

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
AGENDA**

DATE: TUESDAY, JANUARY 7, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
President Nancy Wininger
Vice-President Marguerite Robinson
Councilman Charles Goodman
Councilman Justin Head
Councilman Elihu Ross

OTHERS:

City Manager Scott Lippmann
City Clerk Latricia Wright
City Attorney Fred Koberlein

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

ITEM – 2 – PUBLIC PARTICIPATION

ITEM – 4 – MAYOR’S STUDENT OF THE MONTH (pp 4)

ITEM – 5 – CONSENT AGENDA

- A. MINUTES: DECEMBER 17, 2019 REGULAR CITY COUNCIL MEETING (pp5-10)

ITEM – 6 – OLD BUSINESS

- A. STAFF AND BOARD UPDATES
- B. DISCUSSION WITH POSSIBLE ACTION: CITY MANAGER EVALUATION
COMPLIATION(pp11-50)
- C. DISCUSSION WITH POSSIBLE ACTION: COMMERCIAL UTILITY DEPOSITS-
CITY MANAGER(pp51-54)
- D. DISCUSSION WITH POSSIBLE ACTION: SOUTH MAIN STREET ROAD
STRIPPING

ITEM – 7 – NEW BUSINESS

- A. DISCUSSION WITH POSSIBLE ACTION: ORDINANCE #674 AN ORDINANCE OF
THE CITY OF WILLISTON, FLORIDA AMENDING THE FUTURE LAND USE
MAP OF THE CITY OF WILLISTON COMPREHENSIVE PLAN PURSUANT TO

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

AN APPLICATION BY CAMELLIA PLANTATION, INC. FOR 8.81 ACRES.(pp55-75)

- B. DISCUSSION WITH POSSIBLE ACTION: ORDINANCE #675 AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY CAMELLIA PLANTATION, INC.; FOR 8.81 ACRES.(pp76-86)
- C. DISCUSSION WITH POSSIBLE ACTION: ORDINANCE #676 AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF WILLISTON COMPREHENSIVE PLAN PURSUANT TO AN APPLICATION BY WILLISTON SHOPPING CENTER PARTNERS, LLC FOR 12.69 ACRES.(pp87-101)
- D. DISCUSSION WITH POSSIBLE ACTION: ORDINANCE #677 AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY WILLISTON SHOPPING CENTER PARTNERS, LLC FOR 12.69 ACRES.(pp102-109)
- E. DISCUSSION WITH POSSIBLE ACTION: RESOLUTION 2020-01 A RESOLUTION CREATING THE POSITION OF BUILDING TECHNICIAN; ESTABLISHING A PAY GRADE AND FUNDING FOR THE POSITION. (PP110-121)
- F. DISCUSSION WITH POSSIBLE ACTION; HUMAN RESOURCE DIRECTOR DUTIES.

ITEM – 8 – PUBLIC PARTICIPATION

ITEM – 9 – ANNOUNCEMENTS

ITEM – 10 – ADJOURNMENT

Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers;
2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
3. The audience must be recognized by the President before being allowed to address the Council;
4. The member of the audience that is recognized will proceed to the podium, state their name and then proceed with their comments;
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2003-14;
6. There will be no personal attacks made by any member in the audience toward a sitting Councilperson, and likewise for any sitting Councilperson;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;

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CITY COUNCIL MEETING

8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.
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Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

MAYOR STUDENT OF THE MONTH JANUARY 7, 2020

Joyce Bullock Elementary School:

Kenia Martinez

Parent(s):

2nd Grade

Emma Roque

Nominated by: Mrs. Aguirre who made the following comments:

From day one, Kenia has been an amazing young lady. Even before our daily routine was established, I could always count on her to model star-student behavior. She is confident in her work and will always help others who need support. Anytime I need someone that I can trust, Kenia is the first person that comes to mind. She has such a big heart and I just know this girl is going to grow up and do great things! It has been a blessing to have her in my class and I look forward to watching her continue to grow as the school year continues! Kenia will be a leader in whatever it is that she chooses to do in her future and I have loved being a part of her path to success.

Williston Elementary School:

Dilian Ariana Rodas-Perez

Parent(s):

5th Grade

Jose Rodas & Wendy Perez

Nominated by: Rebecca Childs who made the following comments:

Ariana is an amazing student and role model. She excels academically in all areas and enjoys learning. She is responsible and respectful at all times, and is always willing to help both her teacher and classmates. Ariana has a positive attitude and demonstrates perseverance when challenged. For these reasons, and many more, I nominate Ariana for Student of the Month.

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
MINUTES**

DATE: TUESDAY, DECEMBER 19, 2019
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL ROOM

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
President Nancy Wininger
Vice-President Marguerite Robinson
Councilman Charles Goodman
Councilman Justin Head
Councilman Elihu Ross

OTHERS:

City Manager Scott Lippmann
City Clerk Latricia Wright
City Attorney Fred Koberlein

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Robinson led the opening prayer and the Pledge of Allegiance to the American Flag.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

Councilman Head moved to approve the agenda as written. Vice-President Robinson seconded. By show of hands motion carried 5-0.

ITEM – 2 – PUBLIC PARTICIPATION

None

ITEM – 3 – CONSENT AGENDA – Vice-President moved to approve the Consent Agenda.

Councilman Ross seconded. By show of hands motion carried 5-0.

- A. MINUTES: DECEMBER 3, 2019 REGULAR CITY COUNCIL MEETING
- B. RESOLUTION 2019-69 APPROVING THE RENEWAL OF AN AGREEMENT FOR AN EMPLOYEE ASSISTANCE PROGRAM (EAP)
- C. RESOLUTION 2019-70: APPROVING COUNCIL PRESIDENT TO SIGN THE ENERGY ASSISTANT VENDOR AGREEMENT BETWEEN THE CITY OF WILLISTON AND THE SUWANNEE RIVER ECONOMIC COUNCIL, INC.-CITY MANAGER LIPPMANN

ITEM – 4 – OLD BUSINESS –Council President Wininger told the Council she had spoken with County Commissioner Matt Brooks about the stripping on South Main Street and it's a big concern. Resident Sandra Wise spoke to the Council about the issue with South Main Street. Mrs. Wise stated that she has a hard time driving down Main Street at night time. Mrs. Wise said after she passes the 4 way stop she cannot see the road at all. Mrs. Wise said you cannot tell where the road ends and something needs to be done and if nothing is done about the road

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someone is going to get hurt. Mrs. Wise said she would like to see the road stripped. Councilman Goodman wanted to know if the stripping needed to be enchanted. Mrs. Wise answered yes. Mayor Robinson told the Council that County Commissioner Matt Brooks said he would be willing to work with the City in getting the street stripped. Councilman Goodman wanted to know if this is something out Utility crew could do. Utility Director CJ Zimoski stated it would have to be contracted out and the cost would be \$3,000. President Winger asked that this item be put on the next agenda as a "Discussion with Possible Action". City Manager Lippmann gave an update on the Levy County Fair Lease, Mr. Lippmann explained to the Council that he had to apply for a special waiver from the FAA and he's waiting to hear back from them and as soon as he does he can move forward with preparing a lease for the fair.

A. STAFF AND BOARD UPDATES

- KEN SCHWIEBERT- Dr. Schwiebert invited everyone to the January 13th meeting to see the unveiling of Block 12 design. Dr. Schwiebert also told the Council the CRA is working on another event for the spring, something like the Stetson and Starlight event they had.
- DEBRA JONES – Mrs. Jones thanked everyone for coming out to the workshop for Planning and Zoning. Mrs. Jones stated that it was very informative, it explained what planning was about and I think everyone got a better idea of how it works.

B. DISCUSSION WITH POSSIBLE ACTION: CITY MANAGER EVALUATION

COMPILATION – President Winger informed everyone that the manger's evaluation is given to improve performance. President Winger asked the Council what kind of goals they wanted to set for the City Manager. President Winger also stated she don't believe the Council has given the City Manager direction on some of the things they've asked of him to do. President Winger gave an example that sometimes the Council ask the City Manager in a meeting about a subject and they don't allow him time to get them the answers, that's why they receive a lot of I don't knows. Vice-President Robinson stated that the City Manager needs to do some homework on the agenda to kind of anticipate what questions might be asked. President Winger discussed giving the City Manager more clear direction on what is expected of him, and a time limit on getting back to the Council on some of the questions they ask of him. President Winger said she has never seen the Council sit down with Mr. Lippmann and discuss what they would like to see him do, maybe a workshop would help. Mayor Robinson suggested that the Council get a job description of what the City Manager is supposed to be doing and have a workshop on those items. President Winger also stated that she doesn't think the Council has been clear with him on the things they expect of him and there is no follow-up. Councilman Head, said yes it should be in a group setting, instead of one on one, so a workshop would be good. All were in agreeance of having a workshop to discuss the City Managers duties. The Council agreed on January 14th, 2020 at 6:00 p.m. for a workshop. President Winger asked that each Council member receive a job description for the City Manager from the City Clerk. Mrs. Alberta Lippmann asked the Council how many evaluations the City Manager got. Council President Winger told her six. Mrs. Lippmann asked is the Mayor one of his bosses. Council President said no. Mrs. Lippmann wanted to know why the City Manager gets an evaluation from the Mayor if he's not his boss. Mayor

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Robinson answered “because the Mayor works with the City Manager”. Councilman Goodman asked was the Mayor’s evaluation used in the compilation. City Clerk Latricia Wright answered “yes”. Councilman Goodman stated it was his understanding that the Mayor was going to give an evaluation but it was not to be used in the compilation. Councilman Goodman said if it was included he, will not sign the evaluation form. Mayor Robinson said he agreed one hundred percent that his evaluation is for informational purposes only. Councilman Head asked what was the finally number for his evaluation, he did not see it on the compilation. City Clerk Wright said it was not on the form. President Winger said she would send City Clerk last year evaluation so she can see how the Council would like it completed. Councilman Head said he would like to see all the comments on the evaluation removed. Vice-President Robinson said she would like to see all the evaluations included. Mayor Robinson suggested that all the evaluations be included in the next agenda packet as a separate item. Business owner Mike Langston questioned what the Ordinance says about the City Manager’s evaluation. Is the Mayor excluded? President Winger explained to Mr. Langston that she’s not sure that it explains either way if he’s included or not. Attorney Koberlein stated it’s what the City Manager contract states. Councilman Head, said he would like to see the compilation exclude the Mayor’s score and have a finally total and to see all the individual evaluations. Councilman Goodman also stated he would like to see the comments out of the evaluations as well. Councilman Head asked to have the comments taken out of the summary and just have the scores. City Manager Lippmann suggested that they leave the form as shown and on the last page add five lines with each Council person’s name and their score and a sixth line with the total average. President Winger also would like to see the evaluation form changed, maybe that’s something we can do at the workshop. Reporter Terry Whitt asked for the total score for the City Manager. President Winger asked if he could come up after the meeting they could give him a score. Councilman Head moved to have the compilation revised to exclude the Mayors evaluation number and to include all Council members and the Mayor’s evaluation as part of the packet and on the compilation the total average score based on the five Council members. Councilman Goodman seconded. Motion carried 5-0.

ITEM – 5 – NEW BUSINESS

- A. RESOLUTION 2019-71: APPOINTING JOHN BECKER AS A BOARD MEMBER FOR PLANNING AND ZONING COMMISSION- CITY PLANNER GORMAN – City Planner Gorman presented the application for Mr. John Becker to the Council. Councilman Head moved to accept Resolution 2019-71 appointing John Becker to the Planning and Zoning Commission for a period of 3 years and providing an effective date. Vice-President Robinson seconded. By show of hands motion carried 5-0.
- B. RESOLUTION 2019-72: APPOINTING PENNEY BOYER AS A BOARD MEMBER FOR PLANNING AND ZONING COMMISSION- CITY PLANNER GORMAN – City Planner Gorman presented the application for Penney Boyer to

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Council. Vice-President Robinson moved to accept Resolution 2019-72 appointing Penney Boyer to the Planning and Zoning Commission for a period of 3 years and providing an effective date. Councilman Head seconded. By show of hands motion carried 5-0. Councilman Goodman thanked the City Planner for her hard working in finding people to fill the empty position on the commission.

- C. RESOLUTION 2019-73: DECLARING THE CITY OF WILLISTON A SECOND AMENDMENT STRONGHOLD- MAYOR ROBINSON - Mayor Robinson presented Resolution to the Council. Business owner Art Kontantino wanted to know if the citizens should worry about backlash for the county. Mayor advised him no. Councilman Ross moved to accept Resolution 2019-73 Declaring the City of Williston a Second Amendment Stronghold. Councilman Head seconded. By show of hands motion carried 5-0.
- D. RESOLUTION 2019-74: AUTHORIZING COUNCIL PRESIDENT TO SIGN A CONTRACT WITH WRIGHT PIERCE FOR ENGINEERING AND PERMITTING OF A PROPOSED BURN AND STORAGE SITE FOR YARD AND HURRICANE DEBRIS- UTILITY DIRECTOR CJ ZIMOSKI – CJ Zimoski discussed with the Council that this contract would provide a burn site in case the City need to burn yard and hurricane debris. The City had a previous permit but it lapsed between City Managers in the 2003. Utility Director Zimoski did inform the Council that this was not a budgeted item, it would cost a little under \$20,000 and if the City has their own burn site, FEMA reimbursement would pay for this permit quadruple. Utility Director Zimoski also stated that if Wastepro was to pick up the debris the City would have to pay Wastepro. After some discussion Council Vice-President Robinson moved to approve Resolution 2019-74 Authorizing Council President to Sign a Contract with Wright Pierce for Engineering and Permitting of a Proposed Burn and Storage Site for Yard and Hurricane Debris and providing an effective date. Councilman Head seconded. By show of hands motion carried. 4-1. President Wininger, Vice-President Robinson, Councilman Head and Councilman Ross voted “yes”, and Councilman Goodman voted “no”.
- E. RESOLUTION 2019-75: APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WILLISTON AND THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT –CITY MANAGER- City Manager explained to the Council this Memorandum is to use the Airport as a logistic staging area in case of a disaster. This would provide them a site to distribute a bulk of disaster relief supplies, whether it’s to our area or areas close to us. They would use the back runway so the front runway will stay clear and still be able to operate. Councilman Head moved to approve Resolution 2019-75 Approving a Memorandum of Understanding between the City of Williston and The Florida Division of Emergency Management Regarding the Use of a Portion of the Williston Municipal Airport as an Emergency Staging Area, Authorizing the City Council President to Sign the Memorandum and Providing an Effective date. Councilman Ross seconded. By show of hands motion carried 5-0.
- F. DISCUSSION WITH POSSIBLE ACTION: ORDINANCE SEC. 40-10 UTILITY DEPOSITS OR BOND REQUIRED; AMOUNTS; MANNERS OF PAYMENT- MAYOR ROBINSON – Mayor Robinson presented Ordinance Sec 40-10 to the Council and said it’s basically for discussion. Mayor Robinson stated that the issue is

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the deposit that the City is charging for Commercial deposits. Mayor Robinson presented a letter that was sent to a business where they were asked to pay an additional \$1,600 deposit. Mayor Robinson suggested to the Council that they take a look at the Ordinance and reword it so it won't hurt new businesses in town, maybe a new amount for new business. City Manager Lippmann said the Ordinance has been around for quite a while. Mayor Robinson said the 1950's. City Manager Lippmann said the reason behind this Ordinance is to protect the City in case a business goes out of business or just up and leave a utility account with a balance and that the City will end up paying. Mayor Robinson suggested that the City waive the \$1,600 for Sirius Pizza. Councilman Head wanted to know if it was explained to the business about the additional deposit. Councilman Goodman wanted to know if every new business has to pay an additional deposit. City Manager Lippmann said he will find out and get back to him at the next Council meeting. Mr. Lippmann asked to put this on hold so he can get more information to bring back to the Council. Bobby with Sirius Pizza told the Council said he's spoken with several different companies in town and they have not heard anything about this extra deposit. Bobby said instead of paying this extra deposit he will move his company to Bronson. Debra Jones addressed the Council stating that some of the companies Bobby mentioned that Ordinance was not in effect when they started. After much discussion President Winger asked City Clerk Wright to put this on the next Council Agenda.

ITEM – 6 – PUBLIC PARTICIPATION – Mike Langston state that it's hard and the Ordinance Sec. 40-10 needs to be looked at and he's been having an issue with garbage. City Manager Lippmann asked Mr. Langston see him after the meeting to discuss his problem.

ITEM – 7 – ANNOUNCEMENTS – All Council members, City Manager and City Attorney wished everyone a Merry Christmas.

ITEM – 8 – ADJOURNMENT – Meeting adjourned at 7:55 p.m.

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Date: January 7, 2020

COUNCIL AGENDA ITEM

TOPIC: DISCUSSION WITH POSSIBLE ACTION

REQUESTED BY: COUNCIL PRESIDENT NANCY WININGER
PREPARED BY: LATRICIA WRIGHT CITY CLERK

BACKGROUND / DESCRIPTION: On December 17, 2019 Council President Wininger requested that the City Manager evaluation be completed and returned at the next Council meeting for review and approval.

LEGAL REVIEW:

FISCAL IMPACTS:

ATTACHMENTS:

CONTRACT **RESOLUTION** **MAP** **LEASE**
 OTHER DOCUMENTS

COUNCIL ACTION:

APPROVED
 DENIED

SUMMARY RATING:

Council President Wininger	Score: 3.88
Vice President Robinson	Score: 2.05
Councilman Goodman	Score: 1.13
Councilman Head	Score: 3.16
Councilman Ross	Score: 2.97

Total Score: _____ **2.63**

Overall Performance Rating-Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory ___ Improvement **2.63** Meets Job ___ Exceeds Job ___ Outstanding ___
 Needed Standards Standards

The evaluation has been reviewed and discussed between the City Council and the City Manager on _____.

City Council Concurrence

_____ Yes/No
President Nancy Wininger

_____ Yes/No
Vice-President Marguerite Robinson

_____ Yes/No
Councilman Justin Head

_____ Yes/No
Councilman Charles Goodman

_____ Yes/No
Councilman Elihu Ross

Completed by _____ Date: _____



City Manager Annual Performance Evaluation Form December 2019

Rating Criteria

For each performance criteria, please use the following rating scale:

- 5 – Exceptional/exceeds most
- 4 – Excels/exceeds some expectations
- 3 – Meets expectations
- 2 – Needs improvement
- 1 – Poor/Does not meet most
- N/O – Not Observed

Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses). Practices that contribute to this core content area are:

 3 **COACHING/MENTORING** Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)

 4 **TEAM LEADERSHIP** Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)

 4 **EMPOWERMENT** Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)

 4 **DELEGATING** Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)

Comments for Staff Effectiveness:

This has been a year of major changes and I appreciate Scott's leadership and ability to adapt. He has hired a new City Planner, a new Public Works Administrative Assistant, and has worked well with the new City Clerk who was hired by the City Council.

Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes). Practices that contribute to this core content area are:

3 FACILITATIVE LEADERSHIP Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships).

3 FACILITATING COUNCIL EFFECTIVENESS Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)

3 MEDIATION/NEGOTIATION Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)

Comments for Policy Facilitation:

The Council continues to ask for follow-up information for items that we have assigned him.

Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:

4 FUNCTIONAL/OPERATIONAL EXPERTISE Understanding the basic principles of service delivery in functional areas--e.g., public safety, community and economic development, human and social services, administrative services, public works (requires knowledge of service areas and delivery options)

4 OPERATIONAL PLANNING Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)

Comments for Functional/Operational Expertise/Planning:

As mentioned in previous evaluations, I would like to see Scott establish a better timetable when it comes to reporting to the Council.

4 Citizen Service (a component of Service Delivery Management): Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques)

Comments for Citizen Service:

Scott is working on better delivery services for our citizens in areas mentioned in this evaluation.

4 Quality Assurance (a component of Service Delivery Management): Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results)

Comments for Quality Assurance:

The customer service team has had some issues this year that required more of Scott's attention. He and I have had ongoing discussions regarding customer service over the past year. He has had direct supervision of those employees since the summer but he has overall responsibility as the City Manager and is planning training for these important employees to ensure the best services for our citizens.

Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

4 INITIATIVE AND RISK TAKING Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives

4 VISION Conceptualizing an ideal future state and communicating it to the organization and the community

4 CREATIVITY AND INNOVATION Developing new ideas or practices; applying existing ideas and practices to new situations

Comments for Initiative, etc.:

Completing the new City Hall was a tremendous undertaking and I really appreciate Scott's direction as the project manager for the City. There were some problems with the heating and air conditioning system that lingered but Scott handled them. He also oversaw the Public Works Department's major work activities for the Veteran's Memorial and other projects in the park. In addition, Scott worked closely with the City Clerk and City Attorney on the first lien foreclosure due to code violations. A new bulk hangar was also completed this year.

4 Technological Literacy (a component of Strategic Leadership): Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application)

Comments for Technological Literacy:

The Planning Department has implemented new procedures for building permits to make the process easier for the public. Unfortunately, the process has been complicated because of absences in the customer service department that is being addressed as mentioned above.

Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

4 DEMOCRATIC ADVOCACY Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations)

4 CITIZEN PARTICIPATION Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance

Comments for Democratic Advocacy, etc.:

4 Diversity: Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community

Comments for Diversity:

4 Budgeting: Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information)

Comments for Budgeting:

4 Financial Analysis: Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them)

Comments for Financial Analysis:

3 Human Resources Management: Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs)

Comments for HR Management:

Scott handled many personnel issues this year. There was also an opportunity for Scott to learn more about HR issues as he hired a new airport supervisor. The Council is currently in the process of hiring a new HR Director which will benefit the City.

Strategic Planning:

- 4 Seeks opportunities for the City to achieve its strategic goals, within time and budget constraints.
- 3 Reports progress on strategic goals to Council quarterly.
- 4 Maintains a long-term perspective for the advancement of the City.

Comments for Strategic Planning:

The AirSigns project is ongoing with Scott's support.

Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content area are:

4 **ADVOCACY** Communicating personal support for policies, programs, or ideals that serve the best interests of the community

3 **INTERPERSONAL COMMUNICATION** Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)

Comments for Advocacy and Interpersonal Communication:

4 **Presentation Skills:** Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience)

Comments for Presentation Skills:

Scott was asked questions during council meeting that he was not given the opportunity to research prior to the meeting and weathered it well.

3 Media Relations: Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives)

Comments for Media Relations:

Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics; ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

5 PERSONAL INTEGRITY Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

5 PROFESSIONAL INTEGRITY Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of Ethics)

4 ORGANIZATIONAL INTEGRITY Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)

Comments for Integrity:

4 Personal Development: Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).

Comments for Personal Development:

Personal Traits:

5 Displays Positive Attitude: Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

4 Professional: strives to improve the professional image of the City as well as the office. Displays a professional demeanor in work and in his interactions with others working in, for and with the City of Williston.

4 Dependable: Is dependable, trustworthy and reliable. Consistently achieves a positive outcome and successfully accomplishes goals.

5 Dedicated: Is dedicated to the City of Williston and be best interest of the citizens, employees and Council. Seeks to improve the stature of the City at every opportunity.

Comments for Personal Traits:

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance?

His ability to endure and maintain a professional attitude in less-than-ideal situations.

What areas for growth would you like to see? Please provide specific suggestions on how the City Manager may improve in the areas for growth?

Scott has listed several goals he would like to complete in the coming year. I concur with each of them:

- *pursuing economic development opportunities, including a much needed hotel*
- *more efficient processes, including the customer service process*
- *better use of and dissemination of City information (maps, etc.) NOTE* In addition, I would like to see a better design and update of the City's website*
- *improved communication with the Council*
- *ongoing development of the old high school property*
- *implementation of high speed broadband service*
- *pursuing funding for infrastructure upgrades*



City Manager Annual Performance Evaluation Form December 2019

Rating Criteria

For each performance criteria, please use the following rating scale:

- 5 – Exceptional/exceeds most
- 4 – Excels/exceeds some expectations
- 3 – Meets expectations
- 2 – Needs improvement
- 1 – Poor/Does not meet most
- N/O – Not Observed

Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses).

Practices that contribute to this core content area are:

 2 **COACHING/MENTORING** Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)

 2 **TEAM LEADERSHIP** Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)

 2 **EMPOWERMENT** Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)

 2 **DELEGATING** Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)

Comments for Staff Effectiveness:

Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group

dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes).

Practices that contribute to this core content area are:

2 **FACILITATIVE LEADERSHIP** Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships).

2 **FACILITATING COUNCIL EFFECTIVENESS** Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)

2 **MEDIATION/NEGOTIATION** Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)

Comments for Policy Facilitation:

Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:

2 **FUNCTIONAL/OPERATIONAL EXPERTISE** Understanding the basic principles of service delivery in functional areas--e.g., public safety, community and economic development, human and social services, administrative services, public works (requires knowledge of service areas and delivery options)

2 **OPERATIONAL PLANNING** Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)

Comments for Functional/Operational Expertise/Planning:

3 **Citizen Service** (a component of Service Delivery Management): Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques)

Comments for Citizen Service:

2 **Quality Assurance** (a component of Service Delivery Management): Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results)

Comments for Quality Assurance:

Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

2 **INITIATIVE AND RISK TAKING** Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives

2 **VISION** Conceptualizing an ideal future state and communicating it to the organization and the community

2 **CREATIVITY AND INNOVATION** Developing new ideas or practices; applying existing ideas and practices to new situations

Comments for Initiative, etc.:

2 **Technological Literacy** (a component of Strategic Leadership): Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application)

Comments for Technological Literacy:

Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill

in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

2 **DEMOCRATIC ADVOCACY** Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations)

2 **CITIZEN PARTICIPATION** Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance

Comments for Democratic Advocacy, etc.:

2 **Diversity:** Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community

Comments for Diversity:

3 **Budgeting:** Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information)

Comments for Budgeting:

3 **Financial Analysis:** Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them)

Comments for Financial Analysis:

1 **Human Resources Management:** Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs)

Comments for HR Management:

Strategic Planning:

2 Seeks opportunities for the City to achieve its strategic goals, within time and budget constraints.

2 Reports progress on strategic goals to Council quarterly.

2 Maintains a long-term perspective for the advancement of the City.

Comments for Strategic Planning:

Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content area are:

2 **ADVOCACY** Communicating personal support for policies, programs, or ideals that serve the best interests of the community

1 **INTERPERSONAL COMMUNICATION** Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)

Comments for Advocacy and Interpersonal Communication:

2 **Presentation Skills:** Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience)

Comments for Presentation Skills:

3 **Media Relations:** Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives)

Comments for Media Relations:

Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics; ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

2 **PERSONAL INTEGRITY** Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

2 **PROFESSIONAL INTEGRITY** Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of Ethics)

2 **ORGANIZATIONAL INTEGRITY** Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)

Comments for Integrity:

2 **Personal Development:** Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).

Comments for Personal Development:

Personal Traits:

2 **Displays Positive Attitude:** Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

2 **Professional:** strives to improve the professional image of the City as well as the office. Displays a professional demeanor in work and in her interactions with others working in, for and with the City of Williston.

2 **Dependable:** Is dependable, trustworthy and reliable. Consistently achieves a positive outcome and successfully accomplishes goals.

2 Dedicated: Is dedicated to the City of Williston and be best interest of the citizens, employees and Council. Seeks to improve the stature of the City at every opportunity.

Comments for Personal Traits:

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance?

TO MY DISAPPOINTMENT THERE HAS BEEN NO IMPROVEMENTS TO MY LAST TWO EVAL'S I HAVE SUBMITTED FOR THE CM.

CM'S JOB IS TO INFORM COUNCIL WE SHOULD NOT HAVE TO WASTE HIS TIME & GO TO HIM. HE NEEDS HIS TIME TO COMPLETE HIS DUTIES.

What areas for growth would you like to see? Please provide specific suggestions on how the City Manager may improve in the areas for growth?

MY 2017 & 2018 COMMENTS STILL APPLIES;
BETTER PREPAREDNESS ON AGENDA ITEMS AT COUNCIL MEETINGS NEEDED.

I WOULD STILL LIKE TO BE NOTIFIED ON MATTERS OR BIG ITEMS & THERE RUMORS THAT WE AS COUNCIL MEMBERS SHOULD BE PREPARED TO ANSWER.

I AM NOT FOND OF "I DON'T KNOW ANSWERS"

Completed by:



Date: 12/10/19



City Manager Annual Performance Evaluation Form December 2019

Rating Criteria

For each performance criteria, please use the following rating scale:

- 5 – Exceptional/exceeds most
- 4 – Excels/exceeds some expectations
- 3 – Meets expectations
- 2 – Needs improvement
- 1 – Poor/Does not meet most
- N/O – Not Observed

Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses).

Practices that contribute to this core content area are:

___1___ **COACHING/MENTORING** Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)

___1___ **TEAM LEADERSHIP** Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)

___1___ **EMPOWERMENT** Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)

___1___ **DELEGATING** Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)

Comments for Staff Effectiveness: IF the city manager cannot fill out his own PAF forms or follow his own contract I do not see any ability to ask others to follow responsible activity.

Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes).

Practices that contribute to this core content area are:

1 **FACILITATIVE LEADERSHIP** Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships).

1 **FACILITATING COUNCIL EFFECTIVENESS** Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)

1 **MEDIATION/NEGOTIATION** Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)

Comments for Policy Facilitation:

I see no attempt by the manager to cooperate or build consensus with the council instead I see a strong attempt to keep the council in the dark unless we interfere with the working of city staff.

Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:

1 **FUNCTIONAL/OPERATIONAL EXPERTISE** Understanding the basic principles of service delivery in functional areas--e.g., public safety, community and economic development, human and social services, administrative services, public works (requires knowledge of service areas and delivery options)

1 **OPERATIONAL PLANNING** Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)

Comments for Functional/Operational Expertise/Planning:

1 **Citizen Service** (a component of Service Delivery Management): Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques)

Comments for Citizen Service:

Far too often the manager does not resolve citizen problems and they come to the council for relief. On such event was the Martin Luther parade, which forced the council to make changes that we had been able to do without for many years.

1 Quality Assurance (a component of Service Delivery Management): Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results)

Comments for Quality Assurance:

Too many things fall through the crack under the leadership of the city manager

Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

1 INITIATIVE AND RISK TAKING Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives

1 VISION Conceptualizing an ideal future state and communicating it to the organization and the community

1 CREATIVITY AND INNOVATION Developing new ideas or practices; applying existing ideas and practices to new situations

Comments for Initiative, etc.: The city manager does not accept responsibility for his own actions, and has poor communication skills.

2 Technological Literacy (a component of Strategic Leadership): Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application)

Comments for Technological Literacy:

Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

_____ **1 DEMOCRATIC ADVOCACY** Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations)

_____ **1 CITIZEN PARTICIPATION** Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance

Comments for Democratic Advocacy, etc.:

_____ **1 Diversity:** Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community

Comments for Diversity:

_____ **1 Budgeting:** Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information)

Comments for Budgeting:

_____ **2 Financial Analysis:** Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them)

Comments for Financial Analysis:

___1___ Human Resources Management: Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs)

Comments for HR Management:

Strategic Planning:

___1___ Seeks opportunities for the City to achieve its strategic goals, within time and budget constraints.

___1___ Reports progress on strategic goals to Council quarterly.

___2___ Maintains a long-term perspective for the advancement of the City.

Comments for Strategic Planning:

Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content area are:

___1___ **ADVOCACY** Communicating personal support for policies, programs, or ideals that serve the best interests of the community

___1___ **INTERPERSONAL COMMUNICATION** Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)

Comments for Advocacy and Interpersonal Communication:

Communication is one of the managers weakest traits.

___2___ Presentation Skills: Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience)

Comments for Presentation Skills:

___2___ Media Relations: Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives)

Comments for Media Relations:

Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics; ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

___1___ PERSONAL INTEGRITY Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

___1___ PROFESSIONAL INTEGRITY Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of Ethics)

___1___ ORGANIZATIONAL INTEGRITY Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)

Comments for Integrity: by taking money from the tax payers for years and using deceptive practices to increase is income. Fostering ethical behavior was set poorly to other employs. I fail to see how you can demand ethical behavior of others in this.

___1___ Personal Development: Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).

Comments for Personal Development:

Personal Traits:

1 Displays Positive Attitude: Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

1 Professional: strives to improve the professional image of the City as well as the office. Displays a professional demeanor in work and in her interactions with others working in, for and with the City of Williston.

1 Dependable: Is dependable, trustworthy and reliable. Consistently achieves a positive outcome and successfully accomplishes goals.

1 Dedicated: Is dedicated to the City of Williston and be best interest of the citizens, employees and Council. Seeks to improve the stature of the City at every opportunity.

Comments for Personal Traits:

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance?

I like the city manager, and most of the time find him helpful and when I ask a question he is respectful.

What areas for growth would you like to see? Please provide specific suggestions on how the City Manager may improve in the areas for growth?

We have worked hard and spent many tax dollars to help the manager do his job. We have hired off site companies to do finance, removed the airport committee at his request, still we have issues to many to name. One, leases not being dealt with in a reasonable manner at the airport. Almost total lack of communication with the council about things until they become a crises and then expecting the council to do his job.

Forcing the council to adopt resolutions like PAF forms and oversight because of failure to even follow basic protocol on his own PAF form.

Completed by: Charles Goodman Date: 12/5/2010



City Manager Annual Performance Evaluation Form December 2019

Rating Criteria

For each performance criteria, please use the following rating scale:

- 5 – Exceptional/exceeds most
- 4 – Excels/exceeds some expectations
- 3 – Meets expectations
- 2 – Needs improvement
- 1 – Poor/Does not meet most
- N/O – Not Observed

Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses).

Practices that contribute to this core content area are:

 3 **COACHING/MENTORING** Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)

 3 **TEAM LEADERSHIP** Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)

 3 **EMPOWERMENT** Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)

 3 **DELEGATING** Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)

Comments for Staff Effectiveness: Staffing has been a challenge this year due to turnover and illness. The CM has handled the challenges in a satisfactory manner and employees seem to be on board with the CM. Employee

Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes).

Practices that contribute to this core content area are:

 3 **FACILITATIVE LEADERSHIP** Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships).

 3 **FACILITATING COUNCIL EFFECTIVENESS** Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)

 3 **MEDIATION/NEGOTIATION** Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)

Comments for Policy Facilitation: CM was helpful in complete revision of the HR manual.

Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:

 3 **FUNCTIONAL/OPERATIONAL EXPERTISE** Understanding the basic principles of service delivery in functional areas--e.g., public safety, community and economic development, human and social services, administrative services, public works (requires knowledge of service areas and delivery options)

 3 **OPERATIONAL PLANNING** Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)

Comments for Functional/Operational Expertise/Planning: CM seems to work well with department heads in planning and ensuring day to day operations and special projects are carried out. This can be a challenge with limited staffing.

 3 **Citizen Service** (a component of Service Delivery Management): Determining citizen needs and providing responsive, equitable services to the community (requires

skill in assessing community needs and allocating resources; knowledge of information gathering techniques)

Comments for Citizen Service: I haven't heard from many Citizens about the CM, but I have heard a few complaints about his responsiveness. I feel like there are probably some that would provide positive comments as well but we don't hear from those. I would encourage the CM to be as timely as possible when responding to Citizens, though I know every situation is different and may take time to research.

___3___ Quality Assurance (a component of Service Delivery Management):
Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results)

Comments for Quality Assurance:

Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

___3___ INITIATIVE AND RISK TAKING Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives

___3___ VISION Conceptualizing an ideal future state and communicating it to the organization and the community

___3___ CREATIVITY AND INNOVATION Developing new ideas or practices; applying existing ideas and practices to new situations

Comments for Initiative, etc.: CM has a vital role in determining the direction of the City. We are just now starting to hear of some more creative and innovative ideas/concepts for development. This area needs to continue to improve. Not all ideas will work but all should be explored.

___3___ Technological Literacy (a component of Strategic Leadership):

Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application)

Comments for Technological Literacy: Appears to be satisfactory in this area.

Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

___3___ DEMOCRATIC ADVOCACY Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations)

___3___ CITIZEN PARTICIPATION Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance

Comments for Democratic Advocacy, etc.: The CM has shown respect for elected officials and the processes even in some less than ideal situations recently and has represented himself and the City in a desirable manner. It should be the goal of the CM and all really to promote more Citizen Participation.

___4___ Diversity: Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community

Comments for Diversity: The CM displays an openness to new ideas and values different points of view.

___3___ Budgeting: Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information)

Comments for Budgeting: The CM appears to be well versed in the budgeting process and works closely with the Finance Department during this process.

Input during budget workshops is adequate but not elaborate as we mostly rely on the Finance Department at that time.

___3___ Financial Analysis: Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them)

Comments for Financial Analysis:

___3___ Human Resources Management: Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs)

Comments for HR Management: Overall the CM has ample knowledge to satisfy this area, but up until the resignation of the last City Clerk that was serving as HR director he was not that involved. Despite questions about who should have been doing what in this area, it did appear to be handled satisfactorily. More recently, issues have arisen giving further merit to the hiring of a full time HR director. I feel strongly that this separation of duties is needed and this area requires full time attention.

Strategic Planning:

___3___ Seeks opportunities for the City to achieve its strategic goals, within time and budget constraints.

___3___ Reports progress on strategic goals to Council quarterly.

___3___ Maintains a long-term perspective for the advancement of the City.

Comments for Strategic Planning: While I would rate these areas a 3 overall, I think the communication of these items is lacking. While we do get updates on projects and happenings, focus on the long terms goals and direction needs improvement.

Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content

area are:

 3 **ADVOCACY** Communicating personal support for policies, programs, or ideals that serve the best interests of the community

 3 **INTERPERSONAL COMMUNICATION** Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)

Comments for Advocacy and Interpersonal Communication: The CM seems to be willing to listen to others for opinions and ideas prior to acting and treat all with respect. In this type of position this is very important as well as being able to communicate ideas.

 3 **Presentation Skills:** Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience)

Comments for Presentation Skills: The CM presents himself and materials in a satisfactory manner and is effective at getting his point across. At times details and/or historical information is lacking.

