

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

DATE: TUESDAY, MARCH 17, 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 – 3 – CONSENT AGENDA (pp 4-23)

- A. MINUTES: MARCH 3, 2020 REGULAR CITY COUNCIL MEETING
- B. RESOLUTION 2020-08 A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA APPROVING AN AMENDMENT FOR THE CONSTRUCTION MANAGER AT RISK CONTRACT BETWEEN THE CITY OF WILLISTON AND WHARTON SMITH, INC. AUTHORIZING THE COUNCIL PRESIDENT TO SIGN THE AMENDMENT AND PROVIDE AN EFFECTIVE DATE

ITEM – 4 – OLD BUSINESS

- A. STAFF AND BOARD UPDATES
 - CITY MANAGER SCOTT LIPPMANN-
 - KEN SCHWIEBERT-CRA
 - DEBRA JONES- PLANNING AND ZONING

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- DISCUSSION WITH POSSIBLE ACTION: OLD WINN DIXIE-COUNCIL VICE-PRESIDENT ROBINSON
- DISCUSSION WITH POSSIBLE ACTION: SIMMONS PROPERTY IN WOODFIELD 301 SE 7TH AVE. – COUNCIL VICE-PRESIDENT ROBINSON/ CITY MANAGER SCOTT LIPPMANN
- PUBLIC HEARING- SECOND READING OF ORDINANCE #680 AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA PURSUANT TO AN APPLICATION BY THE CITY OF WILLISTON FOR CAMELLIA PLANTATION PHASE 2, TO CHANGE THE ZONING FROM COUNTY RESIDENTIAL TO CITY RESIDENTIAL (R-1)- CITY PLANNER GORMAN (pp 24-30)
- PUBLIC HEARING SECOND READING OF ORDINANCE #681 AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING AN EFFECTIVE DATE- CITY COUNCIL (pp 31-33)

ITEM – 5 – NEW BUSINESS

- A. RESOLUTION 2020-10 APPOINTING DEPUTY CHIEF TERRY BOVAIRD TO THE CHAPTER 185 PENSION BOARD (pp 34-36)
- B. RESOLUTION 2020-11- A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF THE PHMSA TECHNICAL ASSISTANT GRANT BETWEEN THE UNITED STATES DOT AND THE CITY OF WILLISTON FOR UPGRADING THE GAS MAPPING SYSTEM TO BENEFIT THE CITY’S GAS SYSTEM- CITY PLANNER GORMAN (pp 37-47)
- C. RESOLUTION 2020-12-A RESOLUTION OF THE CITY OF WILLISTON OF LEVY COUNTY, FLORIDA, AUTHORIZING THE CITY TO OPEN A MONEY MARKET ACCOUNT FOR PUBLIC DEPOSITS AT DRUMMOND BANK; AUTHORIZING SPECIFIC PERSONS TO BE SIGNATORS OF THE ACCOUNT; AND PROVIDING FOR AN EFFECTIVE DATE. – FINANCE DIRECTOR STEPHEN BLOOM (pp 48-49)
- D. REVIEW OF JANUARY, 2020 FINANCIAL REPORT- FINANCE DIRECTOR STEPHEN BLOOM (pp 50-70)

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 – ANNOUNCEMENTS

ITEM – 8 – 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;
 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.
-

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.

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

DATE: TUESDAY, MARCH 3, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
President Nancy Wininger - absent
Vice-President Marguerite Robinson
Councilman Charles Goodman - absent
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 Pledge of Allegiance to the flag.

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

Councilman Head moved to accept the agenda as presented. Councilman Ross seconded. By show of hands motion carried 3-0.

ITEM – 2 – PUBLIC PARTICIPATION

Resident Marta Keilhauer address 301 SE 7th Ave. Williston, Florida, addressed the Council about a problem property (301 SE 7th Ave) in Woodfield Subdivision. Mrs. Keilhauer told the Council that the home has been in disarray since 2017. The roof is sinking in, there are dead trees, and bees and snakes are coming onto her property. Mrs. Keilhauer said the home is bring the property value down and would like to see the Council do something about it. Vice President asked to have this put on the next Council Agenda.

ITEM – 3 – MAYOR’S STUDENT OF THE MONTH

Mayor Robinson recognized Callie Phillips a 5th grader at Williston Elementary School and Luke Nobles, a 2nd grader at Williston Central Christian Academy for their academic achievement.

ITEM – 4 – CONSENT AGENDA – Councilman Head moved to approve the consent agenda.

Councilman Ross seconded. By show of hands motion carried 3-0.

- A. MINUTES: FEBRUARY 18, 2020 REGULAR CITY COUNCIL MEETING
- B. RESOLUTION 2020-09- A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPROVING THE PURCHASE OF A JOHN DEERE LOADER, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN THE PURCHASE ORDER, AND PROVIDING AN EFFECTIVE A DATE.

ITEM – 5 – OLD BUSINESS

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

A. STAFF AND BOARD UPDATES

City Manager Mr. Lippmann updated the Council on Airsigns. Mr. Lippmann told the Council at the moment Airsigns are working with their partners on the West coast to present information to potential investors. Mr. Lippmann also updated the Council on the progress of cleaning up the Emergency Operation room. He told the Council we have made some progress but we still have more to do, we recruited the help of some ex-employees that are working two or three days a week to help out. Mr. Lippmann has put some handouts from the CDC about the Coronavirus that can be helpful to employees and residents. Whitehurst Co. has finished the paving on NW Main Street and the only thing left for the Utility crew to complete is the striping and creating a ramp between the hand-cap parking space and the Purple Heart spot. Vice President Robinson inquired about the email that she sent to Utility Director CJ Zimoski about the project spreadsheet. Vice President Robinson said she didn't understand what the problem is about getting it set-up. City Manager Mr. Lippmann explained to her that the previous City Clerk had set-up the spreadsheet through Google and she's the only one that has permission to change it, so they are working on getting that fixed so they can edit the spreadsheet to show projects completed, hopefully that will be fixed by next meeting. City Planner Jackie Gorman introduced her two new employees to the Council, Laura Jones and Nikki Bouse. Mayor Robinson told the Council that the Police Department will be back in their building on Monday. Chief Strow informed the Council that Marquis Wright resigned and his last day will be Thursday March 5th and the annual Car Show will be on Saturday March 7th from 9 a.m. until 2 p.m. Chief Strow also informed the Council that James Bond will be coming back as a full time employee.

B. DISCUSSION WITH POSSIBLE ACTION: OLD WINN DIXIE

City Manager Mr. Lippmann informed the Council that Code Enforcement Officer Wayne Carson had spoken with the Richardson's early and she's trying to get in touch with James Bond to repair some of the doors that are broken and has requested a phone conference with Mr. Lippmann next week. Councilman Head told Mr. Lippmann, he hope he will let her know that a couple of boards are not going to cure the problem. Councilman Ross said someone approaches him almost every day about that property. Mr. Terry Whitt asked the Council if there is a lien in the amount of \$80,000 how come they are not foreclosing.

Mr. Lippmann said they are waiting on the Title Search to make sure there are no encumbrances or other liens, because if we are not first in line, the City might not even see a dime if we foreclose. Vice-President Robinson said she would like to have this put on the next agenda.

ITEM – 6 – NEW BUSINESS

- A. PUBLIC HEARING-ORDINANCE #680-AN ORDINANCE BY THE CITY OF WILLISTON, FLORIDA AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA PURSUANT TO AN APPLICATION BY THE CITY OF WILLISTON FOR CAMELLIA PLANTATION PHASE 2; TO CHANGE THE

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

ZONING FROM COUNTY RESIDENTIAL TO CITY RESIDENTIAL (R-1).- CITY PLANNER

Swore in City Planner Jackie Gorman. Ms. Gorman told the Council, Camellia Plantation never had a zoning change since it was annexed into the City and a problem occurred when a resident was building a home and during the permit process it was discovered that the setbacks were incorrect and the zoning had never changed from County Residential to City Residential (R-1), so she's trying to correct the problem and hope the City Council will support making it right. Councilman Head moved to approve Ordinance #680 of the City of Williston, Florida amending the Official Zoning Map of the City of Williston Pursuant to an Application by the City of Williston for Camellia Plantation Phase 2 to Change the zoning from County Residential to City Residential (R-1). Councilman Ross seconded. By show of hands motion carried 3-0.

B. PUBLIC HEARING – ORDINANCE #681 – AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING AN EFFECTIVE DATE.- CITY MANAGER

Mr. Lippmann said this Ordinance is requested from the Council to be considered for approval. Attorney Koberlein informed the Council this Referendum has to go through two hearings before it can go on the ballot in August to be voted on by the citizens of Williston and if it's approved by the citizens it will be placed in the Charter. Councilman Head moved to accept Ordinance #681 an Ordinance of the City of Williston, Florida Authorizing the Submission of Amendments to the City Charter, Amending the Compensation of the Councilmembers and Mayor to the Citizens through a Referendum and Providing an Effect Date. Councilman Ross seconded. By show of hands motion carried 3-0.

C. RESOLUTION 2020-08- A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPROVING AN AMENDMENT FOR THE CONSTRUCTION MANAGER AT RISK CONTRACT BETWEEN THE CITY OF WILLISTON AND WHARTON SMITH, INC. AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN THE AMENDMENT AND PROVIDE AN EFFECTIVE DATE.- CITY MANAGER

City Manager Mr. Lippmann told the Council it was just brought to his attention that Resolution 2020-08 has some incorrect information. This agreement between the City of Williston and Wharton Smith, Inc., is just adding more work detail to the current agreement with Wharton Smith, Inc. Carolyn Bonaventura with Wharton Smith, Inc. told the Council they copied an agreement from GRU and some of the wording did not get change like "Amendment" should be "Task Order". The "Task Order" will reflect the work that needs to be completed and the exhibits where not attached to the Resolution. Mayor Robinson asked the City Attorney his recommendation. Attorney Koberlein said he doesn't think he will have a problem as long as he has time to review the agreement and Resolution before the next meeting. Mr. Lippmann told the Council they could review and approve a cleaner Resolution at the next Council meeting under Consent Agenda.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

ITEM – 7 – PUBLIC PARTICIPATION

Debra Jones said she regretted to inform the Council that the Levy County Fair will no longer need a lease. They have a total of 8 members and there is no way they could plan a fair with only 8 members, so they have a dissolution plan to take to the Circuit Court to dissolve the Fair. The money they have remaining will be distributed to different organizations like the animal shelter, Tri-County Pregnancy Center, the Children's Society, to name a few and quite a bit of the money has been returned back to the vendors. Mrs. Jones told the Council they were also in the process of going through their inventory and wanted to know how clean the City wanted the fairgrounds. Did they want them to dismantle the fence, take down power poles, etc. City Manager Mr. Lippmann told Mrs. Jones he will have to discuss it with the staff and get back with her. Mrs. Jones said they also have a beautiful dance floor, including panels to go on top that the City can have. Mr. Terry Whitt, wanted to know why the microphones were not working properly, and the only one that seemed to be working was the one at the podium. Resident Joab Penney wanted to know what's going on with the old High School. He said the place is overgrown with vegetation and he thought they were going to be demolishing the building and the old hospital is over grown with vegetation as well. City Manager Mr. Lippmann informed Mr. Penney the City has not heard back from Blue Rock the owners of the old High School and they have not given the City a time frame when they will start demolishing the buildings. And the hospital is in private hands and he will get with Code Enforcement Officer Wayne Cason about the hospital property. Councilman Head chimed in about the hospital and said we can put a fine on the property but we cannot mow the property for them.

