

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

DATE: TUESDAY, FEBRUARY 2, 2021
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Council President Justin Head
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Debra Jones
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Fred Koberlein
City Clerk Latricia Wright
Deputy City Manager CJ Zimoski

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

ITEM – 2 – PUBLIC PARTICIPATION

ITEM – 3 – CONSENT AGENDA (pp 4-11)

- Council minutes from January 19, 2021
- Resolution 2021-10: A Resolution of the City Council of the City of Williston, Florida, Ratifying the Mayor's extension of the State of Emergency arising from the Covid-19 Public Health Emergency.

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER JACKIE GORMAN
- DEPUTY CITY MANAGER CJ ZIMOSKI
- NICK WILLIAMS – CRA
- COUNCIL

B. SECOND READING: ORDINANCE # 689; AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, PROVIDING FOR THE PERMANENT CLOSING OF ALL THAT PORTION OF A RIGHT-OF-WAY AS RECORDED IN THE OFFICIAL RECORDS BOOK 7, PAGE 15, OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; FINDING THAT THE CLOSING OF THE EASEMENT WILL NOT ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE; FINDING THAT THE CLOSING OF THE EASEMENT IS IN THE BEST INTEREST OF THE CITY AND FOR THE GENERAL WELFARE OF ITS CITIZENS; PROVIDING FOR

CITY OF WILLISTON, FLORIDA
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THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. – COUNCIL PRESIDENT JUSTIN HEAD. (pp 12-16)

ITEM – 5 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: TEMPORARY USE PERMIT FOR A GUN SHOW- CITY PLANNER LAURA JONES (pp 17-18)
- B. RESOLUTION 2021-09: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE HUMAN RESOURCE MANUAL; SPECIFICALLY, SECTION 17- HOURS OF WORK AND OVERTIME, SUBSECTION 17.03 OVERTIME AND COMPENSATORY TIME REMOVING LANGUAGE TO CLARIFY OVERTIME COMPENSATION; AND PROVIDING AN EFFECTIVE DATE. - CITY MANAGER JACKIE GORMAN. (pp 19-20)
- C. RESOLUTION 2021-11: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ACCEPTING AN EXCLUSIVE RIGHT OF SALE LISTING AGREEMENT WITH HARRIETT DOWNS REAL ESTATE, LLC, LISTING 30 ACRES OF PROPERTY OWNED BY THE CITY OF WILLISTON (PARCEL 1323400200), AUTHORIZING THE CITY MANAGER TO EXECUTE THE LISTING AGREEMENT AND PROVIDING AN EFFECTIVE DATE- CITY MANAGER JACKIE GORMAN. (pp 21-23)
- D. DISCUSSION WITH POSSIBLE ACTION: REQUEST FOR PENSION CONTRIBUTION. – CITY MANAGER JACKIE GORMAN. (pp 24)
- E. DISCUSSION WITH POSSIBLE ACTION: REVIEW JOB DESCRIPTION AND DETERMINE WHO CITY CLERK REPORTS TO. – COUNCIL PRESIDENT HEAD (pp 25-28)

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 – ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

NEXT SCHEDULED MEETING FEBRUARY 16, 2021 AT 6:00 P.M.

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.)

United States: +1 (646) 749-3122
- One-touch: <tel:+16467493122,645230685#>

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

Access Code: 645-230-685

YouTube Link: <https://www.youtube.com/channel/UCKt1468kcNjBS2AYgOaBsRQ>

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)**

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. **

Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such

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

DATE: TUESDAY, JANUARY 19, 2021
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL – Mayor Robinson absent
Deputy City Manager Zimoski absent

MEMBERS:

Mayor Jerry Robinson
Council President Justin Head
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Debra Jones
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Fred Koberlein
City Clerk Latricia Wright
Deputy City Manager CJ Zimoski
Finance Director Stephen Bloom

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG – Opening prayer and Pledge of Allegiance to the Flag led by Councilmember Ross.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA-
Council President Head asked to move Item 5 (G) to Item 5 (A). Councilmember Jones moved to approve agenda with changes. Vice-President Robinson seconded. Motion carried 5-0 by saying “Aye”.

ITEM – 2 – PUBLIC PARTICIPATION – Ms. Jackie Appling gave a quick update on the meeting she and Mr. Albert Fuller had with Deputy City Manager Zimoski concerning the softball and baseball fields at Cornelius Williams Park. Ms. Appling stated Mr. Zimoski had given her some great ideas and guidance on how to proceed in helping clean the fields and she is very thankful for his help. Ms. Appling also mentioned she wanted to do a “Clean up Day” at Cornelius Williams Park. City Clerk Wright told Ms. Appling that the Mayor has clean up days and Mayor Robinson stated he would be willing to have a joint venture with Ms. Appling and her group. City Clerk Wright and Ms. Appling will work together on getting a date for the cleanup.

ITEM – 3 – CONSENT AGENDA – Vice President Robinson moved to approve the Consent agenda. Councilmember Jones seconded. Motion carried 5-0 by saying “Aye”.

- Council minutes from January 5, 2020
- Resolution 2021-01; A Resolution of the City Council of the City of Williston, Florida, Ratifying the Mayor’s extension of the State of Emergency arising from the Covid-19 Public Health Emergency.

