

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

DATE: TUESDAY, NOVEMBER 21, 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  
City Attorney Kiersten Ballou  
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

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

ITEM – 2 – PUBLIC PARTICIPATION

ITEM – 3 – CONSENT AGENDA – (pp 4-7)

- Council minutes from November 7, 2023

ITEM – 4 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD
- STAFF
- COUNCIL
- MAYOR

ITEM – 5 – NEW BUSINESS –

- A. 2<sup>ND</sup> READING OF RESOLUTION 2023-95: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 630 AND 650 W. NOBLE AVENUE, AND 31 AND 41 N.W. 7<sup>TH</sup> STREET, WILLISTON, FLORIDA 32696, AS THE BW NOBLE GREEN REUSE AREA PURSUANT TO SECTION 376.80(2) (C ), FLORIDA STATUTES, FOR THE PURPOSE OF ENVIRONMENTAL REHABILITATION, JOB CREATION, AND PROMOTING ECONOMIC REDEVELOPMENT; AUTHORIZING THE CITY CLERK TO NOTIFY THE FLORIDA DEPARTMENT

CITY OF WILLISTON, FLORIDA  
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- OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; PROVIDING AN EFFECTIVE DATE. BRETT C. BRUMMUND, ESQ. (pp 8-14)
- B. RESOLUTION 2023-100: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ACCEPTING THE BID FROM OELRICH CONSTRUCTION FOR THE PROJECT KNOWN AS THE JOHN HENRY CELEBRATION PARK STORMWATER IMPROVEMENTS (BASE BID); AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH BID ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE. WALT NICKEL, WIGHT-PIERCE. (pp 15-29)
- OR
- RESOLUTION 2023-101: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ACCEPTING THE BID FROM OELRICH CONSTRUCTION FOR THE PROJECT KNOWN AS THE JOHN HENRY CELEBRATION PARK STORMWATER IMPROVEMENTS (BASE BID PLUS ALTERNATIVE 1); AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH BID ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE. WALT NICKEL, WRIGHT-PIERCE (pp 15-29)
- C. RESOLUTION 2023-103: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE SALARY ADJUSTMENT OF THE CITY CLERK AND PROVIDING AN EFFECTIVE DATE. HR DIRECTOR KRYSTAL PATTERSON. (pp 30-32)
- D. DISCUSSION/EXPLANATION OF FORM 6. ATTORNEY KIERSTEN BALLOU. (pp 33-64)
- E. DISCUSSION WITH POSSIBLE ACTION: FIREWORKS/ENTERTAINMENT PROPOSAL. COUNCIL PRESIDENT DEBRA JONES. (pp 65-68)

ITEM – 6 – PUBLIC PARTICIPATION

ITEM - 7 - ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

**NEXT SCHEDULED COUNCIL MEETING DECEMBER 5, 2023, AT 6:00 P.M.**

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

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

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CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

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Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers.
2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
3. The audience must be recognized by the President before being allowed to address the Council;
4. The member of the audience that is recognized will proceed to the podium, state their name for the benefit of the City Clerk, prior to offering comments on a given matter.
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2012-07;
6. There will be no personal attacks made by any member in the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.

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, NOVEMBER 7, 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-online  
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

Changes to Item 6. Added (H) and changed (G). Motion to approve agenda as amended by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 5-0.

ITEM – 2 – MAYORS STUDENT OF THE MONTH. Joseph Mauldin, (11<sup>th</sup> Grade Williston Middle-High School), Mi'Yonnie Days, ( 4<sup>th</sup> Grade Williston Elementary), LeLand Zimmerman, (4<sup>th</sup> Grade, Williston Elementary), and Everest Martel (1st Grade, Joyce Bullock Elementary).

ITEM – 3 – PUBLIC PARTICIPATION – Williston resident Jackie Appling announced the upcoming “Movie in the Park” to be held at the Dr. Kenneth A. Schwiebert Pavilion” on Saturday December 16<sup>th</sup> at 6:00 p.m.

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

- Council minutes from October 17 , 2023

ITEM – 5 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD - None
- STAFF - None
- COUNCIL - None
- MAYOR – Veterans Day Celebration Saturday November 11<sup>th</sup> at 11:00 a.m.

ITEM – 6 – NEW BUSINESS –

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

- A. CITY OF WILLISTON DOWNTOWN MASTER PLAN PRESENTATION: KATHIE EBAUGH, AICP, DIRECTOR OF PLANNING JBPRO. -Downtown Plan Presentation by Katie Ebaugh.
- B. RESOLUTION 2023-95: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 630 AND 650 W. NOBLE AVENUE, AND 31 AND 41 N.W. 7<sup>TH</sup> STREET, WILLISTON, FLORIDA 32696, AS THE BW NOBLE GREEN REUSE AREA PURSUANT TO SECTION 376.80(2)(C), FLORIDA STATUTES, FOR THE PURPOSE OF ENVIRONMENTAL REHABILITATION, JOB CREATION, AND PROMOTING ECONOMIC REDEVELOPMENT; AUTHORIZING THE CITY CLERK TO NOTIFY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; PROVIDING AN EFFECTIVE DATE. BRETT C. BRUMUND, ESQ. AND CITY PLANNER LAURA JONES. – Motion to approve 1<sup>st</sup> reading of Resolution 2023-95 by Vice-President Robinson. Seconded by Councilmember Bullock. Motion carried 5-0.
- C. RESOLUTION 2023-96: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON ELECTRIC DEPARTMENT TO PURCHASE NEEDED UNDERGROUND ELECTRIC WIRE FOR CONTINUED SERVICE AND GROWTH FOR THE UTILITIES DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. – Motion to approve Resolution 2023-96 by Vice-President Robinson. Seconded by Councilmember Cox. Motion carried 5-0.
- D. RESOLUTION 2023-97: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE PURCHASE OF GOLF CART SIGNS FROM SMART SIGNS; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS TO EFFECTUATE SAME; AND PROVIDING AN EFFECTIVE DATE. UTILITY DIRECTOR JONATHAN BISHOP. – Motion to approve Resolution 2023-97 by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 4-1. Councilmember Bullock, Councilmember Cox, Councilmember Hinds and President Jones voted “Yah”; Vice-President Robinson voted “Nay”.
- E. RESOLUTION 2023-98: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A CONTRACT BETWEEN THE CITY OF WILLISTON AND STATION AUTOMATION, INC. (DBA PSTRA) FOR CHECKLIST AND INVENTORY MANAGEMENT SOFTWARE RELATED TO THE FIRE STATION; AUTHORIZING APPROPRIATE PARTIES TO SIGN THE CONTRACT AND PROVIDING AN EFFECTIVE DATE. FIRE CHIEF LAMAR STEGALL. – Motion to approve Resolution 2023-98 by Councilmember Cox. Seconded by Councilmember Hinds. Motion carried 5-0.

CITY OF WILLISTON, FLORIDA  
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- F. RESOLUTION 2023-99: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON CITY MANAGER TO PURCHASE NEEDED ELECTRIC SUPPLIES AND MATERIALS FOR CONTINUED SERVICE AND GROWTH FOR THE UTILITIES DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE. ELECTRICAL SUPERVISOR MICHAEL MILLER. – Motion to approve Resolution 2023-99 by Councilmember Cox. Seconded by Councilmember Bullock. Motion carried 5-0.