ITEM – 8 – ANNOUNCEMENTS

Councilman Head said he has some concerns about the traffic light at Noble and 7th Street. It's fairly dangerous due to the traffic light not turning properly when it should and he would to see someone check this before something happens. Councilman Head was wondering if we can offer the WYAA any help because they had an electrical fire in their panel box last week. City Manager said he will look into it. Councilman Ross wanted to know if there was any new searches for a hotel. City Manager said no. Councilman Head told Mr. Ross and the Council that developers are shying away from building hotels due to the cost of construction. He said a lot of them are getting cold feet because of the cost. Chief Strow told everyone that the annual car show will benefit the Friends of Williston, and the most recent thing the Friend of Williston has purchased is two used patrol cars.

ITEM – 9 – ADJOURNMENT –no future business meeting adjourned at 7:25 p.m.

Council Meeting Procedures for members of the Public

- I. All cell phones to be turned off when entering the Council Chambers;

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

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;
 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.
-

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.

RESOLUTION 2020-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A TASK ORDER FOR THE CONSTRUCTION MANAGER AT RISK CONTRACT BETWEEN THE CITY OF WILLISTON AND WHARTON-SMITH, INC., AND AUTHORIZING THE EXECUTION OF THE TASK ORDER FOR A PRICE NOT-TO-EXCEED \$24,668.38, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston and Wharton-Smith, Inc., have an agreement to perform Construction Manager at Risk (CMAR) services for continuing services towards projects having an approximated value of less than \$2,000,000.00; and

WHEREAS, Wharton-Smith, Inc., has submitted a proposal to perform preconstruction services for Phase 2 of the Williston Wastewater Treatment Facility (WWTF) Upgrades project; and

WHEREAS, the funding for CMAR preconstruction services at the Williston WWTF project will be part of the grant provided through the FDEP Springs Grant Program; and

WHEREAS, the city administration has approved the scope of work provided in the proposal, attached hereto, as being appropriate and beneficial to the success of the aforementioned project.

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

SECTION 1. The foregoing recitals are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby approves the Task Order for the Construction Manager at Risk continuing services agreement between the City of Williston and Wharton-Smith, Inc., and authorizes the City Council President to sign the Task Order.

[Remainder of this page intentionally left blank]

SECTION 3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED on the ____ day of March, 2020.

ATTEST:

CITY OF WILLISTON, FLORIDA

By: _____
Latricia Wright, City Clerk

By: _____
Nancy Wininger, President



Wharton-Smith, Inc.
CONSTRUCTION GROUP

February 4, 2020

CJ Zimoski
Public Works Director
City of Williston
50 NW Main Street
Williston, FL 32696

Re: Williston WWTF Phase 2 Upgrades Project
Preconstruction Services Proposal

Dear Mr. Zimoski:

Wharton-Smith is pleased to submit the attached proposal for preconstruction services for the Williston WWTF Phase 2 Upgrades project. The cost estimate for these services is **\$24,668.38**. A comprehensive breakdown of tasks, to be performed by Wharton-Smith and associated cost and labor breakdowns are provided in the supporting documentation following this letter. However, our scope generally consists of the following:

- Attendance at design review and design progress meetings
- Site visits
- Full constructability review at design milestones
- Value Engineering at design milestones
- One Master CPM construction schedule
- Cost estimates provided at design milestones
- Development of Guaranteed Maximum Price (GMP)

We are extremely grateful for this opportunity to provide services to the City of Williston. Please don't hesitate to call me with any questions.

Very respectfully,

Carolyn Bonaventura
Preconstruction Services Manager
Wharton-Smith, Inc.

750 Monroe Road, Sanford, FL 32771 | Phone: (407) 321-8410 | Fax: (407) 829-4453
Mailing Address: P.O. Box 471028, Lake Monroe, FL 32747-1028

OWNER: City of Williston
 PROJECT: Williston WWTP Phase 2
 BUDGET: \$1,875M
 CURRENT DESIGN STATUS: 30%

Item	TASK	QTY	UNIT	WHARTON-SMITH PERSONNEL														SUBCONTRACTOR												
				Division Manager		General Superintendent		Preconstruction Manager		Precon Director		Estimator		Project Manager		Administrative Assistant		Quality Manager		Safety Manager		Project Accountant		HR's	LABOR COSTS	MISC. COSTS (PRO-RATED)	SUBTOTAL	SUB	COST	\$ TOTALS
				Rate	\$120.00	Rate	\$109.00	Rate	\$79.00	Rate	\$119.00	Rate	\$90.00	Rate	\$128.00	Rate	\$60.00	Rate	\$110.00	Rate	\$89.00	Rate	\$67.00							
TASK 1 MEETINGS & SITE INVESTIGATION																														
1.1	PROJECT KICKOFF MEETING	1	EA	-	-	5.0	395	5.0	595	-	-	5.0	630	-	-	-	-	-	-	-	-	15.0	1,620.00	75.30	1,695.30			1,695.30		
1.2	ATTEND DESIGN REVIEW PROGRESS MEETINGS	3	EA	-	-	15.0	1,185	6.0	714	-	-	15.0	1,890	-	-	-	-	-	-	-	-	36.0	3,780.00	180.72	3,960.72			3,960.72		
1.3	SITE VISITS & INVESTIGATION	1	EA	-	5.0	5.0	395	-	-	-	-	5.0	630	-	-	-	-	-	-	-	-	15.0	1,570.00	75.30	1,645.30			1,645.30		
1.4	PRECONSTRUCTION VIDEO	1	LS	-	-	-	-	-	-	-	-	5.0	630	-	-	-	-	-	-	-	-	5.0	630.00	25.10	655.10	TBD	850.00	1,505.10		
SUBTOTALS				0.0	-	6.0	545	25.0	1,975	11.0	1,309	0.0	-	30.0	3,780	0.0	-	0.0	-	0.0	-	71.0	7,609.00	356.43	7,965.43			850.00	8,815.43	
TASK 2 COST ESTIMATES																														
2.1	30% ESTIMATE	1	EA	-	-	4.0	316	2.0	238	16.0	1,440	-	-	-	-	-	-	-	-	-	-	22.0	1,994.00	110.44	2,104.44			2,104.44		
2.2	50% ESTIMATE	1	EA	-	-	4.0	316	2.0	238	16.0	1,440	-	-	-	-	-	-	-	-	-	-	22.0	1,994.00	110.44	2,104.44			2,104.44		
SUBTOTALS				0.0	-	0.0	-	8.0	652	4.0	476	32.0	2,880	0.0	-	0.0	-	0.0	-	0.0	-	44.0	3,988.00	220.88	4,208.88			-	4,208.88	
TASK 3 DESIGN REVIEW AND VALUE ENGINEERING																														
3.1	30% DESIGN REVIEW	1	EA	-	-	4.0	316	2.0	238	-	-	4.0	504	-	-	-	-	-	-	-	-	10.0	1,058.00	50.20	1,108.20			1,108.20		
3.2	60% DESIGN REVIEW	1	EA	-	2.0	218	4.0	316	2.0	238	-	-	4.0	504	-	-	-	-	-	-	-	-	12.0	1,216.00	60.84	1,336.24			1,336.24	
3.3	90% DESIGN REVIEW	1	EA	-	-	4.0	316	2.0	238	-	-	4.0	504	-	-	-	-	-	-	-	-	10.0	1,058.00	50.20	1,108.20			1,108.20		
SUBTOTALS				0.0	-	2.0	218	12.0	948	6.0	714	0.0	-	12.0	1,512	0.0	-	0.0	-	0.0	-	0.0	-	32.0	3,332.00	168.64	3,500.64			3,500.64
TASK 4 CPM MASTER SCHEDULE																														
4.1	SCHEDULE DEVELOPMENT AND PHASING	1	EA	-	2.0	218	1.0	79	-	-	-	-	8.0	1,008	-	-	-	-	-	-	-	-	11.0	1,305.00	55.22	1,360.22			1,360.22	
4.2	REVIEW AND UPDATE	1	EA	-	-	1.0	79	-	-	-	-	4.0	504	-	-	-	-	-	-	-	-	5.0	583.00	25.10	608.10			608.10		
4.3	FINAL GMP SCHEDULE (DETERMINES GENERAL COND.)	1	EA	1.0	120	-	-	1.0	79	-	-	4.0	504	-	-	-	-	-	-	-	-	6.0	703.00	30.12	733.12			733.12		
SUBTOTALS				1.0	120	2.0	218	3.0	237	0.0	-	0.0	-	16.0	2,016	0.0	-	0.0	-	0.0	-	0.0	-	22.0	2,591.00	116.44	2,707.44			2,707.44
TASK 5 BIDDING AND PROCUREMENT																														
5.1	SUBCONTRACT BID PACKAGES	1	LS	-	-	4.0	316	-	-	-	-	8.0	1,008	-	-	-	-	-	-	-	-	12.0	1,324.00	60.24	1,384.24			1,384.24		
5.2	PURCHASE ORDER BID PACKAGES	1	LS	-	-	2.0	158	-	-	-	-	4.0	504	-	-	-	-	-	-	-	-	8.0	882.00	38.12	992.12			992.12		
5.3	PRE-BID SITE VISITS	1	EA	-	-	5.0	395	-	-	-	-	5.0	630	-	-	-	-	-	-	-	-	10.0	1,025.00	50.20	1,075.20			1,075.20		
5.4	REVIEW BIDS (SINGLE BID DAY)	1	EA	-	-	2.0	158	-	-	-	-	3.0	252	-	-	-	-	-	-	-	-	4.0	410.00	20.08	430.08			430.08		
5.5	REVIEW BIDS AND RECOMMEND AWARD	1	LS	-	-	4.0	316	-	-	-	-	4.0	504	-	-	-	-	-	-	-	-	8.0	820.00	40.18	860.18			860.18		
5.6	FINAL GMP ASSEMBLY	1	EA	-	-	4.0	316	-	-	3.0	270	2.0	252	1.0	60	-	-	-	-	-	-	10.0	885.00	50.20	948.20			948.20		
SUBTOTALS				0.0	-	0.0	-	21.0	1,659	0.0	-	3.0	376	26.0	3,150	1.0	60	0.0	-	0.0	-	0.0	-	50.0	5,139.00	251.00	5,390.00			5,390.00
TOTAL PRECONSTRUCTION SERVICES				1.0	-	0.0	-	69.0	21.0	35.0	63.0	0.0	-	1.0	0.0	0.0	-	0.0	-	0.0	-	0.0	-	219.0	22,718.00	1,098.38	23,816.38			24,914.76

MISC. MATERIAL/EQUIPMENT COSTS	COST
CONTRACT MANAGER LICENSE	0.00
BID PACKAGE PLANS/SPECIFICATIONS REPRODUCTION	100.00
JOB OFFICE SUPPLIES	300.00
TRAVEL EXPENSES	800.00
COMPUTER EQUIPMENT	0.00
COST PER HOUR	5.02 8.00



CITY OF WILLISTON
WILLISTON WWTF PHASE 2 UPGRADES PROJECT
PRECONSTRUCTION SCOPE OF SERVICES
EXPLANATION OF COSTS

The following narrative is to provide better insight into the cost breakdown of preconstruction phase. The duration of the preconstruction activities is assumed to be March 6, 2020 through October 7, 2020.

