

Public

February 21, 2012

**Regular Public Meeting
6:00 p.m.**

**Commission Chamber
City Hall
Port St. Joe, Florida**



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Bill Kennedy, Commissioner, Group I
Bo Patterson, Commissioner, Group II
Lorinda Gingell, Commissioner, Group III
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

**Regular Public Meeting
6:00 p.m.
City Hall
Commission Chamber
Tuesday February 21, 2012**

Call to Order

Consent Agenda

Recognition of James Hamilton- Retirement

Minutes

- **January 12, 2012 Workshop Meeting Minutes** **Pages 1-2**
- **February 6, 2012 Workshop Meeting Minutes** **Pages 3-5**
- **February 9, 2012 Workshop Meeting Minutes** **Page 6**
- **February 9, 2012 Special Meeting Minutes** **Page 7**

City Attorney

- **Ord. 477, Gulf Pines Hospital Comprehensive Plan and Future Land Use Map Amendment** **Page 8-30**
 - **1st reading**
- **Ord. 478, Repealing the Town Center PUD** **Page 31**
 - **1st Reading**
- **Port Authority Request** **Page 32**
- **Road Abandonment- Susan Wright** **Page 33**

City Manager Report

Old Business:

- **Centennial Building Acoustics**
- **Frank Pate Park Boat Channel- Update**
- **Garrison/Madison Multi-Path- Update** **Page 34**
- **CDBG Grant Application- Water Distribution System**
- **Cell Tower Upgrade Request- Update**

New Business:

- **Website- Update**
- **City Audit- Update**
- **City Managers Contract**
- **City Clerk Vacancy**
- **Joint City/County Workshop Request**

Public Works

- **Roadway Striping** **Page 35**

Surface Water Plant

- **Update**

Waste Water Plant

- Update

City Engineer

- Headworks and Sprayfield Project- Update
- Water Distribution System Phase I Improvements- Update

Code Enforcement

- Update

Police Department

- Update

Grants

- Update

Page 36

PSJRA

- Update

City Clerk

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE WORKSHOP MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBERS AT CITY HALL, JANUARY 12, 2012 AT 5:00 P.M.

The following were present: Mayor Magidson, Commissioners Gingell, Buzzett, Patterson and Kennedy. City Attorney Tom Gibson and City Clerk Jim Anderson were also present. City Manager Charlie Weston was absent.

Water Distribution System:

Phase I:

Jim Anderson noted that the City has been under a Consent Order for the Water Distribution System since February 2011.

The goal tonight is to provide information on the Water Distribution System so a decision can be made on which option to utilize at Tuesday's Commission Meeting for Phase I.

The City has identified 24 miles of Metallic Pipe in our Water Distribution System and has broken them down into replacement phases. Phase I consist of approx. ten miles of pipe, services approx. 650 customers and will take approx. one year to construct.

The City approved awarding the contract to I-C Contractors for Phase I contingent upon Value Engineering with the contractor and approval from the State Revolving Fund on December 20, 2011.

The City currently has a \$440K shortfall for Phase I.

SRF has indicated that extending the loan amount by \$440K is possible to complete all of phase I, which would be Option I.

Option II would be to pull North Port St. Joe out of Phase I and apply for CDBG Grant Funding in June. If awarded, the funds would not be issued until March or April 2013.

Option III would be to reduce the scope of work in other areas of the City.

Several of the Board Members were concerned about pulling North Port St. Joe out of Phase I to apply for the CDBG Grant Funding. Staff was requested to meet with County Commissioner Smiley to go over the details of the proposed project.

Phase II:

The cost estimate for Phase II is \$2,634,813. April 15, 2012, is the deadline to apply for funding to SRF. In order to submit to SRF we would need to pay for the Engineering work and the survey at a cost of approx. \$220K. We could possibly get reimbursed from SRF, but we have not secured funding. The money would more than likely have to come out of the City Contingency Fund.

The workshop was adjourned at _____ P.M.

Approved this _____ day of _____ 2012.