**OPEN PUBLIC HEARING**

- G. ORDINANCE 2023-722: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING, RESTATING, CONSOLIDATING, SUPPLEMENTING, AND REPLACING THE CITY OF WILLISTON ORDINANCES; PROVIDING A TITLE AND PURPOSE; PROVIDING DEFINITIONS; PROVIDING ACRONYMS; PROVIDING FOR CONNECTIONS WITH CITY WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS REQUIRED WITH CERTAIN EXCEPTIONS; ESTABLISHING FOR A LINE EXTENSION PROGRAM; REGULATING WATER, WASTEWATER, AND RECLAIMED WATER CONNECTIONS FOR IMPROVEMENTS; METERS REQUIRED; PROHIBITING CROSS CONNECTIONS BETWEEN SYSTEMS; PROVIDING FOR INSTALLATION OF AND STANDARDS FOR BACKFLOW PREVENTION DEVICES; PROHIBITING UNLAWFUL CONNECTIONS AND INTERFERENCE WITH HYDRANTS OR WATER, WASTEWATER, AND/OR RECLAIMED WATER SERVICES; REGULATING CONSTRUCTION OR ALTERATION OF WATER DISTRIBUTION SYSTEM, WASTEWATER COLLECTION SYSTEM, OR RECLAIMED WATER DISTRIBUTION SYSTEM CONNECTED TO THE CITY WATER, WASTEWATER, OR RECLAIMED WATER SYSTEM; PROVIDING FOR CONNECTION OF IMPROVEMENTS WITHIN AREAS SERVED BY WATER, WASTEWATER, AND/OR RECLAIMED WATER UTILITY SYSTEMS ACQUIRED BY THE CITY; PROVIDING FOR MAINTENANCE OF PLUMBING SYSTEMS; PROHIBITING UNLAWFUL DAMAGE TO CITY WATER, WASTEWATER, AND/OR RECLAIMED WATER SYSTEM; PROVIDING FOR RIGHT OF ENTRY FOR PURPOSE OF MAKING INSPECTION; PROVIDING FOR WATER, WASTEWATER AND/OR RECLAIMED WATER LINES TO BE CITY PROPERTY; PROVIDING FOR WATER, WASTEWATER AND RECLAIMED WATER CAPACITY COMMITMENTS; PROVIDING FOR CANCELLATION OF WATER AND WASTEWATER CAPACITY COMMITMENTS AND FORFEITURE OF UNIT CONNECTION FEES; PROVIDING FOR WASTE DISCHARGE LIMITS AND PROHIBITIONS; PROVIDING FOR INDUSTRIAL WASTEWATER DISCHARGE PERMITTING; PROVIDING FOR PUBLIC INFORMATION ON INDUSTRIAL USERS; PROVIDING FOR WATER RATES, CHARGES AND FEES; PROVIDING FOR WASTEWATER RATES, CHARGES AND FEES;

CITY OF WILLISTON, FLORIDA  
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PROVIDING FOR RECLAIMED WATER RATES, CHARGES AND FEES; PROVIDING FOR PAYMENT OF FEES AND BILLS, REFUSAL OR DISCONTINUANCE OF SERVICE, AND DELINQUENT NOTICES; PROVIDING FOR WATER, WASTEWATER AND RECLAIMED WATER TAPPING FEES AND WASTEWATER SERVICE LOCATION ASSISTANCE FEE; PROVIDING FOR WATER, WASTEWATER AND RECLAIMED WATER UNIT CONNECTION FEES; PROVIDING FOR COLLECTION OF WASTEWATER FEES WHERE OWNER HAS PRIVATE OR OTHER WATER SUPPLY; PROVIDING FOR DEPOSITS FOR WATER, WASTEWATER, AND/OR RECLAIMED WATER; PROVIDING FOR REFUND OF DEPOSITS AND INTEREST ON DEPOSITS; PROVIDING FOR WATER, WASTEWATER, AND/OR RECLAIMED WATER DEPOSITS FOR DELINQUENT ACCOUNT HOLDERS AND HIGH RISK PENALTY CHARGES; PROVIDING FOR WATER, WASTEWATER, AND/OR RECLAIMED WATER SERVICE CHARGES; PROVIDING FOR WATER, WASTEWATER AND/OR RECLAIMED WATER BILLING ADJUSTMENTS; PROVIDING FOR RETURNED PAYMENTS; PROVIDING FOR DISCONTINUANCE OF SERVICE AT ACCOUNT HOLDER'S REQUEST; DEPOSIT TRANSFERS; PROHIBTING FREE SERVICE; PROVIDING FOR CHANGES TO RATES AND COSTS; PROVIDING FOR ENFORCEMENT AND PENALTIES; ESTABLISHING PROCEDURE FOR APPEALS; PROVIDING FOR JURISDICTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR EFFECT OF THIS ORDINANCE ON PREVIOUS ORDINANCES; AND CONFLICTING ORDINANCE REPEALED; CONSOLIDATING OPERATION OF MAIN DIVISION; MAKING ORDINANCE AVAILABLE TO THE PUBLIC; INCORPORATION OF SCHEDULES AND EXHIBITS; PROVIDING FOR AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. – Motion to approve 1<sup>st</sup> reading of Ordinance 2023-722 by Vice-President Robinson. Seconded by Councilmember Cox. Motion carried 5-0.

**CLOSE PUBLIC HEARING**

- H. DISCUSSION WITH POSSIBLE ACTION: CITY CLERK PERFORMANCE EVALUATION. HR DIRECTOR KRYSTAL PATTERSON. Motion to approve a 10% raise by Councilmember Bullock. Seconded by Vice-President Robinson. Motion carried 5-0.

ITEM – 7 – PUBLIC PARTICIPATION – None

ITEM - 8 – ANNOUNCEMENTS – Ethics Training December 6<sup>th</sup> at 4:00 p.m. at Attorney Folds & Walker, office in Gainesville.

ITEM – 9 – ADJOURNMENT – Motion to adjourn by Councilmember Cox at 8:50 p.m. Seconded by Vice-President Robinson. Motion carried 5-0.



**CITY COUNCIL AGENDA ITEM**

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**TOPIC: RESOLUTION 2023-95: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 630 AND 650 W. NOBLE AVENUE, AND 31 AND 41 N.W. 7TH STREET, WILLISTON, FL 32696, AS THE BW NOBLE GREEN REUSE AREA PURSUANT TO SECTION 376.80(2)(C), FLORIDA STATUTES, FOR THE PURPOSE OF ENVIRONMENTAL REHABILITATION, JOB CREATION, AND PROMOTING ECONOMIC REDEVELOPMENT; AUTHORIZING THE CITY CLERK TO NOTIFY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; PROVIDING AN EFFECTIVE DATE.**

**REQUESTED BY: Brett C. Brumund, Esq.**

**PREPARED BY: Laura Jones, City Planner**

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: None**

**RECOMMENDED ACTION: Approve 2<sup>nd</sup> Reading of Resolution 2023-95**

**ATTACHMENTS: Resolution 2023-95 and Exhibit #A**

**ACTION:**

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

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



## **CITY COUNCIL RESOLUTION 2023-95**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 630 AND 650 W. NOBLE AVENUE, AND 31 AND 41 N.W. 7TH STREET, WILLISTON, FL 32696, AS THE BW NOBLE GREEN REUSE AREA PURSUANT TO SECTION 376.80(2)(C), FLORIDA STATUTES, FOR THE PURPOSE OF ENVIRONMENTAL REHABILITATION, JOB CREATION, AND PROMOTING ECONOMIC REDEVELOPMENT; AUTHORIZING THE CITY CLERK TO NOTIFY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Sections 376.77 – 376.85, Florida Statutes, the State of Florida has provided for designation of a “brownfield area” by resolution at the request of the person who owns or controls one or more real estate parcels, to provide for their environmental remediation and redevelopment and promote economic development and revitalization generally; AND

**WHEREAS**, BW Noble and 7, LLC (the “Applicant”), owns the property located at 630 and 650 W. Noble Avenue, and 31 and 41 N.W. 7th Street, Williston, FL 32696, identified by Parcel Numbers 0610300000, 0609900000, 0610000000, 0610100000, and 0610200000 (the “Property”), as depicted and legally described on Exhibit “A”; AND

**WHEREAS**, the Applicant plans to redevelop and rehabilitate the five parcels of land on the Property as a gas station and convenience store with an adjacent pad for future retail use (the “Project”); AND

**WHEREAS**, the Applicant has requested that the City Council designate the Property as the BW Noble Green Reuse Area pursuant to Section 376.80(2)(c), Florida Statutes; AND

**WHEREAS**, the applicable procedures set forth in Sections 376.80 and 166.041, Florida Statutes, have been followed and proper notice has been provided in accordance with Sections 376.80(1) and 166.041(3)(c)(2), Florida Statutes; AND

**WHEREAS**, the City Council has reviewed the criteria set forth in Section 376.80(2)(c), Florida Statutes, and has determined that the Property qualifies for designation as a “brownfield area” because the following requirements have been satisfied:

1. the Applicant owns the Property which is proposed for designation and has agreed to rehabilitate and redevelop it;
2. the rehabilitation and redevelopment of the Property will result in economic productivity in the area and will create at least five new permanent, full time equivalent jobs at the Property;

3. the redevelopment of the Property for the Project is consistent with the City's Comprehensive Plan and is a permissible use under the City's land development regulations;
4. proper notice of the proposed rehabilitation of the Property has been provided to neighbors and nearby residents, and the Applicant has provided those receiving notice the opportunity to provide comments and suggestions regarding the rehabilitation; AND
5. the Applicant has provided reasonable assurance that it has sufficient financial resources to implement and complete a rehabilitation agreement and redevelopment plan; AND

**WHEREAS**, the City desires to notify the Florida Department of Environmental Protection of its resolution designating the Property as the BW Noble Green Reuse Area to further its rehabilitation and redevelopment for purposes of Sections 376.77 – 376.85, Florida Statutes; AND

**WHEREAS**, such designation shall not render the City liable for costs of site rehabilitation or source removal, as those terms are defined in Section 376.79(19) and (20), Florida Statutes, or for any other costs, above and beyond those costs attributed to the adoption of this Resolution; AND

**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 finds that the Applicant has satisfied the criteria set forth in Section 376.80(2)(c)1-5, Florida Statutes, and designates the Property depicted and legally described on Exhibit "A" as the BW Noble Green Reuse Area for purposes of Sections 376.77 – 376.85, Florida Statutes.

