

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

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

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson  
President Charles Goodman  
Vice-President Justin Head  
Councilmember Debra Jones  
Councilmember Marguerite Robinson  
Councilmember Elihu Ross

OTHERS:

Interim City Manager Dennis Strow  
Finance Director Stephen Bloom  
City Attorney Fred Koberlein  
City Clerk Latricia Wright

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

- A. MINUTES: JUNE 16, 2020 REGULAR CITY COUNCIL MEETING( PP 5-9)
- B. RESOLUTION 2020-26: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, RATIFYING THE CITY COUNCIL PRESIDENT’S EXTENSION OF THE STATE OF EMERGENCY ARISING FROM THE COVID-19 PUBLIC HEALTH EMERGENCY.(PP 10-13)

ITEM – 4 – OLD BUSINESS

- A. STAFF AND BOARD AND COUNCILOR UPDATES
  - INTERIM CITY MANAGER DENNIS STROW
- B. DISCUSSION WITH POSSIBLE ACTION: BLOCK 12 CLEAN UP-COUNCLMEMBER JONES

ITEM – 5 – NEW BUSINESS

- A. DISCUSSION WITH POSSIBLE ACTION: REDUCTION OF CODE ENFORCEMENT LIEN ON PROPERTY LOCATED AT 18 SE 2<sup>ND</sup> AVE, NICOLA POWELL AND DEBRA TURCOTT( PP 14-20)

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

- B. DISCUSSION WITH POSSIBLE ACTION: EXTENSION OF CONTRACT WITH WASTEPRO FOR WASTE/RECYCLE PICK-UP IN THE CITY-DAYNA MILLER
- C. PRESENTATION OF FY 2019 AUDIT; HELEN PAINTER WITH PURVIS GRAY CERTIFIED PUBLIC ACCOUNTANTS(PP 21-105)
- D. DISCUSSION WITH POSSIBLE ACTION: REQUEST FOR FUNDS (\$75,000.00) FOR THE WILLISTON COMMUNITY ANIMAL SHELTER, INC. -INTERIM CITY MANAGER STROW (PP 106-107)
- E. FINAL 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- MAYOR ROBINSON (PP 108-111)
- F. RESOLUTION 2020-24: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA CALLING FOR AN ELECTION TO BE HELD ON AUGUST 25, 2020, FOR THE SUBMISSION OF A PROPOSED AMENDMENT TO THE CITY CHARTER RELATED TO THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR; AND DIRECTING THE CITY CLERK TO COORDINATE ARRANGEMENT FOR SAID ELECTION WITH THE LEVY COUNTY SUPERVISOR OF ELECTIONS; AND DIRECTING THE PUBLICATION OF NOTICE OF THE ELECTION.-COUNCIL PRESIDENT GOODMAN. (PP 112-114)
- G. SPECIAL EXCEPTION SE 2020-21: AN APPLICATION BY BUCK'N INC. PER SECTION 60-375 FOR SALE OF ALCHOLIC BEVERAGES FOR PROPERTY LOCATED AT 131 N MAIN STREET, BUILDING B, WILLISTON, FL. 32696 OWNED BY COUNTY TOWN INVESTMENTS, LLC. CITY PLANNER GORMAN. ( PP 115-122)
- H. DISCUSSION WITH POSSIBLE ACTION: INSTALLING PRIMARY ELECTRIC INFRASTRUCTURE TO AIRPORT PROPERTIES FOR FUTURE EXPANSION, UTILITY DIRECTOR CJ ZIMOSKI
- I. RESOLUTION 2020-25: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A SUPPLEMENTAL AGREEMENT WITH PASSERO ASSOCIATES, LLC, FOR BASIC AND SPECIAL SERVICES CONTEMPLATED BY THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND PASSERO ASSOCIATES, LLC, FOR A PRICE NOT-TO-EXCEED \$96,560.00. -AIRPORT MANAGER BENTON STEGALL (PP 123-129)
- J. DISCUSSION WITH POSSIBLE ACTION: CHOOSING ONE OF THE FOLLOWING OPTIONS TO SECURE A WHOLESALE POWER AGREEMENT OR SUGGEST OTHER ALTERNATIVES:  
(1). ACCEPT AND EVALUATE THE QUOTES PROVIDED FROM THREE WHOLESALE ELECTRIC SUPPLIERS CHOOSING ONE TO ENTER INTO A 3-5 YEAR CONTRACTUAL AGREEMENT WITH.  
(2) ENTER INTO A CONTRACTUAL AGREEMENT WITH WRIGHT PIERCE WHO WILL PERFORM AN "INVITATION TO NEGOTIATE" SECURING AN

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

ACCEPTABLE CONTRACT FROM WHOLESALE POWER PROVIDERS FOR THE CITY OF WILLISTON. PROPOSED RESOLUTION ATTACHED.

RESOLUTION 2020-27: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING AN AGREEMENT WITH WRIGHT-PIERCE FOR SERVICES REQUIRED IN THE ITN PROCESS TO SECURE A CONTRACT FOR WHOLESALE POWER PURCHASING FOR THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN THE AMENDMENT AND PROVIDE AN EFFECTIVE DATE. UTILITY DIRECTOR CJ ZIMOSKI. AND DENNIS DAVIS WITH WRIGHT-PIERCE (PP 130-132)

K. DISCUSSION WITH POSSIBLE ACTION: CRA & COUNCIL BUDGET WORKSHOP, CITY PLANNER JACKIE GORMAN

L. DISCUSSION WITH POSSIBLE ACTION: RESOLUTION 2020-28: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA SPECIFICALLY ADOPTING NEW RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. PRESIDENT GOODMAN.(PP 133-136)

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 – ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/CityOfWillistonFL>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

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- One-touch: <tel:+16467493122.645230685#>

Access Code: 645-230-685

YouTube Link: <https://www.youtube.com/channel/UCKtI468kcNjBS2AYgOaBsRQ>

Clicking this link will enable you to see and hear the Council meeting.

**\*\* Because this meeting is being held in person, Florida law requires that it be open to the physical presence of the public. To maintain proper health precautions, we will maintain 6' separations in the meeting room and we will offer additional seating in another area for the overflow if needed. Also, we encourage the use of face masks in the meeting room. (Limitation of 50 people)**

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

We invite you to continue participating in our council meetings via telephone or the Internet as we have been doing for the last several weeks. \*\*

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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 for the benefit of the City Clerk, prior to offering comments on a given matter;
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2012-07;
6. There will be no personal attacks made by any member in the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
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.

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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 MINUTES**

DATE: TUESDAY, JUNE 16, 2020  
TIME: 6:00 P.M.  
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson  
President Charles Goodman  
Vice-President Justin Head  
Councilmember Debra Jones  
Councilmember Marguerite Robinson  
Councilmember Elihu Ross

OTHERS:

Interim City Manager Dennis Strow  
Finance Director Stephen Bloom  
City Attorney Fred Koberlein  
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and Pledge of Allegiance to the Flag led by Mayor Robinson.

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

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

ITEM – 2 – PUBLIC PARTICIPATION

Sharon Brannan, business owner, citizen and Code Enforcement President, told the Council, she's upset about the look of the downtown area and something needs to be done about it. Mrs. Brannan, said the Code Enforcement Board tried to rewrite the code several years ago, which would have made the downtown area appearance less of an eyesore. Mrs. Brannan suggested maybe the City could consider donating funds to help with pressure washing and painting the buildings to make them more presentable or maybe asking the owners to help with the project. Mrs. Brannan concluded with saying let the citizens know we do care about this town.

ITEM – 3 – CONSENT AGENDA – Vice-President Head moved to accept the consent agenda. Councilmember Ross seconded. Motion carried 5-0.

- A. MINUTES: JUNE 6, 2020 REGULAR CITY COUNCIL MEETING (PP 4-8)
- B. RESOLUTION 2020-23: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, RATIFYING THE CITY COUNCIL PRESIDENT'S EXTENSION OF THE STATE OF EMERGENCY ARISING FROM THE COVID-19 PUBLIC HEALTH EMERGENCY.(PP 9-12)

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCILOR UPDATES

- INTERIM CITY MANAGER DENNIS STROW – Interim City Manager Strow updated the Council on the water pump located at the top of the hill(between McDonald’s and Winn Dixie), has been fixed and is working properly and the tanks on Mixon road were cleaned and are certified for another 5 years. Interim Strow also informed the Council that the contract for Wastepro would be ending soon and he will be working on that issue.

Councilmember Debra Jones asked that Sharon Brannan’s suggestion be added to the next Council agenda. Councilmember Mayor Robinson asked City Planner Jackie Gorman if there were updates on the foreclosures. City Planner Gorman told Mayor Robinson she’s been working with Levy Title and Abstract but a couple of the files have issues that need to be resolved before they can move forward. Mayor Robinson also wanted to know when block 12 will be paved. City Planner Gorman explained to Mayor Robinson due to the Covid-19 the parking lot project has been delayed plus there are underground utility issues that need to be addressed. Vice- President Head asked Sharon Brannan for a copy of the code enforcement revision that did not pass through Council. City Clerk Wright told Vice-President Head she would send him a copy along with the rest of the Councilmembers.

President Goodman discussed with the Council on how he could get important information to them, instead of waiting until the next Council meeting without violating the Sunshine law. Council agreed he could give the message/information to the Interim City Manager or the City Clerk and they would relay it to the other Councilmembers.

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- DISCUSSION WITH POSSIBLE ACTION: UTILITY BILLING, LATE FEES AND CUTOFF DATE- INTERIM CITY MANAGER

Council decided to start resuming late fees and cut-off for the June bills.

B. DISCUSSION WITH POSSIBLE ACTION: FIREWORKS FOR INDEPENDENCE DAY- COUNCILMEMBER JONES

Councilmember Jones discussed having the fireworks for the Veteran’s Day celebration. After some discussion the Council decided to wait until next year to do fireworks.

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 13-14)

Finance Director Stephen Bloom briefly, discussed the Money Market Account with the Council. At the June 4<sup>th</sup> Council meeting Mr. Bloom went into details about the Money Market account pro’s and con’s . Mr. Bloom state the Money Market account would draw a little more interest than a saving account. After no comments from the Council, Councilmember Jones moved to approve Resolution 2020-21. Vice-President Head seconded. By show of hands, motion carried 5-0.

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

ITEM – 5 – NEW BUSINESS

- A. FINAL 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 ZONING FROM COUNTY RESIDENTIAL TO CITY RESIDENTIAL (R-1).- CITY PLANNER(PP 19-21)

City Planner Gorman presented the Final Hearing of Ordinance 680 to the Council. City Planner Gorman discussed with the Council that the subdivision was never zoned, and this Ordinance would allow the City to properly zone Camellia Plantation. Attorney Fred Koberlein read Ordinance #680 into record. Vice-President Head moved to approve Ordinance #680. Councilmember Jones seconded. By show of hands motion carried 5-0.

- B. DISCUSSION: RESOLUTION 2012-07- MAYOR ROBINSON. (PP 22-25)

Mayor Robinson discussed with the Council Resolution 2012-07. Mayor Robinson said it was voted on and approved on June 19, 2012, when voting all votes will be counted by show of hands. Councilmember Jones said she felt like a 5 year old and she's not going to raise her hand. President Goodman chimed in agreeing with Councilmember Jones. President Goodman asked the Council to repeal line 1 of Resolution 2012-07. President Goodman said they are all adults and should not be made to raise their hands. After much discussion on Resolution 2012-07, President Goodman asked to have this item put on the next again, since they could not make any recommendations because it was for discussion only. Vice-President Head asked about the clock that was used when participants spoke before the Council.

ITEM – 6 – PUBLIC PARTICIPATION

Paula Jenkins told the Council she was offended at the last conversation the Council had regarding Resolution 2012-07. Mrs. Jones stated they were more concerned about a procedural rule instead of the blight buildings in the City. She asked the Council if they could focus their attention back to getting Block 12 cleaned up.

ITEM – 7 – ANNOUNCEMENTS

City Clerk Wright reminded the Council about the Ethics webinar scheduled for Thursday.

ITEM – 8 – ADJOURNMENT

Meeting adjourned at 7:16.

Please join my meeting from your computer, tablet or smartphone.

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

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**We invite you to continue participating in our council meetings via telephone or the Internet as we have been doing for the last several weeks. Please note that City Hall is still closed to daily business until further notice. \*\***

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6. There will be no personal attacks made by any member in the audience toward a sitting Councilperson, and likewise for any sitting Councilperson;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
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CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

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**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC: RESOLUTION 2020-26: EXTENSION OF THE STATE OF EMERGENCY**

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

**BACKGROUND / DESCRIPTION: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, RATIFYING THE CITY COUNCIL PRESIDENT'S EXTENSION OF THE STATE OF EMERGENCY ARISING FROM THE COVID-19 PUBLIC HEALTH EMERGENCY.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION: Approve**

**ATTACHMENTS:**

**COMMISSION ACTION:**

**\_\_\_\_\_ APPROVED**

**\_\_\_\_\_ DISAPPROVED**

**CITY COUNCIL RESOLUTION NO. 2020-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, RATIFYING THE CITY COUNCIL PRESIDENT'S EXTENSION OF THE STATE OF EMERGENCY ARISING FROM THE COVID-19 PUBLIC HEALTH EMERGENCY.**

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

**WHEREAS**, on March 1, 2020, the Governor issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on April 3, 2020, the Governor issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

**WHEREAS**, on April 29, 2020, the Governor issued Executive Order 20-112 initiating "Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery"; and

**WHEREAS**, on June 5, 2020, the Governor's Executive Order 20-139 initiated "Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery" and extended the statewide state of emergency until June 30, 2020;

**WHEREAS**, on May 8, 2020, the Governor issued Executive Order 20-114 extending the statewide state of emergency until July 7, 2020; and

**WHEREAS**, pursuant to City Council Resolution 2020-17 the City Council President ("President"), is authorized to extend the City's state of emergency related to COVID-19, and the President has issued his Proclamations extending the current state of emergency, copies of which are attached hereto as "Exhibit A"; and

**WHEREAS**, the City Council, in order to protect the welfare and safety of the citizens of the City and their property, finds it necessary to ratify the President's

extension of the state of emergency proclaimed by the President.

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

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

**Section 2.** The City Council ratifies and extends the state of emergency declared pursuant to the President’s Proclamations as well the provisions included in City Council Resolution 2020-17.

**Section 3.** This resolution is effective immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of July, 2020.

**CITY OF WILLISTON, FLORIDA**

By: \_\_\_\_\_  
Charles Goodman, President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: \_\_\_\_\_  
Latricia Wright, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.  
City Attorney



## **PROCLAMATION**

**WHEREAS**, COVID-19 continues to pose an imminent health hazard and an increased risk of infection to residents of the County and healthcare, first responders, and emergency medical service workers caring for patients with COVID-19; and

**WHEREAS**, COVID-19 is spread amongst the population by various means of exposure, including the propensity to spread person to person and the propensity to attach to surfaces for prolonged periods of time, thereby spreading from surface to person and causing increased infections to persons; and

**WHEREAS**, public health experts have consistently recommended avoiding close physical interaction between person in order to slow the spread of COVID-19, and the CDC has updated and further restricted its distancing guidelines; and

**WHEREAS**, in April 16, 2020, the White House and Centers for Disease Control and Prevention ("CDC") released Guidelines for Opening Up America Again, a three-phased approach based on the advice of public health experts; and

**WHEREAS**, data collected by the State Department of Health indicates a flattening of the curve of COVID-19 reported cases, including a downward trajectory of hospital visits for influenza-like illnesses and COVID-19 like syndromic cases, a decrease in percent-positive test results, and an increase in hospital capacity since March 1, 2020; and

**WHEREAS**, City Council Resolution 2020-017 extended the state of emergency and vested the authority to extend the state of emergency in the City Council President; and

**WHEREAS**, this Proclamation is issued to extend the state of emergency for seven (7) days effective June 16, 2020.

**NOW, THEREFORE**, Be it Resolved, that I, Charles Goodman, City Council President of the City of Williston, do hereby extend the State of Emergency due to the COVID-19 health concerns for an additional seven (7) days effective June 16, 2020.

**IN WITNESS WHEREOF**, Signed Under My Hand and Seal in the Executive Chamber, City Hall On this 15<sup>th</sup> day of June, 2020.

City of Williston

Charles Goodman  
City Council President

**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC: ESTATE OF JERRY VENABLE/NEW OWNER NICOLA POWELL  
REQUESTING A REDUCTION OF LIEN**

**REQUESTED BY:**

**PREPARED BY: LATRICIA WRIGHT**

**BACKGROUND / DESCRIPTION: LIEN FILED WITH THE LEVY COUNTY CLERK  
OF COURT ON MARCH 6, 2018. DAILY FINE OF \$50.00 PER DAY STARTED  
ACCURING FEBRUARY 26, 2017. AS OF APRIL 23, 2020 LIEN AMOUNT WAS  
\$53,050.00, AMOUNT AS OF JUNE 30, 2020 \$56,450.00.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS: YES**

**COMMISSION ACTION:**

**APPROVED**

**DISAPPROVED**

INSTR # 635656, OR BK: 1448 PG: 907, Recorded 3/6/2018 3:02 PM

Rec: \$18.50 Danny J. Shipp, Clerk of the Circuit Court Levy FL Deputy Clerk UWILLIAMS

**BOARD OF ADJUSTMENTS AND CODE ENFORCEMENT  
OF THE CITY OF WILLISTON, FLORIDA**

CITY OF WILLISTON, FLORIDA

vs.

Case No. CV14-22

Estate of Jerry Venable  
18 SE 2<sup>nd</sup> Ave.  
Williston, FL 32696

Respondent  
\_\_\_\_\_

**FINDINGS OF FACT AND CONCLUSIONS OF LAW AND ORDER**

This CAUSE came on for public hearing before the Board on February 26, 2018, pursuant to Chapter 46 of the City of Williston Code of Ordinances. After due notice to the Respondent, and the Board, having heard testimony under oath, received evidence, and heard argument of the code enforcement officer or land development regulations administrator thereupon issues its Findings of Fact and Conclusion of Law and order as follows:

**I. FINDINGS OF FACT**

The Board makes the following findings of fact:

1. That the Respondent(s), Estate of Jerry Venable, is the owner(s) of real property located at 18 SE 2<sup>nd</sup> Ave., which is within the corporate municipal boundaries of the City of Williston, Florida.
2. That sufficient evidence was presented by the code enforcement office to demonstrate that property constitutes a hazardous land/dangerous buildings as defined in Section 48-2, City of Williston Code of Ordinances.
3. That sufficient evidence was presented by the code enforcement office to demonstrate that there exists upon this property dangerous buildings and excessive vegetation.
4. That the Respondent did not attend the meeting to present any defense.

**II. CONCLUSIONS OF LAW**

Based upon the testimony heard and the evidence presented, the Code Enforcement Board concludes:

1. That the property located at 18 SE 2<sup>nd</sup> Ave. is a hazardous because of the hazardous/unsafe building and land
2. That the respondent shall have **0 days** from the issuance of this Order to Correct to bring the property into compliance with the City of Williston Code of Ordinances, plus impose a daily fine of **Fifty dollars (\$50)** per day, beginning **February 26, 2017** for each day the violation(s) continue(s) which shall continue to accrue daily unless and until the violation(s) is (are) cleared, commencement of a foreclosure action or until

extinguished by law, plus pay **Administrative Fee in the amount of \$250.00**, if not paid such Order may be recorded in the public records of Levy County, pursuant to law. Such recording shall establish this Order as a lien against any real or personal property owned jointly and severally by the Respondent. **This date is February 26, 2018.**

Based upon the above conclusions, the Code Enforcement Officer or Land Development Regulations Administrator may proceed accordingly with enforcement under Chapter 46, Article VII of the City of Williston Code of Ordinances. Failure of the respondent to bring the property fully into compliance by the date stipulated above will result in an automatic referral to the Board of Adjustment and Code Enforcement for non-compliance.

DONE AND ORDERED THIS 26th day of February 2018, at Williston, Levy County, Florida.

BOARD OF ADJUSTMENT AND CODE ENFORCEMENT OF THE CITY OF WILLISTON, FLORIDA

*Sharon Brannan*  
Sharon Brannan, Chairperson

(STATE OF FLORIDA)  
(COUNTY OF LEVY)

The foregoing instrument was acknowledged before me this 26th day of February 2018, by Sharon Brannan Chairperson of the City of Williston, Board of Adjustment and Code Enforcement, and who being personally known to me.



*Latricia Faison Wright*  
Notary Public

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by certified mail to the Respondent, Estate of Jerry Venable 18 SE 2nd Ave. Williston, FL 32696 this 27th day of February 2018.

*Latricia Wright*  
Latricia Wright, Board Secretary



Mr. Lippmann, here are the Lien amounts for the following cases:

<u>CASES</u> <u>2018/update 4/23/2020</u>	<u>ADDRESS</u>	<u>AMOUNT DUE AS OF JAN 31</u>
1. CV14-03 Donnel:	412 SE 4 <sup>th</sup> Dr.	\$60,9000.00 (foreclosed)
2. CV14-31 Fredrick	432 NE 2 <sup>nd</sup> Ave.	\$40,950.00 (foreclosed/sold)
3. CV14-53 Richardson	1050 NE 6 <sup>th</sup> Blvd.	\$84,150.00
4. CV15-26 Henderson	317 NE 4 <sup>th</sup> Ave.	\$41,600.00 (satisfied)
5. CV15-16 Zamora	319 SE 5 <sup>th</sup> St.	\$43,300.00
6. CV15-35 Roswell	Vacant lot (10 <sup>th</sup> St.)	\$45,4500
7. CV14-22 Est. Venable	18 SE 2 <sup>nd</sup> Ave.	\$53,050.00
8. CV16-13 Flourndy	4091 NE 11 <sup>th</sup> St,	\$51,950.00
9. CV17-23 Days	118 NE 9 <sup>th</sup> St.	\$35,400.00
10. CV17-24 James	20319 NE 2 <sup>nd</sup> PI	\$42,950.00
11. CV18-13 Falisi	415 SE 4 <sup>th</sup> Dr.	\$36,000.00



**Summary**

Parcel ID 0554800100  
 Location Address 18 SE 2 AVE  
 WILLISTON  
 Neighborhood Old Williston South Residential (101)  
 Legal Description\* 06-13-19 WILLISTON BLK 8 E1/2 OF LOTS 6 & 7 OR BOOK 1524 PAGE 953  
 \*The legal description shown here may be condensed, a full legal description should be obtained from a recorded deed for legal purposes.  
 Property Use Code SINGLE FAMILY R (0100)  
 Subdivision WILLISTON  
 Sec/Twp/Rng 06-13-19  
 Tax District WILLISTON (District WI)  
 Millage Rate 21.8725  
 Acreage 0.200  
 Homestead N  
 Ag Classification No

[View Map](#)

**Owner**

Owner Name Powell Nicola D 100%  
 Mailing Address 801 NW SEMINARY AVE  
 MICANOPY, FL 32667

**Valuation**

	2020 Preliminary Value Summary
Building Value	\$11,677
Extra Features Value	\$73
Market Land Value	\$7,500
Ag Land Value	\$7,500
Just (Market) Value	\$19,250
Assessed Value	\$18,549
Exempt Value	\$0
Taxable Value	\$18,549
Cap Differential	\$701
Previous Year Value	\$16,863

**Exemptions**

Homestead  2nd Homestead  Widow/er  Disability  Seniors  Veterans  Other

**Building Information**

Building	1	Roof Cover	GALV METAL
Actual Area	1824	Interior Flooring	PINE OR PLANKING
Conditioned Area	1257	Interior Wall	WALL BRD/WD WALL
Actual Year Built	1930	Heating Type	FORCED AIR DUCTED
Use	SINGLE FAMILY	Air Conditioning	CENTRAL
Exterior Wall	SINGLE SD BEVEL	Baths	1
Roof Structure	GABLE OR HIP		

Description	Conditioned Area	Actual Area
FINISHED STORAGE	0	70
FINISHED OPEN PORCH	0	119
BASE	1257	1257
FINISHED OPEN PORCH	0	112
FINISHED STORAGE	0	266
Total SqFt	1257	1824