Mayor Magidson

Jim Anderson, City Clerk

MINUTES OF THE CITY MANAGER INTERVIEWS WORKSHOP OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FL HELD AT THE TOURIST DEVELOPMENT COUNCIL BUILDING, 150 CAPT. FRED'S PLACE ~ PORT ST. JOE, FLORIDA, FEBRUARY 6, 2012
1:00 P. M.

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell, Patterson and Kennedy. Human Resource Officer Charlotte Pierce was also present.

The purpose of the Workshop was to interview two candidates for the position of City Manager for the City of Port St. Joe. A total of 44 applications were received and through a review and selection process by the Commissioners, the number was reduced to these two individuals.

The first interview was with Mr. Ted Lakey.

Mayor Magidson welcomed Mr. Lakey to the meeting and introduced the Commissioners.

Mr. Lakey has served for a number of years in county government as a Correctional Lieutenant; Superintendent / Division Chief of the Road Prison Division of Public Works, and a County Administrator.

Mr. Lakey was afforded the opportunity to share his reason for being interested in the City Manager's Position with the Commission.

A prepared list of questions was discussed with Mr. Lakey and a copy of the questions is attached.

Mr. Lakey thanked the Commission for the opportunity to interview for the position. The interview concluded at 2:10 P.M.

A brief recess was held.

The second interview was with Mr. Jim Anderson and it began at 2:20 P.M.

Mayor Magidson welcomed Mr. Anderson to the meeting. The Mayor shared that the interview would be conducted from a list of prepared questions.

Mr. Anderson currently serves as the City Clerk for the City of Port St. Joe. His work background includes serving as a Revenue Specialist / Supervisor with the Florida Department of Revenue; Mortgage Broker and Town Clerk.

Mr. Anderson was given the opportunity to share why he was applying for the City Manager's Position.

The list of prepared questions discussed with Mr. Lakey was also discussed with Mr. Anderson.

Mr. Anderson thanked the Commission for the opportunity to interview for the position. The interview was concluded at 3:10 P.M.

Mayor Magidson asked, "Where do we go from here?" The Commissioners will review their notes from the interviews and make their decision.

The City Commission will be having a regular meeting on Tuesday, February 7, 2012, at 6:00 P.M. The meeting agenda contains a bullet Under City Manager Report / Old Business the City Manager Search for discussion and update on the search.

The Mayor thanked the Commissioners for their time given to interview the candidates and work for the betterment of the City.

Mayor Magidson adjourned the Workshop at 3:40 P.M.

Approved this ____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte Pierce, Human Resource Officer

Potential Questions for Interview

Tell us why you are interested in coming to Port St. Joe and how much do you know about us?

Detail for us your city/county budget experience. What is your approach to budgeting, i.e.: How do you go about making a budget?

What is your management philosophy? If we asked a supervisor or a subordinate about your interpersonal or management skills, what do you think they would say?

As a city manager there are many “customers” from citizens to local contractors to commissioners. Walk us through how you handle situations where you know you can’t possibly make everyone happy.

In your past jobs as a city/county administrator tell us about one of your biggest successes. Now, the same for a failure and why?

How do you intend to integrate yourself into the community?

Have you had any experience in a merging city and county resources in an effort to reduce cost and eliminate duplication of effort?

What are your thoughts on tax dollars going to non-governmental activities such as chamber of commerce, humane society, etc?

Also talk with candidates about gaps in employment, any issues that showed up in our research of candidate, etc.

Have you ever had a contract terminated for cause? If so, can you explain?

MINUTES OF THE PROPOSED CITY MANAGER'S CONTRACT SPECIAL MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE CITY MANAGER'S OFFICE OF CITY HALL, FEBRUARY 9, 2012.

10:00 A. M.

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell, Patterson and Kennedy. City Clerk Jim Anderson, Attorney Tom Gibson and Human Resource Officer Charlotte Pierce were also present.

The purpose of the Special Meeting was to offer an employment contract to Jim Anderson for the position of City Manager.