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

**Section 4.** The City Clerk, or a designee, shall notify the Florida Department of Environmental Protection of the adoption of this Resolution.

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**PASSED AND ADOPTED** at a meeting of the City Council of the City of Williston this 7<sup>TH</sup> day of November 2023.

**CITY OF WILLISTON,**

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Debra Jones, Council President

**ATTEST:**

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Latricia Wright, City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

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Scott Walker or Kiersten Ballou,  
City Attorney

# Exhibit A

## Location Map



Legal Description

PARCEL 1:

ALL OF LOTS 4, 5, 6, 7 AND 8, BLOCK 2 OF THE D. E. WILLIAMS HOMES, A SUBDIVISION OF PART OF THE NW 1/4 OF THE NW 1/4 OF SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST, ACCORDING TO MAP AND PLAT OF SAID SUBDIVISION ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT FOR LEVY COUNTY, FLORIDA, AND TRACT OF LAND DESCRIBED AS: COMMENCE AT THE NORTHWEST CORNER OF LOT 1 OF BLOCK 2 OF D. E. WILLIAMS HOMES, A SUBDIVISION OF PART OF THE NW 1/4 OF NW 1/4 OF SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST, ACCORDING TO THE MAP AND PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK OF CIRCUIT COURT FOR LEVY COUNTY, FLORIDA, AND RUN THENCE EAST ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 200 FEET TO ESTABLISH THE POINT OF BEGINNING, FROM SAID POINT OF BEGINNING RUN THENCE SOUTH 162.3 FEET TO THE NORTHWEST CORNER OF LOT 6 OF SAID BLOCK 2, RUN THENCE EAST ALONG THE NORTH LINE OF LOTS 6, 7 AND 8 OF SAID BLOCK 2 A DISTANCE OF 168 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, RUN THENCE NORTH ALONG THE EAST LINE OF SAID LOT 1, A DISTANCE OF 162.3 FEET TO THE NORTHEAST CORNER OF SAID LOT 1, RUN THENCE WEST ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 165.9 FEET, MORE OR LESS TO THE POINT OF BEGINNING, SAID TRACT OF LAND LYING AND BEING A PART OF LOT 1, BLOCK 2 OF SAID D. E. WILLIAMS HOMES, A SUBDIVISION, LESS THE NORTH 8 FEET OF LOTS 4 AND 5, BLOCK 2, D. E. WILLIAMS HOMES, A SUBDIVISION, AS PER WARRANTY DEED DATED NOVEMBER 12, 1975, FILED FOR RECORD AUGUST 17, 1976 AND RECORDED IN O. R. BOOK 94, PAGE 54, PUBLIC RECORDS OF LEVY COUNTY, FLORIDA.

PARCEL 2:

LOTS 2 AND 3, BLOCK 2, D. E. WILLIAMS HOMES, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 27, PUBLIC RECORDS OF LEVY COUNTY, FLORIDA, LESS THE NORTH 11 FEET THEREOF.

PARCEL 3:

THE WEST 100 FEET OF LOT 1 AND THE NORTH 11 FEET OF LOTS 2 AND 3, BLOCK 2, D. E. WILLIAMS HOMES, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 27, PUBLIC RECORDS OF LEVY COUNTY, FLORIDA.

PARCEL 4:

BEGINNING AT A POINT 100 FEET EAST OF THE NORTHWEST CORNER OF LOT 1, BLOCK 2 OF THE D.E. WILLIAMS' HOMES SUBDIVISION, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN CLERK'S OFFICE AT BRONSON, LEVY COUNTY, FLORIDA, AND RUNNING SOUTH 162.3 FEET TO THE NORTHEAST CORNER OF LOT 3 AND THE NORTHWEST CORNER OF LOT 4 OF SAID BLOCK 2; THENCE EAST, ALONG THE NORTH LINE OF SAID LOTS 4 AND 5, A DISTANCE OF 100 FEET TO THE NORTHEAST CORNER OF LOT 5 AND THE NORTHWEST CORNER OF LOT 6 OF SAID BLOCK 2; THENCE RUN NORTH, PARALLEL TO WEST LINE OF SAID LOT 1, A DISTANCE OF 162.3 FEET TO A POINT IN THE NORTH LINE OF SAID LOT 1; THENCE RUN WEST 100 FEET, ALONG THE NORTHERN BOUNDARY OF LOT 1, TO THE POINT OF BEGINNING. THE D.E. WILLIAMS' HOMES BEING A SUBDIVISION OF A PORTION OF NW 1/4 OF NW 1/4 OF SECTION 6, TOWNSHIP 13 SOUTH, RANGE 19 EAST IN WILLISTON, FLORIDA.

AND

THE NORTH 8 FEET OF LOTS 4 AND 5, BLOCK 2, D.E. WILLIAMS' HOMES, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 27, PUBLIC RECORDS OF LEVY COUNTY, FLORIDA.

THE SAME PARCEL AS DESCRIBED AS BELOW:

LOTS 1 THROUGH 8, INCLUSIVE, BLOCK 2 OF THE D.E. WILLIAMS' HOMES, AS PER PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 27 OF THE PUBLIC RECORDS OF LEVY COUNTY, FLORIDA.

**CITY COUNCIL AGENDA ITEM**

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**TOPIC: JOHN HENRY CELEBRATION PARK IMPROVEMENTS CONSTRUCTION CONTRACT. (Only one resolution needs to be accepted)**

**RESOLUTION 2023-100: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ACCEPTING THE BID FROM OELRICH CONSTRUCTION FOR THE PROJECT KNOWN AS THE JOHN HENRY CELEBRATION PARK STORMWATER IMPROVEMENTS (BASE BID); AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH BID ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE**

**OR**

**RESOLUTION 2023-101: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ACCEPTING THE BID FROM OELRICH CONSTRUCTION FOR THE PROJECT KNOWN AS THE JOHN HENRY CELEBRATION PARK STORMWATER IMPROVEMENTS (BASE BID PLUS ALTERNATIVE 1); AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH BID ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE**

**REQUESTED BY: Walt Nickel**

**PREPARED BY: Laura Jones, City Planner**

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: See attached presentation**

**RECOMMENDED ACTION: Approve Resolution 2023-100 or Resolution 2023-101**

**ATTACHMENTS: Resolution 2023-100  
Resolution 2023-101  
Presentation**

**ACTION:**

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

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



# John Henry Celebration Park Stormwater Improvements

Construction Phase

November 2023



**WRIGHT-PIERCE**  
Engineering a Better Environment

## **Project History**

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- 1. November 5, 2020: Cooperative Funding Agreement executed by the City.**
- 2. November 17, 2020: Wright- Pierce contracted to perform engineering services.**
- 3. September 15, 2021: USACE Notification of No Permit Required received.**
- 4. September 15, 2021: FDEP Determination of No Contamination received.**
- 5. September 21, 2021: SHPO determination that No Cultural Resources Present received.**
- 6. September 21, 2021: SWFWMD ERP received.**

