove suggested that grant funds be used to create parking for the parking mitigation program. Commissioner Grove also stated that she would like the sign project to move forward.

There was no Public Comment.

A summary of the plan update meeting was discussed. It was decided that two forums be hosted to gather public input into the process with one to be held at Holy Family to focus on the priorities of the Hill neighborhood with a second forum to be held at the Community Center with a focus on business/economic development. Augusta is talking with the Apalachee Regional Planning Council about facilitating the meetings and additional opportunities for grants.

The meeting was adjourned.

CITY OF APALACHICOLA LINE ITEM FINANCIAL STATEMENTS  
 FOR PERIOD ENDED APRIL 30, 2019  
 SPECIAL REVENUE FUND - APALACHICOLA COMMUNITY REDEVELOPMENT AGENCY

GL#	TITLE	ADOPTED BUDGET	AMENDMENTS	AMENDED BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET	REMAINING BALANCE
<b>REVENUES</b>								
45042	CRA TAX INCREMENT	36,000.00	9,000.00	45,000.00	4.25	42,001.40	93%	2,998.60
45043	DONATIONS	2,000.00		2,000.00			0%	2,000.00
45044	SPECIAL EVENTS	5,000.00		5,000.00			0%	5,000.00
45045	MAIN STREET CONTRIBUTION	25,000.00		25,000.00	4,199.63	4,199.63	17%	20,800.37
45046	GRANT - USDA RURAL BUSINESS DEVELOPMENT	225,000.00		225,000.00			0%	225,000.00
11035	CASH BALANCE BROUGHT FORWARD	10,000.00	2,000.00	12,000.00			0%	12,000.00
	<b>TOTAL CRA REVENUE</b>	<b>303,000.00</b>	<b>11,000.00</b>	<b>314,000.00</b>	<b>4,203.88</b>	<b>46,201.03</b>	<b>15%</b>	<b>267,798.97</b>
<b>EXPENSES</b>								
514120	SALARIES	38,000.00		38,000.00	3,166.67	22,166.69	58%	15,833.31
514210	SOCIAL SECURITY	2,900.00		2,900.00	239.03	1,673.21	58%	1,226.79
514220	RETIREMENT	3,100.00		3,100.00	261.57	1,830.99	59%	1,269.01
514230	GROUP INSURANCE	7,000.00		7,000.00	532.36	3,726.52	53%	3,273.48
514310	PROFESSIONAL SERVICES	2,000.00		2,000.00		500.00	25%	1,500.00
514520	OPERATING EXPENSES	3,000.00		3,000.00	2,190.10	2,860.10	95%	139.90
514400	TRAVEL & TRAINING	2,000.00		2,000.00		1,338.55	67%	661.45
514320	SIGN REPLACEMENT PROGRAM	10,000.00	(10,000.00)					
514321	MICRO PROJECTS		15,000.00	15,000.00			0%	15,000.00
11021	TRANSFER TO GENERAL FUND	10,000.00	6,000.00	16,000.00			0%	16,000.00
514351	GRANT - USDA RURAL BUSINESS DEVELOPMENT	225,000.00		225,000.00			0%	225,000.00
	<b>TOTAL CRA EXPENSES</b>	<b>303,000.00</b>	<b>11,000.00</b>	<b>314,000.00</b>	<b>6,389.73</b>	<b>34,096.06</b>	<b>11%</b>	<b>279,903.94</b>

# Apalachicola CRA Director's Report: May 2019

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## **USDA Grant/Loan Funding Package for Drinking Water Improvements**

A post-obligation conference has been scheduled to take place in June to move forward with closing. This follows last month's Letter of Agreement for a \$1.7 million federal funding package for drinking water improvements signed by the City and USDA. The package consists of a \$1,230,730 grant and a \$474,000 long-term low-interest loan to fund the installation of the improvements required by the Florida Department of Environmental Protection to address the Trihalomethane (TTHM) compliance issue in our municipal water. The project engineer, Inovia Consulting, is working to finalize updated construction documents and will then move forward with the bidding process, which should take approximately three months. Site preparation work can begin within 30 days of the bid being awarded. The construction phase is expected to take approximately six months. The completed installation of the filtration system is expected to lift the DEP Consent Order and its associated fines.

