

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

DATE: TUESDAY, MAY 16, 2023
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vice-President Jerry Robinson
Councilmember Michael Cox
Councilmember Zach Bullock
Councilmember Darfeness Hinds

OTHERS:

City Manager Terry Bovaird
Finance Director Stephen Bloom
City Clerk Latricia Wright
Attorney Kiersten Ballou

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

ITEM – 2 – PROCLAMATION: NATIONAL PUBLIC WORK WEEK. MAYOR CHARLES GOODMAN.

ITEM – 3 – PUBLIC PARTICIPATION

ITEM – 4 – CONSENT AGENDA –

- Council minutes from May 2, 2023

ITEM – 5 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD
- STAFF
- COUNCIL
- MAYOR

ITEM – 6 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: FIREWORKS AT HOMESTEAD PARK JULY 1, 2023. PROPERTY OWNER MATT CRANDALL.
- B. REVIEW OF MARCH 2023 FINANCIAL REPORT. FINANCE DIRECTOR STEPHEN BLOOM.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- C. RESOLUTION 2023-35: A RESOLUTION OF THE CITY OF WILLISTON OF LEVY COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2023-23 ADOPTED BUDGET, AND PROVIDING AN EFFECTIVE DATE. FINANCE DIRECTOR STEPHEN BLOOM.

OPEN PUBLIC HEARING

- D. 1ST READING OF ORDINANCE 2023-708: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS, AS AMENDED, PURSUANT INCREASED HOUSING NEEDS; RELATED TO AN AMENDMENT OF THE TEXT OF THE LAND DEVELOPMENT REGULATIONS; PROVIDING FOR AMENDING CHAPTER 60-256, MINIMUM LOT REQUIREMENTS AND MINIMUM YARD REQUIREMENTS, ALLOWING FOR DUPLEXES AND TOWNHOMES, DESCRIBED HEREIN; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES.

CLOSE PUBLIC HEARING

- E. RESOLUTION 2023-31: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE CHARGING AND FUELING INFRASTRUCTURE DISCRETIONARY GRANT TO THE U.S. DEPARTMENT OF TRANSPORTATION (DOT), FEDERAL HIGHWAY ADMINISTRATION (FHWA). CITY PLANNER LAURA JONES.
- F. RESOLUTION 2023-32: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE HAZARD MITIGATION GRANT PROGRAM FOR HURRICANE IAN (DR-4673) TO THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT. CITY PLANNER LAURA JONES.
- G. RESOLUTION 2023-34: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A PROPOSED REPLAT FOR THE MINOR SUBDIVISION OLD SCHOOL PLAZA LOT 1, OR BOOK 1486, PAGE 1613 (PARCEL #2223400100) INTO 2 LOTS. CITY PLANNER LAURA JONES.

ITEM – 7 – PUBLIC PARTICIPATION

ITEM - 8 - ANNOUNCEMENTS

ITEM – 9 – ADJOURNMENT

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

NEXT SCHEDULED COUNCIL MEETING JUNE 6, 2023, AT 6:00 P.M.

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

<https://v.ringcentral.com/join/069017976>

Meeting ID: 069017976

One tap to join audio only from a smartphone:
+16504191505,, 069017976/# United States (San Mateo, CA)

Or dial:

+1 (650) 4191505 United States (San Mateo, CA)

Access Code / Meeting ID: 069017976

International numbers available: <https://v.ringcentral.com/teleconference>

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

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

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.

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

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

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

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

DATE: TUESDAY, MAY 2, 2023
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vice-President Marguerite Robinson
Councilmember Michael Cox
Councilmember Zach Bullock
Councilmember Elihu Ross

OTHERS:

City Manager Terry Bovaird
Attorney Kiersten Ballou
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and pledge led by Mayor Goodman.

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

Correction to Student of the Month, Owen Mack's name. Motion to approve agenda with corrections by Vice-President Robinson. Seconded by Councilmember Bullock. Motion carried 5-0.

ITEM – 2 – MAYOR STUDENT OF THE MONTH. MAYOR GOODMAN.- Owen Mack, First Grade, Joyce Bullock Elementary. Citlaly Vargas-Murillo, 5th Grade, Williston Elementary School. Wyatt Delgado, Williston Middle High School. Mayor Goodman presented Certificate of Excellence and a pizza certificate to Owen Mack, and Citlaly Vargas-Murillo. Wyatt Delgado was not present.

ITEM – 3 – PUBLIC PARTICIPATION - Jackie Appling introduced Tyronza Woodard to Council. Mr. Woodard sponsored an event at Cornelius Williams Park for the kids and wanted to thank everyone from the city that helped him with the process.

ITEM – 4 – CONSENT AGENDA – Motion to approve Consent agenda by Vice-President Robinson. Seconded by Councilmember Bullock. Motion carried 5-0.

- Council minutes from April 18, 2023

ITEM –5 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD - gave update on boil water notice, hopefully it will be lifted by Friday.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- STAFF - Chief Rolls gave an update on speed bumps on SE 10th street. Chief stated officers have not seen any violations that any action could be taken upon.
- COUNCIL- none
- MAYOR - Thank Mr. Jeff Hardison with Hardisonink for the wonderful article he did on the new Williston Community Animal Rescue building.

ITEM – 6 – NEW BUSINESS –

OPEN PUBLIC HEARING

- A. SPECIAL EXCEPTION: SE 2023-01: AN APPLICATION RECEIVED FROM HOMESTEAD TINY ENTERPRISES, LLC, REQUESTING SPECIAL EXCEPTION TO ALLOW ALCOHOL SALES IN A COMMERCIAL INTENSIVE (C-2) DISTRICT. CITY PLANNER LAURA JONES. - Clerk swore in participants that will be speaking on this Special Exception. Motion by Councilmember Bullock to approve Special Exception 2023-01. Seconded by Councilmember Cox. Motion carried 5-0.
- B. RP 2023-01 BW NOBLE AND 7 LLC, REPLAT MULTIPLE PARCELS. CITY PLANNER LAURA JONES. Clerk swore in participants for RP 2023-01. Motion to approve RRP 2023-01 y Vice-President Robinson. Seconded by Councilmember Cox. Motion carried 5-0.