## **Project History**

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- 7. November 4, 2021: Project publicly bid. Bid Opening was November 30, 2021. No bids received.**
- 8. January 2022 through June 2022: Investigated awarding project as a contract modification to the WWTP contract with Wharton Smith. Price received was higher than expected.**
- 9. April 26, 2022: FDEP 404 Permit Notice of No Permit Required received.**
- 10. July 18, 2022: Project was publicly bid a second time. Bid opening was August 16, 2022. One bid received (Oelrich Construction). Price received was higher than expected.**
- 11. August 15, 2022: Submitted for FDEP Water Quality Grant (\$800,000) to offset project construction costs.**

## **Project History**

---

- 12. August 31, 2022: Submitted for FDEP Resiliency Grant (\$800,000) to offset project construction costs.**
- 13. September 2022 through October 2022: City of Williston, Wright-Pierce, and Oelrich construction perform value engineering discussions to reduce project costs.**
- 14. April 3, 2023: City Received notification of Resiliency Grant award.**
- 15. September 2023: Resiliency Grant paperwork finalized.**
- 13. October 11, 2023: Wright-Pierce and City met with Levy County to possible defray City's In-Kind cost responsibilities and costs received November 11, 2023.**
- 14. November 21, 2023 : Request City Council approval to award a construction contract to Oelrich Construction.**

## Funding Overview

Funds Available			
1. SWFWMD Cooperative Funding Agreement – Project Budget			
Description	District	Cooperator	Total
Design	\$83,250.00	\$27,750.00	\$111,000.00
Permitting	\$41,250.00	\$13,750.00	\$55,000.00
Construction and Construction Engineering & Inspection	\$555,750.00	\$185,250.00	\$741,000.00
GIS Data, As-Built Survey, Record Drawings & Certificate of Substantial Completion	\$42,000.00	\$14,000.00	\$56,000.00
<b>Totals</b>	<b>\$722,250.00</b>	<b>\$240,750.00</b>	<b>\$963,000.00</b>
	<b>75%</b>	<b>25%</b>	
2. FDEP Resilient Florida Grant (Agreement Number 22FRP118)			
Description	FDEP	Cooperator	Total
Resiliency Grant	\$834,179.00	\$0.00	\$834,179.00
<b>Grand Total</b>	<b>\$1,556,429.00</b>	<b>\$240,750.00</b>	<b>\$1,797,179.00</b>



## Project Costs: Base Bid – No Sand Overdig in Pond

Project Costs	
Wright-Pierce Contracted Fees	\$221,500.00
Oelrich Construction Bid	\$1,449,255.43
<b>Total</b>	<b>\$1,670,755.43</b>
Wright Pierce - Future Amendment	\$45,000.00
<b>Total</b>	<b>\$1,715,755.43</b>
Projected Cost [- Under Budget] [+ Over Budget]	<b>-\$81,423.57</b>

Cash Disbursements	
Total Project Cost	\$1,715,755.43
FDEP Grant comes off the top first	-\$834,179.00
<b>Subtotal - Remaining Project Costs</b>	<b>\$881,576.43</b>
SWFWMD Grant Share at 75% of Remaining Project Costs, Max = \$722,250	\$661,182.32
Cooperator Share (= Remaining Project Costs)	\$220,394.11
City Reimbursements of Engineering Fees Paid	<b>\$1,105.89</b>

## Project Costs: Alternative 1 – With Sand Overdig in Pond

Project Costs	
Wright-Pierce Contracted Fees	\$221,500.00
Oelrich Construction Bid	\$1,565,556.78
<b>Total</b>	<b>\$1,787,056.78</b>
Wright Pierce - Future Amendment	\$45,000.00
<b>Total</b>	<b>\$1,832,056.78</b>
Projected Cost [- Under Budget] [+ Over Budget]	<b>\$34,877.78</b>

Cash Disbursements	
Total Project Cost	\$1,832,056.78
FDEP Grant comes off the top first	-\$834,179.00
<b>Subtotal - Remaining Project Costs</b>	<b>\$997,877.78</b>
SWFWMD Grant Share at 75% of Remaining Project Costs, Max = \$722,250	\$722,250.00
Cooperator Share at 25% of Remaining Project Costs	\$249,469.45
City Reimbursements of Engineering Fees Paid	<b>-\$27,969.45</b>



## **Decision Required By Council**

---

- 1. Accept Base Bid from Oelrich Construction for \$1,449,255.43**
  - Pay remaining approved Wright-Pierce Engineering Fee Balance of \$21,657.00
  - City receives \$1,105.89 back from SWFWMD at project completion.

**OR**

- 2. Accept Base Bid Plus Alternative 1 from Oelrich Construction for \$1,565,556.78 (An increase of \$116,301.35)**
  - Pay remaining approved Wright-Pierce Engineering Fee Balance of \$21,657.00
  - City needs to pay an additional \$27,969.45 at project completion.

## **Cash Flow Considerations**

---

**These grants are reimbursement grants.**

- **The City is required to pay the contractor invoices on a monthly basis.**
- **City submits payment request to grant agencies with proof of contractor payment.**
- **City gets reimbursed by the grant agencies (30 days or more time lag possible).**
- **$\$1,565,556 / 5$  months construction period =  $\$313,111$  per month on average that the City would need to cover before getting reimbursed. Short-term loans?**

# THANK YOU

---

**RESOLUTION 2023 - 100**

**A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ACCEPTING THE BID FROM OELRICH CONSTRUCTION FOR THE PROJECT KNOWN AS THE JOHN HENRY CELEBRATION PARK STORMWATER IMPROVEMENTS (BASE BID); AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH BID ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Williston has experienced flooding in and around John Henry Celebration Park; and

**WHEREAS**, a Cooperative Funding Agreement has been previously executed between the City and the SWFWMD for grant funds not to exceed \$722,250.00 for elements of design and construction; and

**WHEREAS**, the City has previously entered into an agreement with Wright-Pierce for associated professional engineering services related to the project; and

**WHEREAS**, additional funding in the form of an FDEP Resiliency Grant in the amount of \$834,179.00 has been obtained for the project; and

**WHEREAS**, the project was publicly bid and a Base Bid and Bid Alternates were received from Oelrich Construction; and

**WHEREAS**, Oelrich Construction submitted a Base Bid in amount of \$1,449,255.43; and

**WHEREAS**, it is in the City's best interest to accept the Base Bid in the amount of \$1,449,255.43.

**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 agrees to accept the Base Bid in amount of \$1,449,255.43.

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

**PASSED AND ADOPTED** at a meeting of the City Council this 21<sup>st</sup> day of November 2023.

**CITY OF WILLISTON, FLORIDA**

---

Debra Jones, President  
Williston City Council

---

**ATTEST: Latricia Wright**  
City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

---

S. Scott Walker, City Attorney or  
Kiersten N. Ballou, City Attorney

## **RESOLUTION 2023 - 101**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ACCEPTING THE BID FROM OELRICH CONSTRUCTION FOR THE PROJECT KNOWN AS THE JOHN HENRY CELEBRATION PARK STORMWATER IMPROVEMENTS (BASE BID PLUS ALTERNATIVE 1); AUTHORIZING THE APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH BID ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Williston has experienced flooding in and around John Henry Celebration Park; and

**WHEREAS**, a Cooperative Funding Agreement has been previously executed between the City and the SWFWMD for grant funds not to exceed \$722,250.00 for elements of design and construction; and

**WHEREAS**, the City has previously entered into an agreement with Wright-Pierce for associated professional engineering services related to the project; and

**WHEREAS**, additional funding in the form of an FDEP Resiliency Grant in the amount of \$834,179.00 has been obtained for the project; and

**WHEREAS**, the project was publicly bid and a Base Bid and Bid Alternates were received from Oelrich Construction; and

**WHEREAS**, Oelrich Construction submitted a Base Bid in amount of \$1,449,255.43; and

**WHEREAS**, Oelrich Construction submitted a Base Bid Plus Alternative 1 in the amount of \$1,565,556.78; and

**WHEREAS**, it is in the City's best interest to accept the Base Bid Plus Alternative 1.

**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 agrees to accept the Base Bid Plus Alternative 1 in the amount of \$1,565,556.78.