 4 **Media Relations:** Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives)

Comments for Media Relations: The CM appears to have a good relationship with the media and provides information to benefit the City. He seems to do a good job in providing factual information and sticking to the topic.

Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics; ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

 4 **PERSONAL INTEGRITY** Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

 4 **PROFESSIONAL INTEGRITY** Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of

Ethics)

4 **ORGANIZATIONAL INTEGRITY** Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)

Comments for Integrity: In my opinion the CM shows personal, professional and organizational integrity as well as demonstrates ethical behavior. I feel like during the recent matter regarding the CM salary increases his personal integrity was questioned. I felt that the CM handled this as best he could by letting the issue run its course without adding unnecessary drama or personal feelings. In the end I feel that the issues had more to do with processes and procedures than ethical decisions or performance.

3 **Personal Development:** Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).

Comments for Personal Development: The CM appears to have a balance of healthy work and personal life, and be committed to both.

Personal Traits:

3 Displays Positive Attitude: Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

3 Professional: strives to improve the professional image of the City as well as the office. Displays a professional demeanor in work and in her interactions with others working in, for and with the City of Williston.

3 Dependable: Is dependable, trustworthy and reliable. Consistently achieves a positive outcome and successfully accomplishes goals.

4 Dedicated: Is dedicated to the City of Williston and be best interest of the citizens, employees and Council. Seeks to improve the stature of the City at every opportunity.

Comments for Personal Traits: While I would say overall the CM possesses a positive attitude, I would like to see more positivity and enthusiasm for the job and the City. I do feel that the CM is dedicated to the City and the Citizens.

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance?

I am most pleased with the working relationship the CM has with the entire staff, especially those within City Hall. I think he does a good job of trying to support all employees while getting the most for the citizens of Williston. The CM appears to represent the City well in negotiations with existing and potential businesses and developers. The CM has a good working knowledge of City business and finances.

What areas for growth would you like to see? Please provide specific suggestions on how the City Manager may improve in the areas for growth?

I would like to see the CM improve his communication with the Council. I think a structured schedule, such as a weekly meeting with each member of the Council, would be too time consuming. But, I think regular discussions (in person, phone or emails) with each would help and should be initiated by both sides. It is important that the CM have a good working relationship with the Council. They don't necessarily have to be friends, but share a mutual respect and desire to see the City succeed. I would also like to see the CM as prepared as possible for each meeting. Obviously some items may come up during discussion that are new to the CM, but in general he should be up to speed on agenda items and ongoing issues.

Completed by: _____



Justin Head

Date: _____

12/10/19



City Manager Annual Performance Evaluation Form December 2019

Rating Criteria

For each performance criteria, please use the following rating scale:

- 5 – Exceptional/exceeds most
- 4 – Excels/exceeds some expectations
- 3 – Meets expectations
- 2 – Needs improvement
- 1 – Poor/Does not meet most
- N/O – Not Observed

Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses).

Practices that contribute to this core content area are:

3 **COACHING/MENTORING** Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)

3 **TEAM LEADERSHIP** Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)

4 **EMPOWERMENT** Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)

4 **DELEGATING** Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)

Comments for Staff Effectiveness:

Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group

dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes).

Practices that contribute to this core content area are:

4 **FACILITATIVE LEADERSHIP** Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships).

2 **FACILITATING COUNCIL EFFECTIVENESS** Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)

4 **MEDIATION/NEGOTIATION** Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)

Comments for Policy Facilitation:

Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:

4 **FUNCTIONAL/OPERATIONAL EXPERTISE** Understanding the basic principles of service delivery in functional areas--e.g., public safety, community and economic development, human and social services, administrative services, public works (requires knowledge of service areas and delivery options)

2 **OPERATIONAL PLANNING** Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)

Comments for Functional/Operational Expertise/Planning:

3 **Citizen Service** (a component of Service Delivery Management): Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques)

Comments for Citizen Service:

2 **Quality Assurance** (a component of Service Delivery Management):
Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results)

Comments for Quality Assurance:

Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

3 **INITIATIVE AND RISK TAKING** Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives

3 **VISION** Conceptualizing an ideal future state and communicating it to the organization and the community

2 **CREATIVITY AND INNOVATION** Developing new ideas or practices; applying existing ideas and practices to new situations

Comments for Initiative, etc.:

4 **Technological Literacy** (a component of Strategic Leadership):
Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application)

Comments for Technological Literacy:

Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill

in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

3 **DEMOCRATIC ADVOCACY** Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations)

2 **CITIZEN PARTICIPATION** Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance

Comments for Democratic Advocacy, etc.:

3 **Diversity:** Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community

Comments for Diversity:

3 **Budgeting:** Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information)

Comments for Budgeting:

2 **Financial Analysis:** Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them)

Comments for Financial Analysis:

3 **Human Resources Management:** Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs)

Comments for HR Management:

Strategic Planning:

3 Seeks opportunities for the City to achieve its strategic goals, within time and budget constraints.

1 Reports progress on strategic goals to Council quarterly.

2 Maintains a long-term perspective for the advancement of the City.

Comments for Strategic Planning:

Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content area are:

4 **ADVOCACY** Communicating personal support for policies, programs, or ideals that serve the best interests of the community

4 **INTERPERSONAL COMMUNICATION** Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)

Comments for Advocacy and Interpersonal Communication:

FOLLOW THRU ON ALL GOALS AND REPORT REGULAR

3 **Presentation Skills:** Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience)

Comments for Presentation Skills:

3 **Media Relations:** Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives)

Comments for Media Relations:

Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics; ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

4 **PERSONAL INTEGRITY** Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

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4 **ORGANIZATIONAL INTEGRITY** Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)

Comments for Integrity:

 Personal Development: Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).

Comments for Personal Development:

Personal Traits:

3 **Displays Positive Attitude:** Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

3 **Professional:** strives to improve the professional image of the City as well as the office. Displays a professional demeanor in work and in her interactions with others working in, for and with the City of Williston.

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3 Dedicated: Is dedicated to the City of Williston and be best interest of the citizens, employees and Council. Seeks to improve the stature of the City at every opportunity.

Comments for Personal Traits:

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance?

HIS ABILITY TO RETURN CALLS AND KEEP
APPOINTMENT PROMPTLY. VERY HELPFUL

What areas for growth would you like to see? Please provide specific suggestions on how the City Manager may improve in the areas for growth?

WORK TOWARD SECURING A MOTEL
KEEP UPDATED ON FUTURE CHANGES TO PROPERTY

Completed by: ELIHU ROSS Date: 12-9-19

COUNCIL AGENDA ITEM

TOPIC: Discussion with Possible Action – Commercial Utility Deposits

REQUESTED BY: SCOTT LIPPMANN

PREPARED BY: SCOTT LIPPMANN

BACKGROUND / DESCRIPTION: Mr. Bobby Brown of Sirius Pizza questioned the City’s policy of determining the amount of utility deposits on commercial accounts. At present, the City’s policies and ordinances provide for a 6-month initial period whereby a new business builds a record of usage which is subsequently used to determine what their utility deposit should be. Typically, the initial deposit is \$200.

After 6 months, the utility deposit is calculated at 2 times the average bill, and the required deposit is adjusted accordingly. This allows an accurate assessment of the specific business’ usage pattern, and it delays the full cash flow requirements of the utility deposit until after the business has been established.

I have contacted numerous other jurisdictions about how they handle this issue:

1. Most use some variation of the process we use. Some use a 12-month evaluation period, but the majority use a 6-month period like we do.
2. Some estimate deposits based on the performance of like businesses in their community and charge the full deposit when the service is first established. Most of these are larger jurisdictions with data from many like businesses to base their calculations on.

RECOMMENDED ACTION: Since this is a policy decision, the Council is being asked to do one of the following:

1. Affirm the current method used to determine and collect additional commercial utility deposits; or
2. Direct staff to make specific changes to the current method, and submit the necessary documents to memorialize the changes; or
3. Direct staff to propose a new method/policy which meets requirements set forth by Council and to submit the necessary documents to memorialize the new method.

ATTACHMENTS: Utility Deposit Policy provided by the City of Tallahassee.

COMMISSION ACTION:



TITLE

Utility Deposit Policy

128.01 STATEMENT OF POLICY

The following policy shall set forth the procedures for determining acceptable forms and amount of the required security deposit for utility services; increasing, decreasing, or waiving security requirements; establishing methods and schedules for payment or furnishing of such security; establishing methods and schedules for refunds or relinquishment of such security; and providing for a credit assessment process.

128.02 AUTHORITY

The City of Tallahassee's Code of Ordinances Section 21-31 authorizes the City Manager to adopt an administrative policy regarding requirements for security for residential and commercial accounts. Authority to administer this policy shall be vested in the City Manager or the Manager's designee.

128.03 SCOPE & APPLICABILITY

This policy applies to all customers receiving services (electric, gas, water, sewer, solid waste, storm water, and fire service) from the City of Tallahassee in Leon, Gadsden and Wakulla Counties.

128.04 PROCEDURES

Establishing Service

Each customer shall make application to the city before electric, gas, water, sewer or solid waste service will be installed or activated. Customers may make application for services via mail, email, fax, in person or online via the Web.

1. **By Mail** – Customers may mail their request to Customer Operations, 408 N. Adams Street, Tallahassee, FL 32301.
2. **By Email or Fax** – Customers may request service initiation by downloading the Start Utility Services Form from the City of Tallahassee's website. Scan and email all documents to YourOwnUtilities@talgov.com or fax to (850) 891-0901.
3. **In Person** – Customers may visit the Renaissance Center located at 435 North Macomb Street, Tallahassee, Florida and receive direct assistance from a Customer Service Representative.
4. **On the Web** – Customers may initiate utility services on the internet at talgov.com, from our Digitally App or from Western Union, a third party vendor under contract with the City of Tallahassee Utilities. Service fees apply and are paid directly to Western Union. (*only applicable to residential customers*)
5. **By Phone** – Existing customers may transfer services by calling (850) 891-4968 (*only applicable to residential customers*)

All applications shall include the customer's name, requested service address, driver's license number, social security number, employer and date of birth. Other requested information may include Visa, Permanent Resident Card, passport, federal tax identification number, military identification, state identification, student identification, place of employment, contact number(s), and customer signature.



TITLE

Utility Deposit Policy

ORG. AGENCY
CO

APPROVED
James Barnes

Required Deposit

Residential and commercial customers shall be required to provide a security deposit before services will be activated. The amount of each deposit shall be determined as follows:

Residential

Service(s)	Amount (Cash Deposit Required)
Electric Only	\$160.00
Water Only	\$50.00
Gas Only	\$60.00
Electric and Water	\$210.00
Electric and Gas	\$220.00
Electric, Water and Gas	\$270.00

Commercial

Standard deposits for commercial customers shall be based on an estimated two and one-half (2.5) months' average consumption for utility services at established rates, based on the prior twelve (12) months' utility history for the services at the premise. Commercial customers with an existing account that has been established for a period of three or more years, for which the most recent three-year payment history does not reflect any non-payment work orders, and the most recent 12-month account history does not reflect more than two penalties shall be designated as a Premier Customer. Premier Customers shall be eligible for a reduced deposit amount of one (1) month's average consumption for utility services at established rates.

Alternative Computational Methods

1. **New Site or Facility Expansion**

Deposit amounts assessed for newly constructed or expanded sites may be based on the number of square feet of heated and cooled space. A rate of \$.75 per square foot shall be used for Standard Commercial Customers and a rate of \$.30 per square foot shall be used for Premier Customers.

2. **Change in Business Type**

When an applicant indicates there are no similarities between the applicant's business and the previous business at the premise; the deposit may be determined by using an existing account of similar size and type at another location.

3. **Adding Additional Service Addresses/Existing Customer**

When an applicant is adding a new premise to their account, the current deposit(s) for the existing premises shall be reviewed for adequacy using the methods described above. Any difference (+ or -) between the calculated deposit and actual deposit for existing premises shall be included in the deposit calculation for the new premise.



TITLE

Utility Deposit Policy

ORG. AGENCY
CO

APPROVED
James Barnes

4. Service During Construction

Deposit amounts assessed for newly constructed or expanded sites may be based on the following:

Service(s)	Amount (Cash Deposit Required)
One to Three Lots	\$250.00
Four Lots or more	\$500.00
Large Construction Sites*	\$1,000.00

* Large Construction Sites shall be defined as retail stores, apartment complexes and neighborhood developments.

5. Service During Temporary Occupancy – Does Not Exceed 60 Days

Deposit amounts assessed for temporary occupancy (*commonly used by property managers and property owners*) may be based on the following:

Service(s)	Amount (Cash Deposit Required)
One to Five Units	\$250.00
Six Units or more	\$500.00

Form of Security Deposit

Residential deposits shall be in the form of cash. Commercial Customers may provide a cash deposit, a certificate of deposit (CD), a bond with a surety company, or an irrevocable letter of credit from a financial institution. The CD, bond or letter of credit shall be made payable to the city and shall be issued by a financial institution acceptable to the City and authorized to do business in the State of Florida.

Refund or Relinquishment of Security Deposit

Residential deposits shall be credited, with interest, to an account with three consecutive years of payment history without an ordered disconnection of service for non-payment. All cash deposits shall be credited, with interest, at the time the account is closed. The applicable interest rate shall be determined by the Treasurer Clerk each year and remain in place during the period October to September. A check refund will be issued for those accounts with a credit balance once all final charges have been posted.

Waiver

Residential deposits may be waived if the applicant provides a letter of credit from another electric utility, which confirms a payment history of twelve months or more with no disconnections due to delinquent payment or returned payments within that same period. Deposits on existing customers with good payment history may be waived when expanding by one (1) additional service. Two or more additional services will require a deposit.

REVISIONS

- March 31, 2019



City of
WILLISTON
FLORIDA

50 NW Main St., PO Drawer 160, Williston, Florida 32696-0160
Phone (352) 528-3060- Fax (352) 528-2877

Date: January 7, 2020

COUNCIL AGENDA ITEM

DISCUSSION: QUASI-JUDICIAL HEARING - REQUEST BY CAMELLIA PLANTATION, INC. FOR A SMALL-SCALE LAND USE AMENDMENT CHANGING 8.81 ACRES FROM COMMERCIAL TO MIXED USE (COMMERCIAL/RESIDENTIAL).

REQUESTED BY: Camellia Plantation, Inc.

BOYER, KENNEDY GSR President
19801 NW HWY 335
WILLISTON, FL 32696

BULLOCK, ROBERT W Vice President
505 SW 7TH STREET
WILLISTON, FL 32696

PREPARED BY: Jackie Gorman

BACKGROUND / DESCRIPTION:

Ken Boyer and Dr. Bullock applied for a small-scale comprehensive plan amendment changing 8.81 acres of property adjacent to the Winn-Dixie Shopping Center from Commercial to Mixed Use (Residential/Commercial). The proposed planned development known as Laurel Point is being proposed for a Pocket Neighborhood type of residential development that meets the objectives of the City's Comprehensive Plan that encourages flexibility and creativity in site planning and preserves natural environmental amenities to achieve compact, economically stable neighborhoods that enhance the quality of life.

The Planning Commission met on December 30, 2019. Johnny Sims presented the concept plan on behalf of the Developer. If adopted, this Development will be back before the Planning & Zoning

Board as well as Council for Plat and Improvement Plan approval along with a Developer's Agreement for the phasing. The City's Land Development Code gives one year from the date of the approval of the Ordinance to submit final plans.

Attached you will find a staff report along with Ordinance 674 for your review and approval. Based on all information presented, the Planning Commission recommended Approval.

LEGAL: REVIEW: Required

FISCAL IMPACTS: None

RECOMMENDED ACTION: Quasi-Judicial Public Hearing

ATTACHMENTS: ORDINANCE #674 & STAFF REPORT

CONTRACT **RESOLUTION** **MAP**

LEASE **OTHER DOCUMENTS**

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED

DISAPPROVED

ORDINANCE NO. 674

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF WILLISTON COMPREHENSIVE PLAN PURSUANT TO AN APPLICATION BY CAMELLIA PLANTATION, INC. FOR 8.81 ACRES (MOL) IDENTIFIED AS PARCEL ID 04332-000-00 ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN CHAPTER 163, FLORIDA STATUTES; CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COMMERCIAL TO MIXED USE ON CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF WILLISTON FLORIDA, DESCRIBED HEREIN; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an Application, CPA2019-03, has filed requesting a Small-Scale map amendment for 8.81 Acres (MOL) to the Future Land Use Map of the City of Williston Comprehensive Plan from Commercial to Mixed Use; and

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing on December 30, 2019, with Public Notice having been provided on said application for amendment; and

WHEREAS, after review and consideration for all comments received during said Public Hearing, the Planning Commission recommended approval to the City Council of the application for a small-scale map amendment; and

WHEREAS, the City Council did hold the required Public Hearing on January 7, 2020, for said application for an amendment and upon the City Council's review and consideration of all comments received, found the application to be consistent with the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. Application CPA 2019-03 submitted by Camellia Plantation, Inc., for a small-scale amendment to the City's Future Land Use Map of the City's Comprehensive Plan, changing the future land use classification on parcel 0433200000, located as described in Exhibit A, attached, from Commercial to Mixed Use is hereby approved.

Section 2. Severability. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all

remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. Small scale amendments become effective 31 days after adoption if no challenge is filed to the State of Florida Division of Administrative Hearings. If challenged within 30 days after adoption, the small-scale land use amendment will not become effective until the state land planning agency or the Administration Commission, respectively, issues a final order determining that the adopted amendment is in compliance. No development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective.

PASSED ON FIRST READING, THIS 7th DAY OF JANUARY 2020.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this 21 day of January 2020.

ATTEST:

CITY OF WILLISON:

Latricia Wright
City Clerk

Nancy Wininger
President, City Council

Fred Koberlein, Jr.
City Attorney

EXHIBIT A

DESCRIPTION: (O.R. BOOK 491, PAGE 40)

A parcel of land in the ne 1/4 of section 1, township 13 south, range 18 east, levy county, Florida, being more particularly described as follows:

for a point of reference commence at the NE corner of section 1, township 13 south, range 18 east, Levy County, Florida and run thence south 00 degrees 00 minutes 24 seconds west along the east line of the ne 1/4 of section 1 a distance of 1448.51 feet; thence north 88 degrees 19 minutes 34 seconds west 12.36 feet to the westerly right of way line of US highway 41 and the point of beginning; thence run south 00 degrees 26 minutes 06 seconds west along said westerly right of way line of US highway 41 a distance of 145.5 feet to a point; thence run north 88 degrees 19 minutes 34 seconds west 180 feet to a point, thence run north 00 degrees 26 minutes 06 seconds east 145.5 feet to a point; thence run south 88 degrees 19 minutes 34 seconds east 180 feet to the point of beginning.