CLOSE PUBLIC HEARING

- C. 2ND PUBLIC HEARING FOR A COMMUNITY DEVELOPMENT BLOCK GRANT. CITY PLANNER LAURA JONES/MELISSA FOX, FRED FOX ENTERPRISE, INC. - Melissa Fox reviewed the four categories with the Council. Mrs. Fox opened the floor for public comments. Mrs. Fox closed the floor for public comments. Mrs. Fox presented the staff project and presented the CATF as a recommendation.
- D. RESOLUTION 2023-26: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2022. CITY PLANNER LAURA JONES/MELISSA FOX, FRED FOX ENTERPRISES, INC.- Motion to approve Resolution 2023-26 by Vice-President Robinson. Seconded by Councilmember Bullock. Motion carried 5-0.
- E. RESOLUTION 2023-27: A RESOLUTION OF THE CITY OF WILLISTON, AUTHORIZING THE IMPLEMENTATION OF THE LONG-TERM AND SHORT-TERM OBJECTIVES OF THE CITY OF WILLISTON COMMUNITY DEVELOPMENT PLAN. CITY PLANNER LAURA JONES/MELISSA FOX, FRED FOX ENTERPRISES, INC. - Motion to approve Resolution 2023-27 by Councilmember Bullock. Seconded by Vice-President Robinson. Motion carried 4-0.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- F. RESOLUTION 2023-28: A RESOLUTION AUTHORIZING THE USE OF SIXTY-TWO THOUSAND SEVENTY-FIVE DOLLARS (\$62,075.00) OF CITY OF WILLISTON FUNDING AS LEVERAGE FOR THE SMALL CITIES NEIGHBORHOOD REVITALIZATION COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION THE CITY IS SUBMITTING TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2022. CITY PLANNER LAURA JONES/MELISSA FOX, FRED FOX ENTERPRISES, INC. - Motion to approve Resolution 2023-28 by Vice-President Robinson. Seconded by Councilmember Cox. Motion carried 5-0.
- G. RESOLUTION 2023-23: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL CONSULTING SERVICES FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR THE PUBLIC WORKS DEPARTMENT WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER/WALT NICKEL, WRIGHT-PIERCE. - Motion to approve Resolution 2023-23 by Councilmember Cox. Seconded by Vice-President Robinson. Motion carried 5-0.
- H. RESOLUTION 2023-25: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA. TO APPROVE THE DISPOSAL AND SALE OF CITY PARCEL 0581100400 LOCATED BEHIND 412 SE 4TH DRIVE. CITY PLANNER LAURA JONES. - Motion to approve Resolution 2023-25 by Vice-President Robinson. Seconded by Councilmember Cox. Motion carried 5-0.

*** Councilmember Bullock had to leave the remainder of the meeting. ***

ITEM – 7 – PUBLIC PARTICIPATION - None

ITEM - 8 - ANNOUNCEMENTS - Chief Rolls announced the Law Enforcement Memorial Service Wednesday, May 10th at 10:00 a.m.

ITEM – 9 – ADJOURNMENT - Motion to adjourn at 7:32 by Vice-President Robinson. Seconded by Councilmember Cox. Motion carried 4-0.

Date: May 16, 2023

COUNCIL AGENDA ITEM

AGENDA ITEM: REVIEW OF MARCH 2023 FINANCIAL REPORT (unaudited)

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

BACKGROUND / DESCRIPTION: This agenda item includes the unaudited financial report as of March 31, 2023. Also included (prior to the financial report) are PowerPoint slides designed to provide a high-level overview of the City's current financial position.

The financial report contains the following schedules for your review:

- Balance Sheet for all Funds (*Page 1*)
- Summary of Year-to-Date Fund Statements (*Pages 2 – 14*)

LEGAL: REVIEW: N/A

FISCAL IMPACTS: N/A

RECOMMENDED ACTION: Acceptance of Financial Report

ATTACHMENTS: ☐ CONTRACT ☐ RESOLUTION ☒ OTHER

COUNCIL ACTION: ☐ APPROVED ☐ DISAPPROVED



CITY OF WILLISTON, FL

FINANCIAL REPORT

As of March 31, 2023

Meeting Date: May 16, 2023

1

GENERAL FUND

Overview

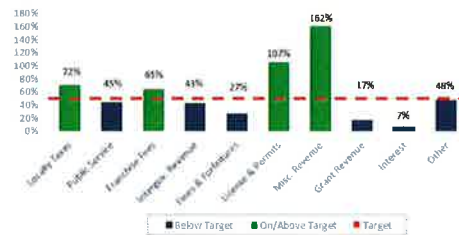
(50% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	2,960,596	5,315,647	(\$2,355,052)	55.7%	✓
Expenditures / Other Uses	2,486,247	5,450,647	\$2,964,401	45.6%	✓
Current Year Surplus / (Deficit)	\$474,349	(\$135,000)	\$609,349	-35.1%	✓
Available Reserves	\$702,762	\$1,286,164	(\$583,402)	13.7%	✗

Financial Highlights

- Current Year Property Taxes – 79% Collected.
- Total revenue includes \$100,000 loan for Building Improvements (Fire).
- Building Permit revenue is 116% of budget.
- Misc. revenue includes \$25.5 thousand for traffic control box reimbursement.

Chart 1: Revenues - % of Budget Collected



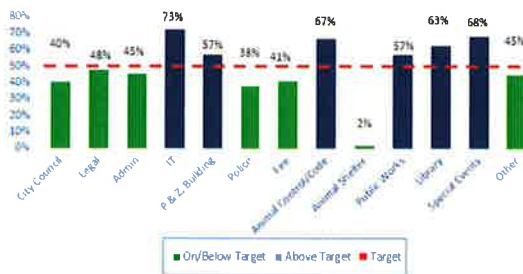
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2

GENERAL FUND

Overview

Chart 2: Expenditures - % of Budget Spent



Department Highlights

- IT expenditures include additional costs for software licenses and \$112 thousand for Edmunds Govtech software.
- P&Z / Building Expenses – Offset by \$297 thousand in Permitting Revenue.
- Vehicle Fuel and Maintenance expenses are higher than budget.
- Library – Includes Building Maintenance expenses (\$1.8K)
- Special Events – includes \$17.2 thousand for fireworks.

City of Williston, Florida

FY2023 - March 31, 2023

3

AIRPORT FUND (OPERATIONS)

Overview

(50% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$1,532,531	\$1,047,079	\$485,451	73.2%	✓
Expenditures / Other Uses	\$1,204,848	\$1,047,079	(\$157,769)	57.5%	✗
Current Year Surplus / (Deficit)	\$327,682	\$0	\$327,682	n/a	✓
Available Reserves	\$461,671	\$503,540	(\$41,869)	22.9%	✗

Financial Highlights

- Year over year fuel sales increased by 23% - \$189 thousand.
- Timber Sales - \$277 thousand.
- Current A/R collection allowance - \$50 thousand.
- Airport project spending - \$26 thousand.

Chart 4: Revenues - % of Budget Collected



City of Williston, Florida

FY2023 - March 31, 2023

4

CRA FUND

Overview

(50% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$313,951	\$699,815	(\$385,864)	22.4%	✗
Expenditures / Other Uses	\$441,671	\$758,332	\$316,661	28.1%	✓
Current Year Surplus / (Deficit)	(\$127,720)	\$0	(\$127,720)	n/a	✗
Available Reserves	\$180,410	\$379,166	(\$198,756)	11.9%	✗

Financial Highlights

- County distribution of tax revenue received in December - \$228K.
- Bank Loan is still pending.
- CRA project spending - \$408 thousand. (Main St / Arcade / Signs / Facade)

5

City of Williston, Florida

FY2023 - March 31, 2023

5

COWLINK FUND

Overview

(50% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	\$1,366	\$45,773	(\$44,407)	1.5%	✗
Expenditures / Other Uses	\$19,261	\$45,773	\$26,511	21.0%	✓
Current Year Surplus / (Deficit)	(\$17,896)	\$0	(\$17,896)	n/a	n/a
Available Reserves	\$8,958	\$0	\$8,958	n/a	n/a

Financial Highlights

- Total billing - \$1.4 thousand.
- Balance Remaining - \$9 thousand.
- Another grant received in April - \$20 thousand.

