

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, OCTOBER 8, 2024 – 6:00PM
FORMER APALACHICOLA MUNICIPAL LIBRARY
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-minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

I. Call to Order

- **Invocation**
- **Pledge of Allegiance**

II. Agenda Adoption

III. Presentation: African American Museum 95% Completed Documents

IV. Public Comment

V. New Business

- 1. Letter of Support for EWSD infrastructure Grant Application**

VI. Unfinished Business

- 1. Grant Application Approval Policy (Draft)**

VII. Mayor and Commissioner Comments

VIII. City Manager Communications - Report Attached

IX. Finance Director Communications - Report Attached

X. Attorney Communications

XI. Consent Agenda

Commission Meeting Minutes Adoption: 8.6.24 Regular Meeting Minutes; 8.20.24 Workshop Meeting Minutes; 8.27.24 Workshop Meeting Minutes; 9.24.24 Public Hearing & Special Meeting Minutes

XII. 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.

THE CITY OF APALACHICOLA
MUSEUM OF
AFRICAN AMERICAN CULTURE AND HISTORY



95% CONSTRUCTION DOCUMENTS PROGRESS PACKAGE
10.08.2024



AGENDA

1. SITE & FLOOR PLANS PROGRESS

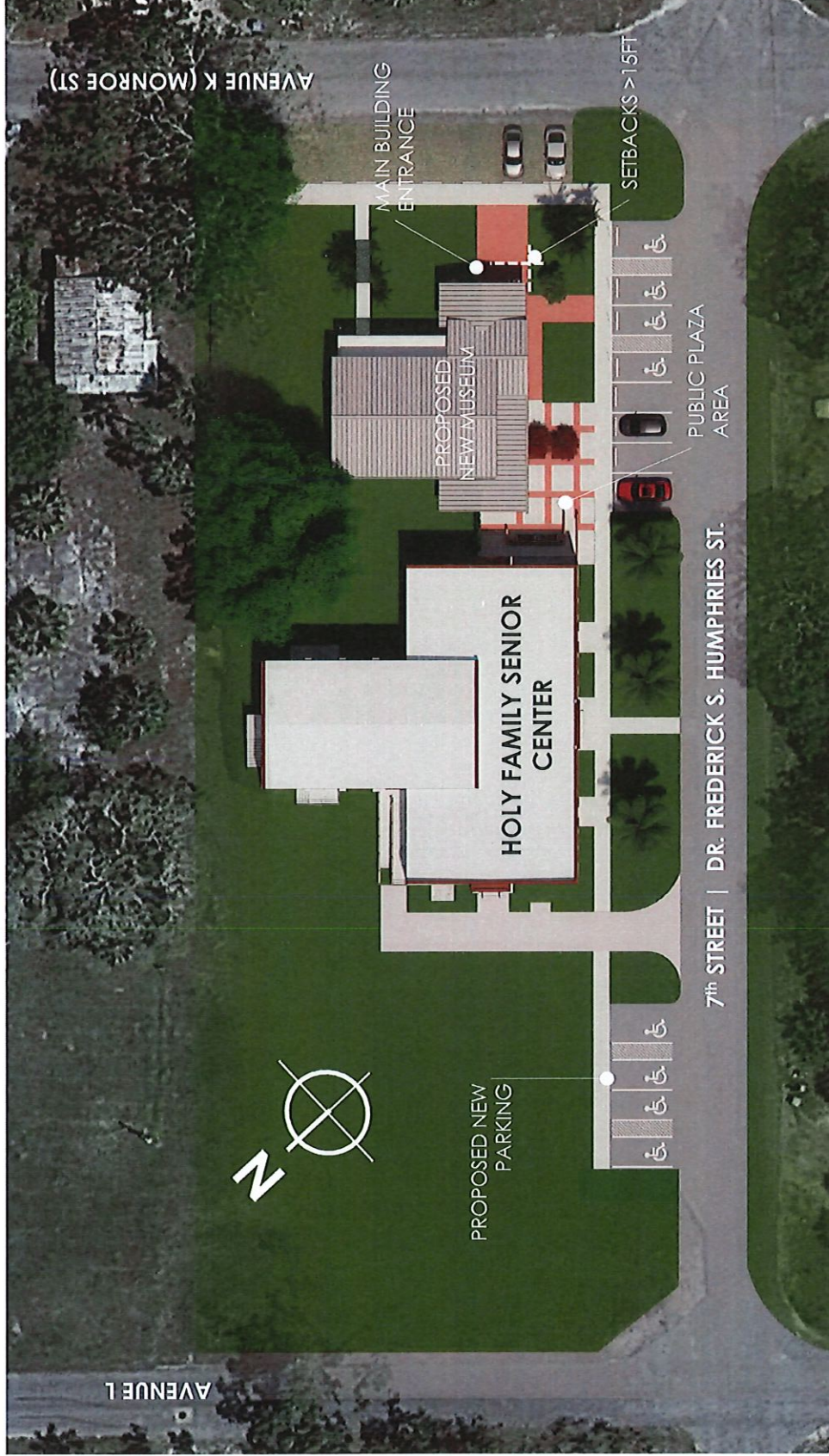
- CONCEPTUAL & 95% SITE PLANS
- 50% & 95% OVERALL SITE PLANS
- CONCEPTUAL, 50%, & 95% 3D FLOOR PLANS

2. EXTERIOR & INTERIOR PROGRESS

- EXTERIOR CONCEPTUAL DESIGN & 'MOOD' IMAGES
- EXTERIOR CONCEPTUAL VIEWS
- EXTERIOR 50% DESIGN VIEWS
- EXTERIOR 95% DESIGN VIEWS
- INTERIOR CONCEPTUAL VIEW
- INTERIOR 50% VIEW
- INTERIOR 95% VIEWS



CONCEPTUAL SITE PLAN



SITE CONCEPTS 01/16/2024

- PUBLIC PLAZA FOR GATHERINGS, ART DISPLAYS, PRE-FUNCTION EVENTS ETC.
- MAIN ENTRANCE WILL BE OFF OF AVENUE K
- RE-CONFIGURED EXISTING PARKING.
- NEW MUSEUM IS SET BACK FROM HF CENTER TO "HONOR" ITS PRESENCE.
- NEW SIDEWALK ALONG PARKING AT K AVENUE AND IN FRONT OF MUSEUM
- PLAZA WILL HAVE HC RAMP TO THE HF FACILITY, SEATING, AND LANDSCAPE.
- CREATE STABILIZED PERMEABLE PARKING ALONG K AVENUE USING GEO-TILE PAVERS



95% PROGRESS SITE PLAN



HAMMOND
Design
GROUP, LLC
ARCHITECTS

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024

50% AXONOMETRIC VIEW OF SITE



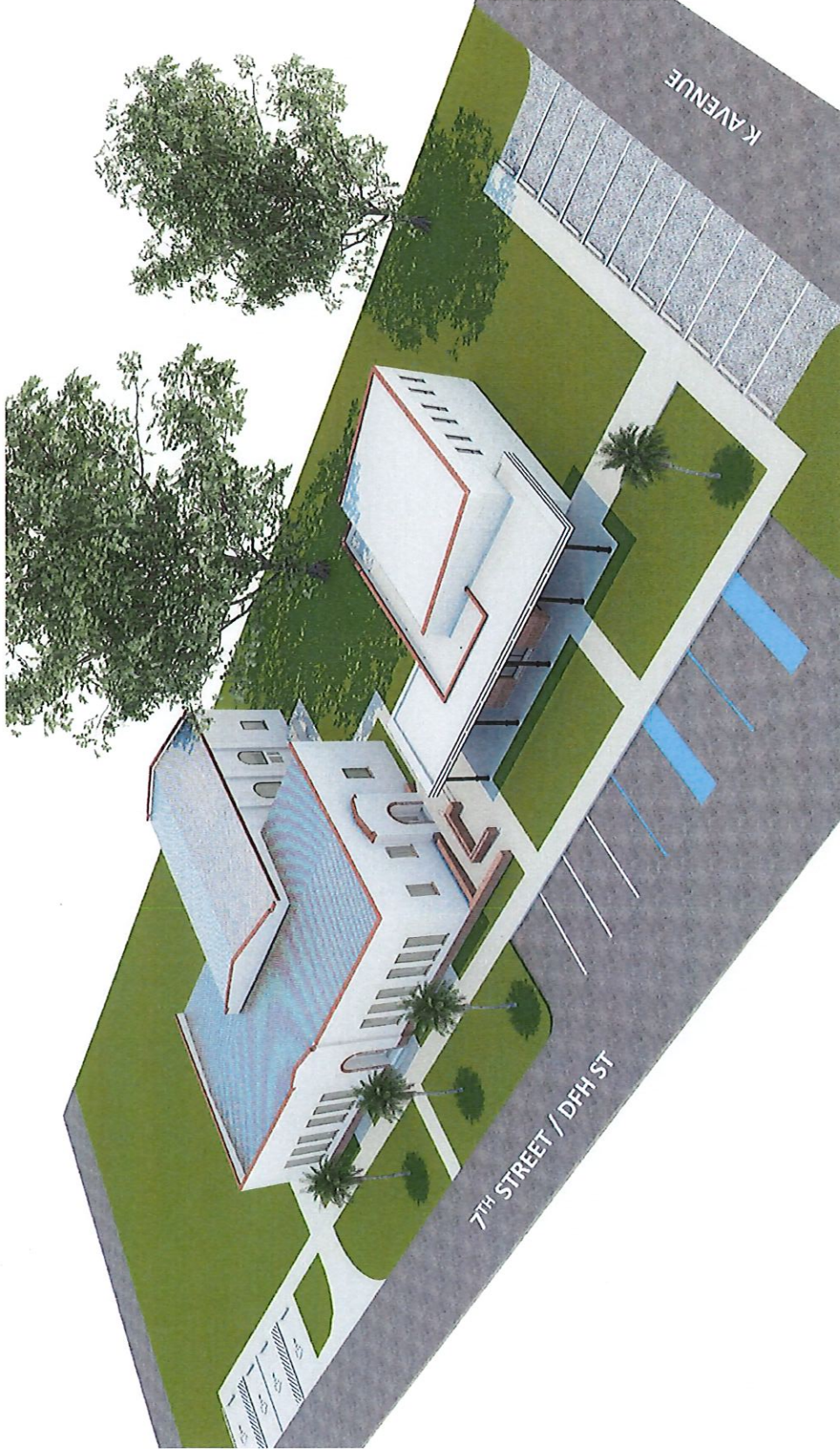
50% SITE DESIGN

07/02/2024

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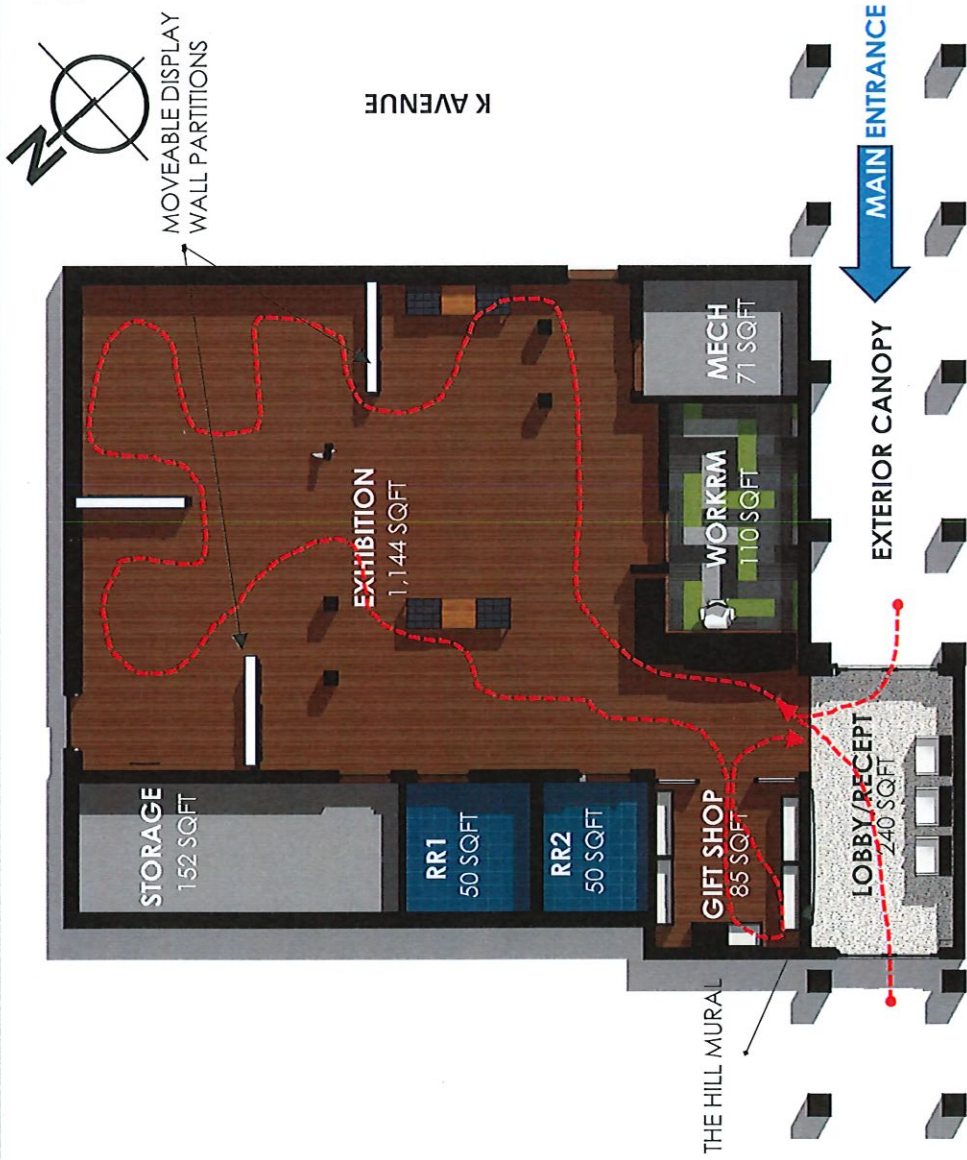
95% AXONOMETRIC VIEW OF SITE



95% SITE DESIGN
10/08/2024



CONCEPTUAL FLOOR PLAN



GROSS SQFT:	2,100 GSF
NET SQFT:	1,902 NSF
EXHIBITION	1,144
STORAGE	152
RR1	50
RR2	50
GIFT SHOP	85
WORKRM	110
MECH	71
LOBBY/RECEPT	240

FEATURES

01/16/2024

- PUBLIC PLAZA FOR GATHERINGS, ART DISPLAYS, PRE-FUNCTION EVENTS ETC.
- RESTROOMS WILL BE ADA (HANDICAP ACCESSIBLE)