Part of lands described in O.R.B. 123, page 444, of the public records of Levy County, Florida; LESS AND EXCEPT lands described in O.R.B. 211, page 772, said public records; LESS AND EXCEPT lands described in O.R.B. 561, page 717, said public records; LESS AND EXCEPT lands described in O.R.B. 584, page 118, said public records; lying in the Northeast ¼ of Section 1, Township 13 South, Range 18 East, Levy County, Florida; being more particularly described as follows:

Parcel "A"

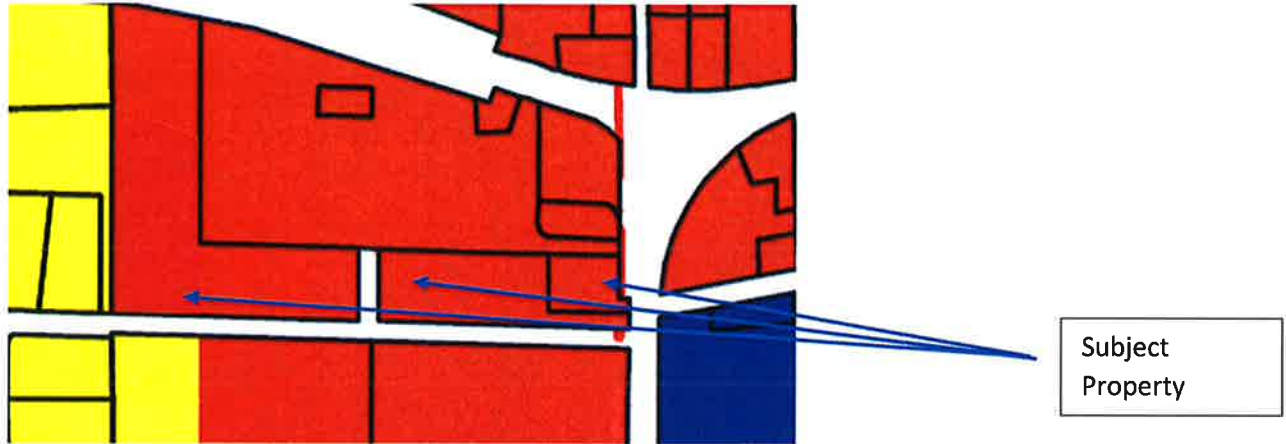
Commence at the Northeast corner of said Section 1, and run thence South 00°11'04"East, along the East line of said Section, a distance of 1593.96 feet; thence North 88°30'37"West, a distance of 13.58 feet to the Southeast corner of said O.R.B. 211, page 772 and the West right-of-way line of U.S. Highway No. 41 (a.k.a. S.W. 7th Street) and the Point-of-Beginning of the herein described parcel; thence continue North 88°30'37"West, a distance of 179.95 feet to the Southwest corner of said O.R.B. 211, page 772; thence North 00°14'41"East, a distance of 145.42 feet to the Northwest corner of said O.R.B. 211, page 772; thence North 88°29'47"West, a distance of 440.67 feet to a Northeast corner of said O.R.B. 561, page 717; thence South 02°54'17"East, a distance of 190.86 feet to the North line of the South 20 feet of said O.R.B. 123, page 444; thence South 88°29'26"East, along said North line, a distance of 610.54 feet to the said West right-of-way line of U.S. Highway No. 41; thence North 00°10'01"West, along said West right-of-way line, a distance of 45.04 feet to the said Point-of-Beginning.










Parcel "B"

Commence at the Northeast corner of said Section 1, and run thence South 00°11'04"East, along the East line of said Section, a distance of 1593.96 feet; thence North 88°30'37"West, a distance of 13.58 feet to the Southeast corner of said O.R.B. 211, page 772 and the West right-of-way line of U.S. Highway No. 41 (a.k.a. S.W. 7th Street); thence South 00°10'01"East, along said West right-of-way line, a distance of 45.04 feet to the North line of the South 20 feet of said O.R.B. 123, page 444; thence North 88°29'26"West, along said North line, a distance of 660.69 feet to a Southwest corner of said O.R.B. 561, page 717 and the Point-of-Beginning of the herein described parcel; thence continue North 88°29'26"West, along said North line, a distance of 659.77 feet to the West line of the East ½ of said Northeast ¼ and the East line of Lot 9, Camellia Plantation, as recorded in plat book 9, pages 62 thru 65, said public records; thence North 00°18'49"West, along said West line of the East ½ and said East line of Lot 9 and along the East line of Lot 10, said Camellia Plantation and it's Northerly extension thereof, a distance of 795.36 feet to the South right-of-way line of U.S. Highway Alternate 27 (a.k.a. State Road No. 500) per said O.R.B. 584, page 118; thence South 85°39'10"East, along said South right-of-way line, a distance of 61.40 feet; thence South 78°33'23"East, along said South right-of-way line, a distance of 166.32 feet; thence South 00°24'26"East, a distance of 573.30 feet; thence South 88°29'47"East, a distance of 426.05 feet to a Northwest corner of said O.R.B. 561, page 717; thence South 02°54'17"East, a distance of 190.86 feet to the said Point-of-Beginning.

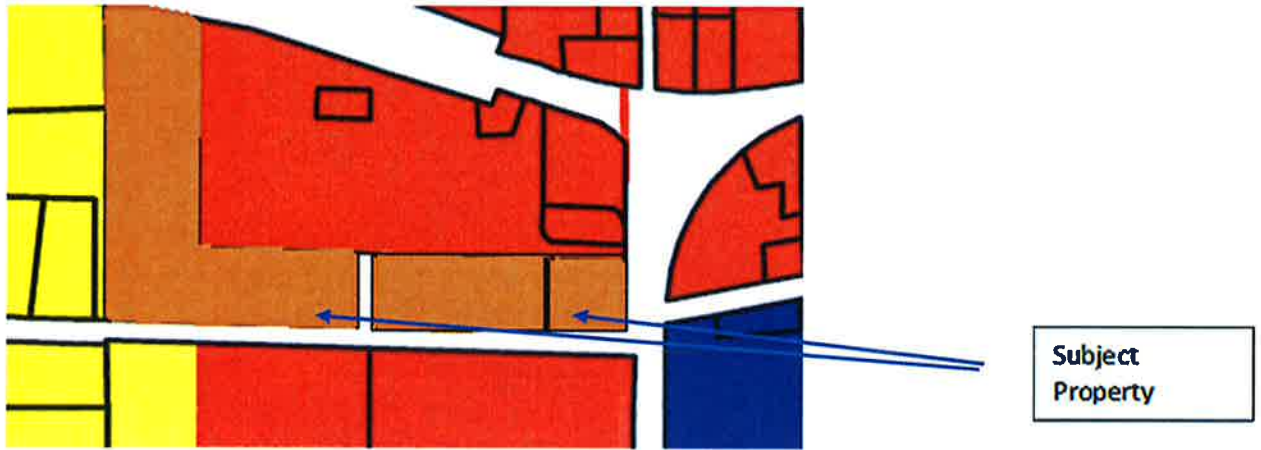
Containing 8.81 Acres, more or less (overall).








EXISTING LAND USE



-  AGRICULTURAL / SPRAY IRRIGATION
-  COMMERCIAL
-  CONSERVATION
-  INDUSTRIAL
-  MIXED USE
-  PUBLIC / QUASI PUBLIC
-  RECREATION
-  RESIDENTIAL
-  UNDESIGNATED

PROPOSED LAND USE



-  AGRICULTURAL / SPRAY IRRIGATION
-  COMMERCIAL
-  CONSERVATION
-  INDUSTRIAL
-  MIXED USE
-  PUBLIC / QUASI PUBLIC
-  RECREATION
-  RESIDENTIAL
-  UNDESIGNATED

STAFF REPORT

Proposed Small Scale Amendment to the City's Comprehensive Plan Land Use Map

Applicant: CAMELLIA PLANTATION, INC.

Project: Proposed Laurel Point Planned Development

Public Hearings:

Planning Commission – Monday, December 30, 2019 6:00 PM

P&Z Recommended Approval 12/30:

Debra Jones – Yes	Penny Boyer – Abstained (Form 8B submitted)
John Becker – Yes	Albert Fuller Sr. - Yes
Robert Schmidt – Yes	Sharon Hardaway Washington – Absent

City Council – January 7, 2020 6:00 PM

City Council – January 21, 2020 6:00 PM

LOCATION MAP/AERIAL PHOTOGRAPH



SUMMARY

The proposed development consists of 8.81 acres currently owned by Camellia Plantation, Inc. This property is vacant except for the easternmost property which contains two (2) structures that are currently being used for residential and one existing structure towards the center of the southernmost property. The developer is requesting a small-scale comprehensive plan amendment changing the land use from Commercial to Mixed Use. The mixed-use category, according to the City's Comprehensive plan, must include at least two (2) land use types with no one land use type exceeding 70% of the total. 10% minimum must be preserved as open space. Implementation of this district will require a concurrent application for approval of a Planned Development (PD) which is attached to this report. The proposed mixed-use project is being presented as Residential/Commercial.

One of the goals of the City's Comprehensive Plan, specifically the Future Land Use Element states:

Promote land uses that balance social, economic, environmental and historical community needs.

Policy 3.3 states that the City shall utilize the mixed-use category which incorporates mixed-use design standards to encourage flexibility and creativity in site planning and preserve natural environmental amenities or sensitive areas to achieve compact, economically stable neighborhoods that enhance the quality of life.

The Planned Development being proposed will meet these criteria in that it will promote mixed use land development patterns which combine residential and nonresidential uses to achieve an attractive, well integrated, and pedestrian and transit friendly environment. The location is conducive for residents to walk to neighboring banks, service establishments, restaurants and shopping center. The development will minimize the environmental footprint through good development practices as a Pocket Neighborhood Design.

(Ross Chapin is the founder of the Pocket Neighborhood Design which are clusters of homes gathered around a landscaped common area creating a strong sense of place through the design of a small, close-knit community.)

The commercial component will provide retail/service establishments that will further complement the 47 anticipated homes to be constructed in the Planned Development. The location is a very good for transitional zoning being located in the midst of heavy commercial to the north and residential to the Southwest. There will not be any impact on adjacent residential roadways. Ingress/egress is currently located off of US Hwy 41 and the developer will be obtaining a permit from FDOT.

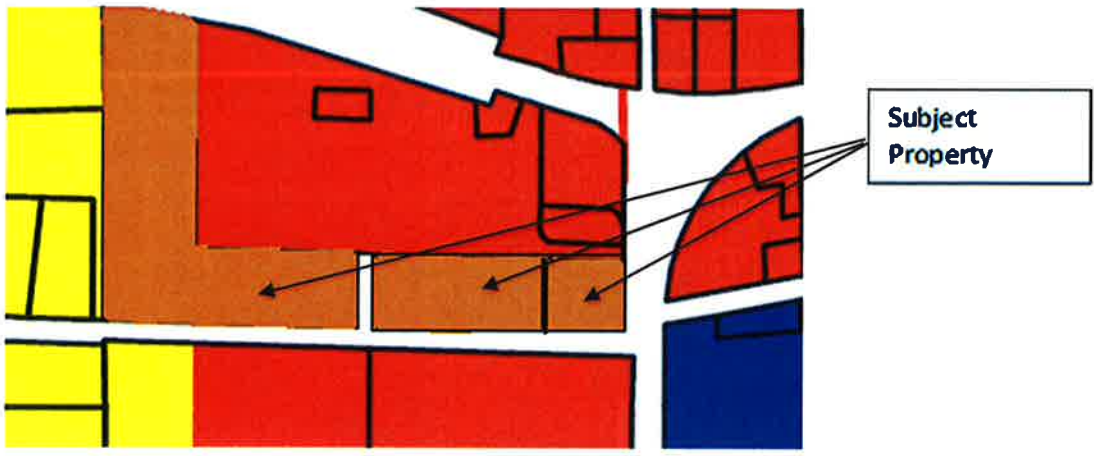
Staff Recommendation:










Staff recognizes the demand in Williston to provide well designed sustainable housing. The Comprehensive Plan supports the land use change in that it will provide social, economic, environmental balance to the community and staff recommends approval of Ordinance #674 that reads as follows:

Ordinance #674:

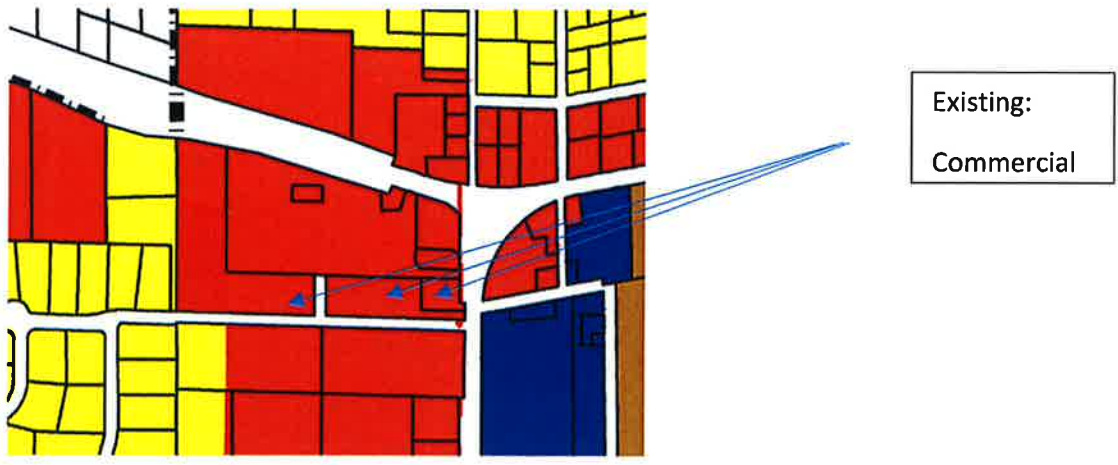
AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF WILLISTON COMPREHENSIVE PLAN PURSUANT TO AN APPLICATION BY CAMELLIA PLANTATION, INC. FOR 8.81 ACRES (MOL) IDENTIFIED AS PARCEL ID 04332-000-00 ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN CHAPTER 163, FLORIDA STATUTES; CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COMMERCIAL TO MIXED USE ON CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF WILLISTON FLORIDA, DESCRIBED HEREIN; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

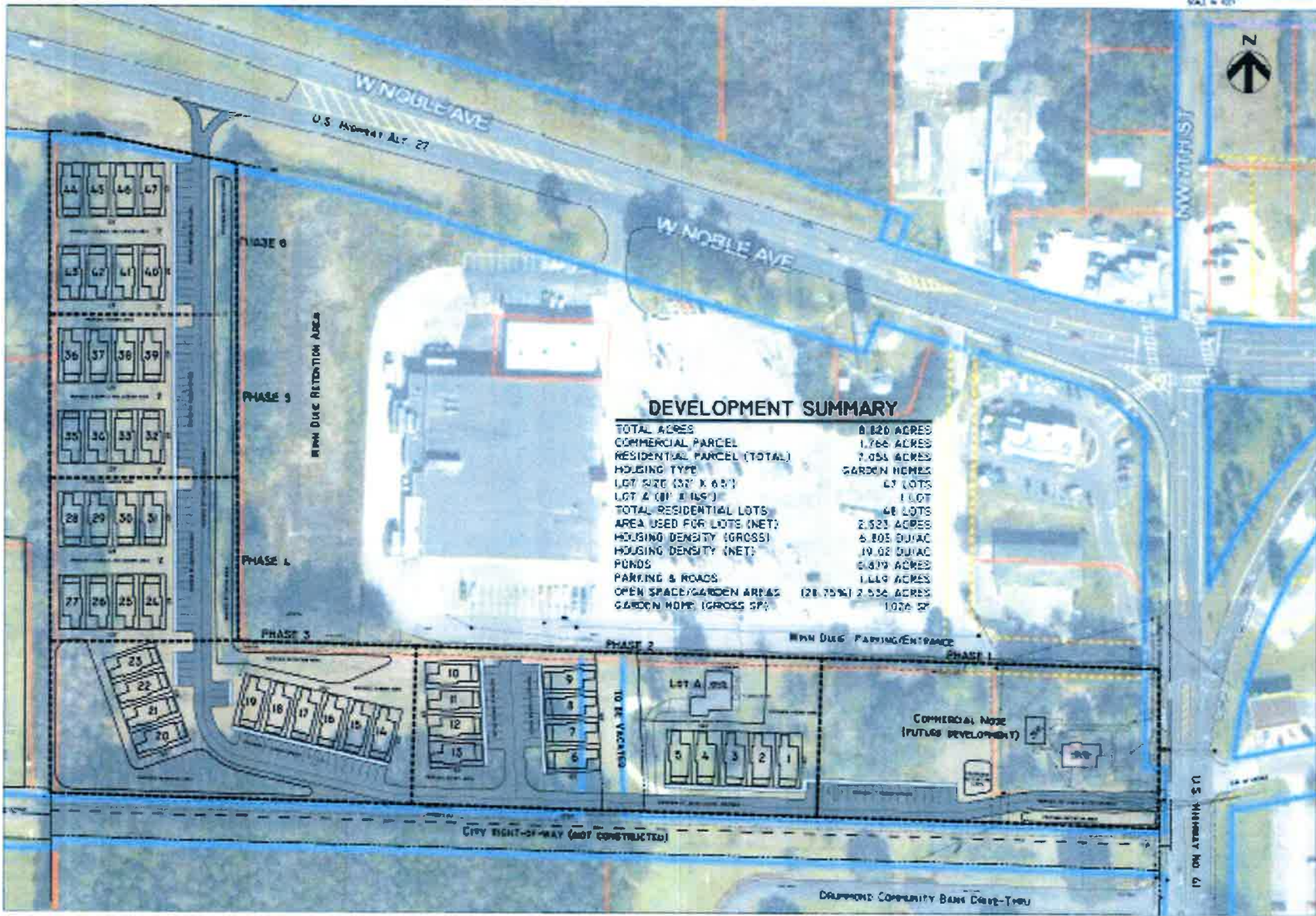
Proposed Land Use:



-  AGRICULTURAL / SPRAY IRRIGATION
-  COMMERCIAL
-  CONSERVATION
-  INDUSTRIAL
-  MIXED USE
-  PUBLIC / QUASI PUBLIC
-  RECREATION
-  RESIDENTIAL
-  UNDESIGNATED

Existing:





DEVELOPMENT SUMMARY

TOTAL ACRES	0.820 ACRES
COMMERCIAL PARCEL	1.766 ACRES
RESIDENTIAL PARCEL (TOTAL)	7.056 ACRES
HOUSING TYPE	GARDEN HOMES
LOT SIZE (33' X 65')	67 LOTS
LOT # (81' X 145')	1 LOT
TOTAL RESIDENTIAL LOTS	68 LOTS
AREA USED FOR LOTS (NET)	2.521 ACRES
HOUSING DENSITY (GROSS)	6.805 DU/AC
HOUSING DENSITY (NET)	19.02 DU/AC
PONDS	0.679 ACRES
PARKING & ROADS	1.119 ACRES
OPEN SPACE/GARDEN AREAS	(28.75%) 2.336 ACRES
GARDEN HOME (GROSS SP)	1,076 SF

Developed from an aerial photograph
BAYTOWNE
 Engineering & Planning Group

CLIENT/SUBMITTER:
 MR. JOSEPH W. HARRIS
 WESTERSON, P.L.L.C.
 10000 N. STATE ST. SUITE 100
 FORT WORTH, TEXAS 76134

PROJECT NAME:
LAUREL DRIVE
 LAND PLANNING

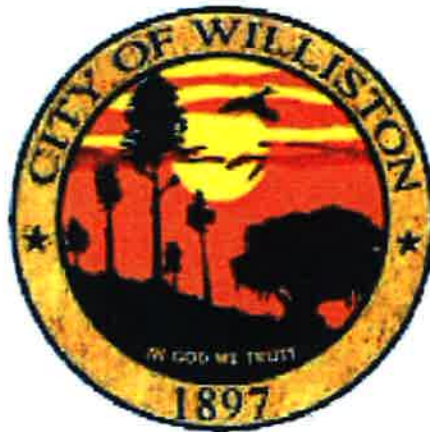
DATE	



DEVELOPMENT PLAN

**PRESENTATION TO THE
PLANNING COMMISSION
ON 12/30/19**

Laurel Pointe Development Williston, Florida



Developer

Camellia Plantation, Inc.