6

City of Williston, Florida

FY2023 - March 31, 2023

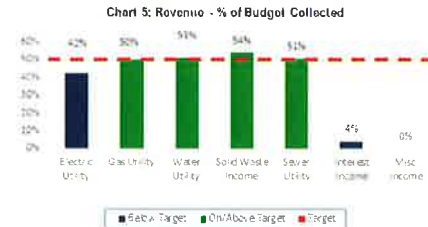
6

UTILITY FUND

Overview

(50% of Year complete)

Key Performance Indicator	YTD Actuals	YTD Budget	Variance Fav (UnFav)	% of Annual Budget	Performance
Revenue / Other Sources	3,120,104	\$3,449,913	(\$329,809)	45.2%	✗
Expenditures / Other Uses	3,318,544	\$3,657,755	\$339,210	45.4%	✓
Current Year Surplus / (Deficit)	(\$198,440)	(\$207,841)	\$9,401	47.7%	✓
Available Reserves	\$2,918,208	\$1,540,127	\$1,378,081	47.3%	✓



Financial Highlights

- Utility Fund has a deficit of \$198 thousand so far for the fiscal year.
- All services except for solid waste has a positive operating income. Only electric has a positive net income after subtracting the allocation of the transfer to the General Fund. [See next slide for more details]
- Year over year improvement in gas revenue - \$156K

7

City of Williston, Florida

FY2023 - March 31, 2023

7

UTILITY FUND

Breakdown by Utility Service

	Electric	Gas	Water	Solid Waste	Sewer	Total
Operating Revenue						
Service Charges	1,626.0	419.8	332.1	330.1	345.2	3,053.3
Other Miscellaneous Revenue	40.7	8.3	8.3	1.0	8.3	66.8
Total	1,666.7	428.2	340.4	331.2	353.6	3,120.0
Operating Expenses						
Department Costs	1,228.6	381.5	236.1	335.6	276.0	2,457.8
Administrative Allocation	188.1	38.5	38.5	4.6	38.5	308.3
Total	1,416.7	420.0	274.7	340.2	314.5	2,766.0
Operating Income	250.1	8.2	65.7	(9.0)	39.1	354.0
Non-operating income / (expenses)						
Transfer to General Fund	(182.8)	(65.2)	(176.4)	-	(128.1)	(552.5)
Total	(182.7)	(65.2)	(176.4)	0.0	(128.1)	(552.4)
Net Income	67.4	(57.1)	(110.7)	(9.0)	(89.0)	(198.4)

8

City of Williston, Florida

FY2023 - March 31, 2023

8

City of Williston



Financial Report

March 31, 2023

(unaudited)

Table of Contents

	<u>Page #</u>
Balance Sheet - All Funds	1
 Summary of Revenues and Expenditures / Expenses	
General Fund	2
Airport Fund	3
CRA Fund	4
COWLink Fund (Broadband)	5
Utility Fund - All Services.....	6
Adminstration	7
Customer Service	8
Electric Services	9
Gas Services	10
Water Services	11
Waste Collection	12
Sewer Services	13
Stormwater Services	14

Balance Sheet - All Funds

March 31, 2023

Description	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	Total
ASSETS						
Petty Cash	\$ 3,600	\$ 100	\$ -	\$ -	\$ -	\$ 3,700
Cash & Cash Equivalents	1,291,289	476,861	103,374	2,063,779	13,500	3,948,803
Investments	8,797	-	-	187,426	-	196,223
Accounts Receivable	28,358	72,651	-	1,494,502	1,629	1,597,140
Allowance for Doubtful Accounts	(16,339)	(50,000)	-	(58,314)	-	(124,652)
Note Receivable	66,474	-	-	-	-	66,474
Due from Other Funds	-	-	76,610	187,975	-	264,585
Due from Other Governmental Units	266,554	60,749	-	166,154	-	493,458
Prepaid Expenses	51,316	13,482	427	24,181	190	89,595
Inventory	-	51,002	-	401,174	-	452,176
Net Pension Assets	-	-	-	399,928	-	399,928
Net Capital Assets	-	-	-	10,124,739	-	10,124,739
TOTAL ASSETS	1,700,050	624,845	180,410	14,991,545	15,318	17,512,169
DEFERRED OUTFLOW OF RESOURCES						
Pension Related - Deferred Outflow	-	-	-	333,959	-	333,959
TOTAL DEFERRED OUTFLOW OF RESOURCES	-	-	-	333,959	-	333,959
LIABILITIES						
Accounts Payable	\$ 215,812	\$ 65,927	\$ -	\$ 362,894	\$ 4,270.37	\$ 644,634
Accrued Expenses	33	-	-	174,459	-	174,491
Sales Tax Payable	-	18,534	-	155,041	-	173,575
Payroll Liabilities	-	-	-	96,851	-	96,851
Other Liabilities	10,694	-	-	-	-	10,694
Due to other Funds	278,930	-	-	-	-	278,930
Deposits	-	-	-	336,070	1,100	337,170
City Hall Loan	-	-	-	1,107,140	-	1,107,140
Notes Payable	-	66,474	-	-	-	66,474
Deferred Revenue	13,609	12,239	-	-	-	25,847
Power Cost Adjustment - Electric	-	-	-	250,680	-	250,680
Accum Absences/ OPEB Obligation	-	-	-	283,136	990	284,126
TOTAL LIABILITIES	519,076	163,174	-	2,766,271	6,360	3,454,882
DEFERRED INFLOW OF RESOURCES						
Pension Related - Deferred Inflow	-	-	-	336,078	-	336,078
TOTAL DEFERRED INFLOW OF RESOURCES	-	-	-	336,078	-	336,078
FUND BALANCES						
Reserve for:						
Law Enforcement	1,595	-	-	-	-	1,595
Community Redevelopment	-	-	180,410	-	-	180,410
Unreserved, Reported in:						
General Fund	1,179,378	-	-	-	-	1,179,378
Special Revenue Airport	-	461,671	-	-	-	461,671
Utility Fund	-	-	-	12,223,155	-	12,223,155
CowLink Fund	-	-	-	-	8,958	8,958
TOTAL FUND BALANCES	1,180,973	461,671	180,410	12,223,155	8,958	14,055,169
TOTAL LIABILITIES & FUND BALANCES	1,700,050	624,845	180,410	14,991,545	15,318	17,512,169