Task 1 Meetings and Site Investigation

- 1.1 Attend Design Progress Meetings – Wharton-Smith preconstruction staff will attend 3 design related meetings with Wright-Pearce (Engineer) and City of Williston (Owner). These meetings include design review progress meetings, redline page turning sessions, value engineering option and constructability reviews, and other specific design related meetings.
- 1.2 Site Visits & Investigation – Wharton-Smith will perform one site visit to investigate existing conditions, review spatial constraints, evaluate structure placement, develop ingress & egress plan during construction, and analyze site conditions for development of site-specific safety and quality plans. These visits will also be used to obtain information for overall site utilization plan which includes both temporary and permanent facilities (trailers, water service, sewer service, temp. power). Commerce Controls will investigate existing conditions and how they affect future migration of plant controls from temporary control room to new operations building. Wharton-Smith will provide final report of encountered conditions (inclusive of Commerce Controls' findings) to the City.
- 1.4 Preconstruction Video – Wharton-Smith will hire subcontractor to video existing conditions inside the Williston WWTF as well as the area immediately outside the plant fence (easements, roadway). A copy of the video will be provided to the City.

Task 2 Cost Estimates

- 2.1 Preliminary (30%) Design Cost Estimate – Wharton-Smith preconstruction staff will perform detailed takeoffs (based on drawing concepts) on all construction trades such as concrete, utilities, masonry, roofing, doors, windows, etc. A full cost estimate book will be provided showing all material, labor, and equipment take-offs and any subcontractor cost estimates.
- 2.2 Detailed (90%) Design Cost Estimate – These costs are for the same items outlined in Tasks 2.1 and 2.2 but now accurate costing of all trades as these drawings are essentially complete, minus corrections.



Task 3 Design and Constructability Reviews

- 3.1 30% Design Review – Wharton-Smith will perform detailed design and constructability review to identify errors, conflicts, constructability concerns, spatial concerns, general questions, and overall consistency of the design disciplines (structural, architectural, civil, etc.). Value engineering options are also provided.
- 3.2 60% Design Review - These costs are for the same items outlined in Task 3.1 but for the 60% design documents including specifications. While Wharton-Smith understands the design will go from 30% to 90%, we recommend keeping this task at an interim confirmation of design direction, decisions, and constructability.
- 3.3 90% Design Review - These costs are for the same items outlined in Tasks 3.1 and 3.2 but now include detailed review of the electrical and P&ID drawings.

Task 4 CPM Master Schedule

- 4.1 Schedule Development and Phasing – Wharton-Smith will develop a baseline Critical Path Method (CPM) schedule using Primavera P6 software. The schedule will be broken down by phase (design/permitting, procurement, construction, and closeout) as by structure. A detailed schedule sequence will be provided for each structure. All portions of the project will be interrelated by schedule logic so that a true “critical path” is easily identifiable.
- 4.2 Schedule Review and Updates – The baseline CPM schedule developed in Task 4.1 is continually updated as more information is made available through design progression and construction sequence determination.
- 4.3 Final GMP Schedule – The schedule developed in Task 4.2 is modified based on the final design. Final construction sequencing is determined. This schedule shall serve as the basis for General Conditions costs in the GMP as well as the contract time required for the duration of construction.

Task 5 Bidding and Procurement

- 5.1 Subcontract Bid Packages – Wharton-Smith will develop scope specific bid packages for all construction subcontract trades. The bid packages shall include Instructions to Bidders, Scopes of Work, RFP's, Bid Forms, Value Engineering forms, and Schedule Commitments. Wharton-Smith will continually communicate with bidding vendors through the bidding process to ensure responsive bids. Wharton-Smith will respond to all questions from bidders related to scope of work as well as coordinate any questions regarding design with Engineer.
- 5.2 Purchase Order Bid Packages – Wharton-Smith will develop scope specific bid packages for all material purchases. The bid packages shall include Instructions to Bidders, Scopes of Work, RFP's, Bid Forms, Value Engineering forms, and Schedule Commitments. Wharton-Smith will continually communicate with bidding vendors through the bidding process to ensure responsive bids. Wharton-Smith will respond to all questions from bidders related to scope of work as well as coordinate any questions regarding design with Engineer.
- 5.3 Pre-Bid Meetings and Site Visits – Wharton-Smith will host, coordinate, and manage a pre-bid site visit for all potential bidders for the subcontract and purchase order bid packages. Wharton-Smith will take notes and answer questions. Bid clarifications/addenda will be issued to bidding parties as needed.



- 5.4 Receive Bids – Wharton-Smith will receive bids throughout the course of an entire day. The bid times will be staggered to ensure our ability to answer questions or provide direction up to the last minute. For example: site work and electrical bids may be at 2:00 PM, while roofing, masonry, and concrete bids will be due at 3:00 PM.
- 5.5 Review Bids and Recommend Award –All of the bids are reviewed for completeness, responsiveness, exceptions, clarifications, and deviations from the contract documents. Value engineering ideas and schedule commitments will also be evaluated. Wharton-Smith will provide a bid tabulation worksheet and, make a recommendation for package award, based on the best interest of Williston. Final decision is made by the City.
- 5.6 Final Guaranteed Maximum Price (GMP) Assembly – All documents that comprise the GMP are assembled into a single tabbed and searchable binder/pdf document (both hard copy and electronic copy provided). This includes all schedules, bid package documents, subcontractor and supplier bids, other quotes, general conditions breakdowns, value engineering logs, and other GMP relevant documents that were considered in creation of the GMP.

EXHIBIT A
CONSTRUCTION MANAGER'S PERSONNEL

1.2 Project Team

Preconstruction Project Manager – Carolyn Bonaventura

Preconstruction Director – Nathan Hiillard

Estimator – Sean White

Construction Project Manager – TBD

Superintendent (Precon)– TBD

Safety Manager – Gilbert Orcasitas

EXHIBIT B

COVER SHEET FOR GENERAL TERMS AND CONDITIONS

The Agreement for Construction Management Services dated May 15, 2018, is incorporated by reference and made a part hereof as if set forth in full.

**EXHIBIT C
INDIVIDUAL PROJECT DESCRIPTION
AND APPLICABLE DOCUMENTS AND GUIDELINES**

Description of Project

Owner Project No: N/A
Owner Project Name: Williston WWTF Phase 2 Upgrades Project
Location/Address: Williston, FL
Description: Project Scope: Provide preconstruction services for project, including meetings, site visits, constructability reviews, value engineering, scheduling and cost estimates.

1.5/3.3 Documents and Guidelines

1. None
2. _____
3. _____
4. _____
5. _____
6. _____

EXHIBIT D
PROJECT DESIGN AND CONSTRUCTION SCHEDULE

1.2/3.4 Project Design and Construction Schedule*

PHASE	START DATE	END DATE
30% Design Review	3/16/20	3/30/20
30% Cost Estimate	3/16/20	4/20/20
90% Design Review	6/1/20	6/16/20
90% Cost Estimate	6/1/20	7/6/20
100% Design Review	7/31/20	8/7/20
GMP Development/Competitive Bidding Services	8/7/20	10/7/20

*REFERENCE ARTICLE 16. SCHEDULE REQUIREMENTS IN THE GENERAL TERMS AND CONDITIONS

EXHIBIT E
Guaranteed Maximum Price Agreement

Pursuant to the Agreement between The City of Williston ("Owner") and **Wharton-Smith, Inc.** ("Construction Manager"), for the construction of **Williston WWTF Phase 2 Upgrades Project** the Owner and the Construction Manager hereby execute this **GUARANTEED MAXIMUM PRICE ("GMP") AGREEMENT** and further agree as set forth below.

- 1 Construction Manager shall commence of the Work within ten (10) calendar days after the date indicated on the Notice to Proceed.
- 2 The date of Final Completion for the Project shall be 0 days after the date of Substantial Completion.
- 3 The Construction Manager's Guaranteed Maximum Price ("GMP") proposal dated N/A attached hereto and incorporated herein, is accepted by the Owner.
- 4 In accordance with Section 3.6.1.8 of the Agreement for Construction Management Services, the Construction Manager shall award Trade Contracts representing ninety percent (90%) or more of the Cost of the Work within **ninety (90)** days of issuance of the GMP Agreement for Construction Services.
- 5 The Guaranteed Maximum Price is \$24,668.38.

6 Construction Services GMP

SUMMARY OF COSTS	GMP
General Conditions	\$0
Staffing	\$ 24,668.38
Trade Contracts (cost of work)	\$ 0
Contingency	\$ 0
CM Fee % (does not include Bonds and Insurance), but calculated in ODP	9%
CM Fee / OH&P	\$ 0
GMP Total:	\$ 24,668.38

FOR THE OWNER:
 CITY OF WILLISTON

FOR THE CONSTRUCTION MANAGER:
 WHARTON-SMITH, INC.

BY: SCOTT LIPPMANN, CITY MANAGER

BY: TIMOTHY SMITH, EXECUTIVE VICE PRESIDENT

DATE: _____

DATE: _____

EXHIBIT F
PROJECT SPECIFIC REQUIREMENTS AND PRE-CONSTRUCTION SERVICES FEE

- 3.3.4 **LEED Certification.** The LEED Certification level is established at n/a level.
- 3.3.6 **Initial Construction Schedule Deadline**
 With Advanced Schematic Design submittal or
 With GMP submittal
- 3.4.3 **Construction Manager's Contingency** shall be no greater, as a percentage of the estimated Cost of the Work, than the following at each of the following phases:
ten percent (**10 %**) at Conceptual Schematic Design
eight percent (**8 %**) at Advanced Schematic Design
six percent (**6 %**) at Design Development
five percent (**5 %**) at (**60 %**) Construction Documents
three percent (**3 %**) at the time the GMP proposal is submitted
two percent (**2%**) at the time that Construction Manager has bought out Trade Contracts representing ninety percent (90%) of the Cost of Work or more.
- 3.4.5 **Jobsite Management and Logistics Plan**
 with **Design Development** phase submittal or
 no later than **20 days after NTP**
- 3.4.8 **Phased or "Fast-Track" Construction**
 none
- 3.5.1 **GMP Proposal Submittal Deadline**
 upon completion of **one hundred** percent (**100 %**) of the Construction Documents.
 thirty (30) days after completion of the Construction Documents.
 no later than **Month** , **0000**

4.1 **Pre-Construction Services Fee (if required)**

PHASE	FEE
Task 1 – Meetings and Site Investigation	\$ 8,815.42
Task 2 – Cost Estimates	\$ 4,208.88
Task 3 – Design and Constructability Reviews	\$ 3,552.64
Task 4 – CPM Master Schedule	\$ 2,701.44
Task 5 – Bidding and Procurement	\$5,390.00
Total:	\$ 24,668.38

- 4.2 **Overhead & Profit.** The Construction Manager's Overhead & Profit percentage shall not exceed 9 % for the base GMP and 9 % for any Change Orders.
- 4.2.2 **Mileage Rate.** The mileage rate for authorized travel shall be set by Owner in accordance with state law, as same may be amended or revised from time to time.
Lodging Rate. The maximum reimbursable rate for lodging shall be set by Owner in accordance with state law, as same may be amended or revised from time to time.
Meals. The maximum reimbursable rates for meals shall be set by Owner in accordance with state law, as same may be amended or revised from time to time.

5.1 **Liquidated Damages:** \$0 per day

EXHIBIT G
PROJECT-SPECIFIC MODIFICATIONS

8.12 Modifications to the Contract for Design/Preconstruction

Project Specific Assumptions and Clarifications.

1. Schedule shall be based on Wright Pearce completion of documents at 30%, 90% and 100% milestones.
2. For the progress meetings, the Preconstruction Director will be available by phone/video-conferencing only.
3. The City of Williston will develop the bidders' list with Wharton-Smith prior to soliciting competitive bids on work packages.
4. Wharton-Smith has included a task for the 60% design review, even though technically the design milestones are only 30% and 90%. We recommend this review and meeting just to confirm design decisions, direction and constructability.

EXHIBIT H
NOTICE TO PROCEED

Pursuant to the Agreement between The City of Williston (“Owner”) and **Wharton-Smith, Inc.** (“Construction Manager”), for the construction of **Williston WWTF Phase 2 Upgrades Project - Preconstruction** the Owner and the Construction Manager hereby execute this **NOTICE TO PROCEED** and further agree as set forth below.