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCIL UPDATES

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- CITY MANAGER JACKIE GORMAN – City Manager Gorman discussed with the Council the RFP (Request for Proposal) she has put together for Solid Waste Service. City Manager Gorman said she’s looking at two months before she will receive proposals back and will keep the Council updated. City Manager Gorman also said she’s working with business owners on getting dumpster pads and enclosures for their dumpsters.
- DEPUTY CITY MANAGER CJ ZIMOSKI
- NICK WILLIAMS – CRA – City Planner Jones told Council Mr. Williams was unable to attend tonight but would like to be put on the next agenda.
- ALBERT FULLER – PLANNING AND ZONING COMMISSION- Mr. Fuller told the Council the Planning and Zoning Commission are working on the Sign Ordinance due to complaints about the cost of murals inside the City limits. Mr. Fuller also stated the Commission has two vacant seats and if anyone is interested please fill out an application.
- COUNCIL – Councilmember Ross suggested to City Manager Gorman the City needed to move on getting the garbage service corrected due to the large amount of complaints the City has received about their garbage not being picked up. Councilmember Ross said we need to make sure the residents are being treated fairly. Councilmember Jones congratulated Council-elect Darfeness Hinds. Councilmember Jones asked City Manager Gorman if there were any updates on clearing the brush around the stop sign located at the end of the street by McDonalds and Winn Dixie. City Manager Gorman replied she has been in conversation with Deputy City Manager Zimoski and he’s working on getting an answer.

B. DISCUSSION WITH POSSIBLE ACTION: CITY CLERK EVALUATION

COMPILATION. – PRESIDENT JUSTIN HEAD. – Council President Head discussed with the Council the City Clerk’s evaluation. Councilmember Jones and Vice-President Robinson said they had met with the City Clerk and discussed some of their concerns with her. Council President Head said he has meet with the City Clerk as well and discussed some concerns with her. City Clerk Wright said she was pleased with her review and had no questions. Resident Albert Fuller asked why the City Clerk evaluation is public and not private. Council President Head told Mr. Fuller the City Clerk evaluation is similar to the City Manager because it’s a Charter position it is made public. Councilmember Jones wanted to know who does the City Clerk report to and asked to have it on the next agenda for discussion.

C. DISCUSSION WITH POSSIBLE ACTION: CITY OWNED PROPERTY IN BRONSON; QUOTES FOR A GOOD FAITH ESTIMATE FOR BROKER’S FEES. - CITY MANAGER JACKIE GORMAN. – City Manager Gorman discussed with the Council the quotes she has received for Broker’s fee for the Bronson property and the lowest quote is from Harriett Downs Realty. The owner is March Pompeo who is a

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CITY COUNCIL MEETING

member on one of the Boards and she's checking with the City Attorney to see if she can move forward with his quote and will bring it back to the Council at the next meeting.

ITEM – 5 – NEW BUSINESS –

- A. REVIEW OF FY 2021 QUARTERLY FINANCIAL REPORT – FINANCE DIRECTOR STEPHEN BLOOM. – Finance Director Bloom reviewed the 2021 Quarterly report with the Council. Mr. Bloom said the General Fund is in the green and that's a good sign for the first quarter. So far 56.1% of the Property Taxes have been collected. Fire department is at budget. Airport has a positive report for the first quarter. Fuel is down 23% but the A/R has a collection allowance around \$72.2 thousand. Mr. Bloom stated that the CRA has not had a lot of activity, the County distribution of tax revenue were received in December in the amount of \$155.7 thousand. The Utility Fund has generated a surplus of \$106.4 thousand so far this fiscal year. The electric, water and sewer services have a positive operating income. Council President Head said overall the report was very good news. All Councilors agreed.
- B. RESOLUTION 2021-03; A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, APPOINTING MATTHEW BELLEFLEUR TO THE CITY OF WILLISTON PLANNING AND ZONING COMMISSION FOR A TERM ENDING FEBRUARY 1, 2024. – CITY PLANNER LAURA JONES. – City Planner Jones presented Resolution 2021-03 to Council and introduced Mr. Bellefleur who was in attendance. Councilmember Jones welcomed Mr. Bellefleur to the Planning and Zoning Commission. City Planner stated there are still two openings on the Commission. Vice-President Robinson moved to approve Resolution 2021-03. Councilmember Jones seconded. Motion carried 5-0 by saying "Aye".
- C. DISCUSSION WITH POSSIBLE ACTION: FORECLOSURE; CV14-14 WAYMAR, INC. PROPERTY LOCATED AT 811 E. NOBLE AVE. – CITY PLANNER LAURA JONES. – City Planner Jones discussed with the Council fines for Case CV14-14, Waymar, Inc. Property in the amount of \$98,650.00. City Planner Jones said the Code Enforcement Board voted to bring it to Council for Foreclosure. City Planner Jones said the property needs to be cleared of the vegetation and some old tires and mattress but at the moment the EPA are doing some environmental cleanup on the property and as of this date they are not sure how much more cleanup will be need to be completed their project. Councilmember Jones asked if the City could clean up the property and charge the owners. City Attorney Koberlein reminded the Council that the City would need to get permission from the property owner before going on the property. Councilmember Cox said the City need to act quicker on some of these properties so the lien amount won't get so high. City Planner Gorman said she is working on a process. Council President Head asked to table this item and put it on the March 16th agenda.
- D. RESOLUTION 2021-06: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING THE POSITION AND DUTIES OF A

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HUMAN RESOURCE DIRECTOR; AND ESTABLISHING AN EFFECTIVE DATE. –

CITY MANAGER JACKIE GORMAN. –City Manager Gorman presented Resolution 2021-06, 07 and 08 to Council. City Manager said she is in the process of doing some reorganizing and there are several positions that were staffed but never followed through on the staffing procedures. City Manager Gorman said she has moved Renee Nipper from Customer Service Rep to Administrative Assistant, which is a lateral move and Ms. Nipper is now helping out the City Clerk, Human Resource Director, plus herself and she’s doing a great job. Leandrea Evans is our part-time Customer Service Rep for the front counter. The Human Resource position she didn’t realize Mrs. Brooke Willis was only helping out for 6 months and she would like to get a full time Human Resource person for the position. City Manager Gorman said she has been working with Finance Director Bloom on making sure we have the finances for all the positions. City Manager Gorman also stated we have a 1099 employee Verda Gearner who will be leaving soon and we will need to fill that position with a full time person. City Manager Gorman said she’s trying to keep all the position in class in the organizational chart. President Head said he understood Leandrea Evans position was not structured correctly but he is a little concerned about the other positions. Councilmember Ross wanted to make sure it was a lateral move for the Administrative Assistant position and Mrs. Gorman assured him it was. After some discussion Vice-President Robinson moved to approve Resolution 2021-06. Councilmember Jones seconded. Motion carried 5-0 by saying “Aye”.