General Fund - Summary of Revenues and Expenditures

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Locally Levied Taxes	\$ 1,477,556	\$ 1,061,437	\$ (416,119)	71.8%	\$ 923,472	\$ 137,965
Public Service Taxes	439,800	197,280	(242,520)	44.9%	184,177	13,103
Franchise Fees	48,530	31,497	(17,033)	64.9%	25,424	6,072
Intergovernmental Revenues	653,825	280,101	(373,724)	42.8%	257,794	22,307
Fines & Forfeitures	21,550	5,824	(15,726)	27.0%	8,847	(3,023)
License & Permits	286,150	306,049	19,899	107.0%	90,517	215,531
Miscellaneous	42,850	69,336	26,486	161.8%	20,506	48,830
Interest Income	500	35	(465)	6.9%	77	(43)
Grant	465,429	104,288	(361,141)	22.4%	-	104,288
Loan Proceeds	400,000	100,000	(300,000)	25.0%	-	100,000
Non-Operating	1,479,458	804,750	(674,708)	54.4%	10,465	794,285
Use of Fund Balance	135,000	-	(135,000)	0.0%	518,248	(518,248)
TOTAL REVENUES	5,450,647	2,960,596	(2,490,052)	54.3%	2,039,528	921,067
EXPENSES						
Total City Council	63,463	25,650	37,813	40.4%	26,798	1,148
Total Legal Services	51,455	24,738	26,717	48.1%	28,441	3,703
Total City Manager	111,623	51,925	59,698	46.5%	14,335	(37,591)
Total City Clerk	93,789	40,288	53,501	43.0%	27,281	(13,007)
Total Administration	166,603	103,854	62,749	62.3%	54,965	(48,889)
Total Information Technology	353,147	256,119	97,028	72.5%	79,813	(176,306)
Total Purchasing	60,813	29,009	31,804	47.7%	811	(28,198)
Total Planning & Zoning	90,317	41,700	48,617	46.2%	29,984	(11,716)
Total Building Permits	251,021	152,903	98,118	60.9%	63,235	(89,668)
Total Human Resources	82,608	8,608	74,000	10.4%	485	(8,123)
Total Police Department	1,403,150	669,425	733,724	47.7%	567,188	(102,238)
Total Police Communications	709,414	140,982	568,432	19.9%	122,931	(18,051)
Total Victim Advocate	6,980	575	6,405	8.2%	-	(575)
Total Animal Control/Code Enforcement	42,434	28,395	14,039	66.9%	23,645	(4,749)
Total Animal Shelter	34,268	743	33,525	2.2%	-	(743)
Total Fire Department	1,057,606	434,221	623,385	41.1%	311,538	(122,682)
Total Public Works	645,151	369,933	275,218	57.3%	261,314	(108,619)
Total Recreation / Athletics	3,000	-	3,000	0.0%	-	-
Total Library Department	6,389	3,996	2,393	62.5%	3,664	(332)
Total Special Events	25,235	17,200	8,035	68.2%	8,610	(8,590)
Total Non-Departmental	192,182	85,983	106,199	44.7%	73,576	(12,407)
Total Capital Outlay / Projects	-	-	-	n/a	16,995	16,995
TOTAL EXPENDITURES	5,450,647	2,486,247	2,964,401	45.6%	1,715,610	(770,636)
REVENUES OVER (UNDER) EXPENDITURES \$ - \$ 474,349 \$ 474,349 n/a					\$ 323,918 \$ 150,431	

Airport Fund - Summary of Revenues and Expenditures

March 31, 2023

(50% Yr Complete)

Description	Amended Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Operating Revenue	\$ 2,013,100	\$ 1,520,230	\$ (492,870)	75.5%	1,035,541	\$ 484,689
Interest Income	750	72	(678)	9.6%	66	6
Other Miscellaneous Income	20,309	12,229	(8,080)	60.2%	12,319	(90)
TOTAL REVENUES	2,094,159	1,532,531	(561,628)	73.2%	1,047,926	484,605
EXPENSES						
Personal Services	320,078	138,805	181,273	43.4%	135,547	(3,258)
Operating Expenditures	1,679,081	1,066,043	613,038	63.5%	807,911	(258,133)
Non-Operating Expenditures	15,000	-	15,000	0.0%	-	-
TOTAL EXPENSES	2,014,159	1,204,848	809,310	59.8%	943,457	(261,391)
OPERATING REVENUES OVER (UNDER) EXPENSES	80,000	327,682	247,682	409.6%	104,468	223,214
NON-OPERATING REVENUE (EXPENSES)						
Capital Improvements - (Grants)	(4,116,500)	(26,465)	4,090,035	0.6%	(260,607)	234,142
Capital Outlay - Building/Equipment	(80,000)	-	80,000	0.0%	-	-
Revenue (Grants)	4,116,500	26,465	(4,090,035)	0.6%	290,168	(263,703)
TOTAL NON-OPERATING REVENUES (EXPENSES)	(80,000)	-	80,000	0.0%	29,561	(29,561)
TOTAL REVENUES OVER (UNDER) EXPENSES	-	327,682	327,682	n/a	\$ 134,030	\$ 193,653

CRA Fund - Summary of Revenues and Expenditures

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Tax Incremental Revenue - City	\$ 170,991	\$ 85,496	\$ (85,496)	50.0%	\$ 70,731	\$ 14,765
Tax Incremental Revenue - County	227,988	227,988	(0)	100.0%	188,616	39,373
Bank Loan	1,000,000	-	(1,000,000)	0.0%	-	-
Interest Income	150	12	(138)	8.1%	22	(10)
Special Events	500	-	(500)	0.0%	-	-
Miscellaneous Income	-	455	455	n/a	-	455
Other Financing Sources	117,035	-	(117,035)	0.0%	-	-
TOTAL REVENUES	1,516,664	313,951	(1,202,713)	20.7%	259,369	54,582
EXPENDITURES						
Personal Services	64,508	29,190	35,318	45.3%	32,440	3,250
Operating Expenditures	53,045	3,493	49,552	6.6%	6,453	2,960
Debt Service Expenditures	27,475	-	27,475	0.0%	-	-
Capital Outlay	1,346,636	408,238	938,399	30.3%	42,255	(365,983)
Non-Operating Expenditures	25,000	750	24,250	3.0%	750	-
TOTAL EXPENDITURES	1,516,664	441,671	1,074,993	29.1%	81,898	(359,773)
REVENUES OVER (UNDER) EXPENDITURES \$ - \$ (127,720) \$ (127,720) n/a					\$ 177,471 \$ (305,191)	

COWLink Fund (Broadband) - Summary of Revenues and Expenditures

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Grant Revenue	\$ -	\$ -	\$ -	n/a	46,098	(46,098)
Residential Internet Services	29,639	382	(29,257)	(29,639)	-	382
Commercial Internet Services	11,906	939	(10,968)	(11,906)	-	939
Miscellaneous Income	-	45	45	n/a	-	45
Interfund Transfer from Utility Fund	50,000	-	(50,000)	0.0%	100	(100)
TOTAL REVENUES	91,545	1,366	(90,179)	1.5%	46,198	(44,777)
EXPENSES						
Personal Services	28,515	9,615	(18,900)	33.7%	5,305	(4,310)
Operating Expenditures	13,030	9,646	(3,384)	74.0%	6,736	(2,910)
Capital Equipment / Projects	50,000	-	(50,000)	0.0%	28,194	(28,194)
TOTAL EXPENSES	91,545	19,261	(72,284)	21.0%	40,234	(7,220)
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (17,896)	\$ (162,463)	n/a	\$ 5,964	\$ (51,998)

