

WORKSHOP
APALACHICOLA CITY COMMISSION
WEDNESDAY, JANUARY 22, 2024 – 6:00PM
FORMER APALACHICOLA MUNICIPAL LIBRARY
74 6TH STREET, APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the three-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. Public Comment

IV. AAHM- Discussion

V. 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.

African American History and Culture Museum

African American Museum

As of now, we have not spent any of the DOS funding. The City contributed a \$250,000 match to a \$1,000,000 grant for a new City building, specifically an African American Museum upon the understanding that the funding was coming from surplus from the prior fiscal year. (City staff believe this surplus should have been set aside for the CDBG-DR matching funds - Hill Revitalization/Riverfront/Stormwater Avenues.) If this building is going to be built, there are several needs that must be met and several factors that need to be considered. Staff need a consensus from the City Commission on how to proceed.

- An employee will need to be present when the space is open – will this be a full time or part time employee? Pay?
- What exhibits are going to be presented? If they are rented or borrowed exhibits, who is going to coordinate the delivery, displays, and promotion around them? Borrowed exhibits would likely require a higher standard of security.
- Displays – the current plans have no funding for displays. Is grant funding going to provide displays for this museum? This is not a guarantee, City may need to consider budgeting these items in the next fiscal year.
- Who is going to decide if this space can be rented out? How is the City going to ensure that exhibits are kept safe during events?
- Expenses – employee discussion aside, this building is going to require additional insurance, utilities, maintenance, etc. Has this been accounted for?
- Construction overage – if there are unexpected costs during construction, how is the City going to pay for this? Possibility of USDA loan.
- Gift Shop – all of the plans include a gift shop area. What will be sold? What will the proceeds go to? Will volunteers be allowed to handle incoming money? City to consider budgeting for these items.

OPTIONS:

➤ Move forward with construction.


- City needs to have a contingency plan for possible construction overages. At the time of submission, the budget for construction was around \$1,070,000. Current construction estimate is around \$1,256,852.70, not including construction management. This could be lower or higher, but assuming it is accurate then there is a \$186,852 cost difference that would need to be planned for at time of bidding and contract signing.
- City needs to incorporate maintenance cost for this building into future budgets – estimate per year for building maintenance, utilities, security, pest control, and phone service is \$32,288.
- City is bound by restrictive covenants for ten (10) years and shall permit the DOS to inspect the property at any time to ensure compliance and use. No modifications of property or

change of use is permitted during this ten (10) year period. If a violation is found within five years, then the full grant amount is due back to the state. After five years there is a percentage due back to the state if a violation is found.

- City needs to begin workshopping how the best manage this facility and set some ground rules. Will there be a citizen board? Will an employee be hired?
 - 5-7 member Citizen Board with permanent seats for a North Florida African American Corridor Project member and Hillside Coalition of Laborers for Apalachicola member? Could meet regularly to discuss potential exhibits and events for the museum?
 - Part-time or full-time employee dedicated to History, Culture, and Arts in Apalachicola – could be an opportunity for this job role to manage the HCA Building and AAM, plus be involved in a future CRA.
- **Amend the scope of this agreement to only Phase 1 activities (planning, designs, shelf ready project) so the City has a ready-to-bid project in hand and could re-apply for funding to build at a later date.**
 - There is no financial repercussion for termination of agreement or amending the scope to just Phase 1 activities.
 - The City will have only spent \$180,306.50 on designs and engineering and would have \$69,693.5 to reallocate into the City budget. (Leftover from \$250,000 match.)
 - Any displays that may have already been accumulated could be presented at the HCA Building. The HCA building is ready to be open, has a prime spot downtown, and could be fully utilized. Could be reopened as the City HCA with a permanent African American History and Culture exhibit and revolving loaned exhibits.
 - In the past, the City had a part-time position for the HCA building – the last staff member in this position left in the fall of 2021 and the position was never filled. The position was removed from the 2022-2023 budget and has not been discussed since.
 - City would be able to re-apply for Phase II with all construction costs included since the plan set would be complete and ready to go.

Quote for building maintenance attached.

Quote for construction estimates attached.