**Extra Features**

Code Description	BLD	Length	Width	Height	Units
BD FENCE 6FT SOLID	1	0	0	0	72

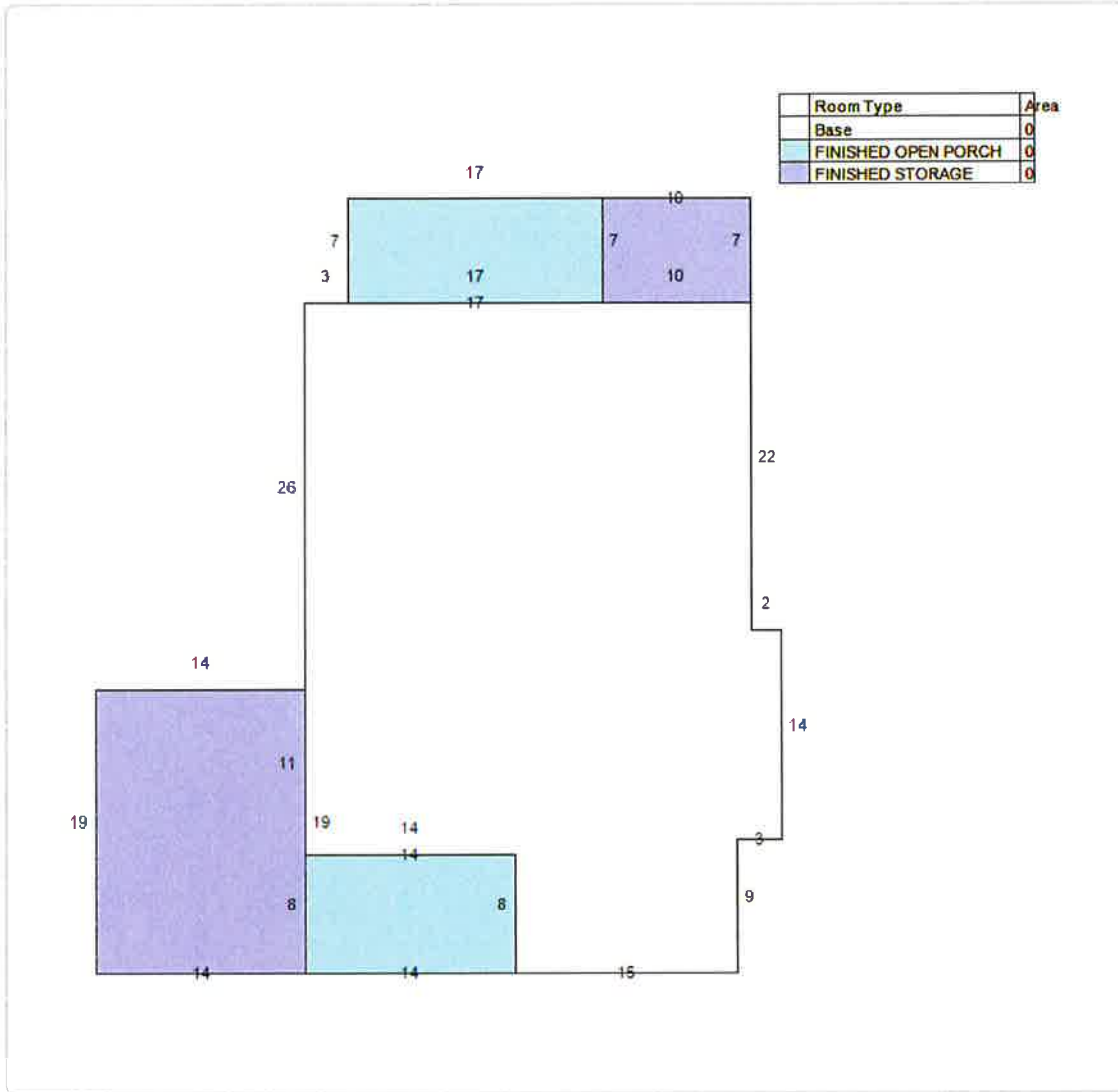
**Land Line**

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Hse on Lot	0	0	1	LT	\$7,500

**Sales**

Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
2/18/2020	\$5,700.00	TD	<a href="#">1524</a>	<a href="#">953</a>	U		VENABLE JERRY D-ESTATE	POWELL NICOLA D
9/1/2000	\$35,000.00	WD	<a href="#">737</a>	<a href="#">658</a>	U		THOMAS LINDA A	VENABLE JERRY D
11/1/1999	\$100.00	WM	<a href="#">726</a>	<a href="#">87</a>	U		THOMAS DON M & LINDA A	

**Building Sketch**



Map



No data available for the following modules: Photos.

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[Version 2.3.66](#)



**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

---

**TOPIC:**

**REQUESTED BY: STEPHEN BLOOM**

**PREPARED BY: PURVIS GRAY**

**BACKGROUND / DESCRIPTION: 2019 FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT FOR FISCAL YEAR ENDING SEPTEMBER 30,  
2019.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

**COMMISSION ACTION:**

**APPROVED**

**DISAPPROVED**

# 2019

City of Williston, Florida

Financial Statements  
and Independent Auditor's Report

For Fiscal Year Ended September 30, 2019

**PURVIS GRAY**  
CERTIFIED PUBLIC ACCOUNTANTS

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**CITY OF WILLISTON, FLORIDA  
WILLISTON, FLORIDA**

**SEPTEMBER 30, 2019**

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**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**CITY OF WILLISTON, FLORIDA  
WILLISTON, FLORIDA**

**SEPTEMBER 30, 2019**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council  
City of Williston  
Williston, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Williston (the City) as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

CERTIFIED PUBLIC ACCOUNTANTS

*Gainesville | Ocala | Tallahassee | Sarasota | Orlando*

[purvisgray.com](http://purvisgray.com)

*Members of American and Florida Institutes of Certified Public Accountants  
An Independent Member of the BDO Alliance USA*

Honorable Mayor and City Council  
City of Williston  
Williston, Florida

## INDEPENDENT AUDITOR'S REPORT

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2019, and the respective changes in financial position, and the respective budgetary comparison for the General Fund, the Airport Development and Community Redevelopment Special Revenue Funds and, where applicable, cash flows, thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Emphasis of a Matter - COVID-19*

**As more fully described in Note 12 to the financial statements as a subsequent event, the City may be operationally and financially impacted by the outbreak of the novel coronavirus (COVID-19) pandemic.**

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Pension Plans' Schedules, and Other Postemployment Benefits Schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2020, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



June 23, 2020  
Ocala, Florida

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

The Management Discussion and Analysis (MD&A) serves as an introduction to the City of Williston, Florida's (the City) basic financial statements. It also provides assistance to the readers by focusing on significant financial issues, providing an overview of the City's financial activities, and identifying the City's ability to meet future challenges; it assists in identifying significant deviations from the financial plan and addresses any individual fund issues or concerns. Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the City's financial statements (beginning on page 18). Please note the City provides prior year comparative financial information as required by Governmental Accounting Standards Board (GASB) Statement No. 34.

As management of the City, we offer readers of the City's annual financial statements this narrative overview and analysis of financial activities of the City for fiscal year ended September 30, 2019. All amounts, unless otherwise indicated, are expressed in thousands of dollars.

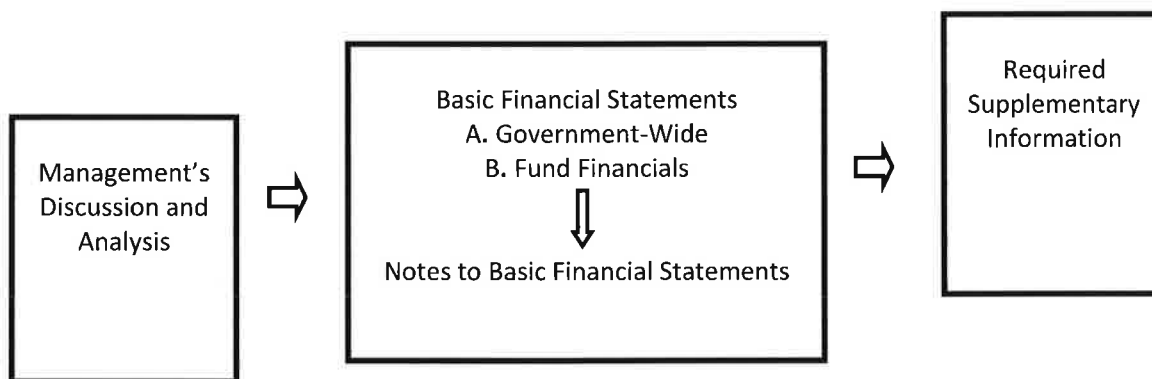
**FINANCIAL HIGHLIGHTS**

- The City's net position exceeded its liabilities at the close of the current fiscal year by \$27,219,518.
- The City's total net position decreased by \$1,067,170 for the current fiscal year. Governmental activities assets decreased by \$653,754, and business-type activities decreased by \$413,416 for the fiscal year.
- The City's governmental funds reported a combined ending fund balance of \$1,339,099. The non-spendable portion of the fund balance totaled \$52,973 and the restricted portion totaled \$346,580. Approximately 52.3% of the ending fund balance, \$438,531, is available for spending at the City's discretion (unassigned fund balance).
- The City maintains two single employer defined benefit plans that separately cover full-time police officers and all other general employees. The net change in the fiduciary fund's assets was an increase of \$245,513 from the prior year.
- The City's total long-term debt increased by \$713,370 or 84.8% during the current fiscal year. Long-term debt increased during the year by \$804,921 due to the City Hall Loan. These increases were offset by \$114,967 in principal payments made on promissory notes.
- The City's total net position of \$27,219,518 is divided into the following classifications:
  - Net Investment in Capital Assets in the amount of \$22,650,122. This includes land, buildings, improvements, and equipment less accumulated depreciation and any outstanding debt that is related to the purchase or construction of those assets.
  - Restricted assets of \$346,580 for specific use in law enforcement, airport operations, building department, and community redevelopment expenditures.
  - Unrestricted assets in the amount of \$4,222,816 are available for the City to meet the ongoing activities and obligations to citizens and creditors.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

**Overview of the Financial Statements**

The MD&A is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. For the fiscal year ended September 30, 2019, the City has prepared the financial statements based on the guidelines provided in the GASB Statement No. 34 reporting model illustrated below:



**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances as a whole. This broad overview is similar to the financial reporting of private-sector businesses. The government-wide financial statements have separate columns for governmental activities and business-type activities. Governmental activities are primarily supported by taxes, charges for services and grants, while business-type activities are self-supporting through user fees and charges.

- The *statement of net position* presents information on all the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.
- The *statement of activities* presents information on how the City's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenditures are reported in this statement for some items that will result in cash flows in future fiscal periods. (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions within the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or in part a portion of these costs through user fees and charges (*business-type activities*). Governmental activities include, among other things, general government (city council, finance, and administration), public safety (police and fire control), public works (streets and sidewalks), culture, and recreation. Business activities include electric, gas, water, sewer, and sanitation utilities. The government-wide financial statements can be found on pages 18 and 19 of this report.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

***Fund Financial Statements***

A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate finance-related legal compliance. All of the funds in the City can be divided into governmental funds, proprietary funds, and fiduciary funds.

***Governmental Funds***

This fund is used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows (revenues) and outflows (expenditures of spendable resources)*, as well as on *balances of spendable resources* available at the end of the fiscal year. The government-wide financial statements include both *near-term and long-term inflows (revenues) and outflows (expenditures)*, as well as on *balances of spendable resources* available at the end of the fiscal year. Information in the governmental funds may be useful in evaluating a government's *near-term* financing requirements.

The focus of *governmental funds* is narrower than that of the government-wide financial statements. It is useful to compare the information presented in the *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's *near-term* financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains three (3) individual *governmental funds*. Information is presented separately in the governmental fund balance sheet and in the governmental statement of revenues, expenditures, and changes in fund balance for the general fund, airport development special revenue fund, and community redevelopment special revenue fund, all of which are considered to be major funds. The basic governmental fund financial statements can be found on pages 20 through 26 of this report.

***Proprietary Funds***

The City maintains one type of *proprietary fund*, which is the *enterprise fund*, used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to separately account for its utility activities. Business-type activities charge a fee for the specific goods or services provided to customers. The basic proprietary fund financial statements can be found on pages 27 through 29 of this report.

***Fiduciary Funds***

This fund accounts for resources held in a trustee capacity or as an agent for parties outside of the government. Fiduciary funds are not included in the government-wide financial statements because their resources or assets are not available to support the City's activities. The City has two fiduciary fund-type pension trusts for its pension funds. The accounting used for fiduciary funds is much like that used in proprietary funds. The basic fiduciary fund financial statements can be found on pages 30 and 31 of this report.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

***Notes to the Financial Statements***

The notes to the financial statements provide additional information that is important in order to gain a full understanding of the data in the government-wide and fund financial statements. The notes are located immediately following the basic financial statements on pages 32 through 65 of this report.

***Other Information***

In addition to the basic financial statements and accompanying notes, this report presents certain required supplementary information concerning the City's progress in funding its obligation to provide pension and other postemployment benefits to its general employees and police officers. Required supplementary information can be found on pages 66 through 72 of this report.

**Government-Wide Financial Analysis**

As noted earlier, the statement of net position on the following page may serve over time as a useful indicator of the City's financial position. The City's net position exceeded liabilities by \$27,219,518 at the close of the fiscal year ended September 30, 2019, resulting in a decrease in net position of \$1,067,170, or approximately 3.8% less than the prior year restated total of \$28,286,688.

By far, the largest portion of the City's net position is reflected in its investment in capital assets such as land, buildings, improvements, and equipment, less any debt used to acquire those assets that are still outstanding, which totals \$22,650,122, or 83.2% of the overall net position mentioned above. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although, the City's investment in capital assets is reported net of related outstanding debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted net position are resources subject to external restrictions on how they may be used and represent \$346,580, or 1.3% of total net position. Restricted assets decreased by \$266,811, or 43.5%, from the prior year. The decrease was primarily the result of operating and capital improvements costs at the Airport and the Community Redevelopment Area exceeding its revenue for the fiscal year. The remaining balance of \$4,222,816 is unrestricted and may be used to meet the City's ongoing obligations to its citizens, customers, and creditors.

The statement of net position on the following page illustrates the increases or decreases in net position from the prior fiscal year both for governmental-type and business-type activities.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

**Statement of Net Position  
September 30, 2019**

	Governmental Activities		Business-Type Activities		Total	
	2018	2019	2018	2019	2018	2019
Current and other assets	\$ 2,025,066	\$ 1,246,924	\$ 4,386,974	\$ 4,235,443	\$ 6,412,040	\$ 5,482,367
Prepays and other	594,602	520,344	333,459	414,950	928,061	935,294
Capital assets, net of accumulated depreciation	15,553,828	15,667,595	8,461,328	8,501,012	24,015,156	24,168,607
<b>Total assets</b>	<b>18,173,496</b>	<b>17,434,863</b>	<b>13,181,761</b>	<b>13,151,405</b>	<b>31,355,257</b>	<b>30,586,268</b>
Deferred Outflows - OPEB	-	13,237	-	8,793	-	22,030
Deferred Outflows - Pension	1,383,480	1,209,662	374,884	359,624	1,758,364	1,569,286
<b>Total Deferred Outflows of Resources</b>	<b>1,383,480</b>	<b>1,222,899</b>	<b>374,884</b>	<b>368,417</b>	<b>1,758,364</b>	<b>1,591,316</b>
Long-term liabilities	1,201,290	1,244,856	574,365	1,397,473	1,775,655	2,642,329
Other liabilities	701,605	487,478	1,414,479	890,540	2,116,084	1,378,018
<b>Total liabilities</b>	<b>1,902,895</b>	<b>1,732,334</b>	<b>1,988,844</b>	<b>2,288,013</b>	<b>3,891,739</b>	<b>4,020,347</b>
Deferred Inflows - OPEB	-	14,805	-	9,835	-	24,640
Deferred Inflows - Pension	652,152	562,448	283,042	350,631	935,194	913,079
<b>Total Deferred Inflows of Resources</b>	<b>652,152</b>	<b>577,253</b>	<b>283,042</b>	<b>360,466</b>	<b>935,194</b>	<b>937,719</b>
<b>Net assets:</b>						
Net Investment in Capital Assets	15,457,773	15,394,649	7,944,918	7,255,473	23,402,691	22,650,122
Restricted	613,391	346,880	-	-	613,391	346,880
Unrestricted	930,765	606,646	3,339,841	3,615,870	4,270,606	4,222,516
<b>Total net assets</b>	<b>\$ 17,001,929</b>	<b>\$ 16,348,175</b>	<b>\$ 11,284,759</b>	<b>\$ 10,871,343</b>	<b>\$ 28,286,688</b>	<b>\$ 27,219,518</b>

Normal Impacts

There are six basic transactions that will affect the comparability of the Statement of Net Position summary presentation.

1. Net results of activities - will impact (increase/decrease current assets and unrestricted net position).
2. Borrowing of capital - will increase current assets and long-term debt.
3. Spending borrowed proceeds on new capital - will reduce current assets and increase capital assets. There is a second impact, an increase in invested capital assets, and an increase in related net debt will not change the invested in capital assets, net of debt.
4. Spending of non-borrowed current assets on new capital - will reduce current assets, increase capital assets, reduce unrestricted net position, and increase invested in capital assets, net of debt.
5. Principal payment of debt - will reduce current assets and reduce long-term debt, reduce unrestricted net position, and increase invested in capital assets, net of debt.
6. Reduction of capital assets through depreciation - will reduce capital assets and invested in capital assets, net of debt.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

**Changes in Net Position  
For the Year Ended September 30, 2019**

	Governmental Activities		Business-Type Activities		Total	
	2018	2019	2018	2019	2018	2019
<b>Revenues</b>						
<b>Program revenues:</b>						
Charges for services	\$ 1,480,389	\$ 1,537,398	\$ 5,710,146	\$ 5,619,449	\$ 7,190,535	\$ 7,156,847
Capital grants & contributions	1,083,529	882,946	36,406	9,886	1,119,935	892,832
<b>General revenues:</b>						
Property taxes	682,397	750,847	-	-	682,397	750,847
Public service tax	337,196	373,899	-	-	337,196	373,899
Other taxes	362,333	416,304	-	-	362,333	416,304
Settlement Proceeds	-	-	-	-	-	-
Other	738,494	734,509	13,087	2,240	751,581	736,749
<b>Total revenues</b>	<b>4,684,338</b>	<b>4,695,903</b>	<b>5,759,639</b>	<b>5,631,575</b>	<b>10,443,977</b>	<b>10,327,478</b>
<b>Expenses</b>						
General government	612,479	651,225	-	-	612,479	651,225
Law enforcement	1,399,096	1,594,189	-	-	1,399,096	1,594,189
Fire control	596,794	676,821	-	-	596,794	676,821
Streets and sidewalks	381,489	427,334	-	-	381,489	427,334
Parks and recreation	95,939	97,307	-	-	95,939	97,307
Community redevelopment	147,927	152,905	-	-	147,927	152,905
Animal control	56,187	56,359	-	-	56,187	56,359
Airport operations & development	2,226,666	2,323,806	-	-	2,226,666	2,323,806
Interest on long-term debt	4,436	2,196	-	-	4,436	2,196
Utility	-	-	5,288,742	5,408,421	5,288,742	5,408,421
Non Departmental	15,220	4,085	-	-	15,220	4,085
<b>Total expenses</b>	<b>(5,536,233)</b>	<b>(5,986,227)</b>	<b>(5,288,742)</b>	<b>(5,408,421)</b>	<b>(10,824,975)</b>	<b>(11,394,648)</b>
<b>Increase / (Decrease) in net position before transfers:</b>	<b>(851,895)</b>	<b>(1,290,324)</b>	<b>470,897</b>	<b>223,154</b>	<b>(380,998)</b>	<b>(1,067,170)</b>
Transfers	690,000	636,570	(690,000)	(636,570)	-	-
<b>Change in net position</b>	<b>(161,895)</b>	<b>(653,754)</b>	<b>(219,103)</b>	<b>(413,416)</b>	<b>(380,998)</b>	<b>(1,067,170)</b>
<b>Net position, beginning of year</b>	<b>17,163,824</b>	<b>17,001,929</b>	<b>11,503,862</b>	<b>11,284,759</b>	<b>28,667,686</b>	<b>28,286,688</b>
<b>Net position, end of year</b>	<b>\$17,001,929</b>	<b>\$16,348,175</b>	<b>\$11,284,759</b>	<b>\$10,871,343</b>	<b>\$28,286,688</b>	<b>\$27,219,518</b>

The statement shown above illustrates the increase or decrease in net position for the City resulting from its operating activities.



**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

**Governmental Activities**

As shown on the previous page, the City's total net position for governmental activities decreased by \$653,754 for the current fiscal year. Key elements of these changes are as follows:

*Revenues*

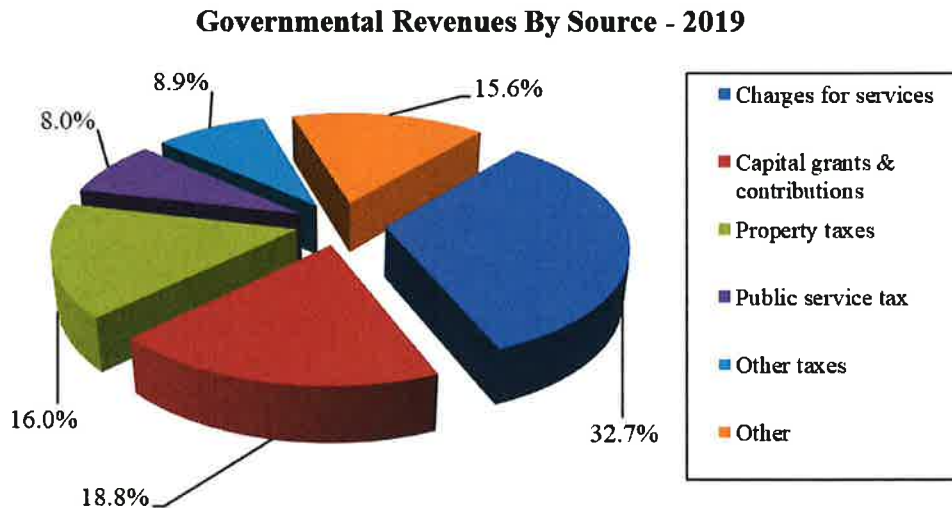
Overall, the total revenue for governmental activities increased by \$11,565 compared to the prior fiscal year. The activity was as follows:

Charges for services increased by \$57,009, or 3.9%, from the prior fiscal year-end. The increase was primarily due to additional revenue at the airport from fuel sales, building leases, and bulk hangar parking, as well as an increase in building permit revenue.

Capital grants and contributions decreased by \$200,583, or 18.5%, from the prior fiscal year. The decrease was the result of less grant-related projects during the current year in comparison to the prior fiscal year.

The general revenues increased by \$155,139 compared to the previous year primarily because of an increase in property taxes, public service taxes, and other local infrastructure taxes. These increases were offset by a reduction in franchise taxes, and fines and forfeitures.

The following chart shows the percentage each revenue source represents within the City as a whole. The percentages may not equate to 100 percent due to rounding.

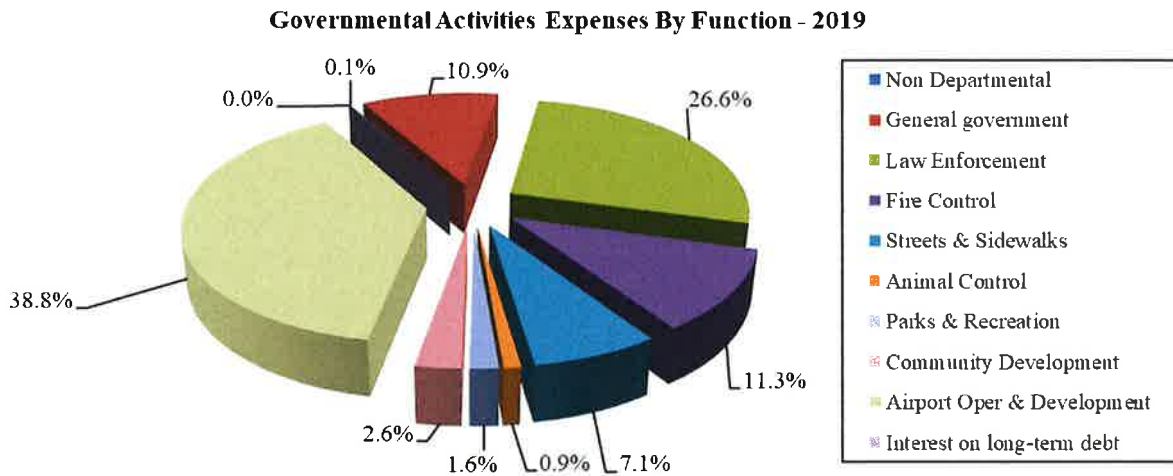


**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

*Expenses*

The City's governmental expenses increased to \$5,986,227, a \$449,994 or 8.1% increase from the previous fiscal year's total of \$5,536,233. The increase is primarily the result of additional fire, police, and other payroll-related costs, as well as an increase in depreciation expenses.