Mayor Magidson welcomed Mr. Anderson to the meeting and proposed the following as a contract for employment:

- Base salary of \$75,000.00
- Reimbursed for out of town travel
- All in town travel would be with a City vehicle
- A business cell phone, for City use only, will be provided
- Term of the contract will be for two years
- There will be an annual salary review

A discussion of the offer followed and Mr. Anderson verbally agreed to the terms.

Mayor Magidson and the Commissioners congratulated Mr. Anderson as the new City Manager, offered their support to him and asked to meet with him individually.

Attorney Tom Gibson was instructed to prepare a contract between the City and Mr. Anderson.

The meeting was adjourned at 10:25 A.M.

Approved this _____ day of _____, 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, Human Resource Officer

MINUTES OF THE PROPOSED CITY MANAGER'S CONTRACT WORKSHOP
OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST.
JOE, FLORIDA, HELD IN THE CITY MANAGER'S OFFICE OF CITY HALL,
FEBRUARY 9, 2012.

9:00 A. M.

The following were present: Mayor Magidson, Commissioners Buzzett, Gingell, Patterson and Kennedy. City Manager Charles Weston, Attorney Tom Gibson and Human Resource Officer Charlotte Pierce were also present.

The purpose of the Workshop was to formulate a proposal to Jim Anderson, the prospective City Manager for the City of Port St. Joe.

Mr. Weston reviewed his contract as the current City Manager with the Commissioners, presented a matrix of salary plus benefits information and a City Manager Contract Proposal from Jim Anderson.

Mr. Weston left the meeting at 9:40 A.M.

A discussion of the current city manager's salary packet and the proposed packet from Mr. Anderson followed.

Consensus from the discussion was that Mr. Anderson would be offered the following:

- Base salary of \$75,000.00
- Reimbursed for out of town travel
- All in town travel would be with a City vehicle
- A business cell phone, for City use only, will be provided
- Term of the contract will be for two years
- There will be an annual salary review

The Workshop was adjourned at 9:55 A.M. to meet with Mr. Anderson.

Approved this _____ day of _____, 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, Human Resource Officer

ORDINANCE NO. : 477

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN AND THE FUTURE LAND USE MAP OF THE CITY OF PORT ST. JOE, FLORIDA, BY AND THROUGH PROCEDURES REQUIRED FOR SMALL-SCALE MAP AMENDMENTS PURSUANT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3187, SPECIFICALLY CHANGING PORTIONS OF PARCEL ID#5637-000, 2.17 ACRES, MORE OR LESS OF A TRACT OR PARCEL OF LAND LYING AND BEING IN THE CITY OF PORT ST. JOE, FLORIDA, FROM PUBLIC USE TO LOW DENSITY RESIDENTIAL; PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE; AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, §163.3187, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Future Land Use Map utilizing procedures applicable to small scale developments; and

WHEREAS, On January 23, 2012, The City of Port St. Joe filed its application for an amendment to the City of Port St. Joe Future Land Use Map for a small scale development consisting of approximately 2.17 acres; and

WHEREAS, in accordance with §163.3187(1)(f)(2) Florida Statutes and §166.041(3)(c) Florida Statutes, notice was duly provided to the public of public hearings to be held on February 14, 2012 and March 6, 2012, for the adoption of the amendment to the Future Land Use Map; then and

NOW THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The application for the small scale amendment to the Future Land Use Map for the Property described in Exhibit "A", attached and incorporated herein (the "Property"), is hereby approved and the land use designation for the Property on the City of Port St. Joe Future Land Use Map is hereby changed from Public Use to **Low Density Residential**. The application and all documentation submitted by the Applicant in support of it are hereby incorporated by reference. Specifically approved is the sub area policy related to allowable density as set forth in the application

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the approval of the application and change in land use as set forth in Section 1 is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. FUTURE LAND USE MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Future Land Use Map shall be amended to show the Property as having a land use of **Low Density Residential**. The City Manager is hereby directed to revise the City of Port St. Joe Future Land Use Map to reflect this designation.

SECTION 5. ZONING

The Zoning map of the City of Port St. Joe is hereby amended to show the property described in Exhibit "A" as Low Density Residential.

SECTION 6. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 7. EFFECTIVE DATE

This Ordinance shall become effective as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this _____ day of _____, 2012.

