

**SPECIAL MEETING  
CITY COMMISSION  
CITY OF APALACHICOLA, FLORIDA  
TUESDAY, AUGUST 27, 2019 – 5:00 PM  
APALACHICOLA COMMUNITY CENTER  
#1 BAY AVENUE  
APALACHICOLA, FLORIDA**

**AGENDA**

You are welcome to speak or comment on any matter under consideration by the Apalachicola Board of City Commissioners 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.

- I. Call to Order
- II. Attorney Selection Committee
  - **Suggested Motion:** To Appoint the Following Members, \_\_\_\_\_, to the City Attorney Selection Committee.
- III. Grants Discussion
  - **Suggested Motion:** To Allow the Grant Team the Ability to Submit Grants that Align with the City's Needs without Prior Submittal and Approval from the City Commission and to Present the Grant at the next Regular Meeting.
- IV. 2019-2020 Annual Budget and CIP Review
- V. City Manager Evaluation
- VI. Adjournment

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

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: August 27, 2019**

**SUBJECT:** City Attorney Services Selection Committee

**AGENDA INFORMATION:**

**Agenda Location:** Special Meeting  
**Item Number:** A  
**Department:** Administration  
**Contact:** Ron Nalley, City Manager  
**Presenter:** Ron Nalley, City Manager

**BRIEF SUMMARY:** The City requested proposals and qualifications from experienced and well qualified firms or individuals for the provision of City Attorney Services. The City received four proposals by the August 16<sup>th</sup> deadline for responses. The proposals received were from:

- Knowles & Randolph - Tallahassee
- Kristy Branch Banks - Apalachicola
- Nabors, Giblin & Nickerson – Tallahassee
- Oertel, Fernandez, Bryant & Atkinson – Tallahassee

The Commission requested that discussion of appointing a selection committee be added to the special meeting agenda for August 27<sup>th</sup>.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To Appoint the Following Members, \_\_\_\_\_, to the City Attorney Selection Committee.

**FUNDING SOURCE:** Not Applicable

**ATTACHMENTS:** Not Applicable

**STAFF'S COMMENTS AND RECOMMENDATIONS:** None at this time pending further discussion from the City Commission.

**APALACHICOLA CITY COMMISSION**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date:** August 27, 2019

**SUBJECT:** Grant Application Submittal Discussion

**AGENDA INFORMATION:**

**Agenda Location:** Special Meeting  
**Item Number:** B  
**Department:** Administration  
**Contact:** Ron Nalley, City Manager  
**Presenter:** Ron Nalley, City Manager

**BRIEF SUMMARY:** A team of City staff who are grant writers has been formed and began meeting weekly on August 7. The team includes Ron Nalley, Cindy Clark, Jill Rourke, and Augusta West. The impetus for the formation of this team is the large amount of new grant dollars coming down from hurricane relief programs. There is concern that the City might miss out on funding opportunities without a collaborative, organized team effort. Our goals are to identify grant programs that align with needs, organize a master list with timelines, delegate grant writing duties, and to collaborate on applications. In addition, discussions with other possible grant partners and organizations are taking place in order to determine whether outside grant writing assistance may be needed. A notable challenge for the grant team has been the inability to respond to grant submittal requirements that have a quick turnaround time or deadline and still meet the Commission's requirement of presenting all grants for approval prior to submittal. The grant team is requesting that the City Commission allow the team the ability to submit grants that align with the City's needs with the understanding that the grant will be presented to the Commission at their next regular meeting. If there is concern, the Commission can then request that staff withdraw the grant or express its desire to not accept the grant if awarded.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To Allow the Grant Team the Ability to Submit Grants that Align with the City's Needs without Prior Submittal and Approval from the City Commission and to Present the Grant at the next Regular Meeting.

**FUNDING SOURCE:** Not Applicable

**ATTACHMENTS:** Not Applicable

**STAFF'S COMMENTS AND RECOMMENDATIONS:** None at this time pending further discussion from the City Commission.



# CITY OF APALACHICOLA

1 Avenue E • Apalachicola, Florida 32320 • 850-653-9319 • Fax 850-653-2205  
www.cityofapalachicola.com

August 23, 2019

**Mayor**  
Van W. Johnson, Sr.

**Commissioners**  
Brenda Ash  
John M. Bartley, Sr.  
James L. Elliott  
Anita Grove

**City Manager**  
Ron Nalley

**City Administrator**  
Lee H. Mathes, MMC

**City Clerk**  
Deborah Guillotte, CMC

**City Attorney**  
J. Patrick Floyd

TO: Mayor and City Commission Members

FR: Ron Nalley, City Manager *Read*

RE: 2019-2020 Annual Budget and CIP Review

At the last budget workshop, the Commission requested several items from staff – this information is included in this memo or is attached. There are also several other items that will need some discussion in preparation for adopting a final budget.

- 1) Fee Schedule Review – Attached is the proposed fee schedule for the 2019-2020 annual budget. We have highlighted any proposed new or increased fees.
- 2) Rate User Comparison – Staff was asked to determine how many water users were using below the estimated average water use of 4,000 gallons per month. Because the City bills per 1,000 gallons this calculation is not exact. However, based on the past fiscal year, we feel comfortable in reporting that 79% of our water customers use less than 5,000 gallons per month and 21% of our customers use over 6,000 gallons per month. As you can see, a little over three quarters of our customers use below 5,000 gallons per month making any rate adjustments based on “use” impractical for maintaining a financially viable water and system.
- 3) Budget Workshop Revisions – Attached is a spreadsheet detailing changes made by the Commission during the last budget workshop. Please review these changes and make sure that they meet your intent. You will note that in both the General and Water/Sewer Fund, reductions or increases were needed in order to balance the budget. These are not specifically requested by the Commission but recommended by the City Manager to cover the remaining costs associated with the Commission’s proposed revisions.
- 4) CRA – I will give a brief update on the funding status of the CRA and ask for your direction in developing a proposed budget for the organization.
- 5) Franklin County Request – The County has requested the City contribute \$7,000 to the County for a part-time animal control officer. An email from Michael Moron is attached.