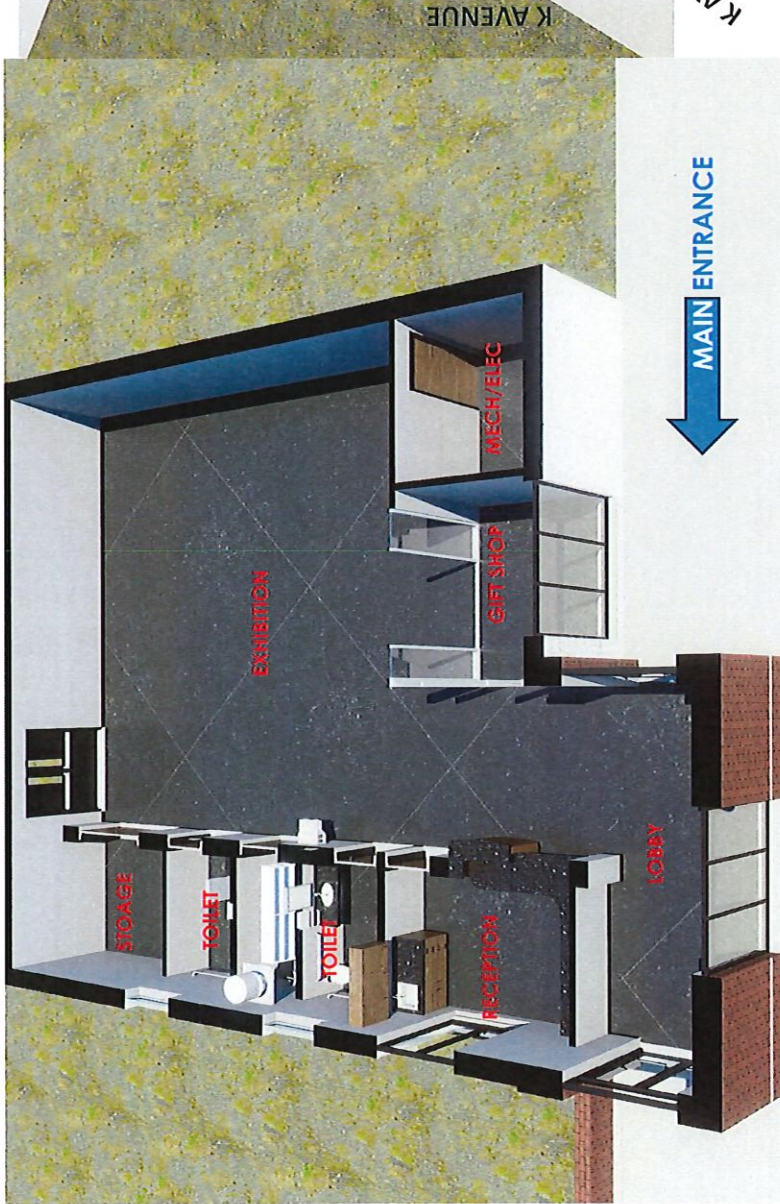
PLAN 1-FLIP

50% PROGRESS FLOOR PLAN

50% CD's
07/02/2024

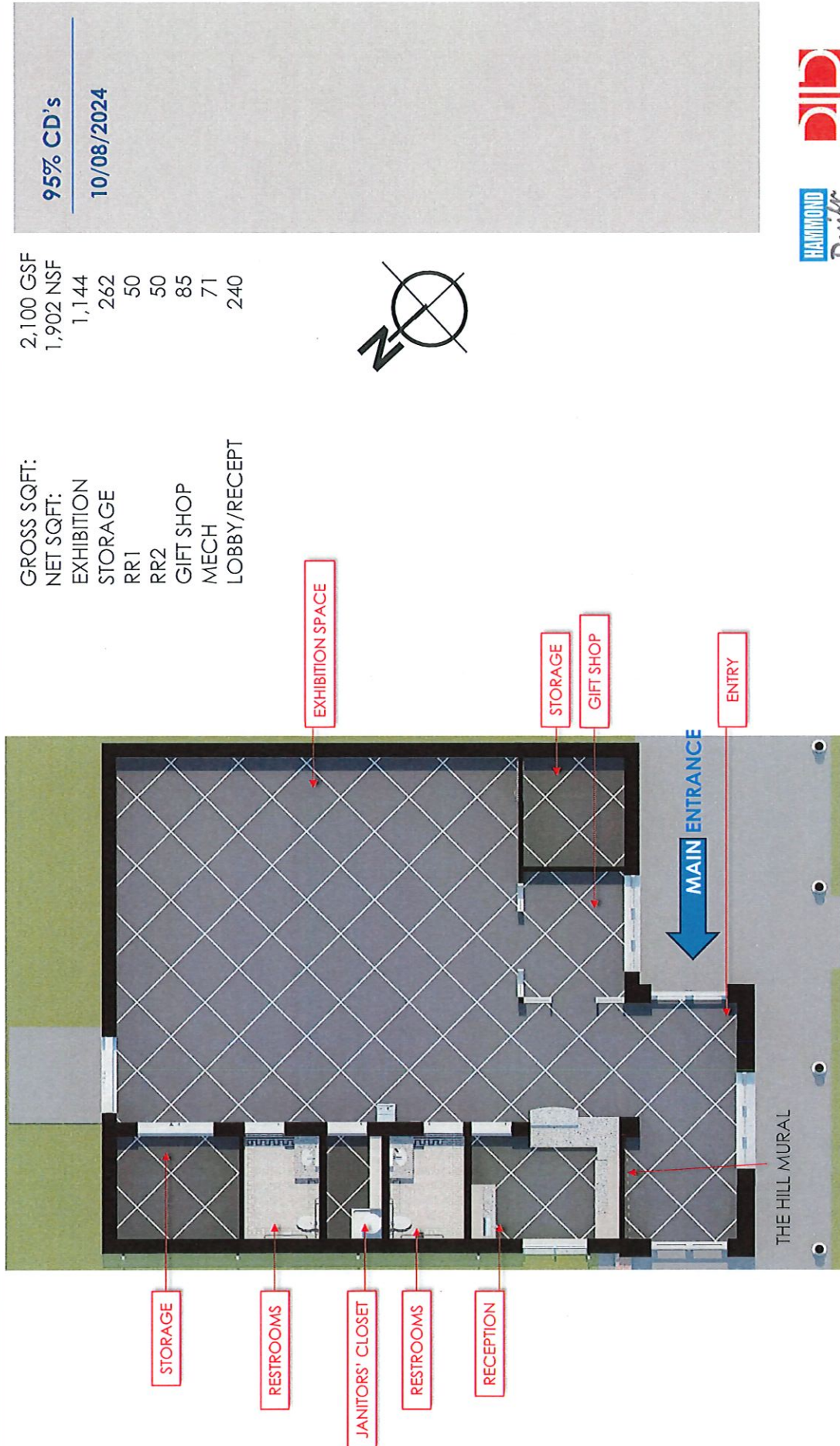
- PUBLIC SPACES
- PUBLIC LOBBY
- PUBLIC GIFT SHOP
- PUBLIC RECEPTION
- PUBLIC EXHIBITION
- RESTROOMS WILL BE ADA (HANDICAP ACCESSIBLE)
- RESTRICTED SPACES
- WORK SPACE
- STORAGE
- MECH/ELEC/

GROSS SQFT:	2,100 GSF
NET SQFT:	1,902 NSF
EXHIBITION	1,144
STORAGE	152
RR1	50
RR2	50
GIFT SHOP	85
WORKRM	110
MECH	71
LOBBY/RECEPT	240



3D PLAN

95% PROGRESS FLOOR PLAN



GROSS SQFT:	2,100 GSF
NET SQFT:	1,902 NSF
EXHIBITION	1,144
STORAGE	262
RR1	50
RR2	50
GIFT SHOP	85
MECH	71
LOBBY/RECEPT	240

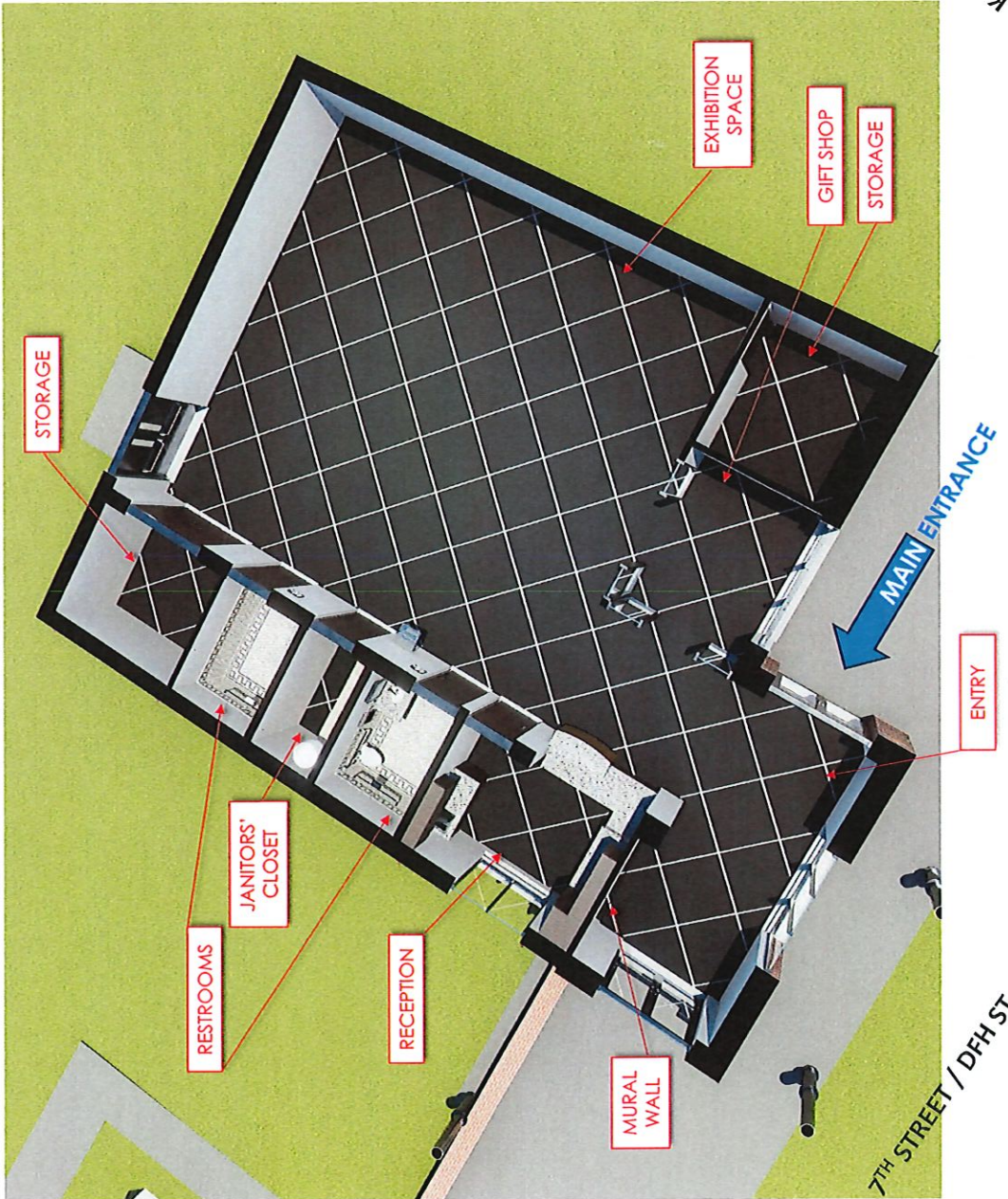
95% CD's
10/08/2024



THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024

7TH STREET / DFH ST

95% PROGRESS FLOOR PLAN



GROSS SQFT:	2,100 GSF
NET SQFT:	1,902 NSF
EXHIBITION	1,144
STORAGE	262
RR1	50
RR2	50
GIFT SHOP	85
MECH	71
LOBBY/RECEPT	240

95% CD's
10/08/2024



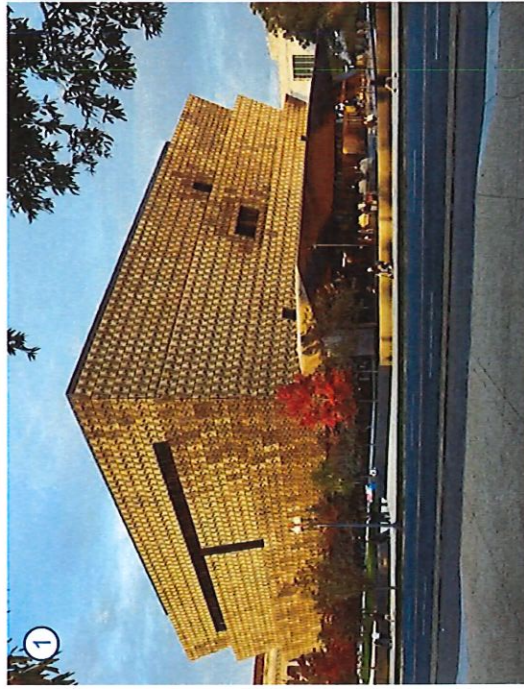
3D PLAN



HAMMOND
Design
GROUP, LLC
ARCHITECTS

EXTERIOR DESIGN PROGRESS

DESIGN CONCEPT | MODERN



1

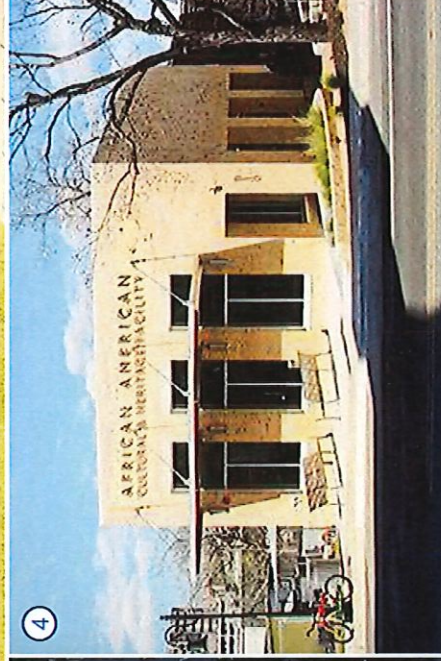
2

MODERN MUSEUMS

01/16/2024

• MANY AFRICAN AMERICAN MUSEUMS IN THIS COUNTRY ARE BEING DESIGNED IN A MODERN / CONTEMPORARY ARCHITECTURAL STYLE

- 1 NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE IN DC.
- 2 PROPOSED AAACM IN HILLSBOROUGH COUNTY FL.
- 3 PROPOSED AAM IN ST PETERSBURGH FL.
- 4 AAACHM IN AUSTIN TEXAS



3

4

DESIGN CONCEPT



DESIGN CONCEPTS

01/16/2024

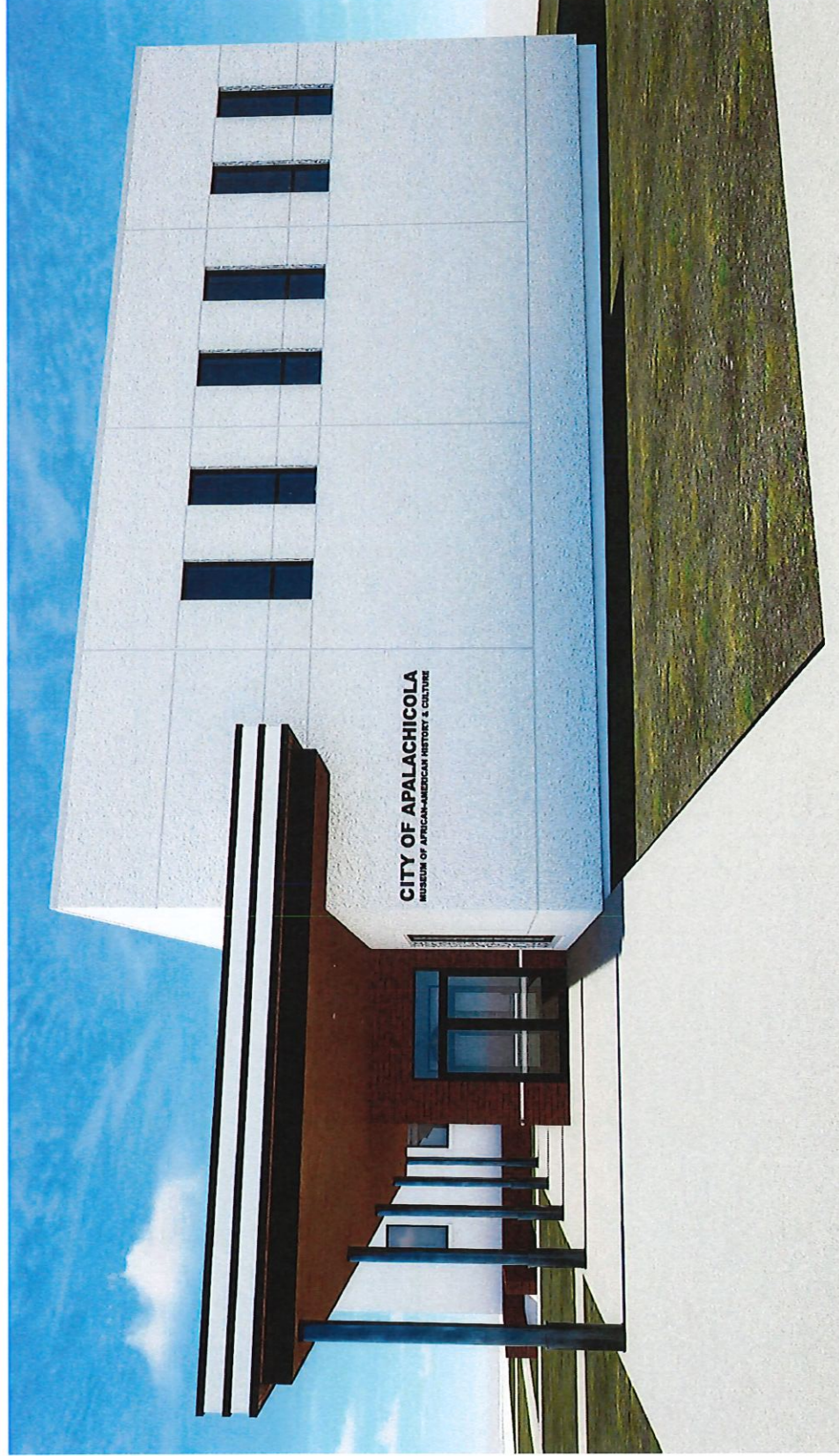
- THE CHALLENGE: DESIGNING A MODERN MUSEUM THIS SIZE AND CONSTRUCTION BUDGET.
- THIS SIMPLE DESIGN IS TWO CUBES THAT ARE FLANKED AND TOPPED BY A PLANE (CANOPY).

VIEW FROM CORNER OF CARVER AND KRUMHOLTZ RDS @ HANES ST @ STREET

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024



50% Progress



50% CD's

07/02/2024

- MATERIALS WILL BE ROUGH STUCCO FINISH
- HORIZONTAL JOINTS ALIGNS WITH THE BRICK WAINSCOT FOR CONTINUITY

VIEW FROM CORNER OF AVENUE K (DR. ROBERT J. HUMPHRIES ST.)

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024



95% PROGRESS



DESIGN CONCEPTS

01/16/2024

- MATERIALS WILL BE SMOOTH STUCCO FINISH.
- A HORIZONTAL JOINT ALIGNS WITH THE BRICK WAINSCOT FOR CONTINUITY

VIEW FROM CORNER OF LAUREL STREET (MONROE ST.) & AVENUE K (MONROE ST.)