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

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Electric Utility	\$ 3,831,167	\$ 1,626,023	\$ (2,205,143)	42.4%	\$ 1,622,923	\$ 3,100
Gas Utility	839,022	419,820	(419,202)	50.0%	276,702	143,118
Water Utility	650,858	332,051	(318,807)	51.0%	275,554	56,497
Solid Waste Income	609,621	330,149	(279,472)	54.2%	276,062	54,087
Sewer Utility	682,633	345,241	(337,391)	50.6%	314,172	31,069
Interest Income	1,500	60	(1,440)	4.0%	102	(42)
Other Miscellaneous Income	157,710	66,760	(90,950)	42.3%	42,106	24,654
Infrastructure Reimbursement	-	389,491	389,491	n/a	-	389,491
Grant Revenue	168,000	1,921,005	1,753,005	1143.5%	684,918	1,236,087
Use of Retained Earnings	325,000	-	(325,000)	0.0%	-	-
TOTAL REVENUES	7,265,509	5,430,600	(1,834,909)	74.7%	3,492,538	1,938,062
EXPENSES						
Total Administration Department	594,342	239,472	354,869	40.3%	136,578	(102,894)
Total Customer Service Department	149,509	68,813	80,696	46.0%	-	(68,813)
Total Electric Department	3,274,534	1,411,358	1,863,176	43.1%	1,190,569	(220,789)
Total Gas Department	934,463	446,714	487,749	47.8%	414,701	(32,013)
Total Water Department	837,653	412,597	425,056	49.3%	316,208	(96,389)
Total Solid Waste Department	607,722	335,551	272,171	55.2%	225,813	(109,738)
Total Sewer Collection / Treatment	867,286	404,040	463,247	46.6%	368,138	(35,902)
Total Capital Outlay / Projects	-	2,299,668	(2,299,668)	n/a	219,593	(2,080,075)
TOTAL EXPENSES	7,265,509	5,618,212	1,647,297	77.3%	2,871,599	(2,746,614)
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (187,612)	\$ (187,612)	n/a	\$ 620,940	\$ (808,552)

Utility Fund (Admin) - Summary of Revenues and Expenses

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Other Miscellaneous Income	\$ 157,710	\$ 66,760	\$ (90,950)	42.3%	\$ 42,106	\$ 24,654
Interest Income	1,500	60	(1,440)	4.0%	102	(42)
Grant Revenue	65,000	-	(65,000)	0.0%	-	-
Use of Retained Earnings	75,000	-	(75,000)	0.0%	-	-
TOTAL REVENUES	299,210	66,820	(232,390)	22.3%	42,208	24,612
EXPENSES						
Operating Expenditures	594,342	239,472	354,869	40.3%	136,578	(102,894)
TOTAL EXPENSES	594,342	239,472	354,869	40.3%	136,578	(102,894)
REVENUES OVER (UNDER) EXPENSES	(295,132)	\$ (172,652)	\$ 122,480	59%	\$ (94,370)	\$ (78,282)

Utility Fund (Customer Service) - Summary of Revenues and Expenses

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Other Miscellaneous Income	\$ -	\$ -	\$ -	n/a	\$ -	\$ -
TOTAL REVENUES	-	-	-	n/a	-	-
EXPENSES						
Operating Expenditures	149,509	68,813	80,696	46.0%	-	(68,813)
TOTAL EXPENSES	149,509	68,813	80,696	46.0%	-	(68,813)
REVENUES OVER (UNDER) EXPENSES	(149,509)	\$ (68,813)	\$ 80,696	46%	\$ -	\$ (68,813)

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

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Electric Utility	\$ 1,868,932	\$ 725,507	\$ (1,143,425)	38.8%	\$ 1,326,767	\$ (601,260)
Electric Utility - Power Cost Adj	1,952,964	879,175	(1,073,789)	45.0%	289,940	589,235
New Electric Service	4,120	745	(3,375)	18.1%	240	505
Electric Overhead / Underground	5,150	20,596	15,446	399.9%	5,976	14,620
Use of Retained Earnings	250,000	-	(250,000)	0.0%	-	-
TOTAL REVENUES	4,081,167	1,626,023	(2,455,143)	39.8%	1,622,923	3,100
EXPENSES						
Personal Services	436,987	178,016	258,971	40.7%	169,009	(9,006)
Operating Expenditures	2,462,042	1,050,590	1,411,452	42.7%	872,711	(177,879)
Non-Operating Expenditures	375,505	182,753	192,753	48.7%	148,848	(33,904)
TOTAL EXPENSES	3,274,534	1,411,358	1,863,176	43.1%	1,190,569	(220,789)
REVENUES OVER (UNDER) EXPENSES	806,633	\$ 214,665	\$ (591,968)	27%	\$ 432,355	\$ (217,690)

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

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Gas Utility	\$ 792,272	\$ 418,675	\$ (373,597)	52.8%	\$ 262,972	\$ 155,703
Gas Meter Connection/Reconnection	2,000	845	(1,155)	42.3%	930	(85)
New Gas Service	1,000	300	(700)	30.0%	300	-
Infrastructure Reimbursement	43,750	-	(43,750)	0.0%	12,500	(12,500)
TOTAL REVENUES	839,022	419,820	(419,202)	50.0%	276,702	143,118
EXPENSES						
Personal Services	285,073	103,775	181,298	36.4%	120,004	16,229
Operating Expenditures	518,918	277,703	241,215	53.5%	241,563	(36,140)
Non-Operating Expenditures	130,472	65,236	65,236	50.0%	53,134	(12,102)
TOTAL EXPENSES	934,463	446,714	487,749	47.8%	414,701	(32,013)
REVENUES OVER (UNDER) EXPENSES	\$ (95,442)	\$ (26,894)	\$ 68,548	28%	\$ (137,999)	\$ 111,105

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

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Water Utility	\$ 635,858	\$ 301,222	\$ (334,636)	47.4%	\$ 272,719	\$ 28,504
Water Meter Connection/Reconn	5,000	2,563	(2,438)	51.3%	2,335	228
New Water Service	10,000	28,266	18,266	282.7%	500	27,766
Grant Revenue	63,000	-	(63,000)	0.0%	-	-
Use of Retained Earnings	-	-	-	n/a	-	-
TOTAL REVENUES	713,858	332,051	(381,807)	46.5%	275,554	56,497
EXPENSES						
Personal Services	256,535	135,729	120,806	52.9%	96,092	(39,637)
Operating Expenditures	208,224	100,421	107,803	48.2%	76,403	(24,017)
Non-Operating Expenditures	372,894	176,447	196,447	47.3%	143,712	(32,735)
TOTAL EXPENSES	837,653	412,597	425,056	49.3%	316,208	(96,389)
REVENUES OVER (UNDER) EXPENSES	\$ (123,795)	\$ (80,546)	\$ 43,249	65%	\$ (40,654)	\$ (39,892)

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

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Solid Waste Income	\$ 609,621	\$ 330,149	\$ (279,472)	54.2%	\$ 276,062	\$ 54,087
TOTAL REVENUES	609,621	330,149	(279,472)	54.2%	276,062	54,087
EXPENSES						
Personal Services	10,574	5,061	5,513	47.9%	2,434	(2,627)
Operating Expenditures	597,148	330,489	266,658	55.3%	223,378	(107,111)
TOTAL EXPENSES	607,722	335,551	272,171	103.2%	225,813	(109,738)
REVENUES OVER (UNDER) EXPENSES	\$ 1,899	\$ (5,401)	\$ (7,300)	-284%	\$ 50,249	\$ (55,651)