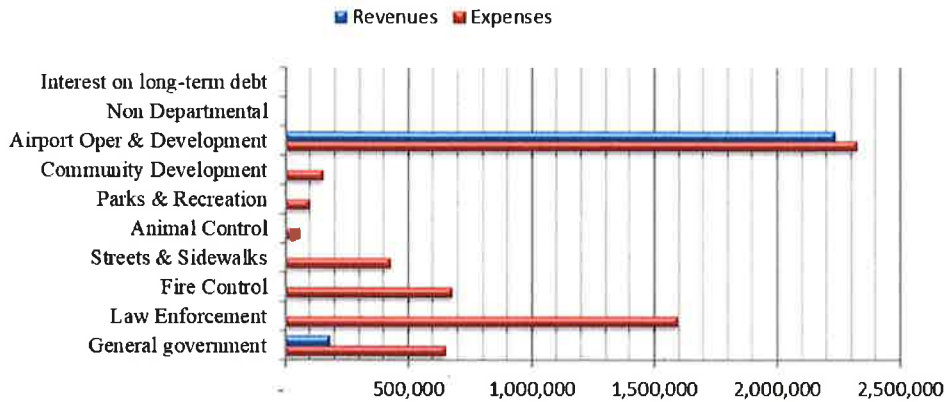
The following illustration shows the percentage each functional area represents within the City as a whole. The percentages may not equate to 100 percent due to rounding.



The bar chart on the next page compares governmental activity expenses against program revenues that each department generates, without any associated general revenues such as property, franchise, public service and telecommunication taxes, as well as interest and other miscellaneous income.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

**Governmental Activities Expenses & Program Revenues - 2019**



**Business-Type Activities**

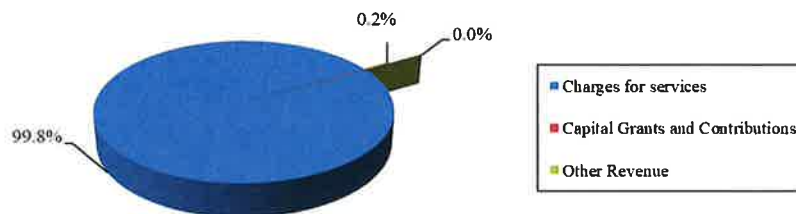
Business-type activities decreased the City's net position by \$413,416 from the previous fiscal year-end. The decrease in the City's net position was primarily the result of a reduction in operating income due to lower utility billings than anticipated, along with increased payroll costs and depreciation during the current fiscal year. Other contributing factors are discussed below.

*Revenues*

Overall, total revenue for business-type activities decreased by \$128,084 compared to the prior fiscal year. The decrease was primarily the result of lower electric utility billings, grants, and miscellaneous revenue. These decreases were offset by increases in sewer, solid waste, and water utility billings.

The activity for the fiscal year was as follows: charges for services decreased by \$90,697, capital grants and contributions decreased by \$26,540, and other revenues and interest decreased by \$10,847 from the prior fiscal year. The chart below illustrates the breakdown as a percentage of total revenues by each source for the City's business-type activities.

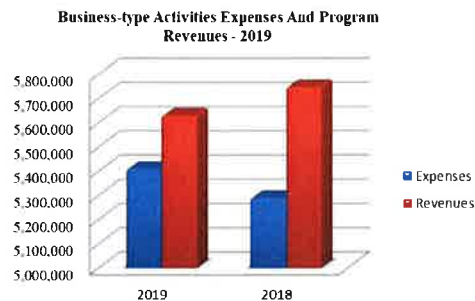
**Business-type Activities Revenues By Source - 2019**



**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

Business-type activity expenses increased by \$119,679 from the prior fiscal year-end. The increase was primarily the result of additional payroll costs, depreciation and interest expense on the new City Hall loan. These increases were offset by a reduction in professional services, as well as gas and electricity purchases related to utility billing services.

The bar chart shown below compares expenses and program revenues for the current fiscal year and the previous one, to illustrate how business-type activities support themselves without the aid of general revenues such as interest earnings and before any transfers are made to governmental funds.



### **Fund Financial Analysis**

The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### *Governmental Funds*

The primary function of the City's governmental funds is to report on *near-term* revenues (inflows), expenditures (outflows) and balance of spendable resources. This information is useful in assessing the government's financial requirements in the near future. In particular, fund balance is a good indicator of the City's net resources that are available for spending at the end of the fiscal year. At the end of the current fiscal year the City's combined ending governmental fund balance was \$838,084. The fund balance in the general fund was \$496,890. The fund balances in the two special revenue funds was a combined ending balance of \$341,194. The City ended the current fiscal year with an overall decrease in its combined fund balance of \$532,947 as compared to the prior year end balance of \$1,371,031.

The City has three major governmental funds as shown below. The following pages illustrate the net change in fund balance for each of the three funds for the fiscal year.

#### *Major Funds*

- General Fund
- Special Revenue Fund - Airport Development
- Special Revenue Fund - Community Redevelopment Agency (CRA)

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

The general fund is the main operating fund for the City and is shown below. The fund balance after transfers decreased by \$290,637 for the fiscal year, as compared to a decrease of \$380,315 in the previous fiscal year, a net increase in 2019 of \$89,678.

<b>General Fund</b>			
	<b>2018</b>	<b>2019</b>	<b>Incr. / (Decr.)</b>
<b>Revenues</b>			
Taxes	\$ 1,359,503	\$ 1,528,906	\$ 169,403
Licenses and permits	60,169	79,240	19,071
Intergovernmental	913,966	661,836	(252,130)
Fines and forfeitures	13,801	9,677	(4,124)
Interest Earnings	2,494	1,081	(1,413)
Other	21,952	30,775	8,823
<b>Total revenues</b>	<b>2,371,885</b>	<b>2,311,515</b>	<b>(60,370)</b>
<b>Expenditures</b>			
Current:			
General Government	434,901	437,578	2,677
Law enforcement	1,015,584	1,180,888	165,304
Communications	228,216	222,721	(5,495)
Streets and sidewalks	322,447	349,037	26,590
Fire Control	498,596	569,153	70,557
Parks and recreation	32,354	33,146	792
Library	6,759	6,794	35
Planning and zoning	95,245	103,874	8,629
Legislative and legal	38,827	55,241	16,414
Animal Control	54,292	53,294	(998)
Non-departmental	14,795	3,907	(10,888)
Capital Outlay	593,768	108,641	(485,127)
Debt Service:			
Principal	20,658	21,184	526
Interest	4,436	2,196	(2,240)
<b>Total expenditures</b>	<b>(3,360,878)</b>	<b>(3,147,654)</b>	<b>213,224</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(988,993)</b>	<b>(836,139)</b>	<b>152,854</b>
<b>Other financing sources (uses)</b>			
Transfers in	690,000	636,570	(53,430)
Transfers out	(81,322)	(91,068)	(9,746)
<b>Total other financing</b>	<b>608,678</b>	<b>545,502</b>	<b>(63,176)</b>
<b>Net change in fund balances</b>	<b>(380,315)</b>	<b>(290,637)</b>	<b>89,678</b>
<b>Fund balances, beginning of year</b>	<b>1,167,842</b>	<b>787,527</b>	
<b>Fund balances, end of year</b>	<b>\$ 787,527</b>	<b>\$ 496,890</b>	

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

The special revenue fund - airport development is another operating fund of the City. The fund balance decreased by \$99,254 for the current fiscal year, as compared to a decrease of \$29,542 in the previous year, a net decrease in 2019 of \$69,712 as illustrated below:

<b>Special Revenue Fund Airport Development</b>			
	<b>2018</b>	<b>2019</b>	<b>Incr. / (Decr.)</b>
<b>Revenues</b>			
Intergovernmental	\$ 762,432	\$ 796,946	\$ 34,514
Interest Earnings	772	740	(32)
Rental Income	296,847	323,332	26,485
Timber and hay sales	4,144	1,405	(2,739)
Fuel Sales	1,105,427	1,112,722	7,295
Other	17,802	12,892	(4,910)
<b>Total revenues</b>	<b>2,187,424</b>	<b>2,248,037</b>	<b>60,613</b>
<b>Expenditures</b>			
Current:			
Airport Development	1,454,533	1,449,682	(4,851)
Capital Outlay	762,433	897,609	135,176
<b>Total expenditures</b>	<b>(2,216,966)</b>	<b>(2,347,291)</b>	<b>(130,325)</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(29,542)</b>	<b>(99,254)</b>	<b>(69,712)</b>
<b>Net change in fund balances</b>	<b>(29,542)</b>	<b>(99,254)</b>	<b>(69,712)</b>
<b>Fund balances, beginning of year</b>	145,367	115,825	
<b>Fund balances, end of year</b>	<b>\$ 115,825</b>	<b>\$ 16,571</b>	

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

The community redevelopment fund is another special revenue fund the City includes in its statements as illustrated below. The fund balance after transfers associated with this fund decreased by \$143,056 for the current fiscal year-end, as compared to an increase of \$62,755 in the prior year, a net decrease in 2019 of \$205,811. The fund was established to account for the Community Redevelopment Agency's (CRA) activities. The CRA's sole purpose is eliminating and preventing the development of slum and blighted areas within the community in order to serve the interest of the citizens.

<b>Special Revenue Fund Community Redevelopment</b>			
	<b>2018</b>	<b>2019</b>	<b>Incr. / (Decr.)</b>
<b>Revenues</b>			
Taxes	\$ 124,840	\$ 131,137	\$ 6,297
Interest Earnings	190	213	23
Miscellaneous Revenue	-	5,000	5,000
<b>Total revenues</b>	<b>125,030</b>	<b>136,350</b>	<b>11,320</b>
<b>Expenditures</b>			
Community Redevelopment	109,199	112,016	2,817
Capital Outlay	34,398	258,458	224,060
<b>Total expenditures</b>	<b>(143,597)</b>	<b>(370,474)</b>	<b>(226,877)</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(18,567)</b>	<b>(234,124)</b>	<b>(215,557)</b>
<b>Other financing sources (uses)</b>			
Transfers in	81,322	91,068	9,746
<b>Total Other financing</b>	<b>81,322</b>	<b>91,068</b>	<b>9,746</b>
<b>Net change in fund balances</b>	<b>62,755</b>	<b>(143,056)</b>	<b>(205,811)</b>
<b>Fund balances, beginning of year</b>	<b>404,924</b>	<b>467,679</b>	
<b>Fund balances, end of year</b>	<b>\$ 467,679</b>	<b>\$ 324,623</b>	

The Statement of Revenues, Expenditures, and Changes in Fund Balance for all illustrations shown on the previous pages 13 through 15 are provided on page 22 of this report.

*Proprietary Funds*

The City's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the business-type activities totaled \$3,615,870, with the remaining \$7,255,473 being invested in capital assets net of any related debt at the end of the 2019 fiscal year.

The City's total net position for business-type activities decreased by \$413,416 from the prior fiscal year-end. Key elements of the decrease have been addressed in the discussion of the City's business-type activities found on pages 11 and 12 of this report.

**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

*General Fund Budgetary Highlights with Variances*

Overall, the general fund ended the current fiscal year with a positive variance between its final operating revenues budgeted and actual operating revenues in the amount of \$16,447. This was mainly due to an increase in taxes, which was offset by a decrease in licenses, permits and fees, along with fines and forfeiture revenues.

The general fund experienced a positive variance between its final operating expenditures budget and actual operating expenditures in the amount of \$94,429. The positive variance was largely the result of less spending on capital outlay than was anticipated in the budget.

*Capital Asset and Debt Administration*

The City's investment in capital assets for its governmental and business-type activities as of September 30, 2019, amounts to \$24,168,607 (net of accumulated depreciation) as compared to the prior year-end total of \$24,015,156 as shown below. The investment in capital assets includes land, buildings, utility distribution systems, improvements, machinery and equipment, streets, roads, and construction in progress. The total increase in capital assets for the current fiscal year was \$153,451 or .6%. Governmental activities increased by \$113,767 and the business-type activities increased by \$39,684 as illustrated below. The increase in governmental activities was due to purchased equipment and vehicles, as well as continuing airport and community redevelopment projects. The increase in business-type activities was mainly due to the completion of the City Hall project and other purchased equipment and vehicles. The increases in governmental and business-type activities were offset by the depreciation recorded in the current fiscal year.

**Capital Assets - Net of depreciation  
(in thousands)**

	Governmental Activities		Business-Type Activities		Total	
	2018	2019	2018	2019	2018	2019
Land	\$1,413,225	\$1,413,225	\$133,966	\$133,966	\$1,547,191	\$1,547,191
Construction In Progress	868,773	55,354	2,557,840	-	3,426,613	55,354
Buildings and Improvements	11,806,445	12,714,017	-	-	11,806,445	12,714,017
Plant and Distribution Systems	-	-	4,884,615	7,293,470	4,884,615	7,293,470
Machinery and Equipment	1,465,385	1,484,999	884,907	1,073,576	2,350,292	2,558,575
<b>Total Assets, Net</b>	<b>\$15,553,828</b>	<b>\$15,667,595</b>	<b>\$8,461,328</b>	<b>\$8,501,012</b>	<b>\$24,015,156</b>	<b>\$24,168,607</b>

Additional information on the City's capital assets can be found in Note 4 starting on page 42 of this report.



**CITY OF WILLISTON, FLORIDA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2019**

*Debt Administration*

At the end of the current fiscal year, the City had a total long-term debt balance of \$1,554,833. Of that amount, \$234,423 is comprised of general obligation debt and backed by the credit of the government. The remaining \$1,320,410 represents notes secured solely by specific revenue sources (i.e. revenue bonds). Governmental activities account for \$234,168 while business-type activities account for \$1,320,665 of the overall debt as shown below.

**Long-Term Debt  
General Obligation and Revenue Bonds**

	<b>Governmental Activities</b>	
	<b>2018</b>	<b>2019</b>
Fire Vehicle	\$96,055	\$74,871
Compensated Absences & Other	173,197	159,297
<b>Total Governmental Activities</b>	<b>\$269,252</b>	<b>\$234,168</b>
	<b>Business-Type Activities</b>	
	<b>2018</b>	<b>2019</b>
N.E. Well - CDBG	\$75,792	\$0
City Hall	440,618	1,245,539
Compensated Absences & Other	55,801	75,126
<b>Total Business-Type Activities</b>	<b>\$572,211</b>	<b>\$1,320,665</b>
<b>Total Outstanding Debt</b>	<b>\$841,463</b>	<b>\$1,554,833</b>

Additional information on the City's long-term debt can be found in Note 6 on pages 44 through 46 of this report.

**Request for Information**

This financial report is designed to provide a general overview of the City's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the City Manager or Finance Director, at 50 N.W. Main Street, Williston, Florida 32696.

## **BASIC FINANCIAL STATEMENTS**

**CITY OF WILLISTON, FLORIDA**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2019**

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<b>Assets</b>			
Cash and Cash Equivalents	\$ 965,060	\$ 2,272,217	\$ 3,237,277
Investments - Certificates of Deposit	-	359,233	359,233
Cash and Cash Equivalents, Restricted	-	293,303	293,303
Receivables (Net of Allowance for Uncollectable Accounts)	64,783	870,575	935,358
Due from Other Governments	184,809	-	184,809
Interfund Balances	(198,075)	198,075	-
Inventories	32,272	242,040	274,312
Prepaid Items	20,701	5,902	26,603
Net Pension Asset	499,643	409,048	908,691
Capital Assets Not Being Depreciated	1,468,579	133,966	1,602,545
Capital Assets Net of Accumulated Depreciation	14,199,016	8,367,046	22,566,062
<b>Total Assets</b>	<u>17,236,788</u>	<u>13,151,405</u>	<u>30,388,193</u>
<b>Deferred Outflow of Resources</b>			
Deferred Outflow - OPEB Related	13,237	8,793	22,030
Deferred Outflow - Pension Related	1,209,662	359,624	1,569,286
<b>Total Deferred Outflow of Resources</b>	<u>1,222,899</u>	<u>368,417</u>	<u>1,591,316</u>
<b>Total Assets and Deferred Outflow of Resources</b>	<u>18,459,687</u>	<u>13,519,822</u>	<u>31,979,509</u>
<b>Liabilities</b>			
Accounts Payable and Accrued Expenses	231,466	397,874	629,340
Due to Other Governments	-	547	547
Customer Deposits	-	293,303	293,303
Power Costs Recovered in Advance	-	134,870	134,870
Liabilities:			
Due Within One Year	57,937	63,946	121,883
Due in More Than One Year	176,231	1,256,719	1,432,950
Pensions	856,742	-	856,742
OPEB	211,883	140,754	352,637
<b>Total Liabilities</b>	<u>1,534,259</u>	<u>2,288,013</u>	<u>3,822,272</u>
<b>Deferred Inflow of Resources</b>			
Deferred Inflow - OPEB Related	14,805	9,835	24,640
Deferred Inflow - Pension Related	562,448	350,631	913,079
<b>Total Deferred Inflow of Resources</b>	<u>577,253</u>	<u>360,466</u>	<u>937,719</u>
<b>Total Liabilities and Deferred Inflow of Resources</b>	<u>2,111,512</u>	<u>2,648,479</u>	<u>4,759,991</u>
<b>Net Position</b>			
Net Investment in Capital Assets	15,394,649	7,255,473	22,650,122
Restricted for:			
Law Enforcement	1,598	-	1,598
Community Redevelopment	324,623	-	324,623
Building Department	20,359	-	20,359
Unrestricted	606,946	3,615,870	4,222,816
<b>Total Net Position</b>	<u>\$ 16,348,175</u>	<u>\$ 10,871,343</u>	<u>\$ 27,219,518</u>

The accompanying notes to financial statements are an integral part of this statement.



**CITY OF WILLISTON, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2019**

	<u>General</u>	<u>Special Revenue Airport Development</u>	<u>Special Revenue Community Redevelopment</u>	<u>Total Governmental Funds</u>
<b>Assets</b>				
Cash and Cash Equivalents	\$ 609,516	\$ 25,555	\$ 329,989	\$ 965,060
Accounts Receivables (Net of Allowance For Uncollectible Accounts)	7,890	56,893	-	64,783
Due from Other Governments	163,973	20,836	-	184,809
Due from Other Funds	71,474	-	-	71,474
Inventories	-	32,272	-	32,272
Prepaid Items	5,902	14,799	-	20,701
<b>Total Assets</b>	<u>858,755</u>	<u>150,355</u>	<u>329,989</u>	<u>1,339,099</u>
<b>Liabilities and Fund Balances</b>				
<b>Liabilities</b>				
Accounts Payable and Accrued Expenses	163,790	62,310	5,366	231,466
Due to Other Funds	-	71,474	-	71,474
Advance from Other Funds	198,075	-	-	198,075
<b>Total Liabilities</b>	<u>361,865</u>	<u>133,784</u>	<u>5,366</u>	<u>501,015</u>
<b>Fund Balances</b>				
Non-Spendable	5,902	47,071	-	52,973
Restricted:				
Law Enforcement	1,598	-	-	1,598
Community Redevelopment	-	-	324,623	324,623
Building Department	20,359	-	-	20,359
Unassigned	469,031	(30,500)	-	438,531
<b>Total Fund Balances</b>	<u>496,890</u>	<u>16,571</u>	<u>324,623</u>	<u>838,084</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 858,755</u>	<u>\$ 150,355</u>	<u>\$ 329,989</u>	<u>\$ 1,339,099</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

**Total Fund Balance for Governmental Funds** \$ 838,084

**Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:**

Capital assets used in governmental activities are not financial resources, therefore, are not reported in the funds. The cost of the assets is \$26,789,574 and the accumulated depreciation is \$11,121,979. 15,667,595

Net pension assets and liabilities, deferred outflows and inflows of resources related to the pensions are applicable to future periods and, therefore, are not reported in the governmental funds.

Net Pension Liability - FRS	(756,697)
Net Pension Liability - HIS	(100,045)
Net Pension Asset - Police	106,727
Net Pension Asset - General	392,916

Deferred Inflow - OPEB	(14,805)
Deferred Inflow - FRS	(42,334)
Deferred Inflow - HIS	(8,300)
Deferred Inflow - Police	(175,014)
Deferred Inflow - General	(336,800)

Deferred Outflow - OPEB	13,237
Deferred Outflow - FRS	494,199
Deferred Outflow - HIS	74,204
Deferred Outflow - Police	295,763
Deferred Outflow - General	345,496

Long-term liabilities are not due and payable in the current period and, accordingly, are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities, both current and long-term, are reported in the statement of net position. Long-term liabilities at year-end consist of:

Capital Lease Payable	(74,871)
Compensated Absences	(138,704)
Special Termination Benefits Payable	(20,593)
OPEB Obligation	(211,883)

**Net Position of Governmental Activities** \$ 16,348,175

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<u>General</u>	<u>Special Revenue Airport Development</u>	<u>Special Revenue Community Redevelopment</u>	<u>Total Governmental Funds</u>
<b>Revenues</b>				
Taxes:				
Property Tax	\$ 619,709	\$ -	\$ 131,137	\$ 750,846
Sales and Fuel Tax	382,256	-	-	382,256
Franchise Tax	526,941	-	-	526,941
Licenses, Permits, and Fees	79,240	-	-	79,240
Intergovernmental	661,836	796,946	-	1,458,782
Fines and Forfeitures	9,677	-	-	9,677
Interest Earnings	1,081	740	213	2,034
Rental Income	-	323,332	-	323,332
Timber and Hay Sales	-	1,405	-	1,405
Fuel Sales	-	1,112,722	-	1,112,722
Miscellaneous Revenues	30,775	12,892	5,000	48,667
<b>Total Revenues</b>	<u>2,311,515</u>	<u>2,248,037</u>	<u>136,350</u>	<u>4,695,902</u>
<b>Program Expenditures</b>				
Current:				
General Government	437,578	-	-	437,578
Law Enforcement	1,180,888	-	-	1,180,888
Communications	222,721	-	-	222,721
Roads and Streets	349,037	-	-	349,037
Fire Control	569,153	-	-	569,153
Parks and Recreation	33,146	-	-	33,146
Library	6,794	-	-	6,794
Planning and Zoning	103,874	-	-	103,874
Legislative and Legal	55,241	-	-	55,241
Animal Control	53,294	-	-	53,294
Airport Operations	-	1,449,682	-	1,449,682
Community Redevelopment	-	-	112,016	112,016
Non-Departmental	3,907	-	-	3,907
Capital Outlay	108,641	897,609	258,458	1,264,708
Debt Service:				
Principal	21,184	-	-	21,184
Interest	2,196	-	-	2,196
<b>(Total Expenditures)</b>	<u>(3,147,654)</u>	<u>(2,347,291)</u>	<u>(370,474)</u>	<u>(5,865,419)</u>
<b>(Deficiency) Excess of Revenues (Under) Over Expenditures</b>	<u>(836,139)</u>	<u>(99,254)</u>	<u>(234,124)</u>	<u>(1,169,517)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	690,000	-	91,068	781,068
Transfers (out)	(144,498)	-	-	(144,498)
<b>Total Other Financing Sources (Uses)</b>	<u>545,502</u>	<u>-</u>	<u>91,068</u>	<u>636,570</u>
<b>Net Change in Fund Balances</b>	<u>(290,637)</u>	<u>(99,254)</u>	<u>(143,056)</u>	<u>(532,947)</u>
<b>Fund Balances, Beginning of Year</b>	<u>787,527</u>	<u>115,825</u>	<u>467,679</u>	<u>1,371,031</u>
<b>Fund Balances, End of Year</b>	<u>\$ 496,890</u>	<u>\$ 16,571</u>	<u>\$ 324,623</u>	<u>\$ 838,084</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL  
FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

**Amounts Reported for Governmental Activities in the Statement of Activities are  
Different Because:**

Net Change in Fund Balances - Total Governmental Funds \$ (532,947)

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period:

Capital Additions	1,264,708
Loss on Disposals	(17,107)
Depreciation Expense	(1,133,834)

The issuance of long-term debt (e.g., bonds, notes payable) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items:

Repayment of Long-Term Debt	21,184
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Compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Net Change in Compensated Absences	13,900
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Governmental funds report pension contributions as expenditures. However, in the statement of activities, changes in pension and OPEB liabilities are reported as a pension and OPEB expense. The following changes affected pension and OPEB related expense:

Pension Expense - FRS	(169,987)
Pension Expense - HIS	(14,848)
Pension Expense - Police	(25,871)
Pension Expense - General	(114,022)
OPEB Expense - General	55,070

<b>Change in Net Position of Governmental Activities</b>	<b><u>\$ (653,754)</u></b>
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The accompanying notes to financial statements are an integral part of this statement.