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

**PASSED AND ADOPTED** at a meeting of the City Council this 21<sup>st</sup> day of November 2023.

**CITY OF WILLISTON, FLORIDA**

---

Debra Jones, President  
Williston City Council

---

**ATTEST: Latricia Wright**  
City Clerk

**APPROVED AS TO FORM AND LEGALITY:**

---

S. Scott Walker, City Attorney or  
Kiersten N. Ballou, City Attorney



**COUNCIL AGENDA ITEM**

---

**TOPIC: RESOLUTION 2023-103: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; AUTHORIZING THE SALARY ADJUSTMENT OF THE CITY CLERK AND PROVIDING AN EFFECTIVE DATE.**

**REQUESTED BY:** City Council

**BACKGROUND / DESCRIPTION:** Annual evaluation of City Clerk's performance with a salary raise.

**LEGAL: REVIEW:** None

**FISCAL IMPACTS:** Salary adjustments of \$6,206.71.

**RECOMMENDED ACTION:**  
Adopt Resolution 2023-103.

**ATTACHMENTS:**  
Resolution 2023-103

**COUNCIL ACTION:**

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

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

**RESOLUTION NUMBER 2023-103**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; AUTHORIZING THE SALARY ADJUSTMENT OF THE CITY CLERK AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Clerk of Williston, Florida (hereinafter "City") is a designated Charter Officer as established in Part 1, Article III. Charter Officers of the City of Williston Code or Ordinances and

**WHEREAS**, the City Clerk serves at the pleasure of the City of Williston City Council; and

**WHEREAS**, on November 7, 2023, the City Council voted to adjust the salary of the City Clerk to reflect a 10% increase of six thousand, two hundred, six dollars and seventy-one cents, (\$6,206.71) to her current salary of sixty-two thousand sixty-seven dollars, and twenty cents (\$62,067.20), per annum, bring her new salary to sixty-eight thousand, two hundred and Seventy three dollars, and ninety two cents, (\$68,273.92), per annum, to be retroactive back to her anniversary date of September 23, 2023, and

**WHEREAS**, this resolution shall serve as the proper document to memorialize the salary adjustment

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

**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 salary of the City clerk shall be adjusted, effective Monday, September 25, 2023 (first payroll start date after anniversary date) to sixty-eight thousand, two hundred and seventy-three dollars, and ninety-two cents, (\$68,273.92) per annum.

**Section 3.** The Council President is authorized to execute the necessary documentation to accomplish the salary adjustment proved herein.

**Section 4.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this 21<sup>st</sup> day of November 2023.

**CITY OF WILLISTON, FLORIDA**

---

Debra Jones, President, Council President

---

ATTEST: Latricia Wright, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Scott Walker, City Attorney or  
Kiersten Ballou, City Attorney

**Date: November 21, 2023**

**COUNCIL AGENDA ITEM**

---

**TOPIC: DISCUSSION/INFORMATION ON HOW TO FILL OUT FORM 6.**

**REQUESTED BY: COUNCIL PRESIDENT DEBRA JONES**

**PREPARED BY: CITY ATTORNEY KIERSTEN BALLOU**

**BACKGROUND / DESCRIPTION: FORM 6 FOR ELECTED OFFICIALS.**

**LEGAL REVIEW: YES**

**FISCAL IMPACTS: NONE.**

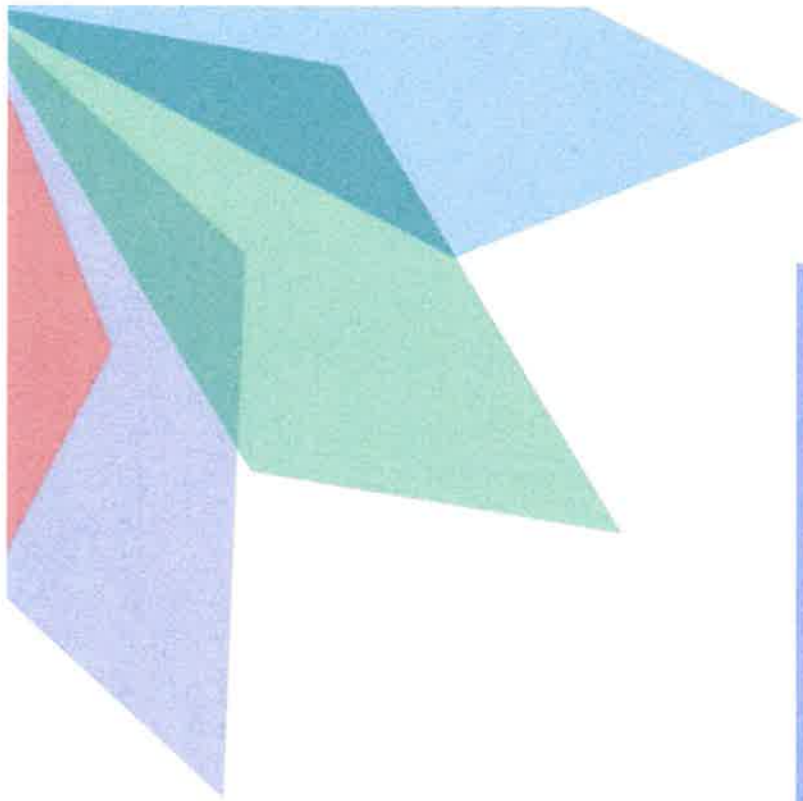
**RECOMMENDED ACTION: NONE. THIS IS FOR INFORMATIONAL PURPOSES ONLY.**

**ATTACHMENTS: PROPOSAL**

**COMMISSION ACTION:**

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

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



# Let The Sunshine In: Everything you need to know about Form 6

**Florida League of Cities**

*August 11, 2023*

**Kerrie Stillman**

Executive Director

State of Florida Commission on Ethics

**Steven Zuilkowski**

Deputy Executive Director & General Counsel

State of Florida Commission on Ethics



# Today's Agenda

**1**

## **Introduction**

About the Florida Commission on Ethics.

**2**

## **SB 774 & E-filing**

How did we get here and what to expect.

**3**

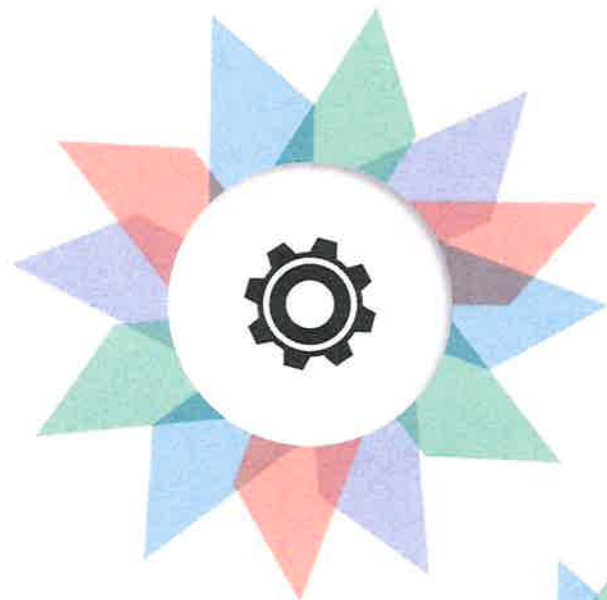
## **Form 1 vs. Form 6**

Comparing the forms and disclosing on a Form 6.

**4**

## **Questions**

We have answers!



# Introduction

About the Florida Commission on Ethics

# About the Commission on Ethics

...



- 
- There are nine seats on the Commission
    - Appointments by the Governor (5), Senate President (2), and Speaker of the House (2)
    - Appointments are split between the two political parties
  - The Commission is charged with administering:
    - The Sunshine Amendment (Article II, Section 8, Florida Constitution)
    - The Code of Ethics for Public Officers and Employees (Part III of Chapter 112, Florida Statutes)



# About the Commission's Website

<http://ethics.state.fl.us>



## Search for Formal Opinions

Keyword search to perform research.



## Download Forms

All forms and instructions available to download and print.



## Ethics Training

View videos on various ethics topics.



## View Form 6 Submissions

Search and view all Form 6 filings by public officers and candidates.