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

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Sewer Utility	\$ 670,633	\$ 338,041	\$ (332,591)	50.4%	\$ 313,572	\$ 24,469
Sewer Connection	12,000	7,200	(4,800)	60.0%	600	6,600
Grant Revenue	40,000	-	(40,000)	0.0%	-	-
TOTAL REVENUES	722,633	345,241	(377,391)	47.8%	314,172	31,069
EXPENSES						
Sewer Collection						
Personal Services	159,696	66,974	92,722	41.9%	85,491	18,518
Operating Expenditures	81,858	53,585	28,273	65.5%	32,318	(21,267)
Total Sewer Collection	241,554	120,559	120,996	49.9%	117,809	(2,749)
Sewer Treatment						
Personal Services	204,978	88,287	116,691	43.1%	97,085	8,798
Operating Expenditures	144,625	67,130	77,496	46.4%	48,938	(18,191)
Total Sewer Treatment	349,603	155,417	194,187	44.5%	146,023	(9,394)
Non-Departmental						
Transfer To General Fund	256,129	128,064	128,064	50.0%	104,306	(23,759)
Transfer to Capital Improvement Fund	-	-	-	n/a	-	-
Sinking Fund	20,000	-	20,000	0.0%	-	-
Total Non-Departmental	276,129	128,064	148,064	46.4%	104,306	(23,759)
TOTAL EXPENSES	867,286	404,040	463,247	46.6%	368,138	(35,902)
REVENUES OVER (UNDER) EXPENSES	\$ (144,654)	\$ (58,798)	\$ 85,856	40.6%	\$ (53,965)	\$ (4,833)

Utility Fund (Stormwater) - Summary of Revenues and Expenses

March 31, 2023

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Variance Fav (unfav)	% of Budget	PRIOR YEAR	
					Year to Date Mar-22	Variance Fav (unfav)
REVENUES						
Use of Retained Earnings	\$ 50,000	\$ -	\$ (50,000)	0.0%	\$ -	\$ -
TOTAL REVENUES	50,000	-	(50,000)	0.0%	-	-
EXPENSES						
Operating Expenditures	50,000	-	50,000	0.0%	-	-
TOTAL EXPENSES	50,000	-	50,000	0.0%	-	-
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ -	\$ -	n/a	\$ -	\$ -

Date: May 16, 2023

COUNCIL AGENDA ITEM

AGENDA ITEM: RESOLUTION TO AMEND FY2023 BUDGET

REQUESTED BY: FINANCE DIRECTOR PREPARED BY: FINANCE DIRECTOR

BACKGROUND / DESCRIPTION: The budget is the means by which the City ensures that its expenditures are consistent with the levels approved by Council. When circumstances change, budget amendments are necessary to document the fiscal viability and Council approval of additional expenditures. Budgets amendments are required if the total expenditures (amount spent) for a fund exceeds the total amount budgeted.

The attached amendment is increasing the General Fund budget by \$405,000 and increasing the Airport Fund budget by \$345,000. A line-by-line breakdown of the proposed amendment is included in Exhibit A of this agenda item.

LEGAL: REVIEW: N/A

FISCAL IMPACTS: The budget amendment increases the total expenditures for the General Fund by \$405,000 and the Airport Fund by a total of \$345,000.

RECOMMENDED ACTION: Staff recommends that the Council approve the proposed budget amendment resolution.

ATTACHMENTS: ☐ CONTRACT ☒ RESOLUTION ☒ OTHER

COUNCIL ACTION: ☐ APPROVED ☐ DISAPPROVED

CITY OF WILLISTON

Exhibit A: Fiscal Year 2022/2023 Budget Amendment General Fund

Account Number	Description	Original Budget	Amended Budget	Incr (Decr) in Budget
REVENUES / SOURCES				
001-384-100	Bank Loan Proceeds - Fire Loan	\$ -	\$ 100,000	\$ 100,000
001-322-110	Building Permit Revenue	250,000	450,000	200,000
001-341-900	Gen Gov'T: Land Develop Reg Fees	16,000	45,000	29,000
001-331-900	Grant Revenue	465,429	525,429	60,000
001-384-000	Use of Fund Balance	-	16,000	16,000
TOTAL REVENUES / SOURCES		731,429	1,136,429	405,000
EXPENDITURES / USES				
<u>Planning & Zoning</u>				
001-515-030-031	Professional Serv Comp Plan	10,000	25,000	15,000
<u>Building Permits</u>				
001-524-030-034	Other Contractual Services	200,000	400,000	200,000
<u>Information Technology</u>				
001-520-030-038	Software Maintenance	60,000	80,000	20,000
<u>Fire</u>				
001-522-060-066	Building Renovations	-	100,000	100,000
<u>Police</u>				
001-521-010-021	FICA Taxes	119,728	115,891	(3,837)
001-521-010-022	Retirement	131,278	130,275	(1,003)
001-521-010-112	Salaries & Wages	1,440,386	1,390,226	(50,160)
001-521-060-050	Police Vehicles	102,932	157,932	55,000
<u>Streets & Roads</u>				
001-541-030-153	Street Repair	10,000	20,000	10,000
<u>Parks</u>				
001-541-030-910	Cornelius Williams Park Improvements	-	60,000	60,000
TOTAL EXPENDITURES / USES		2,074,324	2,479,324	405,000
OPERATING REVENUES OVER (UNDER) EXPENSES		(1,342,896)	(1,342,896)	-
EXPENDITURES/USES		\$ (1,342,896)	\$ (1,342,896)	\$ -

CITY OF WILLISTON

Exhibit A: Fiscal Year 2022/2023 Budget Amendment Airport Fund

Account Number	Description	Original Budget	Amended Budget	Incr (Decr) in Budget
REVENUES / SOURCES				
402-344-200	Avgas Fuel	\$ 605,000	\$ 800,000	\$ 195,000
402-344-300	Jet Fuel	1,050,000	1,200,000	150,000
TOTAL REVENUES / SOURCES		1,655,000	2,000,000	345,000
EXPENDITURES / USES				
402-542-030-352-1	Materials And Supplies-Avgas	538,450	733,450	195,000
402-542-030-352-2	Materials & Supp-Jet Fuel	805,875	955,875	150,000
TOTAL EXPENDITURES / USES		1,344,325	1,689,325	345,000
TOTAL REVENUES/SOURCES OVER (UNDER) EXPENDITURES/USES		\$ 310,675	\$ 310,675	\$ -

RESOLUTION NUMBER 2023-35

Amending Budget

A RESOLUTION OF THE CITY OF WILLISTON OF LEVY COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2022-23 ADOPTED BUDGET AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Williston has reviewed revenues and expenditures for Fiscal Year 2022-2023 and determined that budget adjustments should be made.

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

SECTION 1. BUDGET AMENDMENT. The City Council of the City of Williston increases the Fiscal Year 2022-2023 General Fund budget by **\$405,000** and the Airport Fund by **\$345,000** as specified in the Fiscal Year 2022-2023 Budget Amendment Exhibit A.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED and approved by the City Council of the City of Williston, Florida, on this 16th day of May 2023.

PASSED AND ADOPTED this 16th day of May, 2023.

**CITY COUNCIL
CITY OF WILLISTON, FLORIDA**

Debra Jones, President
City Council

ATTEST:

Latricia Wright, City Clerk

Attachments: Exhibit A – Fiscal Year 2022-2023 Amended Budget Exhibit A

CITY COUNCIL STAFF REPORT

Text Amendment

Ordinance 708

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS, AS AMENDED, PURSUANT INCREASED HOUSING NEEDS; RELATED TO AN AMENDMENT OF THE TEXT OF THE LAND DEVELOPMENT REGULATIONS; PROVIDING FOR AMENDING CHAPTER 60-256, MINIMUM LOT REQUIREMENTS AND MINIMUM YARD REQUIREMENTS, ALLOWING FOR DUPLEXES AND TOWNHOMES, DESCRIBED HEREIN; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

SUMMARY

The proposed text amendment is a staff initiated update to the City of Williston's Code of Ordinances. Staff initiates these updates when trends begin to change and it becomes apparent that the City's current Code is no longer adequate. This Ordinance specifically changes the lot sizes and yard requirements for duplexes and townhomes. These changes will only apply to the Residential Multi-Family and Residential Duplex Zoning where duplexes and townhomes are already allowed.