**CITY OF WILLISTON, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES - GENERAL FUND**  
**BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Taxes	\$ 1,385,000	\$ 1,385,000	\$ 1,528,906	\$ 143,906
Licenses, Permits, and Fees	159,480	159,480	79,240	(80,240)
Intergovernmental	664,768	670,518	661,836	(8,682)
Fines and Forfeitures	34,335	34,335	9,677	(24,658)
Interest Earnings	12,000	12,000	1,081	(10,919)
Misc. Revenues	13,600	33,735	30,775	(2,960)
<b>Total Revenues</b>	2,269,183	2,295,068	2,311,515	16,447
<b>Expenditures</b>				
Current:				
General Government	320,887	320,887	437,578	(116,691)
Law Enforcement	1,082,577	1,182,992	1,180,888	2,104
Communications	223,840	223,840	222,721	1,119
Streets and Sidewalks	338,019	404,019	349,037	54,982
Fire Control	568,988	594,155	569,153	25,002
Parks and Recreation	25,177	32,927	33,146	(219)
Library	8,082	8,082	6,794	1,288
Planning and Zoning	99,941	188,441	103,874	84,567
Legislative and Legal	36,000	66,000	55,241	10,759
Animal Control	55,281	66,151	53,294	12,857
Non-Departmental	11,089	11,089	3,907	7,182
Capital Outlay	143,500	143,500	108,641	34,859
Debt Service:				
Principal	-	-	21,184	(21,184)
Interest	-	-	2,196	(2,196)
<b>(Total Expenditures)</b>	(2,913,381)	(3,242,083)	(3,147,654)	94,429
<b>(Deficiency) of Revenues (Under)</b>				
<b>Expenditures</b>	(644,198)	(947,015)	(836,139)	110,876
<b>Other Financing Sources (Uses)</b>				
Transfers in	707,868	707,868	690,000	(17,868)
Transfers (out)	(85,424)	(85,424)	(144,498)	(59,074)
<b>Total Other Financing Sources (Uses)</b>	622,444	622,444	545,502	(76,942)
<b>Net Change in Fund Balance</b>	(21,754)	(324,571)	(290,637)	33,934
<b>Fund Balances, Beginning of Year</b>	1,219,798	993,867	787,527	(206,340)
<b>Fund Balances, End of Year</b>	\$ 1,198,044	\$ 669,296	\$ 496,890	\$ (172,406)

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
SPECIAL REVENUE FUND  
AIRPORT DEVELOPMENT  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Intergovernmental Revenue	\$ 867,109	\$ 867,109	\$ 796,946	\$ (70,163)
Interest Earnings	1,600	1,600	740	(860)
Rental Income	301,000	301,000	323,332	22,332
Timber and Hay Sales	4,144	4,144	1,405	(2,739)
Fuel Sales	1,240,641	1,240,641	1,112,722	(127,919)
Miscellaneous	20,360	20,360	12,892	(7,468)
<b>Total Revenues</b>	<u>2,434,854</u>	<u>2,434,854</u>	<u>2,248,037</u>	<u>(186,817)</u>
<b>Expenditures</b>				
Current:				
Airport Operations	1,585,615	1,585,615	1,449,682	135,933
Capital Outlay	957,108	957,108	897,609	59,499
<b>(Total Expenditures)</b>	<u>(2,542,723)</u>	<u>(2,542,723)</u>	<u>(2,347,291)</u>	<u>195,432</u>
<b>Excess (Deficiency) of</b>				
<b>Revenues Over (Under) Expenditures</b>	<u>(107,869)</u>	<u>(107,869)</u>	<u>(99,254)</u>	<u>8,615</u>
<b>Net Change in Fund Balances</b>	<u>(107,869)</u>	<u>(107,869)</u>	<u>(99,254)</u>	<u>8,615</u>
<b>Fund Balances, Beginning of Year</b>	<u>115,825</u>	<u>115,825</u>	<u>115,825</u>	<u>-</u>
<b>Fund Balances, End of Year</b>	<u>\$ 7,956</u>	<u>\$ 7,956</u>	<u>\$ 16,571</u>	<u>\$ 8,615</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
SPECIAL REVENUE FUND  
COMMUNITY REDEVELOPMENT  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 124,840	\$ 124,840	\$ 131,137	\$ 6,297
Interest and Other	200	200	213	13
Miscellaneous	-	-	5,000	5,000
<b>Total Revenues</b>	<u>125,040</u>	<u>125,040</u>	<u>136,350</u>	<u>11,310</u>
<b>Expenditures</b>				
Current:				
Community Redevelopment	161,725	161,725	112,016	49,709
Capital Outlay	509,149	509,149	258,458	250,691
<b>Total Expenditures</b>	<u>670,874</u>	<u>670,874</u>	<u>370,474</u>	<u>300,400</u>
<b>Excess (Deficiency) of Over (Under)</b>				
Revenues Over Expenditures	<u>(545,834)</u>	<u>(545,834)</u>	<u>(234,124)</u>	<u>311,710</u>
<b>Other Financing Sources (Uses)</b>				
Transfer in	85,424	85,424	91,068	5,644
<b>Total Other Financing Sources (Uses)</b>	<u>85,424</u>	<u>85,424</u>	<u>91,068</u>	<u>5,644</u>
<b>Net Change in Fund Balance</b>	(460,410)	(460,410)	(143,056)	317,354
<b>Fund Balances, Beginning of Year</b>	<u>467,679</u>	<u>467,679</u>	<u>467,679</u>	<u>-</u>
<b>Fund Balances, End of Year</b>	<u>\$ 7,269</u>	<u>\$ 7,269</u>	<u>\$ 324,623</u>	<u>\$ 317,354</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF NET POSITION  
PROPRIETARY FUND  
SEPTEMBER 30, 2019**

	<u>Business-Type Activities - Enterprise Funds Utility Fund</u>
<b>Assets</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 2,272,217
Investments - Certificates of Deposits	359,233
Accounts Receivable, Net	870,575
Advance from Other Funds	198,075
Inventories	242,040
Prepays	5,902
Total Current Assets	<u>3,948,042</u>
Non-Current Assets:	
Restricted Cash and Cash Equivalents	293,303
Net Pension Asset	409,048
Capital Assets:	
Land and Land Improvements	133,966
Construction in Progress	-
Electric Distribution System	4,955,719
Water Distribution System	4,584,318
Sewer Plant and Distribution System	5,836,353
Natural Gas Distribution System	1,849,659
Machinery and Equipment (Accumulated Depreciation)	2,826,127 (11,685,130)
Total Capital Assets, Net	<u>8,501,012</u>
Total Non-Current Assets	<u>9,203,363</u>
<b>Total Assets</b>	<u>13,151,405</u>
<b>Deferred Outflow of Resources</b>	
OPEB Related	8,793
Pension Related	359,624
<b>Total Deferred Outflow of Resources</b>	<u>368,417</u>
<b>Total Assets and Deferred Outflow of Resources</b>	<u>13,519,822</u>
<b>Liabilities</b>	
Current Liabilities:	
Accounts Payable and Accrued Expenses	397,874
Due to Other Governments	547
Compensated Absences - Current	18,781
Liabilities Payable from Restricted Assets - Customer Deposits	293,303
Note Payable - Current	45,165
Power Costs Recovered in Advance	134,870
Total Current Liabilities	<u>890,540</u>
Non-Current Liabilities:	
Compensated Absences	56,345
OPEB Obligation	140,754
Note Payable	1,200,374
<b>Total Non-Current Liabilities</b>	<u>1,397,473</u>
<b>Total Liabilities</b>	<u>2,288,013</u>
<b>Deferred Inflow of Resources</b>	
OPEB Related	9,835
Pension Related	350,631
<b>Total Deferred Inflow of Resources</b>	<u>360,466</u>
<b>Total Liabilities and Deferred Inflow of Resources</b>	<u>2,648,479</u>
<b>Net Position</b>	
Net Investment in Capital Assets	7,255,473
Unrestricted	3,615,870
<b>Total Net Position</b>	<u>\$ 10,871,343</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN NET POSITION  
PROPRIETARY FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<b>Business-Type Activities - Enterprise Funds Utility Fund</b>
<b>Operating Revenues</b>	
Charges for Services	\$ 5,619,449
<b>Total Operating Revenues</b>	5,619,449
<b>Operating Expenses</b>	
Electric Power Purchased	2,183,447
Natural Gas Purchased	184,521
Personal Services	1,003,827
Professional Fees and Services	740,641
Insurance	40,775
Operations and Maintenance	264,135
Depreciation and Amortization	687,891
Materials and Supplies	229,917
Other	31,673
<b>Total Operating Expenses</b>	5,366,827
<b>Operating Income</b>	252,622
<b>Non-Operation Revenues (Expenses)</b>	
Capital Grants	9,886
Interest Income	2,240
Interest Expense	(41,594)
<b>Total Non-Operating Revenues (Expenses)</b>	(29,468)
<b>Income Before Capital Contributions and Transfers</b>	223,154
<b>Capital Contributions and Transfers</b>	
Transfers (in)	53,430
Transfers (out)	(690,000)
<b>Total Contributions and Transfers</b>	(636,570)
<b>Change in Net Position</b>	(413,416)
<b>Net Position, Beginning of Year</b>	11,284,759
<b>Net Position, End of Year</b>	\$ 10,871,343

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<b>Business-Type Activities - Enterprise Funds Utility Fund</b>
<b>Cash Flows from Operating Activities</b>	
Cash Received from Customers/Others	\$ 5,762,932
Cash Payments to Suppliers for Goods and Services	(4,285,423)
Cash Payments to Employees for Services	(939,621)
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>537,888</b>
<b>Cash Flows from Non-Capital Financing Activities</b>	
Operating Transfers from Other Funds	53,430
Operating Transfers to Other Funds	(690,000)
<b>Net Cash Provided by (Used in) Non-Capital Financing Activities</b>	<b>(636,570)</b>
<b>Cash Flows from Capital and Related Financing Activities</b>	
Acquisition and Construction of Capital Assets	(727,575)
Proceeds from Issuance of Debt	822,912
Interest Paid on Notes Payable	(41,594)
Payments on Notes Payable	(93,783)
Capital Grant Proceeds	47,198
<b>Net Cash Used for Capital and Related Financing Activities</b>	<b>7,158</b>
<b>Cash Flows from Investing Activities</b>	
Changes in Certificates of Deposit, Net	490,240
Interest Received	2,240
<b>Net Cash Used for Investing Activities</b>	<b>492,480</b>
<b>Net Increase in Cash and Cash Equivalents</b>	400,956
<b>Cash and Cash Equivalents, Beginning of Year</b>	<b>2,164,564</b>
<b>Cash and Cash Equivalents, End of Year</b>	<b>\$ 2,565,520</b>
<b><u>Reconciliation of Operating Income to Net Cash Provided by (Used in) Operating Activities</u></b>	
Operating Income	\$ 252,622
Adjustments to Reconcile Operating Income to Net Cash Provided by (Used in) Operating Activities:	
Depreciation Expense	687,891
(Increase) Decrease in Assets and Deferred Outflows:	
(Increase) in Accounts Receivable	28,240
(Increase) in Advances from Other Funds	10,425
(Increase) in Inventories	(13,730)
(Increase) in Net Pension Asset	(92,035)
Decrease in Deferred Outflows	6,467
(Decrease) in Prepaids	10,544
Increase (Decrease) in Liabilities and Deferred Inflows:	
(Decrease) in Power Costs Recovered in Advance	105,380
Increase in Accounts Payable and Accrued Expenses	(607,128)
Increase in OPEB Obligation	53,025
Increase in Compensated Absences	19,325
(Decrease) in Customer Deposits Payable	(562)
(Decrease) in Deferred Inflows	77,424
Total Adjustments	<b>285,266</b>
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>\$ 537,888</b>
<b>As Shown in the Accompany Financial Statements</b>	
Cash and Cash Equivalents	\$ 2,272,217
Restricted Cash and Cash Equivalents	293,303
<b>Total Cash and Cash Equivalents</b>	<b>\$ 2,565,520</b>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF FIDUCIARY NET POSITION  
PENSION TRUST FUNDS  
SEPTEMBER 30, 2019**

	<b>Pension Trust Funds</b>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 68,658
Investments, at Fair Value	7,560,031
Contributions Receivable	17,405
<b>Total Assets</b>	7,646,094
 <b>Liabilities</b>	
Accrued Expenses	5,814
<b>Total Liabilities</b>	5,814
 <b>Net Position - Held in Trust for Pension Benefits</b>	\$ 7,640,280

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF WILLISTON, FLORIDA  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
PENSION TRUST FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<u>Pension Trust Funds</u>
<b>Additions</b>	
Contributions:	
Employer	\$ 119,387
State	26,515
Employees	84,916
Total Contributions	<u>230,818</u>
Investment Earnings	<u>392,791</u>
<b>Total Additions</b>	<u>623,609</u>
Benefits Paid	346,415
Administrative Expenses	31,681
<b>Total Deductions</b>	<u>378,096</u>
<b>Change in Net Position</b>	245,513
<b>Net Position - Held in Trust for Pension Benefits, Beginning of Year</b>	<u>7,394,767</u>
<b>Net Position - Held in Trust for Pension Benefits, End of Year</b>	<u>\$ 7,640,280</u>

The accompanying notes to financial statements are an integral part of this statement.



**NOTES TO BASIC FINANCIAL STATEMENTS**

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Note 1 - Description and Summary of Significant Accounting Policies**

**Reporting Entity**

The City of Williston, Florida (the City) was established in 1897 under Florida Statutes, Section 165.031(4). The government operates under a Mayor-Council form of government and provides the following services as authorized by its charter: Public safety (law enforcement, fire, and animal control), public utilities, streets and sidewalks, parks and playgrounds, airport development, and general government services.

The financial statements of the government have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The accompanying financial statements present the government and its component unit, an entity for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the government's operations.

*Blended Component Units*—The Williston Community Redevelopment Agency (the Agency) is included in the financial reporting entity as a blended component unit. The Agency is established under Florida Statutes, Chapter 163, for the purpose of rehabilitation, conservation, and redevelopment of certain slum and blighted areas in order to serve the interest of public health, safety, morals, and welfare of the community residents. Members of the Agency's Board are appointed by the government's City Council for which certain limited power may be delegated to the Agency in carrying out its activities. However, other powers, including final approval of redevelopment plans and the determination of areas as slum or blighted, vest in the City Council. The Agency is presented as a special revenue fund in the accompanying financial statements.

**Government-Wide Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the fiduciary activities of the primary government and its component units. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other non-exchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues.

**Basis of Presentation—Government-Wide Financial Statements**

While separate government-wide and fund financial statements are presented, they are inter-related. The governmental activities column incorporates data from governmental funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

As discussed earlier, the government has one blended component unit. The Agency is included in the governmental activities column in the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the government's electric and water functions and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

**Basis of Presentation—Fund Financial Statements**

Separate fund financial statements are provided for governmental funds, proprietary funds, blended component units and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The government reports the following major governmental funds:

- The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *special revenue airport development fund* accounts for operations of the government's airport development and operational related activities.
- The *special revenue community redevelopment fund* accounts for the governmental community redevelopment activities for the purpose of eliminating and preventing the development of slum and blighted areas.

The government reports the following major enterprise fund:

- The *utility fund* accounts for all utility activities of the government. The utility fund reflects activities of the electric systems, the sewage treatment plant and collections systems, the water system, natural gas distribution systems, and the solid waste department.

Additionally, the government reports the following fiduciary fund:

- The *pension trust funds* account for the activities of the government's Police Officers and General Employees Retirement Plans and Trusts, which accumulate resources for pension benefit payments to all qualified employees.
- *Basis of Accounting*—The government's financial statements for the foregoing pension plans and trusts are prepared using the accrual basis of accounting for trust funds. Employer and participant contributions are recognized in the period that contributions are due and payable in accordance with the terms of each plan.
- *Method Used to Value Investments*—Investments in the plans are reported at fair value according to the independent custodian for each plan using various third party pricing sources.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF WILLISTON, FLORIDA**

- *Contribution Requirements and Contributions Made*—Florida Statutes and the Government’s Pension Board govern employer and employee contribution requirements for each plan. The government’s contributions are actuarially determined to ensure sufficient assets will be available to pay benefits when due.
  
- *Administrative Costs*—The costs of administering each plan are funded using investment earnings.

During the course of operations, the government has activity between funds for various purposes. Any residual balances outstanding at year-end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources funds. In the fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in the fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds that are included in the governmental activities column. Similarly, balances between the funds are included in business-type activities are eliminated so that only the net amount is included as internal balances in the business-type activities column.

**Measurement Focus and Basis of Accounting**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be generally available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

When both restricted and unrestricted resources are available for use, it is the government’s policy to use restricted resources first, then unrestricted resources as they are needed.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

**Budgetary Information**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund, airport fund, and community redevelopment fund. The appropriated budget is prepared by fund, function, and department. The government's department heads and City Manager may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Council. The legal level of budgetary control is the fund level.

**Assets, Liabilities, and Fund Balances**

***Cash and Cash Equivalents and Investments***—The government's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. For the purposes of the statement of cash flows, all demand deposits in the proprietary fund are included in the statement.

State statutes and the government's investment policy authorize the government to invest in obligations of the U.S. Treasury, interest bearing time deposits or savings accounts in qualified public depositories, money market funds, and certain governmental investment pools authorized by the state.

Investments for the government are reported at fair value. The certificates of deposits are purchased with maturities of greater than three months and are considered investments. The government's pension funds are invested in a pooled account under the Florida Municipal Investment Trust Fund, including cash and cash equivalents, and government and corporate securities. The Fund operates in accordance with state laws and regulations. The reported value of the pension funds' investments is the same as the fair value of the pool shares.

***Accounts Receivable and Due from Other Governments***—Utility operating revenues are generally recognized on the basis of cycle billings rendered monthly. The amount of services delivered after the last billing date and up to September 30 is estimated and accrued at year-end.

Due from Other Governments represent amounts due from the federal, state or local governments, State of Florida, or Levy County for shared revenues or costs. The amount is considered collectible in full within 60 days of fiscal year-end.

***Inventories and Prepaids***—All inventories are valued at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Capital Assets**—Capital assets, which include land, plant distribution systems, machinery and equipment, and infrastructure assets (if purchased after 2003) (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Land, plant and equipment of the government is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	20-50
Plant Distribution System	5-50
Improvements	5-50
Vehicles	3-10
Machinery and Equipment	5-40

**Long-Term Obligations**—In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

**Governmental Fund Balances**—The GASB has promulgated Statement No. 54, entitled *Fund Balance Reporting and Governmental Fund Type Definitions*. The Statement is designed to do two things: 1) it clarifies the definition of what activities are to be reported within different types of governmental funds (general fund, special revenue fund type, capital project fund type, debt service fund type, and permanent fund type); and 2) it provides clearer fund balance definitions that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in governmental funds as follows:

- **Non-Spendable**—Amounts that are not in spendable form (such as inventory) are required to be maintained intact.
- **Restricted**—Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- **Committed**—Amounts constrained to specific purposes by the City itself, using its highest level of decision-making authority (i.e., City Council). To be reported as committed, amounts cannot be used for any other purpose unless the City takes the highest level action to remove or the City Council approves the change.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

- **Assigned**—Amounts the City intends to use for a specific purpose. Intent can be expressed by the City Council or by an official or body to which the City Council delegates authority.
- **Unassigned**—Amounts that are available for any purpose. Positive amounts are only reported in the General Fund.

The City Council is the highest level of decision-making authority of the City, and approves the establishment, increase, and reduction in *Committed* fund balances by budget resolutions and amendments. *Restricted* and *Committed* fund balances are always used first for the purposes for which they were designated. Changes to this practice require prior City Council approval. A minimum fund balance amount has not been formally adopted.

**Revenues and Expenditures/Expenses**

**Program Revenues**—Amounts reported as *program revenues* include: 1) charges to customers or applicants for goods, services, or privileges provided; 2) operating grants and contributions; and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

**Property Tax Revenue Recognition**—Under Florida law, the assessment of all properties and the collection of all county, municipal, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of the state regulating tax assessments are also designed to assure a consistent property valuation method state-wide. Florida Statutes permit municipalities to levy property taxes at a rate of up to 10 mills. The City levied a rate of 6.25 mills in the 2018 tax roll.

The tax levy of the City is established by the City Council prior to October 1 of each year and the Levy County Property Appraiser incorporates the City's millage into the total tax levy, which includes the County and the County School Board tax requirements.

All property is reassessed according to its fair market value January 1 of each year. Each assessment roll is submitted to the Executive Director of the Florida Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are levied on November 1 of each year, or as soon thereafter, as the assessment roll is certified and delivered to the County Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. Taxes paid in March are without discount.

On, or prior to, June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. Unsold certificates are held by the County.

Delinquent taxes on personal property bear interest of 18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

The City does not accrue its portion of the County-held tax sale certificates or personal property tax warrants because such amounts are not measurable and available as of the balance sheet date.

**Compensated Absences**—It is the government’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for three quarters of the unpaid accumulated sick leave since the government has a policy to pay only one quarter of such pay benefits when employees separate from service with the government. All vacation pay and one quarter of sick pay is accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**Operating and Non-Operating Revenues and Expenses**—Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the government’s utility system enterprise fund are charges to customers for sales and services. The government also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**On-Behalf Payments for Fringe Benefits**

The City receives on-behalf payments from the State of Florida to be used for Police Officers’ Retirement Plan Contributions. On-behalf payments to the City totaled \$26,515 for the year ended September 30, 2019. Such payments are recorded as intergovernmental revenue and public safety expenditures in the generally accepted accounting principles basis government-wide and general fund financial statements.

**Effects of New Accounting Pronouncements**

In fiscal year 2019, the City implemented GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placement*. The primary objective of this Statement is to improve the information that is disclosed in the notes to government financial statements related to debt, including direct borrowings and direct placement.

**Note 2 - Stewardship, Compliance, and Accountability**

**Budgetary Information**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted for the general, special revenue, enterprise, and pension trust funds. All annual appropriations lapse at fiscal year-end. Project-length financial budgets are adopted for all capital projects funds.



**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Prior to August 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them. Public hearings are conducted in August and September to obtain taxpayer comments. Prior to October 1, the budget is legally adopted and approved. Revisions that alter the total expenditures of any fund must be approved by the City Council.

The appropriated budget is prepared by fund, function, and department. The government's City Manager may make transfers of appropriations within a department. Transfers of appropriations between departments require approval by the City Council by resolution under the government's charter. The legal level of budgetary control is the fund level. Further, Florida Statutes, Section 166.241, requires the government to expend or contract for expenditures only in pursuance of budgeted appropriations. There were no material violations of budgetary or other legal and contractual provisions requiring disclosure.

**Note 3 - Deposits and Investments**

<u>Type</u>	<u>Fair Value</u>	<u>Interest Rate Risk WAM</u>	<u>Level</u>	<u>Credit Ratings</u>
Cash and Cash Equivalents				
(Non-Pension Investments):				
Cash Deposits	\$ 3,528,580	N/A	N/A	N/A
Petty Cash	2,000	N/A	N/A	N/A
Investments:				
Certificates of Deposit	<u>359,233</u>	N/A	N/A	N/A
<b>Total</b>	<u><u>3,889,813</u></u>			
Pension Cash and Investments:				
Police Officer Pension:				
FMIvT Cash and Money Market	26,214	N/A		N/A
FMIvT Broad Market High Quality Bond	419,423	6.43 Years	2	AAf/S4
FMIvT Core Plus	416,510	5.16 Years	3	Not Rated
FMIvT Diversified Large Cap Equity	1,010,693	Not Rated	2	Not Rated
FMIvT Small to Mid-Cap Equity Fund	334,956	Not Rated	2	Not Rated
FMIvT International Equity Portfolio	422,336	Not Rated	2	Not Rated
FMIvT Core Real Estate Portfolio	282,528	Not Rated	3	Not Rated
Regular Employee Pension:				
FMIvT Cash and Money Market	42,444	N/A		N/A
FMIvT Broad Market High Quality Bond	679,108	6.43 Years	2	AAf/S4
FMIvT Core Plus	674,392	5.16 Years	3	Not Rated
FMIvT Diversified Large Cap Equity	1,636,462	Not Rated	2	Not Rated
FMIvT Small to Mid-Cap Equity Fund	542,343	Not Rated	2	Not Rated
FMIvT International Equity Portfolio	683,824	Not Rated	2	Not Rated
FMIvT Core Real Estate Portfolio	<u>457,456</u>	Not Rated	3	Not Rated
Total Pension Cash and Investments	<u>7,628,689</u>			
<b>Total</b>	<u><u>\$ 11,518,502</u></u>			

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

<u>Type</u>	<u>Fair Value</u>
As shown in the Statement of Net Position:	
Entity-Wide Cash and Cash Equivalents	\$ 3,237,277
Entity-Wide Non-Pension Investments	359,233
Entity-Wide Restricted Cash and Cash Equivalents	293,303
Pension Cash and Money Market	68,658
Pension Investments	<u>7,560,031</u>
<b>Total</b>	<u>\$ 11,518,502</u>

**Fair Value Hierarchy**

The City holds assets that are defined as short-term investments. The City's investments are recorded at fair value unless the investment qualifies as an external investment pool under the guidance in GASB Statement No. 79. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

**Level 1**—Inputs - are quoted prices (unadjusted) for identical assets or liabilities in active markets that a government can access at the measurement date.