City Commission Budget Workshop Revisions

General Fund	Account Name	Revenue	Expense	Comment
	<b>Total as Presented 8/6/19</b>	\$ 4,370,400.00	\$ 4,370,400.00	
	Legal Services - Governing Body	\$ 35,000.00	\$ 35,000.00	Accounts for Consolidation of Legal Expenses for Governing Body, Administration and Water
	Legal Services - Administration	\$ (25,000.00)	\$ (25,000.00)	Removes Legal Services from Administration and Transfers to Governing Body
	Additional 1% Cost of Living Adjustment	\$ 13,100.00	\$ 13,100.00	Increase Cost of Living Adjustment from 2% to 3%
	P&Z Vehicle Replacement - Capital Outlay	\$ (34,000.00)	\$ (34,000.00)	Subject to EPCI Contract Amendment this item may be Reduced
	Storm Water Project - Public Works	\$ 10,900.00	\$ 10,900.00	Increased to Balance Reduction of Vehicle Replacement
	Revised General Fund Totals	\$ 4,370,400.00	\$ 4,370,400.00	
	<b>Water and Sewer Fund</b>			
	<b>Total as Presented 8/6/19</b>	\$ 2,196,000.00	\$ 2,196,000.00	
	Legal Services - Water Department	\$ (10,000.00)	\$ (10,000.00)	Removes Legal Services from Water and Transfers to Governing Body
	Infrastructure Repairs - Water	\$ 10,000.00	\$ 10,000.00	Increases Infrastructure Repairs Line Item to Balance Reduction in Legal Services
	Revised Water and Sewer Fund Totals	\$ 2,196,000.00	\$ 2,196,000.00	
<b>Fund Totals After Revisions</b>				
	General Fund	\$ 4,370,400.00	\$ 4,370,400.00	
	Water and Sewer Fund	\$ 2,196,000.00	\$ 2,196,000.00	
	Revised Net Total All Funds	\$ 6,566,400.00	\$ 6,566,400.00	

City of Apalachicola  
Budget Breakdown by Function - FY 18-19

General Fund	Salaries	Benefits	Total Personnel	Maintenance and Repair	Departmental Expenses	Utilities	Professional Services	Operating	Total Grants	Total Capital Outlay	Total Debt	Total
Governing Body Administration	\$26,800	\$20,300	\$47,100	\$0	\$17,200	\$0	\$88,000	\$105,200	\$147,700	\$0	\$4,000	\$304,000
Planning & Zoning	\$198,800	\$99,100	\$297,900	\$0	\$81,800	\$0	\$35,000	\$116,800	\$0	\$0	\$0	\$408,700
Police	\$70,300	\$29,400	\$99,700	\$2,000	\$15,600	\$0	\$98,400	\$116,000	\$90,000	\$0	\$0	\$305,700
Fire	\$339,700	\$173,500	\$513,200	\$7,500	\$73,500	\$0	\$0	\$81,000	\$0	\$27,000	\$1,500	\$622,700
Public Works	\$17,500	\$0	\$17,500	\$10,000	\$27,300	\$0	\$0	\$37,300	\$0	\$0	\$79,100	\$135,900
Library	\$250,900	\$101,700	\$352,600	\$15,000	\$521,800	\$0	\$0	\$536,800	\$598,500	\$52,900	\$47,100	\$1,587,900
Parks & Recreation	\$59,500	\$19,600	\$79,100	\$2,600	\$13,700	\$0	\$0	\$16,300	\$0	\$0	\$0	\$95,400
Facilities	\$0	\$0	\$0	\$6,500	\$55,000	\$3,500	\$0	\$65,000	\$846,300	\$0	\$0	\$911,300
Total	\$963,500	\$437,600	\$1,401,100	\$73,600	\$878,600	\$137,000	\$221,400	\$1,310,600	\$1,682,500	\$79,900	\$131,700	\$4,605,800

Water & Sewer Fund

	Salaries	Benefits	Total Personnel	Maintenance and Repair	Departmental Expenses	Utilities	Professional Services	Operating	Total Grants	Total Capital Outlay	Total Debt	Total
Water	\$207,000	\$77,500	\$284,500	\$7,500	\$108,400	\$45,000	\$25,000	\$335,900	\$0	\$54,100	\$184,500	\$759,000
Sewer	\$173,600	\$62,700	\$236,300	\$65,000	\$157,500	\$120,000	\$0	\$342,500	\$0	\$41,000	\$583,200	\$1,203,000
Total	\$380,600	\$140,200	\$520,800	\$122,500	\$265,900	\$165,000	\$25,000	\$578,400	\$0	\$95,100	\$767,700	\$1,962,000