THE CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

By: _____
Mel Magidson, Jr., Mayor-Commissioner

Attest :

James A. Anderson
City Clerk-Auditor

Exhibit "A"
(Property Description and Map)

Property Description:

A parcel of land lying in Section 19, Township 8 South, Range 10 West, Gulf County, Florida, being more particularly described as follows:

Commence at a found 4 inch square concrete monument (St. Joe Paper Company), marking the Northwest corner of the Southwest Quarter of the Southwest Quarter of Section 19, Township 8 South, Range 10 West, Gulf County, Florida. Said point also being the Northwest corner of Jonesville Subdivision, as recorded in plat book 1, page 57 of the public records of Gulf County, Florida; thence proceed South 89 degrees 42 minutes 26 Seconds East, on the North line of said Jonesville Subdivision, for a distance of 621.52 feet to the intersection of said line with the West right of way line of Jones Homestead Road (66' right of way); thence proceed North 89 degrees 55 minutes 23 seconds East, for a distance of 66.00 feet to a point on the East right of way line of said Jones Homestead road; thence continue along the North line of Jonesville Subdivision South 89 degrees 52 minutes 26 seconds East, for a distance of 632.04 feet; thence departing the North line of Jonesville Subdivision, proceed North 07 degrees 54 minutes 27 seconds West, for a distance of 1281.42 feet; thence North 89 degrees 15 minutes 09 seconds East, for a distance of 305.38 feet. Thence North 07 degrees 54 minutes 27 seconds West, for a distance of 842.5 feet for Point of Beginning; Thence South 89 degrees 15 minutes 09 seconds West 305.38 feet to the Eastern boundary of the City of Port St. Joe. Thence South 07 degrees, 54 minutes 27 seconds East along said Eastern boundary for 100 feet; thence North 89 degrees 15 minutes 09 seconds East 305.38 feet; thence North 07 degrees 54 minutes 27 seconds West to Point of Beginning.

Containing 2.17 acres, more or less.

CITY OF PORT ST. JOE Rezoning

Applicant: City of Port St Joe

Acres: Approximately 2.17 acres

Current Zoning District: Public Use

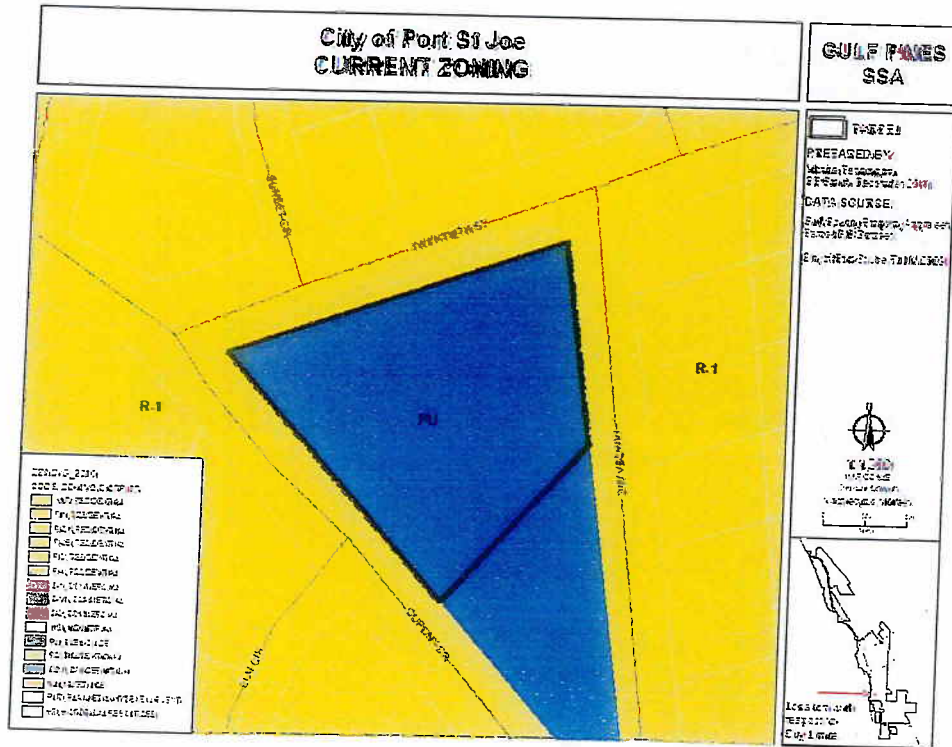
Proposed Zoning District: R-1 Residential