- 1 Construction Manager shall commence preconstruction phase of the Work within ten (10) calendar days after the date indicated on the Notice to Proceed.
- 2 The date of Substantial Completion for the Project shall be: **October 7, 2020.**
- 3 The Construction Manager’s Guaranteed Maximum Price (“GMP”) proposal dated **October 7, 2020** for the preconstruction phase attached hereto and incorporated herein, is accepted by the Owner.

FOR THE OWNER:
THE CITY OF WILLISTON

FOR THE CONSTRUCTION MANAGER:
WHARTON-SMITH, INC.

BY:

BY:

DATE:

DATE:

Date: March 17, 2020

COUNCIL AGENDA ITEM

TOPIC: QUASI-JUDICIAL HEARING – APPROVAL OF ORDINANCE #680 FOR FINAL READING – AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY THE CITY OF WILLISTON FOR CAMELLIA PLANTATION, PHASE 2; A TOTAL OF 26.170 ACRES MOL RECORDED IN PLAT BOOK 10, PAGES 25 AND 26 OF THE PUBLIC RECORDS OF LEVY COUNTY FLORIDA AND ALSO IDENTIFIED ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, CHANGING THE ZONING DESIGNATION FROM COUNTY RESIDENTIAL TO CITY R-1 SINGLE FAMILY RESIDENTIAL ZONING; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

REQUESTED BY: CITY OF WILLISTON

PREPARED BY: JACKIE GORMAN, COMMUNITY DEVELOPMENT & GRANTS MANAGER

BACKGROUND / DESCRIPTION: The Building Department issued a permit for a new home in the Camellia Plantation Subdivision. During this process the City approved a setback that was incorrect and soon discovered that the development never received a zoning designation.

This rezoning is basically a “housekeeping” procedure to get this development into compliance with our Zoning Map. The land use is currently residential and the lots in Camellia Plantation meet the minimum zoning requirement for R-1 (minimum lot size, setbacks, platted 35’ setback, etc.).

LEGAL REVIEW: Yes

FISCAL IMPACTS: No

RECOMMENDED ACTION: P&Z Commission recommended Approval of Ordinance 680 of February 25, 2020; City Council approved Ordinance #680 for 1st Reading on 3/3/2020

ATTACHMENTS: Yes

-Ordinance #680
-Staff Report

COMMISSION ACTION:

_____ **APPROVED** _____ **DISAPPROVED**

STAFF REPORT – Proposed Amendment to the City’s Official Zoning Map for 26.170 acres to be changed from County Residential to City R-1 Single Family Residential.

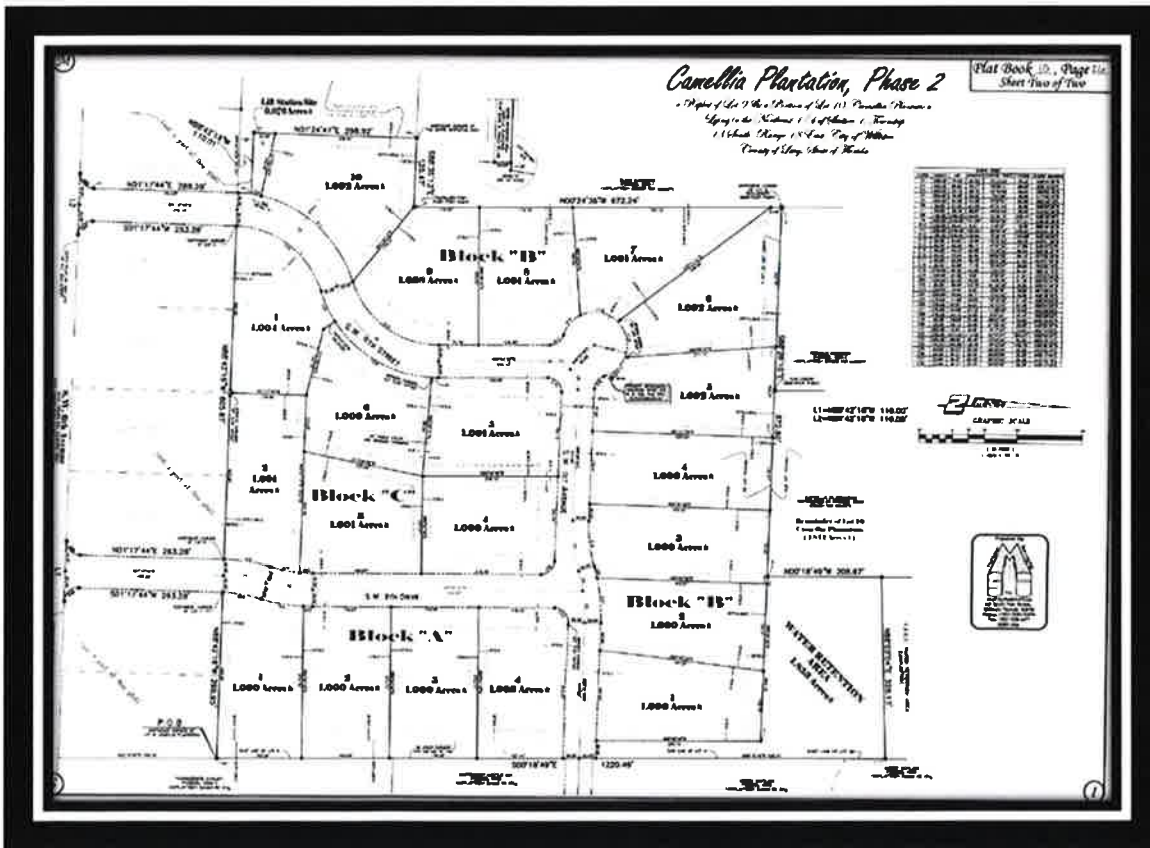
Applicant: CITY OF WILLISTON

Project: Camellia Plantation Phase 2 Rezoning

Public Hearings:
Planning Commission – Tuesday February 25, 2020 6:00 PM

City Council – March 3, 2020 6:00 PM - Approved
City Council – March 17, 2020 6:00 PM

LOCATION MAP/AERIAL PHOTOGRAPH



SUMMARY

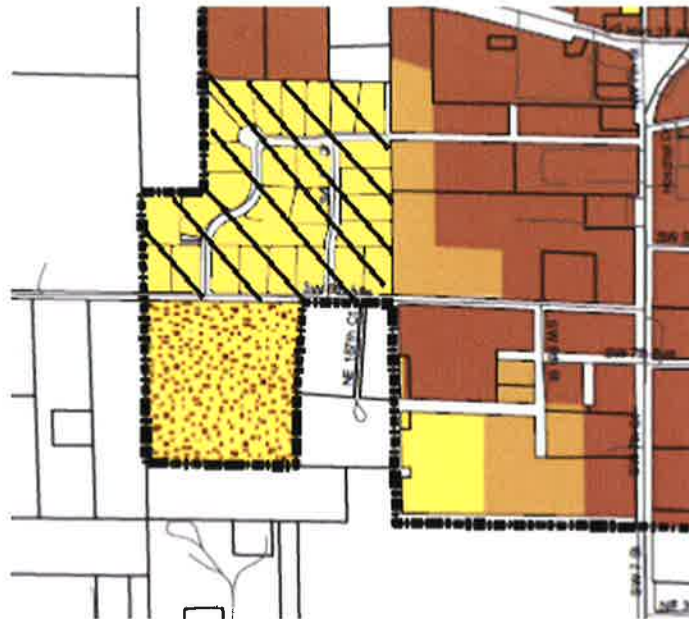
The existing Camellia Plantation, Phase 2 was annexed in 2005 and consists of 26.170 acres. Since the property was annexed, the City failed to assign a Zoning designation that has led to several issues with setbacks. Currently we have a situation concerning a new home that does not meet the required 35' setback. During the site plan review, information in the Camellia Plantation file lead staff to believe the property was zoned R1-A which has 30' setback requirements. It wasn't until later it was discovered that the plat required 35' which is the setback requirement for R-1 Zoning. After further research we found that an Ordinance was never adopted giving this development a zoning designation and the new home was non-compliant since it did not meet the required setback of 35'.

The existing land use is residential. Camellia Plantation Phase 2 currently meets the minimum requirements for R-1 zoning.

Staff Recommendation:

Approval

Proposed Zoning:



	R-1	Residential Single-Family
	R-1-A	Residential Single-Family
	RM-1-A	Residential Mobile Home
	R-2	Residential Duplex
	RM-2	Residential Multifamily

ORDINANCE NO. 680

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLISTON, FLORIDA, PURSUANT TO AN APPLICATION BY THE CITY OF WILLISTON FOR CAMELLIA PLANTATION, PHASE 2; A TOTAL OF 26.170 ACRES MOL RECORDED IN PLAT BOOK 10, PAGES 25 AND 26 OF THE PUBLIC RECORDS OF LEVY COUNTY FLORIDA AND ALSO IDENTIFIED ON THE OFFICIAL RECORDS OF THE LEVY COUNTY PROPERTY APPRAISER, CHANGING THE ZONING DESIGNATION FROM COUNTY RESIDENTIAL TO CITY R-1 SINGLE FAMILY RESIDENTIAL ZONING; 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 June 29, 2004 annex Camellia Plantation, Phase 2 into the corporate limits of the City of Williston; and

WHEREAS, the records do not reflect where the annexed property received a zoning designation; 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 February 25, 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 amendment to the Official Zoning Map from County Residential to City Residential Single-Family R-1; 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. The amendment to the City's Official Zoning Map, changing the zoning classification on Camellia Plantation, Phase 2, located as described in Exhibit A, attached, from County Residential to City Single Family Residential (R-1) 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 3rd DAY OF MARCH 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 17th day of March 2020.

ATTEST:

CITY OF WILLISON:

Latricia Wright
City Clerk

Marguerite Robinson
Vice-President, City Council

Fred Koberlein, Jr.
City Attorney

EXHIBIT A

Camellia Plantation, Phase 2 - Plat

Recorded in Plat Book 10, Pages 25 & 26 of the Official Records of Levy County Courthouse