**Level 2**—Inputs - are inputs, other than quoted prices included within Level 1, that are observable for an asset or liability, either directly or indirectly.

**Level 3**—Inputs - are unobservable inputs for an asset or liability. The fair value hierarchy gives the highest priority to Level 1 inputs and the lowest priority to Level 3 inputs. If a price for an identical asset or liability is not observable, a government should measure fair value using another valuation technique that maximizes the use of relevant observable inputs and minimizes the use of unobservable inputs.

**Custodial Credit Risk—Cash Deposits**

The City's cash deposits are covered by Federal depository insurance or by collateral held by the City's custodial bank, which is pledged to a state trust fund that provides security for amounts held in excess of Federal Deposit Insurance Corporation (FDIC) coverage in accordance with the *Florida Security for Public Deposits Act*, Chapter 280, Florida Statutes.

The *Florida Security for Public Deposits Act* (the Act) established guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified public depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral up to a maximum of 125% may be required if deemed necessary under conditions set forth in the Act.

The government's investment policies are governed by state statutes and local ordinance. The basic allowable investment instruments include Local Government Surplus Funds, or any governmental investments pool authorized pursuant to the *Florida Interlocal Act*, as provided by Section 163, Florida Statutes, SEC registered money market funds with the highest credit quality rating, interest bearing time deposits or savings accounts in qualified public depositories, and direct obligations of the U.S. Treasury.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

The government’s pension trust funds are held in the Florida Municipal Pension Trust Fund (FMPTF), which is a local government investment pool and, therefore, considered an external investment pool.

At September 30, 2019, the government’s investment balances consisted of certificates of deposit with local banks and the pension trust funds held in the FMPTF. Asset allocation in the FMPTF external investment pool at September 30, 2019, is as follows:

<b>Asset Allocation</b>	<b>Asset Allocation Percentage</b>
Cash and Money Market	0.9%
Broad Market High Quality Bond	14.4%
Core Plus	14.3%
Diversified Large Cap Equity	34.7%
Diversified Small to Mid-Cap Equity	11.5%
International Equity	14.5%
Core Real Estate Portfolio	9.7%
<b>Total</b>	<b>100.0%</b>

**Interest Rate Risk**—Interest rate risk exists when there is a possibility the change in interest rates could adversely affect an investment’s fair value. The City does not have a policy for interest rate risk. The weighted average maturity (WAM) of the underlying debt investments in the FMPTF pool is used to determine interest rate risk when applicable.

**Credit Risk**—Credit risk exists when there is a probability that the issuer or other counterparty to an investment may be unable to fulfill its obligations. The government’s investment policy limits exposure to credit risk.

**Custodial Credit Risk**—Under GASB Statement No. 40, disclosure is only required if investments are uninsured, unregistered, and held by either the counterpart of the counterparty’s trust department or agent but not in the City’s name. The City’s investments are through the FMPTF in the FMIVT, which are evidenced by shares in the pool. Investments in the pools should be disclosed but not categorized because they are not evidenced by securities that exist in a physical or book entry form. The City’s investments are with the pool, not the securities that make up the pool and, therefore, no disclosure is required.

**Foreign Current Risk**—The City’s investments are part of FMIVT and those investments are not subject to foreign current risk.

**CITY OF WILLISTON, FLORIDA  
NOTES TO FINANCIAL STATEMENTS**

**Note 4 - Capital Assets**

Capital asset activity for the year ended September 30, 2019, was as follows:

	Beginning Balance	Increases	Decreases	Transfers/ Adjustments	Ending Balance
<b>Governmental Activities</b>					
Capital Assets, Not Being Depreciated:					
Land	\$ 1,413,225	\$ -	\$ -	\$ -	\$ 1,413,225
Construction in Progress	868,773	11,870	(835,076)	9,787	55,354
Total Capital Assets, Not Being Depreciated	2,281,998	11,870	(835,076)	9,787	1,468,579
Capital Assets, Being Depreciated:					
Buildings and Improvements	18,850,866	1,927,317	-	(9,787)	20,768,396
Equipment	4,474,260	160,597	(82,258)	-	4,552,599
Total Capital Assets, Being Depreciated	23,325,126	2,087,914	(82,258)	(9,787)	25,320,995
Less Accumulated Depreciation for:					
Buildings and Improvements	(7,044,421)	(1,009,958)	-	-	(8,054,379)
Equipment	(3,008,875)	(123,876)	65,151	-	(3,067,600)
Total Accumulated Depreciation	(10,053,296)	(1,133,834)	65,151	-	(11,121,979)
Total Capital Assets, Being Depreciated, Net	13,271,830	954,080	(17,107)	(9,787)	14,199,016
<b>Total Governmental Activities Capital Assets, Net</b>	<b>\$ 15,553,828</b>	<b>\$ 965,950</b>	<b>\$ (852,183)</b>	<b>\$ -</b>	<b>\$ 15,667,595</b>
<b>Business-Type Activities</b>					
Capital Assets, Not Being Depreciated:					
Land and Land Improvements	\$ 133,966	\$ -	\$ -	\$ -	\$ 133,966
Construction in Progress - CDBG	-	-	-	-	-
Construction in Progress - Non-CDBG	2,557,840	400,172	-	(2,958,012)	-
Total Capital Assets, Not Being Depreciated	2,691,806	400,172	-	(2,958,012)	133,966
Capital Assets, Being Depreciated:					
Plant and Distribution Systems	14,301,276	9,026	-	2,915,747	17,226,049
Machinery and Equipment	2,465,485	318,377	-	42,265	2,826,127
Total Capital Assets, Being Depreciated	16,766,761	327,403	-	2,958,012	20,052,176
Less Accumulated Depreciation for:					
Plant and Distribution Systems	(9,416,661)	(515,918)	-	-	(9,932,579)
Machinery and Equipment	(1,580,578)	(171,973)	-	-	(1,752,551)
Total Accumulated Depreciation	(10,997,239)	(687,891)	-	-	(11,685,130)
Total Capital Assets, Being Depreciated, Net	5,769,522	(360,488)	-	2,958,012	8,367,046
<b>Business-Type Activities Capital Assets, Net</b>	<b>\$ 8,461,328</b>	<b>\$ 39,684</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,501,012</b>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Depreciation expense was charged to functions/programs as follows:

<b>Governmental Activities</b>		
General Government	\$	5,163
Law Enforcement		89,561
Communications		875
Planning and Zoning		839
Streets and Sidewalks		59,501
Building and Permitting		367
Fire Control		81,759
Legal and Legislative		185
Parks and Playgrounds		42,177
Library		13,168
Community Redevelopment		34,908
Airport Operations		<u>805,331</u>
<b>Total Depreciation Expense - Governmental Activities</b>		<b><u>\$ 1,133,834</u></b>
 <b>Business-Type Activities</b>		
Electric	\$	94,853
Water		190,779
Natural Gas		103,499
Sewer		153,460
Sanitation		97,440
Administrative Services - Utility		<u>47,860</u>
<b>Total Depreciation Expense - Business-Type Activities</b>		<b><u>\$ 687,891</u></b>

**Note 5 - Interfund Receivable, Payables, Transfers, and Advances**

The outstanding balances between funds result mainly from the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur. All amounts are expected to be paid within one year. Noted no amounts receivable and/or payable as of fiscal year-end.

The composition of interfund advances as September 30, 2019, is as follows:

<u>Advanced To</u>	<u>Advanced From</u>	<u>Amount</u>
General Fund	Utility Fund	\$ 198,075

The advance was to fund the purchase of a fire truck and a prorata share is paid back annually.

The City makes transfers among its funds in the course of the fiscal year. The principal purpose of the transfers is to allocate resources from the enterprise funds to the general fund to assist with various governmental activities. Also, transfers are used to move unrestricted general fund revenues to finance various activities that the government must account for in the other funds in accordance with budgetary authorizations, including amounts provided as subsidies or matching funds for various grant programs. A summary of interfund transfers follows:

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

	<u>Interfund Transfers In</u>	<u>Transfers (Out)</u>
<b>Major Funds</b>		
General Fund	\$ 690,000	\$ 144,498
Utility Fund	53,430	690,000
Community Redevelopment Fund	91,068	-
<b>Total Interfund Transfers</b>	<u>\$ 834,498</u>	<u>\$ 834,498</u>

**Note 6 - Long-Term Debt**

*Bank Notes Related to Governmental Activities*—The government had one bank promissory note, which was for the purpose of financing a fire truck. Interest rate on the note is 2.50%. The original loan amount was \$148,900 and is secured by a pledge of revenues received from Levy County for fire protection services. At September 30, 2019, total interest paid on this note was \$2,196 and the final payment will be made during the 2022-2023 fiscal year.

*Utility Water Well Bank Note*—In July 2008, the government obtained a note with a local bank allowing borrowings up to \$751,000 to finance construction of a utility water well. Interest is stated at 4.0% and will be adjustable annually, beginning on the date the final principal advance is made on the note. The adjusted rate on the note is the New York prime rate multiplied by a factor of .65 but shall never be less than 4.0%. Upon final principal advance, the government shall make 42 monthly payments of principal and interest until July 2019, at which time all outstanding principal and interest is due. At September 30, 2019, the adjusted interest rate was 4.0% and total interest paid on this note was \$2,527. The final payment was made in the 2018-2019 fiscal year.

*New City Hall Bank Note*—In May 2018, the City obtained a bank note with a local bank for up to \$3,000,000 to finance the demolition of the old City Hall building and construction of the new City Hall building. The interest rate will be 3.5% from May 8, 2018 through May 8, 2039. The City will have to pay, at closing, an origination cost of \$3,000. The City will make 12 monthly payments of interest only, beginning May 8, 2018, followed by 240 payments in the amount required to amortize the unpaid principal balance. All outstanding principal and interest are due on May 8, 2039. At September 30, 2019, the interest rate was 3.5% and total interest paid on this note was \$39,067.

**General Long-Term Debt Schedules:**

<b>Note Payable Year Ended September 30, 2019</b>	<b>Direct Borrowings Governmental Activities</b>	
	<u>Principal</u>	<u>Interest</u>
2020	\$ 21,761	\$ 1,619
2021	22,311	1,069
2022	22,876	505
2023	7,923	40
2024	-	-
<b>Total</b>	<u>\$ 74,871</u>	<u>\$ 3,233</u>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Business-Type Long-Term Debt Schedules:**

Year Ended September 30, 2019	Direct Borrowings	
	Business-Type Activities - Utility System	
	Principal	Interest
2020	\$ 45,165	\$ 42,961
2021	46,771	41,255
2022	48,435	39,591
2023	50,158	37,869
2024	51,942	36,085
2025-2029	288,769	151,362
2030-2034	343,907	96,224
2035-2039	370,392	30,810
<b>Total</b>	<u>\$ 1,245,539</u>	<u>\$ 476,157</u>

*Changes in Long-Term Liabilities*—Long-term liability activity for the year ended September 30, 2019, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities</b>					
<b>Direct Borrowing:</b>					
Note Payable - Fire Truck	\$ 96,055	\$ -	\$ (21,184)	\$ 74,871	\$ 21,761
Compensated Absences	152,604	127,834	(141,734)	138,704	34,676
Special Termination Benefits Payable ***	20,593	1,500	(1,500)	20,593	1,500
<b>Total Governmental Activities</b>					
<b>Long-Term Activities</b>	<u>\$ 269,252</u>	<u>\$ 129,334</u>	<u>\$ (164,418)</u>	<u>\$ 234,168</u>	<u>\$ 57,937</u>
<b>Business-Type Activities</b>					
<b>Direct Borrowings:</b>					
Note Payable:					
Utility Water System	\$ 75,792	\$ -	\$ (75,792)	\$ -	\$ -
City Hall	440,618	822,912	(17,991)	1,245,539	45,165
	516,410	822,912	(93,783)	1,245,539	45,165
Compensated Absences	55,801	68,865	(49,540)	75,126	18,781
<b>Total Business-Type Activities</b>	<u>\$ 572,211</u>	<u>\$ 891,777</u>	<u>\$ (143,323)</u>	<u>\$ 1,320,665</u>	<u>\$ 63,946</u>

\*\*\* Special termination benefits consist of monthly retirement benefits payable to the former Mayor of the City.

This benefit was based on services rendered to the City for greater than 20 years and is payable over the former Mayor's remaining life. The estimated balance of the benefits payable as of September 30, 2019, was \$20,593.

**Pledged Revenues**

The City has pledged certain revenues, to repay loans outstanding as of September 30, 2019. The following table reports the revenues, pledged for each note issued, the amounts of such revenues received in the current year, the current year principal and interest paid on the debt, the approximate percentage of each revenue, which is pledged to meet the note obligation, the date through which the revenue is pledged under the note agreement, and the total pledged future revenues for each note, which is the amount of the remaining principal and interest on the notes at September 30, 2019:

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Description of Notes	Pledge Revenue	Revenue Received	Principal and Interest Paid	Estimated Percentage Pledged	Outstanding Principal and Interest	Pledged Through
<b>Governmental</b>						
<b>Activity</b>						
Note Payable:						
Fire Truck	Levy County Board of County Commissioners for Revenues Fire Protection Services	\$ 248,522	\$ 23,380	8%	\$ 78,104	2023
<b>Business-Type</b>						
<b>Activity</b>						
Note Payable:						
CDBG Well Loan	Net System Revenues (1)(2)	\$ 352,606	\$ 78,318	22%	-	-
City Hall Loan	Net System Revenues (1)(2)	\$ 274,288	\$ 57,058	21%	\$ 1,721,697	2039

- (1) Net System Revenues - all excess revenues received by the City for the operation of utility system (after payment of associated operation and maintenance expense).
- (2) Per the loan agreement, pledged revenues for the City Hall Note will be "all utility system revenues". Additionally, the City agrees to pledge such additional non-ad valorem tax revenues as is necessary. Information for pledged revenue amounts will be included when loan balance outstanding is finalized.

**Note 7 - Other Postemployment Benefits (OPEB)**

**Plan Description** – OPEB Plan is a single employer benefit plan administered by the City. The City implemented the requirements of this statement prospectively as of October 1, 2018.

Pursuant to the provision of Section 112.0801, Florida Statutes, former employees who retire from the City and their dependents are eligible to participate in the City's Health Plan for health and life insurance, as long as they pay a full premium applicable to the coverage elected.

**Benefits Provided** – The OPEB Plan is a single employer benefit plan administered by the City. The retirees are charged the same premium amount the insurance company charges for the type of coverage elected. However, the premiums set by the insurance company are based on average experiences among younger active employees and older retired employees. The older retirees would have a higher cost for health insurance coverage without the City's subsidizing the cost of the retiree coverage because it pays all or a significant portion of the premium on behalf of the active employees. Per GASB Statement No. 75, this is called the "implicit rate subsidy".

**Employees Covered by Benefit Terms** – At October 1, 2018, the date of the most recent actuarial valuation, plan participation consisted of the following covered by the benefit terms:

Inactive Plan Members or Beneficiaries Currently Receiving Benefit Payments	2
Active Plan Members	<u>43</u>
<b>Total Participants</b>	<u><u>45</u></u>



**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Contributions** – For the OPEB Plan, contribution requirements of the City are established and may be amended through action from the City Council. Currently the City’s OPEB benefits are unfunded. The actual contributions are based on pay-as-you-go financing requirements. There is not a separate trust fund or equivalent arranged in which the City would make contributions to advance-fund the obligation, as it does for its pension funds.

**Net OPEB Liability** – The City’s net OPEB liability was measured as of September 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

**Actuarial Assumptions** – The total OPEB liability in the September 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate:	3.58% per annum; this rate was used to discount all future benefit payments and based on the return on the S & P Municipal Bond 20-year High Grade Index as of the measurement date.
Inflation:	3.50%
Salary Increases:	3.00% per annum
Investment Rate of Return:	3.58%
Healthcare Cost Trend Rates:	Increases in healthcare costs are assumed to be 7.50% for the 2018/2019 fiscal year graded down by 0.50% per year to 5.00% for the 2023/24 and later fiscal years.
Mortality Basis:	Sex-distinct rates set forth in the PUB-2010 Mortality Table for general and public safety employees, with full generational improvements in mortality using Scale MP-2017.
Changes:	Since the prior measurement date, the discount rate was decreased from 3.64% per annum to 3.58% per annum, the monthly implied subsidy at age 55 for the 2018/19 fiscal year for the retiree and his spouse was decreased from \$216.00 to \$200.00, and the mortality basis was changed from the RP-2000 Mortality Table with generational improvements in mortality using Scale BB to the PUB-2010 Mortality Table with generational improvements in mortality using Scale MP-2017 Employees Covered: Regular, full-time employees for the City.
Types of Benefits Offered:	Post-retirement medical, dental, vision, and life insurance benefits.
Premium:	Retirees must pay the full monthly premium as determined by the insurance carrier for coverage other than medical and life insurance coverage for the retiree himself and must pay the full cost of health insurance coverage for himself above any explicit subsidies provided by the City. The City pays any applicable premiums for single coverage under the medical insurance program until age 65 for those employees who retire on or after age 62 with at least 25 years of service and who were covered under the City’s health insurance program for at least five years immediately prior to their retirement. In addition, the City pays the entire premium for a \$15,000 life insurance policy to each retiree. Life insurance coverage decreases by 35% upon the attainment of age 65 and decreases by another 15% upon the attainment of age 70.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Changes in the OPEB Liability** – for the fiscal year ended September 30, 2019, were as follows:

	<b>Total OPEB Liability</b>
<b>Balance at September 30, 2018</b>	<b>\$ 356,250</b>
Changes for a Year:	
Service Cost	48,542
Demographic Gain/Loss	(1,654)
Assumption Changes	(25,491)
Expected Interest Growth	12,783
Benefit Payments and Refunds	(37,793)
Net Changes	(3,613)
<b>Balance at September 30, 2019</b>	<b>\$ 352,637</b>

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates –**

The following presents the net OPEB liability of the City, as well as what the City’s net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current discount rate:

**Comparison of Net OPEB Liability Using Alternative Discount Rates**

	<u>1% Decrease</u>	<u>3.58% Discount Rate</u>	<u>1% Increase</u>
Net OPEB Liability	\$ 385,235	\$ 352,637	\$ 323,339

**Comparison of Net OPEB Liability Using Alternative Healthcare Cost Trend Rates**

	<u>1% Decrease</u>	<u>7.5% Graded Down to 5%</u>	<u>1% Increase</u>
Net OPEB Liability	\$ 310,512	\$ 352,637	\$ 403,945

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources –** For the year ended September 30, 2019, the City recognized OPEB expense of \$22,030. At September 30, 2019, the City reported no deferred outflows of resources related to OPEB. There were deferred inflows of resources related to OPEB of \$24,641.

<u>Fiscal Year</u>	<u>Deferred Inflows</u>
2020	\$ 2,504
2021	2,504
2022	2,504
2023	2,504
2024	2,504
Thereafter	12,121
<b>Total</b>	<b>\$ 24,641</b>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Note 8 - Employee Retirement Plans**

**Defined Contribution Plan**

The City provides a 457 Deferred Compensation Plan for the City Manager. Contributions to the Plan for the year ended September 30, 2019, were \$13,270.

**Defined Benefits Plans**

The City maintains two single employer, defined benefit plans that separately cover full-time police officer employees and all other general employees. Prior to October 1, 2004, the City's police officers were covered under the same defined benefit plan along with the City's general employees. Effective October 1, 2004, the City established a separate plan and trust for police officers and transferred all liabilities for any accrued benefits, and the cash equivalents equal to the present value to pay the accrued benefits, to the new plan and trust.

**Police Officers Plan**

***Retirement Plan and Trust for Police Officers***—The City sponsors and administers the Retirement Plan for the Police Officers of the City of Williston (the Plan). The Plan is considered a defined benefit single-employer plan and is accounted for as a separate pension trust fund. The Plan covers all full-time police officers. A City employee shall become a participant of the Plan at the time of employment. Participants contribute 5% of compensation to the Plan, whereas the City is required to contribute an amount actuarially determined using the aggregate actuarial cost method, currently 22.16% (October 1, 2019) of covered payroll. The cost of administering the Plan is financed by investment earnings.

Name of the Pension Plan:	Retirement Plan and Trust for Police Officers of the City of Williston.
Legal Plan Administrator:	Board of Trustees of the Retirement Plan for the Police Officers of the City of Williston Single-Employer Defined Benefit Pension Plan.
Pension Plan Reporting:	The Plan issues a stand-alone financial report each year, which contains information about the Plan's fiduciary net position. The Plan's fiduciary net position has been determined on the same basis used by the pension plan and is equal to the market value of the assets as calculated under the accrual basis of accounting. This report is available to the public at the Plan's administrative office: Retirement Department, Florida League of Cities, Inc. P.O. Box 1757, Tallahassee, Florida 32302, (800) 342-8112.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Description of Benefit Terms:**

Employees Covered:	Full-time police officers employed by the City of Williston.
Types of Benefits Offered:	Retirement, disability, and pre-retirement death benefits.
Basic Pension Formula:	3.00% of average earnings times service.
Early Retirement Adjustment:	Early retirement pension is reduced by 3% for each year by which the early retirement date precedes the normal retirement date.
Disability Pension:	Larger of basic pension formula or 42% of average earnings (for service-connected disabilities). Larger of basic pension formula or 25% of average earnings (for non-service-connected disabilities). Disability benefits are offset as necessary to preclude the total of the disability compensation from exceeding average earnings.
Pre-Retirement Death Benefit:	Basic pension formula payable for 10 years at early or normal retirement age (payable to the beneficiary of vested participant). Return of accumulated employee contributions (payable to the beneficiary of a non-vested participant).
Normal Retirement Age:	Age 55 with at least five years of service (only for participants who were fully vested at the time of their transfer into the Plan from the general employees' plan prior to June 1, 2008), or Age 55 with at least 10 years of service, or Age 52 with at least 25 years of service, or any age with at least 30 years of service.
Early Retirement Age:	Age 50 with at least 10 years of service.
Vesting Requirement:	100% vesting after five years of service (only for participants who were fully vested at the time of their transfer into the Plan from the general employees' plan prior to June 1, 2008), or 100% vesting after 10 years of service.
Form of Payment:	Actuarially increased single life annuity 10-year certain and life annuity. Actuarially equivalent 50%, 66 <sup>2/3</sup> %, 75%, or 100% joint and contingent annuity. Any other actuarially equivalent form of payment approved by the Board of Trustees.
Average Earnings:	Average of the highest five-years of pensionable earnings out of the last 10 years.
Cost-of-Living Adjustment:	No automatic cost-of-living adjustment is provided.
Deferred Retirement Option Plan (DROP):	A participant who has attained their normal retirement age is eligible to participate in the DROP for a period of up to 60 months. The DROP accounts are credited with interest at the rate of 6.50% per annum.
Legal Authority:	The Plan was established effective October 1, 2004, pursuant to City ordinance and has been amended several times since that date.
Plan Amendments:	Since the completion of the previous valuation, Ordinances 638 and 641 were adopted. These Ordinances added a DROP provision. This addition of the DROP had no actuarial impact.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Information used to determine the Net Pension Liability:

Employer's Reporting Date:	September 30, 2019
Measurement Date:	September 30, 2019
Actuarial Valuation Date:	October 1, 2018

Additional information as of the latest actuarial valuation is as follows:

Actuarial Cost Method	Aggregate
Amortization Method	Level Percentage, Open
Remaining Amortization Period	30 Years
Asset Valuation Method	Market Value
Non-Investment Expenses	Liabilities have been loaded by 2.75% to account for non-investment expenses.
Mortality Basis	Sex-distinct rates set forth in the RP-2000 Blue Collar Mortality Table, with full generational improvements in mortality using Scale BB.
Retirement	Retirement is assumed to occur at normal retirement age.
Future Contributions	Contributions from the employer and employees are assumed to be made as legally required.
Changes	No assumptions were changed since the prior measurement date.
<b>Actuarial Assumptions:</b>	
Investment Rate of Return	7.00%
Projected Salary Increases	4.50% per annum
Non-Investment Expenses	Liabilities have been loaded by 2.75%
Includes Inflation at *	2.92%
Discount Rate	7.00% (2.92% per annum is due to inflation)
Cost of Living Adjustments	0.0%
Changes	No assumptions were changed since the prior measurement date.

\*Same assumptions as used for the actuarial valuation of system.