December 30, 2019

BAYTOWNE GROUP

Proposed Development Theme

This development combines both residential and commercial uses to provide an otherwise well integrated pedestrian and transit friendly cluster of houses. The surrounding landscaped common areas create a strong sense of place for a small close-knit community.

Key & Vital Facts

- **Project Name – Laurel Pointe**
- **Project Developer – Camellia Plantation, Inc.**
- **Project Size: Overall 8.81 Acres**
- **Proposed Zoning: Planned Development**

- **Development Plan – 47 Single Family Residential Units - 6.17 Ac.
Commercial Area – 2.64 Ac. (Retail Service Established)**

The plan meets the criteria of two (2) land uses and one(1) no less than 30% of land area, with a minimum of 10% preserved as open space.

The commercial development will provide retail service establishments that will further compliment the proposed neighborhood. The commercial locations serve as a transition of heavy commercial to the north and residential to the southwest.

BAYTOWNE GROUP

Key & Vital Facts (continued)

Ingress/egress will be to Alt. 27 on the east and U.S. 41 on the south.

Permits Expected:

- **Development Order – City of Williston**
- **Stormwater ERP – Southwest Florida Water Management District**
- **Driveway Access – Florida Department of Transportation**
- **Potable Water/Sanitary Sewer – Florida Department of Environmental Protection**

Proposed development will be constructed in six (6) phases.



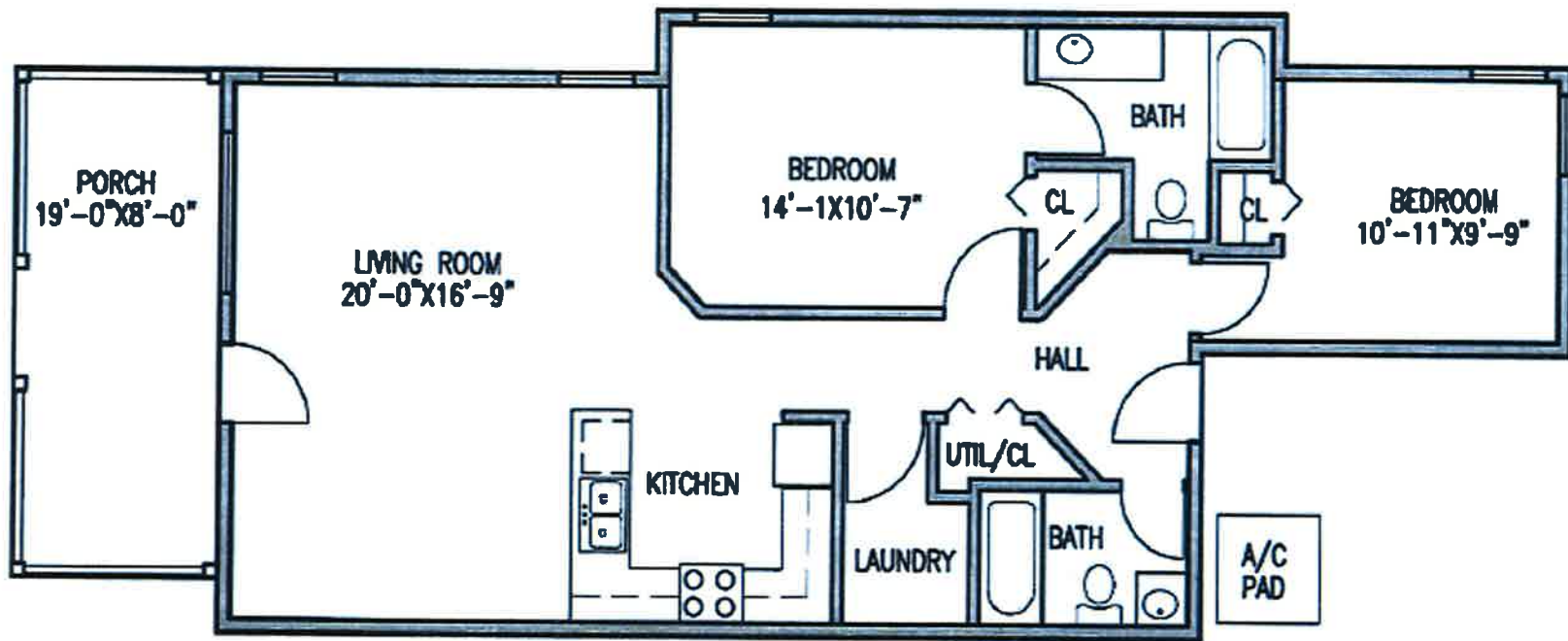
BAYTOWNE GROUP



BAYTOWNE GROUP



BAYTOWNE GROUP



BAYTOWNE GROUP



City of
WILLISTON
FLORIDA

50 NW Main St., PO Drawer 160, Williston, Florida 32696-0160
Phone (352) 528-3060- Fax (352) 528-2877

Date: January 7, 2020

COUNCIL AGENDA ITEM

DISCUSSION: QUASI-JUDICIAL HEARING - REQUEST BY CAMELLIA PLANTATION, INC. FOR AN AMENDMENT TO THE CITY OF WILLISTON ZONING MAP CHANGING 8.81 ACRES FROM COMMERCIAL TO A PLANNED DEVELOPMENT (PD).

REQUESTED BY: Camellia Plantation, Inc.

BOYER, KENNEDY GSR President
19801 NW HWY 335
WILLISTON, FL 32696

BULLOCK, ROBERT W Vice President
505 SW 7TH STREET
WILLISTON, FL 32696

PREPARED BY: Jackie Gorman

BACKGROUND / DESCRIPTION:

Ken Boyer and Dr. Bullock applied for a small-scale comprehensive plan amendment changing 8.81 acres of property adjacent to the Winn-Dixie Shopping Center from Commercial to Mixed Use (Residential/Commercial). The compatible zoning for Mixed Use is Planned Development (PD). Laurel Point will consist of two (2) zoning categories, 1) Commercial and, 2) Residential. Both meets the requirements of the Comprehensive Plan for size. The Land Development Code (LDC) calls for Commercial to be approved by Special Exception. This will not be necessary since the use is already allowed in the Comprehensive Plan which takes precedence over the LDC.

The Planning Commission met on December 30, 2019 and has recommended Approval.

Attached you will find a staff report along with Ordinance 674 for your review and approval.

LEGAL: REVIEW: Required

FISCAL IMPACTS: None

RECOMMENDED ACTION: Quasi-Judicial Public Hearing

ATTACHMENTS: ORDINANCE #674 & STAFF REPORT

CONTRACT **RESOLUTION** **MAP**

LEASE **OTHER DOCUMENTS**

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED

DISAPPROVED

ORDINANCE NO. 675

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY CAMELLIA PLANTATION, INC.; FOR 8.81 ACRES (MOL) IDENTIFIED AS PARCEL ID 0433200000 ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, CHANGING THE ZONING DESIGNATION FROM COMMERCIAL TO PLANNED DEVELOPMENT (PD); PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Williston, Florida, did on May 7, 2002, validly approved and adopted the City of Williston Land Development Regulations; and

WHEREAS, Application, ZC 19-03, has filed a request for an amendment to the City's Official Zoning map for 8.81 Acres (MOL) from Commercial Intensive to Planned Development (PD)

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing on December 30, 2020, with Public Notice having been provided on said application for amendment; and

WHEREAS, after review and consideration for all comments received during said Public Hearing, the Planning Commission recommended approval to the City Council of the application for an amendment to the Official Zoning Map; and

WHEREAS, the City Council did hold the required Public Hearing on said application for an amendment and after said Public Hearing, and upon the City Council's review and consideration of all comments received, found the application to be consistent with the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. Application ZC 19-03 submitted by Camellia Plantation, LLC, for an amendment to the City's Official Zoning Map, changing the zoning classification on parcel 0433200000, located as described in Exhibit A, attached, from Commercial Intensive to Planned Development (PD) is hereby approved.

Section 2. Severability. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all

remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. Zoning Map. The Land Development Regulations Official Zoning Map designation changes enacted herein shall be incorporated within 48 hours of this Ordinance becoming effective.

Section 4. Effective Date. This Ordinance shall become effective immediately.

PASSED ON FIRST READING, THIS 7th DAY OF JANUARY 2020.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this 21st day of January 2020.

ATTEST:

CITY OF WILLISON:

Latricia Wright
City Clerk

Nancy Wininger
President, City Council

Fred Koberlein, Jr.
City Attorney

EXHIBIT A

LEGAL DESCRIPTION:

DESCRIPTION: (O.R. BOOK 491, PAGE 40)

A parcel of land in the ne 1/4 of section 1, township 13 south, range 18 east, levy county, Florida, being more particularly described as follows:

for a point of reference commence at the NE corner of section 1, township 13 south, range 18 east, Levy County, Florida and run thence south 00 degrees 00 minutes 24 seconds west along the east line of the ne 1/4 of section 1 a distance of 1448.51 feet; thence north 88 degrees 19 minutes 34 seconds west 12.36 feet to the westerly right of way line of US highway 41 and the point of beginning; thence run south 00 degrees 26 minutes 06 seconds west along said westerly right of way line of US highway 41 a distance of 145.5 feet to a point; thence run north 88 degrees 19 minutes 34 seconds west 180 feet to a point, thence run north 00 degrees 26 minutes 06 seconds east 145.5 feet to a point; thence run south 88 degrees 19 minutes 34 seconds east 180 feet to the point of beginning.

Part of lands described in O.R.B. 123, page 444, of the public records of Levy County, Florida; LESS AND EXCEPT lands described in O.R.B. 211, page 772, said public records; LESS AND EXCEPT lands described in O.R.B. 561, page 717, said public records; LESS AND EXCEPT lands described in O.R.B. 584, page 118, said public records; lying in the Northeast ¼ of Section 1, Township 13 South, Range 18 East, Levy County, Florida; being more particularly described as follows:

Parcel "A"

Commence at the Northeast corner of said Section 1, and run thence South 00°11'04"East, along the East line of said Section, a distance of 1593.96 feet; thence North 88°30'37"West, a distance of 13.58 feet to the Southeast corner of said O.R.B. 211, page 772 and the West right-of-way line of U.S. Highway No. 41 (a.k.a. S.W. 7th Street) and the Point-of-Beginning of the herein described parcel; thence continue North 88°30'37"West, a distance of 179.95 feet to the Southwest corner of said O.R.B. 211, page 772; thence North 00°14'41"East, a distance of 145.42 feet to the Northwest corner of said O.R.B. 211, page 772; thence North 88°29'47"West, a distance of 440.67 feet to a Northeast corner of said O.R.B. 561, page 717; thence South 02°54'17"East, a distance of 190.86 feet to the North line of the South 20 feet of said O.R.B. 123, page 444; thence South 88°29'26"East, along said North line, a distance of 610.54 feet to the said West right-of-way line of U.S.

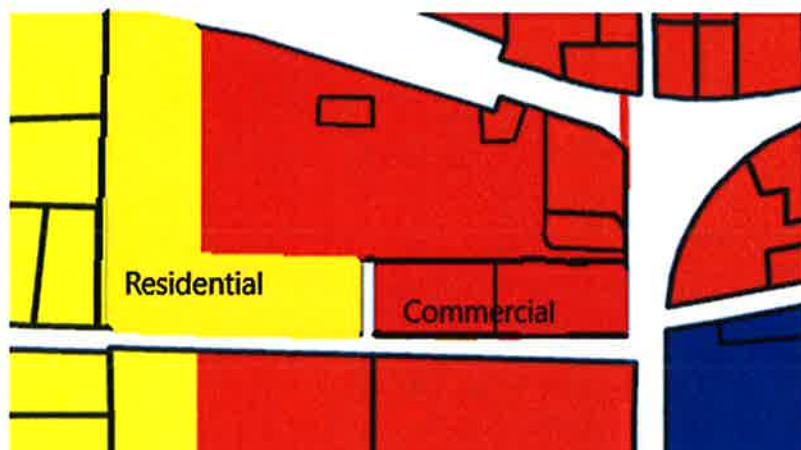
Highway No. 41; thence North 00°10'01"West, along said West right-of-way line, a distance of 45.04 feet to the said Point-of-Beginning.

Parcel "B"

Commence at the Northeast corner of said Section 1, and run thence South 00°11'04"East, along the East line of said Section, a distance of 1593.96 feet; thence North 88°30'37"West, a distance of 13.58 feet to the Southeast corner of said O.R.B. 211, page 772 and the West right-of-way line of U.S. Highway No. 41 (a.k.a. S.W. 7th Street); thence South 00°10'01"East, along said West right-of-way line, a distance of 45.04 feet to the North line of the South 20 feet of said O.R.B. 123, page 444; thence North 88°29'26"West, along said North line, a distance of 660.69 feet to a Southwest corner of said O.R.B. 561, page 717 and the Point-of-Beginning of the herein described parcel; thence continue North 88°29'26"West, along said North line, a distance of 659.77 feet to the West line of the East ½ of said Northeast ¼ and the East line of Lot 9, Camellia Plantation, as recorded in plat book 9, pages 62 thru 65, said public records; thence North 00°18'49"West, along said West line of the East ½ and said East line of Lot 9 and along the East line of Lot 10, said Camellia Plantation and it's Northerly extension thereof, a distance of 795.36 feet to the South right-of-way line of U.S. Highway Alternate 27 (a.k.a. State Road No. 500) per said O.R.B. 584, page 118; thence South 85°39'10"East, along said South right-of-way line, a distance of 61.40 feet; thence South 78°33'23"East, along said South right-of-way line, a distance of 166.32 feet; thence South 00°24'26"East, a distance of 573.30 feet; thence South 88°29'47"East, a distance of 426.05 feet to a Northwest corner of said O.R.B. 561, page 717; thence South 02°54'17"East, a distance of 190.86 feet to the said Point-of-Beginning.

Containing 8.81 Acres, more or less (overall).

Proposed: Residential/Commercial Planned Development



STAFF REPORT – Proposed Amendment to the City’s Official Zoning Map for 8.81 acres to be changed from Commercial to a Planned Development (PD).

Applicant: CAMELLIA PLANTATION, INC.

Project: Proposed Laurel Point Planned Development

Public Hearings:
Planning Commission – Monday, December 30, 2019 6:00 PM

P&Z Recommended Approval 12/30:

Debra Jones – Yes Penny Boyer – Abstained (Form 8B submitted)
John Becker – Yes Albert Fuller Sr. - Yes
Robert Schmidt – Yes Sharon Hardaway Washington – Absent

City Council – January 7, 2020 6:00 PM
City Council – January 21, 2020 6:00 PM

LOCATION MAP/AERIAL PHOTOGRAPH



SUMMARY

The proposed Planned Development consists of 8.81 acres currently owned by Camellia Plantation, Inc. This property is vacant except for the easternmost property which contains two (2) structures that are currently being used for residential.

The proposed PD will consist of Residential (47 units) and Commercial Uses. Development will occur in six (6) phases as shown on the attached Preliminary development plan.

Chapter 60 – Zoning; Article XIII Planned Development (PD), states the intent of the PD district is to permit planned developments intended to:

1. Encourage the development of planned residential development of land;

2. Encourage flexible and creative concepts of site planning;
3. Preserve the natural amenities of the land by encouraging scenic and functional open areas;
4. Accomplish a more desirable environment than would be possible through strict application of the minimum requirements of these land development regulations;
5. Provide for an efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs; and
6. Provide a stable environmental character compatible with surrounding areas.

The PD will meet these criteria in that it will promote mixed use land development patterns which combine residential and nonresidential uses to achieve an attractive, well integrated, and pedestrian and transit friendly environment. The location is conducive for residents to walk to neighboring banks, service establishments, restaurants and shopping center. The development will minimize the environmental footprint through good development practices as a Pocket Neighborhood Design.

The commercial component will provide retail/service establishments that will further complement the 47 anticipated homes to be constructed as well as the commercial element of the development plan.

The Developer has one (1) year to submit a final development plan covering all the specific requirements of the LDC (i.e., engineered drawings, permits, platting, etc.).