- E. RESOLUTION 2021-07: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING THE POSITION AND DUTIES OF AN ADMINISTRATIVE ASSISTANT POSITION FOR CITY MANAGER, CITY CLERK AND HUMAN RESOURCE DIRECTOR; AND ESTABLISHING AN EFFECTIVE DATE. - CITY MANAGER JACKIE GORMAN. –Councilmember Jones moved to approve Resolution 2021-07. Councilmember Cox seconded. Motion carried 4-1, Vice-President Robinson, Councilmember Ross, Councilmember Jones and Councilmember Cox voted “Aye”, Council President Head voted “Nay”.
- F. RESOLUTION 2021-08: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING THE POSITION AND DUTIES OF A PART-TIME CUSTOMER SERVICE REPRESENTATIVE POSITION; AND ESTABLISHING AN EFFECTIVE DATE. – CITY MANAGER JACKIE GORMAN. – Councilmember Jones moved to approve Resolution 2021-08. Councilmember Cox seconded. Motion carried 5-0 by saying “Aye”.
- G. FIRST READING: ORDINANCE # 689; AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA. PROVIDING FOR THE PERMANENT CLOSING OF ALL THAT PORTION OF A RIGHT-OF-WAY AS RECORDED IN THE OFFICIAL RECORDS BOOK 7, PAGE 15, OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; FINDING THAT THE CLOSING OF THE EASEMENT WILL NOT ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE; FINDING THAT THE CLOSING OF THE EASEMENT IS IN THE BEST INTEREST OF THE CITY AND FOR THE GENERAL WELFARE OF ITS CITIZENS; PROVIDING FOR

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. – COUNCIL PRESIDENT JUSTIN HEAD.

Council President Head Read Ordinance #689 into record and informed the Council that the original Ordinance had been revised to reflect a change in the name. City Manager Gorman explained the Ordinance was dealing with a Right of Way that was in the middle of two properties and the Ordinance is just vacating a Right-of-Way. After some discussion Councilmember Jones moved to approve the first reading of Ordinance #689. Vice-President Robinson seconded. Motion carried 5-0 by saying “Aye”.

H. DISCUSSION WITH POSSIBLE ACTION: CHANGING COUNCIL MEETING DATE OF MARCH 2, 2021 DUE TO ELECTIONS. – CITY CLERK LATRICIA WRIGHT.

City Clerk Wright asked the Council if they wanted to change the date of the March 2nd meeting due to elections being held the same day. After some discussion Council Councilmember Jones moved to change March 2nd meeting time from 6:00 p.m. to 7:00 p.m. Councilmember Cox seconded. Motion carried 5-0 by saying “Aye”.

ITEM – 6 – PUBLIC PARTICIPATION – None

ITEM – 7 – ANNOUNCEMENTS – City Clerk Wright reminded the Council about the “Fly In” at the airport scheduled for Friday January 22, 2021 at noon. Fire Chief Lamar Stegall informed the Council he has been in touch with the County discussing the pay for fire calls outside of the City that the Fire Department has been handling and at the moment he’s looking at a per call fee.

ITEM – 8 – ADJOURNMENT – With not future business, Vice-President Robinson moved to adjourn at 7:13 p.m. Councilmember Jones seconded. Motion carried 5-0 by saying “Aye”.

NEXT SCHEDULED MEETING FEBRUARY 2, 2021 AT 6:00 P.M.

CITY COUNCIL RESOLUTION NO. 2021-010

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLISTON, FLORIDA, RATIFYING THE MAYOR'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 May 8, 2020, the Governor issued Executive Order 20-114 extending the statewide state of emergency until July 7, 2020; 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 exceptions provided for in Executive Order 20-69, relating to local government meetings, until June 30, 2020; and

WHEREAS, on July 7, 2020, the Governor issued Executive Order 20-166 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69, until September 5, 2020; and

WHEREAS, on July 29, 2020, the Governor issued Executive Order 20-179 amending order 20-69 creating statutory exceptions related to budget hearings and extending the statewide state of emergency until September 1, 2020; and

WHEREAS, on August 7, 2020, the Governor issued Executive Order 20-193 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69, until October 1, 2020; and

WHEREAS, on September 30, 2020, the Governor issued Executive Order 20-246 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69; and

WHEREAS, on November 3, 2020, the Governor issued Executive Order 20-276 extending the statewide state of emergency until January 2, 2021; and

WHEREAS, on December 29, 2020, the Governor issued Executive Order 20-316 extending the statewide state of emergency until 12:01 a.m. on February 27, 2021; and

WHEREAS, pursuant to Section 2.03, of the City Charter, the Mayor may extend the City's state of emergency related to COVID-19, and the President shall assume all the powers and duties of the Mayor's office in the temporary absence or disability of the Mayor; and

WHEREAS, the Mayor 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 and out of an abundance of caution, finds that the Mayor's declaration of a state of emergency should be ratified or confirmed by the City Council in an open meeting.