**Determination of Long-Term Expected Rate of Return on Plan Assets:**

Investment Category	Target Allocation	Expected Long-Term Real Return
Core Bonds	15.00%	1.60% per annum
Core Plus	15.00%	2.10% per annum
U.S. Large Cap Equity	34.00%	4.60% per annum
U.S. Small Cap Equity	11.00%	5.50% per annum
Non-U.S. Equity	15.00%	6.70% per annum
Core Real Estate	10.00%	5.00% per annum
Total or Weighted Arithmetic Average	100.00%	4.23% per annum

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Current membership in the Plan is comprised of the following:

<b>Group</b>	<b>October 1, 2019</b>
Retirees and Beneficiaries Currently Receiving Benefits	4
Terminated Plan Participants Entitled to but not yet Receiving Benefits	4
Active Plan Participants	11
<b>Total</b>	<b>19</b>

The components of the net pension liability (asset) of the sponsor on September 30, 2019, were as follows:

Total Pension Liability	\$ 2,585,525
Plan Fiduciary Net Position	(2,692,252)
Sponsor's Net Pension Liability (Asset)	\$ (106,727)
Plan Fiduciary Net Position as a Percentage of Total Pension Liability (Asset)	104.12%

The differences between the actuarial financial statements and the pension financial statement were due to timing differences.

The investments in the Police Officers separate Share Plan are not included in the calculation of the Plan Fiduciary Net Position, however, are included in the Statement of Fiduciary Net Position. These investments totaled \$231,298 as of September 30, 2019.

**Pension Expense**

Service Cost	\$ 113,336
Other Recognized Changes in Net Pension Liability:	
Expected Interest Growth	(7,566)
Investment Gain/Loss	9,154
Demographic Gain/Loss	539
Employee Contributions	(24,421)
Administrative Expenses	10,954
Assumption Changes	20,920
<b>Total Pension Expense</b>	<b>\$ 122,916</b>

**Deferred Inflows and Deferred Outflows of Resources:**

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
<b>Balance as of September 30, 2018</b>	\$ 345,759	\$ 239,717
Amortization Payments	(95,315)	(64,703)
Investment Gain/Loss	40,066	-
Demographic Gain/Loss	5,253	-
<b>Balance as of September 30, 2019</b>	<b>\$ 295,763</b>	<b>\$ 175,014</b>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Amortization schedule for deferred outflows and inflows of resources:

<u>Year Ending September 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2020	\$ 62,304	\$ 64,703
2021	62,304	60,432
2022	62,304	34,974
2023	59,859	5,709
2024	44,391	3,806
Thereafter	<u>4,601</u>	<u>5,390</u>
<b>Total</b>	<u>\$ 295,763</u>	<u>\$ 175,014</u>

**Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate:**

	<u>1% Decrease</u>	<u>Discount Rate – 7.00%</u>	<u>1% Increase</u>
Total Pension Liability	\$ 2,865,748	\$ 2,585,525	\$ 2,350,472
Less Fiduciary Net Position	<u>(2,692,252)</u>	<u>(2,692,252)</u>	<u>(2,692,252)</u>
Net Pension Liability (Asset)	<u>\$ 173,496</u>	<u>\$ (106,727)</u>	<u>\$ (341,780)</u>

**Changes in Net Pension Liability (Asset):**

	<u>Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Net Pension Asset (a+b)</u>
<b>Reporting Period Ended September 30, 2018</b>	\$ 2,366,854	\$ (2,514,158)	\$ (147,304)
Change for a Year:			
Service Cost	113,336	-	113,336
Interest	169,828	(177,394)	(7,566)
Unexpected Investment Income	-	40,066	40,066
Demographic Experience	5,253	-	5,253
Employer Contributions	-	(97,045)	(97,045)
Employee Contributions	-	(24,421)	(24,421)
Benefit Payments and Refunds	(69,746)	69,746	-
Administrative Expenses	-	10,954	10,954
Assumption Changes	-	-	-
<b>Reporting Period Ended September 30, 2019</b>	<u>\$ 2,585,525</u>	<u>\$ (2,692,252)</u>	<u>\$ (106,727)</u>

**General Employees Plan**

**Retirement Plan and Trust for General Employees**—The government sponsors and administers the Retirement Plan and Trust for the General Employees of the government (the Plan). The Plan is considered a defined benefit single-employer plan and is accounted for as a separate pension trust fund. The Plan covers all full-time general employees. A government employee shall become a participant of the Plan at the time of employment.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Name of Pension Plan:	Retirement Plan for the General Employees of the City of Williston.
Legal Plan Administrator:	Board of Trustees of the Retirement Plan for the General Employees of the City of Williston Single-Employer Defined Benefit Pension Plan.
Type of Plan:	Single-Employer Defined Benefit Pension Plan.
Current Contribution Requirements:	Employer contributions are actuarially determined, employees contribute 5.00% of pensionable earnings; employee contribution requirement may be amended by City ordinance but employer contribution requirement is subject to State minimums.
Pension Plan Reporting:	The Plan issues a stand-alone financial report each year, which contains information about the Plans fiduciary net position. The Plan's fiduciary net position has been determined on the same basis used by the pension plan and is equal to the market value of the assets as calculated under the accrual basis of accounting. This report is available to the public at the Plan's administrative office: Retirement Department, Florida League of Cities, Inc. P.O. Box 1757, Tallahassee, Florida 32302, (800) 342-8112.
 <b>Description of Benefit Terms:</b>	
Employees Covered:	Full-time employees of the City of Williston, other than Police Officers and the City Manager.
Types of Benefits Offered:	Retirement, disability, and pre-retirement death benefits.
Basic Pension Formula:	2.25% of average earnings times service.
Early Retirement Adjustment:	The early retirement pension is actuarially equivalent to the normal retirement pension.
Disability Pension:	The disability pension is actuarially equivalent to the normal retirement pension.
Pre-Retirement Death Benefit:	The pre-retirement death benefit is actuarially equivalent to the normal retirement pension and is payable as a single life annuity or as a single lump sum payment to the beneficiary of a vested participant. Return of accumulated employee contributions (payable to the beneficiary of a non-vested participant).
Normal Retirement Age:	Age 62 with at least five years of service.
Early Retirement Age:	Age 55 with at least five years of service.
Vesting Requirement:	100% vesting after five years of service.
Form of Payment:	Single life annuity. Actuarially equivalent 10-year certain and life annuity. Actuarially equivalent 50%, 66 <sup>2/3</sup> %, 75%, or 100% joint and contingent annuity. Actuarially equivalent single lump sum payment. Any other actuarially equivalent form of payment approved by the Board of Trustees.
Average Earnings:	Average of the highest five years of pensionable earnings out of the last 10 years; pensionable earnings include total compensation other than bonuses, lump sum payments, overtime pay, and extraordinary compensation.



**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Cost-of-Living Adjustment: None

DROP: A deferred retirement option plan (DROP) is available to those participants who have attained their early or normal retirement age and individuals may participate in the DROP for up to 60 months; DROP accounts are credited with interest at the rate of 6.50% per annum.

Legal Authority: The Plan was established effective October 1, 1983, pursuant to City ordinance and has been amended several times since that date.

Changes: The benefit terms did not change from the prior measurement date.

Additional information as of the latest actuarial valuation is as follows:

Valuation Date	October 1, 2018
Actuarial Cost Method	Aggregate
Amortization Method	Level Percentage, Open
Remaining Amortization Period	30 Years
Asset Valuation Method	Market Value
Mortality Basis	Sex-distinct rates set forth in the RP-2000 Mortality Table, with full generational improvements in mortality using Scale BB.
Retirement	Retirement is assumed to occur at normal retirement age.
Non-Investment Expenses	Liabilities have been loaded by 2.75% to account for non-investment expenses.
Future Contributions	Contributions from the employer and employees are assumed to be made as legally required.
Changes	Since the prior measurement date, the discount rate was decreased from 9.08% per annum to 7.00% per annum.
Actuarial Assumptions:	
Investment Rate of Return	7.00%
Projected Salary Increases	4.00%
Non-Investment Expenses	Liabilities have been loaded by 2.25%
Includes Inflation at *	3.25%
Discount Rate	7.00% (2.92% per annum is due to inflation)
Cost of Living Adjustments	0.0%
Changes	No assumptions were changed since the prior measurement date.

\*Same assumptions as used for the actuarial valuation of system.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Current membership in the Plan is comprised of the following:

<b>Group</b>	<b>October 1, 2019</b>
Retirees and Beneficiaries Currently Receiving Benefits	18
Terminated Plan Participants Entitled to but not yet Receiving Benefits	32
Plan Participants:	
Active	35
<b>Total</b>	<b>85</b>

**Net Pension Liability (Asset)**

The components of the net pension liability of the sponsor on September 30, 2019, were as follows:

Total Pension Liability	\$ 3,920,647
Plan Fiduciary Net Position	(4,722,611)
Sponsor's Net Pension Liability (Asset)	\$ (801,964)
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	120.45%

The differences between the actuarial financial statements and the pension financial statement were due to timing differences related to investments.

**Pension Expense**

Service Cost	\$ 170,840
Other Recognized Changes in Net Pension Liability:	
Expected Interest Growth	(40,334)
Investment Gain/Loss	24,113
Demographic Gain/Loss	(60,942)
Employee Contributions	(60,484)
Administrative Expenses	20,221
Assumption Changes	81,651
<b>Pension Expense (Negative)</b>	<b>\$ 135,065</b>

**Determination of Long-Term Expected Rate of Return on Plan Assets:**

Investment Category	Target Allocation	Expected Long-Term Real Return
Core Bonds	15.00%	1.60% per annum
Core Plus	15.00%	2.10% per annum
U.S. Large Cap Equity	34.00%	4.60% per annum
U.S. Small Cap Equity	11.00%	5.50% per annum
Non-U.S. Equity	15.00%	6.70% per annum
Core Real Estate	10.00%	5.00% per annum
Total or Weighted Arithmetic Average	100.00%	4.23% per annum

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Deferred Inflows and Deferred Outflows of Resources:**

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
<b>Total of Components:</b>		
<b>Balance as of September 30, 2018</b>	\$ 847,763	\$ 639,935
Amortization Payments	(221,007)	(176,185)
Investment Gain/Loss	78,364	-
Demographic Gain/Loss	-	223,681
<b>Balance as of September 30, 2019</b>	<u>\$ 705,120</u>	<u>\$ 687,431</u>

Other amounts reported as Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions will be recognized in Pension Expense as follows:

<u>Year Ending September 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2020	\$ 142,221	\$ 176,187
2021	142,221	166,060
2022	137,173	110,587
2023	91,763	105,839
2024	76,091	92,217
Thereafter	115,651	36,541
<b>Total</b>	<u>\$ 705,120</u>	<u>\$ 687,431</u>

**Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate:**

	<u>1% Decrease</u>	<u>Discount Rate – 7.00%</u>	<u>1% Increase</u>
Total Pension Liability	\$ 4,419,268	\$ 3,920,647	\$ 3,507,284
Less Fiduciary Net Position	(4,722,544)	(4,722,611)	(4,722,544)
Net Pension Liability (Asset)	<u>\$ (303,276)</u>	<u>\$ (801,964)</u>	<u>\$ (1,215,260)</u>

**Changes in Net Pension Liability (Asset):**

	<u>Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Net Pension Asset (a+b)</u>
<b>Reporting Period Ended September 30, 2018</b>	\$ 3,969,492	\$ (4,686,232)	\$ (716,740)
Change for a Year:			
Service Cost	170,840	-	170,840
Interest	280,605	(320,939)	(40,334)
Unexpected Investment Income	-	78,364	78,364
Demographic Experience	(223,621)	-	(223,621)
Employer Contributions	-	(30,143)	(30,143)
Employee Contributions	-	(60,484)	(60,484)
Benefit Payments and Refunds	(276,669)	276,669	-
Administrative Expenses	-	20,154	20,154
Assumption Changes	-	-	-
<b>Reporting Period Ended September 30, 2019</b>	<u>\$ 3,920,647</u>	<u>\$ (4,722,611)</u>	<u>\$ (801,964)</u>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Combining Schedule of Fiduciary  
Net Position  
Pension Trust Funds  
September 30, 2019**

	<u>Retirement Plan and Trust for the Police Officers</u>	<u>Retirement Plan and Trust for the General Employees</u>	<u>Total</u>
<b>Assets</b>			
Cash and Money Market	\$ 26,214	\$ 42,444	\$ 68,658
Investment in External Investment Pool at Fair Value	2,886,446	4,673,585	7,560,031
Contributions Receivable	<u>10,891</u>	<u>6,514</u>	<u>17,405</u>
<b>Total Assets</b>	<u>2,923,551</u>	<u>4,722,543</u>	<u>7,646,094</u>
<b>Liabilities</b>			
Accrued Expenses	<u>2,456</u>	<u>3,358</u>	<u>5,814</u>
<b>Total Liabilities</b>	<u>2,456</u>	<u>3,358</u>	<u>5,814</u>
<b>Net Positions - Held in Trust for Pension Benefits</b>	<u>\$ 2,921,095</u>	<u>\$ 4,719,185</u>	<u>\$ 7,640,280</u>

**Combining Schedule of Changes in Fiduciary Net Position  
Pension Trust Funds  
For The Fiscal Year Ended September 30, 2019**

	<u>Retirement Plan and Trust for the Police Officers</u>	<u>Retirement Plan and Trust for the General Employees</u>	<u>Total</u>
<b>Additions</b>			
Contribution:			
Employer	\$ 95,072	\$ 24,315	\$ 119,387
State	26,515	-	26,515
Employees	<u>24,118</u>	<u>60,798</u>	<u>84,916</u>
Total Contributions	145,705	85,113	230,818
Investment Earnings	<u>150,217</u>	<u>242,574</u>	<u>392,791</u>
<b>Total Additions</b>	<u>295,922</u>	<u>327,687</u>	<u>623,609</u>
<b>Deductions</b>			
Benefits Paid	69,746	219,405	289,151
Lump Sum Distributions	-	57,264	57,264
Administrative Expenses	11,443	20,238	31,681
Transfers out	<u>(2,275)</u>	<u>2,275</u>	<u>-</u>
<b>Total Deductions</b>	<u>78,914</u>	<u>299,182</u>	<u>378,096</u>
<b>Change in Net Position</b>	217,008	28,505	245,513
<b>Net Position Held in Trust for Pension Benefits, Beginning of Year</b>	<u>2,704,087</u>	<u>4,690,680</u>	<u>7,394,767</u>
<b>Net Position Held in Trust for Pension Benefits, End of Year</b>	<u>\$ 2,921,095</u>	<u>\$ 4,719,185</u>	<u>\$ 7,640,280</u>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Florida State Retirement System – Pension Plan**

Beginning in 2017, all Fire Fighters of the City are eligible to participate in the Florida State Retirement System (the System). This System was created by the Florida Legislature and is a cost-sharing, multiple-employer defined benefit, and public retirement plan available to governmental units within the State of Florida. The System issued a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315, or by calling (850) 488-5706.

All fire employees of the City are eligible to participate in the System. Special risk employees who retire at or after age 55, with six years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to the product of: 1) average monthly compensation in the highest five years of creditable service; 2) creditable service during the appropriate period; and 3) the appropriate benefit percentage. Benefits fully vest on reaching six years of service. Vested employees may retire after six years of creditable service and receive reduced retirement benefits. The System also provides death benefits, disability benefits, and annual cost-of-living adjustments. Benefits are established by Florida Statute. Beginning in 2011, the state mandated a 3% contribution to the plan by the employees. The City currently only has fire employees that participate in Florida Retirement System.

The funding methods and the determination of benefits payable are provided in various acts of the Florida Legislature. These acts provide that employers, such as the City, are required to contribute 24.48% of the compensation for Regular Special Risk and 38.59% for Administrative (with 1.66% for HIS) as of September 30, 2019. In addition, employees that are not participating in the DROP program are required to contribute 3% of their gross salary.

The City contributed 100% of the required contributions to the System for the year ended September 30, 2019, as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 78,798

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*—At September 30, 2019, the City reported a net pension liability of \$756,697 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The City’s proportionate share of the net pension liability was based on projection of the City’s long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2019, the City’s proportionate share of the FRS liability was .002197326458% and increase of .00026870868% from the prior year. The City opted to pay retirement on the fire employees in the 2018/2019 budget process.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*—For the year ended September 30, 2019, the Sponsor will recognize a Pension Expense of \$169,987. On September 30, 2019, the Sponsor reported Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions from the following sources:

	<b>Deferred Inflow Funds</b>	<b>Deferred Outflow Funds</b>
Differences Between Expected and Actual Experience	\$ 470	\$ 44,882
Change in Assumptions	-	194,352
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	41,864	-
Changes in Proportion and Differences Between the City Contributions and Proportionate Share of Contributions	-	233,758
City Contributions Subsequent to Measurement Date	-	21,207
<b>Total</b>	<b>\$ 42,334</b>	<b>\$ 494,199</b>

The Deferred Outflows of Resources related to pensions totaling \$21,207 resulting from City contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ending September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year</b>	<b>Total Inflows/Outflows</b>
2020	\$ 129,220
2021	79,354
2022	109,858
2023	79,630
2024	26,696
Thereafter	5,900
<b>Total</b>	<b>\$ 430,658</b>

**Actuarial Assumptions**

The total pension liability in the July 1, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60%
Salary Increases	3.25% Including Inflation
Investment Rate of Return 7.10%, Net Pension Plan	Investment Expense, Including Inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2019 valuation, were based on the results of an actuarial experience study for the period June 30, 2013 through June 30, 2018.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1.0%	3.3%	3.3%	1.2%
Fixed Income	18.0%	4.1%	4.1%	3.5%
Global Equity	54.0%	8.0%	6.8%	16.5%
Real Estate	11.0%	6.7%	6.1%	11.7%
Private Equity	10.0%	11.2%	8.4%	25.8%
Strategic Investments	6.0%	5.9%	5.7%	6.7%
<b>Total</b>	<u>100%</u>			

*Discount Rate*—The discount rate used to measure the total pension liability was 7.00 percent. In general, the discount rate for calculating the total pension liability under GASB Statement No. 67 is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. The discount rate used in the 2019 valuation was updated from 7.10 percent to 7.00 percent. The rate of return assumption is a prescribed assumption as defined by ASOP 27. The 7.00 percent assumption was adopted by the 2018 FRS Actuarial Assumption Conference.

*Sensitivity of the City’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate*—The following presents the City’s proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	<u>1% Decrease 5.90%</u>	<u>Current Discount Rate – 6.90%</u>	<u>1% Increase 7.90%</u>
City’s Proportionate Share of the Net Pension Liability	\$ 1,308,077	\$ 756,697	\$ 296,201

*FRS Pension Plan Fiduciary Net Position*—Detailed information about pension plan’s fiduciary net position is available in the separately issued FRS Comprehensive Annual Financial Report.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Health Insurance Subsidy (HIS) Defined Benefit Pension Plan**

*Plan Description*—The HIS Pension Plan (HIS Plan) is a cost-sharing, multiple-employer defined benefit pension plan established to provide a monthly subsidy payment to retired members of any state-administered retirement system in order to assist such retired members in paying the costs of health insurance. Persons are eligible for HIS payments who are retired under a state-administered retirement system, or a beneficiary who is a spouse or financial dependent entitled to receive benefits under a state-administered retirement system, except those individuals who are pension recipients under Sections 121.40, 237.08(18)(a), and 250.22, Florida Statutes, or recipients of health insurance coverage under Section 110.1232, Florida Statutes, or any other special pension or relief act are not eligible for such pension payments. A person is deemed retired from a state-administered retirement system when he or she terminates employment with all employers participating in the FRS and:

- For a member of the FRS investment plan, the participant meets the age or service requirements to qualify for normal retirement per Section 121.021(29), Florida Statutes and meets the definition of retiree in Section 121.4501(2), Florida Statutes.
- For a member of the FRS defined benefit pension plan, or any employee who maintains creditable service under the pension plan and the investment plan, the member begins drawing retirement benefits from the pension plan.

Any person retiring on or after July 1, 2001, as a member of the FRS, including a member of the investment plan, must satisfy the vesting requirements for his or her membership class under the pension plan as administered under Chapter 121, Florida Statutes. Any person retiring due to disability must qualify for a regular or in-line-of-duty disability benefit per provisions under Chapter 112, Florida Statutes. Additionally, participants in the Senior Management Service Optional Annuity Program and the State City System Optional Retirement Program are not eligible to receive benefits from the HIS Plan.

*Benefits Provided*—The benefit is a monthly payment to assist retirees of state-administered retirement systems in paying their health insurance costs and is administered by the Department of Management Services, Division of Retirement.

For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of creditable service completed at the time of retirement multiplied by \$5. The payments are at least \$30 but not more than \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a state-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

*Contributions*—The HIS Program is funded by required contributions from FRS participating employers as set by the Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2019, the contribution rate was 1.66 percent of payroll. The state contributed 100 percent of its statutorily required contributions for the current and preceding three years. HIS contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.



**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

The City's contributions to the HIS defined benefit pension plan are reported as a total with the pension plan contributions listed above.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to HIS*—At September 30, 2019, the City reported a net pension liability of \$100,045 for its proportionate share of the net pension liability for HIS. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The City's proportionate share of the net pension liability was based on projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2019, the City's proportionate share was 0.0089413716%, which was an increase of 0.00011339147% from its proportionate share measured as of June 30, 2018.

For the year ended September 30, 2019, the City recognized pension expense is listed above. In addition, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Inflow Funds</b>	<b>Deferred Outflow Funds</b>
Differences Between Expected and Actual Experience	\$ 123	\$ 1,215
Change in Assumptions	8,177	11,584
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	65
Changes in Proportion and Differences Between the City Contributions and Proportionate Share of Contributions	-	59,858
City Contributions Subsequent to Measurement Date	-	1,482
<b>Total</b>	<u>\$ 8,300</u>	<u>\$ 74,204</u>

The deferred outflows of resources related to pensions totaling \$1,482 resulting from City contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ending September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>September 30,</u>	<u>Inflows/Outflows</u>
2020	\$ 14,379
2021	13,991
2022	13,286
2023	11,815
2024	7,401
Thereafter	3,550
<b>Total</b>	<u>\$ 64,422</u>

*Actuarial Assumptions*—The total pension liability in the July 1, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

Inflation	2.60%
Salary Increase	3.25% Average, Including Inflation
Bond Buyer General Obligation 20-Bond Municipal Bond	3.50%

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2019, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

*Discount Rate*—The discount rate used to measure the total pension liability was 3.87 percent. In general, the discount rate for calculating the total pension liability under GASB Statement No. 67 is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the plan sponsor. The discount rate used in the 2019 valuation was updated from 3.87 percent to 3.50 percent, reflecting the change in the Bond Buyer General Obligation 20-Bond Municipal Bond Index as of June 30, 2019.

*Sensitivity of the City’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*—The following presents the City’s proportionate share of the net pension liability calculated using the discount rate of 3.50 percent, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.50 percent) or 1-percentage-point higher (4.50 percent) than the current rate:

	<u>1% Decrease</u> <u>2.50%</u>	<u>Current Discount</u> <u>Rate 3.50%</u>	<u>1% Increase</u> <u>4.50%</u>
City’s Proportionate Share of the Net Pension Liability	\$ 114,206	\$ 100,045	\$ 88,250

*Pension Plan Fiduciary Net Position*—Detailed information about the pension plan’s fiduciary net position is available in the separately issued FRS Comprehensive Annual Financial Report.

**Note 9 - Other Disclosures**

**Allowances for Doubtful Accounts**

Allowances for doubtful accounts at September 30, 2019, are as follows:

Utility Fund	\$ 58,314
General Fund	16,339
Airport Fund	<u>38,195</u>
<b>Total Allowances for Doubtful Accounts</b>	<b><u>\$ 112,848</u></b>

**NOTES TO FINANCIAL STATEMENTS  
CITY OF WILLISTON, FLORIDA**

**Note 10 - Other Information**

**Risk Management**

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; workers' compensation; and natural disasters for which the government carries commercial insurance. There were no settlements in excess of the insurance coverage in any of the three prior fiscal years.

**Contingent Liabilities**

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the government expects such amounts, if any, to be immaterial.

**Note 11 - Federal Awards and State Financial Assistance**

During the fiscal year, the City did not expend greater than \$750,000 in federal awards or state financial assistance, therefore an audit in accordance with Title 2 (Uniform Guidance) *U.S. Code of Federal Regulation* (CFR) Part 200 and the *Florida Single Audit Act* was not required.

**Note 12 - Subsequent Events**

The COVID-19 pandemic has created economic disruptions throughout the country as of the date of our report, which could cause significant declines in user fees, state shared revenues, financial markets, and economic activity overall. The ultimate effect of these items to the City and all local governments is expected to be significant but is not quantifiable at this time.

## **REQUIRED SUPPLEMENTARY INFORMATION**

The following supplementary schedules present trend information regarding the retirement plans for the City's General Employees and Police Officers retirement plans; retirement plans for the City's Firefighters and Other Postemployment Benefits. This information is necessary for a fair presentation in conformity with generally accepted accounting principles.