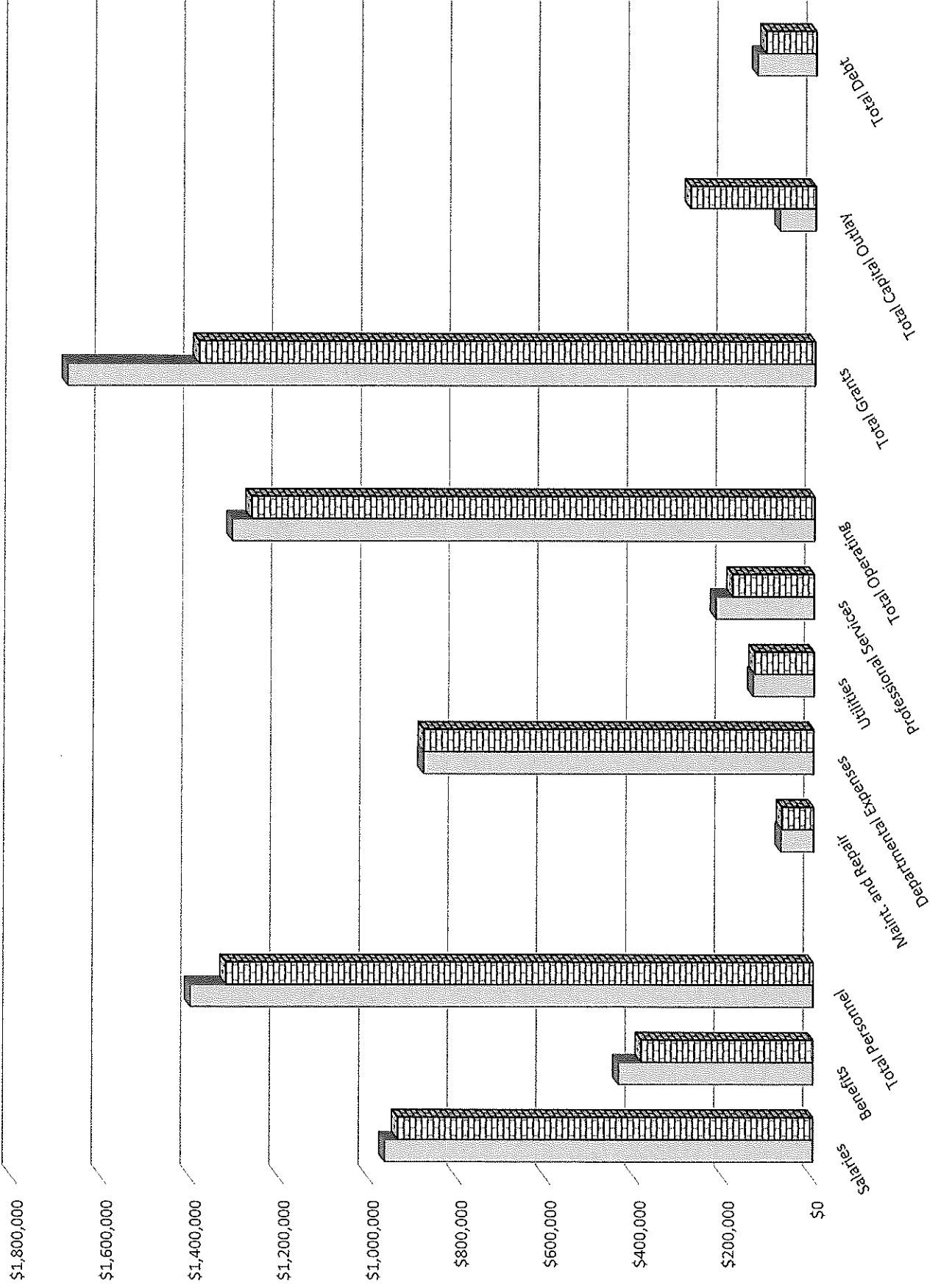
City of Apalachicola  
Budget Breakdown by Function - FY 19-20

General Fund	Salaries	Benefits	Total Personnel	Maintenance and Repair	Departmental Expenses	Utilities	Professional Services	Operating	Total Grants	Total Capital Outlay	Total Debt	Total
Governing Body Administration	\$26,800	\$8,300	\$35,100	\$0	\$18,700	\$0	\$94,000	\$112,700	\$137,000	\$55,000	\$0	\$319,800
Planning & Zoning	\$145,800	\$64,600	\$210,400	\$0	\$73,500	\$0	\$30,000	\$103,500	\$0	\$70,000	\$0	\$383,900
Police	\$119,700	\$44,300	\$164,000	\$2,000	\$14,400	\$0	\$60,000	\$76,400	\$190,000	\$34,000	\$0	\$464,400
Fire	\$345,800	\$167,200	\$513,000	\$7,500	\$73,500	\$0	\$0	\$81,000	\$0	\$46,000	\$10,900	\$650,900
Public Works	\$17,500	\$0	\$17,500	\$10,000	\$27,300	\$0	\$0	\$37,300	\$0	\$0	\$79,100	\$133,900
Library	\$220,400	\$84,000	\$304,400	\$12,500	\$523,800	\$0	\$0	\$536,300	\$545,000	\$77,000	\$25,000	\$1,485,700
Parks & Recreation	\$58,400	\$18,700	\$77,100	\$2,500	\$17,700	\$0	\$0	\$20,200	\$0	\$20,000	\$0	\$117,300
Facilities	\$0	\$0	\$0	\$6,500	\$55,000	\$3,500	\$0	\$65,000	\$515,000	\$0	\$0	\$580,000
Total	\$994,400	\$387,100	\$1,321,500	\$71,000	\$878,400	\$133,500	\$184,000	\$1,266,900	\$1,387,000	\$282,000	\$113,000	\$4,370,400

Water & Sewer Fund

	Salaries	Benefits	Total Personnel	Maintenance and Repair	Departmental Expenses	Utilities	Professional Services	Operating	Total Grants	Total Capital Outlay	Total Debt	Total
Water	\$187,200	\$73,500	\$260,700	\$65,000	\$105,900	\$45,000	\$10,000	\$225,900	\$0	\$110,000	\$199,200	\$795,800
Sewer	\$155,600	\$59,900	\$215,500	\$60,000	\$157,000	\$120,000	\$0	\$337,000	\$0	\$160,000	\$687,700	\$1,400,200
Total	\$342,800	\$133,400	\$476,200	\$125,000	\$262,900	\$165,000	\$10,000	\$562,900	\$0	\$270,000	\$886,900	\$2,196,000