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024



INTERIOR DESIGN PROGRESS

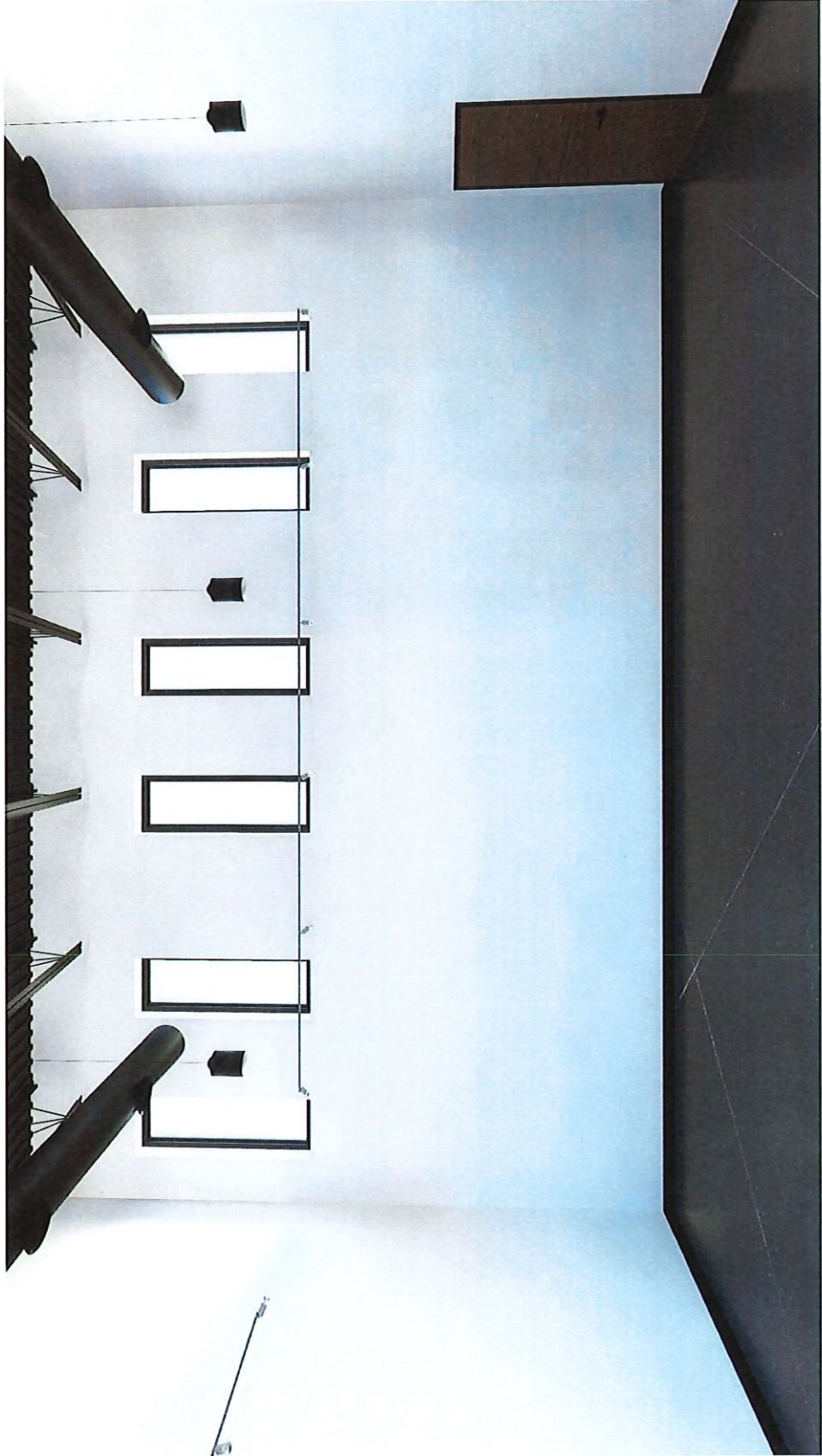
DESIGN CONCEPT iB



DESIGN CONCEPTS
01/16/2024



50% CD's Progress



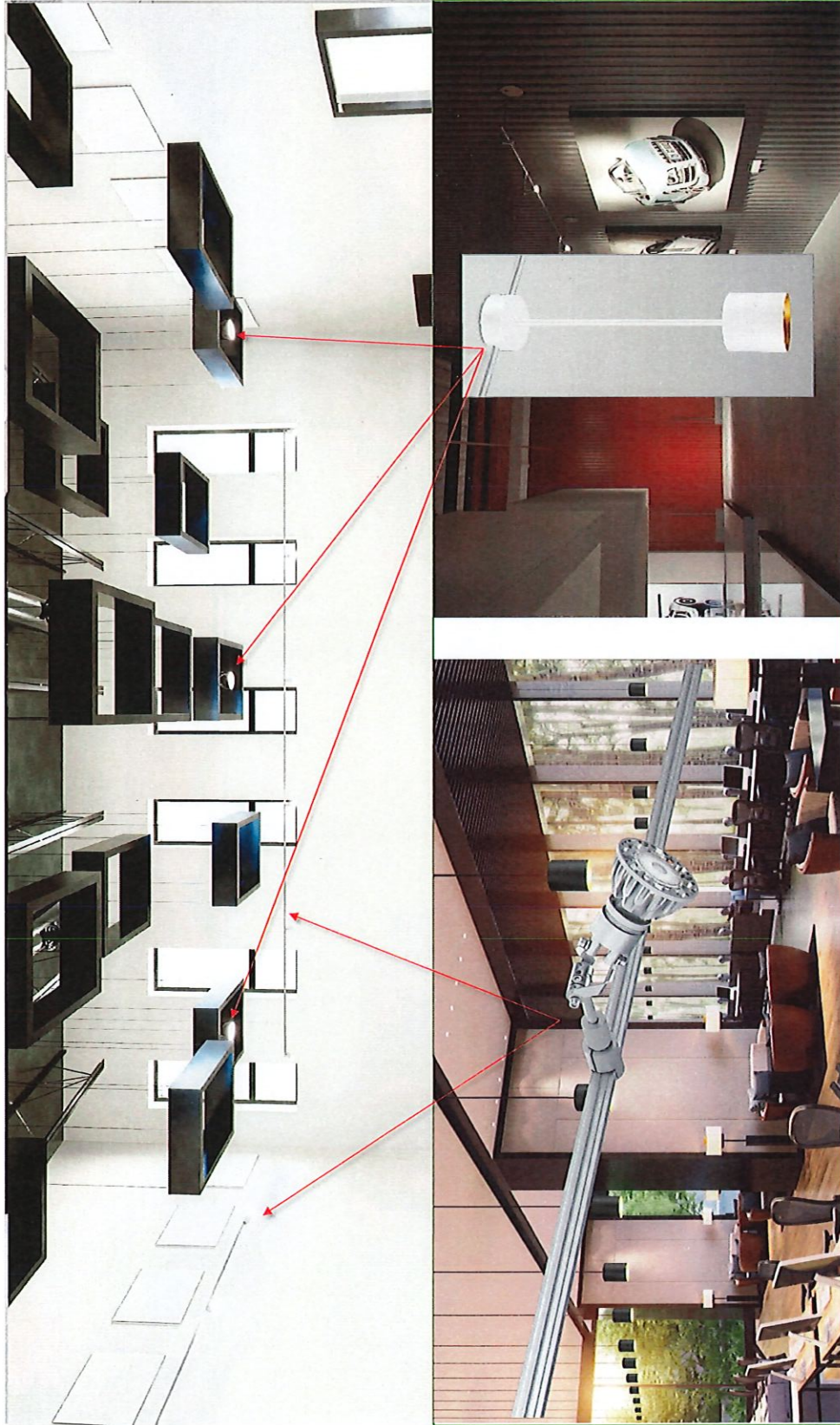
50% CD's
07/02/2024



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GROUP, LLC
ARCHITECTS

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024

95% CD's Progress - Interiors



95% CD's
10/08/2024

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024



95% CD's Progress - Interiors



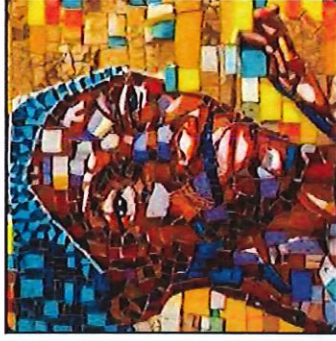
95% CD's
10/08/2024



HAMMOND
Dewberry
GROUP, LLC
ARCHITECTS

THE CITY OF APALACHICOLA MUSEUM OF AFRICAN AMERICAN CULTURE AND HISTORY | 10.08.2024

THE CITY OF APALACHICOLA
MUSEUM OF
AFRICAN AMERICAN CULTURE AND HISTORY



THANK YOU!

95% CONSTRUCTION DOCUMENTS PROGRESS PACKAGE
10.08.2024



**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: October 8, 2024**

SUBJECT: Eastpoint Water and Sewer District Grant Support

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 1
Department: Administration
Contact: Travis Wade
Presenter: Travis Wade

BRIEF SUMMARY: Eastpoint Water and Sewer District has asked the City Commission for a vote of support for their grant application to fund infrastructure improvements for a workforce housing project by Team Franklin County.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to approve

FUNDING SOURCE: N/A

ATTACHMENTS: Letter from EWSD and EWSD grant application.

STAFF'S COMMENTS AND RECOMMENDATIONS:



Eastpoint Water & Sewer District

September 30, 2024

City Hall, Apalachicola Board of City Commissioners
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

Honorable Madam Mayor, Brenda Ash

The Eastpoint Water and Sewer District Board, in a spirit of cooperation seeks the Commissions support in the creation of a Private/Public partnership to primarily address the workforce housing problem in Franklin County. The Team Franklin Project consist of properties, infrastructure, and inter-governmental cooperation for managing, seeking funding as well as oversite to accomplish this undertaking. We respectfully request your support in this endeavor and look forward to working with you. Please find attached to this letter our application for funding for the infrastructure portion of the project which defines our estimated expense and as a participating agency requires your supporting authorization by vote.

Kindest Regards

Billy Fuentes

Billy Fuentes, Administrator
Eastpoint Water and Sewer District
40 Island Drive
Eastpoint, FL 32328

Office: 850-670-8177

Fax: 850-670-8517



Florida Rural Infrastructure Fund Program

Application for Funding

Applicant: Eastpoint Water & Sewer District

(Name of Applicant)

Project Title: Team Franklin Workforce Infrastructure Project

(Name of Project)

State Fiscal Year 2024-2025

Application Date: 09-16-2024

Mailing Address: FloridaCommerce
Bureau of Small Cities and Rural Communities
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405

Web: <http://www.FloridaJobs.org/RIF>

Contents

Application Form

- Part I – Applicant Profile
- Part II – Project Description and Timeline
- Part III – Economic Narrative
- Part IV – Project Budget
- Part V – Sources and Uses of Non-RIF Funds
- Part VI – Participating Party Information (if applicable)
- Part VII – Application Authorization

Application Instructions

- Part I – Applicant Profile
- Part II – Project Description and Timeline
- Part III – Economic Narrative
- Part IV – Project Budget
- Part V – Sources and Uses of Non-RIF Funds
- Part VI – Participating Party Information (if applicable)
- Part VII – Application Authorization

Part I – Applicant Profile

Applicant Contact Information:

Entity Name: Eastpoint Water & Sewer District			
Street Address: 40 Island Drive			
Mailing Address (if different):			
City: Eastpoint	Zip Code: 32328	County: Franklin	
Main Telephone: (850)-670-8177	Main Facsimile: (850)-670-8517	Federal ID Number: 59-1614985	

Governor Appointed Official: Joyce Estes	Title: Chairman
Telephone: (850)-670-8177	Facsimile: (850)-670-8517
E-mail Address: j.estes@ewsdfl.com	

Chief Financial Officer: Ricky Jones	Title: Vice-Chairman
Telephone: (850)-670-8177	Facsimile: (850)-670-8517
E-mail Address: r.jones@ewsdfl.com	

Applicant Project Contact: Billy Fuentes	Title: Administrator
Street Address: 40 Island Drive	
City: Eastpoint	Zip Code: 32328
Direct Telephone: (850)-670-8177	Facsimile: (850)-670-8517
E-mail Address:	

Application Preparer Information	
Preparer's Name: Billy Fuentes	Organization Preparing Application: <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> Regional Planning Council
Street Address: 40 Island Drive	
City: Eastpoint	State: Florida Zip Code: 32328
Telephone: (850)-670-8177	Facsimile:
E-mail Address: billy@ewsdfl.com	

Consultant Information (if applicable)	
Consultant's Name:	<input type="checkbox"/> Private Company <input type="checkbox"/> Regional Planning Council
Street Address:	
City:	State: Zip Code:
Telephone:	E-mail Address:

Demographics and Area Data		
U.S. Congressional District Number: 2	Florida Senate District Number: 3	Florida House District Number: 7
Total Population: 776000	Unemployment Rate: 3.7% (county wide)	Poverty Rate: 36.6% (50.1% children)
Source: Census.gov	Source: floridascorecard.org	Source: floridascorecard.org
Source Date: 2022	Source Date: 2023	Source Date: 2023

<p>Indicate what RIF grant category is being applied for:</p> <p><input type="checkbox"/> Total Project Participation Grant</p> <p><input checked="" type="checkbox"/> Project Planning and Preparation Grant</p> <p><input type="checkbox"/> Preclearance Review Grant</p>		
<p>Indicate the total amount of RIF funding being requested: \$5,000,000.00</p>		
<p>If the proposed project is located in a Rural Area of Opportunity (RAO), indicate which one: (See list of RAOs in application instructions.)</p> <p><input checked="" type="checkbox"/> Northwest RAO (Franklin County)</p> <p><input type="checkbox"/> South Central RAO</p> <p><input type="checkbox"/> North Central RAO</p>		
<p>If applying for Panhandle Specific Appropriation funds, please indicate the County in which the project is located:</p> <p><input type="checkbox"/> Calhoun County <input type="checkbox"/> Jackson County</p> <p><input type="checkbox"/> Gadsden County <input type="checkbox"/> Liberty County</p> <p><input type="checkbox"/> Holmes County <input type="checkbox"/> Washington County</p>		
<p>Answer the following questions by clicking on the correct check box.</p>		
<p>Historic Preservation</p> <p>Will the project impact a building, public improvement, or planned open space that is 50 or more years old? If yes, include the documentation specified in the application instructions.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Interlocal Agreement</p> <p>Will project activities require an interlocal agreement? If yes, the interlocal agreement(s) must be included.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Regulatory Action</p> <p>Are improvements being made in this project to inadequate infrastructure that has resulted in regulatory action that prohibits economic or community growth? If yes, include a copy of the letter citing the regulatory action.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Catalyst Site</p> <p>Is the project related to preclearance review and also located within a catalyst site as defined in Section 288.061, Florida Statutes? If yes, include a map showing the boundary of the catalyst site and the project boundary within.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Comprehensive Plan</p> <p>Is the proposed project consistent with the applicant's Comprehensive Plan? The project must be consistent in order for the project to be funded through the RIF program and supporting documentation must be included with the application.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Part II – Project Description and Timeline

Project Description

Describe the proposed project in no more than three sentences:

Team Franklin is a six (6) multi-governmental and jurisdictional entity formed under Public-Private Partnership (P3) F.S.255.065. This P3 will encompass the Franklin County BOCC, School District, Sheriff's Office, Eastpoint Water & Sewer and the Municipalities of Apalachicola and Carrabelle; additionally, this includes an inter-local agreement for academic/vocational center with Tallahassee State College. Collectively, nearly 150 acres of local government properties have been committed to this project on State Rd. 65 in Eastpoint. This masterplan will be utilized for the creation of an economic, academic, and critical personnel/workforce housing community in conjunction with the Sheriff Offices of Calhoun, Liberty, Gulf, and Franklin Judicial Complex that will provide a four (4) county law-enforcement/corrections specialty unit for behavioral health and chemical addiction treatment center.

Clearly summarize the proposed project as outlined in the application instructions.

The Team Franklin infrastructure project will consist of the following steps

- I. Planning, Design, Permitting and Site Evaluation for construction of mains for both Water and Sewer along State Road 65 for the proposed multi-jurisdictional sites, to include the evaluation if needed for Ground Storage Tanks, Lift stations for sewer transmission and design for Fire suppression. This infrastructure will be an expansion of existing service lines.
- II. Application to CDBG, State Revolving Fund and additional Federal Funds will be pursued.
- III. Installation of Horizontal Infrastructure for all sites including Potable Water, Fire Suppression, Wastewater, Grey Water, and Stormwater Run off
- IV. Installation of project roadways including FDOT approved commercial entrances to project facilities.
- V. Installation of required infrastructure for the proposed medical facility, Educational, critical personnel housing and economic/business presence.

Proposed Timeline

Task/Activity Description	Task/Activity Duration	Deliverable
Planning and Design	3 Months	12/16/2024
Permitting and Site Evaluations	3 Month	12/16/2024

Application for additional funding sources	30 days	10/16/2024
Installation of Horizontal infrastructure	6-9 month from time of funding availability	TBA
Installation of Project Roadways with FDOT approval	9 months	TBA
Installation of Medical, Educational and Economic infrastructure	6 Months	TBA

Part III – Economic Narrative

Provide a summary of the project’s economic benefit, long-term viability, and potential local or regional economic impact. The summary should include a description of the current and anticipated economic conditions of the area.

Franklin County Florida has been deemed an area of critical economic concern and is also an economic opportunity zone. The project plans to develop workforce housing on 150 acres owned and managed through a private public partnership. Franklin County lost its largest economic entity with the closing of the Apalachicola Bay which caused a dramatic increase in unemployment. The Median Household income in Franklin County is \$48,000 per year as of 2023, however in the area of Eastpoint, where the vacant land for the project is located that number is closer to \$18,000 per year. The County lacks any reasonable housing for workforce professionals which results in an economy entirely driven by tourism but handicapped by its lack of medical, educational and critical personnel. There is a significant shortage in housing for Law Enforcement, Medical Personnel, Teachers, Utility Workers and skilled labor force.

This project would create housing for these personnel which as a result would bring professional development in medical and educational areas. The project also looks to focus on bringing additional industries for economic development and growth specifically a manufacturing base to employ the labor force. A section of this project is for manufacturing industries. Team Franklin is also working with Tallahassee Community College to bring educational/vocational programs such as Large Equipment Mechanics training. There is also a potential partnership with the Department of Homeland Security for a drone certification program as well as potential for a FEMA launch facility. The Franklin County Board of Commissioners has already began the process of moving its Emergency Operations Center to this area. The “Team Franklin Project” will utilize public-private partnerships in conjunction with select private industry business partners to enhance economic recruitment within the boundaries of the Federal Opportunity Zone.

Describe the proposed project’s potential for enhanced job creation and/or increased capital investment, including but not limited to the following information:

- The nature of the business activities which will be conducted at the site of, or which relate to the project.
- Description of the capital investment in real and personal property – do not include product inventory.

As Housing and education are the biggest limits to economic development in Franklin County the project housing along with the Franklin County Sheriff’s inmate initiative, partnering with TCC/Department of Homeland Security/FEMA the potential for Job creation and sustainment is unmatched.