## **USDA Rural Business Development Grant**

The application package is under active review by the State USDA office, and I have provided additional documentation as requested. This project is for new pervious parking, lighting, and sidewalks on Water Street and Avenue G as well as sidewalk repair on Commerce Street. I expect a determination of funding by the end of June. I have received positive feedback thus far. This program is a 100% grant with no match required by the City. If funded, construction is expected to commence this fall. I met with Betty Webb, City Manager Ron Nalley, and Engineer Deji Ajose-Adeogun with Dewberry Consulting about dovetailing the RBDG project with a stormwater project slated for the same area with funding from the Northwest Florida Water Management District. Dewberry is working on a pilot project using pervious paver construction that provides on-site nutrient absorption from runoff. There may be some additional funding available to enable us to utilize this technique with the RBDG project. We will continue to coordinate on these projects. In addition, I recommend that a second RBDG project be developed over the next few months for the next application period which opens in the spring of 2020.

## **State Legislative Agenda**

Although the Apalachicola Environmental Stewardship Bill was hindered this past session by not having a House representative and some controversy surrounding its funding source, we have been encouraged to present a modified bill next session, and strategizing has begun. Rep. Lorraine Ausley reached out to me through Patrick Bell and requested a meeting regarding next steps for the bill. She indicated that she sees a path forward, working in conjunction with Rep. Raschein and others. She urged that we start preparing now for next session. A follow up meeting with her Legislative Aide is being scheduled. Rep. Ausley recently spoke with Rep. Raschein about the bill. Patrick Bell reports that Jason Shoaf has already agreed to sponsor the bill if elected to the House seat vacated by Halsey Beshears. Patrick Bell also facilitated a conversation with Julie Dennis, former DEO Director of the Division of Community Development, who oversaw the Area of Critical State Concern program and worked with the Keys to help draft their successful Environmental

Stewardship Bill. Now a consultant, she submitted a Community Planning Technical Assistance grant proposal on the City's behalf that outlines tasks that will help achieve the legislative intent of the Area of Critical State Concern designation. It also allows for Hurricane Michael recovery planning. She indicated that the ACSC planning will strengthen the City's position as we pursue legislative funding next session. I collaborated on this proposal. In particular, the potential for infrastructure and housing funding would be of great benefit to the CRA district.

### **Additional Grant Funding**

Lately I have focused most of my grant research on funding opportunities to address the needs of the Hill portion of the CRA district. I have had conversations with staff at the Department of Economic Opportunity, USDA, the Apalachee Regional Planning Council, and others about grant programs that fit CRA initiatives.

### **Electric Car Charging Stations**

The "Park and Plug" stations are being installed now and should be operational soon. The locations for the three stations are: Avenue F in front of the old Ford lot, on Avenue D near the Hayes House, and on Commerce Street alongside the Visitors Center. This is a pilot project by Duke Energy, and installation is at no charge to the City. Project completion will position Apalachicola as the only site with public electric car charging stations between Panama City and Tallahassee. This will attract visitors who are part of the growing electric car market to shop and dine in Apalachicola while their vehicles are charging. Next I will facilitate signage and promotion of the stations in coordination with the City and Duke Energy.

### **Visit by Department of Economic Opportunity**

Patrick Bell is coordinating with Mario Rubio, the newly appointed Director of Community Development, for a site visit by DEO staff to discuss opportunities for resources to address the City's challenges.

### **CRA Plan Update/Public Forums**

Two public forums to gather community input on the CRA plan are being planned. One will be held at Holy Family to focus on the priorities of Hill neighborhood residents, and the other will be held at the Community Center with a focus on the needs of businesses. Apalachee Regional Planning Council staff will facilitate the meetings. ARPC staff and a consultant with experience in CRA planning may also be able to assist with drafting an updated plan at little to no charge for their professional services.

### **CRA Annual Report**

The required annual report will be completed as soon as the CRA's financial numbers are available from the auditor. I have provided documentation requested to facilitate this.

### **New State Requirements**

CS/HB 9 passed the Legislature this session and provides for increased accountability and transparency requirements. In summary, the new legislation:

- Requires ethics training for all CRA board members;

- Requires the CRA to use the same procurement processes as the city or county;
- Revises the annual reporting requirements for agencies;
- Allows for extensions of CRA terms beyond 2039;
- Limits the extension of outstanding bonds' maturity beyond 2039;
- Updates state agency requirements when declaring inactive CRAs;
- Allows the amounts of funding by each taxing authority who passes the funding ordinance of a CRA trust fund to be lowered to 50%;
- Requires all CRA expenditures to be pursuant to the annual budget;
- Such budget/amendments shall be submitted to the county 10 days after approval;
- Revises the list of allowed expenditures by a CRA;
- Allows end of fiscal year carry over of project funds beyond the 3 year limitation;
- Revises audit requirements;
- Requires the audit to accompany the annual financial report under 218.32;
- Effective October 1, 2019.

#### **Kayak Launch**

This project has been on hold.

#### **Signage Project**

This project has been on hold.