Budget Breakdown by Function:  
 FY 18-19 vs. FY 19-20 Comparison



City of Apalachicola  
 FEMA Projects  
 DR 4399 -- Hurricane Michael

Project #	Category	Project Name	Scope of Work
75993	B	Emergency Protective Measures	Compensation for labor, equipment and materials used to mitigate damages Oct 10 - Nov 24
76039	B	Emergency Protective Measures	Compensation for labor, equipment and materials used to mitigate damages Oct 7-9; Nov 25 - Dec 20
76291	C	Damaged road signs	Replacement of traffic directional signs damaged throughout the city
81078	C	Alleyways; Courthouse sidewalk & Manhole	Reshelling of all city alleyways due to storm related damage; Re-seating of damaged manhole and repair of courthouse sidewalk
76300	D	Broken utility pipes throughout city	Repair and replacement of all utility pipes [water & waste water] damaged in the storm
75987	E	City Hall [Ave 1 E]	Building interior/exterior repair and interior contents replacement
76060	E	Holy Family Senior Center	Repair of roof damage; Repair of interior ceiling and wall damage, including mold remediation
76069	E	Rainey House Museum	Repair of roof damage; Repair of interior ceiling and wall damage, including painting walls
76080	E	Van Johnson Complex; 6th St Rec Center	Repair of storm related roof, window, ceiling and door damage; Repair of roof damage and replacement of interior ceiling tiles
76083	E	History Culture and Arts Center [HCA]	Repair of storm related roof, window, ceiling and door damage; Mold remediation; Replacement of contents
81077	E	Popham Building	Stabilize building onto pilings; Repair storm related roof, window, wall and door damage
80572	F	Utilities	Repair and replace damaged controls, sensors and gauges to electrical relay and composite sampler at the waste water treatment plant; Repair storm damaged doors to the facility
76571	G	Handels Field; Riverfront Park; Splashpad Andris Park & Docks; Bay View Park; 6th St Rec Park Battery Park	Dugouts; restrooms, lighting, and fencing; Fountain pump, tiling and seating; Wooden benches and vinyl awning
79390	G	St Rec Park	Repair of docks, signage; Repair of playground equipment, fencing, tennis court, pavilion and misc items
76093	G	Battery Park	Repair pavilion roof and docks
76103	G	Scipio Creek Park, Pavilion & Harbor House; Lafayette Park; Bodiford Park	Repair docks, pavilion, fencing, chair lift, mold remediation and interior repair; Docks, gazebo roof and siding, lighting, and brick walkway; Dock and concrete tables and seating



## Ron Nalley

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**From:** Michael Moron <michael@franklincountyflorida.com>  
**Sent:** Thursday, August 22, 2019 10:57 AM  
**To:** Ron Nalley; Courtney Dempsey  
**Subject:** Animal Control

Courtney & Ron

At the County's budget workshop there was a discussion of the need to add a part-time animal control officer because of the demand and increased weekend and after hours call-outs. The Board and the Director discussed the amount of time the officers spend in the City of Apalachicola and the City of Carrabelle on patrols and responding to complaint calls. With that in mind, the Board is requesting that if each city would like the county's animal control officer to continue to patrol and respond to city calls, you agree to split the cost of the part time officer (\$7000 per city) and also agree to a memorandum of understanding that will include language that a city police officer will respond with the animal control officer to each animal complaint call. If you have additional questions regarding this request do not hesitate to contact me.

Michael Morón  
County Coordinator  
Franklin County  
Board of County Commissioners  
Phone (850)653-9783 Ext.155  
Fax (850) 653-9799  
[michael@franklincountyflorida.com](mailto:michael@franklincountyflorida.com)

Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

FISCAL YEAR 2018-2019 FEE SCHEDULE  
CITY OF APALACHICOLA - CITY HALL - GENERAL

GENERAL FEES	Standard Rate	Discount Rate (for qualifying charitable events/Town Employees	Security Deposit/Proof of Ins.
<b>Rental Facilities</b>			
Lafayette (gazebo), Riverfront Park - Per Event	\$500	\$100	\$100
Holy Family Center/Senior Center - Per Day	\$300	\$150	\$100
Community Center - Front Room - Per Day	\$200	\$100	\$100
6th Street Rec. Center - Franklin Sq. - Per Day	\$100	\$50	\$100
History Culture & Arts Center - Per Day - HCA Use Only	\$100		\$100
<b>Public Records Research &amp; Reproduction</b>			
copies 8 1/2 x 11	0.15		
copies 8 1/2 x 11 - two sided	0.20		
city map 8 1/2 x 11	\$1		
NSF - Return Check Fee	\$25		
Labor - Employee	OT/Flat Rate		
<b>Golf Cart Registration - Per FY</b>			
Golf Cart Use in City Limits	Registration Fee		
	\$50		
<b>City of Apalachicola Cemeteries</b>			
Magnolia Cemetery - Per Lot = 4 spaces	\$1200 or \$300 per spc.		
Snowhill Cemetery - Per Lot = 4 spaces	\$1200 or \$300 per spc.		
Magnolia/Snowhill - Grave Open before 2:00 PM	\$250		
Magnolia/Snowhill - Grave Open after 2:00 PM	\$500		
<b>Riverfront Park</b>			
Riverfront Park - Overnight docking fee - Per Linear Foot	\$1.50		

FISCAL YEAR 2018-2019 FEE SCHEDULE  
 CITY OF APALACHICOLA - CITY HALL - GENERAL

<b>Scipio Creek Marina</b>			
Scipio Creek Marina - Per Linear Foot		\$1.50	
Scipio Creek Marina - Over night Docking Per Night		\$30	
<b>Andris Marina</b>			
Andris - Overnight docking fee - Per Linear Foot		\$1.50	
Andris - Up to 30 Linear Foot		\$75	
Andris - 31 foot to 40 foot		\$85	
Andris - 41 foot to 50 foot		\$95	
Andris - 50 foot and up		\$95 + \$1.50 per ft in addition	
Andris - Non Resident additional dock fee		\$50	
Andris - Electric/Water Usage - Live Aboards		\$200 + Normal boat slip fee	
Andris - Electric/Water Usage - Non Live Aboards		\$20	
<b>Batter Park Marina</b>			
BP - Overnight docking fee - Per Linear Foot		\$1.50	
BP - Overnight RV Camping (Self Contained)		\$30	
BP - Up to 30 Linear Foot		\$75	
BP - 31 foot to 40 foot		\$85	
BP - 41 foot to 50 foot		\$95	
BP - 50 foot and up		\$95 + \$1.50 per ft in addition	
BP - Live Aboards		\$200 + Normal boat slip fee	
Battery Park Marina - Boat Launch Fee - Per Day - OOC		\$10	
<b>Gun Range Fees</b>			
Daily visit		\$10 per day	
Annual		\$200	
Member + immediate family		\$300	