Describe the level of public and private commitment to the project. Include the extent of local expenditures for construction, use of local firms or resources, or purchase of local equipment or materials which have or will have ripple effects on the area’s economy.

The six entities have pledged to use and manage 150 acres of property

These lands are not on the tax rolls and would not be a tax burden to the county. The water and sewer income would create not only a sustainable source of income for the Water & Sewer District but the growth guarantees the ability to create reserves for future expansion. The Eastpoint Water & Sewer District has pledged to donate the cost of capacity charges for the project to facilitate the viability of construction. The six entities have pledged to work together to manage the developed system and to use the proceeds of sale and rental for the betterment of the project.

Part IV – Project Budget

Provide a breakdown of the total budget for the proposed project, including both RIF funding and other sources of funding.

ACTIVITY/TASK	RIF FUNDS	OTHER FUNDING SOURCES	TOTAL
Design Stage	\$225,000	\$75,000	\$300,000.00
Horizontal Water Infrastructure	\$1,000,000.00	\$1,000,000.00	\$2,000,000.00
Horizontal Sewer Infrastructure	\$1,750,000.00	\$1,250,000.00	\$3,000,000.00
Stormwater Infrastructure	\$100,000.00	\$25,000.00	\$125,000.00
Roadways	\$35,000.00	\$40,000.00	\$75,000.00
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$3,110,000.00	\$2,390,000.00	\$5,500,000.00

Provide an explanation of how the total infrastructure costs for the proposed project were estimated.

Part V – Sources and Uses of Non-RIF Funds

Source	Amount Contributed	Type (Loan, Grant, Local Government Funds, Donated Land, or Other Funding)
CDBG	\$1,195,000.00	

SRF	\$1,195,000.00	
	\$	
	\$	
	\$	
Totals	\$	

Part VI – Participating Party Information (if applicable)

Complete and attach a [Participating Party Information Form](#) for each entity creating or retaining jobs as a result of this project.

Part VII – Application Authorization

I, the undersigned chief elected official or authorized representative of the applicant, certify that to the best of my knowledge:

- a. This application is in all respects fair and submitted in good faith without collusion or fraud;
- b. If selected through this application process, the recipient will work in good faith and in partnership with the Department of Commerce to

manage its grant in a timely and accurate manner;

c. The information in this application is accurate; and,

d. The undersigned is duly authorized to bind the entity represented in this application.

Signature of Chief Elected Official or Designee
Signature: _____
Typed Name and Title: Ricky Jones, Vice-Chairman
Date: 09-16-2024
If signed by a person other than the chief elected official, a signature authorization must be included.

Signature of Application Preparer if not an employee of the Applicant
Signature: _____
Typed Name and Title: Billy Fuentes, Administrator
Name of Firm or Agency: Eastpoint Water and Sewer District



Florida Rural Infrastructure Fund Program

Application Instructions

Part I – Applicant Profile

The application profile must reflect the requested information about the applicant, including demographics, area data, and the person who prepared the application.

Application Category

There are three categories of RIF grants that applicants can request funding for. Indicate which category is being applied for:

Total Project Participation Grants

To facilitate access to and maximize the use of state, federal, local, and private resources, grants may be awarded for up to 75 percent (75%) of the total infrastructure project costs, or up to one hundred percent (100%) of the total infrastructure project cost for a project located in a rural community as defined in s. 288.0656(2), F.S., which is also located in a fiscally constrained county as defined in s. 218.67(1), F.S., or a rural area of opportunity as defined in s. 288.0656(2), F.S.

Eligible uses of funds include:

- Improvements to public infrastructure for industrial or commercial sites.
 - Upgrades to or development of public tourism infrastructure.
 - Improvements to inadequate infrastructure that has resulted in regulatory action.
- Authorized infrastructure may include the following public-private partnership facilities:
- Storm water systems.
 - Telecommunications facilities.
 - Roads or other remedies to transportation impediments.
 - Other physical requirements to facilitate economic development activities in the community.

Project Planning and Preparation Grants

Grants may be awarded for up to \$300,000 for feasibility studies, design and engineering activities, or other infrastructure planning and preparation activities. Grants awarded under this category may be used in conjunction with Total Project Participation grants.

Preclearance Review Grants

To enable rural communities to access the resources available under the Expedited Permitting – Preclearance Review Process (Section 403.973(18), Florida Statutes), grants may be awarded for surveys, feasibility studies, and other activities related to the identification and preclearance review of land which is suitable for preclearance review. Grant application criteria includes the extent to which administrative and consultant expenses are minimized.

Maximum award amounts and local funds match requirements:

- Projects located outside a RAO - \$75,000 with 50 percent local funds match.
- Projects located within a RAO - \$300,000 with no local funds match required.
- Projects located within a catalyst site (as defined in Section 288.0656, Florida Statutes) - maximum amounts same as above, depending on RAO status. However, the local funds match requirement may be waived pursuant to the process in Section 288.06561, Florida Statutes, for projects outside an RAO.

Rural Area of Opportunity (RAO)

If the proposed project is located in a RAO, indicate which one.

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway. To learn more about the Northwest RAO region, please contact [Opportunity Florida](#).
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County). For more information about the South Central RAO region, please contact [Florida's Heartland Regional Economic Development Initiative, Inc.](#)
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties. For more information about the North Central RAO region, please contact [North Florida Economic Development Partnership](#).

Historic Preservation

Answer "Yes" if any project activity will result in one of the following:

- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation.
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets.
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza.
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old.
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

If this question is answered "Yes," proceed as follows:

- Contact the State Historic Preservation Office (SHPO) during the application planning process. Properties listed, or eligible for listing, in the National Register of Historic Places must be designed in accordance with the recommended approaches in the *Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings* (U.S. Department of the Interior, National Park Service). This publication and technical assistance may be obtained from the SHPO, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
- Provide original photographs to SHPO that can be used to determine the historical/architectural significance of the property. Photographs must show each side of the structure and general views of the property in its surroundings; they should be identified by street address and keyed to the service area map. If potentially significant historic properties are identified, SHPO will recommend the appropriate approach.

- Provide the following documentation:
 - The location/address.
 - The construction date.
 - The activity affecting the historic property.
 - The results of any pre-application discussions with SHPO regarding the potential impact of the proposed project on historic properties

Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the local government applicant’s jurisdiction, include an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved).
- The purpose of the interlocal agreement.
- A delineation of the cooperation between the parties involved.
- A description of the activities and the service area(s).
- The amount of funds being committed (and associated terms).
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions.

Regulatory Action

If the proposed project will address inadequate infrastructure that has resulted in regulatory action that prohibits economic or community growth, the application must include a copy of the letter citing the relevant regulatory action.

Catalyst Site

If the proposed project is related to preclearance review and is also located within a catalyst site as defined in Section 288.061, Florida Statutes, the application must include a map showing the boundary of the catalyst site and the project boundary within.

Comprehensive Plan

The proposed project must be consistent with the applicant’s comprehensive plan and the application must include documentation to support this consistency.

Part II – Project Description and Timeline

Project Description

Provide a narrative description of each proposed activity. Applications proposing more than one activity should include a description for each activity.

Each description should include the following minimum information:

- Quantity of the activity.
- If funds from other sources are being used, describe how the funds will be used.
- Location of the activity within the applicant's jurisdiction.
- Cost of the activity.
- A list of any major permits, comprehensive plan amendments, zoning changes, or similar approvals required.
- For infrastructure projects, an indication of who will own and maintain the infrastructure once completed.

In addition to describing the location of the project, the applicant must provide a project map, which, at a minimum, shows:

- A scale.
- A north arrow.
- The boundaries of the applicant's jurisdiction.
- The specific location of the project activity within the applicant's jurisdiction.
- The applicant's administration building, from which it will be managing the project.
- Street names and other identifying landmarks within the jurisdiction.

Project Timeline

Outline each step of the project, from grant award to closing out the agreement. Provide an estimate of how long each step of the process will take, in months, and the associated activity/task deliverable.

Part III – Economic Narrative

Describe the proposed project's economic benefit, long-term viability, and potential local or regional economic impact. The summary should include a description of the current and anticipated economic conditions of the area. Describe the project's potential for enhanced job creation or increased capital investment, including but not limited to, the following information:

- (1) The nature of business activities which will be conducted at the site of, or which relate to, the project.
- (2) A description of the capital investment in real and personal property, not including product inventory.
- (3) Describe the level of public and private commitment to the project. Include the extent of local expenditures for construction, use of local firms or resources, or purchase of local equipment or materials which have or will impact on the area's economy.

Part IV – Project Budget

Complete the budget table included in the application based on the type of activity being applied for. If funds from another source are being used to

assist with a particular activity, those funds should be listed separately from the requested RIF funds.

Applicants must also detail how they determined the total estimated costs associated with the project and upload all documentation used to make the determination. The written explanation should detail how the proposed budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project. There is no specific format for providing budget assumption documentation, but it should clearly correspond with the type of activities and their associated costs entered in the budget table. The documentation should also demonstrate that the applicant has carefully considered the financial aspects of the project and has a solid rationale for the amount of RIF funding being requested.

Part V – Sources and Uses of Non-RIF Funds

Identify any additional sources of funding that will be contributed to the project. Additionally, include documentation that the funds are available for use, such as an award letter, and that they have been contributed to this project, such as a resolution or minutes from a council or commission meeting. If an application has been submitted, but not yet awarded, for other non-RIF funds, include a copy of the application. Please note: all other funds must be available for use prior to award of RIF funding.

Part VI – Participating Party Information (if applicable)

Complete a Participating Party Information Form for each entity creating or retaining jobs as a result of this project and upload them as part of the application. Participating Party Information Form available for download from www.FloridaJobs.org/RIF

Part VII – Application Authorization

The application certification statement must be signed by the applicant's chief elected official. Any other signatory must be accompanied by a letter of signature authority signed by the chief elected official.

Supporting Documentation Summary

- Communications with the State Historic Preservation Office (SHPO), if applicable.
- Interlocal Agreements, if applicable.
- Letter citing regulatory action, if applicable.
- Catalyst Site Map, if applicable.
- Comprehensive Plan documentation.
- Project Map.

- Cost Estimate documentation.
- Documentation of other sources of funding.
- [Participating Party Information Forms](#) for each Participating Party, if applicable.
- Letter of signature authority signed by chief elected official, if applicable.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: August 6, 2024**

SUBJECT: Grant Application Approval Policy (Draft)

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 2
Department: Grants
Contact: Bree Robinson/Travis Wade
Presenter: Travis Wade

BRIEF SUMMARY: During the May 2024 Regular Meeting the proposed Grant Application Approval Policy was discussed. Using the comments from that meeting the attached draft policy was created.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

FUNDING SOURCE: N/A

ATTACHMENTS: Draft Policy

STAFF'S COMMENTS AND RECOMMENDATIONS:



GRANT APPLICATION APPROVAL POLICY

Generally, City staff follow one of the three paths for grant approval based on a particular grant application:

1. **Authorization required to apply for grant.** Some grant applications require documentation of approval as a part of the application process which necessitates City Commission approval before an application is submitted.
2. **Match required to apply for grant.** Some grants require applicants to provide matching funds. In these cases, the match would need to be approved by the City Commission before a grant application is submitted.
3. **No authorization/no match grants.** Some grant applications do not require any prior authorization and there are no matching funds requirements. In these instances, grant applications do not need to have prior approval from the City Commission before a grant application is submitted.

City Manager Updates

- 1.** Porchfest will be held at Battery Park this year on October 12. I worked with Mick Barlament and Marti Hoffman to have Battery Park as the main stage and one act at Lafayette Park. Bay Avenue will be closed to accommodate food trucks in the same manner as Seafood Festival and Butts and Clucks. This year the Porchfest event will end at 6pm, which is earlier than previous years. Their committee members have been very eager to work with the City to prevent complaints and ensure a successful event.
- 2.** Backup generators were delivered to City Hall and the Police Department/Fire Department buildings. These were funded by Hazard Mitigation(HMGP) grants.
- 3.** The 6th Street Recreation Center has been vacated by the previous tenants and has been cleaned. A new oven/stove was purchased and the building is ready to be rented. I am requesting that the rental fees include a \$75 charge that will pay for cleaning the space after each event. This fee will also be requested for Holy Family and any other space that the City rents. Previously renters were allowed to clean the space after their rentals, but most of the time additional cleaning is required.
- 4.** Hurricane Helene caused erosion at the ditch adjacent to the Ellis VanFleet lift station. Public Works and Facilities Management crews built a retaining wall and back-filled it to prevent the lift station and fence from falling into the ditch.
- 5.** The City's Code Enforcement Officer, with the help of the Water/Wastewater Field Crew Supervisor, will begin grease trap inspections in October. Grease being dumped into the sewer system has caused problems at the sewer pits, lift stations, vacuum station, and at the wastewater treatment plant. Restaurants are required by state law to use grease pits and record the removals of the grease regularly.

A Regular Meeting of the Apalachicola City Commission was held on Tuesday, August 6, 2024, at 6:00 PM at the Former Apalachicola Municipal Library, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Adriane Elliott, Commissioner Despina George, City Manager Travis Wade, City Clerk Sheneidra Cummings, Finance Director Lee Mathes

Special meeting called to order by Mayor Ash followed by prayer and Pledge of Allegiance.

AGENDA ADOPTION

Motion to adopt agenda made by Commissioner Grove, seconded by Commissioner George with Discussion, Commissioner George commented on the amended agenda items that were added to this meeting's agenda and Rule 26 or prohibiting agenda amendments that are not considered an emergency, and requested that Unfinished Business #2 be removed. Commissioner Grove rescinded her motion to adopt the agenda and Commissioner George rescinded her seconded.

Motion to adopt the agenda with the addition under New Business #11 adding approval for CEI Services, and the removal of Unfinished Business #2 made by Commissioner Grove and seconded by Commissioner George. No discussion. None opposed. Motion carried 5-0.

PUBLIC COMMENT

Xochitl Brevera commented on the progress of the Community garden and presented the Commission with a handout.

William Zester requested a grace period for the removal of a structure erected on his property.

No further comments.

NEW BUSINESS

BUDGET CALENDAR

Finance Director Lee Mathes presented the Commission with a 24-25 FY Budget Calendar.

Discussion held.

The Commission decided to add the fee Schedule discussion to the August 20th and August 27 Budget Workshop Meeting.

A motion was made by Commissioner George to adopt the Budget Calendar, seconded by Commissioner Grove. None opposed. Motion carried 5-0.

Encroachment Agreement Addendum Approval

Kristi Banks, on behalf of her client Mr. David Drew, requested to have an existing encroachment/ variance agreement modified.

Discussion held.

Commissioner George was not in support of the revised encroachment/variance agreement.

A motion to approve the proposed addendum to the existing Encroachment Agreement made by Commissioner Grove, seconded by Commissioner Elliott. No discussion. Motion carried 4-1, Commissioner George opposed.

109 MLK Encroachment Agreement

Discussion held.

Motion to approve the request for an encroachment agreement for the building as it currently exists, extending 109ft into the City's alleyway was made by Commissioner Grove and seconded by Commissioner Duncan. None opposed. Motion carried 5-0.

196 8th Street Encroachment Agreement

Mr. Dagenhart requested approval for an encroachment agreement for the building, a middle canopy, and water rain barrel, and sign that will project 13ft over the City's right-of-way.

Discussion held.

A motion was made by Commissioner Grove to approve the encroachment, seconded by Commissioner Elliott with discussion. Commissioner Elliott expressed concern regarding the stormwater mitigation. Discussion held. Motion failed, 1-4. Commissioner George, Commissioner Duncan, Commissioner Elliott, and Mayor Ash opposed.

Attorney Hartman recommended drafting an encroachment agreement that would include the specifications of the building and depth of encroachment, as well as address the concerns about the canopy, rain barrel, and sign for the Commission's approval. The Commission concurred.

First Baptist Christian School- Varian Fee Refund

Mr. Strickland presented to the Commission requesting a refund for the \$1600 Variance Fee paid to BOA.

A Motion was made by Commissioner Grove and seconded by Commissioner George to approve the request for a refund for the Variance Application fee, for \$1600 minus the costs of resources in the amount of \$200. Discussion, Commissioner Elliott. Commissioner Elliott expressed concern in

regard to the height restriction on fences within City limits. No further discussion. Motion carried, 4-1. Commissioner Elliott opposed.

Riverfront Part Fountain

Donna Ingle commented on the condition of the water fountain and inquired if the City could have it removed if it will not be repaired.

A motion was made by Commissioner Duncan and seconded by Commissioner Elliott to accept Staff's recommendation and remove the fountain. Motion carried, 5-0.

1st Reading: FWC No Wake Ordinance 2024-04

The FWC No Wake Ordinance 2024-04 was read on record by title by Attorney Hartman.

A motion was made to approve 1st reading of Ordinance 2024-04 by Commissioner Grove and seconded by Commissioner George. None opposed. Motion carries 5-0.

Floodplain Management Ordinance 2024-05

The Floodplain Management Ordinance 2024-04 was read on record by title by Attorney Hartman.

A motion was made to approve 1st reading of Ordinance 2024-05 by Commissioner George and seconded by Commissioner Grove. None opposed. Motion carries 5-0.

DEP Trail-Go Grant Application

Commissioner Grove presented the Commission with information to apply for a maintenance grant for cities who have parks that fall with the Florida Greenways Trail System further stating that Riverfront Park was on the list and would therefore be eligible under this grant opportunity. Commissioner informed the Commission and Staff that there was thirty-day to apply; however, no amount was provided. Commissioner Grove also informed the Commission that there is no match requirement.

A motion was made by Commissioner George and seconded by Commissioner Discussion to authorize Staff to apply for the DEP Trail-Go Grant up to \$200,000. to make repairs to the boardwalk at Riverfront Park. No discussion. Motion Carried 5-0.