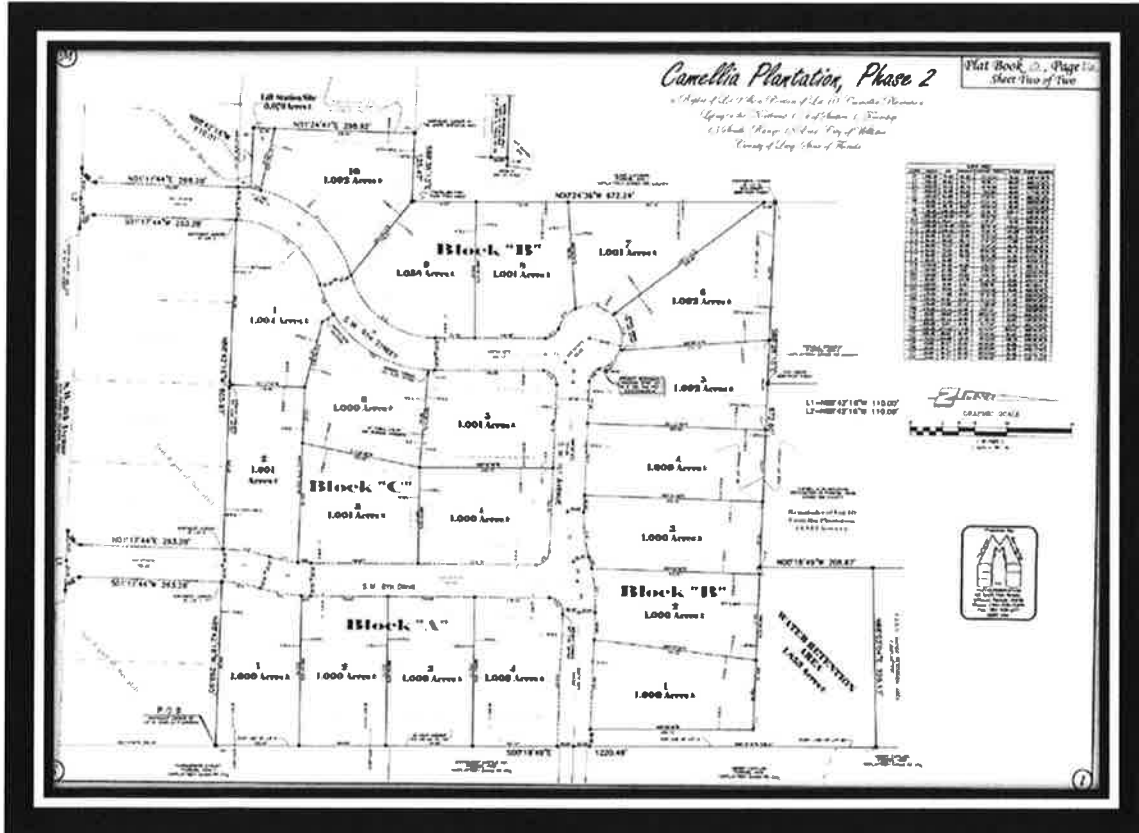


EXHIBIT B



	R-1	Residential Single-Family
	R-1-A	Residential Single-Family
	RM-1-A	Residential Mobile Home
	R-2	Residential Duplex
	RM-2	Residential Multifamily

Date: MARCH 17, 2020

COUNCIL AGENDA ITEM

TOPIC: SECOND READING ORDINANCE #681 REFERNDUM

REQUESTED BY: CITY COUNCIL PREPARED BY: ATTY. FRED KOBERLEIN

BACKGROUND / DESCRIPTION: ORDINANCE AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING AN EFFECTIVE DATE.

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

APPROVED

DISAPPROVED

ORDINANCE NO. #681

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Williston, Florida (hereinafter "City") is a municipality organized and existing under the laws of the State of Florida; and

WHEREAS, the electorate of the City approved the current Charter which, as amended, has been the governing Charter of the City; and

WHEREAS, certain provisions of the Charter have become outdated; and

WHEREAS, the City Council finds that the Charter requires amendments in order to update the compensation of the current and future councilmembers and the mayor.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are true and accurate and are adopted and incorporated herein.

Section 2. Section 2.04 of Article II ("City Council and Mayor"), of the Charter shall be amended as follows (words ~~stricken~~ are deletions; words underlined are additions) and submitted to the electorate:

Section 2.04. – Compensation; expenses.

The council may determine the monthly salary of the councilmen, the said salary to be set by ordinance; provided, however, the salary of each councilman shall not be more than ~~two hundred dollars (\$200.00)~~ four hundred dollars (\$400.00) monthly, and the salary of the president of the city council shall not be more than ~~two hundred fifty dollars (\$250.00)~~ five hundred dollars (\$500.00) monthly. Councilmen shall receive their actual and necessary expenses in the performance of the duties of their offices. The mayor shall receive a monthly salary in the amount determined by the city council, the said salary to be set by ordinance, provided, however, the salary of the mayor shall be not more than ~~two hundred fifty dollars (\$250.00)~~ five hundred dollars (\$500.00) monthly. The mayor shall receive his

actual and necessary expenses in the performance of his duties of office.

Section 3. The vote to be cast at the election shall pose the following questions to the electors of the City of Williston:

Section 2.04 – Compensation; expenses

Should the Charter be amended so that the monthly compensation for the mayor and city council president will be increased to five hundred dollars (\$500.00) and the monthly compensation for all other councilmembers will be increased to four hundred dollars (\$400.00)?

_____ YES
_____ NO

Section 4. This ordinance shall become effective upon passage by the City Council.

PASSED AND ADOPTED this ____ day of _____, 2020 by the City Council of the City of Williston, Florida.

CITY OF WILLISTON, FLORIDA

By: _____
Nancy Winger,
City Council President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

Date: MARCH 17, 2020

COUNCIL AGENDA ITEM

TOPIC: APPOINTING DEPUTY CHIEF TERRY BOVAIRD TO THE CHAPTER 185 PENSION BOARD

**REQUESTED BY: CHAPTER 185 PENSION BOARD
PREPARED BY: LATRICIA WRIGHT**

BACKGROUND / DESCRIPTION: APPLICATION ATTACHED. APPROVING RESOLUTION 2020-10 APPOINTING DEPUTY CHIEF BOVAIRD TO THE CHAPTER 185 PENSION BOARD

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

APPROVED

DISAPPROVED

RESOLUTION 2020-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPOINTING
DEPUTY CHIEF TERRY BOVAIRD TO THE CITY OF WILLISTON CHAPTER 185 PENSION BOARD
FILLING A VACANCY AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Williston City Council wishes to appoint Deputy Chief Terry Bovaird to the City of Williston Chapter 185 Pension Board to fulfill a vacancy.

WHEREAS, Deputy Chief Terry Bovaird did complete and submit the required application (Exhibit A)

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williston, Florida, as follows:

SECTION 1. The above recitals are true and accurate and are made a part of this resolution

SECTION 2. The City Council does accept the application and appoint Deputy Chief Terry Bovaird to the City of Williston Chapter 185 Pension Board.

SECTION 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 17th day of March, 2020.

CITY OF WILLISTON, FLORIDA

Nancy Wininger, President
Williston City Council

ATTEST: Latricia Wright
Interim City Clerk



CITY OF
WILLISTON
FLORIDA

50 N.W. Main Street • P.O. Drawer 160 • Williston, Florida 32696-0160
Phone (352) 528-3060 • Fax (352) 528-0160

APPLICATION FOR COMMISSION/BOARD MEMBERSHIP

NAME TERRY BOVAIRD

ADDRESS _____

TELEPHONE: HOME _____ WORK: 352-849-2187

EMAIL ADDRESS: TERRY.BOVAIRD@WILLISTONPOLICE.ORG

COMMISSION OR BOARD TO WHICH YOU ARE APPLYING (CIRCLE ONE):

- PLANNING & ZONING
 - PENSION
 - AIRPORT
 - ADJUSTMENTS
 - CRA
- CITIZENS ADVISORY CHAPTER 185

ARE YOU AVAILABLE TO MEET ACCORDING TO THE PUBLISHED COMMISSION/BOARD MEETING SCHEDULE? YES NO _____

ARE YOU A (CIRCLE ALL THAT APPLY): CITY RESIDENT BUSINESS OWNER
PROPERTY OWNER

WHY WOULD YOU LIKE TO SERVE ON THIS COMMISSION OR BOARD?

BRIEF EDUCATIONAL/EMPLOYMENT/BUSINESS EXPERIENCE BENEFICIAL TO THIS BOARD?

WHAT SPECIAL ASSETS WOULD YOU BRING TO THE BOARD?

BRIEF COMMUNITY SERVICE: _____

DO YOU HAVE ANY PREVIOUS BOARD EXPERIENCE? YES NO _____

DATE: 11/12/2020 SIGNATURE: Terry Bovaird

PLEASE RETURN THIS APPLICATION TO: CITY OF WILLISTON
PO DRAWER 160
WILLISTON, FLORIDA 32696

YOU MAY ALSO EMAIL A COMPLETED APPLICATION TO THE CITY CLERK:
city.clerk@willistonfl.org

The mission of the City of Williston is to offer an efficient affordable and safe place to live, work and play.

Mayor – JERRY ROBINSON / President – NANCY WININGER
Vice President – MARGUERITE ROBINSON
Council members / CHARLES GOODMAN – JUSTIN HEAD – ELIHU ROSS
City Manager – SCOTT L. LIPPMANN / City Clerk – FRANCES V. TAYLOR

Date: March 17, 2020

COUNCIL AGENDA ITEM

DISCUSSION: CDBG – RESOLUTION #2020-11 AUTHORIZING THE CITY MANAGER TO EXECUTE THE PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION (PHMSA) TECHNICAL ASSISTANCE GRANT.

REQUESTED BY: City Council
PREPARED BY: Jackie Gorman

BACKGROUND / DESCRIPTION:

The City of Williston is currently working with the Florida Gas Utility staff in applying for a Technical Assistance Grant to upgrade the cities GIS maps for gas utilities. PHMSA is a US Department of Transportation Agency and develops and enforces regulations for the safe, reliable, and environmentally sound operation of the nation’s pipeline transportation system.

The grant provides funding to local communities and non-profits for assistance related to pipeline safety. The City is applying for funding to have GPS locates on gas utilities (pipeline, valves, etc.) to enter into the GIS system that is currently being populated with data on the City’s infrastructure; funding for leak detection equipment, training and supplies.

We do not have information currently as to the total amount of the application. The grant application is due on March 19, 2020 so we will have the total amount of the application by the Council meeting. Staff is requesting approval of Resolution #2020-11 authorizing the City Manager to sign the Grant application as legal representative for the City of Williston.

LEGAL: REVIEW: Required

FISCAL IMPACTS: None

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution 2020-11

CONTRACT RESOLUTION MAP

LEASE OTHER DOCUMENTS

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED
 DISAPPROVED

RESOLUTION NUMBER 2020-11

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF THE PHMSA TECHNICAL ASSISTANCE GRANT BETWEEN THE UNITED STATES DOT AND THE CITY OF WILLISTON FOR UPGRADING THE GIS MAPPING SYSTEM TO BENEFIT THE CITY'S GAS SYSTEM.

WHEREAS, the City Council of the City of Williston, Florida, is submitting a Technical Assistance Grant to the United States Department of Transportation (DOT) for the upgrading of the City's Geographical Information System (GIS) Mapping and; and

WHEREAS, the United States DOT requires the Grant be approved and accepted by the signature of the authorizing representative of the City.

NOW, THEREFORE, BE IT RESOLVED by the City of Williston, Levy County, Florida, that the City Council does hereby approve as follows:

SECTION 1. The foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are hereby made a specific part of this resolution upon adoption hereof.

SECTION 2. This resolution authorizes the City Manager execute and approve documents necessary to apply for Technical Assistance from the United States DOT as referenced above.

SECTION 3. This resolution shall become effective immediately upon passage and adoption by the City Council.

DULY PASSED, ADOPTED AND MADE EFFECTIVE by the City Council of the City of Williston, Florida, on this 17th day of March 2020.

**CITY COUNCIL
CITY OF WILLISTON, FLORIDA**

Nancy Wininger, President, City Council

ATTEST:

Latricia Wright, Acting City Clerk

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: _____	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Williston, Florida		
* b. Employer/Taxpayer Identification Number (EIN/TIN): _____	* c. Organizational DUNS: _____	
d. Address:		
* Street1: 50 NW Main Street	_____	
Street2:	_____	
* City: Williston	_____	
County/Parish:	_____	
* State:	FL: Florida	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code: 32696-2043	_____	
e. Organizational Unit:		
Department Name: _____	Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Jackie	_____
Middle Name:	_____	
* Last Name: Gorman	_____	
Suffix:	_____	
Title: Community Development & Grants Manager		
Organizational Affiliation: _____		
* Telephone Number: 352-528-3060 Ext. 111	Fax Number: _____	
* Email: city.planner@willistonfl.org		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

693JK320NF0003

* Title:

Technical Assistance Grant

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Williston 2020 TAG

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
 * a. Applicant [redacted] * b. Program/Project [redacted]

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
 * a. Start Date: 09/30/2020 * b. End Date: 09/29/2021

18. Estimated Funding (\$):

* a. Federal	[redacted]
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	0.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**
 a. This application was made available to the State under the Executive Order 12372 Process for review on
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**
 Yes No
 If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**
 **** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: [redacted]
 Middle Name:
 * Last Name: [redacted]
 Suffix:

* Title: [redacted]

* Telephone Number: [redacted] Fax Number:

* Email: [redacted]

* Signature of Authorized Representative: [redacted] * Date Signed: [redacted]

FY 2020 Technical Assistance Grant (TAG) Project Narrative

Please provide a clear and concise description of the work this grant will fund

{type or insert your Project Abstract here}

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. [Redacted]	[Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]
2. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
5. Totals		\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]	\$ [Redacted]

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>				
23. Remarks: <input type="text"/>					

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
 Prescribed by OMB (Circular A -102) Page 2

FY 2020 Technical Assistance Grant (TAG) Budget Narrative-Estimate Template

{type or insert your Budget narrative here}

Technical Assistance Grant Estimated Budget - Fiscal Year 2019

Insert the total for each category below

DIRECT COSTS

Personnel	\$	
Fringe Benefits	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Contractual	\$	
Construction		\$0.00
Other	\$	
Total Direct	\$	

INDIRECT COSTS

Indirect Charges	\$	
------------------------	----	--

TOTAL ESTIMATED COSTS.....\$

Date: March 17, 2020

COUNCIL AGENDA ITEM

AGENDA ITEM: AUTHORIZATION TO OPEN MONEY MARKET ACCOUNT WITH DRUMMOND BANK

REQUESTED BY: FINANCE DIRECTOR **PREPARED BY:** FINANCE DIRECTOR

BACKGROUND / DESCRIPTION: The City maintains its operating accounts at Drummond Bank. Currently those accounts are traditional checking accounts which earn minimum interest. The City does not have a money market account with Drummond Bank. By opening a money market account, the City would be able to maximize potential interest income by transferring excess operating funds into this account.

LEGAL: REVIEW: N/A

FISCAL IMPACTS: The new account would increase interest income revenue.

RECOMMENDED ACTION: Staff recommends that the Council authorize the opening of a money market account at Drummond Bank.

ATTACHMENTS: CONTRACT RESOLUTION OTHER

COUNCIL ACTION: APPROVED DISAPPROVED

RESOLUTION NUMBER 2020-12

A RESOLUTION OF THE CITY OF WILLISTON OF LEVY COUNTY, FLORIDA AUTHORIZING THE CITY TO OPEN A MONEY MARKET ACCOUNT FOR PUBLIC DEPOSITS AT DRUMMOND BANK; AUTHORIZING SPECIFIC PERSONS TO BE SIGNATORS OF THE ACCOUNT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Williston, Florida desires to open a money market account at Drummond Bank, a qualified public depository, to maximize the interest earned on excess operating funds,

WHEREAS, the opening of a money market account(s) with Drummond Bank requires authorization by the City Council of the City of Williston, Florida:

NOW, THEREFORE, BE IT RESOLVED THE CITY OF WILLISTON, FLORIDA AS FOLLOWS:

SECTION 1. The City Council does hereby authorize the Finance Director and/or City Manager to open a money market account at Drummond Bank, a qualified public depository;

SECTION 2. The City Council designates the City Council President, City Council Vice-President, City Manager and City Clerk of the City of Williston as authorized signatories on behalf of the City of Williston at Drummond Bank;

IT IS FURTHER RESOLVED that the bank account(s) may only be used for City purposes;

IT IS FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption by the City Council.

PASSED AND DULY ADOPTED by the City Council of the City of Williston, Florida, on this 17th day of March 2020.

**CITY COUNCIL
CITY OF WILLISTON, FLORIDA**

Nancy Winger, President
City Council

ATTEST:

Latricia Wright, City Clerk

Date: March 17, 2020

COUNCIL AGENDA ITEM

AGENDA ITEM: REVIEW OF JANUARY 2020 FINANCIAL REPORT (unaudited)

REQUESTED BY: FINANCE DIRECTOR **PREPARED BY:** FINANCE DIRECTOR

BACKGROUND / DESCRIPTION: Enclosed in this agenda item is the January 2020 unaudited financial report. Also included (before the financial report) are PowerPoint slides. These slides are designed to provide a high-level overview of the City's current financial position.

Included in the financial report is the following information:

- Balance Sheet for all Funds - *(Page 1)*
- Summary of Year-to-date Fund Statements - *(Pages 2 – 13)*

LEGAL: REVIEW: N/A

FISCAL IMPACTS: N/A

RECOMMENDED ACTION: Acceptance of January 2020 unaudited Financial Report

ATTACHMENTS: CONTRACT RESOLUTION OTHER

COUNCIL ACTION: APPROVED DISAPPROVED



CITY OF WILLISTON, FL

JANUARY 2020 FINANCIAL REPORT

Meeting Date: March 17, 2020

FINANCIAL OVERVIEW – (CITY-WIDE)

Breakdown by Fund

(33.3% of Year complete)

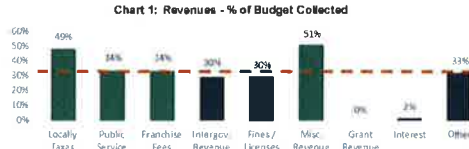
Fund	Revenue	Expenses	Surplus / (Deficit)	Performance
General Fund - Operations	\$1,193,118	\$1,017,530	\$175,588	✓
General Fund - CIP	\$38,376	\$28,851	\$9,525	✓
Airport Fund	\$500,319	\$472,201	\$28,118	✓
CRA Fund	\$166,075	\$128,461	\$37,614	✓
Utility Fund - Operations	\$1,749,241	\$1,753,405	(\$4,164)	✗
Utility Fund - CIP	\$68,863	\$194,532	(\$125,669)	✗
Total	\$3,715,991	\$3,594,979	\$121,012	✓

GENERAL FUND

Overview

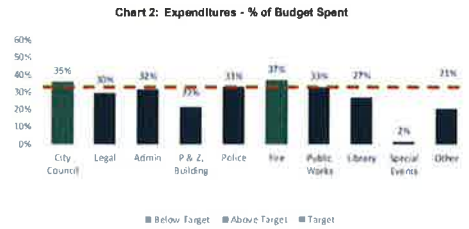
(33.3% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$1,193,118	\$1,064,025	\$129,093	37.4%	✓
Expenditures / Other Uses	\$1,017,530	\$1,064,025	\$46,495	31.9%	✓
Current Year Surplus / (Deficit)	\$175,588	\$0	\$175,588	n/a	✓
Available Reserves	\$697,146	\$754,869	\$142,278	29.7%	✓



Financial Highlights

- Property Taxes – 69.2% Collected.
- Received \$10 thousand from County for Fire vehicle.
- All Departments (except Fire) are at the budget or very close to it.
- Transferred \$28 thousand to Capital Project fund (CIP).



3

City of Williston, Florida

January 2020 Financial Report

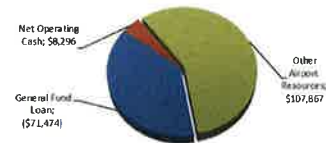
AIRPORT FUND

Overview

(33.3% of Year complete)

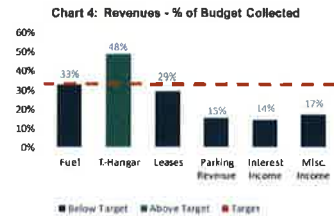
Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$500,319	\$668,938	(\$168,619)	24.9%	✗
Expenditures / Other Uses	\$472,201	\$668,938	\$196,737	23.5%	✓
Current Year Surplus / (Deficit)	\$28,118	\$0	\$28,118	n/a	✓
Available Reserves	\$44,888	\$385,284	(\$340,599)	2.9%	✗

Chart 3: Airport Fund - Fund Balance



Financial Highlights

- Year over year fuel sales decreased by 3.4% - \$13.2K.
- All other operating revenue increased by 6.2% - \$7K.
- Zero capital projects / spending through January.



4

City of Williston, Florida

January 2020 Financial Report

CRA FUND

Overview

(33.3% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$166,075	\$178,814	(\$12,739)	31.0%	✘
Expenditures / Other Uses	\$128,461	\$178,814	\$50,354	23.9%	✔
Current Year Surplus / (Deficit)	\$37,614	\$0	\$37,614	n/a	✔
Available Reserves	\$362,237	\$134,111	\$228,126	67.5%	✔

Financial Highlights

- County distribution of tax revenue received in January - \$135K.
- Property purchased - \$96K

5

City of Williston, Florida

January 2020 Financial Report

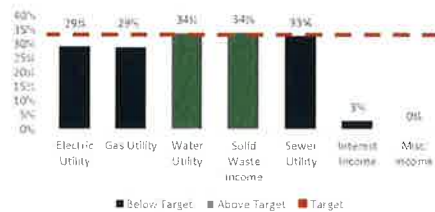
UTILITY FUND

Overview

(33.3% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$1,749,241	\$1,976,299	(\$227,058)	29.5%	✘
Expenditures / Other Uses	\$1,753,405	\$1,976,299	\$222,894	29.6%	✔
Current Year Surplus / (Deficit)	(\$4,164)	\$0	(\$4,164)	n/a	✘
Available Reserves	\$3,018,335	\$1,454,724	\$1,563,612	51.9%	✔

Chart 5: Revenue - % of Budget Collected



Financial Highlights

- Without an estimated \$139.3 thousand of depreciation expense (non-cash transaction) which was recorded, the fund would have generated a surplus of \$135.2 thousand for the fiscal year.
- Electric, sewer and solid waste services had a positive operating income. Only electric had a positive net income after subtracting the allocation of the transfer to the General Fund and CIP Fund. [See Exhibit 1 on next slide for more details]
- Billed 1st installment of infrastructure reimbursement for gas project.

6

City of Williston, Florida

January 2020 Financial Report

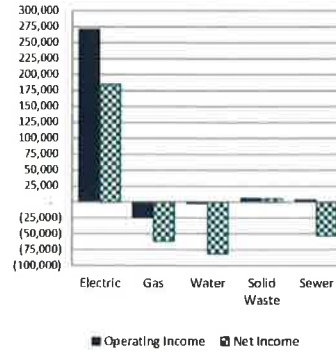
UTILITY FUND

Breakdown by Utility Service

Exhibit 1: Utility Fund - Operating and Net Income by Service Type

	Electric	Gas	Water	Solid Waste	Sewer	Total
Operating Revenue						
Service Charges	1,080.7	115.3	163.5	190.3	187.2	1,737.1
Other	7.3	0.8	1.1	1.3	1.3	11.7
Total	1,088.0	116.0	164.6	191.6	188.5	1,748.8
Operating Expenses						
Department Costs	757.7	120.0	118.0	180.4	130.4	1,306.5
Administrative Alloc	30.4	3.2	4.6	5.3	5.3	48.8
Depreciation	29.8	16.3	43.9	-	48.8	138.8
Total	817.8	139.5	166.5	185.8	184.5	1,494.1
Operating Income	270.2	(23.5)	(1.8)	5.8	4.0	254.7
Non-operating income / (expenses)						
Interest Income	0.3	0.0	0.0	0.1	0.0	0.5
Transfer to GF / CIP	(86.9)	(37.4)	(78.2)	-	(56.8)	(259.3)
Total	(86.6)	(37.4)	(78.2)	0.1	(56.7)	(258.9)
Net Income	183.6	(60.9)	(80.1)	5.9	(52.7)	(4.2)

Chart G: Utility Fund - Operating & Net Income by Service Type



7

City of Williston, Florida

January 2020 Financial Report

CAPITAL PROJECTS

Current Projects	Status	Estimated Project Cost	Anticipated Revenue	City Match	Amount Spent to Date	Amount Remaining to Spend
General Fund						
Animal Shelter	In Progress	75,000	75,000	-	-	75,000
	Subtotal	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 75,000
Airport Fund						
Refurbish of Existing GA Apron	In Progress	465,678	465,678	-	-	465,678
	Subtotal	\$ 465,678	\$ 465,678	\$ -	\$ -	\$ 465,678
Utility Fund						
Upgrade Sewer Plant	In Progress	426,400	426,400	-	47,048	379,352
Water main on SW 4th Ave	In Progress	10,000	-	10,000	-	10,000
Gas Project	In Progress	-	-	-	70,588	(70,588)
	Subtotal	\$ 436,400	\$ 426,400	\$ 10,000	\$ 117,636	\$ 318,764
CRA Fund						
Heritage Park Phase II Block 0	In Progress	26,197	-	26,197	-	26,197
Downtown Redevelopment Project	In Progress	362,535	-	362,535	96,010	266,524
	Subtotal	\$ 388,732	\$ -	\$ 388,732	\$ 96,010	\$ 292,721
	Total	\$ 1,365,810	\$ 967,078	\$ 398,732	\$ 213,647	\$ 1,152,163

8

City of Williston, Florida

January 2020 Financial Report

CAPITAL SPENDING

Capital Purchase	Budgeted Amount	Amount Spent to Date	Amount Remaining	Funding Source
Police/Fire				
Computer Back-up System	11,200	4,746	6,454	Fund Balance (reserves)
Dodge Chargers (2)	71,400	-	71,400	Fund Balance (reserves) / USDA grant
Fire Vehicle	50,000	-	50,000	Fund Balance (reserves) / County
Animal Control Pick-up Truck	25,000	23,630	1,370	Fund Balance (reserves) / USDA grant
Subtotal	157,600	28,376	129,224	
Other				
New Radio / Software for Meter Reading	20,000	-	20,000	Retained Earnings (reserves)
Tracked Skid Steer	80,000	83,052	(3,052)	Retained Earnings (reserves)
Subtotal	100,000	83,052	16,948	
Total	\$ 257,600	\$ 111,428	\$ 146,172	

9

City of Williston, Florida

January 2020 Financial Report

OUTSTANDING LOANS

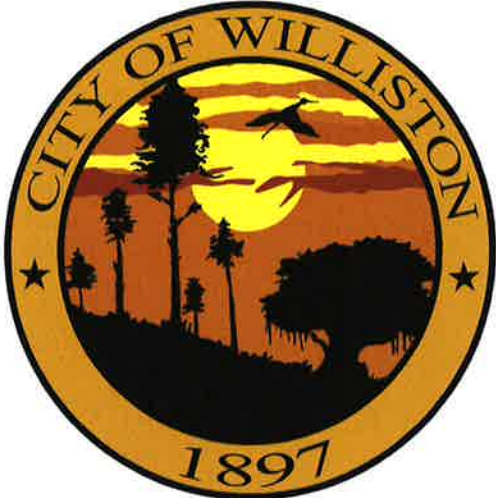
Description	Original Amount	Amount Paid to Date	Amount Remaining	Funding Source
Bank Loans				
Purchase of Fire Truck	\$ 150,000	\$ 80,512	\$ 69,488	County Fire revenue
Construction of New City Hall	1,263,530	17,991	1,245,540	General / Utility Fund (50% / 50%)
Subtotal	1,413,530	98,503	1,315,028	
Interfund Loans				
Purchase of Fire Engine	208,500	10,425	198,075	Due to Utility Fund from General Fund
Construction of New City Hall	753,657	-	753,657	Due to Utility Fund from General Fund
Airport - Water Well	102,637	31,163	71,474	Due to General Fund from Airport Fund
Subtotal	1,064,794	41,588	1,023,206	
Total	\$ 2,478,324	\$ 140,090	\$ 2,338,234	

10

City of Williston, Florida

January 2020 Financial Report

City of Williston



Financial Report

January 31, 2020

(unaudited)

Table of Contents

	<u>Page #</u>
Balance Sheet - All Funds	1
 Summary of Revenues and Expenditures / Expenses	
General Fund	
Operations	2
Capital Improvement Program (CIP)	3
Airport Fund	4
CRA Fund	5
Utility Fund - All Services.....	6
Adminstration	7
Electric Services	8
Gas Services	9
Water Services	10
Waste Collection	11
Sewer Services	12
Capital Improvement Program (CIP)	13

Balance Sheet - All Funds

January 31, 2020

Description	General Fund	Airport Fund	CRA Fund	Utility Fund	Total
ASSETS					
Petty Cash	\$ 500	\$ 100	\$ -	\$ -	600
Cash & Cash Equivalents	729,918	8,296	335,222	2,773,247	3,846,682
Investments	8,844	-	-	86,717	95,561
Accounts Receivable	4,340	75,071	1,225	725,153	805,790
Note Receivable	71,474	-	-	-	71,474
Due from Other Funds	-	-	28,426	198,075	226,501
Due from Other Governmental Units	114,753	20,836	-	22,192	157,781
Prepaid Expenses	24,215	15,468	-	18,036	57,719
Inventory	-	54,604	-	257,373	311,977
Net Pension Assets	-	-	-	248,202	248,202
Net Capital Assets	-	-	-	8,672,120	8,672,120
TOTAL ASSETS	954,044	174,374	364,874	13,001,117	14,494,409
DEFERRED OUTFLOW OF RESOURCES					
Pension Related - Deferred Outflow	-	-	-	474,252	474,252
TOTAL DEFERRED OUTFLOW OF RESOURCES	-	-	-	474,252	474,252
LIABILITIES					
Accounts Payable	\$ 17,620	\$ 2,831	\$ 1,975	\$ 6,652	\$ 29,078
Accrued Expenses	8,551	46,148	662	205,496	260,857
Sales Tax Payable	(60)	(488)	-	(2,632)	(3,181)
Payroll Liabilities	-	-	-	103,558	103,558
Other Liabilities	6,571	-	-	-	6,571
Due to other Funds	28,426	-	-	-	28,426
Due to Utility Fund (loan)	198,075	-	-	-	198,075
Due to Other Governmental Units	-	-	-	547	547
Deposits	-	-	-	293,128	293,128
City Hall Loan	-	-	-	1,245,540	1,245,540
Notes Payable	-	71,474	-	-	71,474
Deferred Revenue	-	9,721	-	-	9,721
Power Cost Adjustment - Electric	-	-	-	51,310	51,310
Accum Absences/ OPEB Obligation	-	-	-	128,990	128,990
TOTAL LIABILITIES	259,184	129,686	2,637	2,032,588	2,424,095
DEFERRED INFLOW OF RESOURCES					
Pension Related - Deferred Inflow	-	-	-	292,569	292,569
TOTAL DEFERRED INFLOW OF RESOURCES	-	-	-	292,569	292,569
FUND BALANCES					
Reserve for:					
Law Enforcement	1,595	-	-	-	1,595
Community Redevelopment	-	-	362,237	-	362,237
Unreserved, Reported in:					
General Fund	693,265	-	-	-	693,265
Special Revenue Airport	-	44,688	-	-	44,688
Utility Fund	-	-	-	11,150,211	11,150,211
TOTAL FUND BALANCES	694,860	44,688	362,237	11,150,211	12,251,996
TOTAL LIABILITIES & FUND BALANCES	954,044	174,374	364,874	13,001,117	14,494,409

General Fund (Operations) - Summary of Revenues and Expenditures

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Locally Levied Taxes	\$ 1,208,708	\$ 589,341	\$ (619,366)	48.8%	\$ 478,583	110,759
Public Service Taxes	364,500	123,683	(240,817)	33.9%	129,507	(5,823)
Franchise Fees	97,230	32,814	(64,416)	33.7%	41,686	(8,872)
Intergovernmental Revenues	495,502	147,705	(347,797)	29.8%	147,147	559
Fines & Forfeitures	19,035	2,021	(17,014)	10.6%	2,466	(445)
License & Permits	103,150	34,922	(68,228)	33.9%	29,946	4,976
Miscellaneous	33,900	17,383	(16,517)	51.3%	20,129	(2,746)
Interest Income	12,000	245	(11,755)	2.0%	245	(0)
Grant	6,550	-	(6,550)	0.0%	(1,129)	1,129
Non-Operating	751,500	245,003	(506,497)	32.6%	231,277	13,726
Use of Fund Balance	100,000	-	(100,000)	0.0%	-	-
TOTAL REVENUES	3,192,075	1,193,118	(1,998,957)	37.4%	1,079,856	113,262
EXPENSES						
Total City Council	37,594	13,565	24,028	36.1%	9,707	(3,858)
Total Legal Services	41,000	12,191	28,809	29.7%	13,883	1,693
Total Administration	255,682	82,176	173,506	32.1%	68,037	(14,140)
Total Purchasing	5,300	316	4,984	6.0%	-	(316)
Total Planning & Zoning	89,500	27,822	61,678	31.1%	17,515	(10,307)
Total Building Permits	85,350	9,970	75,379	11.7%	7,369	(2,601)
Total Police Department	1,163,724	390,170	773,554	33.5%	369,209	(20,960)
Total Police Communications	247,103	79,128	167,975	32.0%	80,851	1,723
Total Health/Animal Control	51,159	17,241	33,918	33.7%	18,401	1,160
Total Fire Department	577,622	213,699	363,924	37.0%	167,828	(45,870)
Total Public Works	324,641	109,985	214,657	33.9%	102,993	(6,992)
Total Recreation / Athletics	7,736	26	7,710	0.3%	2,717	2,691
Total Library Department	6,970	1,880	5,090	27.0%	2,169	289
Total Special Events	13,300	204	13,096	1.5%	777	574
Total Non-Departmental	285,394	59,158	226,236	20.7%	31,072	(28,086)
TOTAL EXPENDITURES	3,192,075	1,017,530	2,174,545	31.9%	892,528	(125,001)
REVENUES OVER (UNDER) EXPENDITURES \$					\$ 187,328	\$ (11,740)

General Fund (CIP) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Grant Revenue	\$ 50,000	\$ -	\$ (50,000)	0.0%	\$ -	-
County Contribution	10,000	10,000	-	100.0%	-	10,000
Transfer From General Fund	172,600	28,376	(144,224)	16.4%	-	28,376
TOTAL REVENUES	232,600	38,376	(194,224)	16.5%	-	38,376
EXPENDITURES						
Animal Shelter	75,000	475	74,525	0.6%	3,325	2,850
City Planning Projects	-	-	-	n/a	19,000	19,000
Vehicle Purchases	146,400	23,630	122,770	16.1%	-	(23,630)
Equipment Purchases	11,200	4,746	6,454	42.4%	-	(4,746)
Software Purchases	-	-	-	n/a	-	-
Park Improvements	-	-	-	n/a	7,750	7,750
Street Improvements	-	-	-	n/a	-	-
Stormwater Improvements	-	-	-	n/a	3,547	3,547
TOTAL EXPENDITURES	232,600	28,851	203,749	12.4%	33,622	4,771
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 9,525	\$ 9,525	n/a	\$ (33,622)	\$ 43,147