	HAMMOND DESIGN GROUP, LLC 2627 S. Blair Stone Road Tallahassee, FL 32301 AR16903 LA0001313 ID7013			
General Opinion of Cost Analysis for American Museum Maintenance & Upkeep				12/15/2024
May vary based upon specific tenant requirements (2,106 square feet building conditioned Space) and (1,000 square feet of unconditioned Space).				
Assumes New Building Construction				
	Area	Unit	Unit Cost	Cost
Building Overall	3,106 s.f.		0.00	0.00
This would typically involve the following				
	3,106 s.f.	Maintenance of Structure	\$ 4.00	\$ 12,424.00
		Painting	\$ -	\$ -
		Window Cleaning	\$ -	\$ -
		Grounds Maintenance	\$ -	\$ -
Other Costs				
	3,106 s.f.		0.00	0.00
Utilities - Electrical, Water & Sewer	12 Months	Cost Per/Month	\$ 260.00	\$ 3,120.00
Building Insurance	12 Months	Cost Per/Month	\$ 200.00	\$ 2,400.00
Phone Service	12 Months	Cost Per/Month	\$ 100.00	\$ 1,200.00
Security	12 Months	Cost Per/Month	\$ 35.00	\$ 420.00
Pest Control	12 Months	Cost Per/Month	\$ 25.00	\$ 300.00
Staffing Unknown at this time				
Understand this cost may vary based on the extent or use of the specific project. Disposal fees are based on weight and have not been factored as these can vary upwards or down depending on the specific amount of demolition.				
Disposal		Unknown @ this time/base upon disposal weight		
		Site Work Sub-Total		\$ 19,864.00
Assumed Annual Maintenance Costs				\$ 32,288.00
		Assumed Cost		\$ 32,288.00
Assumed Annual Maintenance Costs	\$ 10.40	Per/Square Foot for Budget Purposes		
Unknowns				
Furniture Costs have not been factored				
IT Systems and Cabling				

HAMMOND <i>Design</i> GROUP, LLC ARCHITECTS	HAMMOND DESIGN GROUP, LLC			
	2627 S. Blair Stone Road			
	Tallahassee, FL 32301			
	AR16903	LA0001313	ID7013	
General Conditions (Cost: Applicable) African American Museum 12/18/2024				
May vary based upon specific tenant requirements (2,106 square feet building conditioned Space) and (1,000 square feet of unconditioned Space).				
Assumes New Building Construction				
	Area	Unit	Unit Cost	Cost
Site Demolition	3,106 s.f.		0.00	0.00
	This would typically involve the following			
	3,106 s.f.	Site Prep	\$ 8.00	\$ 24,848.00
	3,106 s.f.	Bulking Prep Fill	\$ 4.00	\$ 12,424.00
	1,200 s.f.	Sidewalk	\$ 7.00	\$ 8,400.00
	16	Sum Each	\$ 500.00	\$ 8,000.00
Understand this cost may vary based on the extent or use of the specific project. Disposal fees are based on weight and have not been factored as these and can vary upwards or down depending on the specific amount of demolition.				
Disposal		Unknown @ this time/base upon disposal weight		
		Site Work Sub-Total		\$ 53,672.00
	Area	Unit	Unit Cost	Cost
New Work				
Architectural Const. Costs	3,106 s.f.	Structural build (Shell)	\$ 225.00	\$ 698,850.00
		CMU Shell		\$ -
		Steel trusses		\$ -
		Roof Deck		
		Roof		
		Canopy		
	3,106 s.f.	Interior Finishes	\$ 5.00	\$ 15,530.00
	1	Lump Sum	\$ 5,000.00	\$ 5,000.00
		Minor Incidentals		\$ -
Electrical Const. Costs (New)	2,106 s.f.		\$ 40.00	\$ 84,240.00
		Site Electrical Service		
		Outlets to code compliance		
		General Lighting		
		Light Sensors & Switches		
Mechanical Costs (New)	2,106 s.f.		\$ 35.00	\$ 73,710.00
		Duct Work		
		Mechanical Trim		
		Exhaust fans		
		Thermostats and Misc.		
		Construction Total		\$ 931,002.00
Occupied/Construction Increases the construction costs in order to keep everything operational				
General Conditions	0.20	Percentage of Const. Dollar Cost		\$ 186,200.40
Contractor's Overhead & Profit	0.15			\$ 139,650.30
		Base Bid Construction Total		\$ 1,256,852.70
Construction Square Foot Cost	\$ 404.65	Per/Square Foot for Budget Purposes		
Unknowns				
Furniture Costs have not been factored				
Disposal fees have not been factored				
IT Systems and Cabling				
Assumptions				
Costs will vary upwards when if Construction Management is contracted (Usually 10-12% Additional)				