There are multiple duplex and townhome developments in the planning stages within the City. Residents have inquired about the possibility of owning these types of homes. As the Code stands now, these types of homes could only be owned by one entity and rented to residents as the properties could not be platted and therefore could not be separate parcels. Updating the Code with this Ordinance, will allow for privately owned units.

LEGAL REVIEW: Completed

FISCAL IMPACTS: None

RECOMMENDED ACTION: Planning and zoning Board Recommends approval of Ordinance 708 to City Council.

ATTACHMENTS: Duplex and Townhome Schematic

Ordinance 708

ACTION: _____ APPROVED _____ DISAPPROVED

Duplex Now



One Owner / One Parcel
13,590 SF Lot & 100 LF Lot Width

Duplex with Code Change



Two Owners Possible / Two Parcels
Similar "Lot Size" But Split Into 2 Parcels.
6,800 SF Each Parcel = 13,600 SF (10 FT bigger than one parcel)
50 LF Minimum Lot Width = 100 LF

Townhome Now



One Owner / One Parcel
Minimum Site Area = 3,630 SF
Septic and Wells Allowed

Townhomes with Code Change



Multiple Owners / Multiple Parcels
Minimum Site Area = 1,800 SF per dwelling
Septic and Wells NOT Allowed

ORDINANCE NO. 708

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS, AS AMENDED, PURSUANT INCREASED HOUSING NEEDS; RELATED TO AN AMENDMENT OF THE TEXT OF THE LAND DEVELOPMENT REGULATIONS; PROVIDING FOR AMENDING CHAPTER 60-256, MINIMUM LOT REQUIREMENTS AND MINIMUM YARD REQUIREMENTS, ALLOWING FOR DUPLEXES AND TOWNHOMES, DESCRIBED HEREIN; PROVIDING SEVERABILITY; PROVIDING FOR INCORPORATION ON CITY MAPS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Williston, Florida, hereinafter referred to as the City Council, to prepare, adopt and enforce land development regulations;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the City Council to prepare and adopt regulations concerning the use of land and water to implement a comprehensive plan;

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

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing, with public notice having been provided, on said applications for amendments, as described below;

WHEREAS, the Planning and Zoning Commission of the City of Williston reviewed and considered all comments received during said public hearings as described below and recommended approval of the above referenced text amendment to the City Council;

WHEREAS, the City Council did hold the required public hearings, under the provisions of the amendment procedures established in Chapters 163 and 166, Florida Statutes, on said applications for amendments, as described below, and at said public hearing, the City Council reviewed and considered all comments received during the public hearing, including the recommendation of the Planning and Zoning Commission, serving also as the Local Planning Agency.

WHEREAS, the City Council has determined and found said amendments, as described below, to be consistent with the Future Land Use Element objectives and policies, and those of other affected elements of the City's Comprehensive Plan.

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

Section 1. City Council to amend the text of the Land Development Regulations, Section 60-256. – Minimum lot requirements is hereby amended to read, as follows:

Section 60-256. – Minimum lot requirements.

Minimum lot requirements for area and width in the RMF districts shall be as follows:

- (1) Single-family dwellings or mobile homes:
 - a. Minimum lot area: 8,712 square feet (with city water and city sewer).
 - b. Minimum lot area: 11,000 square feet (with city water and septic tank).
 - c. Minimum lot area: 22,000 square feet (with individual well and septic tank).
 - d. Minimum lot width: 66 feet.
- (2) Duplexes :
 - a. Minimum lot area: 6,800 square feet per dwelling unit (with city water and city sewer).
 - b. Minimum lot area: 10,890 square feet per dwelling unit (with city water and onsite sewer treatment and disposal system).
 - c. Minimum lot area: 21,780 square feet per dwelling unit (with individual well and onsite sewer treatment and disposal system).
 - d. Minimum lot width: 100 feet (50 feet for each dwelling unit if platted).
- (3) Multiple-family development (townhomes):
 - a. Minimum lot area: 750 square feet per lot (with city water and city sewer).
- (4) Other permitted uses and structures: None, except as needed to meet all other requirements herein set out.

Sec. 60-257. - Minimum yard requirements.

Minimum yard and requirements for the depth of the front and rear yard, and the width of the side yard in the RMF districts shall be as follows:

- (1) Single-family dwellings:
 - a. Front: 25 feet.
 - b. Side: 7 feet for each side yard.
 - c. Rear: 20 feet.
- (2) Duplexes
 - a. Front: 25 feet.
 - b. Side: 7 feet for each side yard.
 - c. Rear: 20 feet.

(3) Multiple-family dwellings and connected structures (to be applied to perimeter of entire subdivision):

- a. Front: 25 feet.
- b. Side: 20 feet.
- c. Rear: 20 feet.

Additional requirement: Where units are grouped into separate detached structures, no such structure shall be closer than 15 feet to another such structure.

(4) Public and private schools, adult and child care centers, churches, other houses of worship, private clubs and lodges, nursing homes, residential homes for the aged, group living facilities, and all other permitted uses unless otherwise specified:

- a. Front: 35 feet.
- b. Side: 15 feet for each side yard.
- c. Rear: 20 feet.

(Ord. No. 434, § 4.7.7, 5-7-2002)

Sec. 60-258. - Maximum height of structures: no portion shall exceed.

The maximum height of structures in the RMF districts shall be 35 feet. See article II of this chapter for exceptions from height limitations.

(Ord. No. 434, § 4.7.8, 5-7-2002)

Sec. 60-259. - Maximum floor area ratio.

The maximum floor area ratio by all buildings in the RMF districts shall be as follows:

- (1) Single-family dwellings, including their accessory buildings: 35 percent.
- (2) Duplexes, including their accessory buildings: 45 percent.
- (3) Multiple-family developments, including their accessory buildings: 55 percent (or 100 percent if zero-lot line development).

(Ord. No. 434, § 4.7.9, 5-7-2002; Ord. No. 583, § 1(att. A, § 8), 4-22-2008)

Sec. 60-260. - Maximum lot coverage by all impervious surfaces.

The maximum lot coverage by all impervious surfaces in the RMF districts shall be as follows averaged over the entire project area:

- (1) Single-family dwelling unit: 35 percent.
- (2) Duplex: 50 percent.
- (3) Multifamily: 50 percent.

(Ord. No. 434, § 4.7.10, 5-7-2002; Ord. No. 583, § 1(Att. A, § 8), 4-22-2008)

Section 60-261. – Developer’s agreement as alternative to other requirements.

(a). This Section 20-261 establishes a procedure for establishing alternative requirements to those set forth in sections 60-256 through sections 60-260.

(b). A developer may enter into a developer’s agreement with city, which agreement shall be considered along with any site plan, plat or similar approval by city council. Any developer’s agreement shall be acceptable to city and developer in their sole discretion.