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 Mayor'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 February 2021.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head, President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

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

Date: February 2, 2021

COUNCIL AGENDA ITEM

TOPIC: SECOND READING ORDINANCE #389

REQUESTED BY: CITY PLANNER

PREPARED BY: CITY PLANNER

BACKGROUND / DESCRIPTION: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, PROVIDING FOR THE PERMANENT CLOSING OF THE 30' DRAINAGE RIGHT-OF-WAY, LYING BETWEEN LOT 10, BLOCK A AND LOT 11, BLOCK A, NORTHWOOD ESTATES, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 7, PAGE 15 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; FINDING THAT THE CLOSING OF THE RIGHT-OF-WAY WILL NOT ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE; FINDING THAT THE CLOSING OF THE RIGHT-OF-WAY IS IN THE BEST INTEREST OF THE CITY AND FOR THE GENERAL WELFARE OF ITS CITIZENS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

CITY COUNCIL ORDINANCE NO. 2021-689

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, PROVIDING FOR THE PERMANENT CLOSING OF THE 30' DRAINAGE RIGHT-OF-WAY, LYING BETWEEN LOT 10, BLOCK A AND LOT 11, BLOCK A, NORTHWOOD ESTATES, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 7, PAGE 15 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; FINDING THAT THE CLOSING OF THE RIGHT-OF-WAY WILL NOT ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE; FINDING THAT THE CLOSING OF THE RIGHT-OF-WAY IS IN THE BEST INTEREST OF THE CITY AND FOR THE GENERAL WELFARE OF ITS CITIZENS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston, Florida (hereinafter the "City") desires to close, vacate, and abandon lands consisting of a thirty foot (30') wide drainage right-of-way lying between Lots 10 & 11, Block A, of Northwood Estates, according to the plat thereof recorded in Plat Book 7, Page 15, of the Public Records of Levy County, Florida (hereinafter the "Vacated Property") and the Vacated Property being identified and depicted as the parcel for "City to Vacate & Release to Myhree" and being more particularly described in the *Sketch of Legal Description Only* attached hereto as "Exhibit A"; and

WHEREAS, the City finds that the Vacated Property is not vital to the City; and

WHEREAS, the City finds that it is proper and, in the interest, and welfare of the City and its citizens to close the Vacated Property; and

WHEREAS, notice has been given, prior to adoption, to all utility companies holding franchises from the City for review and comment with respect to the permanent closing of the Vacated Property.

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 hereby incorporated herein and made a part of this ordinance.

Section 2. The City shall convey by Quit Claim Deed the Vacated Property to Wayne S. Myhree and Pamela J. Myhree, Co-Trustees of the Myhree Family Revocable Trust dated November 24, 2020 (owners of property on both sides of said easement) contemporaneously with the receipt of a similar instrument

conveying an easement from Wayne S. Myhree and Pamela J. Myhree, Co-Trustees of the Myhree Family Revocable Trust dated November 24, 2020 to the City. The Council President is authorized to execute said Quit Claim Deed.

Section 3. All ordinances or parts of ordinances in conflict herewith are and the same are hereby repealed.

Section 4. If any section, subsection, sentence, clause or phrase of this ordinance or the particular application thereof shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining section(s), subsection(s), sentences(s), clause(s) or phrases(s) under application shall not be affected hereby.

Section 5. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED upon first reading this ____ day of _____ 2021.

NOTICE PUBLISHED on the _____ day of _____ 2021.

PASSED AND ADOPTED on second and final reading this _____ day of _____ 2021.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head,
City Council President

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Latricia Wright, City Clerk

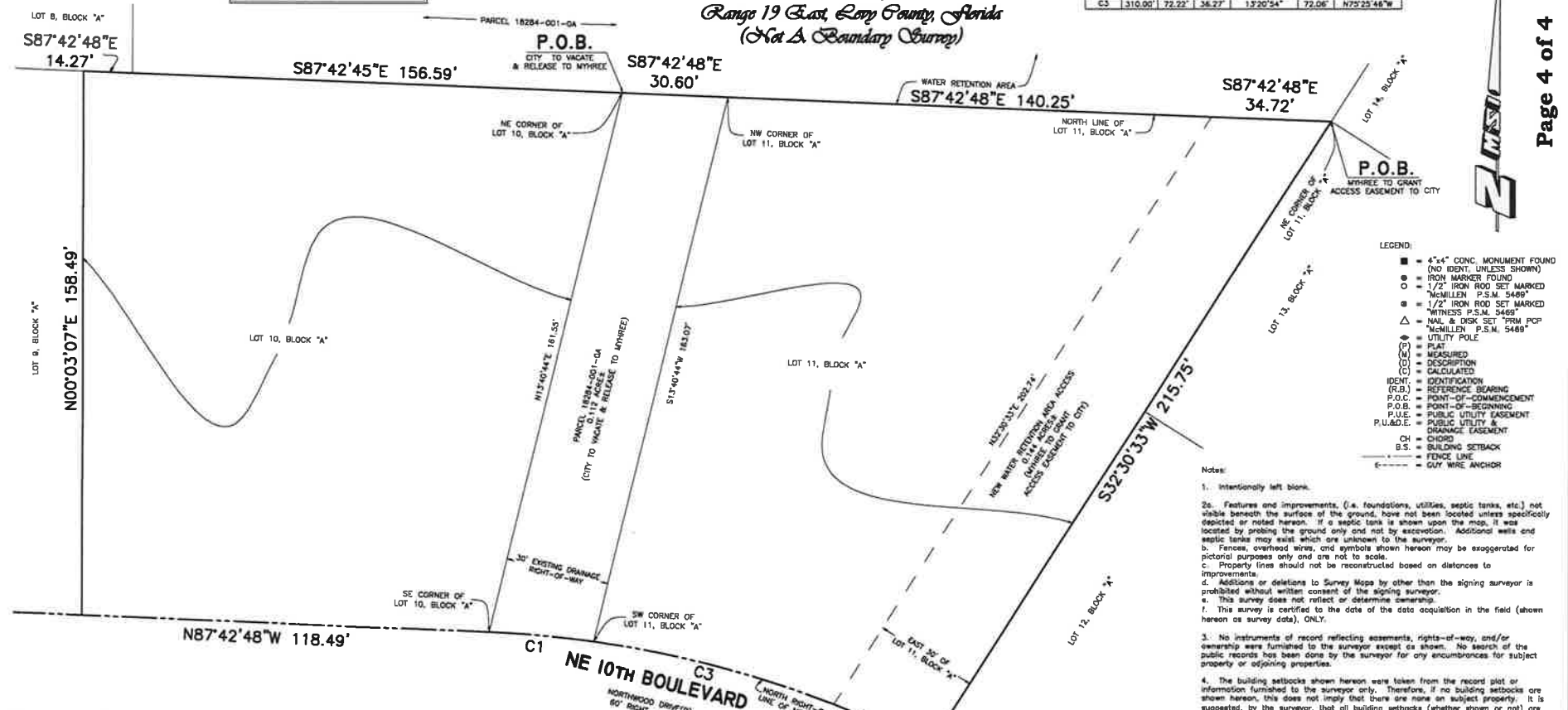
By: _____
Frederick L. Koberlein, Jr.,
City Attorney