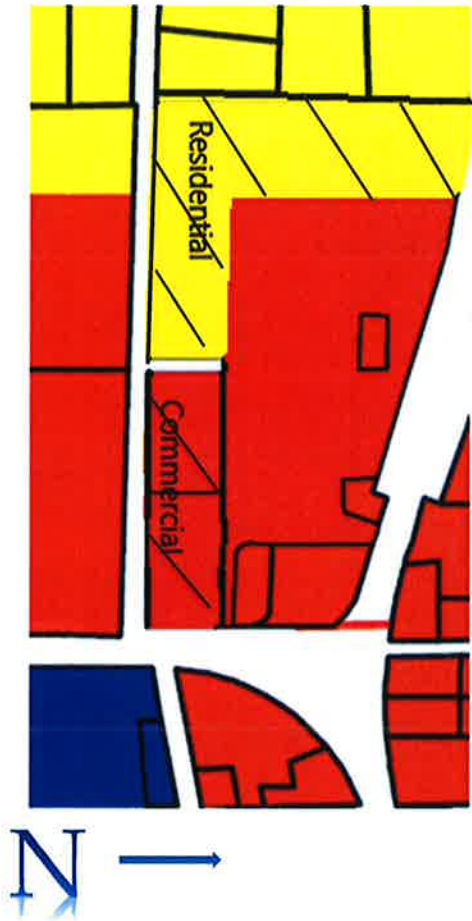
Staff Recommendation:

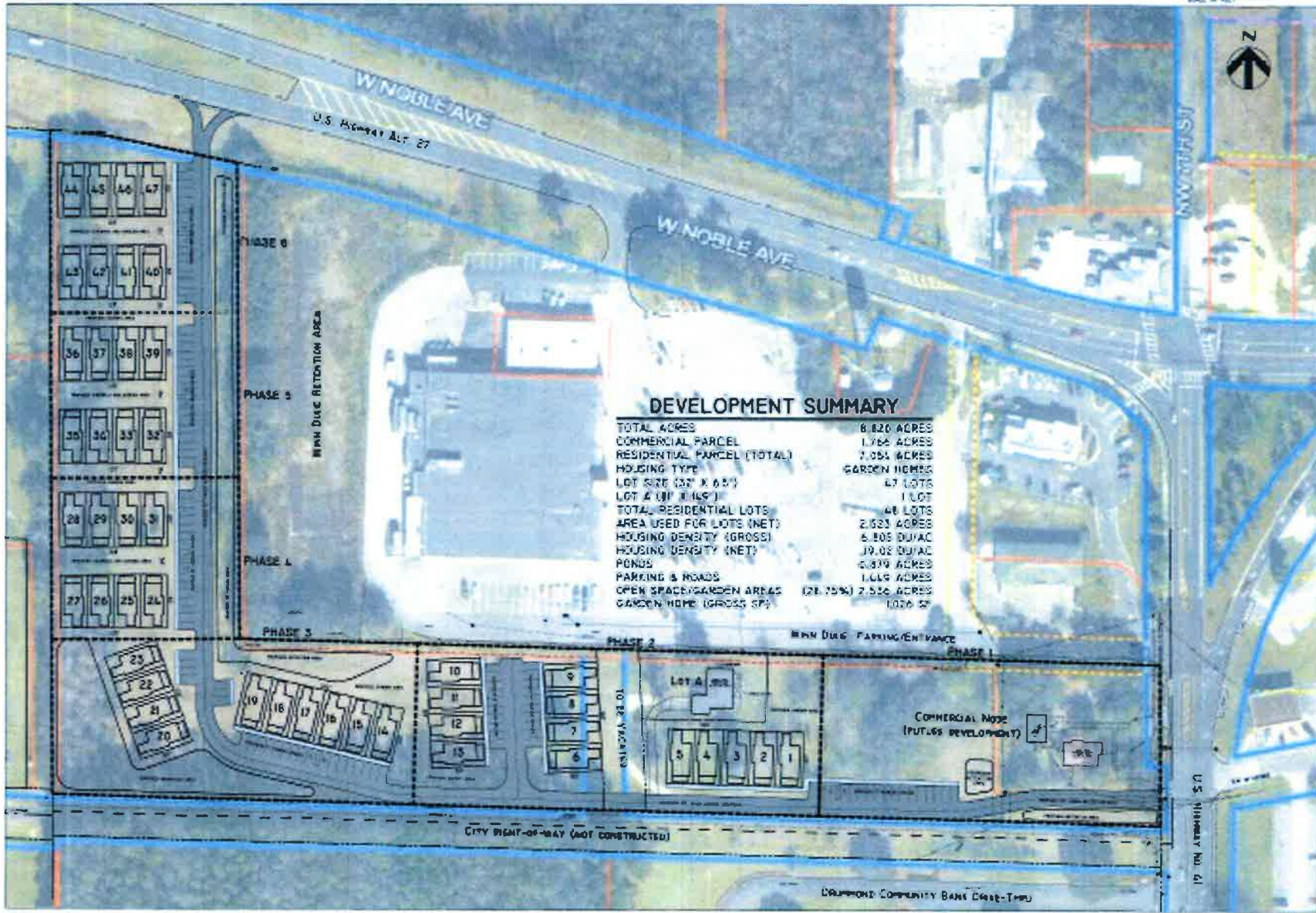
Staff recognizes the demand in Williston to provide well designed sustainable housing and recommends approval of the Preliminary Plan and recommends approval of Ordinance #675 that reads as follows:

ORDINANCE NO. 675:

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY CAMELLIA PLANTATION, INC.; FOR 8.81 ACRES (MOL) IDENTIFIED AS PARCEL ID 0433200000 ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, CHANGING THE ZONING DESIGNATION FROM COMMERCIAL TO PLANNED DEVELOPMENT (PD); PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

Proposed Zoning:





DEVELOPMENT SUMMARY

TOTAL ACRES	6.820 ACRES
COMMERCIAL PARCEL	1.766 ACRES
RESIDENTIAL PARCEL (TOTAL)	1.054 ACRES
HOUSING TYPE	GARDEN HOMES
LOT SIZE (32' X 65')	47 LOTS
LOT A (31' X 49')	1 LOT
TOTAL RESIDENTIAL LOTS	48 LOTS
AREA USED FOR LOTS (NET)	2.523 ACRES
HOUSING DENSITY (GROSS)	6.905 DU/AC
HOUSING DENSITY (NET)	19.02 DU/AC
PONDS	0.819 ACRES
PARKING & ROADS	1.116 ACRES
OPEN SPACE/GARDEN AREAS	(28.15%) 2.556 ACRES
GARDEN HOME (GROSS SP)	1,026 SF

Developed from an existing
BAYTOWNE
 by **BRUNNEN GROUPE**

BRUNNEN GROUPE, INC.
 20000 WOOD
 WILMINGTON, NC 28403
 PHONE: 704.761.1111
 FAX: 704.761.1112
 WWW.BRUNNEN.COM

CLIENT NAME
 AVE SOUTH WITH
 WILMINGTON, FLORIDA
 PROJECT NAME
LAUREL 1, 2 & 3
 LAND PLANNING

DATE	
REVISION	
NO.	
DESCRIPTION	



DATE OF DEVELOPMENT PLAN
 11/11/11
 SCALE
 1" = 400'



City of
WILLISTON
FLORIDA

50 NW Main St., PO Drawer 160, Williston, Florida 32696-0160
Phone (352) 528-3060- Fax (352) 528-2877

Date: January 7, 2020

COUNCIL AGENDA ITEM

DISCUSSION: REQUEST BY WILLISTON SHOPPING CENTER PARTNERS, LLC. CPA2019-02 FOR A **SMALL-SCALE LAND USE AMENDMENT** ADOPTING ORDINANCE 676 CHANGING 12.69 ACRES FROM MIXED/PUBLIC AND RESIDENTIAL USE TO COMMERCIAL.

REQUESTED BY: Williston Shopping Center Partners, Inc.

Title MGR

KHATIB, RASHID A
5555 S. KIRKMAN ROAD, STE. 201
ORLANDO, FL 32819

Title MGR

SCHUEMANN, JOSEPH N
5422 OSPREY ISLE LANE
ORLANDO, FL 32819

Title VP

HODGE, RANDALL R
5555 S. KIRKMAN ROAD, STE. 201
ORLANDO, FL 32819

PREPARED BY: Jackie Gorman

BACKGROUND / DESCRIPTION:

The Application CPA2019-02 submitted by Williston Shopping Center Partners, LLC, requesting a small-scale amendment changing the land use from Mixed/Public and Residential to Commercial. As you are aware, this is the site of the former Williston High School and the mixed-use land use category was assigned during the 2018 EAR Amendment and extends well beyond the site identified in this application.

Details of the site is included in the attached staff report; however, while typically any property greater than 10 acres is reviewed under the large-scale amendment process, this case is being reviewed as a small-scale amendment. Under FS 288.0656(2)(d), the proposed application is eligible for relief of the requirement for a large-scale amendment since Williston was designated a REDI community provided the City includes a Certification to Florida Department of Economic Opportunity (DEO) that this site meets the objectives of Executive Order 18-158 which you will also find attached to the proposed Ordinance.

Although the application for an amendment to the City’s Comprehensive Plan was approved by the Planning and Zoning Board on 12/30/19, staff is recommending Denial based on three (3) adopted Master Plans (City of Williston Comprehensive Plan; CRA Plan; and, Economic Development Strategic Plan) that clearly state an intent to incorporate mixed use in the City’s redevelopment efforts.

It is important to point out that the Economic Development Plan was developed as a result of 136 total participants representing: Business Owners; Community Organizations; Major Property Owners; Agricultural Representatives; Businesses representing tourism; and Religious Organization Leaders. The adopted Plan again states: “To best facilitate the redevelopment of these properties (Old High School included) and the economic development vision, the mixed use-designation and companion zoning has been recommended...”.

Staff is not opposed to Commercial Development; the opposition is against the design that was submitted as part of the application. It is staff’s position that a mixed-use development would allow the Developer to create a better plan therefore creating a more sustainable development that would reap stronger benefits in the long-term.

LEGAL: REVIEW: Required

FISCAL IMPACTS: None

RECOMMENDED ACTION: Quasi-Judicial Public Hearing

ATTACHMENTS: ORDINANCE #674 & STAFF REPORT

- CONTRACT RESOLUTION MAP
- LEASE OTHER DOCUMENTS

X **CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED**

COUNCIL ACTION:

 APPROVED

 DISAPPROVED

ORDINANCE NO. 676

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE **FUTURE LAND USE MAP** OF THE CITY OF WILLISTON COMPREHENSIVE PLAN PURSUANT TO AN APPLICATION BY WILLISTON SHOPPING CENTER PARTNERS, LLC., FOR 12.69 ACRES (MOL) IDENTIFIED AS PARCEL ID 061050000 (11.490 ACRES+) AND PARCEL ID 0510800000 (1.2 ACRES+) ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, ALLOWING THE PROCESS FOR A SMALL SCALE AMENDMENT TO BE INCREASED TO 20 ACRES UNDER 288.0656(2) FLORIDA STATUTES UNDER THE RURAL ECONOMIC DEVELOPMENT INITIATIVE (REDI); CHANGING THE FUTURE LAND USE CLASSIFICATION FROM MIXED/PUBLIC AND RESIDENTIAL TO COMMERCIAL ON CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF WILLISTON FLORIDA, DESCRIBED HEREIN; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an Application, CPA2019-02, has filed requesting a large-scale map amendment for 12.69 Acres (MOL) to the Future Land Use Map of the City of Williston Comprehensive Plan from a Mixed and Residential land use category to Commercial; and

WHEREAS, Florida Statutes 288.0656(2) allows the 10-acre limit for a small-scale amendment to be increased by 100 percent to 20 acres provided the State of Florida approves certification from the City of Williston that the proposed development will further the economic objectives as set forth in the Executive Order 18-158 (see attached Exhibit A).

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing on December 30, 2019, with Public Notice having been provided on said application for amendment; and

WHEREAS, after review and consideration for all comments received during said Public Hearing, the Planning Commission recommended approval to the City Council of the application for a small-scale map amendment; and

WHEREAS, the City Council did hold the required Public Hearing on January 7, 2020 and January 21, 2020, for said application for an amendment and upon the City Council's review and consideration of all comments received, found the application to be consistent with the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. Application CPA 2019-02 submitted by Williston Shopping Center Partners LLC, for a small-scale amendment to the City’s Future Land Use Map of the City’s Comprehensive Plan, changing the future land use classification on parcels 0610500000 (11.490 acres) and 0510800000 (1.2 acres), located as described in Exhibit B, attached, from Mixed and Public/Quasi-Public and Residential to Commercial is hereby approved.

Section 2. Severability. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. Small scale amendments become effective 31 days after adoption if no challenge is filed to the State of Florida Division of Administrative Hearings. If challenged within 30 days after adoption, the small-scale land use amendment will not become effective until the state land planning agency or the Administration Commission, respectively, issues a final order determining that the adopted amendment is in compliance. No development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective.

PASSED ON FIRST READING, THIS 7th DAY OF JANUARY 2020.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this 21 day of January 2020.

ATTEST:

CITY OF WILLISON:

Latricia Wright
City Clerk

Nancy Winger
President, City Council

Fred Koberlein, Jr.
City Attorney

EXHIBIT A (Insert Executive Order 18-158)

STATE OF FLORIDA
OFFICE OF THE GOVERNOR
EXECUTIVE ORDER NUMBER 18-158

WHEREAS, although economic progress has been made in many rural areas, Florida remains committed to creating private-sector jobs in every part of the state; and

WHEREAS, rural communities are stewards of the vast majority of Florida's land and natural resources, upon which the State's continued growth and prosperity depend; and

WHEREAS, successful rural communities are essential to the overall success of the State's economy and quality of life; and

WHEREAS, certain rural communities are struggling to maintain, support or enhance job creating activities or to generate revenues for education and other critical government services such as infrastructure, transportation and safety; and

WHEREAS, Section 288.0656(7), Florida Statutes, authorizes the Rural Economic Development Initiative to recommend to the Governor up to three areas for designation as rural areas of opportunity; and

WHEREAS, a rural area of opportunity is comprised of rural communities designated by the Governor that have been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact; and

WHEREAS, the counties of Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union were designated

on April 23, 2003, by Executive Order 03-74, as a Rural Area of Opportunity for a term of five years; and

WHEREAS, the counties of Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union have been subsequently re-designated as a Rural Area of Opportunity by Executive Orders 08-132 and 13-151; and

WHEREAS, the re-designation will expire on June 12, 2018, and the Rural Economic Development Initiative met on March 16, 2018 and agreed to recommend the Governor continue the designation of the counties of Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union as a Rural Area of Opportunity.

NOW, THEREFORE, I, RICK SCOTT, Governor of Florida, by virtue of the authority vested in my by Article IV, Section 1(a), Florida Constitution, and Section 288.0656(7), Florida Statutes, do hereby issue the following Executive Order, effective immediately:

Section 1.

The area within the boundaries of the counties of Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union is designated as a Rural Area of Opportunity.

Section 2.

This area shall be a priority assignment for the Rural Economic Development Initiative.

Section 3.

On a case-by-case basis, the criteria, requirements or similar provisions of economic development incentives may be waived. Such incentives include, but shall not be limited to, the Qualified Target Industry Tax Refund Program under section 288.106, Florida Statutes, the Quick Response Training Program under section 288.047, Florida Statutes, the Quick Response Training Program for participants in the Welfare Transition Program under section 288.047(8), Florida Statutes, Economic Development Transportation projects under section 339.2821, Florida Statutes, the Brownfield Redevelopment Bonus Refund under section 288.107, Florida Statutes, and the Rural Job Tax Credit Program under sections 212.098 and 220.1895, Florida Statutes.

Section 4.

Access to the assistance available under this designation as a Rural Area of Opportunity shall be contingent upon the execution of a memorandum of agreement between the Department of Economic Opportunity, the governing bodies of the counties, and the governing bodies of the municipalities including within the designated area. Such memorandum of agreement shall specify the terms and conditions of the designation, including, but not limited to, the duties and responsibilities of the counties and any participating municipalities to take actions designed to facilitate the retention and expansion of existing businesses in the area, as well as the recruitment of new businesses to the area.

Section 5.

Pursuant to Section 288.0656(7)(c), all state agencies and departments shall use all available tools and resources to the extent permissible by law to promote the creation and development of any catalyst project designated by the Rural Area of Opportunity, that has

been recommended by the Department of Economic Opportunity and identified by Enterprise Florida, Inc.

Section 6.

This designation shall be in effect for five years and will expire on June 11, 2023. The Rural Economic Development Initiative may recommend the designation be terminated or continued based on economic development progress from current base lines or upon performance under the memorandum of agreement.



IN TESTIMONY WHEREOF, I have hereunto set my hand and have caused the Great Seal of the State of Florida to be affixed at Tallahassee, this 11th day of June, 2018.



RICK SCOTT, GOVERNOR

ATTEST:



SECRETARY OF STATE

FILED
2018 JUN 11 AM 11:11
TALLAHASSEE, FLORIDA

EXHIBIT B (Insert Legal Descriptions)

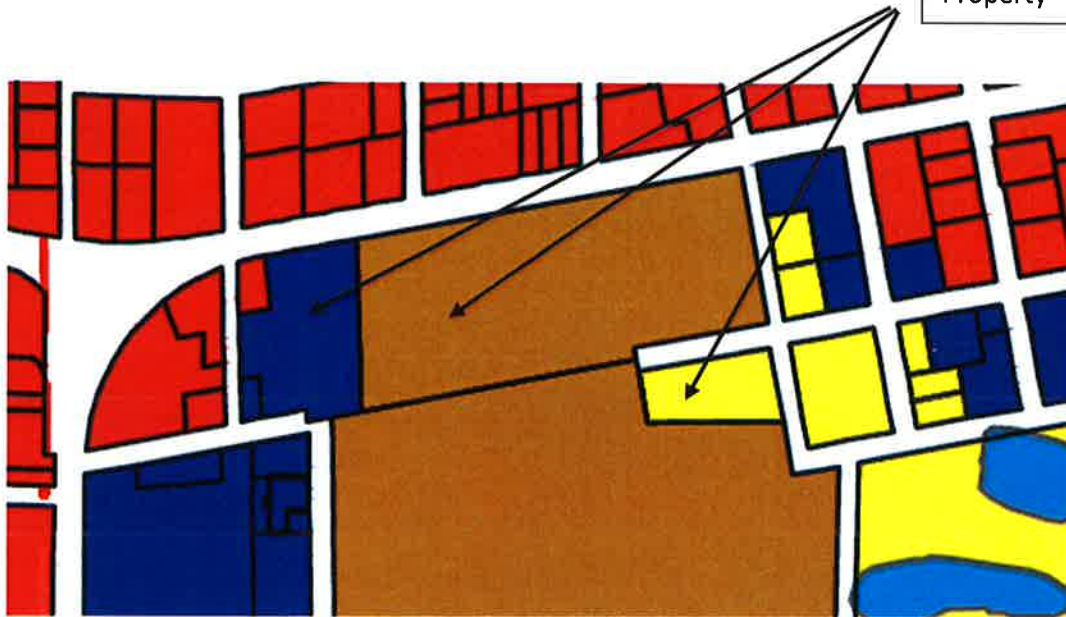
LEGAL DESCRIPTION: PARCEL 0610500000 - COMMENCE AT THE NW CORNER OF BLOCK 31, OF THE MAP OF WILLISTON AS PER PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 1 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; THENCE S 79°14'05" W, ALONG THE WESTERLY EXTENSION OF THE SOUTHERLY RIGHT OF WAY LINE OF WEST NOBLE AVENUE, ALSO KNOWN AS US HIGHWAY 27 ALTERNATE AND STATE ROAD 500, A DISTANCE OF 42.00 FEET TO THE WESTERLY RIGHT OF WAY LINE OF SW THIRD STREET, FORMERLY LEVY STREET AS PER SAID PLAT OF MAP OF WILLISTON BEING THE POINT OF BEGINNING; THENCE CONTINUE S 79°14'05"W ALONG THE SOUTHERLY RIGHT OF WAY LINE OF US HIGHWAY 27 ALTERNATE, A DISTANCE OF 1196.64 FEET TO A POINT ON THE NORTHERLY BOUNDARY OF LOT 5, BLOCK 1 OF WEONA HILLS ESTATES AS PER PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 8 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; THENCE S 10°50'44" E, A DISTANCE OF 139.00 FEET; THENCE S 80°33'35" W, A DISTANCE OF 104.59 FEET TO THE EASTERLY RIGHT OF WAY LINE OF SOUTHWEST SIXTH STREET, FORMERLY KNOWN AS WILLIAMS STREET ON THE SAID PLAT OF WEONA HILLS ESTATES; THENCE S 00°22'36" E ALONG SAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 159.53' TO THE NORTHWESTERLY CORNER OF LOT 15, BLOCK 1 OF SAID WEONA HILLS ESTATES; THENCE N 79°23'51" E, A DISTANCE OF 50.00 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 15; THENCE S 00°22'36" E ALONG THE EASTERLY LINE OF SAID LOT 15, A DISTANCE OF 103.00 FEET TO THE SOUTHEASTLY CORNER OF SAID LOT 15 AND THE NORTHERLY RIGHT OF WAY LINE OF SOUTHWEST 1ST AVENUE, FORMERLY CHURCH AVENUE AS PER PLAT OF SAID WEONA HILLS ESTATE; THENCE N 79°23'51" EAST, ALONG THE NORTHERLY RIGHT OF WAY LINE OF SAID SOUTHWEST 1ST AVENUE, A DISTANCE OF 957.10 FEET; THENCE N 78°53'58" E, CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 341.92 FEET TO THE WESTERLY RIGHT OF WAY LINE OF AFORESAID SOUTHWEST THIRD STREET; THENCE N 10°51'39" W, ALONG SAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 395.68 FEET TO THE POINT OF BEGINNING, ALL LYING AND BEING LOCATED IN SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST, CITY OF WILLISTON, LEVY COUNTY, FLORIDA.