CEI Services approval for Urban Catalyst LLC

City Manager Wade informed the Commission that he received the quote from Urban Catalyst in the amount of \$18,000; and have not received a quote from Kimberly Horn, therefore making a

recommendation was to reward Urban Catalyst with the CEI services agreement for \$18,000. Manager Wade informed the Commission that Urban Catalyst came in under budget and

Motion was made by Commissioner George and seconded by Commissioner Grove. None opposed. Motion carried 5-0.

UNFINISHED BUSINESS

Engineering Award- Stormwater Mitigation Grant Project

Cindy Clark presented the board action request to the Commission. A motion was made by Commissioner Grove and seconded by Commissioner George to authorize Staff to begin negotiations with Baskerville-Donovan Engineers for the engineering and construction management of the Stormwater and Mitigation Project #24SRP65. None opposed. Motion carried 5-0.

MAYOR AND COMMISSIONER COMMENTS

Mayor Ash thanked Manager Wade, City Staff Chief Varnes for being proactive in preparation of the storm and their response(s) after the storm.

Commissioner Grove commented on moving forward with the encroachment ordinance and addressing parking concerns throughout the City. Attorney Hartman informed the Commission that he would present them with a draft Encroachment Ordinance at an upcoming meeting. Commissioner Grove also expressed concerns about off-site advertising and that many signs placed on Hwy 98 are not allowed further suggesting that Staff contact the owners of the signs to have them removed. Commissioner Grove would also like to have schools included in the Fence Ordinance as one of the exceptions listed. Commissioner Grove recommended that Staff attend or designate an attendee to LMS meetings, and expressed concern about the grass and weeds that are overgrown at City Parks namely, at Lafayette Park.

Commissioner George, no comments.

Commissioner Elliott, no comments.

Commissioner Duncan commended Chief and Officer Kevin Shuman for his professionalism and leadership.

MANAGER COMMUNICATIONS

Manager Wade informed the Commission that in leu of Project Impact losing its funding, The NEST Program through the United Methodist Church was approved to accommodate all participating children, and employees that was hired through the Project Impact Program. Manager Wade stated that he was currently waiting on the agreement proposed by The Nest to be presented to the Commission for approval.

Commissioner Grove commended Mayor Ash, Manager Wade, Ms. Nadine Kahn, and Mrs. Barbara Floyd for their effort and hard work and dedication to establish partnership with the Nest Program to continue to serve the Community.

Commissioner George inquired about the closing out the Project Impact Grant. Mayor Ash confirmed that Nadine Kahn, Barbara Floyd, and Cindy Summerhill will be working together to close out the grant and satisfy any remaining requirements.

ATTORNEY COMMUNICATIONS

Attorney Hartman updated the Commission on the Interlocal Agreement between the County and City stating that the County is needing to update its agreement with the City and will be presenting an amended agreement for their review and approval to allow for the surtax funds to also fund ambulatory services.

Discussion held.

CONSENT AGENDA

A motion was made to adopt the consent agendas made by Commissioner Elliott, seconded by Commissioner Grove. No Discussion. Motion carried, 5-0.

ADJOURNMENT

A motion to adjourn the meeting made by Commissioner Elliott, seconded by Commissioner Grove. None opposed. Motion carried, 5-0.

Meeting adjourned.

ATTEST:

BRENDA ASH, MAYOR

SHENEIDRA CUMMINGS, CITY CLERK

A Workshop Meeting of the Apalachicola City Commission was held on Tuesday, August 20, 2024, at 6:00 PM at the Apalachicola Municipal Library, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Adriane Elliott, Commissioner Despina George, Commissioner Duncan, Commissioner Grove, City Manager Travis Wade, Finance Director Lee Mathes, City Clerk Sheneidra Cummings, and Chief Bobby Varnes.

Mayor Ash asked for an Amendment to the agenda to include Public Comment.

Motion to adopt the agenda and to add public comment was made by Commissioner Grove, seconded by Commissioner George. None opposed. Motion carried, 5-0.

PUBLIC COMMENT

Dennis Winterringer commented on the Reforestation fund, tree maintenance, and the Cemetery Maintenance contract.

Donna Ingle commented on tracking revenue generated from park rentals.

Ginger Creamer presented the Commission with a handout on first responder calls and commented on the gas allowance provided to First Responders. Ms. Creamer also requested the Board consider an increase of \$75/per responder, per month for gas.

No further public comments.

BUDGET DISCUSSION

Finance Director Lee Mathes provided a page-by-page breakdown and explanation of recommended reductions and/or changes per department and answers questions presented by the Commission.

Discussion held.

The Commission did not oppose the request made by ginger Creamer to increase the gas allowance from \$25 to \$75 a month per person and Finance Director noted the request for it to be included in the proposed budget meeting.

Library Director Lucy Carter commented on the proposed reductions for the Library Department and did not agree with the recommendations presented to the Commission.

Further discussion held.

Commissioner Elliott suggested that the Commission allow the Dixie Youth donation to remain in the upcoming budget.

Mayor Ash referenced the Facilities line item in the proposed budget and suggested that the Commission consider some alternative options for the Johnson Complex due to the absorbent costs to maintain the facility every year.

Commissioner Grove concurred with Mayor Ash.

Finance Director concluded the breakdown of the proposed budget with explaining how the various millage rate(s) would affect the City's projected revenue and/or deficit.

Commissioner George suggested that further analyzation is needed to determine if any additional reductions can be made, as well as to verify the accuracy of the budget. Commissioner George commented on the projected overtime line item, positions added in the Public Works Department and those funded via the Enterprise Fund, as well as the salaries of police offers which were not correctly budgeted for in last year's budget. Commissioner George asked Manager Wade for Comment. Further stating the importance of the Commission to study the Salary Schedule to ensure that the salaries calculations are congruent with the desire of the Commission.

Discussion held.

Sanitation Fee(s) were discussed. Commissioner George recommended the Commission further analyze the City's sanitation expense and suggested that the Commission find a solution to reconcile or eliminate the deficit in the proposed budget. Commissioner George recommended that Waste One take over the collection of fees(s) which would also eliminate the projected loss of \$75,000/ year if the City remains involved with the collection.

Commissioner George also recommended the Commission consider re-instating a Facilities Reserve line item in the General Fund budget to help offset overall facility expenses including but not limited to, maintenance, repairs, and/or system replacements etc. Commissioner George commented on the Enterprise Funds in reference to the SUF collections stating that, although the funds show a surplus, the \$67,000 in projected SUF collections will be used to pay off debt.

Commissioner Grove commented on well repair(s) line item and wanted clarification on projected repairs to well 5 & 6.

Manager Wade clarified that the projected expense relating to the repair of wells 5 & 6 are now listed under Capital Outlay and has been included.

Commissioner Elliott commented on cemetery and right-of way maintenance, as well as the Marinas expenses and revenues. Commissioner Elliott stated that the Kiosk installed at Battery Park Marina has

collected approximately \$45 in revenue which could be used to offset the cost of Marina maintenance, repairs etc. Commissioner Elliott also mentioned the City's Comprehensive Plan and reforming and recognizing the Port of Apalachicola and how tourist dollars and revenue collected could be used to spread revenues collected across the City and draw in additional revenue to help subsidize the budget.

Commissioner Duncan, no comment.

Commissioner George reaffirmed her commitment to keep the millage rate down and stated that she is committed to keeping the millage rate at its current rate for this year; however, would like to see the City be able to reduce the millage rate in the future.

Mayor Ash Commended Commissioner George for her continued commitment to work with Staff to work with Staff and further review the Budget. Mayor Ash recommended that manager Wade and Finance Director Mathes meet with the Department Supervisors to inform them of the changes and/or updates that were discussed at the meeting.

Chief Varnes commented on the salary discussion and explained to the Commission the origin of the department's 84-hour two-week work period.

Manager Wade commented on discontinuing the inmate crew and finding seasonal employees to assist the City with cemetery and right-of-way maintenance.

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

Meeting adjourned.

ATTEST:

BRENDA ASH, MAYOR

SHENEIDRA CUMMINGS, CITY CLERK

A Workshop Meeting of the Apalachicola City Commission was held on Tuesday, August 27, 2024, at 6:00 PM at the Apalachicola Municipal Library, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Adriane Elliott, Commissioner Despina George, Commissioner Duncan, Commissioner Grove, City Manager Travis Wade, Finance Director Lee Mathes, City Clerk Sheneidra Cummings, and Chief Bobby Varnes.

Mayor Ash asked for an Amendment to the agenda to include Public Comment.

Motion to adopt the agenda and to add public comment was made by Commissioner Grove, seconded by Commissioner George. None opposed. Motion carried, 5-0.

PUBLIC COMMENT

Michael Richter with Boyd Insurance presented the Commission with a handout and spoke about wanting to obtain the City's business.

Dennis Winterringer commented on the proposed fee schedule, the code enforcement department, cemetery maintenance and the language included in the proposed budget in reference to patriarch tree(s). Mr. Winterringer stated that the language presented in the budget regarding patriarch tree(s) are referenced as "heritage trees" and is not congruent with the City's Ordinance. Mr. Winterringer suggested that the language be congruent to avoid confusion and/or misrepresentation.

Liz Perkins commented on PALS and the role of the non-profit and contribution to the Library department.

No further comment.

BUDGET DISCUSSION

Finance Director Lee Mathes presented the Commission with updates to the proposed budget and changes that were made in accordance with the discussion held on August 20th Budget Workshop Meeting. Finance Director Lee Mathes discussed the reductions per department and answered questions presented by the Commissions. Finance Director informed the Commission that an additional \$76,681 from the previous budget presented at the August 20th WS meeting. In regard to the millage rate and how it would affect the budget, Finance Directed stated that If the Commission adopt the tentative millage rate of 9.0 mills, the City's 24-25 FY Budget would be in the positive, \$187, 302. If the City adopts a millage rate of 8.3457, the 24-25 FY Budget would be \$15,458 in the positive; and if the Commission adopts the rollback millage rate of 7.5402, the 24-25 FY Budget would be \$196,097 in the negative.

Discussion held.

Mayor Ash inquired about the Reforestation Fund. Finance Director Mathes informed the Commission that there is not a concrete dollar amount however, she has established a separate fund for reforestation fee(s) and moving forward the funds will remain totally separate and accounted for. May Ash asked Finance Director to discuss the City's sanitation expense and options available.

Finance Director Mathes informed the Commission that if Waste One assumes billing, the City would be relieved of the collection costs and with the current millage rate of 8.3457 mills, the 24-25FY Budget would see even more of an increase and would be \$40, 458 in the positive.

Commissioner Grove commented about the Reforestation Fund and that the City should have an idea of the amount that is supposed to be in the fund based on previous research and calculations conducted by Mr. Winterringer.

Discussion held.

Commissioner George commended Finance Director on her work on the budget. Commissioner George pointed out the deficiencies in 23-24 FY Budget stating various estimates presented were not accurate, projected revenue(s) were overstated, and significant expenses were understated. Commissioner George suggested staying with the current millage rate, analyze existing systems within the City, and determine what is needed and what is not, and make some hard decisions moving forward.

Mayor Ash commended Finance Director for her hard work and dedication exhibited while working on the budget and presenting the Commission with a budget that is based on facts and reflects the City's financial standing. Mayor Ash

Commissioner Grove commented on the proposed facility rental rates, as well as changing the wording from "heritage tree" to patriarch trees to be congruent with the City ordinance.

Commissioner George agreed with the proposed rental rates. No Commissioners opposed the proposed rates.

All Commissioners agreed to move forward with the proposed budget presented at the meeting. No additional changes were recommended by the Commissioners or Staff.

Commissioner George suggested having a workshop & special meeting if needed, to work out any remaining budget issues and specifics in regard to the hospital and interlocal agreement proposal. None opposed.

Mayor Ash confirmed with Board that no additional budget workshops are needed and that a workshop and special meeting would be scheduled for 4:30pm, prior to the 9/3 regular meeting if needed, to further the Interlocal Agreement and hospital issue. The first Budget Hearing was scheduled for September 10, 2024, at 6pm.

Commissioner Grove inquired about the costs to maintain the Johnson Complex and suggested a workshop to discuss alternative options. Mayor Ash shared that she has directed Manager Wade to

research alternative options, locations, and/or funding opportunities including USDA grants and asked Manager Wade to present his finding to the Commission after the budget process has passed.

No further comments.

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

Meeting adjourned.

ATTEST:

BRENDA ASH

SHENEIDRA CUMMINGS

A Public Hearing and Special Meeting of the Apalachicola City Commission was held on Tuesday, September 24, 2024 at 6:00 PM at the Commission Meeting Room, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Anita Grove, Commissioner Adriane Elliott, City Manager Travis Wade, City Clerk Sheneidra Cummings, Finance Director Lee Mathes, Chief of Police Bobby Varnes (Absent: Commissioner Duncan)

Meeting opened by Mayor Ash.

AGENDA ADOPTION

Motion to adopt agenda made by Commissioner Grove, seconded by Commissioner George.
Motion carried 4 to 0.

PUBLIC COMMENT

John Pat Thomas (FMIT) and Michael Ritcher (PGIT) each spoke regarding City's property, liability, and workers compensation insurance renewal.

Chief Varnes discussed vehicle purchase.

No further public comment.

PUBLIC HEARING

Commissioner George read the following statement:

City of Apalachicola Budget Information:

General Fund:	\$4,355,084
Enterprise Fund:	\$3,158,750
Total Budget:	\$7,513,834

Millage Rate to be Levied: 8.3457 Mills

The percentage by which this millage rate to be levied is a 10.68% increase of the rolled back rate of 7.5402.

This is the final public hearing to adopt the FY 24/25 budget.

Finance Director Lee Mathes reviewed recent updates in budget that were made since the last public hearing including a ¼ mill reduction. Ms. Mathes recommends remaining with the proposed millage rate of 8.3457.

Commissioner George recommends the City adopt the ¼ mill reduction, and that the City remain with the current insurance carrier FMIT for the 24/25 year but put insurance out for bid with an RFP for the 25/26 year.

Commissioner Elliott had no comment.

Commissioner Grove commented on Leslie Street project, Water and Sewer field crew position, and pole barn funding.

Michael Ritcher commented on the basis for the recommendation for the City to remain with the current insurance company.

Mayor Ash read the email from the independent insurance company comparing the City's current policy with FMIT and the new proposal from PGIT.

Michael Ritcher requested a copy of the email.

No further public comment. No further Commission comment.

Public hearing closed and Special Meeting opened.

RESOLUTION 2024-07 – ADOPTING FY 2024/2025 MILLAGE RATE

Commissioner George read Resolution 2024-07 in its entirety.

Motion to reduce millage ¼ mill to 8.0957 mills made by Commissioner George, seconded by Commissioner Grove with discussion.

Discussion held.

Motion not carried 1 to 3 with Commissioner Grove, Commissioner Elliott, and Mayor Ash opposing.

Motion to adopt Resolution 2024-07 setting the FY 2024/2025 millage rate at 8.3457 mills made by Commissioner Grove, seconded by Commissioner Elliott. Motion carried 3 to 1 with Commissioner George opposing.

ORDINANCE 2024-06 – ADOPTING FY 2024/2025 BUDGET

Commissioner George read Ordinance 2024-06 by title as follows:

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA ADOPTING THE 2024-2025 FISCAL YEAR BUDGET

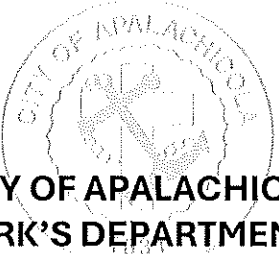
Motion to adopt Ordinance 2024-06 adopting the FY 2024/2025 budget made by Commissioner Elliott, seconded by Commissioner Grove. Motion carried 4 to 0.

ADJOURNMENT

Motion to adjourn made by Commissioner Elliott, seconded by Commissioner George. Motion carried 4 to 0.