## AMKLibrary Fee Schedule FY 2018-19

### Copier

	Standard Fee	Non Profit
B&W -- 8 1/2 x 11	0.15	0.03
B&W -- 8 1/2 x 14	0.15	0.03
B& W -- double sided	0.20	0.06
B&W -- 11 x 17 posters	1.00	0.50
Color -- 8 1/2 x 11	0.40	0.20
Color -- 8 1/2 x 14	0.40	0.20
Color -- double sided	0.50	0.25
Color -- 11 x 17 posters	2.00	1.00
Supplies -- paper	0.03	0.02
Supplies -- poster paper	0.25	0.20
Supplies -- earbuds	1.00	1.00
Supplies -- jump drives	5.00	5.00

### Services

Faxes -- Local	\$3 first 10 pages; \$1 every 5 after
Faxes -- Long distance	\$4 first 10 pages; \$1 every 5 after
Faxes -- Incoming	\$3.50 first 10 pages; \$1 every 5 after
Scans	\$2.50 for 10 pages
Lamination	\$2.00 per page

### Book for Sale

	Hard cover	Paperback
Island Light	23.00	15.00
Outposts on the Gulf	25.00	
At the Water's Edge	25.00	
Apalachicola Diary	15.00	
Apalachicola Before 1861	25.00	15.00

### Dosik Community Room Rental

For profit / non-partner	\$15.00 per day
For profit / partner	40/60 split
Non profit / non-partner	Free
Non profit / partner	Free

FY 2018-2019 Building/Code Enforcement - General

**GENERAL FEES**

**Business License**

License Fees Vary Per Category (See Ordinance 2005-11)

Penalties added Oct 1 at 10% , 5% ea. Additional month not to exceed 25%

**Code Enforcement**

First Violation	\$250
Repeat Violation	\$400

<b>Sign Permits</b>	\$1.00 per sq. ft
<b>Sign Permit Application Fee</b>	\$44.00

**Residential Building - One and Two Family**

New Structure	\$4.00 per thousand total valuation \$40.00 minimum
Remodel/Additions (Includes Pools)	\$6.00 per thousand total valuation \$40.00 minimum
Plan Review	\$.40 per thousand total valuation \$50.00 minimum

**Residential Fee Exception: Ground Decks up to 200 square feet - \$25.00**

Accessory Structure (Includes Storage Building, Marine Seawalls and Docks)	\$6.00 per thousand total valuation \$40.00 minimum
Roof/Re-Roof	\$50.00 Residential
House Moving Fee	\$100.00 Residential
Occupancy/Change of Use	\$50.00 Residential
Other Not Listed	\$40.00 minimum

FY 2018-2019 Building/Code Enforcement - General

**Commercial Building & Three or More Residential Units**

Value of construction for commercial building and three or more residential units shall be calculated on the total cost of construction divided by the number of units. All units required to pay permit fees based upon each individual unit.

New Structure	\$6.00 per thousand valuation \$50.00 minimum
Additions/Remodel (Includes Pools)	\$7.00 per thousand valuation \$50.00 minimum
Accessory Structures (Includes Storage Building, Marine Seawalls and Docks)	\$7.00 per thousand valuation \$50.00 minimum
Roof/Re-Roof	\$7.00 per thousand valuation \$50.00 minimum
Commercial Plan Review	One Half (1/2) Base Permit Fee
Occupancy/Change of Use	\$50.00
Moving of Structure	\$6.00 per thousand valuation \$125.00 minimum
Other Not Listed	\$50.00 minimum

**Residential and Commercial - Misc. and Sub Permits (New Structure, Additions, and Altercations)**

Plumbing	\$.70 per thousand valuation \$50.00 minimum
HVAC	\$.70 per thousand valuation \$50.00 minimum
Electrical	\$.70 per thousand total valuation \$50.00 minimum

**Residential Fee Exception:**

Pool Electrical	\$50.00
Single Service Change	\$50.00
Burglar Alarm Install	\$50.00
Single Temp Pole	\$50.00

**Gas**

Commercial up to 10 Outlets	\$50.00
Commercial over 10 Outlets	\$50.00 plus \$10 per outlet over 10
Residential	\$50.00

FY 2018-2019 Building/Code Enforcement - General

**Residential Fee Exception Cont'd**

Mobile Home Set-Up Fee	\$100.00 Singlewide \$150.00 Doublewide
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Fee includes set-up only, does not include decks or accessory structures. May not include any attachable additions. Electric and Split mechanical systems - \$50.00 each. No additional permit required for plumbing or mechanical package units.

**Demolition Fee:**

No Utilities	\$50.00 for first 1,000 square feet of all floor areas. \$15.00 per 1,000 square feet of floor areas thereafter
With Utilities	\$70.00 for the first 200 square feet of all floor areas and \$100.00 1,000 per square feet of floor areas thereafter

Re-Inspection Fee \$50.00  
(If a re-inspection occurs multiple time for the same violation - see Florida Building Code for fee)

Failure to Call for Inspection	\$50.00
Failure to Receive Building Permit Prior to Construction	\$250.00 plus double permit fee for all work started prior to permit issuance
Special Inspection and All Other Inspections where no Permit Fee Is Generated	\$75.00 per hour - minimum 1 hour
After Hours Emergency Call Out	\$75.00 first hour \$50.00 per hour thereafter

The permit and fee assessed for this service will be the responsibility of the contractor and owner. Payment will be made upon arrival of the inspector or to the Building Department immediately following the inspector or to the Building Department immediately following service.