AND

PARCEL 0510800000 – BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF CHURCH STREET AND THE WEST LINE OF LEVY STREET OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, FOR A POINT OF BEGINNING; THENCE RUN WEST ALONG THE SOUTH LINE OF CHURCH STREET, 334 FEET; THENCE RUN SOUTH 129 FEET AT A RIGHT ANGLE WITH THE SOUTH LINE OF CHURCH STREET AND PARALLEL WITH THE WEST LINE OF LEVY STREET; THENCE RUN EAST AT AN ANGLE, 339.17 FEET TO A POINT ON THE WEST LINE OF LEVY STREET WHICH POINT LIES 188 FEET SOUTH OF THE INTERSECTION OF THE WEST LINE OF LEVY STREET AND THE SOUTH LINE OF CHURCH STREET; THENCE RUN NORTH 188 FEET ALONG THE WEST LINE OF LEVY STREET TO THE POINT OF BEGINNING. SAID TRACT IN THE NE ¼ OF NW ¼ OF SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST.

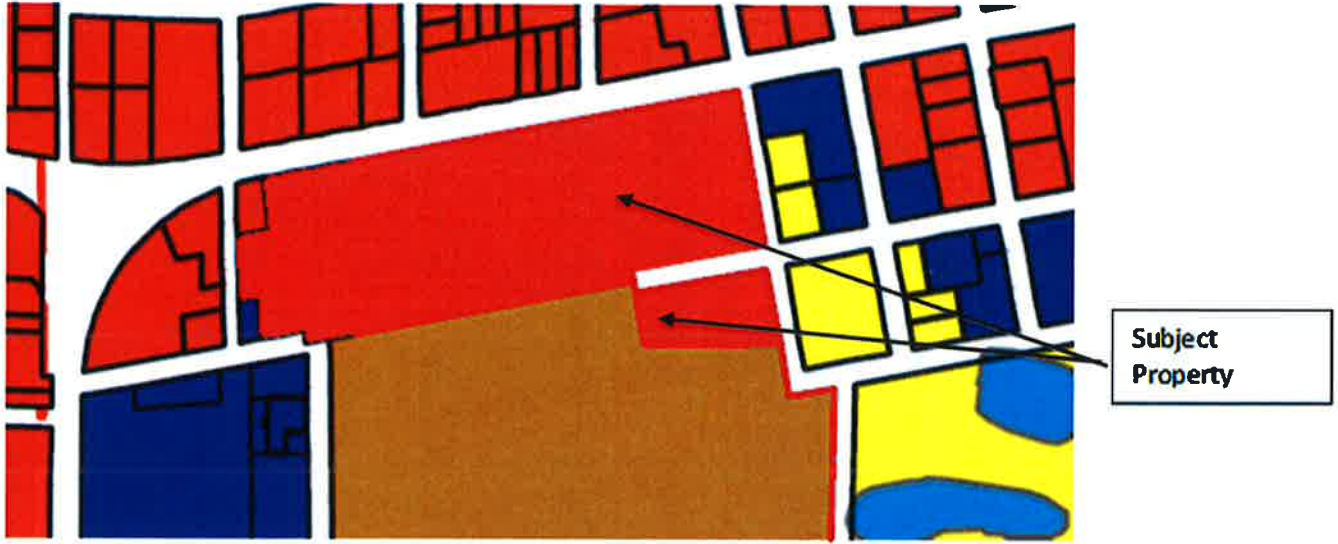
EXISTING LAND USE










Subject
Property



-  AGRICULTURAL / SPRAY IRRIGATION
-  COMMERCIAL
-  CONSERVATION
-  INDUSTRIAL
-  MIXED USE
-  PUBLIC / QUASI PUBLIC
-  RECREATION
-  RESIDENTIAL
-  UNDESIGNATED

PROPOSED LAND USE



-  AGRICULTURAL / SPRAY IRRIGATION
-  COMMERCIAL
-  CONSERVATION
-  INDUSTRIAL
-  MIXED USE
-  PUBLIC / QUASI PUBLIC
-  RECREATION
-  RESIDENTIAL
-  UNDESIGNATED

STAFF REPORT

Proposed Small Scale Amendment to the City's Comprehensive Plan Land Use Map

Applicant: WILLISTON SHOPPING CENTER PARTNERS, LLC.

Project: Proposed Small-Scale Land Use Amendment changing 12.69 acres from Mixed/Public and Residential Use to Commercial

Public Hearings:

Planning Commission - Monday, December 30, 2019 6:00 PM

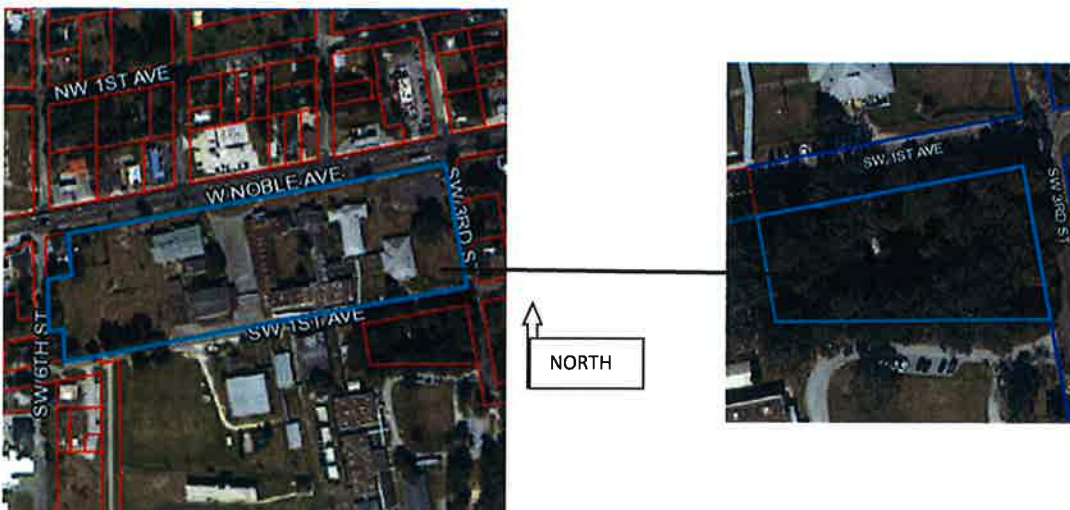
Planning Commission voted 3-2 recommending approval of the proposed land use as follows:

Debra Jones - Yes Robert Schmidt - Yes Albert Fuller, Sr. - Yes
John Becker - No Penny Boyer - No Sharon Hardaway Washington - Absent

City Council - January 7, 2020 6:00 PM

City Council - January 21, 2020 6:00 PM

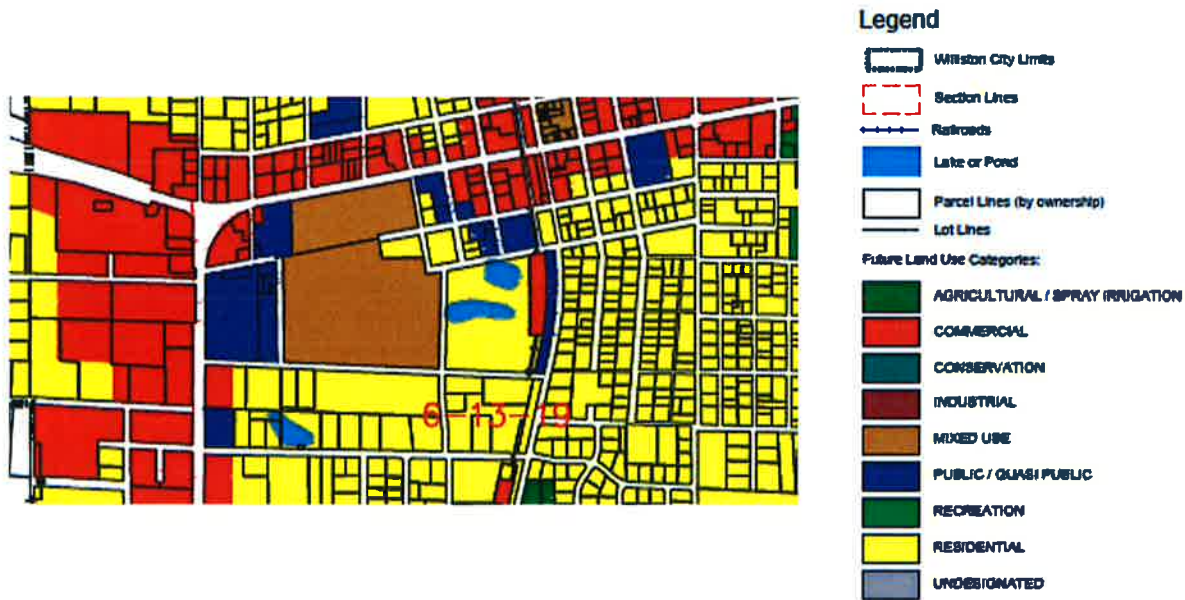
LOCATION MAP/ AERIAL PHOTOGRAPH



STAFF ANALYSIS:

Williston Shopping Center Partners, LLC is requesting a land use change for 12.69 acres from Mixed/Public and Residential land use to Commercial. The mixed land use category was assigned to this property in 2018 during the City’s required Evaluation and Appraisal Report (EAR) as follows:

EXISTING LAND USE:



This site has been the objective of several adopted plans:

City of Williston Economic Development Strategy (adopted in 2018)

The strategy listed this property as one of the three identified major parcels needing redevelopment in the near future. The high school site is “prime opportunity for mixed use development that can address housing, retail, and commercial space needs”.

The Economic Development Strategy consisted of 136 total participants representing: Business Owners; Community Organizations; Major Property Owners; Agricultural Representatives; Businesses representing tourism; and Religious Organization Leaders).

Community Redevelopment Agency District (CRA) Plan:

Chapter III of the adopted CRA Plan states: “The planned concentration of businesses and residential living opportunities in the same geographic area can function as the critical mass of people and opportunities needed to create a socially and economically vibrant area. In Williston, one of the ways to crate this type of environment and encourage redevelopment is by promoting mixed-use infill development and greater pedestrian activity...”

City of Williston Comprehensive Plan (adopted EAR 2018):

Chapter 2, Section VI(C) Future Land Use Element -Redevelopment Needs:

The Williston Community Redevelopment Plan provides a framework for understanding how revitalization of the downtown and neighboring areas should take place. The plan seeks to be inclusive, focusing on all relevant areas such as transportation, land use, historical preservation, urban design, housing, recreation and open space. It also guides a vision of the downtown through implementing specific projects which function as redevelopment solutions.

A continuing planning process updates the Williston's Community Redevelopment Plan. Williston's CRA may consider how current redevelopment efforts connect the plan's goals, policies or content. As needed, the CRA makes recommendations to the City Council about proposed changes to the CRA plan. Using best available information, the CRA has identified areas where expansion of the redevelopment area would create new benefits. Expansion of the redevelopment area must help further implement the redevelopment plan. However, at its most basic, redevelopment seeks to improve the community for all by elevating quality of life.

There are several areas of the City in need of redevelopment in order to eliminate or reduce uses inconsistent with the City's character. Four areas of specific focus are noted:

- 1) Downtown (Block 12 - NE corner of Noble & Main)
- 2) Old Williston High School
- 3) Old Winn-Dixie Site
- 4) Old Williston Middle School

Goal Statement: Promote land uses that balance social, economic, environmental and historical community needs.

Objective 8: Encourage the use of innovative land development regulations which may include provisions for Planned Developments and other mixed land use development techniques.

Staff Recommendation:

Staff recognizes the adopted plans outlined above to provide sustainable development for Williston (3 pillars of sustainability - economic, environmental & social). Mixed-use development promotes sustainability and the best neighborhoods house a healthy mix of restaurants, shops, offices and residences. Creating an area for residents to routinely walk, bike, or use public transportation to reach their destinations makes for a vibrant downtown.

Planning is a valuable force for the City of Williston to achieve sustainable development. It is a means to bring about a difference; it enhances liveability, creates opportunities for economic prosperity, it fosters environmental responsibility, it embraces design excellence and demonstrates visionary leadership and strong governance.

The adoption of the Comprehensive Plan's goals and objectives as well as the Economic Development Strategy and the CRA Plan has set the path for good planning.

Based on the analysis of the adopted plans, staff recommends denial of the proposed amendment.



City of
WILLISTON
FLORIDA

50 NW Main St., PO Drawer 160, Williston, Florida 32696-0160
Phone (352) 528-3060- Fax (352) 528-2877

Date: January 7, 2020

COUNCIL AGENDA ITEM

DISCUSSION: QUASI-JUDICIAL HEARING - REQUEST BY WILLISTON SHOPPING CENTER PARTNERS, LLC. TO ADOPT ORDINANCE 677 AMENDING THE OFFICIAL ZONING MAP FOR THE CITY OF WILLISTON FOR APPROXIMATELY 12.69 ACRES FROM RESIDENTIAL USE TO COMMERCIAL.

REQUESTED BY: WILLISTON SHOPPING CENTER PARTNERS, LLC

Title MGR

KHATIB, RASHID A
5555 S. KIRKMAN ROAD, STE. 201
ORLANDO, FL 32819

Title MGR

SCHUEMANN, JOSEPH N
5422 OSPREY ISLE LANE
ORLANDO, FL 32819

Title VP

HODGE, RANDALL R
5555 S. KIRKMAN ROAD, STE. 201
ORLANDO, FL 32819

PREPARED BY: Jackie Gorman

BACKGROUND / DESCRIPTION:

Williston Shopping Center Partners, LLC is requesting an amendment to the City's Official Zoning Map changing approximately 12.69 Acres from Residential (R-2) to Commercial (C-1). Attached you will find the conceptual drawing for the proposed commercial use. If approved, the Developer will be required to obtain regulatory permits for stormwater and access. SW 1st Avenue is a private roadway therefore this will need to be put into public use prior to allowing access. Utilities are available to this development.

The Planning Commission met on December 30, 2019 and has recommended Approval by a vote of 3-2. Staff has recommended Denial based on the information provided in the attached staff report.

LEGAL: REVIEW: Required

FISCAL IMPACTS: None

RECOMMENDED ACTION: Quasi-Judicial Public Hearing

ATTACHMENTS: ORDINANCE #677 & STAFF REPORT

CONTRACT RESOLUTION MAP

LEASE OTHER DOCUMENTS

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED

DISAPPROVED

ORDINANCE NO. 677

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY WILLISTON SHOPPING CENTER PARTNERS, LLC., FOR 12.69 ACRES (MOL) IDENTIFIED AS PARCEL ID 061050000 (11.490 ACRES+) AND PARCEL ID 051080000 (1.2 ACRES+) ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, CHANGING THE ZONING DESIGNATION FROM R-2 RESIDENTIAL TO C-I COMMERCIAL INTENSIVE; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Williston, Florida, did on May 7, 2002, validly approved and adopted the City of Williston Land Development Regulations; and

WHEREAS, Application, ZC 19-02A, has filed a request for an amendment to the City's Official Zoning map for 12.69 acres (mol) identified as parcel 061050000 (11.490 acres+) and parcel 051080000 (1.2 acres+) on the official records of the Levy County Property Appraiser; and

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing on December 30, 2019, with Public Notice having been provided on said application for amendment; and

WHEREAS, after review and consideration for all comments received during said Public Hearing, the Planning Commission recommended approval to the City Council of the application for an amendment to the Official Zoning Map; and

WHEREAS, the City Council did hold the required Public Hearing on said application for an amendment and after said Public Hearing, and upon the City Council's review and consideration of all comments received, found the application to be consistent with the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. Application ZC 19-02A submitted by Williston Shopping Center Partners, LLC., for an amendment to the City's Official Zoning Map, changing the zoning classification on parcel 061050000 and parcel 051080000, located as described in Exhibit A, attached, from R-2 Residential to C-I Commercial Intensive is hereby approved.

Section 2. Severability. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. Zoning Map. The Land Development Regulations Official Zoning Map designation changes enacted herein shall be incorporated within 48 hours of this Ordinance becoming effective.

Section 4. Effective Date. This Ordinance shall become effective immediately.

PASSED ON FIRST READING, THIS 7th DAY OF JANUARY 2020.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this 21st day of January 2020.

ATTEST:

CITY OF WILLISON:

Latricia Wright
City Clerk

Nancy Winger
President, City Council

Fred Koberlein, Jr.
City Attorney

EXHIBIT A

EXHIBIT B (Insert Legal Descriptions)

LEGAL DESCRIPTION: PARCEL 0610500000 - COMMENCE AT THE NW CORNER OF BLOCK 31, OF THE MAP OF WILLISTON AS PER PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 1 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; THENCE S 79°14'05" W, ALONG THE WESTERLY EXTENSION OF THE SOUTHERLY RIGHT OF WAY LINE OF WEST NOBLE AVENUE, ALSO KNOWN AS US HIGHWAY 27 ALTERNATE AND STATE ROAD 500, A DISTANCE OF 42.00 FEET TO THE WESTERLY RIGHT OF WAY LINE OF SW THIRD STREET, FORMERLY LEVY STREET AS PER SAID PLAT OF MAP OF WILLISTON BEING THE POINT OF BEGINNING; THENCE CONTINUE S 79°14'05"W ALONG THE SOUTHERLY RIGHT OF WAY LINE OF US HIGHWAY 27 ALTERNATE, A DISTANCE OF 1196.64 FEET TO A POINT ON THE NORTHERLY BOUNDARY OF LOT 5, BLOCK 1 OF WEONA HILLS ESTATES AS PER PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 8 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; THENCE S 10°50'44" E, A DISTANCE OF 139.00 FEET; THENCE S 80°33'35" W, A DISTANCE OF 104.59 FEET TO THE EASTERLY RIGHT OF WAY LINE OF SOUTHWEST SIXTH STREET, FORMERLY KNOWN AS WILLIAMS STREET ON THE SAID PLAT OF WEONA HILLS ESTATES; THENCE S 00°22'36" E ALONG SAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 159.53' TO THE NORTHWESTERLY CORNER OF LOT 15, BLOCK 1 OF SAID WEONA HILLS ESTATES; THENCE N 79°23'51" E, A DISTANCE OF 50.00 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 15; THENCE S 00°22'36" E ALONG THE EASTERLY LINE OF SAID LOT 15, A DISTANCE OF 103.00 FEET TO THE SOUTHEASTRLY CORNER OF SAID LOT 15 AND THE NORTHERLY RIGHT OF WAY LINE OF SOUTHWEST 1ST AVENUE, FORMERLY CHURCH AVENUE AS PER PLAT OF SAID WEONA HILLS ESTATE; THENCE N 79°23'51" EAST, ALONG THE NORTHERLY RIGHT OF WAY LINE OF SAID SOUTHWEST 1ST AVENUE, A DISTANCE OF 957.10 FEET; THENCE N 78°53'58" E, CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 341.92 FEET TO THE WESTERLY RIGHT OF WAY LINE OF AFORESAID SOUTHWEST THIRD STREET; THENCE N 10°51'39" W, ALONG SAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 395.68 FEET TO THE POINT OF BEGINNING, ALL LYING AND BEING LOCATED IN SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST, CITY OF WILLISTON, LEVY COUNTY, FLORIDA.