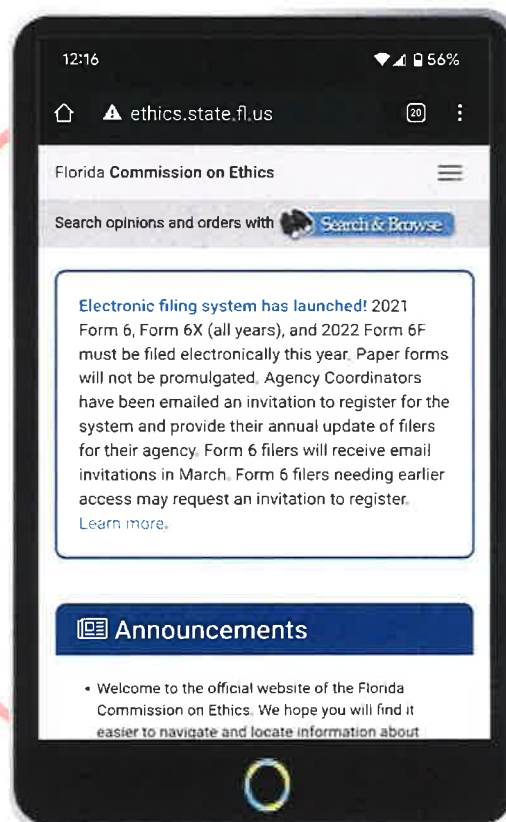
## Commission Meeting Materials

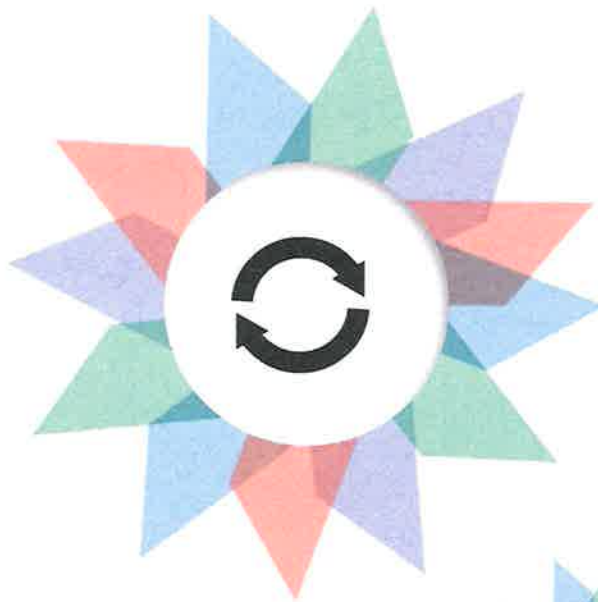
View agenda and meeting materials.



## Complaint Process Info

Review information about filing a complaint.





# **SB 774 & E-filing**

How did we get here and what to expect.

# How did we get here?



- 
- Commission legislative recommendations since 2015.
  - Various bills over the years have contained some version of municipal officials filing Form 6.
  - SB 774 passed in the 2023 session requiring Mayors and Elected members of the governing body of a municipality to file the Form 6.
  - Members of the Florida Commission on Ethics will also file Form 6 beginning in 2024.

# E-Filing for CE Form 6

Screenshots of the E-Filing System



- 
- Beginning January 1, 2024, access EFDMS
  - Helpful tools for filers in EFDMS
    - Dashboard, Instructions, FAQ's
  - 4 Ways to complete the electronic form
    - Fill-in, CPA/Attorney, Excel/CSV import, PDF



## Electronic Financial Disclosure Management System



### Login

Please tell us what type of user you are:

 <b>I am a Form 6 Filer</b> <small>Do you currently hold a public position that requires you to file financial disclosure? If yes, click here.</small>	 <b>I am a Candidate</b> <small>Are you a non-incumbent candidate who is attempting to qualify for office, but do not currently hold a public position that requires financial disclosure? If yes, click here.</small>	 <b>I am an Organization Coordinator</b>
 <b>I am a CPA or Attorney who is assisting a filer</b>		

### I am a Form 1 Filer

In 2022, Form 1 Statement of Financial Interest will still be filed on paper. Click [here](#) to download a Form 1 and instructions.

If you are a Form 1 filer but are qualifying to run for an office with a Form 6 filing requirement, call (850) 488-7864 to request access to the e-filing system.

Electronic filing for Form 1 will launch January 1, 2023.

[Public Search](#)

[Frequently Asked Questions](#)

SCROLL  
DOWN



## Login

Please tell us what type of user you are:

CLICK



### I am a Form 6 Filer

Do you currently hold a public position that requires you to file financial disclosure? If yes, [click here](#).



### I am a Candidate

Are you a non-incumbent candidate who is attempting to qualify for office, but do not currently hold a public position that requires financial disclosure? If yes, [click here](#).



### I am an Organization Coordinator



### I am a CPA or Attorney who is assisting a filer

### I am a Form 1 Filer

In 2022, Form 1 Statement of Financial Interest will still be filed on paper. Click [here](#) to download a Form 1 and instructions.

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Electronic filing for Form 1 will launch January 1, 2023.

## Public Search

[Search for Financial Disclosure Filers](#)

## Frequently Asked Questions

[View Frequently Asked Questions](#)

## Instructions

- [Form 6 - Full and Public Disclosure of Financial Interests - Instructions](#)
- [Form 6X - Amendment to Full and Public Disclosure of Financial Interests - Instructions](#)
- [Form 6F - Final Full and Public Disclosure of Financial Interests - Instructions](#)

## Announcements

- WELCOME to the new Electronic Financial Disclosure Management System (EFDMS)! Pursuant to statute, beginning January 1, 2022, **ALL FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (Form 6, Form 6X, and Form 6F) must be filed utilizing this system. The Commission will promulgate paper forms when the Governor signs HB 5003. Upon his signature, access to the electronic filing system will be paused until January 1, 2023.**
- Instructions, FAQs, and tutorials are available from the dashboard within EFDMS. Additional assistance can be obtained Monday-Friday from 8:00 a.m. until 5:00 p.m. by contacting the Commission.



## Filer Dashboard

### Filing and Forms

[View Previous Filing](#)

If you are looking for a form that is not currently shown, whether to satisfy your filing requirement or to qualify as a candidate, visit the [Forms and Filing Information](#) page to access all available forms.

File Form

[2021 Full and Public Disclosure of Financial Interests \(Form 6\)](#)

[Instructions](#) - [Opinions](#)

CLICK

In Progress

### Messages

No Messages

### Organizations



#### Commission On Ethics (Year 2022)



Kimberly R. Holmes  
[disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us)  
(850) 488-7864



Governing Board

### Amendments

[View Past Amendments](#)

No Amendments found

[File Amendment](#)

### Quick Links

- [Forms and Filing Information](#)
- [Notice to Filers](#)
- [Public Records Exemption Request](#)
- [Request Filing Extension](#)
- [Public Search](#)



# Florida Commission on Ethics

Electronic Financial Disclosure Management System (EFDMS)

01/01/2021

[HOME](#) [FAQ](#)

**Form Filer**  
Filer - PID 298528

## Resources

- [View Past Filings](#)
- [Print Instructions](#)
- [Financial Disclosure Opinions](#)

## Instructions

### Instructions for Completing Form 6

#### Assets Worth More Than \$1,000:

[Required by Art. II, s. 8, Fla. Const.; s. 112.3144, F.S.]

#### Household Goods and Personal Effects:

The value of your household goods and personal effects may be aggregated and reported as a lump sum, if their aggregate value exceeds \$1,000. The types of assets that can be reported in this manner are described on the form.

#### Assets Individually Values at More Than \$1,000:

Describe, and state the value of, each asset you had on the reporting date you selected for your net worth, if the asset was worth more than \$1,000 and if you have not already included that asset in the aggregate value of your household goods and personal effects. Assets include, but are not limited to, things like interests in real property; cash; stocks; bonds; certificates of deposit; interests in businesses; beneficial interests in trusts; money owed you (including, but not limited to, loans made as a candidate to your own campaign); bank accounts in which you have an ownership interest;

[Share with CPA or Attorney](#)

Name: 298528 - Form Six Filer Filing Status: **In Progress**

## 2021 Form 6-Full and Public Disclosure of Financial Interests

Instructions

[General Information](#)

[Net Worth](#)

**[Assets](#)**

[Liabilities](#)

[Income](#)

[Interests in Specified Businesses](#)

[Training](#)

[Review](#)

[Sign & Print](#)

[Household Goods](#) > [Household Goods Amount](#) > [Real Property](#) > [Real Property Amount](#) > [Intangible Assets](#)

EXPANDS

You must disclose certain assets.

First, add together the total of your household goods and personal effects.

Is the total value of your household goods and personal effects more than \$1,000?

Yes

No

BACK



NEXT







# Florida Commission on Ethics

Electronic Financial Disclosure Management System (EFDMS)

01/01/20

[HOME](#) [FAQ](#)

**Form Filer**  
Filer - PID 29852

**Need help?** Most questions about how to complete the disclosure, as well as questions related to features of the e-filing system are answered in the FAQs. Search by key word or navigate by topic.