**Miscellaneous Fees**

Site Prep, Driveway, Sidewalk Landcape not to exceed 5 cubic yards of fill	\$50.00
Site Prep, Driveway, Sidewalk, and Landscaping that includes 5 cubic yards of fill or more	\$100.00

(Also requires site plan review, concurrency review and associated fees)



FY 2018-2019 Building/Code Enforcement - General

Quasi-Judicial Variance Requests	\$1,600.00
Quasi-Judicial Special Exception Requests	\$1,600.00
Re-Zoning Requests	\$2,000.00
Land Use Change Requests	\$2,000.00
Combination Re-Zoning/ Land Use Requests	\$3,500.00
Concurrency Review	\$100.00
<b>(Required for commercial development only for water/sewer availability)</b>	
Zoning Compliance Fee	\$35.00
Floodplain Management Fee	\$50.00
Commercial Stormwater Review	\$300.00
Stormwater Utility	
Single Family Detached Residence	\$1.00 per mo.
Other Residential Multi-Family	\$1.00 per mo. Each dwelling unit
Institutional	
Gov't & Non-For-Profit Facilities	\$2.00 per mo. (larger than 1,000 sq ft)
Commercial	\$2.00 per mo. Ea. water/sewer connec.
Stormwater Permit Impact Fees	
A one-time stormwater impact fee will be levied on each City building permit which is equivalent to five years of standard utility billing rates.	
Residential - Single Family	\$1.00 per mo. X 60 months or \$60.00
Commercial - One-half (0.5) acre	\$6.00 per mo. X 60 months or \$360.00
Sidewalk Café Use - Restaurants	\$150.00
Sidewalk Café Use - Retail	\$100.00
Mobile Food Truck Application Fee	\$50 per application
Site Plan Review – Includes Site Plan Review and Two Reviews	
Residential	\$100.00 Base Rate
Commercial New Construction	\$500.00
Less than 5,000 square ft and less than 1 acre	
Commercial New Construction	\$1,000.00
5,000 square ft - 100,000 square ft and less than 1 acre	
Commercial New Construction	\$2,000.00
5,000 square ft - 100,000 square ft and 2 to 10 acres	
Commercial review subsequent to first 2 plan reviews	\$300.00 per review

FY 2018-2019 Building/Code Enforcement - General

Multifamily Development

3 to 10 Units	\$1,000.00
11 to 24 Units	\$1,500.00
25 to 150 Units	\$2,000.00
Over 150 Units	\$3,000.00
Subdivisions	
Less than 50 Lots	\$1,750.00
51 to 100 Lots	\$3,000.00
Over 100 Lots	\$5,000.00

**Commercial/Industrial: (Application Fee and (2) Reviews):**

Commercial/Industrial Warehouses (less than 5,000 sq. ft., less than 2 acres, and categorized as Level 1) Without advertising	\$175.00
Site Plan Review, less than 5,000 sq. ft. and less than 2 acres	\$500.00
Site Plan Review, 5,000 sq. ft. - 100,000 sq. ft. and less than 2 acres	\$1,000.00
Site Plan Review, 5,000 sq. ft. - 100,000 sq. ft. and 2 to 10 acres	\$2,000.00

Amendments to local development orders - Same as stated for Commercial/Industrial Site Plan Review Above

**Development of Regional Impact - (DRI's)**

New DRI's	\$5,000.00
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PUD's: Application Fee and (2) Reviews:

Site Plan Review, less than 5,000 sq. ft. and less than 2 acres	\$500.00
Site Plan Review, 5,000 sq. ft.- 100,000 sq. ft. and less than 2 acres	\$1,000.00
Site Plan Review, 5,000 sq. ft.- 100,000 sq. ft. and 2 to 10 acres	\$2,000.00
Site Plan Review, more than 100,000 sq. ft., or more than 10 acres	Negotiated

# COA UTILITY BILLING

Effective:  
FY 2018-19

Water & Sewer Connections	Water Inside Rate	Water Outside Rate	Sewer Inside Rate	Sewer Outside Rate
<b>Residential</b>				
Connection 3/4" or less	\$ 1,350.00	\$ 1,350.00	\$ 1,850.00	\$ 1,850.00
Connection 1"	\$ 2,700.00			
<b>Commercial</b>				
Connection 3/4"	\$ 1,890.00	\$ 1,890.00	\$ 2,590.00	\$ 2,590.00
Connection 1"	\$ 3,780.00	\$ 3,780.00	\$ 5,180.00	\$ 5,180.00
Connection 1 1/2"	\$ 5,940.00	\$ 5,940.00	\$ 8,140.00	\$ 8,140.00
Connection 2"	\$ 11,880.00	\$ 11,880.00	\$ 16,280.00	\$ 16,280.00
Connection 3"	\$ 14,985.00	\$ 14,985.00	\$ 20,535.00	\$ 20,535.00
Connection 4"	\$ 25,515.00	\$ 25,515.00	\$ 34,965.00	\$ 34,965.00
<b>Monthly Water / Sewer Rates</b>				
Residential Basic	\$ 12.76	\$ 15.95	\$ 20.90	\$ 26.13
Residential Sewer Usage Fee			\$ 29.00	\$ 29.00
Usage 1000 - 2000	\$ 4.51	\$ 5.39	\$ 6.31	\$ 8.59
2001-5000	\$ 4.73	\$ 5.67	\$ 5.75	\$ 7.19
5001-9000	\$ 4.98	\$ 5.95	\$ 6.04	\$ 7.55
9001-12000	\$ 5.24	\$ 6.25	\$ 6.34	\$ 7.92
12001+	\$ 5.49	\$ 6.56	\$ 6.67	\$ 8.32
Stormwater Fee Residential	\$ 1.00			
Commercial Basic 3/4"	\$ 27.56	\$ 37.94	\$ 30.64	\$ 42.19
Commercial Sewer Usage Fee			\$ 95.00	\$ 95.00
Stormwater Fee Commercial	\$ 2.00			
<b>Discovery of Unapproved Connection</b>	No fee set at this time			
<b>Other Fees:</b>				
Late Payment	10% after 10th			
Shut Off Fee	25.00 after 20th			
Water Turn On Fee	\$ -			
Transfer Fee	\$ 25.00			
Pull Fee (turned off after 2 mths bill)	\$ 100.00			
Meter - Re-read Fee	\$ 15.00			
Data Log Fee:				
(First Data Log Fee No Charge -				
Repeat Data Log Fee Per Occurrence	\$ 15.00			
After hours turn on	\$ 50.00			
Cut lock off meter	\$ 50.00			