**CITY OF WILLISTON, FLORIDA**  
**RETIREMENT PLAN AND TRUST FOR POLICE OFFICERS**  
**FOR YEAR ENDED SEPTEMBER 30, 2019**  
**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION**  
**LIABILITY (ASSET) AND RELATED RATIOS**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
<b>Total Pension Liability</b>						
Service Cost	\$ 113,336	\$ 101,591	\$ 91,379	\$ 81,601	\$ 59,909	\$ 62,994
Interest on the Total Pension Liability	169,828	157,781	141,704	103,951	136,436	114,442
Demographic Experience	5,253	(28,525)	(17,330)	26,226	19,567	-
Assumption Changes	-	-	65,439	354,990	(216,983)	-
Benefit Payments, Including Refunds of Employee Contributions	(69,746)	(71,101)	(54,371)	(37,231)	(37,236)	(85,337)
<b>Net Change in Total Pension Liability</b>	<u>218,671</u>	<u>159,746</u>	<u>226,821</u>	<u>529,537</u>	<u>(38,307)</u>	<u>92,099</u>
<b>Total Pension Liability, Beginning of Year</b>	<u>2,366,854</u>	<u>2,207,108</u>	<u>1,980,287</u>	<u>1,450,750</u>	<u>1,489,057</u>	<u>1,396,958</u>
<b>Total Pension Liability, End of Year (a)</b>	<u>\$ 2,585,525</u>	<u>\$ 2,366,854</u>	<u>\$ 2,207,108</u>	<u>\$ 1,980,287</u>	<u>\$ 1,450,750</u>	<u>\$ 1,489,057</u>
<b>Plan Fiduciary Net Position</b>						
Contributions - Employer	\$ (97,045)	\$ (90,446)	\$ (74,311)	\$ (79,553)	\$ (75,005)	\$ (119,278)
Contributions - Employee	(24,421)	(21,005)	(18,698)	(18,330)	(18,053)	(21,100)
Net Investment Income	(137,328)	(173,485)	(269,174)	(149,871)	2,555	(134,338)
Benefit Payments	69,746	71,101	54,371	37,231	37,236	44,390
Administrative Expense	10,954	10,325	9,711	8,354	10,065	7,685
<b>Net Change in Plan Fiduciary Net Position</b>	<u>(178,094)</u>	<u>(203,510)</u>	<u>(298,101)</u>	<u>(202,169)</u>	<u>(43,202)</u>	<u>(222,641)</u>
<b>Plan Fiduciary Net Position, Beginning of Year</b>	<u>(2,514,158)</u>	<u>(2,310,648)</u>	<u>(2,012,547)</u>	<u>(1,810,378)</u>	<u>(1,767,176)</u>	<u>(1,544,535)</u>
<b>Plan Fiduciary Net Position, End of Year (b)</b>	<u>\$ (2,692,252)</u>	<u>\$ (2,514,158)</u>	<u>\$ (2,310,648)</u>	<u>\$ (2,012,547)</u>	<u>\$ (1,810,378)</u>	<u>\$ (1,767,176)</u>
<b>Net Pension Liability (Asset) - Ending (a) - (b)</b>	<u>\$ (106,727)</u>	<u>\$ (147,304)</u>	<u>\$ (103,540)</u>	<u>\$ (32,260)</u>	<u>\$ (359,628)</u>	<u>\$ (278,119)</u>
<b>Plan Fiduciary Net Position as a Percentage of Total Pension Liability</b>	104.13%	106.22%	104.69%	101.63%	124.79%	118.68%
<b>Covered Payroll**</b>	<u>\$ 44,302</u>	<u>\$ 402,249</u>	<u>\$ 363,641</u>	<u>\$ 331,296</u>	<u>\$ 337,006</u>	<u>\$ 306,244</u>
<b>Net Pension Liability as a Percentage of Covered Payroll</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

\* GASB Statement No. 67 was adopted for the 2014 Fiscal Year and the 10-year trend information will be developed from that date forward.

\*\*For the 2017 fiscal year, the covered payroll was based on pensionable salary.

**CITY OF WILLISTON, FLORIDA  
RETIREMENT PLAN AND TRUST FOR POLICE OFFICERS  
FOR YEAR ENDED SEPTEMBER 30, 2019  
SCHEDULE OF CONTRIBUTIONS**

	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Actuarially Determined Contribution	\$ 100,309	\$ 94,683	\$ 82,868	\$ 80,725	\$ 75,174	\$ 117,485
Contributions in Relation to the Actuarially Determined Contribution	97,045	90,446	74,311	79,553	75,005	119,278
Contribution Deficiency (Excess)	<u>\$ 3,264</u>	<u>\$ 4,237</u>	<u>\$ 8,557</u>	<u>\$ 1,172</u>	<u>\$ 169</u>	<u>\$ (1,793)</u>
Covered Payroll	<u>\$ 444,302</u>	<u>\$ 402,249</u>	<u>\$ 363,641</u>	<u>\$ 331,296</u>	<u>\$ 337,066</u>	<u>\$ 306,244</u>
Contributions as a Percentage of Covered Payroll	21.84%	22.49%	20.44%	24.01%	22.25%	38.95%

**CITY OF WILLISTON, FLORIDA**  
**RETIREMENT PLAN AND TRUST FOR GENERAL EMPLOYEES**  
**FOR YEAR ENDED SEPTEMBER 30, 2019**  
**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION**  
**LIABILITY (ASSET) AND RELATED RATIOS**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
<b>Total Pension Liability</b>						
Service Cost	\$ 170,840	\$ 141,746	\$ 121,584	\$ 128,374	\$ 95,658	\$ 101,093
Interest on the Total Pension Liability	280,605	286,840	268,562	212,271	297,696	260,459
Demographic Experience	(223,621)	(115,227)	32,335	104,482	(250,574)	-
Assumption Changes	-	-	265,359	695,988	(302,502)	-
Benefit Payments, Including Refunds of Employee Contributions	(276,669)	(423,229)	(446,417)	(322,256)	(201,578)	(211,313)
<b>Net Change in Total Pension Liability</b>	<u>(48,845)</u>	<u>(109,870)</u>	<u>241,423</u>	<u>818,859</u>	<u>(361,300)</u>	<u>150,239</u>
<b>Total Pension Liability, Beginning of Year</b>	<u>3,969,492</u>	<u>4,079,362</u>	<u>3,837,939</u>	<u>3,019,080</u>	<u>3,380,380</u>	<u>3,230,141</u>
<b>Total Pension Liability, End of Year (a)</b>	<u>\$ 3,920,647</u>	<u>\$ 3,969,492</u>	<u>\$ 4,079,362</u>	<u>\$ 3,837,939</u>	<u>\$ 3,019,080</u>	<u>\$ 3,380,380</u>
<b>Plan Fiduciary Net Position</b>						
Contributions - Employer	\$ (30,143)	\$ (107,990)	\$ (76,582)	\$ (32,832)	\$ (50,643)	\$ (112,114)
Contributions - Employee	(60,484)	(53,296)	(53,684)	(41,937)	(48,533)	(48,537)
Net Investment Income	(242,575)	(338,157)	(573,325)	(343,551)	(3,205)	(368,167)
Benefit Payments	276,669	423,229	446,417	322,256	201,578	384,331
Administrative Expense	20,221	20,487	19,911	17,752	18,972	18,141
<b>Net Change in Plan Fiduciary Net Position</b>	<u>(36,312)</u>	<u>(55,727)</u>	<u>(237,263)</u>	<u>(78,312)</u>	<u>118,169</u>	<u>(126,346)</u>
<b>Plan Fiduciary Net Position, Beginning of Year</b>	<u>(4,686,232)</u>	<u>(4,630,505)</u>	<u>(4,393,242)</u>	<u>(4,314,930)</u>	<u>(4,433,099)</u>	<u>(4,306,753)</u>
<b>Plan Fiduciary Net Position, End of Year (b)</b>	<u>\$ (4,722,544)</u>	<u>\$ (4,686,232)</u>	<u>\$ (4,630,505)</u>	<u>\$ (4,393,242)</u>	<u>\$ (4,314,930)</u>	<u>\$ (4,433,099)</u>
<b>Net Pension Liability (Asset) - Ending (a) + (b)</b>	<u>\$ (801,897)</u>	<u>\$ (716,740)</u>	<u>\$ (551,143)</u>	<u>\$ (555,303)</u>	<u>\$ (1,295,850)</u>	<u>\$ (1,052,719)</u>
<b>Plan Fiduciary Net Position as a Percentage of Total Pension Liability</b>	120.45%	118.06%	113.51%	114.47%	142.92%	131.14%
<b>Covered Payroll**</b>	<u>\$ 1,053,876</u>	<u>\$ 895,351</u>	<u>\$ 787,576</u>	<u>\$ 880,740</u>	<u>\$ 941,185</u>	<u>\$ 824,054</u>
<b>Net Pension Liability as a Percentage of Covered Payroll</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

\* GASB Statement No. 67 was adopted for the 2014 Fiscal Year and the 10-year trend information will be developed from that date forward.

\*\*For the 2017 fiscal year, the covered payroll was based on pensionable salary.

**CITY OF WILLISTON, FLORIDA  
RETIREMENT PLAN AND TRUST FOR GENERAL EMPLOYEES  
FOR YEAR ENDED SEPTEMBER 30, 2019  
SCHEDULE OF CONTRIBUTIONS**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially Determined Contribution	\$ 75,498	\$ 56,834	\$ 106,400	\$ 57,705	\$ 34,167	\$ 50,478
Contributions in Relation to the Actuarially Determined Contribution	30,143	107,990	76,582	32,832	50,643	112,114
Contribution Deficiency (Excess)	<u>\$ 45,355</u>	<u>\$ (51,156)</u>	<u>\$ 29,818</u>	<u>\$ 24,873</u>	<u>\$ (16,476)</u>	<u>\$ (61,636)</u>
Covered Payroll	<u>\$ 1,053,876</u>	<u>\$ 895,351</u>	<u>\$ 787,576</u>	<u>\$ 880,740</u>	<u>\$ 941,185</u>	<u>\$ 824,054</u>
Contributions as a Percentage of Covered Payroll	2.86%	12.06%	9.72%	3.73%	5.38%	13.61%

\*GASB Statement No. 67 was adopted for the 2014 Fiscal Year and the 10-Year trend information will be developed from that date forward.

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

**Note 1: Methods and Assumptions Used in Calculations of Actuarially Determined Contributions**

The actuarially determined contribution rates in the schedule of contributions are calculated as of October 1, 2018, one year prior to the end of the fiscal year in which contributions are reported. The following actuarial methods and assumptions were used to determine the most recent contribution rate reported in that schedule:

	<u>Police Officers' Pension Plan</u>	<u>General Employees' Pension Plan</u>
Valuation Date	October 1, 2018	October 1, 2018
Actuarial Cost Method	Aggregate	Aggregate
Amortization Method	Level Percentage, Open	Level Percentage, Open
Remaining Amortization Period	30 Years	30 Years
Asset Valuation Method	Market Value	Market Value
Salary Increase	4.5% per Annum	4.00% per Annum
Discount Rate	7.00%	7.00%

**Note 2: Changes in Assumptions**

There were no changes in assumptions in either plan.



**CITY OF WILLISTON, FLORIDA  
FLORIDA RETIREMENT SYSTEM PENSION PLAN (1)  
SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
City's Proportion of the Net Pension Liability	0.0021972346%	0.0019285260%	0.00120060470%
City's Proportionate Share of the Net Pension Liability	\$ 756,697	\$ 580,882	\$ 355,131
City's Covered Payroll (June 30)	\$ 299,039	\$ 255,001	\$ 154,244
City's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	253.04%	227.80%	230.24%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	0.00%	84.26%	83.89%

**SCHEDULE OF CITY CONTRIBUTIONS**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractually Required Contribution	\$ 73,666	\$ 59,700	\$ 55,327
Contributions in Relation to the Contractually Required Contribution	<u>(73,666)</u>	<u>(59,700)</u>	<u>(55,327)</u>
Contribution Deficiency (Excess)	<u>-</u>	<u>-</u>	<u>-</u>
City's Covered Payroll (September 30)	<u>315,454</u>	<u>250,613</u>	<u>154,244</u>
Contributions as a Percentage of Covered Payroll	23.35%	23.82%	35.87%

(1) 2017 was the first year that the City's Firefighters were entered into the Plan. Information for the subsequent ten years' data will be accumulated.

**CITY OF WILLISTON, FLORIDA**  
**FLORIDA HEALTH INSURANCE SUBSIDY PENSION PLAN (1)**  
**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
City's Proportion of the Net Pension Liability	0.00089413716%	0.00078074600%	0.00047024182%
City's Proportionate Share of the Net Pension Liability	\$ 100,045	\$ 82,635	\$ 50,280
City's Covered Payroll (June 30)	\$ 299,039	\$ 255,001	\$ 154,244
City's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	33.46%	32.41%	32.60%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	0.00%	2.15%	1.64%

**SCHEDULE OF CITY CONTRIBUTIONS**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractually Required Contribution	\$ 5,133	\$ 4,160	\$ 2,560
Contributions in Relation to the Contractually Required Contribution	<u>(5,133)</u>	<u>(4,160)</u>	<u>\$ (2,560)</u>
Contribution Deficiency (Excess)	<u>-</u>	<u>-</u>	<u>-</u>
City's Covered Payroll (September 30)	\$ 315,454	\$ 250,613	\$ 154,244
Contributions as a Percentage of Covered Payroll	1.63%	1.66%	1.66%

(1) 2017 was the first year that the City's Firefighters were entered into the Plan. Information for the subsequent ten years' data will be accumulated.

**CITY OF WILLISTON, FLORIDA  
OTHER POSTEMPLOYMENT BENEFITS (OPEB) PLAN  
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY**

	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2018</b>
<b>Total OPEB Liability:</b>		
Service Cost	\$ 48,542	\$ 52,877
Expected Interest Growth	12,783	13,394
Demographic Gain/Loss	(1,654)	-
Difference Between Expected and Actual Expense		
Amortization	(24,641)	-
Changes in Assumptions and Other Inputs	(850)	-
Benefit Payments	(37,793)	(51,738)
<b>Net Change in Total OPEB Liability</b>	<b>(3,613)</b>	<b>14,533</b>
<b>Total OPEB Liability - Beginning</b>	<b>356,250</b>	<b>341,717</b>
<b>Total OPEB Liability - Ending</b>	<b>\$ 352,637</b>	<b>\$ 356,250</b>
Covered Payroll	\$ 1,730,542	\$ 1,586,211
Total OPEB Liability as a Percentage of Covered Payroll	20.38%	22.46%

Note: No Plan assets are accumulated in a Trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

**Assumption Changes:** Since the prior measurement date, the discount rate was decreased from 3.64% per annum to 3.58% per annum, the monthly implied subsidy at age 55 for the 2018/19 fiscal year for the retiree and his spouse was decreased from \$216 to \$200, and the mortality basis was changed from the RP-2000 Mortality Table with generational improvements in mortality using Scale BB to the PUB-2010 Mortality Table with generational improvements in mortality using Scale MP-2017.

Historical information is required only for measurement periods for which GASB Statement No. 75 is applicable. Future years' information will be displayed as it becomes available for a period of up to 10 years.

## **OTHER REPORTS**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and City Council  
City of Williston  
Williston, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Williston, Florida (the City) as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 23, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Honorable Mayor and City Council  
City of Williston  
Williston, Florida

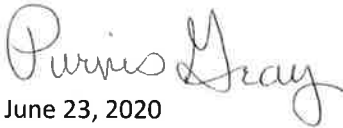
**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



June 23, 2020  
Ocala, Florida

## MANAGEMENT LETTER

Honorable Mayor and City Council  
City of Williston  
Williston, Florida

### Report on the Financial Statements

We have audited the financial statements of the City of Williston (the City) as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated June 23, 2020.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, *Rules of the Auditor General*.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with American Institute of Certified Public Accountants *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated June 23, 2020, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

### Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the City is reported in Note 1 to the basic financial statements. The City included the following blended component unit:

- Williston Community Redevelopment Agency

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Honorable Mayor and City Council  
City of Williston  
Williston, Florida

## MANAGEMENT LETTER

### **Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the City. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

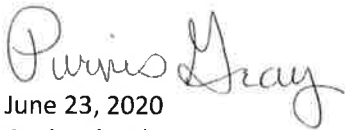
### **Additional Matters**

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate non-compliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal, State, and other granting agencies, the Mayor and Council Members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of our audit. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

  
June 23, 2020  
Ocala, Florida



## INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

Honorable Mayor and City Council  
City of Williston  
Williston, Florida


We have examined the City of Williston's (the City) compliance with the requirements of Section 218.415, Florida Statutes, with regards to the City's investments during the year ended September 30, 2019. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the aforementioned requirements during the fiscal year ended September 30, 2019.

This report is intended solely for the information and use of the Florida Auditor General, the Mayor and Council Members, and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.



June 23, 2020  
Ocala, Florida

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**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC: WILLISTON COMMUNITY ANIMAL SHELTER, INC.**

**REQUESTED BY: RENEE NIPPER, PRESIDENT OF THE WILLISTON COMMUNITY ANIMAL SHELTER, INC.**

**PREPARED BY: LATRICIA WRIGHT**

**BACKGROUND / DESCRIPTION: THE WILLISTON COMMUNITY ANIMAL SHELTER, INC. IS REQUESTING THE (\$75,000) THE WILLISTON CITY COUNCIL INCLUDED IN THE 2019 BUDGET FOR THE BUILDING OF THE ANIMAL SHELTER.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

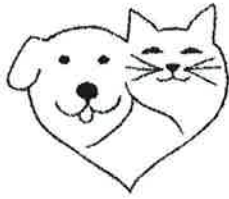
**RECOMMENDED ACTION:**

**ATTACHMENTS: YES**

**COMMISSION ACTION:**

       **APPROVED**

       **DISAPPROVED**



Williston Community Animal Shelter, Inc.  
50 NW Main Street  
Williston FL 32696

July 2, 2020

Dennis Strow, Interim City Manager  
City of Williston  
50 NW Main Street  
Williston, FL 32696

Dear Mr. Strow:

A new Florida not-for-profit corporation, the Williston Community Animal Shelter, Inc., has been established and has been approved by the IRS as a 501(c)(3) organization, with its main purpose, in its first year, being to construct a new animal shelter for the City of Williston out at the airport. The Board of Directors has been established and a bank account has been opened for this corporation and donations that have been collected for years have been transferred into this account.

As you know, The Williston City Council has included in its budget for this current year an amount of \$75,000 for the purpose of helping to build this new animal shelter. This is to request that these funds be released and issued to the Williston Community Animal Shelter, Inc., so that building plans can be finalized, additional grant funds can be sought, and this much-needed shelter can be built.

We appreciate your consideration.

Sincerely Yours,

Renee Nipper, President  
Williston Community Animal Shelter, Inc.

**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC: 2<sup>ND</sup> AND FINAL READING OF ORDINANCE 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.**

**REQUESTED BY: MAYOR ROBINSON    PREPARED BY: ATTY. FRED KOBERLEIN**

**BACKGROUND / DESCRIPTION:    INCREASING THE SALARY OF THE MAYOR AND COUNCIL PRESIDENT FROM \$250.00 MONTHLY TO \$500.00 MONTHLY AND INCREASING THE COUNCILMEMBERS FROM \$200.00 MONTHLY TO \$400.00 MONTHLY.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION: Approve**

**ATTACHMENTS:**

**COMMISSION ACTION:**

**\_\_\_\_\_ APPROVED**

**\_\_\_\_\_ DISAPPROVED**

**ORDINANCE NO. 2020-681**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER TO THE ELECTORATE; AMENDING SECTION 2.04 OF THE CITY CHARTER TO INCREASE 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

Section 2.04 of the City Charter has not been amended in over two decades. Should section 2.04 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.** Severability. Should any section, subsection, sentence, clause, phrase, or other provision of this ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

**Section 5.** Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

[Remainder of this page intentionally left blank]

**Section 6.** Effective Date. This Ordinance shall take effect upon its adoption.

**PASSED AND ADOPTED** upon first reading this \_\_\_\_ day of July 2020.

**NOTICE PUBLISHED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**PASSED AND ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**CITY OF WILLISTON, FLORIDA**

By: \_\_\_\_\_  
Charles Goodman,  
City Council President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: \_\_\_\_\_  
Latricia Wright, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

Date: July 7, 2020

**COUNCIL AGENDA ITEM**

---

**TOPIC: RESOLUTION 2020-24: CALLING FOR AN ELECTION TO BE HELD ON AUGUST 25, 2020.**

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

**BACKGROUND / DESCRIPTION: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, CALLING FOR AN ELECTION TO BE HELD ON AUGUST 25, 2020, FOR THE SUBMISSION OF A PROPOSED AMENDMENT TO THE CITY CHARTER RELATED TO THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR; AND DIRECTING THE CITY CLERK TO COORDINATE ARRANGEMENTS FOR SAID ELECTION WITH THE LEVY COUNTY SUPERVISOR OF ELECTIONS; AND DIRECTING THE PUBLICATION OF NOTICE OF THE ELECTION.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION: Approve**

**ATTACHMENTS:**

**COMMISSION ACTION:**

           **APPROVED**

           **DISAPPROVED**



**CITY COUNCIL RESOLUTION NO. 2020-024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, CALLING FOR AN ELECTION TO BE HELD ON AUGUST 25, 2020, FOR THE SUBMISSION OF A PROPOSED AMENDMENT TO THE CITY CHARTER RELATED TO THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR; AND DIRECTING THE CITY CLERK TO COORDINATE ARRANGEMENTS FOR SAID ELECTION WITH THE LEVY COUNTY SUPERVISOR OF ELECTIONS; AND DIRECTING THE PUBLICATION OF NOTICE OF THE ELECTION.**

**WHEREAS, WHEREAS**, pursuant to the Charter of the City of Williston, Florida ("City"), and the general laws of the State of Florida the City shall hold an election, by referendum, to consider amendments to the Charter; and

**WHEREAS**, the City Council by adoption of Ordinance No. 2020-681, proposes an amendment to section 2.04 of the Charter of the City of Williston, Florida; and

**WHEREAS**, the Florida Election Code requires that all City elections be called by resolution of the City Council.

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

**Section 1.** 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**

Section 2.04 of the City Charter has not been amended in over two decades. Should section 2.04 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 2.** The City Clerk is hereby directed to coordinate arrangements for the conduction of the referendum election called hereby with the Levy County Supervisor of Elections, who shall appoint inspectors and clerks.

**Section 3.** The City Clerk shall cause to be published in a newspaper of general circulation a notice of said referendum election in accordance with Florida Statutes and the Charter of the City of Williston, Florida.

**Section 4.** The City Clerk shall cause the proposed amendments to the City Charter to be translated as required pursuant to local, state, and federal laws.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_\_ day of July, 2020.

**CITY OF WILLISTON, FLORIDA**

By: \_\_\_\_\_  
Charles Goodman, President

ATTEST:

By: \_\_\_\_\_  
Latricia Wright, City Clerk

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

**Date: July 7, 2020**

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**COUNCIL AGENDA ITEM**

---

**TOPIC: QUASI-JUDICIAL HEARING** – Special Exception SE 2020-1 - an application by Buck’N Inc. per Section 60-375 for sale of alcoholic beverages for property located at 131 N Main Street, Building B, Williston, FL 32696 owned by Country Town Investments LLC.

**REQUESTED BY:** BUCK’N INC.

**PREPARED BY:** JACKIE GORMAN, COMMUNITY DEVELOPMENT & GRANTS MANAGER

**BACKGROUND / DESCRIPTION:** Donald Kreisher and Tiara Pfeifer are the Applicants and Country Town Investments LLC. is the owner of the subject property located at 131 N Main Street, Building B. Building C is currently occupied by Joe Rodz Garage and Automotive (there is no building A on our records).

The Applicant is requesting the opportunity to sell on-premise beer & wine as part of the proposed “Buck’N Billiards” establishment.

As explained in the attached staff report, the City’s CRA Plan and Economic Development Strategy encourages new businesses in the downtown area. However, considering the proper balance between encouraging pedestrian orientation of the downtown area and activities that involve alcohol and how it may become intrusive is squarely within the purview of the Planning & Zoning Commission and City Council with the special exception process.

**LEGAL REVIEW:** Yes

**FISCAL IMPACTS:** No

**RECOMMENDED ACTION:**

Special Exceptions can be approved, approved with special conditions or and safeguards, or denied based on whether or not it finds that a project promotes public health, safety, moral, order, comfort, convenience appearance or prosperity for the general welfare of the residents of the City of Williston. Such determination may be dependent upon special conditions of approval and findings that satisfactory provision and arrangement has been made concerning the criteria stated in the staff report (ingress/egress/buffering, etc.)