Exhibit A

*Sketch of Legal Description Only
Lying in Block 'A', Northwood Estates,
Section 31, Township 12 South,
Range 19 East, Levy County, Florida
(Not A Boundary Survey)*

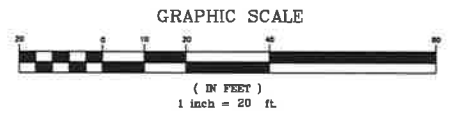
CURVE	RADIUS	ARC	TANGENT	CENTRAL ANGLE	CHORD	CHORD BEARING
C1	310.00'	30.33'	15.18'	5°36'28"	30.34'	N84°54'30"W
C2	310.00'	30.34'	15.18'	5°36'28"	30.33'	N85°57'04"W
C3	310.00'	72.22'	36.27'	13°20'54"	72.06'	N79°25'48"W

NOTE: THIS PROPERTY IS LOCATED IN FEDERAL FLOOD ZONE "X". AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAN, AS INTERPOLATED FROM F.L.R.M. PANEL NO. 12075C 0240P, EFFECTIVE: 11/02/2012.



- LEGEND:
- = 4"x4" CONC. MONUMENT FOUND (NO IDENT. UNLESS SHOWN)
 - = IRON MARKER FOUND
 - = 1/2" IRON ROD SET MARKED "MCMILLEN P.S.M. 5489"
 - = 1/2" IRON ROD SET MARKED "WITNESS P.S.M. 5469"
 - △ = NAIL & DISK SET FROM PCP "MCMILLEN P.S.M. 5489"
 - = UTILITY POLE
 - = PLAT
 - (M) = MEASURED
 - (C) = CALCULATED
 - (D) = DESCRIPTION
 - (I) = IDENTIFICATION
 - (R.B.) = REFERENCE BEARING
 - (P.O.C.) = POINT-OF-COMMENCEMENT
 - (P.O.B.) = POINT-OF-BEGINNING
 - (P.U.E.) = PUBLIC UTILITY EASEMENT
 - (P.U.&D.E.) = PUBLIC UTILITY & DRAINAGE EASEMENT
 - CH = CHORD
 - B.S. = BUILDING SETBACK
 - - - = FENCE LINE
 - = GUY WIRE ANCHOR

- Notes:
- Intentionally left blank.
 - Features and improvements, (i.e. foundations, utilities, septic tanks, etc.) not visible beneath the surface of the ground, have not been located unless specifically depicted or noted hereon. If a septic tank is shown upon the map, it was located by probing the ground only and not by excavation. Additional wells and septic tanks may exist which are unknown to the surveyor.
 - Fences, overhead wires, and symbols shown hereon may be exaggerated for pictorial purposes only and are not to scale.
 - Property lines should not be reconstructed based on distances to improvements.
 - Additions or deletions to Survey Maps by other than the signing surveyor is prohibited without written consent of the signing surveyor.
 - This survey does not reflect or determine ownership.
 - This survey is certified to the date of the data acquisition in the field (shown hereon as survey date), ONLY.
 - No instruments of record reflecting assessments, rights-of-way, and/or ownership were furnished to the surveyor except as shown. No search of the public records has been done by the surveyor for any encumbrances for subject property or adjoining properties.
 - The building setbacks shown hereon were taken from the record plat or information furnished to the surveyor only. Therefore, if no building setbacks are shown hereon, this does not imply that there are none on subject property. It is suggested, by the surveyor, that all building setbacks (whether shown or not) are verified at the proper building department with the current zoning of the subject property.
 - Subject Property shown hereon may be a division of a parent tract based on information provided by the client. If so, this survey does not guarantee a building permit and it is suggested that all divisions are verified at the proper building department with the current zoning of the subject property.
 - Information from the Federal Emergency Management Agency (F.E.M.A.) Flood Insurance Rate Map shown hereon was current as of the effective or revised date of said map. Map revisions and amendments are periodically made by letter and may not be reflected on said map.



Description: (by surveyor) - City to Vacata & Release to Myhree
The 30 foot wide Drainage Right-of-Way between Lot 10, Block A and Lot 11, Block A, Northwood Estates, according to the plat thereof, as recorded in Plat Book 7, Page 15 of the Public Records of Levy County, Florida; being more particularly described as follows:
Begin at the Northeast corner of said Lot 10, Block A and run thence South 87°42'48"East, a distance of 30.60 feet to the Northwest corner of said Lot 11, Block A; thence South 13°40'44"West, a distance of 163.07 feet to the North right-of-way line of N.E. 10th Boulevard (a.k.a. Northwood Drive); said point being on a non-tangent curve, concave Southerly, having a radius of 310.00 feet, a central angle of 05°36'38" and a chord bearing and distance of North 84°54'30"West - 30.34 feet; thence Northwesterly, along said curve and along said North right-of-way line, an arc distance of 30.35 feet to the Southeast corner of said Lot 10, Block A; thence North 13°40'44"East, a distance of 161.55 feet to the said Point-of-Beginning.
Containing 0.112 Acres, more or less.