<b>COA UTILITY BILLING</b>				<b>Effective: FY 2018-19</b>
<b>Water &amp; Sewer Connections</b>	<b>Water Inside Rate</b>	<b>Water Outside Rate</b>	<b>Sewer Inside Rate</b>	<b>Sewer Outside Rate</b>

<b>Deposits</b>				
Residential	\$	150.00		
Commercial Small Users	\$	200.00		
Commercial Medium Users	\$	500.00		
Commercial Large Users	\$	800.00		

<b>Garbage</b>				
Residential / monthly / 1 can	\$	22.73		
Commercial / monthly / 1 can	\$	37.23		
2 yd 2x week / monthly	\$	159.72		
4 yd 2x week / monthly	\$	319.41		
6 yd 2x week / monthly	\$	479.09		
8 yd 2x week / monthly	\$	638.78		



# CITY OF APALACHICOLA

1 Avenue E • Apalachicola, Florida 32320 • 850-653-9319 • Fax 850-653-2205

[www.cityofapalachicola.com](http://www.cityofapalachicola.com)

August 23, 2019

**Mayor**

Van W. Johnson, Sr.

**Commissioners**

Brenda Ash

John M. Bartley, Sr.

James L. Elliott

Anita Grove

**City Manager**

Ron Nalley

**City Administrator**

Lee H. Mathes, MMC

**City Clerk**

Deborah Guillotte, CMC

**City Attorney**

J. Patrick Floyd

TO: Mayor and City Commission Members

FR: Ron Nalley, City Manager *RWN*

RE: City Manager Evaluation

Please find attached a copy of the Composite Evaluation Form completed by the City Commission and delivered to me this afternoon by Mayor Johnson. The Mayor has summarized the responses from the individual evaluation forms and I will be prepared to discuss them with the Commission at your August 27<sup>th</sup> meeting. If you have thoughts or ideas for improving communication, identifying potential problems or strengthening our working relationship, please do not hesitate to share those with me.

Thank you for your responses and feedback.

# COMPOSITE EVALUATION FORM

## City of Apalachicola City Manager Evaluation Form

Evaluation Period: 8/7/18 - 7/31/19

	<i>Outstanding Performance</i>	<i>Exceeded Expectations</i>	<i>Met Expectations</i>	<i>Marginally Met Expectations</i>	<i>Does Not Meet Expectations</i>
--	--------------------------------	------------------------------	-------------------------	------------------------------------	-----------------------------------

**1. RELATIONS WITH THE CITY COMMISSION**      5      4      3      2      1

A. Does the City Manager maintain effective and open lines of communication with the Commission as a body?			X				
B. Does the City Manager maintain effective and open lines of communication with the Commission as individual members?			X				
C. Is the Commission kept apprised of all ongoing and current situations involving City business?			X				
D. Does the City Manager exercise sound judgment when advising Commission?	X						
E. Does the City Manager accurately interpret the direction given by the Commission?			X				

Comments:

**2. PLANNING**      5      4      3      2      1

A. Does the City Manager anticipate needs and recognize potential problems?	X						
B. Does the City Manager propose effective solutions and provide alternatives to identified problems?			X				
C. In making decisions, does the City Manager obtain the facts and consider the long-term implications?	X						
D. Does the City Manager provide Commission with all information necessary to make decisions?	X						
E. Are the goals of the Commission incorporated into plans for implementation?	X						

Comments:

# City of Apalachicola City Manager Evaluation Form

5 Outstanding Performance  
4 Exceeded Expectations  
3 Met Expectations  
2 Marginally Met Expectations  
1 Does Not Meet Expectations

### 3. ORGANIZATION SKILLS

A. Does the City Manager exhibit the ability to arrange work and efficiently apply resources?

X

B. Does the City Manager make decisions when sufficient information is available, and implement action when conditions are ripe for success?

X

C. Does the City Manager exhibit the ability to reach for effective and, when necessary, creative solutions?

X

D. Does the City Manager obtain the best possible end result for the money spent?

X

E. Do the departments run smoothly, and is there adequate internal communication among staff, and between staff and the City Manager?

X

Comments:

### 4. BUDGET/FINANCE

A. Does the City Manager adequately and accurately report and project the financial condition of the City in a timely manner?

X

B. Are management practices and policies designed to maintain a sound long-range financial position?

X

C. Are plans for the long-term replacement and maintenance of equipment updated regularly?

X

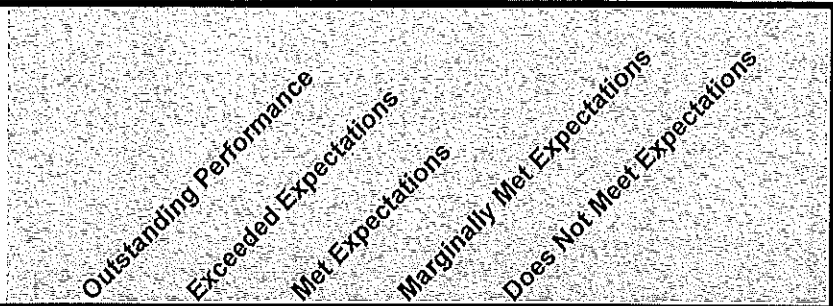
D. Does the City Manager implement effective programs to limit liability and loss?

X

E. Are there short and long-term goals for asset management?

X

# City of Apalachicola City Manager Evaluation Form



## 4. BUDGET/FINANCE (continued)

	5	4	3	2	1
F. Does the City Manager suggest and pursue creative solutions to financial issues?		X			

Comments:

## 5. COMMUNITY RELATIONS

	5	4	3	2	1
A. Does the City Manager have a customer service orientation; is he approachable, available and responsive to the public?			X		
B. Does the City Manager communicate openly, clearly and honestly with the public, recognizing their right and need to be well informed?			X		
C. Do each of the Departments reflect a "customer first" attitude?		X			

Comments:

## 6. PERSONNEL RELATIONS

	5	4	3	2	1
A. Does the City Manager build and motivate a team?		X			
B. Does the City Manager earn the cooperation and respect of subordinates?		X			
C. Does the City Manager encourage employees to update their skills and training?		X			



# City of Apalachicola City Manager Evaluation Form

*Outstanding Performance*  
*Exceeded Expectations*  
*Met Expectations*  
*Marginally Met Expectations*  
*Does Not Meet Expectations*

## 6. PERSONNEL RELATIONS (continued)

5      4      3      2      1

D. Does the City Manager recognize the value of excellence in employees, and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the City?