Brenda Ash, Mayor

Sheneidra Cummings, City Clerk



CITY OF APALACHICOLA
CITY CLERK'S DEPARTMENT REPORT

Sept 2024

- Processed and mailed out utility bills before the end of the month.
- Prepared Aug and Sept Commission Minutes. Compiled Sept. agenda packets and emailed to Commission and City Attorney.
- Notified 2K Web Group to upload meeting agenda packets to website and post meeting dates and times to website.
- Assisted customers with cemetery items, utility bill questions and payments, garbage/yard trash complaints, public records request, golf cart decals, Battery Park ramp stickers, business licenses, and other miscellaneous duties.
- Processed ACH billing
- Audited Waste One Garbage Invoice and reconciled accounts that were in error
- Completed tasks as assigned by the City Manager and Mayor.
- Fulfilled 8 Public Records Request; 4 open requests
- Completed and mailed general monthly billing.
- Assisted Staff with various issues and projects.
- Assisted employees with HR related issues
- Issuing 23-24 Business Tax Receipts
- Entering and verifying data for Banyon Property Management
- On-going training of Receptionist and Billing Clerk.
- Completed billing adjustments and Water deposit refund requests
- Responding to emails and fulfilling requests that requires research
- Additional tasks related to maintaining the Clerk's Office and overseeing Utility Billing

APALACHICOLA VOLUNTEER FIRE/RESCUE

Aug 2024
30 calls

Bi-Monthly Report

1. Accidents	<u>2</u>	7. Gas Leaks	
2. Lift Assist EMS	<u>23</u>	8. Life Flights	<u>2</u>
3. Bi-Monthly Meetings	<u>2</u>	9. ...	_____
4. Brush Fires	_____	10. Training	_____
5. House Fires	_____	11. Transformer Fires	_____
6. Veh fires	<u>1</u>	12. Vessels	_____

1st Responder calls 30

Firefighter Attendance

1. George Watkins	<u>6</u>	11. ...	
2. Fonda Davis	<u>3</u>	12. Avery Scott	<u>5</u>
3. Ginger Creamer	<u>27</u>	13. ...	_____
4. Albert Floyd	<u>5</u>	14. ...	_____
5. Rhett Butler	<u>2</u>	15. Anthony Croom	<u>3</u>
6. Bruce Hoffmen	<u>5</u>	16. Abby Cabrera	<u>3</u>
7. Palmer Philyaw	_____	17. Ricky ...	<u>12</u>
8. ...	_____	18. Shannon Segree	<u>5</u>
9. Troy Segree	<u>27</u>	19. Adam Joseph	<u>9</u>
10. Rick Hernandez	_____	20. Craig Gibson	<u>10</u>

Additional Notes:

Recorded by: _____

Date: _____

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Building Dept. Monthly Report												
2	Spet. 2024												
3													
4	Payment Date	Permit Type	Assessed To	Property Address	Fee Type	Bldg Dept Fee	DBPR	DCA	Payment Method	Notes	Applicant Name	Parcel #	Valuation
5	09/20/2024	Electric Permit	24AP-E0027	348 12th Street Unit B-2	Electrical - Residential	\$100.00			Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
6	09/20/2024	Electric Permit	24AP-E0028	348 12th Street Unit B-1	Electrical - Residential	\$100.00			Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
7	09/20/2024	Electric Permit	24AP-E0029	348 12th Street Unit A-1	Electrical - Residential	\$100.00			Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
8	09/20/2024	Electric Permit	24AP-E0030	348 12th Street Unit A-2	Electrical - Residential	\$100.00			Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
9	09/20/2024	Electric Permit	24AP-E0031	348 12th Street Unit A-3	Electrical - Residential	\$100.00			Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
10	09/20/2024	Electric Permit	24AP-E0030	348 12th Street Unit A-2	DBPR		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
11	09/20/2024	Electric Permit	24AP-E0030	348 12th Street Unit A-2	DCA		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
12	09/20/2024	Electric Permit	24AP-E0031	348 12th Street Unit A-3	DBPR		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
13	09/20/2024	Electric Permit	24AP-E0031	348 12th Street Unit A-3	DCA		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
14	09/20/2024	Electric Permit	24AP-E0027	348 12th Street Unit B-2	DBPR		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00

	A	B	C	D	E	F	G	H	I	J	K	L	M
15	09/20/2024	Electric Permit	24AP-E0027	348 12th Street Unit B-2	DCA			\$2.00	Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
16	09/20/2024	Electric Permit	24AP-E0028	348 12th Street Unit B-1	DBPR		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
17	09/20/2024	Electric Permit	24AP-E0028	348 12th Street Unit B-1	DCA			\$2.00	Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
18	09/20/2024	Electric Permit	24AP-E0029	348 12th Street Unit A-1	DBPR		\$2.00		Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
19	09/20/2024	Electric Permit	24AP-E0029	348 12th Street Unit A-1	DCA			\$2.00	Credit Card		Beach Fever, LLC.	01-09S-08W-8330-0210-0010	\$1,000.00
20	09/19/2024	PV System (Residential Alteration)	24AP-PVR0005	29 Myrtle Avenue	DBPR (manual)		\$5.03		Credit Card		Lumio HX, Inc.	01-09S-08W-8360-0009-0090	\$37,000.00
21	09/19/2024	PV System (Residential Alteration)	24AP-PVR0005	29 Myrtle Avenue	DCA (manual)			\$7.70	Credit Card		Lumio HX, Inc.	01-09S-08W-8360-0009-0090	\$37,000.00
22	09/19/2024	PV System (Residential Alteration)	24AP-PVR0004	99 6th Street	DBPR	\$2.00	\$2.00		Credit Card		Jarrold Jeffrey Fisk, Bailiwick Capital, LLC.	01-09S-058W-8330-0017-0060	\$58,000.00
23	09/19/2024	PV System (Residential Alteration)	24AP-PVR0004	99 6th Street	DCA	\$2.00		\$2.00	Credit Card		Jarrold Jeffrey Fisk, Bailiwick Capital, LLC.	01-09S-058W-8330-0017-0060	\$58,000.00
24	09/19/2024	PV System (Residential Alteration)	24AP-PVR0004	99 6th Street	Residential Accessory Structure	\$692.14			Credit Card		Jarrold Jeffrey Fisk, Bailiwick Capital, LLC.	01-09S-058W-8330-0017-0060	\$58,000.00
25	09/19/2024	PV System (Residential Alteration)	24AP-PVR0005	29 Myrtle Avenue	Residential Accessory Structure	\$513.40			Credit Card		Lumio HX, Inc.	01-09S-08W-8360-0009-0090	\$37,000.00
26	09/13/2024	PV System (Residential Alteration)	24AP-PVR0003	192 17th Street	Plan Review (manual)	\$250.00			Credit Card	FL DBPR S/B 3.50 FL DCA S/B 5.25 Total Permit Fees S/B 358.75	Lumio HX, Inc.	01-09S-08W-8330-0120-0030	\$37,000.00

	A	B	C	D	E	F	G	H	I	J	K	L	M
27	09/13/2024	Foundation Only - Residential	24AP-FO0003	196 8th Street	Plan Review Residential	\$75.00			Check		Ducky Johnson House Movers Inc.	01-09S-08W-8330-0167-0040	\$49,000.00
28	09/13/2024	Foundation Only - Residential	24AP-FO0003	196 8th Street	DBPR	\$2.00			Check		Ducky Johnson House Movers Inc.	01-09S-08W-8330-0167-0040	\$49,000.00
29	09/13/2024	Foundation Only - Residential	24AP-FO0003	196 8th Street	DCA			\$2.00	Check		Ducky Johnson House Movers Inc.	01-09S-08W-8330-0167-0040	\$49,000.00
30	09/13/2024	PV System (Residential Alteration)	24AP-PVR0003	192 17th Street	DBPR	\$2.00			Credit Card	FL DBPR S/B 3.50 FL DCA S/B 5.25 Total Permit Fees S/B 358.75	Lumio HX, Inc.	01-09S-08W-8330-0120-0030	\$37,000.00
31	09/13/2024	PV System (Residential Alteration)	24AP-PVR0003	192 17th Street	DCA			\$2.00	Credit Card	FL DBPR S/B 3.50 FL DCA S/B 5.25 Total Permit Fees S/B 358.75	Lumio HX, Inc.	01-09S-08W-8330-0120-0030	\$37,000.00
32	09/13/2024	PV System (Residential Alteration)	24AP-PVR0003	192 17th Street	Other - Residential	\$100.00			Credit Card	FL DBPR S/B 3.50 FL DCA S/B 5.25 Total Permit Fees S/B 358.75	Lumio HX, Inc.	01-09S-08W-8330-0120-0030	\$37,000.00
33	09/13/2024	Foundation Only - Residential	24AP-FO0003	196 8th Street	Foundation	\$629.80			Check		Ducky Johnson House Movers Inc.	01-09S-08W-8330-0167-0040	\$49,000.00
34	09/12/2024	Residential Addition	24AP-RB0025	48 Avenue H	Residential Accessory Structure	\$187.00			Credit Card		David Drew	01-09S-08W--8330-0005-0050	\$9,800.00
35	09/12/2024	Residential Addition	24AP-RB0025	48 Avenue H	DBPR	\$2.00			Credit Card		David Drew	01-09S-08W--8330-0005-0050	\$9,800.00

	A	B	C	D	E	F	G	H	I	J	K	L	M
36	09/12/2024	Residential Addition	24AP-RB0025	48 Avenue H	DCA			\$2.00	Credit Card		David Drew	01-09S-08W-8330-0005-0050	\$9,800.00
37	09/11/2024	Door Replacement	24AP-DR0001	84 Avenue D	DBPR		\$2.00		Check		GeoFlora Group LLC- Jos Drew Robertson	01-09S-08W-8330-0024-0060	\$2,000.00
38	09/11/2024	Door Replacement	24AP-DR0001	84 Avenue D	DCA			\$2.00	Check		GeoFlora Group LLC- Jos Drew Robertson	01-09S-08W-8330-0024-0060	\$2,000.00
39	09/11/2024	AC/Furnace	24AP-AF0006	150 10th Street	DBPR		\$2.00		Credit Card		Deeson AC	01-09S-08W-8330-0073-0010	\$13,000.00
40	09/11/2024	AC/Furnace	24AP-AF0006	150 10th Street	DCA			\$2.00	Credit Card		Deeson AC	01-09S-08W-8330-0073-0010	\$13,000.00
41	09/11/2024	Door Replacement	24AP-DR0001	84 Avenue D	Other - Residential	\$100.00			Check		GeoFlora Group LLC- Jos Drew Robertson	01-09S-08W-8330-0024-0060	\$2,000.00
42	09/11/2024	AC/Furnace	24AP-AF0006	150 10th Street	HVAC - Commercial	\$75.00			Credit Card		Deeson AC	01-09S-08W-8330-0073-0010	\$13,000.00
43	09/10/2024	AC/Furnace	24AP-AF0007	66 11th Street	Plumbing - Residential	\$100.00			Credit Card		King's Plumbing	01-09S-08W-8330-0049-0020	\$3,500.00
44	09/10/2024	Air Conditioner	24AP-AC0034	234 Doctor Frederick S Humphries Street	HVAC - Residential	\$100.00			Credit Card		Miller Heating and Air	01-09S-08W-8330-0172-0030	\$11,000.00
45	09/10/2024	AC/Furnace	24AP-AF0007	66 11th Street	DBPR		\$2.00		Credit Card		King's Plumbing	01-09S-08W-8330-0049-0020	\$3,500.00
46	09/10/2024	AC/Furnace	24AP-AF0007	66 11th Street	DCA			\$2.00	Credit Card		King's Plumbing	01-09S-08W-8330-0049-0020	\$3,500.00
47	09/10/2024	Air Conditioner	24AP-AC0034	234 Doctor Frederick S Humphries Street	DCA			\$2.00	Credit Card		Miller Heating and Air	01-09S-08W-8330-0172-0030	\$11,000.00
48	09/10/2024	Residential Re-Roof	24AP-RR0016	156 6th Street	Roof/Re-roof Residential	\$100.00			Check		David Peck	01-09S-08W-8330-0064-0040	\$10,000.00

	A	B	C	D	E	F	G	H	I	J	K	L	M
49	09/10/2024	Air Conditioner	24AP- AC0034	234 Doctor Frederick S Humphries Street	DBPR		\$2.00		Credit Card		Miller Heating and Air	01-09S-08W- 8330-0172-0030	\$11,000.00
50	09/10/2024	Residential Re-Roof	24AP- RR0016	156 6th Street	DBPR		\$2.00		Check		David Peck	01-09S-08W- 8330-0064-0040	\$10,000.00
51	09/10/2024	Residential Re-Roof	24AP- RR0016	156 6th Street	DCA		\$2.00	\$2.00	Check		David Peck	01-09S-08W- 8330-0064-0040	\$10,000.00
52	09/05/2024	Residential Re-Roof	24AP- RR0018	177 Avenue G of Commercial	DBPR	\$90.00			Credit Card		Jerry Warren		\$8,000.00
53	09/05/2024	Residential Re-Roof	24AP- RR0018	177 Avenue G	DBPR		\$2.00		Credit Card		Jerry Warren		\$8,000.00
54	09/05/2024	Residential Re-Roof	24AP- RR0018	177 Avenue G	DCA		\$2.00	\$2.00	Credit Card		Jerry Warren		\$8,000.00
55	09/04/2024	Residential Re-Roof	24AP- RR0017	98 Bay Avenue	DBPR		\$2.00		Credit Card		Hall Roofing Co., LLC	01-09S-08W- 8330-0193-0010	\$16,240.00
56	09/04/2024	Residential Re-Roof	24AP- RR0017	98 Bay Avenue	DCA		\$2.00	\$2.00	Credit Card		Hall Roofing Co., LLC	01-09S-08W- 8330-0193-0010	\$16,240.00
57	09/04/2024	Temp Pole	24AP- E0025	76 7th Street	DBPR		\$2.00		Credit Card		Cates Electric	01-09S-08W- 8330-0023-0070	\$1,250.00
58	09/04/2024	Temp Pole	24AP- E0025	76 7th Street	DCA		\$2.00	\$2.00	Credit Card		Cates Electric	01-09S-08W- 8330-0023-0070	\$1,250.00
59	09/04/2024	Temp Pole	24AP- E0026	196 8th Street	DBPR		\$2.00		Check		Ronald Gray Electric		\$7,400.00
60	09/04/2024	Temp Pole	24AP- E0026	196 8th Street	DCA		\$2.00	\$2.00	Check		Ronald Gray Electric		\$7,400.00
61	09/04/2024	Air Conditioner	24AP- AC0033	233 9th Street	DBPR		\$2.00		Credit Card		Gunn HVAC		\$7,400.00
62	09/04/2024	Air Conditioner	24AP- AC0033	233 9th Street	DCA		\$2.00	\$2.00	Credit Card		Gunn HVAC		\$7,400.00
63	09/04/2024	Residential Re-Roof	24AP- RR0017	98 Bay Avenue	Roof/Re- roof Residential	\$100.00			Credit Card		Hall Roofing Co., LLC	01-09S-08W- 8330-0193-0010	\$16,240.00
64	09/04/2024	Temp Pole	24AP- E0025	76 7th Street	Electrical - Residential	\$100.00			Credit Card		Cates Electric	01-09S-08W- 8330-0023-0070	\$1,250.00

	A	B	C	D	E	F	G	H	I	J	K	L	M
	09/04/2024	Temp Pole	24AP-E0026	196 8th Street	Electrical - Residential	-\$100.00			Check		Ronald Gray Electric		
65	09/04/2024	Air Conditioner	24AP-AC0033	233 9th Street	HVAC - Residential	\$100.00			Credit Card		Gunn HVAC		\$7,400.00
66	09/03/2024	Detached Single Family	24AP-RB0023	130 5th Street	DBPR		\$46.30		Check		Edgar and Tammy Davis	01-09S-08W-8330-0019-0030	\$440,000.00
67	09/03/2024	Detached Single Family	24AP-RB0023	130 5th Street	DCA			\$30.87	Check		Edgar and Tammy Davis	01-09S-08W-8330-0019-0030	\$440,000.00
68	09/03/2024	Detached Single Family	24AP-RB0023	130 5th Street	Building Permit Fee - Residential	\$2,756.90			Check		Edgar and Tammy Davis	01-09S-08W-8330-0019-0030	\$440,000.00
69	09/03/2024	Fire Alarm	24AP-F0012	155 Avenue East	DCA			\$2.00	Credit Card		Franklin County Head Start		
70	09/03/2024	Fire Alarm	24AP-F0012	155 Avenue East	DBPR		\$2.00		Credit Card		Franklin County Head Start		
71	09/03/2024	Fire Alarm	24AP-F0012	155 Avenue East	Fire Fee	\$100.00			Credit Card		Franklin County Head Start		
72	09/03/2024	Detached Single Family	24AP-RB0023	130 5th Street	Plan Review Residential	\$330.00			Check		Edgar and Tammy Davis	01-09S-08W-8330-0019-0030	\$440,000.00
73	09/03/2024	Fire Alarm	24AP-F0012	155 Avenue East	Plan Review Commercial	\$90.00			Credit Card		Franklin County Head Start		
74	08/30/2024	Air Conditioner	24AP-AC0032	163 Avenue B	HVAC - Residential	-\$100.00			Credit Card		Air Con of Wakulla	01-09S-08W-8330-0054-0010	\$9,135.00
75	08/30/2024	Air Conditioner	24AP-AC0032	163 Avenue B	DBPR		\$2.00		Credit Card		Air Con of Wakulla	01-09S-08W-8330-0054-0010	\$9,135.00
76	08/30/2024	Air Conditioner	24AP-AC0032	163 Avenue B	DCA			\$2.00	Credit Card		Air Con of Wakulla	01-09S-08W-8330-0054-0010	\$9,135.00
77	08/29/2024	Electric Permit	24AP-E0024	29 Myrtle Avenue	DBPR		\$2.00		Credit Card		Wm. P. Way, II Electrical		\$2,000.00
78	08/29/2024	Electric Permit	24AP-E0024	29 Myrtle Avenue	DCA			\$2.00	Credit Card		Wm. P. Way, II Electrical		\$2,000.00
79	08/29/2024	Electric Permit	24AP-E0024	29 Myrtle Avenue	DCA			\$2.00	Credit Card		Wm. P. Way, II Electrical		\$2,000.00

	A	B	C	D	E	F	G	H	I	J	K	L	M
80	08/29/2024	Electric Permit	24AP-E0024	29 Myrtle Avenue	Electrical - Residential	-\$100.00			Credit Card		Wm. P. Way, II Electrical		\$2,000.00
81	08/28/2024	Air Conditioner	24AP-AC0031	53 Market Street	HVAC - Commercial	\$75.00			Credit Card		Gunn HVAC	01-09S-08W-8330-00C2-0090	\$4,650.00
82	08/28/2024	Air Conditioner	24AP-AC0031	53 Market Street	DBPR		\$2.00		Credit Card		Gunn HVAC	01-09S-08W-8330-00C2-0090	\$4,650.00
83	08/28/2024	Air Conditioner	24AP-AC0031	53 Market Street	DCA		\$2.00		Credit Card		Gunn HVAC	01-09S-08W-8330-00C2-0090	\$4,650.00
84	08/27/2024	Detached Single Family	24AP-RB0024	128-18th Avenue	Plan Review Residential	\$75.00			Credit Card	24AP-E0023 Electric Permit SFR 24AP-M0009 HVAC Mechanica l Permit SFR 24AP-P0017 Plumbing SFR	Roberto Emerick	01-09S-08W-8330-0251-0080	\$90,000.00
85	08/27/2024	Window Replacement	24AP-WR0012	123 10th Street	DBPR		\$2.00		Check		Sterling Buskirk, Substantial Structures		\$6,000.00
86	08/27/2024	Window Replacement	24AP-WR0012	123 10th Street	DCA		\$2.00		Check		Sterling Buskirk, Substantial Structures		\$6,000.00

A	B	C	D	E	F	G	H	I	J	K	L	M
08/27/2024	Detached Single Family	24AP-RB0024	128-18th Avenue	DCA			\$10.78	Credit Card	24AP-E0023 Electric Permit SFR	Roberto Emerick 8330-0251-0080	01-09S-08W-8330-0251-0080	\$90,000.00
93									24AP-M0009 HVAC Mechanica I Permit SFR			
94	08/26/2024	Fire Alarm	24AP-F0009	DCA	\$2.00		\$2.00	Credit Card	SFR	Delta Technologies, Inc.	01-09S-08W-8330-00E2-0100	\$1,230.00
95	08/26/2024	Fire Alarm	24AP-F0009	DBPR	\$2.00	\$2.00		Credit Card	Plumbing	Delta Technologies, Inc.	01-09S-08W-8330-00E2-0100	\$1,230.00
96	08/26/2024	Fire Alarm	24AP-F0009	Electrical - Commercial	-\$75.00			Credit Card		Delta Technologies, Inc.	01-09S-08W-8330-00E2-0100	\$1,230.00
97												
98							\$8,924.94	\$117.50				\$99.35

Apalachicola Margaret Key Public Library Turns the Page on August 2024



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

August 2024 Statistics:

- 2,076 patrons visited our library – 35 (!) new accounts opened – 253 patrons used our computers
- 793 (!) books/movies/items circulated - 351 items donated to the library - \$379.23 collected as library revenue – 153 (!) hours donated by our wonderful volunteers – 14,055 people reached on social media

As the summer heat loses its grip and we slip into Fall, we have shared a busy August in the library! Students headed back to school, and the library helped with free school supplies at a table station during the weeks before the first day. These supplies come donated to the library throughout the year, as parents or older students clean out their personal spaces, but a few brand-new items came to us from Apalachicola local, Jackie Jones, and library volunteer, Richard Lenhart. It is a gift to witness the generosity within our community! Such generosity was again on display at the Apalachicola Bay Charter School Open House, with volunteers from the Homework Help program passing out goodie bags and encouraging parents and students to visit the library if school ever becomes too challenging. Back for its second year, the library's Homework Help program is the effort of Greg and Helen Gologowski, Richard Lenhart, Bonnie Lewis, Annie Pitts, and Linda Buchanan, who all serve as volunteer tutors, offering FREE help to students of any grade with their homework after school. The library sees a lot of students after 3pm, and continuing our tradition, the library again handed out free pencils or erasers for kids as they left the ABC School campus, or who visited the library after their first day. Active students today; grown citizens tomorrow, we welcome them to enjoy this space!