Didn't find what you were looking for? Contact the Florida Commission on Ethics at [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us) or (850) 488-7864.

## Frequently Asked Questions

Search

### ▼ FORM 6

Assets (10)

Liabilities (1)

Sources of Income (5)

Training/Miscellaneous (2)

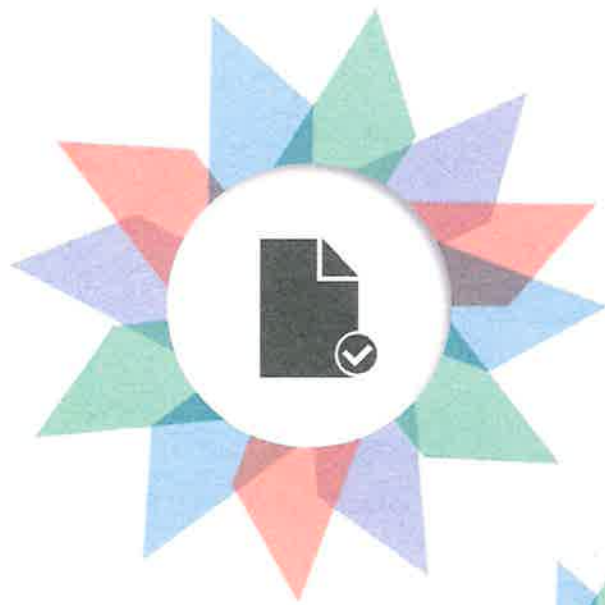
### ▼ ACCOUNT

Financial Disclosure (9)

My Profile (5)

### Assets

- + **How do I value jointly-owned assets?**
- + **How do I disclose assets I own in an investment account, individual retirement account (IRA), or 401(k)?**
- + **How do I disclose my interest in a mutual fund?**
- + **How should I disclose my interest in a business?**
- + **What reporting obligations do I have concerning a vehicle lease?**
- + **Do I disclose funds invested in the FRS Pension Plan or in a Deferred Retirement Option Program (DROP) account?**
- + **How do I disclose my interest in the Florida Prepaid College Plan or the Florida College Investment Plan?**
- + **How should I value my interest in real property, such as my home?**
- + **I own a rental property. How do I disclose it?**
- + **How do I disclose my bank accounts?**



# Form 1 vs. Form 6

Comparing the forms and disclosing on a Form 6.

# Comparing Form 1 and Form 6

In General



Form 1	Form 6
File electronically in 2024	File electronically in 2024
Due on July 1	Due on July 1
\$25/day for being late	\$25/day for being late
>35,000 filers	About 5,000 filers
Lots of help available	Lots of help available
<ul style="list-style-type: none"><li>• Instructions</li><li>• FAQs</li><li>• On-screen pop-up windows</li><li>• Commission on Ethics</li></ul>	<ul style="list-style-type: none"><li>• Instructions</li><li>• FAQs</li><li>• On-screen pop-up windows</li><li>• Commission on Ethics</li></ul>
Attorney of the Day hotline	Attorney of the Day hotline
CPA/Attorney can assist filers	CPA/Attorney can assist filers

# Comparing Form 1 and Form 6

Disclosure of Net Worth

Form 1	Form 6
A review of your finances over the course of the year	A snapshot of your finances on 12/31 or a more recent day of your choosing
There is no net worth disclosure, but filers did calculate it for the Comparative Threshold	Filers will disclose their net worth on 12/31 or a more recent day

# How to Disclose: Net Worth



Please indicate your Net Worth as of the date you selected, even if it is a negative number. Your Net Worth is the total value of ALL YOUR ASSETS minus the total value of ALL YOUR LIABILITIES. Note that in most cases, simply subtracting the liabilities from the assets you report later in this disclosure *will not* accurately reflect your Net Worth, because only certain assets and liabilities are reportable. Please click the instructions tab for specific guidance on calculating your Net Worth.

\$ Please enter a number

- Snapshot of net worth on December 31 or a more recent date. You will be prompted to choose a date.
- Correct: Sum all assets, subtract all liabilities.
- Incorrect: Sum all *reported* assets, subtract all *reported* liabilities

# Comparing Form 1 and Form 6


Disclosure of Assets

Form 1	Form 6
Intangible personal property & certain real property in FL <ul style="list-style-type: none"><li>• Intangible assets over \$10,000 individually</li></ul>	Intangible, Tangible & Real Property <ul style="list-style-type: none"><li>• Assets over \$1,000 individually</li><li>• Household goods and personal effects collectively</li></ul>
Type of intangible, business name	Description of asset, value

# How to Disclose: Assets



Please describe your real property valued in excess of \$1,000, and provide the value of your interest in the property. Click on the linked headings for specific guidance on how to describe and value your real property.


If you have multiple assets that need to be reported, use the  to add more lines.

Clear All 

Import from CSV

CSV File Template

 How-to

DESCRIPTION OF ASSET	VALUE OF ASSET	ACTIONS
Please enter a description	\$ Please enter a number	

+ Add Item

- Household goods and personal effects are disclosed on a separate screen.
- Asset is anything valued \$1,000+ that can be sold
- Most common: bank accounts, real property, stock
- Ability to import Excel (.csv file)


# Comparing Form 1 and Form 6

Disclosure of Liabilities

Form 1	Form 6
Liabilities over \$10,000	Liabilities over \$1,000
Owed at any point in the year	Owed on the date chosen
Creditor name/address	Creditor name/address, amount
Exclusions for:	Exclusions for:
<ul style="list-style-type: none"><li>• Credit cards</li><li>• Indebtedness on a life insurance policy</li><li>• Taxes owed not reduced to a judgment</li><li>• Contingent liabilities</li></ul>	<ul style="list-style-type: none"><li>• Credit cards</li><li>• Indebtedness on a life insurance policy</li><li>• Taxes owed not reduced to a judgment</li><li>• Contingent liabilities</li></ul>



# How to Disclose: Liabilities

CREDITOR NAME	CREDITOR ADDRESS	<u>AMOUNT OF LIABILITY</u>	ACTIONS
Please enter a creditor name	Please enter a creditor address	\$ Please enter a number	

+ Add Item

- List all liabilities over \$1,000; exclusions in instructions
- Most common: mortgages, car payments, and student loans

# Comparing Form 1 and Form 6

Disclosure of Primary Sources of Income

Form 1	Form 6
Income over \$2,500	Income over \$1,000
Do not disclose public salary	Disclose public salary
Source name/address, description of business	Source name/address, amount

# How to Disclose: Income



NAME OF SOURCE OF INCOME	ADDRESS OF SOURCE OF INCOME	INCOME AMOUNT	ACTIONS
<input type="text" value="Please enter a source name"/>	<input type="text" value="Please enter a source address"/>	<input type="text" value="\$ Please enter a numt"/>	

+ Add Item

- “Primary sources of income” are items that constitute gross income on federal tax returns (e.g salary, capital gains, etc.)
- Must include your public salary
- May instead attach federal income tax return and all schedules and attachments


# Comparing Form 1 and Form 6

## Disclosure of Secondary Sources of Income



Form 1	Form 6
<p>Disclose clients/customers if:</p> <ul style="list-style-type: none"><li>• Own &gt;5% of the business;</li><li>• Income from business <b>&gt;\$5,000</b></li><li>• Client/customer contributed &gt;10% of the business's gross income</li></ul> <p>Business name, Client name/ address, Client business description</p>	<p>Disclose clients/customers if:</p> <ul style="list-style-type: none"><li>• Own &gt;5% of the business;</li><li>• Income from business <b>&gt;\$1,000</b></li><li>• Client/customer contributed &gt;10% of the business's gross income</li></ul> <p>Business name, Client name/ address, Client business description</p>

# How to Disclose: Secondary Sources

BUSINESS ENTITY	MAJOR SOURCES OF BUSINESS INCOME	ADDRESS	PRINCIPAL BUSINESS ACTIVITY OF SOURCE	ACTIONS
Please enter business name	Please enter business source	Please enter business address	Please enter business activity	
				<a href="#">+ Add item</a>

- “Secondary sources of income” are the major clients/customers of businesses of which you own more than 5 percent.
- “Major clients/customers” supply more than 10 percent of your business’s gross income that year.