Description: (by surveyor) - Myhree to Grant Access Easement to City
The East 30 feet of Lot 11, Block A, Northwood Estates, according to the plat thereof, as recorded in Plat Book 7, Page 15 of the Public Records of Levy County, Florida; being more particularly described as follows:
Begin at the Northeast corner of said Lot 11, Block A and run thence South 32°30'33"West, a distance of 215.75 feet to the North right-of-way line of N.E. 10th Boulevard (a.k.a. Northwood Drive); said point being on a non-tangent curve, concave Southerly, having a radius of 310.00 feet, a central angle of 05°36'28" and a chord bearing and distance of North 65°57'04"West - 30.33 feet; thence Northwesterly, along said curve and along said North right-of-way line, an arc distance of 30.34 feet; thence North 32°30'33"East, a distance of 202.74 feet to the North line of said Lot 11, Block A; thence South 87°42'48"East, along said North line, a distance of 34.72 feet to the said Point-of-Beginning.
Containing 0.144 Acres, more or less.

REVISION "A" - SURVEY REVISED PER ATTORNEY COMMENTS - SJDM - 10/20/2020

Prepared By McMILLEN SURVEYING, INC. 444 NW MAIN STREET Williston, Florida, 32698 Office: 352-528-8277	Florida Professional Surveyor and Mapper License No. LS 5469 Florida Professional Surveyor and Mapper Business License No. LB 8041 NOT VALID WITHOUT THE SIGNATURE & ORIGINAL RANDED SEAL OF A FLORIDA LICENSED SURVEYOR & MAPPER STEPHEN M. MCMILLEN, P.S.M. Professional Surveyor & Mapper	PREPARED FOR: MAYNE MYHREE CITY OF WILLISTON	Scale: 1"=20' Proj. No. 2018-099a Drawn: C.W.C. D.A.'s S.M.M. Dwg. Name: 2018-099a Dwng Date: 2/11/19 Field Book: FILE Page:
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Date: February 2, 2021

COUNCIL AGENDA ITEM

TOPIC: Patrick Walsh – Airsign Group LLC Property – Temporary Use Permit for a Gun Show

PREPARED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

On January 26, 2021, The City was informed of a planned USA Gun Show to be held at 12 NW 5 Place, Williston, Florida, February 20-21, 2021. City Planner, Laura Jones, received a written request from the property owner for a Temporary Use Permit to be approved by City Council per The Code of Ordinances:

Sec. 46-97. - Special permits for temporary uses.

- (a) Generally. Certain uses are temporary in character. These temporary uses vary in type and degree, as well as length of time involved. Such uses may have little impact on surrounding and nearby properties or they may present questions involving potential incompatibility of the temporary use with existing uses. Unless otherwise specified in these land development regulations, the following regulations shall govern temporary uses.
- (b) Temporary use permits issued by city council. The city council may issue a temporary use permit for the following uses: In agricultural, commercial, and industrial districts: commercial circuses, carnivals, outdoor concerts, and similar uses. Requests for such a permit shall be submitted in writing to the land development regulations administrator together with such reasonable fees as the city council may determine through action in setting fees as set out in chapter 44. The city council shall take final action on the request by either approving, approving with conditions, or denying the request. Prior to granting a temporary use permit, the city council shall determine that:
 - (1) Any nuisance or hazardous feature involved is suitably separate from adjacent uses.
 - (2) Excessive vehicular traffic will not be generated on minor residential streets.
 - (3) A vehicular parking problem will not be created.
- (c) The temporary use permit, if granted, shall be granted for a specific time period, at the end of which, if the use permitted has not been discontinued, it shall be deemed a violation of these land development regulations and shall be punished as set out in article VII of this chapter. Appropriate conditions and safeguards may include, but are not limited to, reasonable time limits within which the action for which temporary use permit 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 temporary use permit is granted, shall be deemed a violation of these land development regulations and punishable as provided in these land development regulations.

Sec. 44-7. - Fees.

(a) Reasonable fees sufficient to cover the costs of administration, inspection, publication of notice and similar matters may be charged to applicants for zoning permits, building permits, sign permits, special exceptions applications, subdivision plat approval, comprehensive plan amendments, zoning amendments, variances and other administrative relief. The amount of the fees charged shall be as established by resolution of the city council filed in the office of the city clerk.

Date: February 2, 2021

(b) Fees established in accordance with this section shall be paid upon submission of a signed application or notice of appeal.
(Ord. No. 434, § 1.7, 5-7-2002)

LEGAL REVIEW: NONE

FISCAL IMPACTS: NONE

RECOMMENDED ACTION: Approve the temporary use permit and determine a fee.

ATTACHMENTS: Written Request

COMMISSION ACTION:

APPROVED **DISAPPROVED**

Date: February 2, 2021

COUNCIL AGENDA ITEM

RESOLUTION 2021-09: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE HUMAN RESOURCE MANUAL; SPECIFICALLY, SECTION 17 – HOURS OF WORK AND OVERTIME, SUBSECTION 17.03 OVERTIME AND COMPENSATORY TIME REMOVING LANGUAGE TO CLARIFY OVERTIME COMPENSATION; AND PROVIDING AN EFFECTIVE DATE.

REQUESTED BY: JACKIE GORMAN, CITY MANAGER

BACKGROUND / DESCRIPTION: The HR Manual clearly states that overtime would be granted if the time exceeds 40 hours. 17.03 (D) (ii) is being stricken to prevent misinterpretation. This section currently states that “all work performed on Saturday or Sunday regardless of hours worked in preceding workweek shall be paid in time and one-half.”

With this section remaining in place, an employee could be absent from work during the workweek, come in on the weekend and get paid time and one-half.

Staff respectfully requests this be removed from the HR Manual. A marked-up copy of page 88 is attached for your review.