The library also welcomed a return to the popular Summer Music Series this month! The Series, hosted by our Friends of the Apalachicola Library, Patrons of the Apalachicola Library Society (PALS), is a chance for the public to enjoy FREE live music and refreshments each week during August, in air-conditioned comfort, with a 'listening room' vibe. Musicians play after the library closes at 6pm, and bring us everything from Folk and Bluegrass, to Rock and Jazz. The Series is supported by funds from PorchFest 2022, which chose the library and our non-profit fundraising group, PALS, as the charity of choice. Yet another way that generosity shapes this library, and this community!

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. We offer FREE audio books, e-books, and digital magazines through the Libby app, & FREE streaming TV shows and movies through the Kanopy app. We also have a Book sale space on-site with FREE magazines. All donations go to our Friends of the Library 501c3 nonprofit, the Patrons of the Apalachicola Library Society (PALS). We also offer Yoga weekly on Mondays @ 6:15pm, Homework Help (FREE tutoring!) by appointment, and Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am. Our once-a-month Book Club meets each 3rd Wednesday @ 6pm. Do you have a club you'd like to start in the library?

Want to know more about a program? Is there a book or item you need?

Call: 850-653-8436 or email: apalachicolalibrary@gmail.com

Happy September!

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

Apalachicola Margaret Key Public Library Turns the Page on September 2024



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.

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

September 2024 Statistics:

- 2,045 patrons visited our library – 15 new accounts opened – 300 patrons used our computers
- 532 books/movies/items circulated - 290 items donated to the library - \$458.38 collected as library revenue – 103 hours donated by our wonderful volunteers – 16,617 people reached on social media

Our library enjoyed a busy September, even with the Labor Day holiday and storm closures. A highly successful Book Sale was hosted by our Friends of the Library group P.A.L.S., the Patrons of the Apalachicola Library Society, with visitors purchasing bags of gently used books to benefit the library. Two popular craft times were held this month, with people of all ages building kites to enjoy the windy weather; and trying their hand at weaving their own sweetgrass baskets. The library's craft times are open to all and offer a good way for generations to mingle without pressure. Many students continue to visit our library after school this year and have showed excellent behavior. We are grateful to the community for understanding that our library serves people of all ages, and grateful to the students who are using our space responsibly. Our library offers a safe public space, with free wifi, a complimentary coffee/tea bar, water cooler, public computers, meeting rooms, electrical outlets, and books(!) It's great to be a library for all!

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. We offer FREE audio books, e-books, and digital magazines through the Libby app, & FREE streaming TV shows and movies through the Kanopy app. We also have a Book sale space on-site with FREE magazines. All donations go to our Friends of the Library 501c3 nonprofit, the Patrons of the Apalachicola Library Society (PALS). We also offer Yoga weekly on Mondays @ 6:15pm, Homework Help (FREE tutoring!) by appointment, and Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am. Our once-a-month Book Club meets each 3rd Wednesday @ 6pm. Do you have a club you'd like to start in the library?

Want to know more about a program? Is there a book or item you need?

Call: 850-653-8436 or email: apalachicolalibrary@gmail.com

Happy October!

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Grant Updates

City Commission Meeting - Tuesday, October 1st 2024

Submitted Applications - Pending Results:

1. **Commerce Rural Infrastructure Fund – Well Rehabilitation**
 - a) An application requesting \$344,250 to rehabilitate the City’s three wells was submitted on 9/13/24. The specific technology requested would allow for quicker repairs and lessen the risk of future boil water notices. No match was required for the City to apply. There is \$15 million available statewide – awards should be announced by 12/31/24.
2. **DEP Local Trail Management Grant Program – Riverfront Park Fitness Trail**
 - a) An application requesting \$185,000 for replacement of the dock boards at Riverfront Park was submitted 8/29/24. No match was required to apply.
3. **FDACS – UCF-C Grant Program – Lafayette Park Tree Canopy Improvements Project (Requested \$10,000, City Cash Match \$10,000)**
 - a) An application requesting funding for the planting of 34 trees in Lafayette Park was submitted 7/18/24. The City Commission agreed to budget \$10,000 towards this project in the next fiscal year and the City submitted a request to FDACS for the remaining \$10,000.
4. **Firehouse Subs Public Safety Foundation - Hurst Rescue Tools "Jaws of Life" \$38,465**
 - a) An application requesting Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted 7/11/24. These tools were a request from the VPD and will aid them in their efforts. In the event this application is not funded, city staff will continue to apply quarterly.
5. **FDOT SCOP – Commerce Street Phase 1 \$3,278,524**
 - a) An application requesting funding for resurfacing, drainage improvements, and safety improvements for Commerce Street from Avenue C to Avenue I was submitted 5/5/23. FDOT marked is as “complete” and we are waiting for updates. City received an update 8/14/24 that FDOT expects the programming to be finalized in September and the Work Program Public Hearing to be delivered in December.
6. **DHR – 2025-26 Special Category – Phase II HCA (Harrison-Raney Building) mitigation/repair. \$350,000 (City Cash Match \$21,875)**
 - a) 2025-26 DHR Special Category grant request for Phase II to complete additional repairs to HCA currently being drafted and expected to be submitted by June 3, 2024. Phase II to complete repairs not funded in Phase I and will include windows, doors and additional masonry work.
 - b) Application submitted for consideration - \$21,875 cash match is obligated under the application as approved at the 6/4/24 CC meeting.
7. **CPTA – Workforce Housing Study \$75,000**
 - a) A re-application for \$75,000 towards a workforce housing study that could address viable solutions to the lack of workforce housing in the area was submitted 5/6/24. This was a previously awarded project for a prior fiscal year and an extension was not an option, so Commerce encouraged the City to de-obligate the original award and re-apply for the next round of funding.
 - b) NOT FUNDED – Application materials will be filed for potential resubmission April/May 2025.

Funded Applications:

FDOT:

1. **SCOP - Leslie Street \$610,169.30 (G2N05)**
 - a) This project will remedy the underground issues, resurface the entire street length, and obtain new

road signs based off engineer's estimate and recommendations. Engineering firm, Dewberry, has completed the plans and they were sent to FDOT for a final review prior to procurement - 5/23/24 the plans were approved and advertisements for procurement were scheduled in The Times and The Tallahassee Democrat. Bids are due by June 28th at 4PM.

- b) The current project completion date per FDOT is 10/31/24.
- c) City procured North Florida Construction for the construction work – CEI is currently being procured under the City’s Continuing Services Engineers procurement. City Manager will request action to award the CEI to an engineering firm and then construction can begin. CEI was awarded to Urban Catalyst Engineering.
- d) **CONSTRUCTION START DATE WAS SEPTEMBER 9th! Construction in progress – currently on schedule.**

DEP:

- 1. **Resilient Florida - Critical Asset Flood Management \$2,039,500 (24SRP65)**
 - a) This grant will complete identified drainage projects in the city that have been documented, but not funded by other sources. Funds will repair known nuisance flooding drainage issues in 29+ locations throughout the city. The City of Apalachicola Critical Asset Flood Mitigation Projects include the replacement and retrofit of pipe systems at multiple roadway intersections, addition of inlets, pipes, water quality vaults, crown reconstruction, and construction of roadway conveyance system. DEP has tentatively scheduled a site visit in October.
 - b) Bay Media Services was awarded a contract for administering this grant at the June City Commission meeting.
 - c) Baskerville Donovan Inc was scored highest and selected by City Commission to complete engineering services. Staff met with BDI Aug. 22 to develop specific scope for services agreement to be presented to City Commission for approval. BDI submitted a proposal for the work (\$400,000).
 - d) DEP engineers will travel to Apalachicola in the next month to inspect the sites prior to beginning of construction.
- 2. **Resilient Florida Planning Grant – COA Adaptation Plan \$67,000 (24PLN12)**
 - a) This award is funding for preparing a infrastructure plan for flood protection. The City of Apalachicola will complete the City of Apalachicola Adaptation Plan Project to include an Adaptation Plan consistent with the Florida Adaptation Planning Guidebook. The project will include public outreach and stakeholder engagement. Agreement signed 3/20/24 and project procurement is underway.
 - b) Bay Media Services was awarded the contract for this scope of work at the June City Commission meeting. 1st Workshop is planned for later this fall, following completion of Vulnerability Assessment.
- 3. **Resilient Florida – Comprehensive Vulnerability Assessment \$272,500 (22PLN10)**
 - a) The City of Apalachicola will conduct the City of Apalachicola Comprehensive Vulnerability Assessment project to include an update to the 2017 Vulnerability Assessment. This includes the impact of sea-level rise, storm surge, and rainfall flooding. The impacts of flooding will be projected and mapped over a planning horizon that extends to 2070. Critical assets, vulnerable infrastructure, and historic properties at risk will be identified. Comprehensive plan amendments to comply with the Peril of Flood statute and adaptation strategy recommendations will also be included in the Project. \$200,000 in supplemental funding was awarded as part of the VA help resolve identified data gaps and will result in the City digitizing its infrastructure facilities including water distribution lines, sewer and stormwater.
 - b) Data Gap infrastructure mapping 95% complete. Exposure Analysis pending final data gap maps and model. 80% of Sensitivity Analysis is complete.
- 4. **Resilient Florida – Wastewater Plant Repairs \$13,381,516 (22SRP17) + SLFRP - WWTP Headworks & SBR Relocation, Replacement and Upgrades for Advanced Wastewater Treatment \$5,551,875 (WG038) = Total \$18,933,391 for WWTP Relocation/Replacement**
 - a) These grants combined are to replace and repair critical wastewater facility components and to relocate the facility to ensure it is out of the flood zone. The project will ensure that the City is storm ready for years to come!
 - b) The project is at 66% design and the permit applications have been submitted and is currently sitting

- at 50% complete. Currently, final design is underway which includes biological process modelling, and process equipment selection.
- c) DEP is creating an amendment to WG038 to combine the budget into one line item to ensure that there are no issues with the ARPA funding pools in the future.
 - d) Pay Request 4 has been submitted to DEP for payment 8/12/24 and is under process. DEP has paid out request number 3 in the form of advance pay.
 - e) Pay Request 4 is still awaiting advanced pay approval – once it is received and documented that it has been spent then the City will be able to apply for Pay Request 5.
 - f) SCHEDULE:
 - i. Projected construction start date: November/December 2024
 - ii. Projected initiations of operations date: Mid 2026
 - iii. Projected construction end date: Mid 2026

Florida Commerce [Formerly DEO]:

1. **Rural Infrastructure Fund - Water Treatment Plant Improvements, Potable Water Studies \$147,000 (D0225)**
 - a) This grant will evaluate existing conditions, create an enhanced sampling plan, hydraulic modeling, treatability studies and alternatives analysis. Engineering firm, Dewberry, is in progress and these studies are 35% complete!
 - b) A one-year extension request has been requested to complete this project – it was executed mid-September and the deadline is now May 2025. Dewberry's work continues.
2. **Rural Infrastructure Fund – Drainage Basin Analysis Phase II + Camera Work of Stormwater Lines \$300,000 (D0260)**
 - a) This grant will fund an analysis of the drainage basins that border Apalachicola River and Bay. The proposal also includes funding to begin camera-work of the stormwater lines in Phase 1. The project aims to document all stormwater conveyance characteristic, both structural and natural, along with deficiencies of each that have contributed to localized flooding within 18 drainage basin areas totaling 310 acres in the city. The City will then prioritize repairs in areas where localized flooding is present and plan for water quality treatment at the stormwater outfalls which discharge into the Apalachicola River and Apalachicola Bay. Basins 11 and 3 were covered by the 2018 grant. This grant application would address the following basins: 1, 2, 4, 5, 6, 7, 8, 9, 10, 12-19
 - b) Agreement signed 2/1/24. Grant administration with grant continuing services procurement approved at July City Commission meeting. Task order to engage Dewberry Engineering drafted; currently in review by Florida Commerce. Request for contract extension drafted, pending Commerce approval.
3. **CDBG-DR – Avenues Stormwater Repair Project \$3,891,869 (\$29,000 City Cash Match) (M0016)**
 - a) This grant is to fund repairs and upgrades for the avenues stormwater drainage system. Dewberry is the engineering firm for this project.
 - b) Quotes received for drainage pipe inspections and route survey. Existing conditions CCTV survey was completed. The engineer received videos and reports which have been analyzed. The engineer worked with contractor to revise scope and cost for drainage pipe survey.
 - c) An amendment request was submitted on 5/10/2024 to add CE&I as a reimbursable task and to extend the period of performance through September 2025.
 - d) Meetings were held with Commerce's consultant (KPMG) to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
 - e) Engineering:
 - i. Survey is 100% complete. Engineering is 30% complete and scheduled for completion in September/October 2024. Permitting is not required; the engineer will submit verification of exemption at 60% design. Design completion currently scheduled for October 2024. (Note that construction activities cannot commence until Commerce approves the Environmental Review Record.)
 - f) Environmental:
 - i. Updated stakeholder outreach letters were distributed on 07.25.2024; comment periods will expire in September 2024. The City worked with Commerce to determine if a 5-Step

Process or an 8-Step Process would be required; it was determined on 08.02.2024 that an 8-Step Process would be the most conservative path forward. The early floodplain notice was posted on 08.21.2024 and distributed to stakeholders on 08.22.2024; comments were accepted through 09.09.2024.

- g) SCHEDULE:
 - i. Projected construction start date: January 2025
 - ii. Projected construction end date: June 2025
- 4. **CDBG-DR – Hometown Revitalization (Riverfront) \$4,400,000 (\$70,000 Private Owner Match + \$313,365 City Cash Match) (M0034)**
 - a) This grant is to revitalize the businesses and public areas in the riverfront district. This work includes private business’s docks along with public docks, sidewalks, lighting, and parking areas.
 - b) Certifications and liability agreements have been distributed to all owners – matching funds have been requested from owners 30-days prior to bidding the project.
 - c) The City Commission planned to amend the scope for the Popham Building to just design and partial demolition as the deliverables. After several meetings, Commerce agreed with the scope change presented by the City and it has been incorporated into the scope.
 - d) Meetings with Commerce’s consultant (KPMG) were held in June to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
 - e) The engineer has continued work on survey drawings, environmental evaluations, permit applications, and preliminary and schematic designs. (Note that construction activities cannot commence until Commerce approves the Environmental Review Record.) The project engineer reported the following for August:
 - i. Plan Set 1 (Dock and Pier Repair/Reconstruction)
 - 1. Design and plans for Plan Set 1 along Scipio Creek sites have advanced to 95% complete at the end of August. We have sent the Plans to another Halff Office for a QA/QC review and will address any comments. An Opinion of Probable Costs for Plan Set 1 has also been prepared.
 - 2. The design team visited the project site again on August 28th with 95% complete plans-in-hand to verify field conditions at the project sites along Scipio Creek and revise our drawings, if needed.
 - 3. A set of the 95% complete plans were given to Edgewater Group LLC (who are now on the Halff Team and taking over for Garlick Environmental Associates) to continue with the permit process.
 - 4. Edgewater Group has continued with the environmental permitting process developing permit documentation required for the USACE, Section 10 issues regarding regulated wildlife and State 404 permitting needs in preparation for a pre-application meeting with state agencies for the project’s ERP. Permitting for Plan Set 1 is at 40% complete.
 - 5. Proposals for a Cultural Resource Assessment Survey (CRAS) for the Riverfront Revitalization project have been received from 2 firms. We have selected the best proposal and submitted a supplemental services agreement on June 4, 2024 for the City of Apalachicola’s review, processing and approval.
 - ii. Plan Set 2 (Water, Commerce and 4th Street Upgrades)
 - 1. Field survey work along Water, Commerce and 4th Streets was complete in late August. Office work and survey drawings are on-going.
 - 2. Design and plan drawings of the proposed Water, Commerce and 4th Street upgrades continued this month.
 - 3. Aerial layouts for roadways, sidewalks, parking areas, landscaping, lighting and amenities proposed along the streets have been generated with typical sections and details being developed. Plan Set 2 is approximately 35% complete at the end of August.
 - 4. A field review by Halff Team members with preliminary Plan Set 2 documents-in-hand (to verify proposed street upgrades and amenities) is being set.