Proposed Ordinance No. 477

I. SUMMARY

The proposed rezoning involves approximately 2.17 acres of land located at the corner of Twentieth Street and Dupont Drive, east of Constitution Drive in the southern part of the City (See Exhibit 1. Legal Description).

The current Zoning District designation of the site is Public Use.



Section 3.12 of the Land Development Regulations describes the uses permitted in the Public Use Zoning District which include:

- Medical office buildings if such building was in operation as of October 3, 1995 and within 1,000 feet of the hospital.

The uses and the regulations applicable to the R-1 Residential Zoning District are described in attached Exhibit 3. It should be noted that the City is proposing to adopt a policy in the Future Element of the Comprehensive Plan in order to limit the maximum development of the subject property to 6 residential dwelling units.

II. DATA AND ANALYSIS

a. Location of Subject Property

The subject property is located at the corner of Twentieth Street and Dupont Drive, east of Constitution Drive in the southern part of the City.

b. Site Information

The subject property contains an approximately 32,000 square feet building which was used as the Gulf Pine Hospital.



c. Adjacent Land Uses

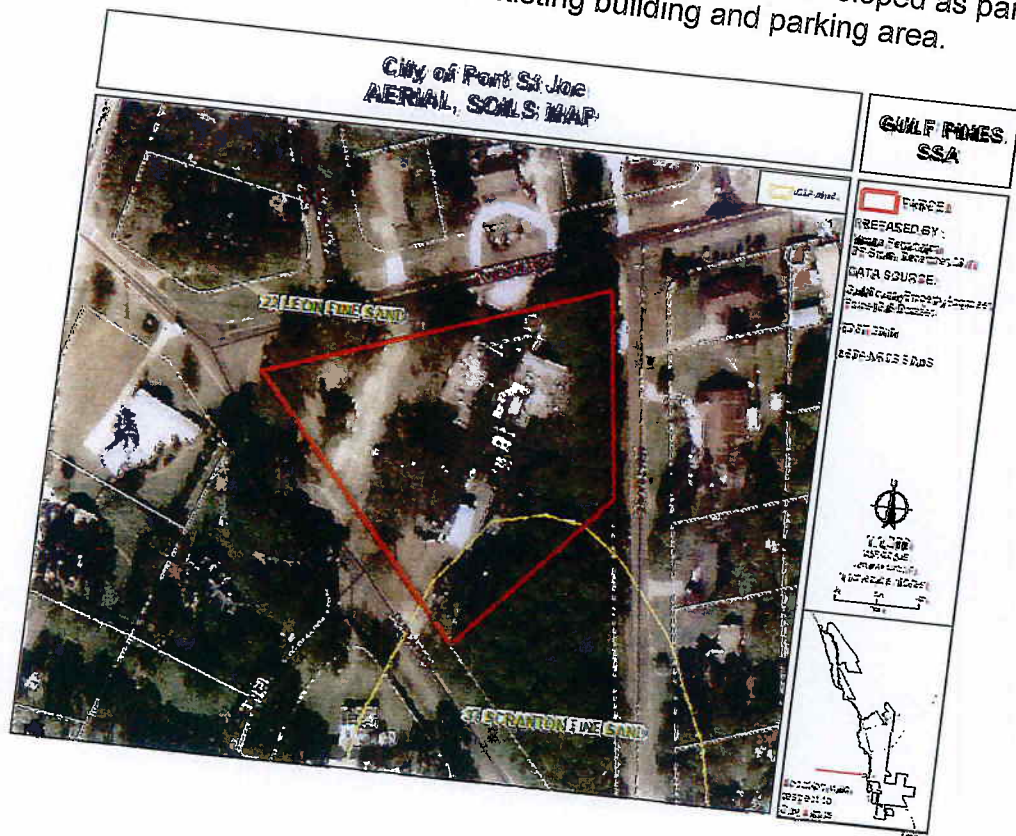
The subject property is bounded on three sides by residential property as shown in the following table:

NORTH	Residential
SOUTH	City Neighborhood Park
EAST	Residential
WEST	Residential

The proposed R-1 Residential Zoning District is compatible with the adjacent residential neighborhood.

d. Site Suitability

As shown in the following aerial map, the site has been developed as part of the urban area. The site contains an existing building and parking area.