LEGAL REVIEW: None

FISCAL IMPACTS: None

RECOMMENDED ACTION: Approval of Resolution 2021-09

ATTACHMENTS:

CONTRACT RESOLUTION 2021-09 MAP
 LEASE OTHER DOCUMENTS (marked up page 88 of HR Manual)

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED
 DENIED

RESOLUTION NUMBER 2021-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE HUMAN RESOURCE MANUAL; SPECIFICALLY, SECTION 17 HOURS OF WORK AND OVERTIME, SUBSECTION 17.03 REMOVING LANGUAGE FOR CLARIFICATION FOR OVERTIME AND COMPENSATORY TIME; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston, Florida, a Florida Municipal Corporation, (“City”), adopted the Human Resource Manual for the purpose of establishing personnel rules and regulations that will serve as a guide to the City’s personnel; and

WHEREAS, the Human Resource Manual needs an amendment, specifically to Section 17.03 removing language for clarification for overtime and compensatory time; and

WHEREAS, the City Council has determined that the Human Resource Manual needs to be amended.

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

SECTION 1. Remove language in Subsection 17.03 (D) (ii) as follows:

ii. ~~All work performed on Saturday or Sunday regardless of hours worked in preceding workweek shall be paid at time and one-half.~~ Departments with a separate contract or Departments that have a Saturday and Sunday work schedule will be paid at the normal rate.

SECTION 2. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

PASSED AND ADOPTED this 2 day of February 2021.

CITY OF WILLISTON, FLORIDA

BY: _____
Justin Head, City Council President

ATTEST:

Latricia Wright, City Clerk

COUNCIL AGENDA ITEM

February 2, 2021

TOPIC: Approve Resolution 2021-11 authorizing the City Manager to sign the listing Agreement with Harriet Downs for City-owned 30-Acre Parcel #0323400200 Bronson, FL

PREPARED BY: Jackie Gorman, City Manager

BACKGROUND / DESCRIPTION:

The City requested quotes for a good faith estimate for broker's fees from three (3) local Realtors for placing the City's 30-acre parcel for sale. Harriet Downs submitted the lowest at 5%. Attached is Resolution 2021-11 authorizing the City Manager to sign the listing agreement.

LEGAL REVIEW: None

FISCAL IMPACTS: Broker fee to be paid at closing from proceeds of the sale of the property.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution 2021-11

COUNCIL ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2021 -11

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ACCEPTING AN EXCLUSIVE RIGHT OF SALE LISTING AGREEMENT WITH HARRIETT DOWNS REAL ESTATE LLC LISTING 30 ACRES OF PROPERTY OWNED BY THE CITY OF WILLISTON (PARCEL 1323400200), AUTHORIZING THE CITY MANAGER TO EXECUTE THE LISTING AGREEMENT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston owns property outside the boundaries of the city limits, and

WHEREAS, after obtaining quotes from three (3) qualified Real Estate firms for brokerage fees the City has agreed to an Exclusive Right of Sale Listing Agreement with Harriett Downs Real Estate LLC.

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

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

SECTION 2. The City Council hereby accepts the Exclusive Right of Sale Listing Agreement with Harriett Downs Real Estate LLC in the amount of 5% for broker's fees (See Exhibit A).

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

PASSED AND ADOPTED on _____, 2021.

CITY OF WILLISTON, FLORIDA

Justin Head, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

MLS # _____

WACLS # _____



HARRIETT DOWNS REAL ESTATE LLC

Licensed Real Estate Broker
147 North Main Street
Williston, Florida 32696
352.528.4400
Branch Office 352.528.5515

EXCLUSIVE RIGHT OF SALE LISTING AGREEMENT

OWNER'S NAME: City of Williston, Florida

LEGAL DESCRIPTION: 29-11-17 0030.00 ACRES W3/4 OF SW1/4 OF NE1/4 OR BOOK 996 PAGE 196
(prox 30 acres)

PROPERTY ADDRESS: NE 115th Street, Bronson, FL 32621

TAX PID # 29-11-17-03234-002-00

PRICE: \$ 125,000.00 TERMS: CASH

I (we), the Seller(s) grant you, the Broker, the sole, exclusive, and irrevocable right to sell or transfer this property from the date of the agreement to and including June 30, 2021 and to accept a deposit thereon, and employ you to procure a purchaser, ready, willing, and able to buy this property at the listed price and terms, or at a lower price and terms acceptable to me. I represent that this property description and listing information are correct; that I shall convey a marketable title and furnish a good and sufficient deed.

Seller will compensate Broker for procuring a buyer who is ready, willing, and able to purchase the Property or any interest in the Property on terms acceptable to Seller. Seller agrees to pay you a commission of 5 % of the selling price, or a minimum commission of \$600.00, whichever is greater.

Broker's fee is due in the following circumstances: (1) If any interest in the Property is transferred, whether by sale, lease, exchange, governmental action, bankruptcy or any other means of transfer. (2) If Seller refuses or fails to sign an offer at the price and terms stated in this Agreement, defaults on an executed sales contract or agrees with a buyer to cancel an executed sales contract. (3) If, within 6 months after Termination Date ("Protection Period"), Seller transfers or contracts to transfer the Property or any interest in the Property to any prospects with whom Broker or any other real estate licensee communicated regarding the Property prior to Termination Date. However, no fee will be due Broker if the Property is relisted after Termination Date and sold through another broker.

CONDITIONAL TERMINATION: At Seller's request, Broker may agree to conditionally terminate this Agreement. If Broker agrees to conditional termination, Seller must sign a withdrawal agreement, reimburse Broker for all direct expenses incurred in marketing the Property and pay a cancellation fee of \$250. Broker may void the conditional termination and Seller will pay the full commission less the cancellation fee if Seller transfers or contracts to transfer the Property or any interest in the Property during the time period from the date of conditional termination to Termination Date and Protection Period, if applicable.

Permission is given to broker to advertise the listed property, place "For Sale" sign thereon and place the property in a multiple listing service ("MLS"). Seller authorizes broker to report to the MLS this listing information and price, terms and financing information on any resulting sale for use by Board /Association members, MLS participants and subscribers.

I acknowledge I have read and received a copy of this listing agreement; that it constitutes the entire agreement between us and that no other understandings exist, written or oral affecting this agreement.

ACCEPTED BY: Marc J. Pompeo By State of Florida, Marc J. Pompeo, a Florida Real Estate Licensee, No. 998191, 12/12/01, 01/05/02 DATED: _____
for HARRIETT DOWNS REAL ESTATE LLC

SIGNATURE OF OWNER _____ SIGNATURE OF CO-OWNER _____

Address: PO DRAWER 160 WILLISTON, FL 32696 Phone: (352) 528-3060 ext. 103
E-mail Address: city.manager@willistonfl.org

<i>If Sold For:</i> \$ 125,000.00	
-	\$ 6,250.00 @ 5 % Commission
total \$ 8,370.00	- \$ 875.00 Doc Stamps on Deed
	- \$ 1,245.00 Title Insurance (approx.)
	- \$ 0.00 Existing Mortgage amount
	\$ 116,630.00 Proceeds less taxes prorated to closing

Visit us on the web at www.HDownsRealEstate.com

Date: February 2, 2021

COUNCIL AGENDA ITEM

TOPIC: City Clerk Job Duties

REQUESTED BY: COUNCIL

PREPARED BY: CITY CLERK

BACKGROUND / DESCRIPTION: CITY CLERK JOB DUTIES REVISED AT COUNCIL MEETING ON MAY 21, 2019.

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION:

ATTACHMENTS:

COMMISSION ACTION:

APPROVED

DISAPPROVED

CITY CLERK

Recommended Job Duties (Recording/Records and Documents Management, Elections)

City Charter Section 3.04. City clerk--Power and duties.

The City Clerk shall:

- (a) Give notice of all City Council meetings to the members of the Council and the public as required by law and shall attend all such meetings in person or by designee and shall keep minutes of the proceedings.
- (b) Authenticate by signature, and be the records custodian of, all ordinances, resolutions and other City documents.
- (c) Be the supervisor of elections for the City.
- (d) Appoint, suspend, demote, or dismiss any employee in the office of City Clerk, in accordance with law and the City's administrative and personnel policies.
- (e) Prepare annual budgets for the operation of the office of the City Clerk and the City Council, and submit these budgets to the City Manager for inclusion in the annual City budget in accordance with uniform City budgeting procedures.
- (f) Perform such other duties as required by law or by the City Council.

The City Clerk shall have the following Job Duties; (duties marked with an asterisk are in fulfillment of responsibilities set forth in Section 3.04 of the City Charter; all others may be amended by the City Manager):

1. EXECUTION
 - Act as check signatory for checks, as needed.
 - Attest all Ordinances, Resolution, Contracts, Agreements, etc. *
2. COUNCIL MEETINGS
 - Attend all regular, special and workshop Council meetings. *
 - Prepare, facilitate the execution of and maintain agendas and minutes for all regular, special and workshop Council meetings. *
3. WORKERS' COMPENSATION
 - Provide direction on submission of claims reported by employee supervisors with follow-up assistance, as needed.
 - Provide departments with up-to-date instructions, information and provider listings.
 - Respond to concerns or inquiries from the insurance provider.
 - Complete annual worker's compensation audit for renewal.
 - Verify employee beneficiary information at open enrollment annually.
4. MAINTAIN FILES:
 - Maintain files on City Ordinances, Resolutions, Agreements, Deeds, etc. *
 - Store/maintain documents in accordance with records management plan. *
 - Maintain audio recordings of meetings in accordance with Florida Statute.

Date: May 21, 2019

5. ASSIGNMENTS

- Assign all Ordinances and Resolution with proper numbers. *

6. ADVERTISEMENTS

- Ensure advertisements are submitted to news outlets in a timely manner.
- Review the newspaper weekly to ensure that the advertisement was properly placed.
- If ad was not properly placed, find out why. Notify the proper agency and correct the agenda. (Example: FINAL Reading of ordinance must be advertised 10 days before reading. Have to move the FINAL reading to next agenda for proper public notice.)
- Retain a copy of the advertisement as required.

7. CODIFICATION

- Send ordinances and resolutions to Municipal Code for codification during the first quarter of the fiscal year.
- Update all Code books with Supplements received from Municipal Code Corporation and distribute to appropriate personnel.

8. CITY ELECTION *

- Call for election in accordance with state statute and City Charter and inform Council the date of regular election and seats expiring.*
- Request appointment/reappointment of Canvassing Board. *
- Prepare Call for Election and advertise according to Florida Statute. *
- Notify Supervisor of Elections of election date, Qualifying Period and Book Closing date. *
- Prepare packages for candidates. *
- Prepare supplies for election, e.g., absentee ballots, sample ballots, signature slips, etc. *
- Order ballots from Levy County Supervisor of Elections. *
- Issue absentee ballots as requested after verification of registration. *
- Secure all ballots upon receipt. *
- Hire and provide training and timeline for Poll Workers. *
- Maintain Candidates Report – Request if not received on due date, check for correction. *
- Submit candidate filing fee payment to the State of Florida per statute. *

9. ANNUAL AUDIT

- Assist auditors with any information required.

10. RECORD RETENTION/DESTRUCTION

- Retain records per Retention Schedules. *
- Destroy records when necessary by using Retention Schedule and receiving permission from State of Florida when applicable. *
- Facilitate public records disclosures and assist departments in same as Public Records Custodian

Date: May 21, 2019

- Provide department and employee training pertaining to records management requirements.

11. MISCELLANEOUS

- Exchange correspondence with various State & County agencies and others or any as requested by Council.
- Take on acting City Manager duties in the absence of the City Manager, when necessary.
- Handle many calls to and from City during year for information requested or may need to request from others.
- Find Executive Orders on internet when the Governor declares a state of emergency and prepare Declaration of Emergency for Mayor to sign for purpose of FEMA reimbursement, if necessary.
- Facilitating community events: Independence Day, Light-Up Williston, parades, festivals, etc.
- Maintain City website and social media presence.
- Any other duties as assigned by City Manager or Council