- 5. Permitting for Plan Set 2 is underway and approximately 20% complete.
- iii. Popham Building
 - 1. Hammond Design Group (HDG) has presented their findings for the Popham Building to the City Commission at their July 2nd meeting and were given direction to explore options of what could be built to replace the existing structure.
 - 2. Schematic design of re-created Popham Building Concepts and cost estimates have been completed – a workshop with the City Commission will soon be scheduled to discuss the direction for the site.
- f) Environmental Updates:
 - i. Early Flood Notice originally posted on 08.07.2024; revisions were required due to updated HUD templates dated 08.09.2024. The modified notice was posted on 8.21.24; comments will be accepted through 9.06.24. Copies distributed to all agencies on 8.22.24, with comments accepted through 9.09.24.
 - ii. The Seminole was recently added as an interested contact party. Project information was transmitted 8.13.24 with comment period expiring on 9.12.24. Seminole tribe has requested additional information that cannot be compiled until the Cultural Resources Assessment is complete. Request for authorization to execute CRAS amendment submitted to Commerce 06.20.2024; authorization received 08.23.2024
- g) SCHEDULE:
 - i. Projected construction start date: January 2025
 - ii. Projected construction end date: September 2025
- 5. CDBG-DR – Hill Community Project \$935,753 (\$910,000 Funded + \$25,000 City Cash Match) (M0033)
 - a) This project is to revitalize three (originally 5, two locations dropped out by choice) businesses within the Hill through exterior work and renovations - each location's scope differs. This project is also to create sidewalks and lighting in the Hill area to spur economic development through walkable connectivity. Gouras and Associates is the grant administrator and CDG is the engineering firm working on the plans. Certifications for the private business owners have been prepared and sent to each owner to ensure that the program guidelines are being met by all parties.
 - b) The City Commission finalized the scope of the Sidewalk & Lighting project at a special meeting on 2/20/24 after workshoping the previously approved scope. The below image shows the final scope of these improvements - these are subject to Commerce approval. The cost of materials has increased during the progression of this grant, so the priority for the funding will be sidewalks first with primary focus on MLK and the 8th Street section.

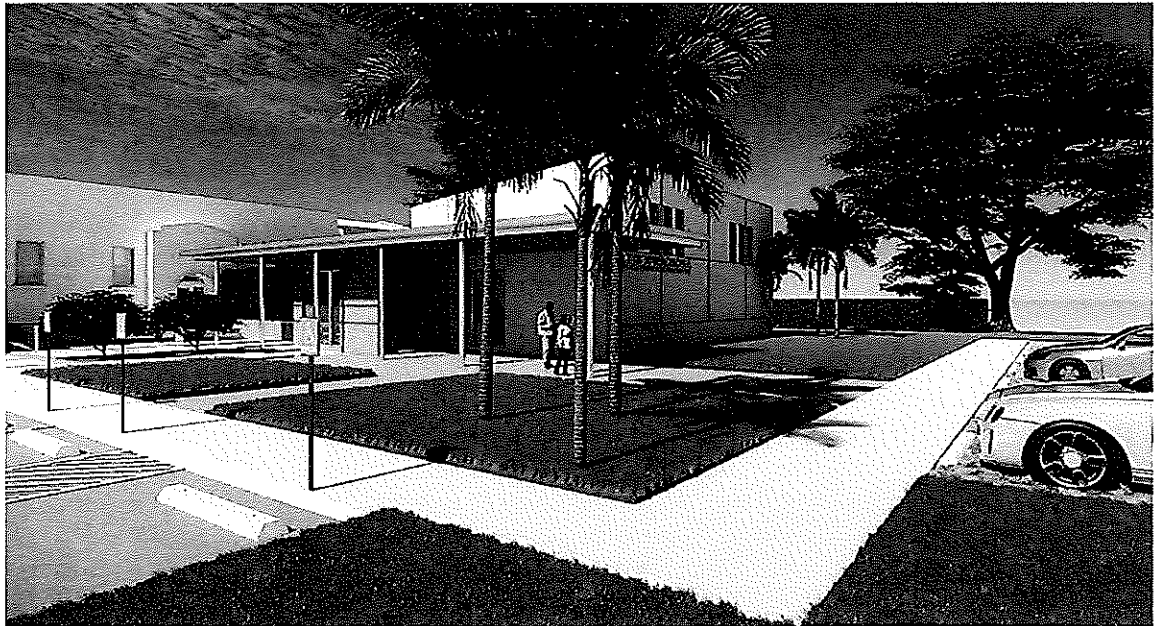


c)

- d) Florida Commerce and the City held a TA call on 4/29/2024 to discuss scope changes requested by the City. Changes to the sidewalk layout based on public feedback was discussed, as well as structural issues that have been identified for several commercial buildings.
- e) Liability Agreements were created by the City Attorney and distributed to the business owners. Project guidelines were also provided. Meetings to discuss these documents are scheduled with business owners. 3/3 project beneficiaries have submitted their signed documents. A meeting was held with the remaining property owners and FloridaCommerce to review grant requirements; as a result of this meeting, Commerce subsequently confirmed participant eligibility, pending submission of additional documentation from the participant. The City has continued to work with property owners to finalize agreements between the City and the Property Owner for utilization of CDBG funds for project activities.
- f) An amendment has been received from the engineer to modify the sidewalk layout and update the scope of engineering to correspond with modified building scopes; this was submitted to Commerce for authorization to execute on 07.03.2024.
- g) Work on the environmental review record was previously paused to consider potential scope modification impacts. In order to meet Commerce's deadline of 09.30.2024, work on the environmental review has resumed, under the assumption that Commerce will approve the requested scope modifications. Commerce confirmed on 07.24.2024 that an 8-Step Process will be required because approximately 750 s.f. of sidewalk will be located in the 500-year floodplain; public notices have been posted to the City's website and distributed to agencies as required.
 - a. Environmental:
 - i. The Early Floodplain Notice was posted to the City's website on 07.30.2024 and distributed to interested stakeholders on 08.07.2024; the comment period ended 08.24.2024.
 - ii. The Florida Seminole Tribe was recently added as an interested stakeholder tribe. Project information was provided on 08.15.2024; comments were accepted through 09.16.2024. As of 08.31.2024, no comments had been received.
 - iii. The Final Flood Notice will be posted concurrently with the City's FONSI-NOI/RROF.
- h) Meetings were held with Commerce's consultant (KPMG) to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
- i) SCHEDULE: **NOTE: Design work was on hold until Commerce authorizes execution of a contract amendment. Commerce authorized execution of the contract amendment with the project engineer on 9/19/24!
 - i. Projected construction start date: January 2025
 - ii. Projected construction end date: June 2025

DOS:

1. **DHR African American Cultural and Historical Grants - Apalachicola History & Culture African American Museum \$1,250,000 (\$1,000,000 Award, \$250,000 City Cash Matching Funds) (23.s.aa.900.039)**
 - a) This project is funding the design and construction of a one-story, 2,000SF building with elevated ceilings. Priorities include: security, storage, office space, greeting station/gift shop, breezeway to Holy Family, bathrooms, controlled lighting for displays.
 - b) There was a meeting on 1/16/2024 to show the concept direction of elevations and floor plans for the proposed museum. The third set of concepts was introduced to the City Staff, Commission, and community stakeholders. There was a presentation introducing potential site planning concepts, indoor and outdoor arrangements of display area, and potential exterior plaza configuration. Commission voted on exterior and interior layouts and designs for the museum provided by the architects. The modern style building, second floor plan, and exposed roof style were all chosen. The next phase is moving these concepts to construction documents – the architect/engineering team is in progress. See the concept design below:



- c)
 - d) A public workshop was held July 2nd for the Architect team to present the 50% plans for the site, building, and space to the City Commission and interested citizens.
 - e) An updated timeline has been communicated to DOS and an extension to June of 2025 has been granted. The project completion date is estimated to be in December of 2025, so City staff and DOS are anticipating another 6-month extension to be filed February of 2025.
 - f) Hammond Design to present 95% Plans to the City Commission 10/1/24.
2. **DHR Special Categories – Old City Hall Phase II Structural Damage \$395,000 + \$98,750 In-Kind Match (\$50,000 Cash Match) (24.h.sc.100.069)**
- a) City was funded for Phase II of the repair/structural work to the old city hall building! Agreement was signed 8/8/23. Bay Media will continue with grant administration as well as 4M Design, Mark Tarmey, on the designs as allowed by DOS. This grant is to secure funding to complete the Old City Hall Renovation and support the ongoing repairs funded through the NPS grant. The purpose is to stabilize the building, by proposing to install an interior rigid steel frame to provide the structural integrity of the building, exterior masonry, and support the historic second floor wood frame.
 - b) Phase II will install structural interior steel framing, additional 2nd floor shutters and interior/exterior masonry work, electrical, plumbing. Admin to schedule staff, architect (4M Design) and contractor (OSP) onsite meeting to finalize Phase II scope and develop construction contract.
 - c) Contractor agreement for shutters and windows with Oliver Sperry executed. Scope modification approved by DHR. Construction of first contract deliverables pending arrival of windows and shutters. Building interior has been LiDAR scanned to verify scale and structural dimensions of existing second floor framing with high degree of accuracy for required Structural improvements to second floor framing. Awaiting structural drawings and estimate for remainder of phase II construction work.
3. **DHR Special Categories – Old City Hall Phase II Structural Damage \$395,000 + \$98,750 In-Kind Match (\$ DHR Special Categories – Old City Hall Phase III \$340,000 + \$30,000 City Cash Match (FUNDED – Waiting for Agreement)**
- a) DOS reached out 6/18/24 to announce that this project was awarded through the FY25 Special Category Grants program. The phase III funding for City Hall will complete the second-floor structural work, interior/exterior masonry repair of second floor and will complete the mechanical and plumbing not completed in phase II for the first floor and all for the second floor. Additionally, it will provide a second-required stair access to the second level. Awaiting contract for execution.

FEMA:

1. **Hurricane Michael - Bodiford Park Dock Repairs (76103)**
 - a) Dewberry engineers completed the engineered plans for this project. Project construction was bid out and awarded to Coastline Clearing in the amount of \$53,824 on 4/2/24! Contracts are in progress and work should begin soon. Waiting on an extension from FEMA. Held a call with FEMA and City staff. They requested revised drawings. Once approved, an extension should be granted.
2. **Hurricane Michael - Scipio Creek Marina Finger Dock Repairs (76103)**
 - a) Dewberry engineers completed the engineered plans for this project. Project construction was bid out and awarded to Coastline Clearing in the amount of \$74,090 on 4/2/24! Contracts are in progress and work should begin soon. Waiting on extension from FEMA. Held a call with FEMA and City staff. They requested revised drawings. Once approved, an extension should be granted.

FDEM:

1. **HMGP Market Street Vacuum Station \$120,000 (4399-150-R) with DEO Match of \$37,500 (M0142)**
 - a) The scope of this project is for the design of a new vacuum sewage station located near intersection of Market Street and Avenue G. The purpose of this project is to provide protective measures to wastewater infrastructure of the historic downtown commercial district in Apalachicola. CPWG Madrid is 90% complete with the engineered plans for the Market Street Vacuum Station – they submitted 100% designs and permits, but there were some remaining issues/priorities in the plans pointed out by staff that are currently being remedied. Monthly meetings with Commerce continue.
 - b) The Engineer submitted all deliverables and staff is reviewing them prior to submitting to FDEM. Once approved by staff, all documents will be uploaded and FDEM will conduct a CBA to determine Phase II. Submitted deliverables to FDEM. They have come back and asked for additional documentation from the engineers. Waiting for CPWG Engineering to supply cost estimate documentation!
2. **HMGP Critical Facilities Generators \$241,862 (4399-092-R) with DEO Match of \$26,064.75 (M0141)**
 - a) This grant will provide protection and storm mitigation by providing City Hall, the police, and fire department with portable generators. One will be at City Hall, the other will be shared by Police and Fire. The purpose of this project is to provide protection to a critical facility in Apalachicola. The project is for the purchase and installation of an emergency generating system to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards.
 - b) The contract with BGN was executed and monthly progress meetings with Commerce continue – permitting is in process and general installation will begin very soon! Generators have been ordered.
 - c) The City is waiting on generators to arrive. The next step is to pour concrete and install electrical.
 - d) Work has begun on this project. The only delay is the generator delivery. Some sizes are back ordered. The end goal is to have both generators installed by October 2024 pending no further shipping delays.
 - e) Generators delivered – work is underway!
3. **HMGP Wastewater Vacuum Station Portable Generator \$170,000 (4486-007-R)**
 - a) For purchase and setup of an emergency generator system to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards at the 108 Avenue F location. (The current generator is too small for the need and this will provide an appropriately sized and portable generator.)
 - b) The bid for this project came in over budget. A budget increase was requested in February, 2024. We are waiting on determination from FDEM. The contractor has guaranteed his price without an increase until June 24, 2024. FDEM approved the cost increase. Waiting for FEMA's approval of the budget increase.

State Appropriations:

1. **Spray Field & Solar Project \$130,000 (LPA0452)**
 - a) The original request for this award was for 150 replacement spray heads and installation of 11 solar controllers and supplementary batteries. The spray heads are \$553.00 apiece, and the solar installation costs (in total) amounts to \$87,880.00 for 22 locations.
 - b) DEP issued an amendment in April 2024 allowing for the funds to be used solely for acquisition of

- needed parts instead of having to hire out a contractor for the parts and install. This will allow The City to stretch the budget further and be able to buy more spray heads and install them in house – procurement is in the works as acquisition quotes will need to be obtained and approved by DEP prior to ordering. Work will be completed by 12/31/25.
2. **Inflow & Infiltration Study \$300,000 (LPA0451)**
 - a) The City of Apalachicola has an aging infrastructure made of terra cotta pipes and faulty water lines. The City is funded to do an infiltration and inflow study - the study will assess local sources of surface water and/or groundwater prior to entering a sewage system. This will be done with typical methods such as smoke testing, dye testing, and visual inspections to locate structural defects or water stains to summarize existing data pertinent to the hydrologic conditions and hydrogeology in the study and surrounding area. This will produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options, and identify the tasks required to complete a resolution to the problem by 6/30/25.
 - b) Procurement is in progress.
 3. **Stormwater Pipe Relining & Backflow Devices - \$100,000 (LPA0140)**
 - a) Urban Catalyst is the procured engineer for this project. The following locations in Apalachicola will be addressed: 1) Fred Meyer Street near 18th Street just east of the intersection, where the road is sinking at a damaged pipe joint; 2) 5th Street between Avenue C and Avenue E., where the road has several areas where the pipe joints are caving in; and 3) Avenue B between 11th and 12th Street. Funding agency does not anticipate that the funding under this Agreement will result in a fully completed project, so this award will cover a portion of the work.
 - b) An extension to 6/30/25 was granted – engineering is complete and the City tried to bid out the work with no responses twice – DEP agreed for us to be able to obtain quotes to move forward instead of going through the bidding process. Quotes for the final work are being acquired.
 - c) Quotes are being updated – 2/3 have been secured. Hoping to have a third in time to award this project at the 10/1/24 meeting, but possibly in November.
 4. **Avenue H Parking Lot \$135,013 (Waiting for Agreement)**
 - a) The 2024 legislative session funded half of the requested funding for the Avenue H Parking Lot project. This project will provide 39 parking spaces in an area with very few options for public parking and encourage additional economic activity in the downtown area. Permeable parking will also help with storm water management. Parking for local businesses will be provided - additionally, parking spaces will be provided that will be available for parking mitigation by local businesses.
 - b) An agreement has not yet been received – report will be updated once the agreement has been executed.
 5. **Fire Hydrant Replacement Phase III \$275,000 (Waiting for Agreement)**
 - a) The 2024 Legislative session funded the Fire Hydrant Replacement Phase II project. The request was originally for \$550,000 to finish out the project, but only \$275,000 was funded. The City has worked over the last three years to replace 215 old and inoperable fire hydrants throughout the city. There are currently 110 fire hydrants remaining that are still in need of replacement. These new hydrants will benefit residents in close proximity in obtaining homeowners insurance, they will benefit the City with FDEP required flushing of drinking water and will benefit the all City residents with fire suppression and control. The funding should cover 55 of the remaining needed 110 hydrants.
 - b) An agreement has not yet been received – report will be updated once the agreement has been executed.
 - c) Introductory meeting with state legislative grants staff held 7/25/24 – state staff stated that an agreement would not be drafted until a purchase order for the hydrants has been approved. City Manager Wade is working on this.

ARPA:

1. **American Rescue Plan - \$1,179,010**
 - a) The City received an award of \$1,179,010 through the SLFRF program – the City has elected to use the funding as a “standard allowance” for government services.

- b) The City Commission has been workshopping priorities for the funding – the yearly report was submitted by April 30th.

All information in this report is accurate up to 9/19/24 at 12:00PM! If you have questions regarding any of the above projects, please direct your questions to Bree Robinson – City Planner brobinson@cityofapalachicola.com.