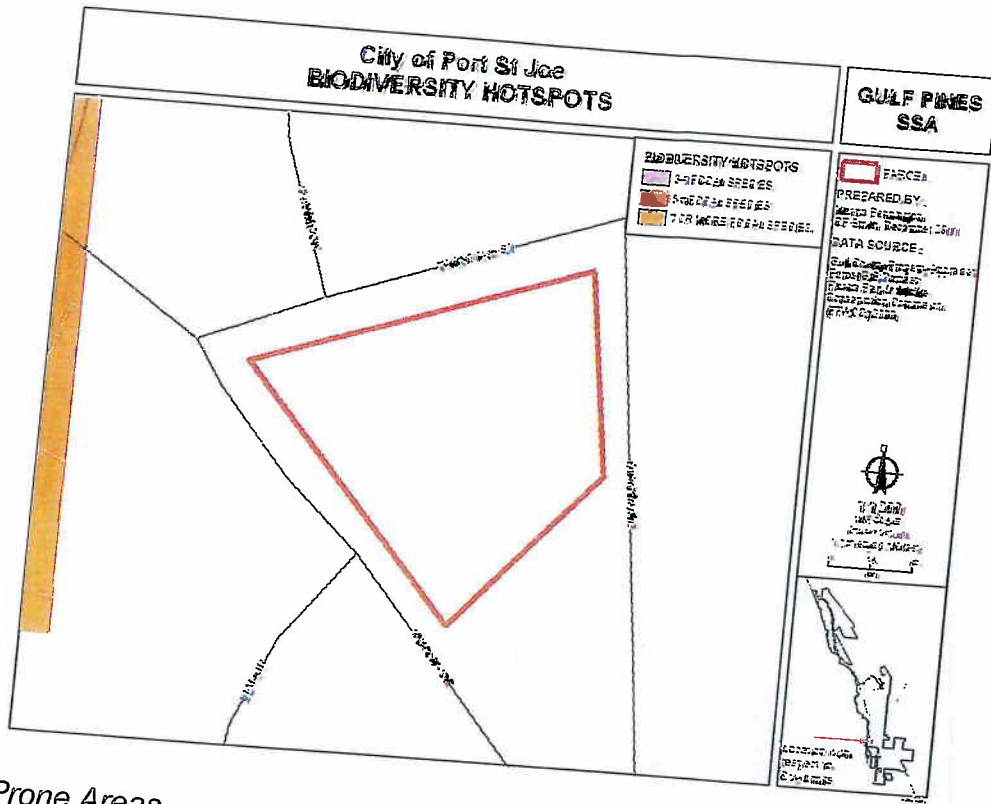


Soils

The soils of the site are Leon Fine Sand and Scranton Fine Sand. According to the descriptions found in the *Soil Survey of Gulf County, Florida* (U.S. Department of Agriculture, Natural Resources Conservation Service, 2001), these soils are poorly suited for urban development. Wetness is a management concern. Placement of suitable fill material can elevate building sites. The ratings are based on the general favorability of the soils for building sites based on the special planning, design and site preparation needed to overcome limitations. The site contains no wetland areas.

Vegetation and Wildlife

Based on the data available at the Florida Fish and Wildlife Conservation Commission, it appears that the site does not contain listed species. The proposed R-1 Residential Zoning District will not result in additional impacts to vegetation and wildlife resources.