X

E. Does the City Manager promote teamwork and cooperation among the Department Heads?

X

F. How do you rate the City Manager's overall management style in dealing with employees?

X

Comments:

## 7. MANAGEMENT SKILLS

5      4      3      2      1

A. Does the City Manager have the ability to resolve conflicts inherent in a public agency?

X

B. Is the City Manager a good negotiator?

X

C. Does the City Manager listen to and understand the positions and circumstances of others and communicate that understanding?

X

D. Does the City Manager handle stress well?

X

E. Does the City Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?

X

F. Does the City Manager follow through in a timely manner on commitments and requests?

X

# City of Apalachicola City Manager Evaluation Form

Outstanding Performance  
Exceeded Expectations  
Met Expectations  
Marginally Met Expectations  
Does Not Meet Expectations

## 7. MANAGEMENT SKILLS (continued)

5 4 3 2 1

G. Is the City Manager proactive in recognizing issues and initiating action?

X

H. Does the City Manager handle people well in difficult situations?

X

I. Does the City Manager clearly communicate expectations to contract organizations/personnel to implement City goals and policies?

X

Comments:

## 8. LEADERSHIP

5 4 3 2 1

A. Does the City Manager inspire a shared vision and enlist staff and Commission support?

X

B. Does the City Manager seek and pursue opportunities to improve the organization?

X

C. Does the City Manager enable others to act by creating an atmosphere of trust and collaboration?

X

D. Does the City Manager create standards of excellence and model behavior?

X

E. Does the City Manager conform to the high ethical standards of the profession?

X

F. Considering the resources available, has the City Manager met the goals established by the City Commission during this evaluation period?

X

Comments:

# City of Apalachicola City Manager Evaluation Form



## 9. QUALITY OF MUNICIPAL SERVICES

5      4      3      2      1

How well do the direct services provided meet the needs of the community?

	5	4	3	2	1
A. General Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Building Inspection Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Volunteer Fire Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Police Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Planning and Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Sanitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Recreation and Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Library Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Street Maintenance and Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Water and Wastewater Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## 10. LIST OTHER AREAS OF PERFORMANCE THAT ARE IN NEED OF IMPROVEMENT

Comments:

## 11. LIST OTHER AREAS OF STRENGTH

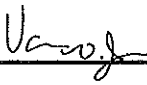
Comments:

## 12. ADDITIONAL COMMENTS (use reverse side of form if necessary)

Comments:

Completed By: Van W. Johnson, Sr.  
Printed Name

August 22, 2019  
Date

  
Signature

## COMPOSITE COMMENTS SUMMARY

### 1. RELATIONS WITH THE CITY COMMISSION

*"Ron Nalley has been transparent in the duties and operations of the City affairs and has strived to make the best decisions for the betterment of the City of Apalachicola."*

### 2. PLANNING

*"Since taking the position as City Manager, Ron has propelled the city governance into pre-planning direction by incorporating CIP and budget retreat. These two plans provides the necessary tools to prepare for the future."*

### 3. ORGANIZATION SKILLS

*"The City Manager has reviewed and analyzed the conditions of the departments, and made the best decisions for the government with the available resources."*

### 4. BUDGET/FINANCE

*"The detailed budget provides the necessary information for effective governance and budget practices."*

### 5. COMMUNITY RELATIONS

*None*

### 6. PERSONNEL RELATIONS

*None*

### 7. MANAGEMENT SKILLS

*"Ron was hired under strenuous conditions, which included financial woes and a Cat5 Hurricane. Under those circumstances plus others, he has persevered and accomplished many tasks throughout Y1."*

### 8. LEADERSHIP

*None*

### 9. QUALITY OF MUNICIPAL SERVICES

*"Policies and plans have been implemented to correct the issues."*

*"Due to Hurricane Michael, the city is still recovering the best it can."*

### 10. LIST OTHER AREAS OF PERFORMANCE THAT ARE IN NEED OF IMPROVEMENT

*None*

### 11. LIST OTHER AREAS OF STRENGTH

*"Experience"*

### 12. ADDITIONAL COMMENTS

*"Given the whirlwind of events and ongoing circumstances the city has faced over the last 12-months, which upon hire the City Manager stepped directly into, I'm amazed that he is still here, which to me speaks volumes about his professionalism, character and dedication to duty."*

*“Ron Nalley Performance Review comments August 21, 2019 Commissioner Anita Grove  
Ron has performed his job with professionalism and has demonstrated great results over the  
past year. He is a skilled city manager which can be seen through the planning initiatives and  
financial controls he has instituted over the past year, and in his interactions with staff,  
commissioners and city residents. He has brought a level of professionalism to the city that has  
not been experienced in the past and initiated needed planning tools and policies for us to  
succeed in the future.*

*Ron came on board during a very difficult time. The city had no cash reserves, antiquated  
infrastructure, insufficient policies for managing assets and staff, in default (\$754,764.24) on a  
major loan and behind in payments to the state. Within a year the city is back on track for our  
debt payments and Ron has introduced much needed long-range planning tools to make the city  
more accountable.*

*Two months in to his employment with the city Apalachicola was grazed by a major hurricane  
that shut down all city services for several days. Ron showed great leadership during this  
crisis. He worked diligently with city staff, the Apalachicola City Police Office, Franklin  
County officials, plus utility providers to get the city up and running within days of the event.  
His knowledge of water and sewer systems has been especially invaluable. Since the storm he  
has worked with the Federal Emergency Management Agency (FEMA) and the city’s insurers  
through the tedious process of recovering our losses.*

*I have had numerous occasions to observe Ron interact with city staff, residents, city advisory  
committee members, state agencies representatives and business owners. He is consistently  
fair, respectful and professional in his dealings with all even in times of crisis.”*