AND

PARCEL 0510800000 – BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF CHURCH STREET AND THE WEST LINE OF LEVY STREET OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, FOR A POINT OF BEGINNING; THENCE RUN WEST ALONG THE SOUTH LINE OF CHURCH STREET, 334 FEET; THENCE RUN SOUTH 129 FEET AT A RIGHT ANGLE WITH THE SOUTH LINE OF CHURCH STREET AND PARALLEL WITH THE WEST LINE OF LEVY STREET; THENCE RUN EAST AT AN ANGLE, 339.17 FEET TO A POINT ON THE WEST LINE OF LEVY STREET WHICH POINT LIES 188 FEET SOUTH OF THE INTERSECTION OF THE WEST LINE OF LEVY STREET AND THE SOUTH LINE OF CHURCH STREET; THENCE RUN NORTH 188 FEET ALONG THE WEST LINE OF LEVY STREET TO THE POINT OF BEGINNING. SAID TRACT IN THE NE ¼ OF NW ¼ OF SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST.

Existing:



Proposed:



STAFF REPORT

Proposed Amendment to the City's Zoning Map

Applicant: WILLISTON SHOPPING CENTER PARTNERS, LLC.

Project: Proposed Amendment to the Zoning Map changing 12.69 acres from Residential Use to Commercial

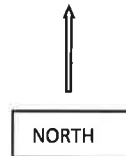
Public Hearings:

Planning Commission – Monday, December 30, 2019 6:00 PM **Approved by P&Z 3-2 Vote**

City Council – January 7, 2020 6:00 PM

City Council – January 21, 2020 6:00 PM

LOCATION MAP/AERIAL PHOTOGRAPH



PROPOSED PLAN ATTACHED

STAFF ANALYSIS:

Williston Shopping Center Partners, LLC is requesting an amendment to the zoning map for the proposed development from Residential (R2) to Commercial (C2). If this land use is adopted the zoning must be compatible and meet the requirements of the Land Development Code.

Currently this site shows access onto SW 1st Avenue which is a private roadway. This will need to be changed for the development to move forward. Infrastructure is available to the site in the form of water, sewer, gas, etc. The above plan is conceptual until such time the land use and zoning has been approved. At that point the Developer can move forward with Engineering and staff will review for compliance with the Land Development Code.

Based on the facts presented in the Staff Report for the Land Use Amendment, staff recommends denial.

EXISTING ZONING:



PROPOSED ZONING:



Date: January 7, 2020

COUNCIL AGENDA ITEM

RESOLUTION #01 A RESOLUTION CREATING THE POSITION OF BUILDING PERMIT TECHNICIAN; ESTABLISHING A PAY GRADE AND FUNDING FOR THE POSITION.

REQUESTED BY: JACKIE GORMAN

PREPARED BY: JACKIE GORMAN

BACKGROUND / DESCRIPTION: Staff requested the new position for a Building Permit Technician during the 2019/20 Budget. The City Council denied the request; however, agreed to review this request again after six (6) months. The Community Development Department assumed the responsibility for the Building Division beginning July 1, 2019 therefore making January 1, 2020 a full six (6) months. During this period our Department has accomplished all that was asked of our staff in that we implemented the new Building Permit Software and upgraded the Customer Service experience. Also, as explained prior, the volume of permits has completely consumed the Planning Assistant leaving our Department with no one to assist with the everyday Planning applications.

As you are aware this Department has worked hard to put Planning initiatives in place that have not been on the list for many years. In order to proceed without causing a delay in accomplishing our Planning initiatives, hiring a Permit Clerk assistant is vital. The Building Permits have consumed JoAnne to the point that she has only been able to process permits and provide very little assistance to my office.

Please be reminded that we are responsible for two (2) Boards (this includes preparation and minute taking); all land use and zoning applications; Zoning review; grant administration updating the comp plan and land development code, etc.

The Council is currently reviewing another development that is slated to begin within the next six months upon approval. Building permit applications are predicted to increase during the 2020 fiscal year and as you will see attached, the six-month timeframe has already indicated 252 building permits and 367 inspections that have already been issued. Not to mention the 150 outstanding permits prior to July 1st that are still open.

Allowing this position to be created and including the Business Tax Receipt process would take some of the responsibility off the Utility Billing Clerk and streamline some

of the process since Building and Zoning review is a large part of issuing Business Tax Receipts.

Staff also feels confident that this position would be a great asset to the front desk in that it will be the face of permitting at the counter and assist with phone calls and utility work orders that are directly associated with permits; therefore, also relieving some of the duties of the Customer Service Representatives.

Attached, along with the Resolution you will find a list of all permitting activities that have taken place since July 1st.

LEGAL REVIEW: None

FISCAL IMPACTS: 10 months remaining in FY 2019/2020. This position will begin at \$14.61/hour depending on qualifications (\$30,387/year).

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

CONTRACT **RESOLUTION #2020 - 01** MAP
 LEASE **OTHER DOCUMENTS**
 CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED
 DENIED

RESOLUTION NUMBER # 2020-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, CREATING A POSITION UNDER THE COMMUNITY DEVELOPMENT DEPARTMENT FOR BUILDING PERMIT TECHNICIAN; ESTABLISHING A PAY GRADE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston, Florida, a Florida Municipal Corporation, ("City"), believes that the functions of municipal government can be performed more economically and efficiently by creating a new position in the Community Development Department entitled "Building Permit Technician," and

WHEREAS, the City wishes to create a position entitled "Building Permit Technician" with the responsibilities and duties outlined in the Job Description attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City of Williston, Levy County, Florida, that:

SECTION 1. The City Administration is authorized to create a position entitled "Building Permit Technician" with the responsibilities and duties outlined in the attached Job Description (Exhibit A).

SECTION 2: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 3: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION 4: EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

PASSED AND ADOPTED this 7th day of January 2020.

CITY OF WILLISTON, FLORIDA

BY: _____
Nancy Wininger, City Council President

ATTEST:

Latricia Wright, City Clerk

EXHIBIT A

Building Permit Technician

Pay Grade 5

\$30,387 / Annually DOQ. Full-Time + employer paid benefits package (medical, dental, vision, life, vacation leave, sick leave, retirement, paid holidays)

SUMMARY: The successful candidate will coordinate the day to day operations of the Building Department. Representative tasks include assisting the public and providing office support duties related to processing of applications for building permits. Collects and analyzes data and zoning compliance within the city and determines the fees to be charged according to the city's fee schedule. Collects applications for building permits, collects the permit fees and issues permits. Once the structure passes inspection the technician issues Code Compliance Certificate. This position reports to the Community Development & Grants Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Reviews permit application documents and other pertinent information in order to verify accuracy, completeness of information and compliance with established Florida law, building codes, ordinances, policies and procedures.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, generate reports.
- Routes and monitors status of permit applications.
- Reviews, processes and issues code compliance permit as required.
- Calculates the permit fees based on the established fee schedule.
- Prepares, maintains, and properly stores official records submitted by applicants.
- Reviews and processes applications for business tax receipts (BTR).
- Verifies zoning compliance with Director.
- Schedules and coordinates inspections between applicant and city Inspectors.
- Logs and tracks all inspection requests and prepares documents/files for the inspectors on all next day inspections.
- Reviews all documents for completeness in order to prepare Certificate of Compliance.
- Prepares reports for building activities.
- Responds to public inquiries concerning status of permits and BTR's.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of departmental policies, procedures, and practices.
- Knowledge of Florida Statutes, planning and building codes, construction processes and terminology.

- Ability to review and understand zoning maps and allowable uses from the Land Development code.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for data entry, word processing and/or accounting purposes.
- Ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to interact with people (staff, supervisors, general public and elected officials) beyond giving and receiving instructions to include tactfully mediating conflicts and achieving positive results.
- Ability to perform under maximum stress when confronted with short deadlines, heavy workloads, conflicting interests and high customer demand.
- Ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.
- Ability to learn and understand subject matter principles and techniques.
- Ability to make independent judgments in absence of supervision within the scope of respective job duties and tasks.
- Ability to acquire and expound on knowledge of topics related to primary occupation.
- Ability to communicate and organize effectively.

Qualifications

Education and Experience: High School Diploma and two (2) years of administrative work experience involving responsible, technical and administrative work within the construction and planning related fields; or, any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities to perform the duties of this position.

Special Requirements

Ability to obtain Certifications from ICC (Building Permits) and FABTO (Business Tax Receipts) within 2 years of start date.

City Of Williston

Compensation Pay Plan

October 1, 2018

Section I- Pay Grades and Position Classifications

Pay Grade	Min	Max	Min	Max
1	\$25,000	\$40,000	\$12.02	\$19.23
2	\$26,250	\$41,999.98	\$12.62	\$20.19
3	\$27,562.49	\$44,099.99	\$13.25	\$21.20
4	\$28,940.62	\$46,304.98	\$13.91	\$22.26
→ 5	\$30,387.65	\$48,620.23	\$14.61	\$23.38
6	\$31,907.02	\$51,051.25	\$15.34	\$24.54
7	\$33,502.38	\$53,603.81	\$16.11	\$25.77
8	\$35,177.50	\$56,284.00	\$16.91	\$27.06
9	\$36,936.38	\$59,098.19	\$17.76	\$28.41
10	\$38,783.19	\$62,053.10	\$18.65	\$29.83
11	\$40,722.36	\$65,155.76	\$19.58	\$31.32
12	\$42,758.47	\$68,413.55	\$20.56	\$32.89
13	\$44,896.39	\$71,834.22	\$21.58	\$34.54
14	\$47,141.21	\$75,425.93	\$22.66	\$36.26
15	\$49,498.28	\$79,197.24	\$23.80	\$38.08
16	\$51,973.19	\$83,157.10	\$24.99	\$39.98
17	\$54,571.85	\$87,314.94	\$26.24	\$41.98
18	\$57,300.44	\$91,680.69	\$27.55	\$44.08
19	\$60,165.46	\$96,264.73	\$28.93	\$46.28
20	\$63,173.73	\$101,077.97	\$30.37	\$48.60

POOL	POOL	2	0	0	0
PREUT	PRE UTILITY	2	0	0	0
REROO	ROOFING-RESIDENTIAL	3	6	0	0
RES	RESIDENTIAL-NEW/ADD/REMODEL	7	7	0	0
SHED	SHED/FENCE	1	2	0	0
	GRAND TOTALS	44	30	1	0

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SEPTEMBER 2019

Permit Type	Description	Active	Complete	Void	Expired
CHOWN	CHANGE OF OWNERSHIP	1	0	0	0
COM	COMMERCIAL-NEW/ADD/REMODEL	4	0	0	0
CONV	CONVERSION	15	7	1	0
ELCOM	ELECTRICAL COMMERCIAL	3	2	0	0
ELRES	ELECTRICAL RESIDENTIAL	1	0	0	0
GASC	GAS COMMERCIAL	1	0	0	0
GASRE	GAS RESIDENTIAL	1	0	0	0
MECH	DO NOT USE-MECHANICAL	1	0	0	0
MECHC	MECHANICAL-COMMERCIAL	0	1	0	0
MECHR	MECHANICAL-RESIDENTIAL	2	5	0	0
NEWBU	NEW BUSINESS	1	0	0	0
PLUMR	PLUMBING RESIDENTIAL	1	0	0	0
POOL	POOL	2	0	0	0
PREUT	PRE UTILITY	2	0	0	0
REROO	ROOFING-RESIDENTIAL	4	9	0	0
RES	RESIDENTIAL-NEW/ADD/REMODEL	9	8	0	0
SHED	SHED/FENCE	1	1	0	0
	GRAND TOTALS	49	33	1	0

82

OCTOBER 2019

Permit Type	Description	Active	Complete	Void	Expired
CHOWN	CHANGE OF OWNERSHIP	2	0	0	0

JULY 2019

Permit Type	Description	Active	Complete	Void	Expired	MONTHLY TOTAL
CHOWN	CHANGE OF OWNERSHIP	1	1	0	0	
CHUSE	CHANGE OF USE	0	1	0	0	
COM	COMMERCIAL-NEW/ADD/REMODEL	3	0	0	0	
CONV	CONVERSION	15	21	1	0	
ELCOM	ELECTRICAL COMMERCIAL	2	1	0	0	
ELRES	ELECTRICAL RESIDENTIAL	1	1	0	0	
MECH	DO NOT USE-MECHANICAL	1	0	0	0	
NEWBU	NEW BUSINESS	1	0	0	0	
PLUMR	PLUMBING RESIDENTIAL	1	0	0	0	
POOL	POOL	2	0	0	0	
PREUT	PRE UTILITY	0	1	0	0	
REROO	ROOFING-RESIDENTIAL	1	3	0	0	
RES	RESIDENTIAL-NEW/ADD/REMODEL	6	6	0	0	
SHED	SHED/FENCE	0	1	0	0	
TEMPC	TEMPORARY COMMERCIAL	0	1	0	0	
	GRAND TOTALS	34	37	1	0	71

AUGUST 2019

Permit Type	Description	Active	Complete	Void	Expired
CHOWN	CHANGE OF OWNERSHIP	1	1	0	0
COM	COMMERCIAL-NEW/ADD/REMODEL	3	0	0	0
CONV	CONVERSION	15	8	1	0
ELCOM	ELECTRICAL COMMERCIAL	2	1	0	0
ELRES	ELECTRICAL RESIDENTIAL	1	0	0	0
GASC	GAS COMMERCIAL	1	0	0	0
GASRE	GAS RESIDENTIAL	1	0	0	0
MECH	DO NOT USE-MECHANICAL	1	2	0	0
MECHR	MECHANICAL-RESIDENTIAL	2	3	0	0
NEWBU	NEW BUSINESS	1	0	0	0
PLUMR	PLUMBING RESIDENTIAL	1	0	0	0

CMECH	COMMERCIAL MECHANICAL	0	1	0	0
COM	COMMERCIAL-NEW/ADD/REMODEL	5	0	0	0
CONV	CONVERSION	15	6	1	0
ELCOM	ELECTRICAL COMMERCIAL	5	2	0	0
ELRES	ELECTRICAL RESIDENTIAL	1	1	0	0
GASC	GAS COMMERCIAL	1	0	0	0
GASRE	GAS RESIDENTIAL	1	0	0	0
MECH	DO NOT USE-MECHANICAL	1	0	0	0
MECHC	MECHANICAL-COMMERCIAL	0	1	0	0
MECHR	MECHANICAL-RESIDENTIAL	2	3	0	0
MHOME	MOBILE HOME	0	1	0	0
NEWBU	NEW BUSINESS	1	0	0	0
PLUMR	PLUMBING RESIDENTIAL	2	1	0	0
POOL	POOL	2	0	0	0
PREUT	PRE UTILITY	2	0	0	0
REROO	ROOFING-RESIDENTIAL	5	2	0	0
RES	RESIDENTIAL-NEW/ADD/REMODEL	12	5	0	0
SHED	SHED/FENCE	4	0	0	0
TEMPC	TEMPORARY COMMERCIAL	1	0	0	0
	GRAND TOTALS	62	23	1	0

85

NOVEMBER 2019

Permit Type	Description	Active	Complete	Void	Expired
CHOWN	CHANGE OF OWNERSHIP	2	0	0	0
COM	COMMERCIAL-NEW/ADD/REMODEL	6	0	0	0
CONV	CONVERSION	15	2	1	0
CROOF	COMMERCIAL ROOFING	0	1	0	0
ELCOM	ELECTRICAL COMMERCIAL	5	1	0	0
ELRES	ELECTRICAL RESIDENTIAL	1	1	0	0
GASC	GAS COMMERCIAL	1	0	0	0
GASRE	GAS RESIDENTIAL	1	0	0	0
MECH	DO NOT USE-MECHANICAL	1	0	0	0
MECHR	MECHANICAL-RESIDENTIAL	4	3	0	0
MHOME	MOBILE HOME	0	1	0	0

NEWBU	NEW BUSINESS	1	0	0	0
PLUMC	PLUMBING COMMERCIAL	0	1	0	0
PLUMR	PLUMBING RESIDENTIAL	2	0	0	0
POOL	POOL	2	0	0	0
PREUT	PRE UTILITY	2	0	0	0
REROO	ROOFING-RESIDENTIAL	5	8	0	0
RES	RESIDENTIAL-NEW/ADD/REMODEL	14	2	0	0
SHED	SHED/FENCE	5	2	0	0
TEMPC	TEMPORARY COMMERCIAL	1	0	0	0
	GRAND TOTALS	68	22	1	0

90

DECEMBER 2019

Permit Type	Description	Active	Complete	Void	Expired
CHOWN	CHANGE OF OWNERSHIP	2	0	0	0
COM	COMMERCIAL-NEW/ADD/REMODEL	6	0	0	0
CONV	CONVERSION	16	1	0	0
CROOF	COMMERCIAL ROOFING	0	1	0	0
ELCOM	ELECTRICAL COMMERCIAL	5	1	0	0
ELRES	ELECTRICAL RESIDENTIAL	1	0	0	0
GASC	GAS COMMERCIAL	1	0	0	0
GASRE	GAS RESIDENTIAL	2	0	0	0
MECH	DO NOT USE-MECHANICAL	1	0	0	0
MECHR	MECHANICAL-RESIDENTIAL	4	0	0	0
MHOME	MOBILE HOME	0	1	0	0
NEWBU	NEW BUSINESS	1	0	0	0
PLUMR	PLUMBING RESIDENTIAL	2	0	0	0
POOL	POOL	2	0	0	0
PREUT	PRE UTILITY	2	0	0	0
REROO	ROOFING-RESIDENTIAL	8	6	0	0
RES	RESIDENTIAL-NEW/ADD/REMODEL	17	1	0	0
SHED	SHED/FENCE	5	1	0	0
TEMPC	TEMPORARY COMMERCIAL	1	0	0	0
	GRAND TOTALS	76	12	0	0

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This includes 367 inspections (some permits are still open); address verification and coordination with 911 System & Property Appraiser; preapplication meetings, review for zoning compliance, monthly and quarterly reporting functions with the State, Levy County and SafeBuilt LLC; coordination with Building Official and an enormous amount of phone calls requesting

Total Permits -

490