Flood Prone Areas

The property is designated AE, an area inundated by 1% annual chance (100-year) flooding, for which based flood elevations (BFEs) have been determined, and in a special flood hazard area. Development of the site will be subject to floodplain protection requirements and general standards for flood hazard reduction as described in the City's land development regulations.

d. Coastal High Hazard Area (CHHA)

As shown in the following map, the property is located within the CHHA and may be impacted by a category 1 storm event. The City adopted a level of service of 16 hours for out of county hurricane evacuation for a category 5 storm event. Based on the 2004 Apalachee Bay Region Hurricane Evacuation Study Technical Report, the current clearance time for a category 4-5 storm is 12 ¼ hours; it is not anticipated that the proposed rezoning which may allow a maximum of 10 residential dwelling units on the subject property, would have an impact on hurricane clearance times. Development on the site shall comply with

the Gulf County landfill site. This landfill is known as 5 Points Landfill which is a 16.2 acre site located 2 miles northeast of the City.

Stormwater Treatment Facilities

Future redevelopment of the property shall comply with the stormwater design and performance standards and stormwater retention and detention standards contained within section 62-25.025 and 62-25.035 Florida Administrative Code (F.A.C.)

f. Transportation

It is estimated that the current designation of the site as Public Use Zoning District which allows approximately 283,575 square feet (s.f.) of development on the property may generate the following number of trips:

Average Daily Trips: $283,575 \times 68.93 \text{ trips}/1,000 \text{ sf} = 19,546 \text{ trips}$
PM Peak Hour Trips: $283,575 \times 5.88 \text{ trips}/1,000 \text{ sf} = 1,667 \text{ trips}$

Category 730 (Government Office Building) trip generation rates from the ITE Trip Generation Manual, 7th Volume, was applied

The proposed designation of the site as R-1 Residential Zoning District would allow a maximum of 10 residential dwelling units on the property and may generate the following number of trips:

Average Daily Trips: $10 \text{ du} \times 9.57 = 96 \text{ trips}$
PM Peak Hour Trips: $10 \text{ du} \times 1.01 = 10 \text{ trips}$

Category 210 (Single Family Detached Housing) trip generation rates from the ITE Trip Generation Manual, 7th Volume, was applied

The proposed rezoning would result in a significant decrease of average daily trips and pm peak hour trips; therefore, no additional impacts are anticipated as a result of such change. The proposed rezoning will not adversely impact the LOS on transportation facilities in the City.

EXHIBIT 1

Legal Description of the Property

Begin at an iron rod at the point of intersection of the Southerly Right of Way line of Twentieth Street (100 foot wide Right of Way) and the Westerly Right of Way line of Mimosa Avenue (80 foot wide Right of Way) in the City of Port St. Joe, Gulf County, Florida, and thence run South $09^{\circ}14'05''$ East along the Westerly Right of Way line of Mimosa Avenue for 240.36 feet; thence South $37^{\circ}41'04''$ West for 240.19 feet to a point on the Northeasterly Right of Way line of DuPont Drive (81 foot wide Right of Way); thence North $42^{\circ}21'39''$ West along said Northeasterly Right of Way line for 399.96 feet to a point of intersection with the Southerly Right of Way line of Twentieth Street; thence North $70^{\circ}46'00''$ East along said Southerly Right of Way line for 400.08 feet to the Point of Beginning.

EXHIBIT 2

PUBLIC USE ZONING DISTRICT

The following uses and regulations apply in the Public Use District:

- (1) Uses permitted:
 - a. Mineral uses.
 - b. Hospitals.
 - c. Churches, including church related activities.
 - d. Public schools.
 - e. Municipal or county facilities including but not limited to parks, recreational facilities or educational facilities.
- (2) No more than 60 percent lot coverage shall be allowed, except that 100 percent lot coverage shall be allowed in the Central Business District (Blocks 2, 3, 7, 8, 14, 15, 22 and 23).
- (3) Building height limit: No building hereafter erected or structurally altered shall exceed 60 feet in height.
- (4) In the event that any owner of property in this district desires to sell or transfer the property for any use not allowed herein, then upon application to the board of city commissioners of the city, the board shall change the zoning designation from public use to the same designation as the surrounding property.