The subject property is located Downtown Williston and the Commercial Intensive zoning district. Staff recommends approval for on-premise serving of alcohol (beer & wine) based on the following:

**Date: July 7, 2020**

The Commercial Intensive zoning district allows restaurants who acquire an SRX Beverage license to exist without a special exception in the Commercial Intensive Zoning District. If this is denied, a restaurant could occupy this space without having to go through this process.

P&Z Commission recommended APPROVAL 4-1 on June 30, 2020.

**ATTACHMENTS: Yes**

**-Staff Report**

**COMMISSION ACTION:**

**\_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED**

## COMMUNITY DEVELOPMENT ZONING STAFF REPORT **REVISED**



Planning Commission - Tuesday, June 30, 2020 at 6:00 PM **Approved SE 4-1**

City Council - **July 7, 2020 at 6:00 PM**

### I. APPLICATION SUMMARY:

**Applicant:** Special Exception SE 2020-1 an application by Buck'N Inc. per Section 60-375 for sale of on-premise alcoholic beverages for property located at 131 N Main Street, Building B, Williston, FL 32696 owned by Country Town Investments LLC.

**NOTE:** Applicant has come forward and requested that the package sales be removed from the application. The SE is for on-premise alcohol sales only.

Subject property:

31-12-19 WILLISTON BLK 19 LOTS 10 & 11 OR BOOK 1459 PAGE 968

Parcel ID 0562900000

Future Land Use designation: Commercial

Zoning: Commercial Intensive (C1)

Current use(s): **Vacant**, prior use for Church (temporary) and car dealership (1997)

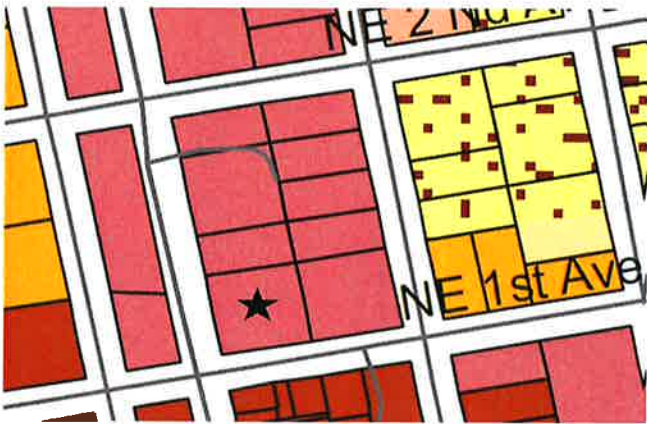
Adjacent zoning and land uses:

North: Commercial (Office)

South: Vacant Commercial/Public (Block 12)

East: Commercial (Currently being used as residential)

West: Heritage Park (60'±)



## II. BACKGROUND AND ANALYSIS

Introduction and Background:

Donald Kreisher and Tiara Pfeifer (Applicants) and Country Town Investments LLC. is the owner of the subject property located at 131 N Main Street, Building B. Building C is currently Joe Rodz Garage and Automotive (there is no building A on our records).

The Applicant is requesting the opportunity to sell on-premise beer & wine as part of the proposed "Buck'N Billiards" establishment.

### Analysis:

The subject property is located DOWNTOWN and is in the Commercial Future Land Use Map (FLUM) category, and Commercial Intensive zoning district.

The applicant indicates its desire to be part of the community and operate a good establishment.

The proposed billiard room establishment is an allowed use in the commercial zoning district as follows:

**Sec. 60-372. - Permitted principal uses and structures.**

(a) The permitted principal uses, and structures shall be the same as for the CG district, and in addition:

(1) Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, mobile homes, boats, heavy machinery and equipment, dairy supplies, feed, fertilizer, lumber and building supplies, monuments, and outdoor retail commercial display areas associated with sale of said items.

(2) Service establishments such as repair and service garage, motor vehicle body shop, car wash, auction house (but not including livestock auction arena), laundry or dry cleaning establishment, animal boarding kennels in soundproof buildings, plant nursery or landscape contractor, carpenter or cabinet shop, home equipment rental, ice delivery station, upholstery shop, marina and boat sales, commercial water softening establishment, rental of automotive vehicles, trailers, and trucks.

(3) Commercial recreation facilities such as drive-in theater (see article II of this chapter), golf driving range, miniature golf course, skating rink, skateboard arena, go-cart track, and similar uses.

(4) Palmist, astrologist, psychics, clairvoyants, and phrenologists.

(5) Miscellaneous uses such as express or parcel delivery office, motorbus or other transportation terminal.

(6) Wholesaling from sample stocks only, providing no manufacturing or storage for distribution is permitted on the premises.

(7) Automotive self-service station (see article II of this chapter for special design standards for automotive self-service stations).

(8) Hotels and motels.

(9) Funeral homes.

(10) Shopping centers.

(11) Residential dwelling units other than mobile homes, as defined in the residential

The City's CRA Plan and Economic Development Strategy encourages new businesses in the downtown area. Considering the proper balance between encouraging pedestrian orientation of the downtown area and activities that involve alcohol and how it may become intrusive is squarely within the purview of the Planning & Zoning Commission and City Council with the special exception process.

**Sec. 46-132. - Special exceptions**

(a) The city council shall have the power to hear and decide upon appeals in specific cases such special exceptions as the city council is specifically authorized to pass on

under the terms of chapter 60; to decide such questions as are involved in the determination of when special exceptions should be granted; and to grant special exceptions with appropriate conditions and safeguards or to deny special exceptions when they would not promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or the general welfare.

(b) Appropriate conditions and safeguards may include, but are not limited to, reasonable time limits within which the action for which special exception is requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the special exception is granted, shall be deemed a violation of these land development regulations and punishable as provided in these land development regulations.

(c) If the city council shall deny a special exception, it shall state fully in its record its reasons for doing so. Such reasons shall take into account the factors stated in this article, or such of them as may be applicable to the action of denial, and the particular regulations relating to the specific special exception requested, if any.

(d) The procedure for taking an appeal for a special exception shall be as set forth in this article, and, in addition, a special exception shall not be granted by the city council unless and until:

(1) Written petition. A written petition for special exception is submitted by the applicant indicating the section of chapter 60 under which the special exception is sought and stating the grounds on which it is requested, with particular reference to the types of findings which the city council must make under this article. The petition should include material necessary to demonstrate that the granting of the special exception would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or the general welfare. Such material shall include, but is not limited to, the following: (i) site and development plan at an appropriate scale showing proposed placement of structures on the property; provisions for ingress and egress, off-street parking and off-street loading areas, and refuse and service areas; and required yards and other open spaces; (ii) plans showing proposed locations for utility hook-up; (iii) plans for screening and buffering with reference as to type, dimensions, and character; (iv) proposed landscaping; and signs and lighting, including type, dimensions, and character. Where these land development regulations place additional regulations on specific special exceptions, the petition should demonstrate that such requirements are met.

(2) Planning and zoning commission report. It is the intent of these land development regulations that all proposed special exceptions shall be heard in



the first instance by the planning and zoning commission and that the planning and zoning commission's report and recommendations in such matters shall be advisory only to the city council. Within a reasonable time after a proposed special exception is officially received by the planning and zoning commission, the planning and zoning commission shall submit its report and recommendations concerning the proposed special exception to the city council. Before making a recommendation concerning the proposed special exception, the planning and zoning commission shall hold a public hearing to consider the proposed special exception. The planning and zoning commission shall fix a reasonable time for the hearing, give public notice thereof, as well as due notice to the parties involved. At the hearing, any party may appear in person or by agent.

(3) Findings. Before any special exception shall be granted, the city council shall make a specific finding that it is empowered under chapter 60 to grant the special exception described in the petition, and that the granting of the special exception would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or the general welfare. Before any special exception shall be granted, the city council shall further make a determination that the specific rules governing the individual special exception, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable:

- a. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
- b. Off-street parking and loading areas, where required, with particular attention to the items in subsection (d)(3)a of this section and the economic, noise, glare, or odor effects of the special exception on adjoining properties and properties generally in the district.
- c. Refuse and service areas, with particular reference to the items in subsections (d)(3)a and b of this section.
- d. Utilities, with reference to locations, availability, and compatibility.
- e. Screening and buffering with reference to type, dimensions, and character.
- f. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.

g. Required yards and other open space.

h. Considerations relating to general compatibility with adjacent properties and other property in the district including but not limited to:

1. Conformity with the comprehensive plan and the effects upon the comprehensive plan;
2. The existing land use pattern;
3. The impact of the proposed use upon the load on public facilities such as schools, utilities, and streets;
4. Changed or changing conditions which find the proposed use to be advantageous to the community and the neighborhood;
5. The impact of the proposed use upon living conditions in the neighborhood;
6. The impact of the proposed use upon traffic congestion or other public safety matters;
7. The impact of the proposed use upon drainage;
8. The impact of the proposed use upon light and air to adjacent area;
9. The impact of the proposed use upon property values in the adjacent area;
10. The impact of the proposed use upon the improvement or development of adjacent property in accordance with existing regulations; and
11. The impact of the proposed use with regard to the scale of needs of the neighborhood or the community.

### **III. RECOMMENDATION:**

The Planning Commission held a Public Hearing on June 30, 2020 and voted 3-1 to approve the Special Exception.

**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC: RESOLUTION 2020-25: SUPPLEMENTAL AGREEMENT WITH PASSERO ASSOCIATES, LLC**

**REQUESTED BY: BENTON STEGALL    PREPARED BY: ATTY. FRED KOBERLEIN**

**BACKGROUND / DESCRIPTION: APPROVING A SUPPLEMENTAL AGREEMENT WITH PASSERO ASSOCIATES, LLC, FOR BASIC AND SPECIAL SERVICES CONTEMPLATED BY THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND PASSERO ASSOCIATES, LLC FOR A PRICE NOT-TO-EXCEED \$96,560.00.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION: Approve**

**ATTACHMENTS:**

**COMMISSION ACTION:**

**\_\_\_\_\_ APPROVED**

**\_\_\_\_\_ DISAPPROVED**

**RESOLUTION 2020-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A SUPPLEMENTAL AGREEMENT WITH PASSERO ASSOCIATES, LLC, FOR BASIC AND SPECIAL SERVICES CONTEMPLATED BY THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND PASSERO ASSOCIATES, LLC, FOR A PRICE NOT-TO-EXCEED \$96,560.00.**

**WHEREAS**, the City of Williston (hereinafter the "City") and Passero Associates, LLC (hereinafter "Passero" or "Engineer") entered into an agreement titled *Professional Services Agreement Between City of Williston and Passero Associates, LLC for Engineering and Consulting Services* hereinafter the "Continuing Agreement") on October 21, 2008; and

**WHEREAS**, the Agreement provides that Passero shall perform services to the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project, with the scope of the work to be performed and compensation to be paid to Passero for each separate project and be defined by and embodied in a separate Supplemental Agreement; and

**WHEREAS**, the City desires to enter into a Supplemental Agreement to its Agreement with Passero for the engineering and procurement services associated with, but not limited to, planning services, environmental services, an Airport Layout Plan, and other special services further identified in the Supplemental Agreement, a copy of which is attached hereto ("Additional Services"), and in compliance with the Agreement.

**WHEREAS**, the city administration has approved the scope of work provided in the proposed Supplemental Agreement as being appropriate and beneficial to the success of the airport.

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

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

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

**SECTION 2.** The City is hereby authorized to enter into the Supplemental Agreement with Passero for the Additional Services.

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

**PASSED AND ADOPTED** on the \_\_\_\_ day of July, 2020.

**CITY OF WILLISTON, FLORIDA**

By: \_\_\_\_\_  
Charles Goodman, President

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Latricia Wright, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.  
City Attorney

# City of Williston



## **Williston Municipal Airport (X60)**

**Airport Project Planning, to include:**

**FAA Environmental Determination (CatEx),  
Airport Layout Plan (ALP) Drawing Revision,  
Wetland and Protected Species Survey,  
Environmental Site Assessment / Audit,  
Geotechnical and Geophysical Testing, and  
Stormwater Master Planning (Phase 1)**

**By**

**Passero Associates, LLC**

(Passero Project No. 20090041.0020)

**Supplemental Agreement 20-20**

**Supplemental Agreement 20-20: Airport Project Planning (7 tasks)**

PASSERO ASSOCIATES ("PA" or "Consultant") agrees to perform the following services, in accordance with the terms and conditions of this Supplemental Agreement, including Schedule C – Federal Contract Provisions, and the Professional Services Agreement with the City of Williston (Owner or "Client") for Engineering and Consulting Services dated October 21, 2008, all of which terms and conditions are incorporated herein by reference.

**Project Location:** Williston Municipal Airport, Williston, FL.

**Project Description:** This project involves the preparation of FAA and FDOT planning (and environmental) review needed to support Airport Project Planning, including the research and preparation of an FAA Environmental Determination – Documented Categorical Exclusion (CatEx) Report, Airport Layout Plan (ALP) drawing revisions and numerous specialized studies listed below.

**Scope of Basic Services:** Planning-Phase Services (See Attachment A: Scope of Work, and special services scope attachments).

**Scope of Special Services:** Specialty-study tasks (See Section III., below).

**Client Project Coordinator:** Benton Stegall, Airport Manager

**PA Program Manager:** Brad Wentz, P.E., Director

**PA Project Manager:** Andrew Holesko, CEO, Sr. Planner

**Basic Services Compensation and Method of Payment:** Planning Phase (Not-to-Exceed): \$ 24,000.00

**Special Services Compensation and Method of Payment:**

Wetlands – Protected Species (by ERS):	\$8,000.00
Env. Site Assessment (by Aerostar):	\$2,600.00
Geotechnical testing (by Cal-Tech)	\$11,160.00
Geophysical investigation (by GeoView)	\$30,800.00
Stormwater Master Planning (by EGS)	\$20,000.00

**Total Project Cost:** Not-to-Exceed: \$96,560.00

**Schedule:** As presented and assigned by the City.

**Meetings:** Continuous production, progress and review meetings will be scheduled, as requested by the City and consultant team.

- Deliverables:**
1. Documented Categorical Exclusion Form / Report, required by the FAA.
  2. ALP drawing revision, showing specific (proposed) project area.
  3. Wetland and protected species report, needed for documentation within the CatEx Form / Report.
  4. Environmental Site Assessment (Audit) report.
  5. Geotechnical (soil) testing report.
  6. Geophysical investigation report.
  7. Stormwater Master Plan report and recommendations.

**"Consultant"**  
**Passero Associates, LLC**

**"Client"**  
**City of Williston**

BY: \_\_\_\_\_  
Bradley Wentz, Vice President

BY: \_\_\_\_\_  
Charles Goodman, President, Williston City Council

ATTEST BY: \_\_\_\_\_  
Andrew Holesko, CEO, Sr. Planner

ATTEST BY: \_\_\_\_\_  
Latricia Wright, City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A - Scope of Work**  
**Airport Project Planning at**  
**Williston Municipal Airport (X60), Florida**

**I. Project Description**

This project involves the preparation of FAA and FDOT planning (and environmental) review needed to support proposed, future airport improvements in the area of the turf runway and FDOT pavement test road / project.

Related (future) work proposed will include the installation of taxiways, aircraft movement and parking areas, aircraft maintenance and storage hangars, supporting utility, site and ground access improvements.

Note: The creation of engineering and architectural design, permitting and bid documents for this project are not included within this authorization. They would be assigned, as needed, in separate / future work authorizations, as assigned by the City of Williston.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following Basic Services:

**A. Documented CatEx, Wetland and Natural Resource Phase**

1. Consultant will research, prepare and submit a Documented Categorical Exclusion (CatEx) Form, to the FAA in accordance with FAA ARP-SOP 5.1, "Standard Operating Procedures, CATEX Determinations" (June 2, 2017), after review by the City.
2. Consultant will coordinate, review and present the results of Wetlands and Protected Species Survey (by others) and numerous other specialty studies within the CatEx documentation.
3. Consultant will prepare an Airport Layout Plan drawing revision, noting recently constructed project improvements on the airport, as well as the specific physical layout of the proposed project.

**B. Project Management and Administration**

- a. City: The Consultant will communicate and coordinate with the Sponsor (the City of Williston) via telephone, letter and email requesting the authority to proceed with the project pending the execution of the engineering services agreement. The Consultant will coordinate the preparation of the contract with the staff of their planning, CADD (design), and specialty environmental Consultants.
- b. In-House Administration (within Passero): The Consultant will provide general project administration and coordination including in-house staff review of the project's progress, in-house staff communication, and dissemination of project data and information to in-house staff in the form of memos, discussions, meetings, and updates to apprise the project team of new developments throughout the progress of the project.
- c. The Consultant will communicate progress on a project work plan for distribution to the Consultant's team members to inform them of the project goals and objectives, including scope of work, team assignments and responsibilities, project budget, project schedule, project contacts and contract requirements.



- d. Outside Administration (with agencies and sub-consultants): The Consultant will provide general project administration and coordination including disseminating interim project data and information to the Sponsor, the state, the FAA, and the Consultant's subconsultants in the form of telephone conversations, letters, email, etc. to apprise the Sponsor, the state, and the FAA of new developments throughout the progress of the project.

### **C. Grants Administration Assistance**

1. Assist the City in the preparation and input of this project's information into their airport JACIP program.
2. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FAA and FDOT.
3. Assist City in compiling and submitting necessary project quarterly reports and closeout documents required by the FAA and FDOT.
4. Serve as liaison, for grant-related issues, for the City with FAA and FDOT, as requested.

### **III. Special Services**

This Scope of Work includes five (5) Special Services for the project, as follows.

1. Wetlands and Protected Species (by Environmental Resource Solutions).
2. Environmental Site Assessment (by Aerostar/SES).
3. Geotechnical (soil) testing (by Cal-Tech Testing).
4. Geophysical investigation (by GeoView).
5. Stormwater Master Planning (by EG Solutions).

### **IV. Other Considerations**

1. Additional Services that may be required during the life of the project, shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FAA and FDOT, prior to such services being rendered or performed.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for during this Agreement.

**END OF SCOPE OF WORK**

**Date: July 2, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC:** Power Purchase Contract Engineering Consulting Services

**REQUESTED BY:** CJ ZIMOSKI

**PREPARED BY:** CJ ZIMOSKI

**BACKGROUND / DESCRIPTION:** The City buys bulk power from Duke Energy. The existing contract is set to expire on December 31, 2020. The City must move forward with soliciting new bids, ~~and~~ signing a new power supply contract, and applying for transmission service. City staff needs assistance in the development of the proposal documents, the bidding and negotiation process, proposal evaluations, and contract execution.

The City has a Continuing Services Contract with Wright-Pierce. Wright-Pierce will hire GE Warren and Associates and they will jointly develop the solicitation documents and perform the negotiation and contracting process. Currently it is proposed to use an Invitation to Negotiate (ITN) process, as provided by 287.057 Florida Statutes to secure the next Bulk Power Purchase Contract. The ITN is a solicitation used by an agency which is intended to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more responsive vendors with which the agency may negotiate in order to receive the best value.

The cost of the professional engineering services to perform these services will be \$30,000. The City currently spends approximately \$3 million per year for wholesale power supply, including transmission services. Current market conditions, suggest that a new power supply contract will provide savings for the City.

**LEGAL REVIEW:**

**FISCAL IMPACTS:** \$30,000

**RECOMMENDED ACTION:** Approve

**ATTACHMENTS:**

1. Resolution
2. Presentation

**COMMISSION ACTION:**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DISAPPROVED**

**RESOLUTION 2020-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING AN AGREEMENT WITH WRIGHT-PIERCE FOR SERVICES REQUIRED IN THE ITN PROCESS TO SECURE A CONTRACT FOR WHOLESALE POWER PURCHASING FOR THE CITY OF WILLISTON, AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN THE AMENDMENT AND PROVIDE AN EFFECTIVE DATE.**

**WHEREAS**, the City of Williston entered into a Wholesale Power Agreement beginning August 30, 2005 and renewed through extension in 2012 and 2016 with a termination date of December 30, 2020; and

**WHEREAS**, it has been determined that it is in the best interest of the City of Williston to issue an Invitation To Negotiate (ITN) with acceptable wholesale power suppliers; and

**WHEREAS**, Wright-Pierce an Engineer of Record for engineering services approved by the City of Williston City Council has been selected to perform a ITN on behalf of the City of Williston. Securing a contractual agreement for wholesale power purchasing for a period of five or more years beginning January 1, 2021.

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

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

**SECTION 2.** The City Council hereby approves the task authorization with Wright-Pierce, approves City Staff to move forward with the ITN process, and authorizes the City Council President to sign the Amendment.

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

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**PASSED AND ADOPTED on July 7, 2020.**

**CITY OF WILLISTON, FLORIDA**

\_\_\_\_\_  
President  
Williston City Council

\_\_\_\_\_  
ATTEST: Latricia Wright  
City Clerk

APPROVED AS TO FORM AND LEGALITY:

BY: \_\_\_\_\_  
Frederick L. Koberlein, Jr. City Attorney

**Date: July 7, 2020**

**COUNCIL AGENDA ITEM**

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**TOPIC: RESOLUTION 2020-28 NEW RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS**

**REQUESTED BY: COUNCIL PRESIDENT GOODMAN  
PREPARED BY: CITY ATTY. FRED KOBERLEIN**

**BACKGROUND / DESCRIPTION: SPECIFICALLY ADOPTING NEW RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

**COMMISSION ACTION:**

**\_\_\_\_\_ APPROVED**

**\_\_\_\_\_ DISAPPROVED**

**RESOLUTION NO. 2020-028**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA SPECIFICALLY ADOPTING NEW RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Williston deems it appropriate and necessary to create new rules to provide for procedure at City Council meetings; and

**WHEREAS**, it is in the public interest that meetings of the City Council in handling the public's business be conducted in an orderly and dignified manner. To this end, the following rules are established for the conduct of all persons attending a meeting of the City Council.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON FLORIDA THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby 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 hereby serves to repeal Resolution No. 2012-07 and create new rules of procedure to provide as follows:

- a. All meetings of the City Council of the City of Williston whether they be special or regular meetings shall be governed by the rules of order set forth in this Resolution. The presiding officer shall be in control of all City Council meetings.
- b. All cell phones are to be silenced upon entering the Council Chambers;
- c. There will be no talking between and among audience members during the entire course of the Council meeting. Any person who talks within the audience and is individually called to order 3 times during meeting, will be escorted from the Council Chambers.
- d. Members of the audience must be recognized by the presiding officer before being permitted to address the Council;
- e. In every case where a person is recognized by the presiding officer, he or she will proceed to the podium and state his or her name for the benefit of the City Clerk, prior to offering comments on a given matter;
- f. There will be no personal attacks made by any member of the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
- g. There will be no conversation permitted between a member of the audience that has been recognized and any other member of the audience while speaking at the podium;
- h. The City Council may designate a portion of each regular meeting for the purpose of receiving public comment. Such comment shall be relevant to the business or affairs of the City and should be limited to maximum time limit of 5 minutes;

- i. Any person desiring to address the City Council for more than 5 minutes on a non-agenda item must submit a written request to the City Clerk no later than close of business the Wednesday before the council meeting. Each request must detail the matter to be brought before the City Council and contain the name, address, phone number, date and signature of the person submitting the request. The person making the request will be responsible for providing sufficient copies of any documents to be presented to the City Council;
- j. When discussing agenda items, comments from the public will be brief and concise;
- k. The presiding officer will be permitted to do any of the following without being required to pass the gavel: make a motion, second a motion and vote on any motion;
- l. The outcome of all votes and all proffers of motions and seconds will be verbally summarized by the presiding officer for the benefit of the City Clerk and for identification purposed on the audio recording made of each Council meeting;
- m. By majority vote, the City Council may at any time, limit or terminate a particular presentation of limit public comment in general, unless otherwise prohibited by law;
- n. Except as outlined above, all meeting will be conducted in accordance with Sections 4.1 and 4.2 of the Florida Municipal Officials Manual with the support of Robert's Rules of Order for clarification, as needed, on issues not covered in the Florida Municipal Officials Manual;
- o. Failure of the Council to abide by these rules may not be used as a basis to contest any decisions rendered by the Council;
- p. By majority vote, the City Council may waive any of the provisions set forth herein.

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

**Section 4.** If any clause, section, other part of application of this resolution is held by any court of competent jurisdiction to unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining proportion or applications of this resolution.

**Section 5.** This resolution shall become effective immediately upon passage and adoption:

(Remainder of Page Intentionally Left Blank)

**PASSED AND ADOPTED** on the \_\_\_\_ day of July, 2020.

**CITY OF WILLISTON, FLORIDA**

By: \_\_\_\_\_  
Charles Goodman, President

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Latricia Wright, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.  
City Attorney