Airport Fund - Summary of Revenues and Expenditures

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Operating Revenue	\$ 1,523,175	\$ 497,299	\$ (1,025,876)	32.6%	503,418	(6,119)
Interest Income	1,600	229	(1,371)	14.3%	319	(90)
Other Miscellaneous Income	16,360	2,790	(13,570)	17.1%	2,772	19
Use of Fund Balance	-	-	-	n/a	-	-
TOTAL REVENUES	1,541,135	500,319	(1,040,816)	32.5%	506,509	(6,190)
EXPENSES						
Personal Services	256,191	74,255	181,936	29.0%	86,858	12,603
Operating Expenditures	1,274,944	397,946	876,998	31.2%	410,787	12,841
Non-Operating Expenditures	10,000	-	10,000	0.0%	-	-
TOTAL EXPENSES	1,541,135	472,201	1,068,934	30.6%	497,645	25,444
OPERATING REVENUES OVER (UNDER) EXPENSES	-	28,118	28,118	n/a	8,864	19,254
NON-OPERATING REVENUE (EXPENSES)						
Capital Improvements - (Grants)	(465,678)	-	465,678	0.0%	(108,335)	108,335
JPA Revenue (Grants)	465,678	-	(465,678)	0.0%	108,335	(108,335)
Capital Outlay - Equipment	-	-	-	n/a	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	-	-	-	n/a	-	-
TOTAL REVENUES OVER (UNDER) EXPENSES	-	28,118	28,118	n/a	\$ 8,864	\$ 19,254

CRA Fund - Summary of Revenues and Expenditures

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Tax Incremental Revenue - City	\$ 93,907	\$ 30,356	\$ (63,551)	32.3%	\$ 30,356	(0)
Tax Incremental Revenue - County	135,225	135,226	1	100.0%	131,137	4,088
Interest Income	200	43	(157)	21.5%	76	(33)
Special Events	-	450	450	n/a	-	450
Other Financing Sources	307,110	-	(307,110)	0.0%	-	-
TOTAL REVENUES	536,442	166,075	(370,368)	31.0%	161,569	4,506
EXPENDITURES						
Personal Services	61,345	21,585	39,760	35.2%	17,515	(4,070)
Operating Expenditures	74,661	10,865	63,796	14.6%	14,090	3,226
Capital Outlay	390,436	96,010	294,426	24.6%	10,677	(85,333)
Non-Operating Expenditures	10,000	-	10,000	0.0%	-	-
TOTAL EXPENDITURES	536,442	128,461	407,982	23.9%	42,282	(86,178)
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 37,614	\$ 37,614	n/a	\$ 119,287	\$ (81,673)

Utility Fund (All Services) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Electric Utility	\$ 3,698,849	\$ 1,080,743	\$ (2,618,106)	29.2%	\$ 1,154,768	\$ (74,024)
Gas Utility	397,750	115,270	(282,480)	29.0%	184,504	(69,234)
Water Utility	482,426	163,510	(318,916)	33.9%	154,509	9,002
Solid Waste Income	558,179	190,323	(367,856)	34.1%	186,395	3,928
Sewer Utility	568,066	187,205	(380,861)	33.0%	179,748	7,457
Interest Income	15,000	459	(14,541)	3.1%	796	(337)
Other Miscellaneous Income	98,627	11,730	(86,896)	11.9%	10,689	1,041
Use of Retained Earnings	110,000	-	(110,000)	0.0%	-	-
TOTAL REVENUES	5,928,897	1,749,241	(4,179,656)	29.5%	1,871,409	(122,168)
EXPENSES						
Total Administration Department	200,653	48,796	151,857	24.3%	31,078	(17,718)
Total Electric Department	3,172,603	874,371	2,298,232	27.6%	1,001,420	127,049
Total Gas Department	600,133	173,697	426,436	28.9%	200,939	27,242
Total Water Department	661,277	240,131	421,146	36.3%	214,297	(25,835)
Total Solid Waste Department	546,639	180,419	366,221	33.0%	194,773	14,354
Total Sewer Collection / Treatment	747,591	235,991	511,600	31.6%	239,499	3,507
TOTAL EXPENSES	5,928,897	1,753,405	4,175,492	29.6%	1,882,005	128,600
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (4,164)	\$ (4,164)	n/a	\$ (10,596)	\$ 6,432

Utility Fund (Admin) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Other Miscellaneous Income	\$ 98,627	\$ 11,730	\$ (86,896)	11.9%	\$ 10,689	\$ 1,041
Interest Income	15,000	459	(14,541)	3.1%	796	(337)
Use of Retained Earnings	110,000	-	(110,000)	0.0%	-	-
TOTAL REVENUES	223,627	12,190	(211,437)	5.5%	11,485	704
EXPENSES						
Operating Expenditures	200,653	48,796	151,857	24.3%	31,078	(17,718)
TOTAL EXPENSES	200,653	48,796	151,857	24.3%	31,078	(17,718)
REVENUES OVER (UNDER) EXPENSES	22,973	\$ (36,607)	\$ (59,580)	-159%	\$ (19,593)	\$ (17,014)

Utility Fund (Electric Services) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Electric Utility	\$ 1,385,418	\$ 439,178	\$ (946,240)	31.7%	\$ 378,845	\$ 60,334
Electric Utility - Power Cost Adj	2,306,931	635,291	(1,671,640)	27.5%	775,633	(140,342)
New Electric Service	4,000	480	(3,520)	12.0%	120	360
Electric Overhead / Underground	2,500	5,794	3,294	231.8%	170	5,624
Use of Retained Earnings	-	-	-	n/a	-	-
TOTAL REVENUES	3,698,849	1,080,743	(2,618,106)	29.2%	1,154,768	(74,024)
EXPENSES						
Personal Services	426,573	83,692	342,882	19.6%	88,572	4,880
Operating Expenditures	2,477,911	703,794	1,774,117	28.4%	839,979	136,185
Non-Operating Expenditures	268,119	86,886	181,233	32.4%	72,870	(14,016)
TOTAL EXPENSES	3,172,603	874,371	2,298,232	27.6%	1,001,420	127,049
REVENUES OVER (UNDER) EXPENSES	526,246	\$ 206,373	\$ (319,874)	39%	\$ 153,348	\$ 53,025

Utility Fund (Gas Services) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Gas Utility	\$ 365,000	\$ 114,505	\$ (250,495)	31.4%	\$ 215,319	\$ (100,814)
Gas Meter Connection/Reconnection	1,000	465	(535)	46.5%	435	30
New Gas Service	500	300	(200)	60.0%	-	300
Infrastructure Reimbursement	31,250	-	(31,250)	0.0%	(31,250)	31,250
Use of Retained Earnings	-	-	-	n/a	-	-
TOTAL REVENUES	397,750	115,270	(282,480)	29.0%	184,504	(69,234)
EXPENSES						
Personal Services	217,902	56,192	161,710	25.8%	57,008	816
Operating Expenditures	270,446	80,107	190,339	29.6%	117,919	37,812
Non-Operating Expenditures	111,785	37,398	74,387	33.5%	26,012	(11,386)
TOTAL EXPENSES	600,133	173,697	426,436	28.9%	200,939	27,242
REVENUES OVER (UNDER) EXPENSES	\$ (202,383)	\$ (58,427)	\$ 143,956	29%	\$ (16,435)	\$ (41,992)

Utility Fund (Water Services) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Water Utility	\$ 472,426	\$ 159,220	\$ (313,206)	33.7%	\$ 150,359	\$ 8,862
Water Meter Connection/Reconn	5,000	1,740	(3,260)	34.8%	1,600	140
New Water Service	5,000	2,550	(2,450)	51.0%	2,550	-
TOTAL REVENUES	482,426	163,510	(318,916)	33.9%	154,509	9,002
EXPENSES						
Personal Services	204,304	61,552	142,751	30.1%	53,569	(7,984)
Operating Expenditures	187,243	100,336	86,907	53.6%	89,079	(11,257)
Debt Service	-	-	-	n/a	1,293	1,293
Non-Operating Expenditures	269,730	78,243	191,487	29.0%	70,355	(7,888)
TOTAL EXPENSES	661,277	240,131	421,146	36.3%	214,297	(25,835)
REVENUES OVER (UNDER) EXPENSES	\$ (178,851)	\$ (76,621)	\$ 102,230	43%	\$ (59,788)	\$ (16,833)

Utility Fund (Waste Collection) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Solid Waste Income	\$ 558,179	\$ 190,323	\$ (367,856)	34.1%	\$ 186,395	\$ 3,928
TOTAL REVENUES	558,179	190,323	(367,856)	34.1%	186,395	3,928
EXPENSES						
Personal Services	16,981	5,353	11,627	31.5%	6,193	840
Operating Expenditures	529,659	175,065	354,593	33.1%	178,880	3,815
Non-Operating Expenditures	-	-	-	n/a	9,700	9,700
TOTAL EXPENSES	546,639	180,419	366,221	64.6%	194,773	14,354
REVENUES OVER (UNDER) EXPENSES	\$ 11,539	\$ 9,904	\$ (1,635)	86%	\$ (8,378)	\$ 18,282

Utility Fund (Sewer Services) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Sewer Utility	\$ 563,066	\$ 183,605	\$ (379,461)	32.6%	\$ 176,748	\$ 6,857
Sewer Connection	5,000	3,600	(1,400)	72.0%	3,000	600
Use of Retained Earnings	-	-	-	n/a	-	-
Grant Revenue	-	-	-	n/a	-	-
TOTAL REVENUES	568,066	187,205	(380,861)	33.0%	179,748	7,457
EXPENSES						
Sewer Collection						
Personal Services	157,104	39,078	118,026	24.9%	41,300	2,222
Operating Expenditures	70,620	53,882	16,738	76.3%	47,556	(6,327)
Total Sewer Collection	227,724	92,961	134,764	40.8%	88,855	(4,105)
Sewer Treatment						
Personal Services	159,527	40,090	119,436	25.1%	41,517	1,427
Operating Expenditures	164,974	46,152	118,822	28.0%	58,063	11,911
Total Sewer Treatment	324,501	86,242	238,259	26.6%	99,580	13,338
Non-Departmental						
Transfer To General Fund	170,366	56,789	113,578	33.3%	51,063	(5,725)
Transfer to Capital Improvement Fund	25,000	-	25,000	0.0%	-	-
Total Sewer Collection	195,366	56,789	138,578	29.1%	51,063	(5,725)
TOTAL EXPENSES	747,591	235,991	511,600	31.6%	239,499	3,507
REVENUES OVER (UNDER) EXPENSES	\$ (179,525)	\$ (48,786)	\$ 130,739	27.2%	\$ (59,751)	\$ 10,965

Utility Fund (CIP) - Summary of Revenues and Expenses

January 31, 2020

(33.33% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
REVENUES						
Grant Revenue - CDGB	\$ 426,400	\$ 42,048	\$ (384,352)	9.9%	\$ -	42,048
Infrastructure Repayment	-	12,500	\$ 12,500	n/a	-	12,500
Transfer From Utility Fund	110,000	14,315	(95,685)	13.0%	-	14,315
State/Federal Loans	-	-	-	n/a	-	-
Loan Proceeds	-	-	-	n/a	-	-
Utility Settlement	-	-	-	n/a	-	-
Sales of Fixed Assets	-	-	-	n/a	-	-
TOTAL REVENUES	536,400	68,863	(467,537)	12.8%	-	68,863
EXPENDITURES						
City Hall Improvements	-	(14)	14	n/a	532,324	532,338
Software Purchases	20,000	-	20,000	0.0%	-	-
Heavy Equipment Purchases	80,000	88,898	(8,898)	111.1%	119,264	30,366
Water Improvements	10,000	-	10,000	0.0%	-	-
Sewer Improvements	426,400	42,048	384,352	9.9%	4,624	(37,425)
Gas Improvements	-	63,600	(63,600)	n/a	-	(63,600)
TOTAL EXPENDITURES	536,400	194,532	341,868	36.3%	656,212	461,680
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ (125,669)	\$ (125,669)	n/a	\$ (656,212)	\$ 530,543