# Comparing Form 1 and Form 6

Disclosure of Interests in Specified Businesses (No difference between Form 1 and Form 6)

Form 1	Form 6
Disclose certain businesses: <ul style="list-style-type: none"><li>• Name/Address</li><li>• Principal business activity</li><li>• Position held</li><li>• Whether own &gt;5%</li><li>• Nature of ownership interest</li></ul>	Disclose certain businesses: <ul style="list-style-type: none"><li>• Name/Address</li><li>• Principal business activity</li><li>• Position held</li><li>• Whether own &gt;5%</li><li>• Nature of ownership interest</li></ul>

# How to Disclose: Specified Businesses



The screenshot shows a web form titled "Add Business Interest" with a close button (X) in the top right corner. The form contains the following fields and options:

- Please enter your business interests:**
- Name of business entity**: A text input field.
- Address of business entity**: A text input field.
- Principal business activity**: A text input field.
- Position held with entity**: A text input field.
- I own more than 5% interest in the business**: Two radio button options, "Yes" and "No".
- Nature of my ownership interest**: A text input field.
- Cancel**: A button at the bottom left.
- Save**: A blue button at the bottom right.

- You must disclose ownership interest >5% in “specified businesses.”
- These are businesses of a type specified in the instructions. Not every business is a specified business.

# Comparing Form 1 and Form 6

Disclosure of Training Requirement (No difference between Form 1 and Form 6)

Form 1	Form 6
4 hours of training	4 hours of training



# How to Disclose: Annual Training

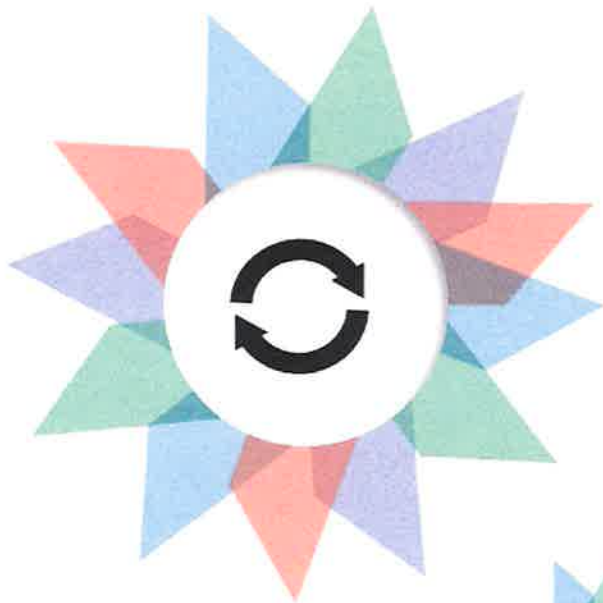


This section applies only to Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies, each of whom are required to complete annual ethics training pursuant to Section 112.3142, F.S.

☐ I certify that I have completed the required training under Section 112.3142 F.S.

☐ Required training under Section 112.3142, F.S., not applicable to filer for this form year.

- Constitutional officers, municipal officers, and others must complete 4 hours of ethics training each calendar year.
- Public officials assuming a new office/term before 3/31 must complete the training before 12/31 of that year.



**Questions?**



# Thank you

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[zuilkowski.steven@leg.state.fl.us](mailto:zuilkowski.steven@leg.state.fl.us)

(850) 488-7864

[www.ethics.state.fl.us](http://www.ethics.state.fl.us)

**Date: November 21, 2023**

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**COUNCIL AGENDA ITEM**

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**TOPIC: DISCUSSION WITH POSSIBLE ACTION: FIREWORKS/ENTERTAINMENT PROPOSAL.**

**REQUESTED BY: COUNCIL PRESIDENT DEBRA JONES  
PREPARED BY: CITY CLERK LATRICIA WRIGHT**

**BACKGROUND / DESCRIPTION: PREMIER EVENTS:  
FIREWORKS/ENTERTAINMENT PROPOSAL FOR JULY 3<sup>RD</sup>.**

**LEGAL REVIEW: NO**

**FISCAL IMPACTS: \$18,000.00 (IN THE 2023/2024 BUDGET)**

**RECOMMENDED ACTION: APPROVE**

**ATTACHMENTS: PROPOSAL**

**COMMISSION ACTION:**

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

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



## **FIREWORKS / ENTERTAINMENT PROPOSAL**

**Premier Events NCF**, hereinafter called the Event Coordinator and **City of Williston, Florida**, hereinafter called the Client, by this document agree to the following:

The Event Coordinator will provide the following services for the Client at the *Independence Day Celebration* (July 3, 2024):

- 12+/- minute Fireworks Display
  - Fireworks permit
  - Insurance up to 1 million
  - Clean up of bulk mess
- Person to perform the National Anthem
- Cam Wheaton to perform acoustically and with band prior to fireworks display.
  - Band - 7:00pm – 9:00pm
  - lighting for live entertainment
  - sound for live entertainment
    - sound can be used for any announcements that City needs to make
- At end of fireworks display – “Taps” will be played
- Marketing the event across all of our social media platforms

The Client agrees to provide the following:

- Secure/ Isolated area to launch fireworks from
- Event permitting
- Work with appropriate city agencies; including, but not limited to, Police, Parks & Recs Department, EMS, etc.

The Client has agreed with the Event Coordinator on the above Firework Display/Entertainment Package for the City of Williston for the *Independence Day Celebration* at an investment of **\$18,000.00**.

**\* 50% Deposit due upon the signing of this agreement and balance due April 4, 2024**

14030 SE 26<sup>TH</sup> STREET  
MORRISTON, FLORIDA 32668  
954-854-2364

# premier EVENTS

This contract constitutes an event agreement between both parties. No oral modifications, or addendums shall be made, or appended to this contract. All modifications shall be made in writing and signed by both parties.

If signed by a Representative, the Representative warrants that he/she is duly authorized to enter into this contract and the Representative and Contractor are jointly and severally liable for any breach of this agreement.

Any Cancellation by Client, prior to event, will result in the full payment being used to reimburse expenses incurred by the Event Coordinator.

Rain date policy – Postponement time: 24 hours prior to event start time.

Firework display and pyro techs are coming from out of town; therefor impossible to have a "day/night of" cancellation. Please understand because you wanted a "bigger" show and wanted the fireworks to shoot "higher" we need to bring in Class 1 fireworks.

If the delivery and/or exhibition of the fireworks are postponed by reason of inclement weather, it shall be re-scheduled to the Inclement Weather Date set forth by the Client, up to 6 months after the original event date, that does not include any major holidays (i.e. New Years).

While the event may be rescheduled due to rain, weather conditions, or Acts of God, any rescheduling must be arranged and agreed to by Premier Events NCF.

This contract is subject to the laws of the State of Florida.

**Print Name:** \_\_\_\_\_  
**(City of Williston, Florida)**

**Print Name:** \_\_\_\_\_  
**(Premier Events NCF)**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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

14030 SE 26<sup>TH</sup> STREET  
MORRISTON, FLORIDA 32668  
954-854-2364



## **Aerial Fireworks Display**

### **Opener:**

Celebrate your event with an opening full of colorful brilliance and chest-pounding thunderous salutes— a modest teaser for what's about to come. The show opener will contain a barrage of assorted colors and effects of shells and multi-shot aerial devices launched from several different positions, leaving your audience captivated, amazed, and excited for what's to come.

### **100 - 1.5" colored Stars**

### **Main Body:**

The "Oohs and Ahhhs" from the crowd will help start your event off with a bang. The body of your show will be a high-intensity aerial spectacular full of various colors, patterns, sounds, and effects. It will contain an assortment of shells, the highest quality shells available in the industry, all manufactured to exact specifications. This means higher altitude, bigger breaks, brighter colors, more noise, and dazzlingly unique effects.

### **722 - 0" - 2" Multi Shell Barrage units (cakes)**

### **144 - 3" Premium Display Shells**

### **90 - 4" Premium Display Shells**

### **Finale:**

Premier Events understands that people will most likely remember the grand finale more than anything else during the show. We will design a finale that your crowd will talk about for months! Our Pyro Expert is known in the industry for shooting some of the most spectacular Grand Finales that will leave your audience breathless.

Just wait...

### **150 -3" Color and Salute Display Shells**

**TOTAL SHELLS: 1,206**

**SHOW DURATION: 12+- Minutes**

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