(c). To be eligible to enter into a developer’s agreement under this section, the development must consist of at least two (2) units attached on one side by a common wall that separates the units or separates units from yards, and may include detached single-family units that are accessory to the number of attached units. All detached single-family units must be compatible with the size, scale and design of the attached units, and must be developed under unified control.

(d). The developer’s agreement may establish different requirements from those set forth in sections 60-256 through 60-260, together with such other provisions as agreed to be developer and city. The development shall comply with any provisions in Sections 60-256 through 60-260 that are not modified by the developer’s agreement.

(e). If approved, such developer’s agreement shall prevail over conflicting provisions set forth in sections 60-256 and 60-260.

(f). The developer’s agreement shall run with title to the project, and shall be binding upon the developer until it no longer owns any units, and upon all successors in title to developer.

Section 2. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 3. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

Section 4. Inclusion in the Code. It is the intention of the City council of the City of Williston,

Florida and it is hereby provided that the provisions of this Ordinance shall become and be made a part of the Land Development Code of the City of Williston, Florida; that the sections of this Ordinance may be renumbered or re-lettered and that the word "ordinance" may be changed to "section", "article" or other appropriate designation to accomplish such intention.

Section 5. Effective Date. This Ordinance shall become effective 30 days after the passing on second reading or upon the Mayor signing his consent below after the passing on second reading (whichever comes first), this ____ day of ____, 2023.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the final reading this ____ day of ____, 2023.

ATTEST:

CITY OF WILLISTON

LATRICIA WRIGHT
CITY CLERK

DEBRA JONES
PRESIDENT, CITY COUNCIL

30-DAY VETO WAIVER:

CHARLES GOODMAN
MAYOR

APPROVED AS TO FORM AND LEGALITY:

KIERSTEN BALLOU, ESQ.
CITY ATTORNEY

Date: May 16, 2023

CITY COUNCIL AGENDA ITEM

TOPIC: Resolution 2023-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE CHARGING AND FUELING INFRASTRUCTURE DISCRETIONARY GRANT TO THE U.S. DEPARTMENT OF TRANSPORTATION (DOT), FEDERAL HIGHWAY ADMINISTRATION (FHWA).

BACKGROUND / DESCRIPTION:

The U.S. Department Of Transportation Federal Highway Administration announced funding for the U.S. Department of Transportation's Charging and Fueling Infrastructure Discretionary Grant. The City of Williston, Florida is considering applying a project that would include paving and infrastructure for adding electric vehicle charging stations to City property.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$1,500,000 grant request with 20% Match of \$300,000. In-kind contributions are allowed.

RECOMMENDED ACTION: Approve Resolution 2023-31

ATTACHMENTS: Resolution 2023-31

ACTION:

_____ APPROVED _____ DISAPPROVED

RESOLUTION NO. 2023-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE CHARGING AND FUELING INFRASTRUCTURE DISCRETIONARY GRANT TO THE U.S. DEPARTMENT OF TRANSPORTATION (DOT), FEDERAL HIGHWAY ADMINISTRATION (FHWA).

WHEREAS, the City of Williston desires to submit an application to the U.S. Department of Transportation's Charging and Fueling Infrastructure Discretionary Grant for installation of electric vehicle charging stations.

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

1. That the City of Williston hereby authorizes the filing of an application for the Charging and Fueling Infrastructure Discretionary Grant, and
2. That the Council President of the City of Williston is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on May 31, 2023.

DULY PASSED AND ADOPTED by the City Council of the City of Williston, Florida at a regular meeting on this 16th day of May, 2023.

Council President
City of Williston

ATTESTED:

Latricia Wright, City Clerk
City of Williston

APPROVED AS TO FORM AND LEGALITY:

Kiersten Ballou, Attorney

Date: May 16, 2023

CITY COUNCIL AGENDA ITEM

TOPIC: Resolution 2023-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE HAZARD MITIGATION GRANT PROGRAM FOR HURRICANE IAN (DR-4673) TO THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT.

BACKGROUND / DESCRIPTION:

The Florida Division of Emergency Management (Division) announced the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declaration for Hurricane Ian (FEMA 4673-DR-FL). The City of Williston, Florida is considering applying a project that would include storm hardening for pole operated reclosers on the power grid.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$221,757.50 grant request with 25% Match of \$55,439.78. In-kind contributions are allowed.

RECOMMENDED ACTION: Approve Resolution 2023-32

ATTACHMENTS: Resolution 2023-32

ACTION:

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

RESOLUTION NO. 2023-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE HAZARD MITIGATION GRANT PROGRAM FOR HURRICANE IAN (DR-4673) TO THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT.

WHEREAS, the City of Williston desires to submit an application to the Florida Division of Hazard Mitigation Grant Program (HMGP) for storm hardening for pole operated reclosers on the power grid.

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

1. That the City of Williston hereby authorizes the filing of an application for a Hazard Mitigation Grant Program, and
2. That the Council President of the City of Williston is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on May 30, 2023.

DULY PASSED AND ADOPTED by the City Council of the City of Williston, Florida at a regular meeting on this 16th day of May 2023.

Council President
City of Williston

ATTESTED:

Latricia Wright, City Clerk
City of Williston

APPROVED AS TO FORM AND LEGALITY:

Kiersten Ballou, Attorney

CITY COUNCIL AGENDA ITEM

May 10, 2023

TOPIC: Resolution 2023-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A PROPOSED REPLAT FOR THE MINOR SUBDIVISION OLD SCHOOL PLAZA LOT 1, OR BOOK 1486 PAGE 1613 (PARCEL #2223400100) INTO 2 LOTS.

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

Williston Shopping Center Partners, LLC. is located at 345 W. Noble Ave., Williston, FL 32696. McMillen Surveying is the agent and Williston Shopping Partners, LLC. are the property owners.

Currently this parcel consists of 1 lot on 3.336 acres and the zoning is Commercial Intensive (C2) This plat proposes 2 lots. The west lot at 1.505 acres and the east lot at 1.831 acres.

Approval of this replat complies with the Land Development Code; therefore, staff recommends approval.

LEGAL REVIEW: NA

FISCAL IMPACTS: None

RECOMMENDED ACTION:

Recommend approval of the Re-plat RP 2023-02 Williston Shopping Partners, LLC. to the City Council.

**ATTACHMENTS: Application
Resolution 2023-34**

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

Current Site



Proposed Site

CITY COUNCIL RESOLUTION 2023-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A PROPOSED REPLAT FOR THE MINOR SUBDIVISION OLD SCHOOL PLAZA LOT 1, OR BOOK 1486 PAGE 1613 (PARCEL #2223400100) INTO 2 LOTS.

WHEREAS, a proposed replat for the minor subdivision Old School Plaza Lots 1 OR Book 1486 Page 1613 (Parcel# 2223400100) into 2 lots has been filed with the City: AND

WHEREAS the City of Williston Planning and Zoning Commission approved the replat, application RP2023-02 on May 10, 2023.

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

Section 1. The above recitals are true and accurate and are part of this resolution.

Section 2. The City Council hereby approves the replat of the minor subdivision Old School Plaza Lots 1 OR Book 1486 Page 1613 (Parcel# 2223400100) into 2 lots.

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

PASSED AND ADOPTED at a meeting of the City Council of the City of Williston this 16th day of May, 2023.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk