

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

DATE: TUESDAY, JANUARY 16, 2024
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vacant
Councilmember Michael Cox
Councilmember Zach Bullock
Councilmember Darfeness Hinds

OTHERS:

City Manager Terry Bovaird
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 –

- Council minutes from Special Call Meeting December 11, 2023 (pp 5-7)
- Council minutes from January 2, 2024 (pp 8-11)

ITEM – 4 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD
- STAFF
- COUNCIL
- MAYOR

ITEM – 5 – NEW BUSINESS –

- A. ELECTION OF COUNCIL VICE-PRESIDENT – COUNCIL PRESIDENT JONES.
- B. RESOLUTION 2024-17: A RESOLUTION APPROVING EASEMENT.
(DOCUMENTS WILL BE PROVIDED AT THE MEETING). CITY MANAGER
TERRY BOVAIRD. (pp 12)
- C. RESOLUTION 2024-10: 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

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- CITY ENGINEERING SERVICES WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. (pp 13-20)
- D. RESOLUTION 2024-11: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE CONTRACT WORK IN ORDER TO MAKE NECESSARY REPAIRS TO CITY HALL AIR CONDITIONING SYSTEM FOR THE CHAMBER AND COMMUNITY ACTION OFFICES. PUBLIC WORKS SUPERVISOR DONALD BARBER. (pp 21-26)
- E. RESOLUTION 2024-12: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A PROPOSED PRELIMINARY PLAT FOR THE MAJOR SUBDIVISION TOWNES OF WILLISTON, OR BOOK 1582, PAGE 858. (PARCEL #0510000000) INTO 58 LOTS. CITY PLANNER LAURA JONES. (pp 27- 121)
- F. RESOLUTION 2024-13: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, REPEALING RESOLUTION 2023-97 WHICH APPROVED THE PRUCHASE OF GOLF CART SIGNS FROM SMART SIGNS; HEREBY APPROVING THE PURCHASE OF GOLF CART SIGNS FROM NEWMAN SIGNS INC.; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS TO EFFECTUATE SAME; AND PROVIDNG AND EFFECTIVE DATE. PUBLIC WORKS DIRECTOR JONATHEN BISHOP. (pp 122-130)
- G. RESOLUTION 2024-14: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE PAYMENT FOR THE AIRPORT'S PORTION OF THE TERMINAL PROJECT BUILDING PERMIT. AIRPORT MANAGER BENTON STEGALL. (pp 131-133)
- H. RESOLUTION 2024-16: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA APPROVING THE SURPLUS OF PROPERTY LOCATED AT THE CORNER OF SE 6TH STREET AND SE 3RD AVENUE (PARCEL #0577700000). CITY PLANNER LAURA JONES. (pp 134-138)
- I. RESOLUTION 2024-18: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON APPROVING LANDLORD'S CONSENT TO ASSIGNMENT OF LEASE BETWEEN THE CITY OF WILLISTON AND CYPRESS AIRCRAFT SALES, LLC., (DOCUMENTS WILL BE PROVIDED AT THE MEETING). AIRPORT MANAGER BENTON STEGALL. (pp 139)
- J. RESOLUTION 2024-19: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE SCOPE OF SERVICES LETTERS WITH PURVIS GRAY FOR AUDITS OF THE CITY OF WILLISTON AS WELL AS THE CITY OF WILLISTON COMMUNITY REDEVELOPMENT AGENCY; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SAME; AND PROVIDING AN EFFECTIVE DATE. CITY MANAGER TERRY BOVAIRD. (pp 140-160)
- K. RESOLUTION 2024-20: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A LEASE AMENDMENT BETWEEN THE CITY OF WILLISTON AND CYPRESS AIRCRAFT SALES,

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LLC. (DOUCMENTS WILL BE PROVIDED AT THE MEETING) AIRPORT
MANAGER BENTON STEGALL. (pp 161)

ITEM – 6 – PUBLIC PARTICIPATION

ITEM – 7 - ANNOUNCEMENTS

ITEM – 8 – ADJOURNMENT

NEXT SCHEDULED COUNCIL MEETING FEBRUARY 6 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:

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Access Code / Meeting ID: 069017976

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

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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 2020-28.
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;

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

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
SPECIAL CITY COUNCIL MEETING
MINUTES**

DATE: MONDAY DECEMBER 11, 2023
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

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

OTHERS:

City Manager Terry Bovaird
City Clerk Latricia Wright
Attorney Kiersten Ballou
Attorney Kiersten Ballou

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG: MAYOR GOODMAN. – Opening prayer and pledge led by Mayor Goodman.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA.
Motion to approve agenda as written by Councilmember Bullock. Seconded by Vice-President Robinson. Motion carried 5-0.

ITEM – 2 – PUBLIC PARTICIPATION – None

ITEM – 3 – NEW BUSINESS

OPEN PUBLIC HEARING

- A. 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,

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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; 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; PROHIBITING 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. UTILITY SUPERVISOR DONALD BARBER. – Williston resident Robert Schmidt wanted to know about the rate increase for water. Donald Barber replied new rate is \$20.46. Motion to approve 2nd reading of Ordinance 2023-722 by Vice-President Jerry Robinson. Seconded by Councilmember Cox. Motion carried 5-0.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

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CLOSE PUBLIC HEARING

ITEM – 4 –PUBLIC PARTICIPATION – Williston Robert Schmidt inquired who handles street signs in the city. Council President Jones replied the “Streets and Parks” department.

ITEM - 5 – ANNOUNCEMENTS – Councilmember Bullock wished everyone a Merry Christmas. Mayor Goodman asked the City Clerk about April date in the upper corner of agenda. Council President informed Mayor typographical error. The clerk reminded everyone about the Suwannee River Meeting in Ole Town.

ITEM – 6 – ADJOURNMENT – Motion by Vice-President Robinson to adjourn at 6:25 p.m. Seconded by Councilmember Bullock. Motion carried 5-0.

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

DATE: TUESDAY, JANUARY 2, 2024
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
VACANT
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

Opening prayer and pledge led by Mayor Goodman.

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

Correction to minutes to reflect Vice-President Robinson gave “Student of the Month” Flag pins. Item #5 (O) moved to the beginning of New Business. Motion to approve agenda as amended by Councilmember Bullock. Seconded by Councilmember Hinds. Motion carried 4-0.

ITEM – 2 – PUBLIC PARTICIPATION – Williston resident Mr. Ben Munden concerns regarding his fence on the corner of his property. Beatrice Roberts announced the MKL Gala which will be held on Saturday January 13, 2024. Williston resident Jackie Appling announced Movie in the Park was postponed due to bad weather and will be rescheduled at a later date.

ITEM – 3 – CONSENT AGENDA – Motion to approve Consent Agenda by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 4-0.

- Council minutes from December 5, 2023

ITEM – 4 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD - None
- STAFF – Fire Chief Stegall announced they have applied for a \$46,000 grant for air packs. Police Chief Rolls announced one of his officers made a traffic stop which led to a big drug bust.
- COUNCIL – Put Council opening on Facebook.
- MAYOR – Will be going to the MKL Gala.

ITEM – 5 – NEW BUSINESS –

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- A. PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION: WILLISTON ANIMAL GROUP (WAG) CAROL TCHEBANOFF. Theresa Ridnger presented presentation on (WAG) Williston Animal Group to Council. Consensus from Council for City Manager and City Attorney to bring this item back to Council at a later date.
- B. PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION: HECTOR SAMARIO WITH PERFORMANCE SERVICES. – Hector Samario presented his Funding Implementing Performance based project to Council. City Manager would like to see 6 month of revenue before making a decision on this project.

Councilmember Hinds had to leave

- C. RESOLUTION 2024-01: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO PURCHASE ONE WHISPERWATT DIESEL POWERED AC GENERATOR MODEL #DF-2400K 3 PHASE FOR EMERGENCY SERVICE AND STORM HAZARD MITIGATION FOR THE CITY OF WILLISTON SEWER LIFT STATION DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. Motion to approve Resolution 2024-01 by Councilmember Cox. Seconded by Councilmember Bullock. Motion carried 3-0.
- D. RESOLUTION 2024-02: A RESOLUTION 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. DONALD BARBER, PUBLIC WORKS SUPERVISOR. – Motion to approve Resolution 2024-02 by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 3-0.
- E. RESOLUTION 2024-03: 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 DEVELOPMENT OF IMPACT FEES WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER PUBLIC WORKS SUPERVISOR. – Motion to approve Resolution 2024-03 by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 3-0.
- F. RESOLUTION 2024-04: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON TO APPROVE CONTRACT IN ORDER TO INSTALL MAIN SERVICE FOR NATURAL GAS CONNECTION TO SPARR BUILDING

CITY OF WILLISTON, FLORIDA
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SUPPLY. DONALD BARBER, PUBLIC WORKS SUPERVISOR. – Motion to approve Resolution 2024-04 by Councilmember Cox. Seconded by Councilmember Bullock. Motion carried 3-0.

- G. RESOLUTION 2024-05: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE OUTSIDE CONTRACT WORK IN ORDER TO INSTALL GAS SERVICE FOR NEW COMMERCIAL CONNECTION OF SERVICES FOR LEVY COUNTY ANIMAL CLINIC. DONALD BARBER, PUBLIC WORKS SUPERVISOR. – Motion to approve Resolution 2024-05 by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 3-0.
- H. RESOLUTION 2024-06: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE CONTRACT WORK IN ORDER TO ACHIEVE COMPLIANCE TO OUR NORTHWEST NATURAL GAS GATE STATION NUMBER THREE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. – Motion to approve Resolution 2024-06 by Councilmember Cox. Seconded by Councilmember Bullock. Motion carried 3-0.
- I. RESOLUTION 2024-07: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE CONTRACT WORK IN ORDER TO MAKE THE NECESSARY REPAIRS TO OUR GAS MAIN INFRASTRUCTURE. DONALD BARBER, PUBLIC WORKS SUPERVISOR. – Motion to approve Resolution 2024-07 by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 3-0.
- J. RESOLUTION 2024-08: 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 CITY ENGINEERING SERVICES WITH WRIGHT-PIERCE.; AND PROVIDNG AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. – Motion to approve Resolution 2024-08 by Councilmember Cox. Seconded by Councilmember Bullock. Motion carried 3-0.
- K. RESOLUTION 2024-09: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, RE-APPOINTING SHARON BRANNAN TO THE WILLISTON POLICE OFFICER PENSION PLAN AND TRUST BOARD FOR A PERION OF TWO (2) YEARS; AND PROVIDING AN EFFECTIVE DATE. CAPTAIN MATT FORTNEY/CITY CLERK LATRICIA WRIGHT. – Motion to approve Resolution 2024-09 by Councilmember Bullock. Seconded by Councilmember Cox. Motion carried 3-0.

CITY OF WILLISTON, FLORIDA
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- L. DISCUSSION WITH POSSIBLE ACTION: WORKSHOP FOR FIBER NETWORK SOLUTIONS IN THE CITY OF WILLISTON. CITY MANAGER TERRY BOVAIRD. Consensus to set up Workshop for fiber network.
- M. DISCUSSION WITH POSSIBLE ACTION: ESTABLISHING AMI PROGRAM. CITY MANAGER TERRY BOVAIRD. – Consensus for Council to do a Performance based FRP and FRQ for AMI System.
- N. DISCUSSION WITH POSSIBLE ACTION: SW 1ST AVENUE STREET REPAIR. CITY MANAGER TERRY BOVAIRD. – Consensus to not pave road. Make sure infrastructure underneath if in good condition.
- O. DISCUSSION WITH POSSIBLE ACTION: CITY OWNED PROPERTY SURPLUS PARCEL #0577700000. CITY PLANNER LAURA JONES. – Consensus from Council to bring back as Resolution.

ITEM – 6 – PUBLIC PARTICIPATION – None

ITEM - 7 – ANNOUNCEMENTS – Mayor Goodman wished everyone a Happy New Year.

ITEM – 8 – ADJOURNMENT – Motion by Councilmember Bullock to adjourn at 9:57 p.m. Seconded by Councilmember Cox. Motion carried 3-0.

Date: January 16, 2024

COUNCIL AGENDA ITEM

TOPIC: Resolution 2024-17: A RESOLUTION APPROVING A RECIPROCAL GRANT OF EASEMENT BETWEEN DAWN RENEE RINGER AND THE CITY OF WILLISTON. (DCOUMENTS WILL BE PROVIDED AT THE MEETING)

REQUESTED BY: NORM FUGATE
PREPARED BY: NORM FUGATE

BACKGROUND / DESCRIPTION: The North 50 feet of Lot 24, OAK HAMMOCK SUBDIVISION, according to the Plat thereof recorded at Plat Book 10, Pages 7-9.

AND

Beginning at the NW corner of Tract "B", OAK HAMMOCK SUBDIVISION, per plat recorded at Plat Book 10 pages 7-9, for the Point of Beginning, (POB); then go S01°24'26"W, along the east line of said Lot 24, 50 feet; then S88°21'55"E 235.75 feet; then S85°07'36"E to the East line of Tract "B" of the said subdivision; then N00°05'42"E along the East line of Tract "B", 50 feet to the SE corner of "Ingress/Egress & PUE #2"; then N85°07'36"W 51.60 feet to the SW corner of "Ingress/Egress & PUE #2"; then continue N85°07'36"W along the north line of Tract "B", 268.29 feet; thence N88°21'55"W along the north line of Tract "B" 235.75 feet to the NW corner of said Tract "B", and the POB. AND Ingress, Egress and Public Utility Easement #2, (a portion of Tract "B"), as shown on the plat of OAK HAMMOCK SUBDIVISION, per Plat Book 10, page 9; AND that portion of the public street identified as Bee Tree Drive, lying between Lot 15 and Lot 16, per the Plat of BULLOCK'S SUBDIVISION, recorded at Plat Book 1, page 50.

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION:

ATTACHMENTS:

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

January 16th, 2024

CITY COUNCIL AGENDA ITEM

RESOLUTION 2024-10

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 CITY ENGINEERING SERVICES WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE.

TOPIC: Safe Street's & Roads for All Program

REQUESTED BY: LAURA JONES, CITY GRANT WRITER / WALT NICKLE, WRIGHT-PIERCE

BACKGROUND / DESCRIPTION:

The US Department of Labor has released \$5 Billion for the Safe Street's Program. This is the second of five years to be funded for the study of improvements for the safety of roads. This funding of \$78,000 will be for an action plan to be developed in order to implement further federal funding to carry out projects that include benefits for all users of the roadways. This is a no-match grant funding.

LEGAL REVIEW: None

FISCAL IMPACTS: Not to exceed \$78,000 paid from the grant.

RECOMMENDED ACTION: *Approval*

ATTACHMENTS: Attachment A 1-5

ACTION:

_____ APPROVED

_____ DISAPPROVED

RESOLUTION 2024-10

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 CITY ENGINEERING SERVICES WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Williston entered into a general Professional Consulting Services agreement with Wright-Pierce, Inc. on July 7, 2017; and

WHEREAS, The City of Williston extended this general Professional Consulting Services agreement on July 19, 2022; and

WHEREAS, the City has received a Federal grant from FDOT under the Safe Streets for All program in the amount of \$153,600.00 for the development of an Action Plan; and

WHEREAS, The City of Williston desires to enter into an agreement with Wright-Pierce, Inc. for a project-specific professional consulting services for the development of the required Action Plan under the Safe Streets for All grant program; and

WHEREAS, Wright-Pierce has submitted a proposal to be authorized between the City of Williston and Wright-Pierce, Inc.; and

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

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

SECTION 2. The City Council hereby accepts the quote and contract from Wright-Pierce, Inc. hereby exhibited as Exhibit A.

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

RESOLUTION 2024-10

PASSED AND ADOPTED at a meeting of the City Council this 16th day of January 2024.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Kiersten Ballou, City Attorney

ATTACHMENT A 1



601 South Lake Destiny Road, Suite 290
Maitland, FL 32751
407.906.1776 | wright-pierce.com

June 26, 2023

Laura Jones
Community Development & Grants Manager
City of Williston
50 N.W. Main Street
Williston, FL 32696

**SUBJECT: Task Order Proposal for Safe Streets and Roads for All — Action Plan Preparation,
City of Williston, FL**

Dear Ms. Jones,

Wright-Pierce would like to thank the City of Williston (City) for the opportunity to submit this Task Order Proposal to assist the City in the development of an Action Plan under the US Department of Transportation's Safe Streets and Roads for All (SS4A) program. SS4A is a \$5 billion, 5-year discretionary grants program to prevent deaths and serious injuries on roadways through safety action plan development and implementation projects that include all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro mobility users, and commercial vehicle operators. The City is applying for a grant to fund the development of this Action Plan. The Action Plan is a planning document required by the SS4A program that serves as the foundation for any implementation phases under this grant program. The US DOT considers the Action Plan as critical for recipient success.

Scope of Services

Task 1. Action Plan Development

Wright-Pierce will develop the Action Plan following an 8-step format established by the US DOT. These steps and our associated services are outlined below.

Step 1. Leadership Commitment and Goal Setting

Requirements: This involves obtaining official public commitment from City Council in the form of a resolution, policy, or ordinance establishing a goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- (1) The target date for achieving zero roadway fatalities and serious injuries, OR
- (2) An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

Services: Wright-Pierce will meet with City staff to discuss these requirements and draft an appropriate resolution for City Council approval. We anticipate two rounds of edits with city staff before for the resolution is submitted to council for approval. We will prepare a PowerPoint presentation the outlines the grant

ATTACHMENT A 2

6/26/2023

Laura Jones

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process, grant objectives, and the specific commitments required of City leadership. The presentation will be presented to council at one of their council meetings.

Step 2. Planning Structure

Requirements: A committee, task force, implementation group, or similar body is required to be established that is charged with oversight of the Action Plan development, that includes monitoring its progress, overseeing its implementation.

Services: Wright-Pierce will work with City Staff to establish an outline for the Action Plan, and timeframes for its implementation. We anticipate up to two meetings with staff for this purpose. Once the City establishes the required Action Plan Planning Committee, Wright-Pierce will meet with the committee and discuss its responsibilities and present the goals and objectives of the Action Plan.

Step 3. Safety Analysis

Requirements: An analysis of existing conditions and historical trends is required to establish a baseline level of crashes involving fatalities and serious injuries within the City. It shall include an analysis of locations crashes and their severity and contributing factors and crash types by relevant road users (motorists, pedestrians, transit users, etc.). An analysis of systemic and specific safety needs is also required of high-risk road features, specific safety needs of road users, public health approaches, analysis of the physical roadway infrastructure, and local demographics. This analysis should include not only locally maintained roads, but, to the extent practical, also include county and state roadways within the City limits.

Services: Wright-Pierce will perform the safety analysis using crash data from the National Highway Transportation Safety Administration's "Fatality and Injury Reporting System Tool" (FIRST), and accident data from the City's police department. We expect that the City will provide a spreadsheet-type file containing accident data for the past 10-years and that the data will include accident type, location, and severity. Each accident site involving a death or serious injury will be visited and evaluated using FDOT roadway design criteria to ascertain whether roadway deficiencies exist. We will also review other non-crash site roadways within the City to conduct a visual assessment of their condition regarding safety-related deficiencies. For budgeting purposes, we have assumed no more than 15 sites will meet this condition. A technical memorandum (TM) of the safety analysis will be prepared. Key data/site locations highlighted in the TM will also be tracked using a geographic Information System (GIS). The GIS will identify and track higher-risk locations per US DOT requirements for the establishment of a High-Injury Network.

Traffic counts at key locations may be a valuable information that can assist with the analysis of the historic crash data. The SS4A grant requires a 20% cost-share from the recipient and allows for "in-kind" services to be part of that share. Wright-Pierce will identify locations and equipment rental needed for the City to obtain traffic counts as part of this cost-share requirement. Police staff time related to providing crash data can also be applied to the "in-kind" cost share requirements.

ATTACHMENT A 3

6/26/2023

Laura Jones

Page 3 of 5

We anticipate meeting with City Staff up to two times to review the draft TM. The final TM will be presented to the Action Plan Planning Committee for their review and comments. The TM will then be finalized and presented to City Council.

Step 4. Engagement and Collaboration

Requirements: The US DOT requires active engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is to be analyzed and incorporated into the Action Plan. Overlapping jurisdictions (county and state stakeholders) are to be included in the process. Plans and processes shall be coordinated and aligned with other governmental plans and planning processes to the extent practicable.

Services: Wright-Pierce will work with the City to schedule, advertise, and conduct two stakeholder meetings at City Hall for the purpose keeping the public informed on the Action Plan process and development. We anticipate the first meeting to be held early in the Action Plan development process and the second meeting near its completion. We expect the City to advertise the meetings on their website and in regular council meetings. Wright-Pierce will directly contact Levy County and FDOT and request their attendance at these meetings. We will also reach out to underserved groups with targeted invitations to these meetings (see Step 5). Comments and input from these meetings will be incorporated into the final Action Plan document.

Step 5. Equity Considerations

Requirements: The Action Plans needs to consider inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners. The analysis shall include both population characteristics and initial equity impact assessments of the proposed projects and strategies.

Services: Wright-Pierce will meet with the City's Planning Department to identify underserved communities and develop an approach to contact and inform such communities of the Action Plan's progress.

Step 6. Policy and Process Changes

Requirements: The Action Plan process needs to assess current policies, plans, guidelines, and/or standards (e.g., manuals) regarding identifying opportunities to improve the prioritizing of transportation safety and may include the adoption of revised or new policies, guidelines, and/or standards.

Services: Wright-Pierce will review City ordinances, development codes, and applicable standards and identify items related to prioritizing and improving transportation safety. If such information is lacking or deemed insufficient, such instances will be noted and included in the Action Plan. The actual development of revised or new codes and standards are not included in the plan but deferred to subsequent SS4A implementation phases.

ATTACHMENT A 4

6/26/2023
Laura Jones
Page 4 of 5

Step 7. Strategy and Project Selections

Requirements: The Action Plan shall identify a comprehensive set of projects and strategies—shaped by data, the best available evidence and noteworthy practices, and stakeholder input and equity considerations—that address the safety problems within the City. These strategies shall focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations shall be identified and mitigated.

The projects and strategies shall be prioritized and include time ranges for deployment (e.g., short-, mid-, and long-term timeframes). The prioritization list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explanations of the prioritization criteria used. The list should also contain interventions focused on infrastructure, behavioral, and/or operational safety.

Services: Based on the information acquired in the preceding steps, Wright-Pierce will identify projects and strategies that meet both the goals and objectives of this grant program and those of the City – the prevention of deaths and serious injuries on roadways through safety action plan development. The results of these preceding steps, the identification of specific projects and strategies, and the prioritization of these project and strategies will be assembled on a single report or Action Plan. This report will also include opinions of cost for each of the projects and strategies presented. The report will serve as the basis for any subsequent grant applications under this program. Detailed engineering and design are not included under this step. However, their estimated costs will be included in the overall opinion of cost. Although the specific projects or strategies are unknown at this time, we expect project types to include intersection improvements to correct poor sight distance, lane widening, shoulder widening, adding turn lanes, adding pedestrian facilities such as sidewalks or signalized crossings, and the removal of clear zone hazards. For budgetary purposes we have assumed up to 12 potential projects will be identified.

A draft report (60% complete document) will be prepared and submitted to City staff, the Action Plan Planning Committee, and City Council for review and approval. A final draft report (90% complete document) will be submitted again to these groups for review and approval, followed by a final, 100%-complete report.

Step 8. Progress and Transparency

Requirements: The City shall measure progress over time after an Action Plan is developed or updated and shall include outcome data and ensure that actions are transparent to residents and other relevant stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.

Services: Wright-Pierce will develop a recommended process for the City to use to track progress of the Action Plan recommendations, for subsequent public and stakeholder meetings and notifications, and for tracking and reviewing new accident data. This process will be included in the final Action Plan document.

ATTACHMENT A 5

6/26/2023

Laura Jones

Page 5 of 5

Task 2. Grant and Project Administration

Throughout the development of the Action Plan, Wright-Pierce will assist the City with progress reporting to the US DOT, prepare status reports regarding Action Plan progress, monitor budgets, and inform City staff, the Action Plan Planning Committee, and Council on the project progress. We anticipate monthly project status meetings with City staff throughout the process.

Schedule

This schedule is highly dependent on the timing of grant funds, input from the City, scheduling of public meetings, and input from state and county officials. However, we expect this process to take approximately 9 to 12 months from authorization.

Compensation

Wright-Pierce will complete the above Scope of Services on a time and materials basis with a not to exceed fee of \$78,000.

We appreciate the opportunity to present this proposal and look forward to working with you and your staff. If you have any questions or require additional information, please do not hesitate to contact me at 407.794.1734 or at the e-mail address listed below.

Sincerely,

WRIGHT-PIERCE



Walter A. Nickel, PE

Senior Project Manager

walter.nickel@wright-pierce.com

Professional Services Task Order for Zoning Map Amendment Assistance, City of Williston, FL

Contract Acceptance Signatures

Engineer: Wright-Pierce, Inc.

Owner: City of Williston

By: 

Signature

By: _____

Signature

Date: June 26, 2023

Ryan T. Wingard, PE
Vice President

Date: _____

WRIGHT-PIERCE 
Engineering a Better Environment

January 16th, 2024

CITY COUNCIL AGENDA ITEM

RESOLUTION 2024-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR CITY OF WILLISTON TO APPROVE CONTRACT WORK IN ORDER TO MAKE NECESSARY REPAIRS TO CITY HALL AIR CONDITIONING SYSTEM FOR THE CHAMBER AND COMMUNITY ACTION OFFICES.

TOPIC: City Hall Air Conditioning Repair

REQUESTED BY: DONALD BARBER, PUBLIC WORKS SUPERVISOR

BACKGROUND / DESCRIPTION:

Both the Williston Chamber of Commerce and the 501c3 Community Action Agency are leasing space in City Hall. Both offices in the Summer are extremely hot and uncomfortable. Both of these agencies utilize the offices for meetings with clients. The City of Williston facilities staff have had quite a few air conditioning companies come and evaluate the issue. It has been determined that the current system we have in place will not be able to be sufficiently modified to correct the problem. It has been determined, like our server room, that the solution is a direct system to the two offices, independent of the main city hall system. The cost of labor, materials, and installation is around \$7,000. Staff are asking the Council to allow this issue to be resolved before the high summer temperatures return.

LEGAL REVIEW: None

FISCAL IMPACTS: YES, Not to exceed \$7,000

RECOMMENDED ACTION: *Approval*

ATTACHMENTS: Attachment A, B, & C

ACTION:

_____ APPROVED

_____ DISAPPROVED

RESOLUTION 2024-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE CONTRACT WORK IN ORDER TO MAKE NECESSARY REPAIRS TO CITY HALL AIR CONDITIONING SYSTEM FOR THE CHAMBER AND COMMUNITY ACTION OFFICES.

WHEREAS, The City of Williston has contracted and leased city hall space to both the Williston Chamber of Commerce and the 501c3 Community Action Agency; and

WHEREAS, The City has determined that it is necessary to use funds for the repairs to the City Hall Air Conditioning System; and

WHEREAS, the purchasing price is approximately \$6842.00 and is not to exceed \$7,000; 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 made a part of this resolution.

SECTION 2. The City Council hereby authorizes the funds for the contracting of the above stated repairs for the Williston City Hall air conditioning.

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED at a meeting of the City Council this 16th day of January 2024.

CITY OF WILLISTON, FLORIDA

Debra Jones, Council President

ATTEST:

Latricia Wright, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Kiersten, Ballou, City Attorney

ATTACHMENT A



Williston Town Hall
50 NW Main Street
Williston FI 32696

Install 2 Gree 12,000 BTU mini split cassette head units and 1 multi 24,000 BTU condenser unit. Copper and drain lines will run down the office interior wall in a plastic chase and will go through the wall to connect to the outdoor unit.

Existing supply and return air grills will be removed. City of Williston will supply ceiling tiles in place of missing grills. The flex duct connected to the grills will be removed and the metal pipe will be capped off and cap will be insulated.

City of Williston will supply 240 volt 25 AMP circuit with service disconnect at condenser unit.

Please call with any questions or to schedule 352-486-7110 James Vickers.

\$6842

ATTACHMENT B



Pereyo
25645 West Newberry Road
Newberry, FL 32669
Tel : 352-727-8187
changeout@boundshvac.com
http://www.boundshvac.com/
License: CA-CO57642

mini splits
Williston city hall mini splits
50 NW Main St
Williston, FL 32696
Tel : 352-528-3060
dondadams01@gmail.com



GOOD

Your investment if qualified for financing:

\$150/MO*

\$8,241

**with approved credit*

MODELS

Carrier

38MGRBQ18BA3

- Variable-Speed Ductless Heat Pump
- Multi-Zone
- Outdoor Unit

-10 year limited to original purchaser on compressor and parts upon timely registration, otherwise 5 years

Carrier

40MBCQ09---3

- Infinity Series
- Ceiling Cassette
- Ductless
- 10 Yrs Parts
- Registered within 90 Days

-Original Owner

Carrier

40MBCQ09---3

- Infinity Series
- Ceiling Cassette
- Ductless
- 10 Yrs Parts
- Registered within 90 Days

-Original Owner

Carrier

40MBCQ01XXX3

- Grille/Ceiling Panel 2 ft x 2 ft

Net Investment paying check or cash:

\$8,241

Financing Details:

12.99% APR Payment based on 84 Mos

ATTACHMENT C



Billing Address
City of Williston Municipal
50 Northwest Main Street
Williston, FL 32696 USA

Babione's Air Conditioning & Heating
820 N Main St Ste A, Williston, Florida 32696
Lic: CAC058697
(352)529-1034
office@babionesac.com
www.babionesac.com

Estimate 38351488
Job 38346996
Estimate Date 1/9/2024
Customer PO

Job Address
City of Williston Municipal
50 Northwest Main Street
Williston, FL 32696 USA

Estimate Details

1.5-Ton Mitsubishi Heat Pump Mini-Split (Best):

20 SEER2 Mitsubishi multi-port heat pump with two 12k 4-way ceiling cassettes. AHRI #209424923

** Concrete pad minimal size requirement is 18x40x4. High voltage service pull disconnect is required. Electrical power required 220V 20-amp service. **

Task #	Description	Quantity	Your Price	Your Total
Mini-Split Install	SCOPE OF WORK INCLUDES: <ul style="list-style-type: none"> • (2-SETS) REFRIGERANT COPPER LINES • (2-SETS) CONDENSATE DRAIN LINE • (2-SETS) HANDHELD REMOTE THERMOSTAT • (2-SETS) COMMUNICATION WIRE • UV RESISTANT K-FLEX TITAN • (2-SETS) 2X2 CEILING CASSETTES 4-WAY COVERS WITH WASHABLE AIR FILTERS • (1) MATCHING CIRCUIT BREAKER • NITROGEN CHECK FOR LEAKS ON NEW JOINTS • SURGE PROTECTOR • 4X5X4 10' LINE COVER CLOSED TOP • TIE DOWN CONDENSER ANCHORS • MISC MATERIALS • PERMIT • LABOR • 1-YEAR LABOR WARRANTY • 1-YEAR MANUFACTURE'S PARTS WARRANTY • 5-YEAR COMPRESSOR WARRANTY • <u>OPTIONAL: 10-YEAR PARTS & LABOR COVERAGE FOR COMMERICAL PROPERTY</u> <u>\$1,350.00</u> 	1.00	\$8,057.00	\$8,057.00

Potential Savings	\$0.00
Sub-Total	\$8,057.00
Tax	\$0.00
Total	\$8,057.00
Est. Financing	\$117.20

Thank you for choosing Babione's Air Conditioning & Heating

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

I find and agree that all work performed by Babione's Air Conditioning & Heating has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

LIMITED WARRANTY: All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above-named company is warranted for 1 year from date of service or as otherwise indicated in writing. Acts of nature are excluded from this warranty. The implied, and its agents or technicians are not authorized to make any such warranties on behalf of above-named company. Labor warranty shall be null and void upon other individuals or companies altering our stated repairs.

CITY COUNCIL AGENDA ITEM

TOPIC – RESOLUTION 2024-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A PROPOSED PRELIMINARY PLAT FOR THE MAJOR SUBDIVISION TOWNES OF WILLISTON, OR BOOK 1582 PAGE 858 (PARCEL #0510000000) INTO 58 LOTS.

Applicant: Stephen M. McMillen, McMillen Surveying (Agent), Armstrong Land, LLC. (Property Owner)

Project: *Proposed Townes of Williston*

LOCATION MAP/AERIAL PHOTOGRAPH



SUMMARY

Townes of Williston falls under the description for a Major Subdivision and must follow Chapter 56 - SUBDIVISION REGULATIONS of the Williston Code of Ordinances. This project is located on the corner of SE 4th St. & SE 12th Ave. See the legal description in the application. Armstrong Land, LLC. is the owner and Steve McMillen with McMillen Surveying is the Agent.

January 16, 2024

Townes of Williston consists of 5.01 acres. The plat calls for 12 buildings, labeled A-L, and 58 lots for single-family townhomes. Ingress/ egress to the development is located off of SE 4th St.

The current zoning is RM-Residential Multi-Family. Please see attachment for Ordinance 708 Amending Chapter 60-256 and Municode Chapter 60 for zoning requirements.

Easements have been put in place on the plat to accommodate electric utilities, water, and sewer. The Common area tracts are as follows:

Tract "A" was needed for a lift station.

Tract "B" a water retention area.

Tract "C" ingress/ egress, drainage and utility easement.

Tract "D" a playground.

Tract "E" green space that wraps around the development.

Common areas and drainage easements will be maintained and managed by the Homeowner's Association. The City Staff does not believe the "parking area" should be dedicated to the public as was discussed at the October City Council meeting.

A Traffic Study was requested at the October City Council meeting and was conducted by LTG Engineering and Planning with the report dated November 2023.

Level-Of-Service (LOS) ratings for streets, typically from A (best) to F (worst), are widely used in transport Planning to evaluate problems and potential solutions. The City of Williston roads are typically a LOS C.

According to our Comprehensive Plan:

Chapter 3 Transportation Element

Goals, Objectives and Policies

GOAL 1

Provide a safe, convenient and energy efficient transportation network to meet present and future demands.

Objective 1.1

The City shall provide for a safe, convenient and efficient motorized and non-motorized transportation system.

Policy 1.1.a The City hereby states, by adoption in the comprehensive plan, the following peak hour LOS standards shall apply for each functionally classified facility type.

- a. Arterial Roadways – Peak Hour Level of Service D
- b. Collector Roadways – Peak Hour Level of Service D

c. Florida Interstate Highway System (FIHS) – Peak Hour Level of Service C

A volume to capacity (v/c) ratio measures the amount of traffic on a given roadway relative to the amount of traffic the roadway was designed to accommodate. When v/c ratios are greater than 1.00, the intersection is congested or the demand is greater than the intersection capacity.

The conclusion of the Traffic Study is as follows:

“CONCLUSION AND RECOMMENDATIONS

This study was conducted to evaluate the impact the proposed Townes of Williston Development would have on the surrounding roadway network in the City of Williston. The development will generate 41 AM peak hour and 45 PM peak hour trips. The project build-out year is 2025. The following summarizes the findings:

Existing Conditions

All study area intersections are currently operating within their adopted LOS and/or with v/c ratios less than 1.00.

The study area roadway segment is currently operating within the adopted LOS.

2025 Background Conditions

All study area intersections are expected to continue operating within their adopted LOS and/or with v/c ratios less than 1.00.

The study area roadway segment is expected to continue operating within the adopted LOS.

2025 Build-Out Conditions

All study area intersections are expected to continue operating within their adopted LOS and/or with v/c ratios less than 1.00.

The study area roadway segment is expected to continue operating within the adopted LOS.

Access Analysis

Access to the development is proposed via a full access driveway on SE 4th Street. Based on the results of the NCHRP 457 reports and design speed limits of 30 miles per hour (MPH) on SE 4th Street, the northbound right turn lane at SE 4th Street and Project driveway is not warranted.

Based on the low trip generation of the development, the analysis conducted and engineering judgment, the need for a second access point is not required. The single access point operates at an adopted level of service in build-out conditions.”

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The preliminary plat proposed meets the City's Land Development Regulations. Planning and Zoning Commission reviewed on October 16, 2023 and recommended to City Council for approval.

LEGAL REVIEW: None

FISCAL IMPACTS: None

RECOMMENDED ACTION: The preliminary plat proposed meets the City's Land Development Regulations. Planning and Zoning Commission reviewed on October 16, 2023 and recommended to City Council for approval. No changes were made to the plat after the traffic study was conducted therefore, the preliminary plat was not sent back for another approval to the Planning and Zoning Commission.

ATTACHMENTS: Townes of Williston Application
Preliminary Plat
Traffic Study
Memo from Wright-Pierce on Traffic Study
Ordinance 708 Amending Chapter 60-256
RESOLUTION 2024-12

CITY COUNCIL ACTION:

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

SUBDIVISION PRELIMINARY PLANS SUBMISSION CHECKLIST

 Preliminary Plat – 1-15 Lots \$ 250 Application Fee -Plus \$12 Per lot or parcel
 Preliminary Plat – 16 lots and up \$500 Application Fee -Plus \$12 Per lot or parcel

Rec'd Requirement

Legal description of the subject site – could be on the boundary survey
Complete name and mailing address of the property owner, developer and engineer
Tract boundaries with dimensions
North arrow, date of preparation and other pertinent legend information
A location map at no greater than 1000 scale
Zoning of the site AND adjacent parcels on all sides
Plat book and page of the site
Typical lot size by phase, if necessary
A copy of the draft HOA deeds, restrictions and covenants
Streets and easements of adjacent land
Topography map in NGVD contours at 1-foot intervals
Site conditions including, but not limited to, existing watercourses, drainage ditches, bodies of water, wetland, 100-year flood elevations, and surrounding physical features
Existing property lines, buildings, transmission lines, water and/or sewer lines, bridges, culverts, city limits and utility easements on the subject site AND the adjacent parcels
Levy County E-911 approved street names, street types, pavement widths and right-of way dimensions and typical cross section diagrams
Identification of the storm water disposal method and connection to the city potable water, wastewater and reuse systems
Proposed off-site roadway and other public improvements in the area
Phasing the subdivision, if any – lots must be numbered consecutively for the whole project
Dedications of sites and roadways to the public
Identify/map the on-site soils
A summary list of the total acres, lots, minimum lot area and lineal feet of streets
An environmental assessment pursuant to the provisions of Chapter 114 of this Code
A preliminary concurrency review document
Adequately address zoning, buffering, environmentally sensitive area, upland habitat, floodplains, well field, aquifer protection, historic/archeological and traffic
A CD in PDF format which includes ALL the application package text and graphics

CERTIFICATION

I, the undersigned, do hereby certify that I have read this Checklist and understand the requirements described therein. I further understand that only application packages that have been determined complete by the Department prior to the agenda deadline will be scheduled for processing.


Owner or Authorized Applicant Signature Date

5/31/23

APPLICATION FOR SUBDIVISION PRELIMINARY PLANS

(Applies only to division of land into 6 or more parcels)

(Please type or write very clearly)

County 911 Approved Subdivision Name: Williston Townhomes, FL

Parcel Number 05100-000-00

Legal Description See attached

General Location and/or Street Address: Philpot Way - Past Softball field

Across from tennis courts

Project Area: _____ # of Units: 58 Density: _____ Zoning: R1A

Typical Lot Size: 16x48ft # of Phases: _____

Lots & Acres by Phase: _____

Acres of Recreation Area: 0.067 # Acres of Wetlands: _____

Acres of Roads & R/W: 1.139 Public or Private Streets: Private

Has this site been subject to any other development permit action in the last two years?

No X If Yes, provide the type of action and date of final action below.

Attach a copy of the Property Owner's Authorization form.

Surveyor Name: McMillen Surveying, Inc - _____

Stephen M. McMillen, PSM _____

Address: 444 NW Main Street _____

Williston, FL 32696 _____

Phone: (352) 528-6277 _____ Cell Phone _____

Email: quotes@mcsurveying.com _____

Owner Name: Armstrong Land, LLC Represented by ~~Steve Kelly~~ VP

Email Russell Smith

Owner Address: 700 NW 107th Ave, Miami, FL 33172

Owner Phone #: (305) 485-2771 Fax # and/or E-mail: _____

Person to be contacted regarding questions about this application (e.g. engineer, architect, attorney, etc.):

Contact Name: See Above

Email _____

Contact Address: _____

Phone #: _____ Fax #: _____ E-mail: _____

CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project. I understand that the application fee is non-refundable. I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice **OR** further processing of the application will cease until the invoice is paid in full.

Applications need to be submitted by the 1st of the month to be considered at the next Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

Applicant Signature

5/11/23

Date

OWNER'S APPLICATION AUTHORIZATION

(Required if the property owner of record is not the applicant)

STATE OF FLORIDA COUNTY OF LEVY

Before me, the undersigned authority, personally appeared _____ who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application.
2. That he/she desires to apply for a Subdivision Preliminary Plans on land generally located at (insert legal description)

3. That he/she has appointed _____ to act as agent in his/her behalf to accomplish the above.

Owner's Signature

This is to certify that on _____, 20____ before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared _____ he/she is personally known to me or has produced _____ as identification and Did (Did Not) Take an Oath.

SEAL

Signature of Acknowledger

Acknowledger Name

Serial Number My Commission Expires



McMILLEN SURVEYING, INC.

444 NORTHWEST MAIN STREET
WILLISTON, FLORIDA, 32696
OFFICE: 352 528-6277

State of Florida
County of Levy

I, Russell Smith, on behalf of Armstrong Land, LLC, hereby give Stephen M. McMillen, P.S.M.,
President of McMillen Surveying, Inc, the authority to act as my Authorized Agent to facilitate the Platting
Process upon "Townes of Williston" on the following parcel lying in:

Section 06, Township 13 South, Range 19 East

County: Levy City: Williston State: Florida

Parcel ID# 05100-000-00

Parcel ID# N/A

Signature: [Signature], Vice President

Printed: Russell Smith

Date: 5/22/23

Signature: N/A

Printed: N/A

Date: _____

Signature: N/A

Printed: N/A

Date: _____

Notary Public, State of Florida
At Large

[Signature]
My Commission Expires: _____



BELINDA J. EGGMANN
Commission # GG 948307
Expires January 29, 2024
Bonded Thru Budget Notary Services

CALATLANTIC NATIONAL TITLE SOLUTIONS
9200 ESTERO PARK COMMONS BLVD
STE 1
ESTERO, FL 33928

**This instrument prepared by and
should be returned to:**

Laurie L. Gildan, Esquire
GREENBERG TRAURIG, P.A.
777 S. Flagler Dr., Suite 300E
West Palm Beach, Florida 33401

Folio No.: 0510000000

SPECIAL WARRANTY DEED

✓R
This **SPECIAL WARRANTY DEED** is made as of APRIL 30, 2021 between
A - Plus Homes, Inc, a Florida corporation, ("**Grantor**"), whose address is 1415 Southwest 17th
Street, Ocala, Florida 34471, in favor of Armstrong Land, LLC, a Florida limited liability company
("**Grantee**"), whose address is 4600 West Cypress Street, Suite 200, Tampa, Florida 33607.

Grantor, for and in consideration of the sum of Ten Dollars (\$10.00), and other good and
valuable considerations, the receipt and sufficiency of which is hereby acknowledged, does hereby
grant, bargain and sell to Grantee and its successors and assigns forever, the parcel of land in Levy
County, Florida, and described on **Exhibit A** (the "**Property**").

TOGETHER with (i) all and singular, the benefits, rights, privileges, easements, tenements,
hereditaments, and other appurtenances pertaining to the Property, if any, and (ii) all improvements
of whatever kind, character, or description to or on the Property, if any.

TO HAVE AND TO HOLD the same in fee simple forever.

AND Grantor hereby covenants with Grantee that Grantor will warrant and defend the
Property against the lawful claims and demands of all persons claiming by, through, or under
Grantor, but against none other, and that the Property is free of all encumbrances, except taxes
accruing subsequent to 2020 and except for matters of plat, conditions, easements, restrictions,
covenants, limitations and reservations of record, if any, provided that this reference does not serve
to reimpose same.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, Grantor has caused this Special Warranty Deed to be executed the date above.

Signed, sealed and delivered in the presence of:

GRANTOR:

A - PLUS HOMES, INC, a Florida corporation,

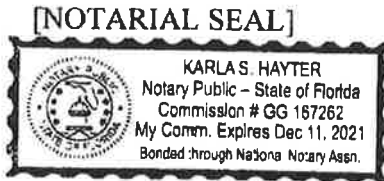
Print Name: W. JAMES GOODING III

Print Name: BARBARA A. NOEL

By: [Signature]
Name: Fred C. Armstrong
Title: President

STATE OF FLORIDA)
) ss:
COUNTY OF MARION)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this April 24, 2021, by Fred C. Armstrong, as president of A - Plus Homes, Inc., who is personally known to me or produced _____ for identification.



Notary: [Signature]
Print Name: _____
Notary Public, State of Florida
My commission expires: _____

EXHIBIT A

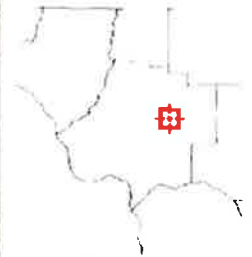
PROPERTY

A Parcel of land in the Southeast 1/4 of Southeast 1/4 of Section 6, Township 13 South, Range 19 East, Levy County, Florida, being more particularly described as follows:

For a Point of Reference, commence at the Southwest corner of the Southeast 1/4 of the Southeast 1/4 of Section 6, Township 13 South, Range 19 East, Levy County, Florida; thence North 00 degrees 06 minutes 50 seconds East, along the West line of said Southeast 1/4 of Southeast 1/4, a distance of 40.04 feet to a point on the North right of way line of Levy County Road C-316; thence South 87 degrees 18 minutes 36 seconds East, along said North right of way line, a distance of 25.03 feet to a point on the East right of way line of SE 4th Street and the Point of Beginning; thence North 00 degrees 06 minutes 50 seconds East, along said East right of way line, 467.17 feet; thence South 87 degrees 18 minutes 36 seconds East, 467.17 feet; thence South 00 degrees 06 minutes 50 seconds West, 467.17 feet to a point on the North right of way line of Levy County Road C-316; thence North 87 degrees 18 minutes 36 seconds West, along said North right of way line, 467.17 Feet to close on the Point of Beginning.



Overview



Legend

- Parcels
- Parcel Lines**
 - <all other values>
 - Construction
 - Easement
 - Lot
 - Miscellaneous
 - Parcel
 - Private Road
 - Road Right of Way
 - Subdivision
 - Water
- Roads**
- City Labels**

Parcel ID	0510000000	Physical Address		Building Value	\$0	Last 2 Sales			
Property Use	0000 - VAC	Mailing Address	ARMSTRONG LAND	Extra Feature Value	\$1,740	Date	Price	Reason	Qual
	LAND		LLC	Market Land Value	\$92,585	4/29/2021	\$182700	01	Q
Taxing District	WILLISTON		4600 W CYPRESS ST	Ag Land Value	\$92,585	3/31/2021	\$135000	11	U
			STE 200	Just Value	\$94,325				
Acres	5.01		TAMPA FL 33607	Assessed Value	\$94,325				
				Taxable Value	\$94,325				

Date created: 2/8/2022
Last Data Uploaded: 2/7/2022 7:27:09 PM

Developed by  **Schneider**
GEOSPATIAL



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company

ARMSTRONG LAND, LLC

Filing Information

Document Number L21000101211
FEI/EIN Number N/A
Date Filed 03/02/2021
State FL
Status ACTIVE

Principal Address

4600 W. CYPRESS STREET
SUITE 200
TAMPA, FL 33607

Mailing Address

5505 Blue Lagoon Drive
Miami, FL 33126

Changed: 11/07/2022

Registered Agent Name & Address

CORPORATE CREATIONS NETWORK INC.
801 US HIGHWAY 1
NORTH PALM BEACH, FL 33408

Authorized Person(s) Detail

Name & Address

Title AMBR

LENNAR HOMES, LLC

5505 Blue Lagoon Drive
Miami, FL 33126

Title VP

Smith, Russell

400 SE 44 Road
Ocala, FL 33480

Annual Reports

Report Year	Filed Date
2022	04/29/2022
2022	11/07/2022
2023	01/31/2023



North American Title Insurance Company

1855 Gateway Boulevard, Suite 600 Concord, CA 94520 (800) 374-8475 or (800) 869-3434

PROPERTY INFORMATION REPORT

Agent File No: Williston Townhomes

NATIC File No.: 2023-03060-FL

Date: May 11, 2023

Effective Date: 05/05/2023 at 12:00 AM

Recipient / Agent / Customer: Lennar Title

Attn:

Re: Williston Townhomes

Search From: 05/05/1993 to: 05/05/2023

In the Public Records of: Levy County

Owner of Record:

Armstrong Land, LLC, a Florida limited liability company, by virtue of the Special Warranty Deed in Official Records Book 1582, Page 858.

Legal Description:

~~Williston Townhomes, FL~~

Townes of Williston

LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBIT "A" AND MADE A PART HEREOF

Mortgage Information:

None.

Judgment and Lien Information:

None.

Tax Information:

Tax Year 2022 Parcel / Folio No.: 05100-000-00 Gross Tax Amount: \$3,121.86 Status of Taxes: **Unpaid**

Informational:

Ordinance No. 2017-011 in Official Records Book 1424, Page 670.

Ordinance No. 666 in Official Records Book 1471, Page 844.

The above-captioned property has been searched only by the above description and by no other description or name. This report purposely omits restrictions, easements, subdivision agreements and any reference to mortgages, judgments and/or liens which appear to be satisfied of record or have expired pursuant to Florida Statutes.

This report does not reflect those documents, if any, which may have been recorded prior (other than an assumed mortgage) or subsequent to the time period covered herein and which may disclose the possible existence of encumbrances, liens, rights, interests or other matters which may affect the subject property.

This report does not directly or indirectly set forth or imply any opinion, warranty, guarantee, insurance, or other similar assurance. This report only discloses documents or information appearing in the Official Records as described in §28.222, Florida Statutes, and in the records of a county tax collector pertaining to ad valorem real property taxes and special assessments imposed by a government authority against real property. This report does not disclose documents or information appearing in the Secretary of State filing office, or in any other state or federal governmental filing office

pertaining to real or personal property or litigation of any type. Only contractual remedies are available for an error or omission that arises from the Property Information Report.

This report is not title insurance. Pursuant to §627.7843, Florida Statutes, the maximum liability of the issuer of this Property Information Report for errors or omissions in this Property Information Report is limited to the amount paid for this Property Information Report and is further limited to the person(s) expressly identified by name in the Property Information Report as the recipient(s) of the Property Information Report.

This Company expressly disclaims any liability for loss or damage resulting from reliance on this certificate in excess of the amount paid to NORTH AMERICAN TITLE INSURANCE COMPANY for this Property Information Report.

NORTH AMERICAN TITLE INSURANCE COMPANY

By: Mike Chambers

Mike Chambers, on behalf of North American Title Insurance Company,
and without any personal liability as abstractor or otherwise.

EXHIBIT A

A Parcel of land in the Southeast 1/4 of Southeast 1/4 of Section 6, Township 13 South, Range 19 East, Levy County, Florida, being more particularly described as follows:

For a Point of Reference, commence at the Southwest corner of the Southeast 1/4 of the Southeast 1/4 of Section 6, Township 13 South, Range 19 East, Levy County, Florida; thence North 00 degrees 06 minutes 50 seconds East, along the West line of said Southeast 1/4 of Southeast 1/4, a distance of 40.04 feet to a point on the North right of way line of Levy County Road C-316; thence South 87 degrees 18 minutes 36 seconds East, along said North right of way line, a distance of 25.03 feet to a point on the East right of way line of SE 4th Street and the Point of Beginning; thence North 00 degrees 06 minutes 50 seconds East, along said East right of way line, 467.17 feet; thence South 87 degrees 18 minutes 36 seconds East, 467.17 feet; thence South 00 degrees 06 minutes 50 seconds West, 467.17 feet to a point on the North right of way line of Levy County Road C-316; thence North 87 degrees 18 minutes 36 seconds West, along said North right of way line, 467.17 Feet to close on the Point of Beginning.

**The Townes of Williston
City of Williston, Florida**

Traffic Impact Analysis

**Prepared for: Casa Holdings, LLC
By: LTG, Inc.
November 2023**



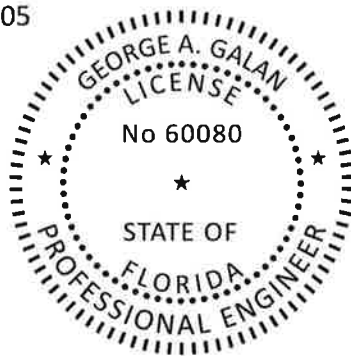
PROFESSIONAL ENGINEERING CERTIFICATION

I hereby certify that I am a Professional Engineer properly registered in the State of Florida practicing with LTG, Inc., a corporation authorized to operate as an engineering business, F030424608005, by the State of Florida Department of Professional Regulation, Board of Professional Engineers, and that I have prepared or approved the evaluations, findings, opinions, conclusions, or technical advice attached hereto for:

PROJECT: The Townes of Williston – Traffic Impact Study
LOCATION: Williston, Florida
CLIENT: Casa Holdings, LLC.
JOB #: 6144.02

I hereby acknowledge that the procedures and references used to develop the results contained in these computations are standard to the professional practice of Transportation Engineering as applied through professional judgment and experience.

Prepared by:
LTG, Inc.
1450 W. Granada Blvd, Suite 2
Ormond Beach, FL 32174
Vendor No. F030424608005
386/257-2571



*THIS ITEM HAS BEEN DIGITALLY
SIGNED AND SEALED BY:*

ON THE DATE ADJACENT TO THE SEAL

*PRINTED COPIES OF THIS DOCUMENT ARE
NOT CONSIDERED SIGNED AND SEALED AND
THE SIGNATURE MUST BE VERIFIED ON ANY
ELECTRONIC COPIES.*

*LTG, INC.
1450 W GRANADA BLVD SUITE 2
ORMOND BEACH, FL 32174
VENDOR NO. F030424608005
GEORGE A. GALAN, P.E. NO. 60080*

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1

INTRODUCTION

LTG, Inc. (LTG) has been retained Casa Holdings, LLC to prepare a Traffic Impact Study (TIS) for the proposed Townes of Williston Development. The development will consist of consists of 58 low-rise multifamily units, located on the northeast quadrant of Robert Philpot Way and SE 4th Street in the City of Williston, Florida. Access to the development is proposed via a full-access driveway on SE 4th Street. The project build-out year is 2025. Figure 1 shows the location and influence area of the project relative to the surrounding road network. A conceptual site plan showing the layout of the site is attached as Appendix A.

Study Area

The study area includes the following intersections and road segments, as approved in the submitted methodology; included in Appendix B.

Intersections:

- Main Street at Robert Philpot Way
- SE 4th Street at Robert Philpot Way
- SE 8th Street at Robert Philpot Way
- SE 4th Street at the Project Driveway

Roadway Segment:

- Robert Philpot Way between S Main Street and SE 8th Street


Study Procedures

Standard engineering and planning procedures were used to determine the impacts of the project. Reference data was obtained from the Florida Department of Transportation (FDOT), and the City of Williston.

Planned Roadway Improvements

FDOT's Five Year Work Program, SCTPO Transportation Improvement Program, and the City of Williston Improvement Plan were reviewed to ascertain if there were any programmed or planned roadway improvements funded for construction in the next five (5) years within the area of interest. There are no roadway capacity-enhancing improvements currently programmed within the study area.



<p>The Townes of Williston</p>		<p>Project Location</p>	
		<p>Project No.: 6144.02</p>	<p>Figure: 1</p>



2

EXISTING ROADWAY ANALYSIS

Existing Traffic

Turning movement counts (TMCs) were conducted during the AM and PM peak-hours at the study area intersections on November 14, 2023. The 2022 FDOT Seasonal Factor (SF) for the week the data was collected was applied to the raw counts. Figure 2 graphically depict the factored existing peak hour turning movements counts at the study area intersections. The FDOT SF, the raw turning movement counts, and the spreadsheets used to develop the volumes used in the analysis are provided in Appendix C.

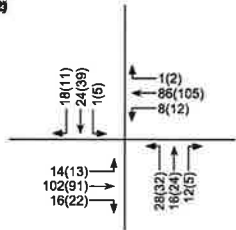
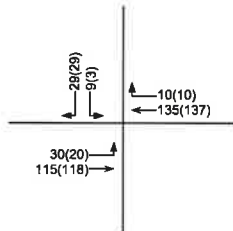
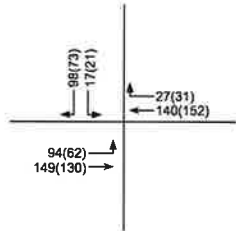
Intersection Analysis

The level-of-service (LOS) at an unsignalized intersection is based on the average stop delay per vehicle for the various movements within the intersection. The operating conditions at the existing intersection was evaluated using *Highway Capacity Software 2023 (HCS), Version 8.2*. This software utilizes the procedures outlined in Chapter 20 of the *Highway Capacity Manual, 6th Edition*, titled "Two-Way Stop Controlled Intersections". Table 1 shows the existing AM and PM peak-hour LOS at the study area intersections. The HCS summary sheets are provided in Appendix D.

Table 1
Existing AM and PM Peak Hour LOS – Intersections
The Townes of Williston

Intersection	Adopted LOS	AM Peak Hour					PM Peak Hour				
		Critical Approach	Delay (sec.)	LOS	V/C greater than 1.0?	Overall Highest V/C	Critical Approach	Delay (sec.)	LOS	V/C greater than 1.0?	Overall Highest V/C
1. Robert Philpot Way at S Main St.	D	SB	11.2	B	No	0.210	SB	10.5	B	No	0.140
2. Robert Philpot Way at SE 4th St.	D	SB	9.7	A	No	0.050	SB	9.4	A	No	0.040
3. Robert Philpot Way at SE 8th St.	D	NB	11.1	B	No	0.100	NB	12.2	B	No	0.130

As indicated in Table 1, all study area intersections are currently operating within an acceptable LOS and with a v/c ratio less than 1.0.



N
↑
NTS

Project Number: 6144.02

Figure: 2



Existing Conditions Roadway Segment Analysis

Roadway LOS describes the operating condition determined from the number of vehicles passing over a given section of roadway during a specified time period. It is a qualitative measure of several factors which include speed, travel time, traffic interruptions, freedom to maneuver, driver comfort, convenience, safety, and vehicle operating costs. Six levels of service have been established as standards by which to gauge roadway performance, designated by the letters A through F. The level of service categories are defined as follows:

- Level of Service A:* Free flow, individual users virtually unaffected by the presence of others
- Level of Service B:* Stable flow with a high degree of freedom to select operating conditions
- Level of Service C:* Flow remains stable, but with significant interactions with others
- Level of Service D:* High-density stable flow in which the freedom to maneuver is severely restricted
- Level of Service E:* This condition represents the capacity level of the road
- Level of Service F:* Forced flow in which the traffic exceeds the amount that can be served

The 2022 Annual Average Daily Traffic (AADT) for the study roadway segments were obtained from the Florida Traffic Online. The existing PM peak hour two-way LOS for the study area roadway segment is shown in Table 2. As indicated, the study roadway segment currently operates within the adopted LOS.

Table 2
Existing PM Peak Hour Two-Way LOS – Roadway Segments
The Townes of Williston

Roadway	Segment		Segment ID	Jurisdiction	Classification	No. of Lanes	Speed Limit (MPH)	Adopted LOS	Existing PM Peak Hour Two-Way Volume ²	Peak Hour Two-Way Capacity at Adopted LOS ¹	Existing PM Peak Hour V/C Ratio	Existing Volume Exceeds Peak Hour Capacity?
Robert Philpot Way	S Main Street	SE 8th Street	FDOT-9141	County	C-2 Rural	2	45	D	417	998	0.42	No

1) Obtained from the 2023 FDOT Multimodal Quality/Level of Service Handbook based on the context classification and associated adjustment factors.
2) Obtained from TMC collected at the study intersection.

3

BACKGROUND ROADWAY CONDITIONS

The study area intersections and roadway segment were analyzed to determine potential impacts of background traffic and to investigate any needed mitigation. The following documents the procedures used to determine the background conditions for 2025. Figure 3A and Figure 3B graphically depict the background AM and PM peak hour turning movement counts at the study area intersections.

Background Traffic Growth

Historical growth rates were used to determine the background traffic. *FDOT Traffic Trends* software was used to calculate historical growth rates using the past five (5) years of data obtained from the Florida Traffic Online (see Appendix E). Linear and exponential regression methods were evaluated and the method with the higher R² value was used in the growth determination process. Where data was not available or when existing growth rates fall below the established two percent (2%) threshold, a minimum growth rate of 2% was applied to the existing traffic volumes. The historical and applied growth rates used in the analysis are provided in Table 3.

Table 3
Historical Growth Rates
The Townes of Williston

The Townes of Winston						
Roadway	Segment		Segment ID	Regression Method	Average Annual Growth Rate	Applied Growth Rate
Robert Philpot Wy	S. Main St.	SE 8 th St.	298	Linear	0.89%	2.00%

2025 Background Intersection Analysis

The study area intersections were analyzed to determine the operational LOS under background conditions and the results are provided in Table 4. The HCS summary sheets are contained in Appendix F.

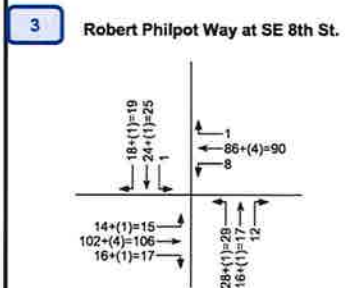
Table 4
2025 Background AM and PM Peak Hour LOS – Intersections
The Townes of Williston

Intersection	Adopted LOS	AM Peak Hour					PM Peak Hour				
		Critical Approach	Delay (sec.)	LOS	V/C greater than 1.0?	Overall Highest V/C	Critical Approach	Delay (sec.)	LOS	V/C greater than 1.0?	Overall Highest V/C
1. Robert Philpot Way at S Main St.	D	SB	11.4	B	No	0.220	SB	10.6	B	No	0.150
2. Robert Philpot Way at SE 4th St.	D	SB	9.8	A	No	0.050	SB	9.5	A	No	0.040
3. Robert Philpot Way at SE 8th St.	D	NB	11.3	B	No	0.100	NB	12.5	B	No	0.140

As indicated in Table 4, all study area intersections are anticipated to continue to operate within an acceptable LOS and with a v/c ratio less than 1.00 under background conditions.

2025 Background Conditions Roadway Segment Analysis

The background PM peak hour two-way LOS for the study area roadway segment is shown in Table 5. As indicated in the table, the study area roadway segment is anticipated to operate within the adopted LOS capacity under background conditions.



Townes at Williston



Background AM Peak Hour Traffic Volumes

Project Number: 6144.02

Figure: 3A



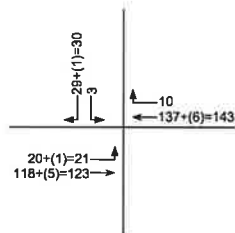


Table 5
2025 Background PM Peak Hour LOS – Roadway Segment
The Townes of Williston

Roadway	Segment		Segment ID	Jurisdiction	Classification	No. of Lanes	Speed Limit (MPH)	Adopted LOS	Existing PM Peak Hour Two-Way Volume	2025 Growth Factor	PM Peak Hour Vested Trips	Background 2025 PM Peak Hour Two-Way Volume	Peak Hour Two-Way Capacity at Adopted LOS	Background PM Peak Hour V/C Ratio	Background Volume Exceeds Peak Hour Capacity?
Robert Philpot Way	S Main Street	SE 8th Street	FDOT-9141	County	C-2 Rural	2	45	D	417	1.06	0	442	998	0.44	No

4

BUILD-OUT ROADWAY ANALYSIS

Trip Generation

The trip generation for the development was determined using the trip generation rates published in the *Institute of Transportation Engineers' (ITE) 11th Edition of the Trip Generation Manual*. The gross trip generation is presented in Table 6.

Table 6
Trip Generation
The Townes of Williston

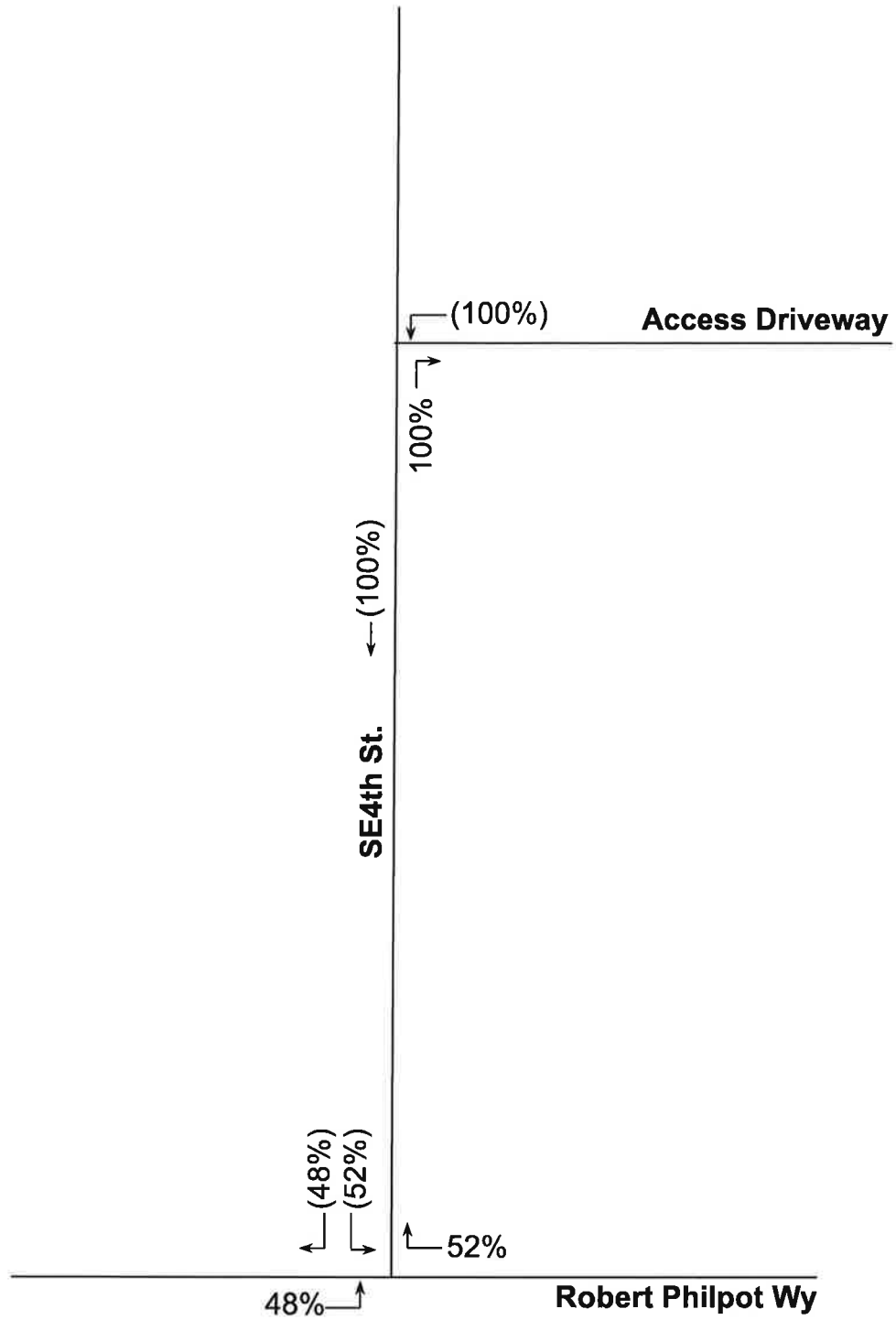
Time Period	Land Use	Land Use Code	Trip Rate Equation	Size	Units	Percent Entering	Percent Exiting	Trips Entering	Trips Exiting	Total Trips
Daily	Multifamily Housing (Low-Rise)	220	$T=6.41(X)+75.31$	58	DU	50%	50%	224	223	447
AM PH			$T=0.31(X)+22.85$			24%	76%	10	31	41
PM PH			$T=0.43(X)+20.55$			63%	37%	29	16	45

Trip Distribution



The process of determining the directional flow of traffic associated with a new development is called trip distribution. The distribution was determined using engineering judgement and existing traffic counts from the intersection of SE 4th Street and Robert Philpot Way and is illustrated in Figure 4.

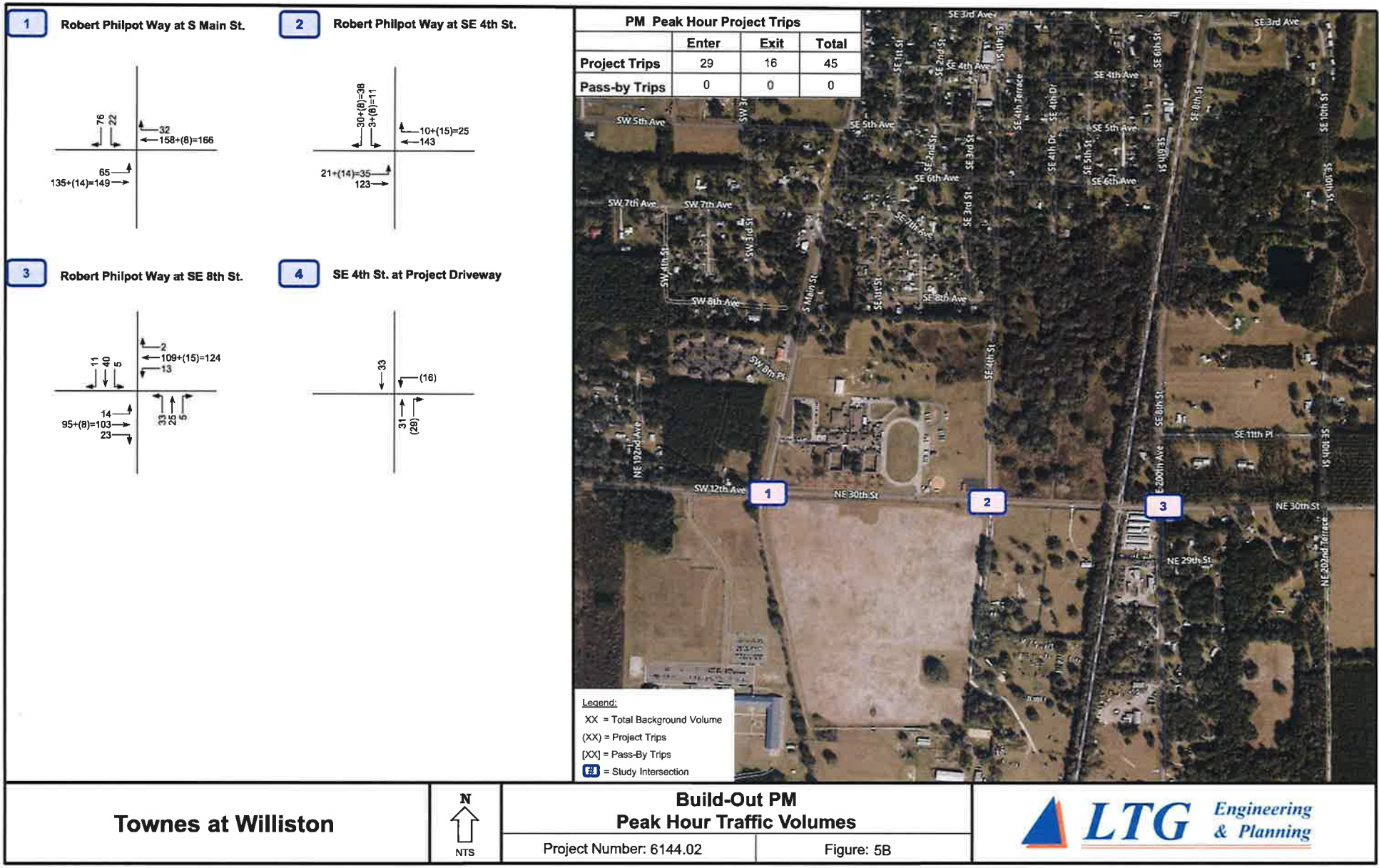
Trip Assignment

The final step in the analysis was to assign the project traffic to the road network. Figure 5A and Figure 5B graphically depict the AM and PM peak hour traffic assignment for the proposed development.



Legend:
 XX: Inbound Distribution
 (XX): Outbound Distribution

Townes at Williston	 NTS	Project Distribution		
		Project No.: 6144.02	Figure: 4	



2025 Build-Out Intersection Analysis

The study area intersections were analyzed to determine the operational LOS at the time of build-out conditions and the results are provided in Table 7. The HCS summary sheets are contained in Appendix G.

Table 7
2025 Build-Out AM and PM Peak Hour LOS – Intersections
The Townes of Williston

Intersection	Adopted LOS	AM Peak Hour					PM Peak Hour				
		Critical Approach	Delay (sec.)	LOS	V/C greater than 1.0?	Overall Highest V/C	Critical Approach	Delay (sec.)	LOS	V/C greater than 1.0?	Overall Highest V/C
1. Robert Philpot Way at S Main St.	D	SB	11.6	B	No	0.230	SB	10.7	B	No	0.150
2. Robert Philpot Way at SE 4th St.	D	SB	10.4	B	No	0.100	SB	9.9	A	No	0.070
3. Robert Philpot Way at SE 8th St.	D	NB	11.5	B	No	0.100	NB	12.9	B	No	0.140
4. SE 4th St. at Project Driveway	D	WB	9.1	A	No	0.040	WB	9.0	A	No	0.020

As indicated in Table 7, all study area intersections are anticipated to operate within the adopted LOS and with a v/c ratio less than 1.00 under 2025 build-out conditions.

2025 Build-Out Conditions Roadway Segment Analysis

The build-out PM peak hour two-way LOS for the study area roadway segment is shown in Table 8. As indicated in the table, the study area roadway segment is anticipated to continue operating within the adopted LOS capacity under build-out conditions.

Access Analysis

Access to the development is proposed via a full access driveway on SE 4th Street. The need for turn lanes was evaluated according to the National Cooperative Highway Research Program (NCHRP), Report 457, and FDOT Design Manual Exhibit 212-1. The NCHRP reports have been included as Appendix H. Based on the results of the NCHRP 457 reports and posted speed limits of 25 miles per hour (MPH) on SE 4th Street, the northbound right turn lane at SE 4th Street and Project driveway is not warranted.

Table 8
2025 Build-Out PM Peak Hour Two-Way LOS – Roadway Segments
The Townes of Williston

Roadway	Segment		Segment ID	Jurisdiction	Classification	No. of Lanes	Speed Limit (MPH)	Adopted LOS	Background 2025 PM Peak Hour Two-Way Volume	Project Distribution	Project Trips	Build-Out 2025 PM Peak Hour Two-Way Volume	Peak Hour Two-Way Capacity at Adopted LOS	Build-Out PM Peak Hour V/C Ratio	Build-Out Volume Exceeds Peak Hour Capacity?
Robert Philpot Way	S Main Street	SE 8th Street	FDOT-9141	County	C-2 Rural	2	45	D	442	52.0%	23	465	998	0.47	No

5

CONCLUSION AND RECOMMENDATIONS

This study was conducted to evaluate the impact the proposed Townes of Williston Development would have on the surrounding roadway network in the City of Williston. The development will generate 41 AM peak hour and 45 PM peak hour trips. The project build-out year is 2025. The following summarizes the findings:

Existing Conditions

- All study area intersections are currently operating within their adopted LOS and/or with v/c ratios less than 1.00.
- The study area roadway segment is currently operating within the adopted LOS.

2025 Background Conditions

- All study area intersections are expected to continue operating within their adopted LOS and/or with v/c ratios less than 1.00.
- The study area roadway segment is expected to continue operating within the adopted LOS.

2025 Build-Out Conditions

- All study area intersections are expected to continue operating within their adopted LOS and/or with v/c ratios less than 1.00.
- The study area roadway segment is expected to continue operating within the adopted LOS.

Access Analysis

- Access to the development is proposed via a full access driveway on SE 4th Street. Based on the results of the NCHRP 457 reports and design speed limits of 30 miles per hour (MPH) on SE 4th Street, the northbound right turn lane at SE 4th Street and Project driveway is not warranted.
- Based on the low trip generation of the development, the analysis conducted and engineering judgment, the need for a second access point is not required. The single access point operates at an adopted level of service in build-out conditions.

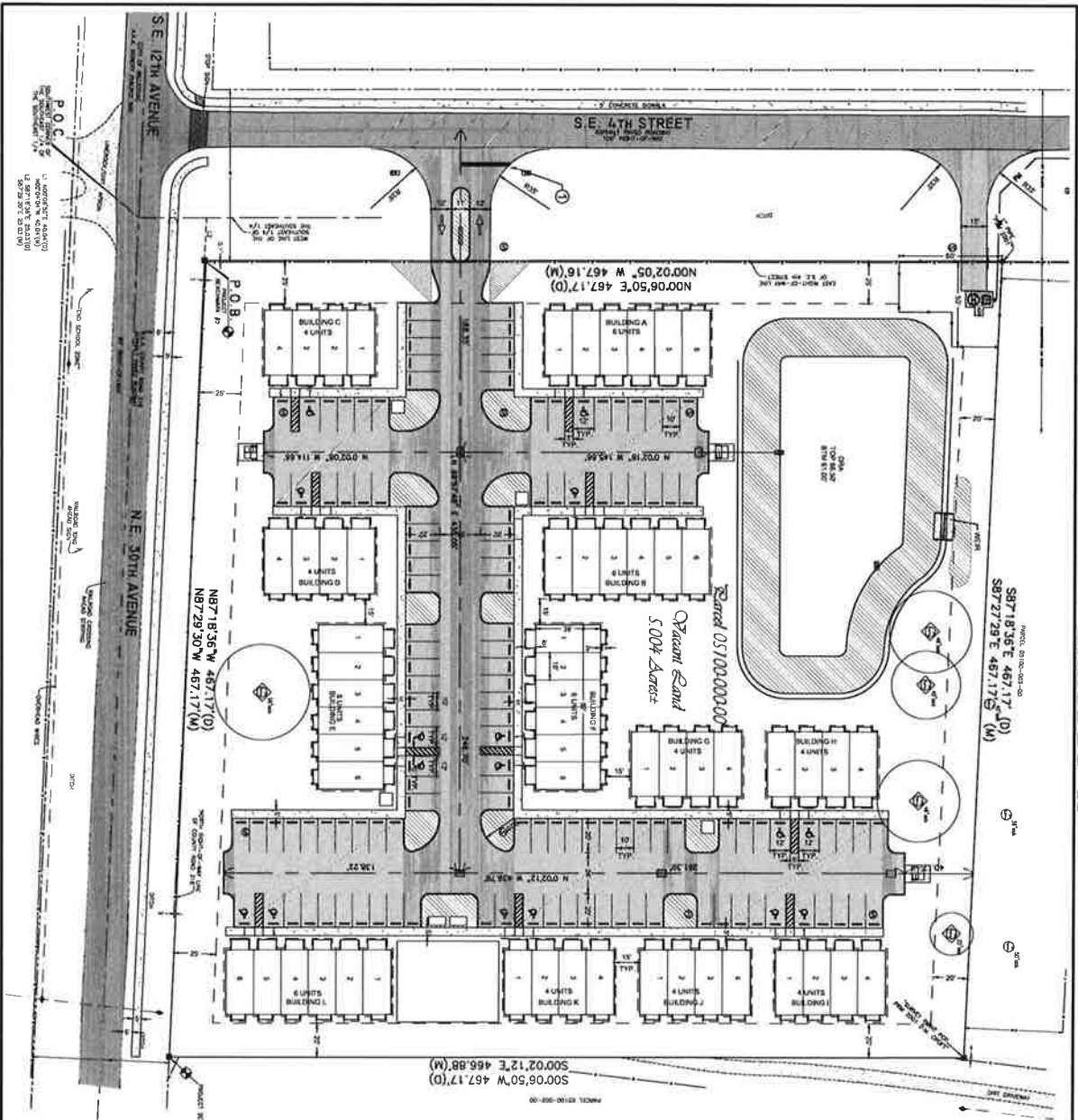
Based on the results of this study and the recommendations provided above, the Townes of Williston Development is recommended for approval.

APPENDICES

APPENDIX A

PRELIMINARY SITE PLAN

EXHIBIT A



THIS PROPERTY IS LOCATED IN FLOOD ZONE "X" AREAS DETERMINED TO FLOOD PLANS AS INTERPOLATED FROM FIRM PANEL NO. 18072C DWP & 14055 ELEVATION = 10.00 FT.



R1-1
30" x 30"

① SIGN LOCATION

- LEGEND**
- INDICATES EXISTING PAVEMENT
 - INDICATES PROPOSED PAVEMENT
 - INDICATES PROPOSED CONCRETE
 - INDICATES PROPOSED SOO
 - WHEELSTOP
 - 24" STOP BAR

SITE AREA

PARCEL: 05100-000-00
 SITE AREA = 5.00 AC.
 IMPERVIOUS SURFACE AREA RATIO = 0.49
 FLOOR AREA RATIO = 0.20

PARKING REQUIREMENTS

DWELLING, MULTIFAMILY: 2 SPACES PER DWELLING UNIT
 PLUS 1 SPACE FOR EVERY 10 UNITS
 50 UNITS x 2 = 100
 50 UNITS / 10 = 5 (R)
 TOTAL SPACES REQUIRED = 125 SPACES IS OF WHICH ARE HANDICAP SPACES

PARKING PROVIDED

HANDICAP SPACES (12' X 20') = 16
 REGULAR SPACES (10' X 20') = 113
 PARKING SPACES PROVIDED 129

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	11/17/20
2	REVISION	11/17/20
3	REVISION	11/17/20
4	REVISION	11/17/20
5	REVISION	11/17/20
6	REVISION	11/17/20
7	REVISION	11/17/20
8	REVISION	11/17/20
9	REVISION	11/17/20
10	REVISION	11/17/20

SIGNAGE, STRIPING,
AND SITE PLAN

THE TOWNES OF WILLISTON
LEVY COUNTY, FLORIDA

67



**BURRELL
ENGINEERING, INC.**
CIVIL ENGINEERING C.A. No. 7973

12000 N. FLORIDA AVE. DUNNELLON, FL 34434 TEL: 352-488-4144 FAX: 352-488-4141

PROJECT NO.	18-000-000
DATE	11/17/20
SCALE	1" = 30' (SEE PLAN)
BY	J.E.B.
CHECKED	J.E.B.
APPROVED	J.E.B.

APPENDIX B

APPROVED METHODOLOGY

via Email: (city.planner@willistonfl.org)

Ref: 6144.01

November 8, 2023

Laura Jones
City of Williston
Community Development & Grants Manager
50 NW Main Street
Williston, Florida 32696

RE: The Townes of Williston – Traffic Impact Study (TIS) Methodology
Williston, Florida

Dear Ms. Jones:

LTG, Inc. has been retained by Casa Holdings, LLC to prepare a phased Traffic Impact Study (TIS) for the proposed Townes of Williston Development located on the northeast quadrant of Robert Philpot Way and SE 4th Street in the City of Williston, Florida. The proposed development consists of 58 low-rise multifamily units.

The TIS will include an analysis of a single-phase development. The anticipated build-out year is 2025. Access to the development is proposed via a full access driveway on SE 4th Avenue. A conceptual site plan, showing the layout of the development, is attached as **Exhibit A**.

The analysis procedures will be based on standard engineering practices accepted in the State of Florida and direction received from the City of Williston.

Analysis Period Traffic Counts

The roadway segments will be analyzed based on PM peak hour two-way traffic and intersections will be analyzed during the AM and PM peak hours. The analysis will be conducted under 2023 existing conditions, 2025 background conditions, and 2025 build-out conditions.

Manual turning movement counts will be conducted on a typical weekday (Tuesday, Wednesday, or Thursday) between the hours of 7:00 AM to 9:00 AM and from 4:00 PM to 6:00 PM. The existing turning movement counts will be adjusted by the FDOT Seasonal Factor (SF) specified for the week the data is collected, if applicable.

Project Trip Generation

The daily, AM peak hour, and PM peak hour gross trip generation for the development was determined using the Institute of Transportation Engineers' (ITE) 11th Edition of the *Trip Generation Manual*. The trip generation is summarized in **Table 1**.

Table 1
Trip Generation
The Townes of Williston

Time Period	Land Use	Land Use Code	Trip Rate Equation	Size	Units	Percent Entering	Percent Exiting	Trips Entering	Trips Exiting	Total Trips
Daily	Multifamily Housing (Low-Rise)	220	$T=6.41(X)+75.31$	58	DU	50%	50%	224	223	447
AM PH			$T=0.31(X)+22.85$			24%	76%	10	31	41
PM PH			$T=0.43(X)+20.55$			63%	37%	29	16	45

Trip Distribution & Assignment

The process of determining the directional flow of traffic associated with a new development is called trip distribution. The distribution will be determined using engineering judgement and existing traffic counts from the intersection of SE 4th Street and Robert Philpot Way .

Analysis Extent

TIS standards in the State of Florida typically require a full traffic study for development trip thresholds of 1,000 daily trips and/or 100 peak hour trips. As shown in **Table 1**, the Townes of Williston are expected to generate 447 daily trips and 45 peak hour trips; therefore, the threshold for a full TIA is not met. To be conservative, the analysis extent will include the intersections within a 0.5-mile radius of the site. **Figure 1** illustrates the project location and study area extent.

Based on **Figure 1**, the study area consists of the following intersections and roadway segments:



Intersections:

- Main Street at Robert Philpot Way
- SE 4th Street at Robert Philpot Way
- SE 8th Street at Robert Philpot Way
- SE 4th Street at the Project Driveway

Roadway Segments:

- Robert Philpot Way between S Main Street and SE 8th Street



<p>The Townes of Williston</p>	<p>N</p>  <p>NTS</p>	<p>Project Location & Study Area Extent</p>		
		<p>Project No.: 6144.01</p>	<p>Figure: 1</p>	

Background & Build-Out Traffic

Background traffic will be estimated using existing traffic counts and applying a 2% annual growth rate plus any approved vested projects. The City would need to provide any vested project information.

Build-out traffic will include all background traffic plus the addition of project trips.

Intersection Analysis – AM and PM Peak Hour (Existing, Background, and Build-Out Conditions)

The operating conditions for both the existing and future conditions at the study area signalized and unsignalized intersections will be analyzed using *Synchro 11* (Synchro). Synchro utilizes the procedures outlined in Chapters 19 and 20 of the *Highway Capacity Manual, 6th Edition*, titled "Signalized Intersections" and "Two-Way Stop Control Intersections," respectively.

Segment Analysis – PM Peak Hour (Existing, Background, and Build-Out Conditions)

If the future projected volume is expected to exceed the maximum service volume of a roadway segment, an additional transportation analysis may be conducted (requires client authorization) to determine the service volume specific to that segment. The procedures documented in the latest version of the FDOT *Quality/Level of Service Handbook* will be used to determine specific capacity, if default capacities are exceeded and if detailed, site-specific capacity analysis has the potential to yield a higher capacity calculation.

Site Access

Site access needs will be addressed, including access management, as it pertains to the proposed site driveways. The need for auxiliary lanes will be assessed using the methodology provided by NCHRP Report 457, Synchro, and the latest version of the FDOT Design Standards.

Recommendation for Improvements

If warranted, appropriate intersection and roadway segment improvements will be identified. Conditions during each analysis phase will be analyzed to determine improvements required for mitigation.

Please review and advise if the City agrees with the proposed methodology or provide comments relating to preferred revisions. If you have any questions, please feel free to contact us at (386) 257-2571.

Sincerely,

LTG, INC.



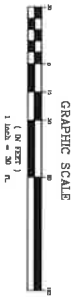
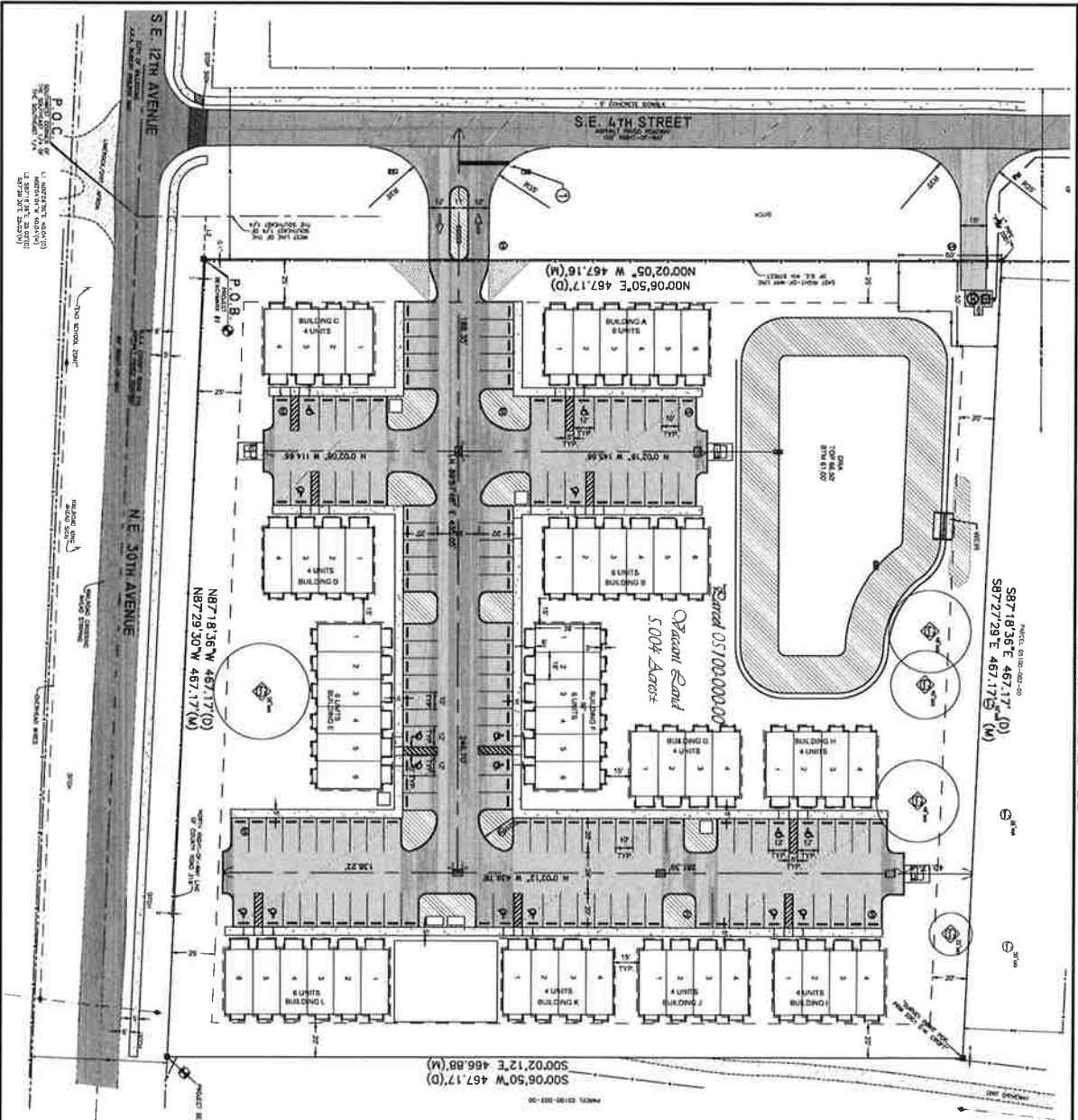
George Galan, PE
Director of Traffic Operations

Attachments:

Exhibit A – Conceptual Site Plan

c: Andrea M. Agha, LENNAR (andrea.agha@lennar.com)
Ken Ward, P.E. Burrell Engineering, Inc. (KenIward@bellsouth.net)
Troy Burrell, Burrell Engineering, Inc. (troyburrell@bellsouth.net)
Steve McMillen, P.S.M. McMillen Surveying, Inc. (steve@mcsurveying.com)

EXHIBIT A



THIS PROPERTY IS LOCATED IN RESERVATION ZONE 12, AN AREA DETERMINED TO BE A NATURAL CANAL. THE CANAL IS A PART OF THE CANAL SYSTEM OF THE STATE OF FLORIDA. THE CANAL IS A PART OF THE CANAL SYSTEM OF THE STATE OF FLORIDA. THE CANAL IS A PART OF THE CANAL SYSTEM OF THE STATE OF FLORIDA.

- LEGEND**
- INDICATES EXISTING PAVEMENT
 - INDICATES PROPOSED PAVEMENT
 - INDICATES PROPOSED CONCRETE
 - INDICATES PROPOSED SOO
 - WHEELSTOP
 - 24" STOP BAR
 - STOP
 - SEE LOCATIONS

SITE AREA

PARCEL 05100-000-00
 SITE AREA = 5.00 AC.
 IMPERVIOUS SURFACE AREA RATIO = 0.48
 FLOOR AREA RATIO = 0.20

PARKING REQUIREMENTS

DWELLING, MULTI-FAMILY: 2 SPACES PER DWELLING UNIT
 PLUS 1 SPACE FOR EVERY 10 UNITS
 50 UNITS x 2 = 100
 50 UNITS / 10 = 5.0 (6)
 TOTAL SPACES REQUIRED = 122 SPACES (9 OF WHICH ARE HANDICAP SPACES)

PARKING PROVIDED

HANDICAP SPACES (12' X 20') = 16
 REGULAR SPACES (10' X 20') = 113
 PARKING SPACES PROVIDED 129

SIGNAGE, STRIPING,
AND SITE PLAN

THE TOWNES OF WILLISTON
LEVY COUNTY, FLORIDA
73



**BURRELL
ENGINEERING, INC.**
CIVIL ENGINEERING

C.A. No. 78173
3008 N. FLORIDA AVE. DUNNELLON, FL 33434
TEL: 352-488-4144 FAX: 352-488-4741

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	04/17/2013
2	REVISED PER COMMENTS	04/17/2013
3	REVISED PER COMMENTS	04/17/2013
4	REVISED PER COMMENTS	04/17/2013
5	REVISED PER COMMENTS	04/17/2013
6	REVISED PER COMMENTS	04/17/2013
7	REVISED PER COMMENTS	04/17/2013
8	REVISED PER COMMENTS	04/17/2013
9	REVISED PER COMMENTS	04/17/2013
10	REVISED PER COMMENTS	04/17/2013

SHEET 9 OF 29

APPENDIX C
RAW TURNING MOVEMENT COUNT
DATA, FDOT's SEASONAL FACTOR,
AND SPREADSHEET

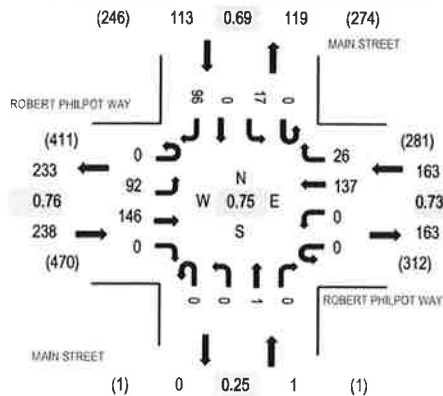
Location: 1 MAIN STREET & ROBERT PHILPOT WAY AM

Date: Tuesday, November 14, 2023

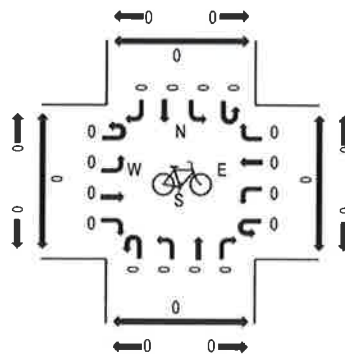
Peak Hour: 08:00 AM - 09:00 AM

Peak 15-Minutes: 08:30 AM - 08:45 AM

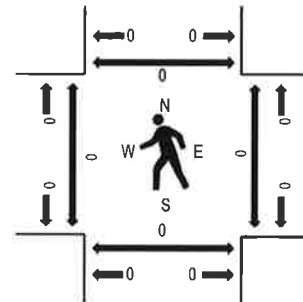
Peak Hour - Motorized Vehicles



Peak Hour - Bicycles



Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	ROBERT PHILPOT WAY Eastbound				ROBERT PHILPOT WAY Westbound				MAIN STREET Northbound				MAIN STREET Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	57	26	0	0	1	14	17	0	0	0	0	0	16	0	25	156	483	0	0	0	0
7:15 AM	0	28	25	0	0	0	19	14	0	0	0	0	0	13	0	35	134	429	0	0	0	0
7:30 AM	0	13	27	0	0	0	20	1	0	0	0	0	0	3	0	17	81	400	0	0	0	0
7:45 AM	0	21	35	0	0	0	28	4	0	0	0	0	0	4	0	20	112	491	0	0	0	0
8:00 AM	0	14	32	0	0	0	32	4	0	0	0	0	0	4	0	16	102	515	0	0	0	0
8:15 AM	0	12	29	0	0	0	36	2	0	0	0	0	0	3	0	23	105		0	0	0	0
8:30 AM	0	27	46	0	0	0	45	11	0	0	1	0	0	5	0	27	172		0	0	0	0
8:45 AM	0	39	39	0	0	0	24	9	0	0	0	0	0	5	0	20	136		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	1	4	0	0	0	2	2	0	0	0	0	0	0	0	1	10
Lights	0	85	119	0	0	0	114	19	0	0	1	0	0	12	0	92	442
Mediums	0	6	23	0	0	0	21	5	0	0	0	0	0	5	0	3	63
Total	0	92	146	0	0	0	137	26	0	0	1	0	0	17	0	96	515

Heavy Vehicle Percentage and Peak Hour Factor

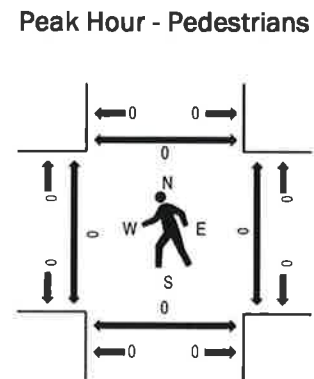
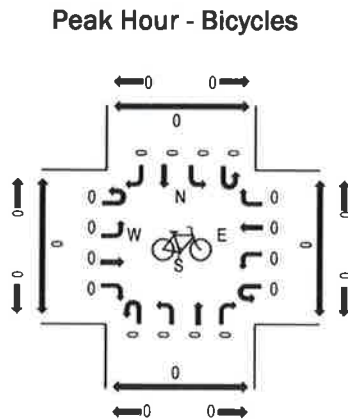
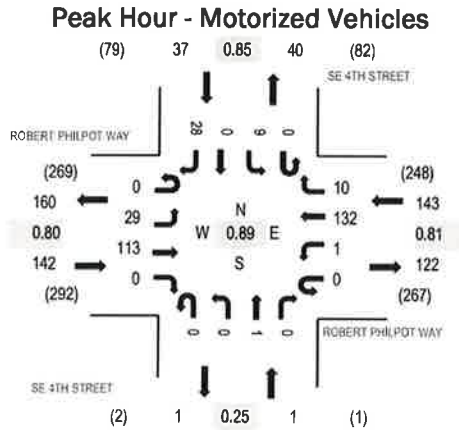
	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %		14.3%				18.4%				0.0%				8.0%			14.2%
Heavy Vehicle %	0.0%	7.6%	18.5%	0.0%	0.0%	0.0%	16.8%	26.9%	0.0%	0.0%	0.0%	0.0%	0.0%	29.4%	0.0%	4.2%	14.2%
Peak Hour Factor		0.76				0.73				0.25				0.69			0.75
Peak Hour Factor	0.00	0.52	0.79	0.00	0.00	0.25	0.78	0.53	0.00	0.00	0.25	0.00	0.00	0.56	0.00	0.69	0.75

Location: 2 SE 4TH STREET & ROBERT PHILPOT WAY AM

Date: Tuesday, November 14, 2023

Peak Hour: 07:45 AM - 08:45 AM

Peak 15-Minutes: 08:30 AM - 08:45 AM



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	ROBERT PHILPOT WAY Eastbound				ROBERT PHILPOT WAY Westbound				SE 4TH STREET Northbound				SE 4TH STREET Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	5	33	0	0	0	31	10	0	0	0	0	0	5	0	7	91	298	0	0	0	0
7:15 AM	0	7	31	0	0	0	21	5	0	0	0	0	0	7	0	6	77	281	0	0	0	0
7:30 AM	0	6	21	0	0	0	15	0	0	0	0	0	0	6	0	4	52	284	0	0	0	0
7:45 AM	0	8	31	0	0	0	27	3	0	0	0	0	0	2	0	7	78	323	0	0	0	0
8:00 AM	0	12	24	0	0	0	29	1	0	0	0	0	0	2	0	6	74	322	0	0	0	0
8:15 AM	0	5	27	0	0	0	36	3	0	0	0	0	0	3	0	6	80		0	0	0	0
8:30 AM	0	4	31	0	0	1	40	3	0	0	1	0	0	2	0	9	91		0	0	0	0
8:45 AM	0	7	40	0	0	1	20	2	0	0	0	0	0	2	0	5	77		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	4	0	0	0	6	0	0	0	0	0	0	0	0	0	10
Lights	0	29	94	0	0	1	104	9	0	0	1	0	0	9	0	27	274
Mediums	0	0	15	0	0	0	22	1	0	0	0	0	0	0	0	1	39
Total	0	29	113	0	0	1	132	10	0	0	1	0	0	9	0	28	323

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %		13.4%				20.3%				0.0%				2.7%			15.2%
Heavy Vehicle %	0.0%	0.0%	16.8%	0.0%	0.0%	0.0%	21.2%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.6%	15.2%
Peak Hour Factor		0.80				0.81				0.25				0.85			0.89
Peak Hour Factor	0.00	0.69	0.76	0.00	0.00	0.50	0.83	0.45	0.00	0.00	0.25	0.00	0.00	0.71	0.00	0.78	0.89

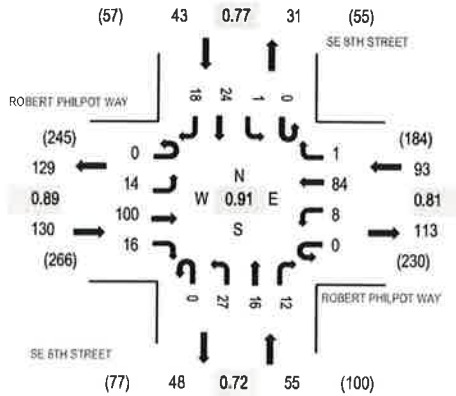
Location: 3 SE 8TH STREET & ROBERT PHILPOT WAY AM

Date: Tuesday, November 14, 2023

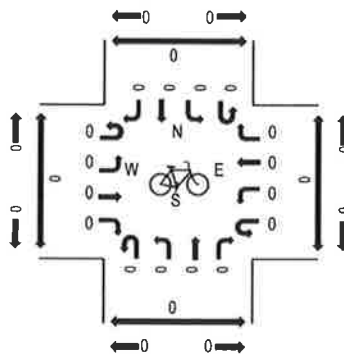
Peak Hour: 08:00 AM - 09:00 AM

Peak 15-Minutes: 08:30 AM - 08:45 AM

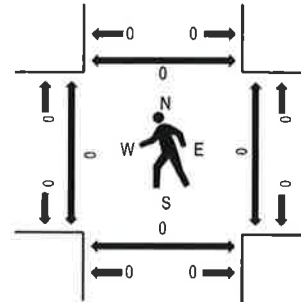
Peak Hour - Motorized Vehicles



Peak Hour - Bicycles



Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	ROBERT PHILPOT WAY Eastbound				ROBERT PHILPOT WAY Westbound				SE 8TH STREET Northbound				SE 8TH STREET Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	5	31	2	0	1	26	1	0	12	2	1	0	0	2	3	86	286	0	0	0	0
7:15 AM	0	0	29	9	0	1	21	0	0	4	6	3	0	0	2	1	76	264	0	0	0	0
7:30 AM	0	2	22	3	0	0	16	0	0	1	3	1	0	0	1	0	49	274	0	0	0	0
7:45 AM	0	0	29	4	0	2	23	0	0	7	5	0	0	1	2	2	75	313	0	0	0	0
8:00 AM	0	2	23	1	0	2	20	0	0	5	2	4	0	0	4	1	64	321	0	0	0	0
8:15 AM	0	1	25	4	0	3	28	0	0	10	2	1	0	0	10	2	86		0	0	0	0
8:30 AM	0	2	25	3	0	0	22	0	0	13	6	3	0	0	3	11	85		0	0	0	0
8:45 AM	0	9	24	8	0	3	14	1	0	2	6	4	0	1	7	4	83		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	4	0	0	2	3	0	0	2	0	2	0	0	1	0	14
Lights	0	14	79	14	0	4	60	1	0	24	16	8	0	1	22	17	260
Mediums	0	0	17	2	0	2	21	0	0	1	0	2	0	0	1	1	47
Total	0	14	100	16	0	8	84	1	0	27	16	12	0	1	24	18	321

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %																	19.0%
Heavy Vehicle %	0.0%	0.0%	21.0%	12.5%	0.0%	50.0%	28.6%	0.0%	0.0%	11.1%	0.0%	33.3%	0.0%	0.0%	8.3%	5.6%	19.0%
Peak Hour Factor																	0.91
Peak Hour Factor	0.00	0.39	0.90	0.50	0.00	0.67	0.83	0.25	0.00	0.80	0.67	0.75	0.00	0.25	0.60	0.41	0.91

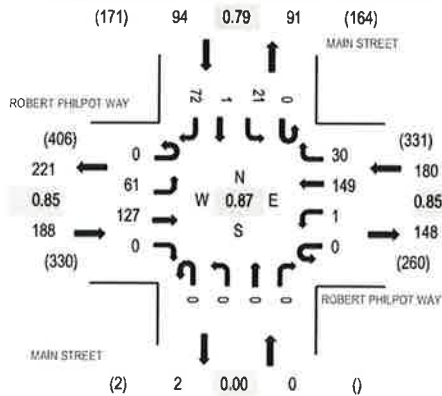
Location: 1 MAIN STREET & ROBERT PHILPOT WAY PM

Date: Tuesday, November 14, 2023

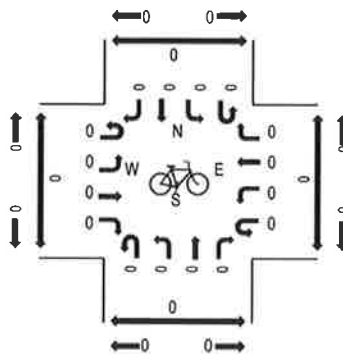
Peak Hour: 04:15 PM - 05:15 PM

Peak 15-Minutes: 05:00 PM - 05:15 PM

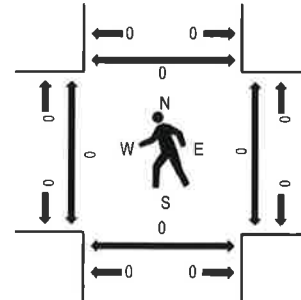
Peak Hour - Motorized Vehicles



Peak Hour - Bicycles



Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	ROBERT PHILPOT WAY Eastbound				ROBERT PHILPOT WAY Westbound				MAIN STREET Northbound				MAIN STREET Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	22	32	0	0	0	35	8	0	0	0	0	0	4	0	21	122	451	0	0	0	0
4:15 PM	0	20	28	0	0	0	34	7	0	0	0	0	0	5	0	25	119	462	0	0	0	0
4:30 PM	0	12	26	0	0	1	28	6	0	0	0	0	0	5	0	12	90	445	0	0	0	0
4:45 PM	0	10	37	0	0	0	39	11	0	0	0	0	0	3	0	20	120	444	0	0	0	0
5:00 PM	0	19	28	0	0	0	48	0	0	0	0	0	0	3	1	15	103	461	0	0	0	0
5:15 PM	0	12	31	0	0	0	32	8	0	0	0	0	0	4	0	15	102		0	0	0	0
5:30 PM	0	10	19	0	0	0	34	6	0	0	0	0	0	6	0	14	89		0	0	0	0
5:45 PM	0	4	12	0	0	0	25	3	0	0	0	0	0	4	0	9	57		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	1	1	0	0	0	2	0	0	0	0	0	0	1	0	0	5
Lights	0	57	114	0	0	0	135	28	0	0	0	0	0	19	1	69	423
Mediums	0	3	12	0	0	1	12	2	0	0	0	0	0	1	0	3	34
Total	0	61	127	0	0	1	149	30	0	0	0	0	0	21	1	72	462

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %	9.0%				9.4%				0.0%				5.3%				8.4%
Heavy Vehicle %	0.0%	6.6%	10.2%	0.0%	0.0%	100.0%	9.4%	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%	9.5%	0.0%	4.2%	8.4%
Peak Hour Factor	0.85				0.85				0.00				0.79				0.87
Peak Hour Factor	0.00	0.73	0.88	0.00	0.00	0.25	0.80	0.73	0.00	0.00	0.00	0.00	0.00	0.69	0.25	0.78	0.87

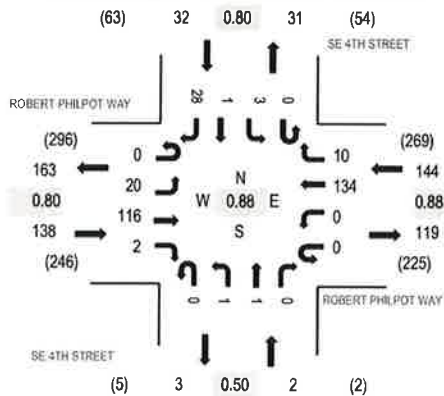
Location: 2 SE 4TH STREET & ROBERT PHILPOT WAY PM

Date: Tuesday, November 14, 2023

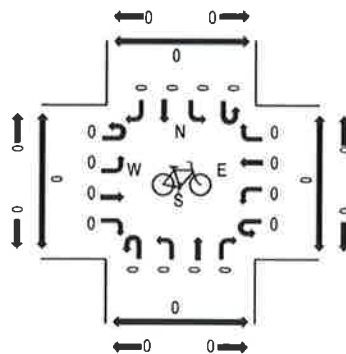
Peak Hour: 04:15 PM - 05:15 PM

Peak 15-Minutes: 05:00 PM - 05:15 PM

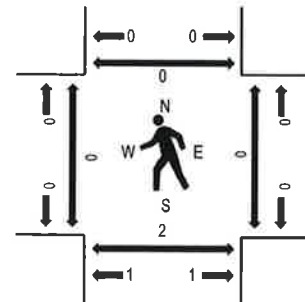
Peak Hour - Motorized Vehicles



Peak Hour - Bicycles



Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	ROBERT PHILPOT WAY Eastbound				ROBERT PHILPOT WAY Westbound				SE 4TH STREET Northbound				SE 4TH STREET Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	7	27	0	0	1	31	4	0	0	0	0	0	2	0	9	81	307	0	0	0	0
4:15 PM	0	5	30	0	0	0	31	1	0	0	0	0	0	1	1	7	76	316	0	0	0	0
4:30 PM	0	3	26	0	0	0	30	3	0	0	0	0	0	0	0	6	68	316	0	0	0	0
4:45 PM	0	5	26	0	0	0	37	4	0	0	1	0	0	0	0	9	82	306	0	0	2	0
5:00 PM	0	7	34	2	0	0	36	2	0	1	0	0	0	2	0	9	89	275	0	0	0	0
5:15 PM	0	3	32	0	0	0	31	2	0	0	0	0	0	4	0	4	76		0	0	0	0
5:30 PM	0	2	23	0	0	0	26	1	0	0	0	0	0	2	0	4	58		0	0	0	0
5:45 PM	0	2	11	1	0	0	27	2	0	0	0	0	0	5	0	1	49		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	4
Lights	0	20	111	2	0	0	124	10	0	1	1	0	0	3	1	28	301
Mediums	0	0	3	0	0	0	8	0	0	0	0	0	0	0	0	0	11
Total	0	20	116	2	0	0	134	10	0	1	1	0	0	3	1	28	316

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %																	4.7%
Heavy Vehicle %	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	7.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.7%
Peak Hour Factor																	0.88
Peak Hour Factor	0.00	0.71	0.87	0.38	0.00	0.25	0.91	0.75	0.00	0.25	0.25	0.00	0.00	0.65	0.25	0.86	0.88

2022 PEAK SEASON FACTOR CATEGORY REPORT - REPORT TYPE: ALL
 CATEGORY: 3400 LEVY COUNTYWIDE

MOCF: 0.95
 PSCF

WEEK	DATES	SF	PSCF
1	01/01/2022 - 01/01/2022	1.04	1.09
2	01/02/2022 - 01/08/2022	1.05	1.11
3	01/09/2022 - 01/15/2022	1.06	1.12
4	01/16/2022 - 01/22/2022	1.04	1.09
5	01/23/2022 - 01/29/2022	1.02	1.07
6	01/30/2022 - 02/05/2022	1.00	1.05
7	02/06/2022 - 02/12/2022	0.98	1.03
* 8	02/13/2022 - 02/19/2022	0.96	1.01
* 9	02/20/2022 - 02/26/2022	0.96	1.01
*10	02/27/2022 - 03/05/2022	0.95	1.00
*11	03/06/2022 - 03/12/2022	0.94	0.99
*12	03/13/2022 - 03/19/2022	0.93	0.98
*13	03/20/2022 - 03/26/2022	0.94	0.99
*14	03/27/2022 - 04/02/2022	0.94	0.99
*15	04/03/2022 - 04/09/2022	0.94	0.99
*16	04/10/2022 - 04/16/2022	0.94	0.99
*17	04/17/2022 - 04/23/2022	0.95	1.00
*18	04/24/2022 - 04/30/2022	0.96	1.01
*19	05/01/2022 - 05/07/2022	0.96	1.01
*20	05/08/2022 - 05/14/2022	0.97	1.02
21	05/15/2022 - 05/21/2022	0.97	1.02
22	05/22/2022 - 05/28/2022	0.98	1.03
23	05/29/2022 - 06/04/2022	0.99	1.04
24	06/05/2022 - 06/11/2022	1.00	1.05
25	06/12/2022 - 06/18/2022	1.01	1.06
26	06/19/2022 - 06/25/2022	1.01	1.06
27	06/26/2022 - 07/02/2022	1.02	1.07
28	07/03/2022 - 07/09/2022	1.03	1.08
29	07/10/2022 - 07/16/2022	1.03	1.08
30	07/17/2022 - 07/23/2022	1.04	1.09
31	07/24/2022 - 07/30/2022	1.04	1.09
32	07/31/2022 - 08/06/2022	1.05	1.11
33	08/07/2022 - 08/13/2022	1.05	1.11
34	08/14/2022 - 08/20/2022	1.06	1.12
35	08/21/2022 - 08/27/2022	1.06	1.12
36	08/28/2022 - 09/03/2022	1.06	1.12
37	09/04/2022 - 09/10/2022	1.06	1.12
38	09/11/2022 - 09/17/2022	1.06	1.12
39	09/18/2022 - 09/24/2022	1.04	1.09
40	09/25/2022 - 10/01/2022	1.02	1.07
41	10/02/2022 - 10/08/2022	1.00	1.05
42	10/09/2022 - 10/15/2022	0.98	1.03
43	10/16/2022 - 10/22/2022	0.99	1.04
44	10/23/2022 - 10/29/2022	1.00	1.05
45	10/30/2022 - 11/05/2022	1.00	1.05
46	11/06/2022 - 11/12/2022	1.01	1.06
47	11/13/2022 - 11/19/2022	1.02	1.07
48	11/20/2022 - 11/26/2022	1.02	1.07
49	11/27/2022 - 12/03/2022	1.03	1.08
50	12/04/2022 - 12/10/2022	1.03	1.08
51	12/11/2022 - 12/17/2022	1.04	1.09
52	12/18/2022 - 12/24/2022	1.05	1.11
53	12/25/2022 - 12/31/2022	1.06	1.12

* PEAK SEASON

23-FEB-2023 09:11:20

830UPD

2_3400_PKSEASON.TXT

Intersection Outputs																								
Robert Philpot Way at S Main St.																								
AM Peak Hour											PM Peak Hour													
Approach	Mvmt's	Existing Volume (SF-Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	Approach	Mvmt's	Existing Volume (SF-Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	
Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.75	Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.87	
	Left	94	8%		98	0	98	0	0	98			Left	62	7%		65	0	65	0	65			
	Through	149	18%		155	0	155	5	0	160			Through	130	10%		135	0	135	14	0	149		
	Right	0	0%		0	0	0	0	0	0			Right	0	0%		0	0	0	0	0	0		
Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.87
	Left	0	0%		0	0	0	0	0	0			Left	0	0%		0	0	0	0	0	0		
	Through	140	17%		146	0	146	15	0	161			Through	132	9%		138	0	158	8	0	166		
	Right	27	27%		28	0	28	0	0	28			Right	31	7%		32	0	32	0	0	32		
Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.87
	Left	0	0%		0	0	0	0	0	0			Left	0	0%		0	0	0	0	0	0		
	Through	0	0%		0	0	0	0	0	0			Through	0	0%		0	0	0	0	0	0		
	Right	0	0%		0	0	0	0	0	0			Right	0	0%		0	0	0	0	0	0		
Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.87
	Left	17	29%		18	0	18	0	18	Left			21	10%	22		0	22	0	0	22			
	Through	0	0%		0	0	0	0	0	0			Through	0	0%		0	0	0	0	0	0		
	Right	88	4%		102	0	102	0	0	102			Right	73	4%		76	0	76	0	0	76		

Robert Philpot Way at SE 4th St.																								
AM Peak Hour											PM Peak Hour													
Approach	Mvmt's	Existing Volume (SF-Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	Approach	Mvmt's	Existing Volume (SF-Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	
Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.89	Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.88	
	Left	30	0%		31	0	31	5	0	36			Left	20	0%		21	0	21	14	0	35		
	Through	115	17%		120	0	120	0	0	120			Through	118	4%		123	0	123	0	0	123		
	Right	0	0%		0	0	0	0	0	0			Right	0	0%		0	0	0	0	0	0		
Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.88
	Left	0	0%		0	0	0	0	0	0			Left	0	0%		0	0	0	0	0	0		
	Through	135	21%		141	0	141	0	0	141			Through	132	7%		143	0	143	0	0	143		
	Right	10	10%		10	0	10	5	0	15			Right	10	0%		10	15	0	25				
Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.88
	Left	0	0%		0	0	0	0	0	0			Left	0	0%		0	0	0	0	0	0		
	Through	0	0%		0	0	0	0	0	0			Through	0	0%		0	0	0	0	0	0		
	Right	0	0%		0	0	0	0	0	0			Right	0	0%		0	0	0	0	0	0		
Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.88
	Left	8	0%		9	16	0	25	25	Left			3	0%	3		6	0	11					
	Through	0	0%		0	0	0	0	0	0			Through	0	0%		0	0	0	0	0	0		
	Right	29	4%		30	0	30	15	0	45			Right	29	0%		30	0	30	8	0	38		

Robert Philpot Way at SE 8th St.																								
AM Peak Hour											PM Peak Hour													
Approach	Mvmt's	Existing Volume (SF-Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	Approach	Mvmt's	Existing Volume (SF-Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	
Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.91	Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.82	
	Left	14	0%		15	0	15	0	0	15			Left	13	0%		14	0	14	0	14			
	Through	102	21%		106	0	106	16	0	122			Through	91	2%		96	0	96	8	0	103		
	Right	16	13%		17	0	17	0	0	17			Right	22	5%		23	0	23	0	0	23		
Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.82
	Left	8	30%		8	0	8	0	0	8			Left	12	8%		13	0	13	0	0	13		
	Through	88	26%		90	0	90	5	0	95			Through	105	7%		109	0	109	15	0	124		
	Right	1	0%		1	0	1	0	0	1			Right	2	0%		2	0	2	0	0	2		
Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.82
	Left	28	11%		29	0	29	0	0	29			Left	32	6%		33	0	33	0	0	33		
	Through	16	0%		17	0	17	0	0	17			Through	24	4%		25	0	25	0	0	25		
	Right	12	33%		12	0	12	0	0	12			Right	5	0%		5	0	5	0	0	5		
Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		0.82
	Left	1	0%		1	0	1	0	0	1			Left	5	0%		5	0	5	0	0	5		
	Through	24	8%		25	0	25	0	0	25			Through	39	5%		40	0	40	0	0	40		
	Right	18	6%		19	0	19	0	0	19			Right	11	0%		11	0	11	0	0	11		

SE 4th St. at Project Driveway																								
AM Peak Hour												PM Peak Hour												
Approach	Mvmt'n	Existing Volume (SF=Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	Approach	Mvmt'n	Existing Volume (SF=Raw Data)	Heavy Vehicles (%)	Applied Growth Rate	Background Volume w/o Vested	Vested Traffic	Total Background Volume	Project Trips	Pass-By Trips	Total Build-Out Volume	PHF	
Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.92	Eastbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0	0.92	
	Left	0	0%		0	0	0	0	0	0			0	Left	0		0%	0	0	0	0	0		0
	Through	0	0%		0	0	0	0	0	0			0	Through	0		0%	0	0	0	0	0		0
	Right	0	0%		0	0	0	0	0	0			0	Right	0		0%	0	0	0	0	0		0
Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Westbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		
	Left	0	0%		0	0	0	31	0	31			Left	0	0%		0	0	0	16	0	16		
	Through	0	0%		0	0	0	0	0	0			Through	0	0%		0	0	0	0	0	0		
	Right	0	0%		0	0	0	0	0	0			Right	0	0%		0	0	0	0	0	0		
Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Northbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		
	Left	0	0%		0	0	0	0	0	0			Left	0	0%		0	0	0	0	0	0		
	Through	0	0%		41	0	41	0	0	41			Through	0	0%		31	0	31	0	0	31		
	Right	0	0%		0	0	0	10	0	10			Right	0	0%		0	0	0	29	0	29		
Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		Southbound	U-Turn	0	0%	2.00%	0	0	0	0	0	0		
	Left	0	0%		0	0	0	0	0	0			Left	0	0%		0	0	0	0	0	0		
	Through	0	0%		33	0	33	0	0	33			Through	0	0%		33	0	33	0	0	33		
	Right	0	0%		0	0	0	0	0	0			Right	0	0%		0	0	0	0	0	0		

APPENDIX D
INTERSECTIONS
HCS SUMMARY SHEETS
EXISTING CONDITIONS

HCS Two-Way Stop-Control Report

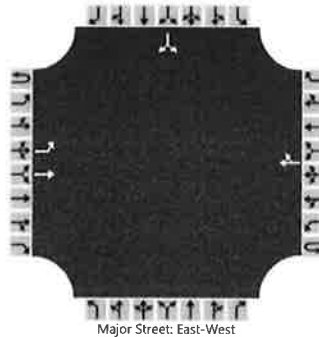
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2023
Time Analyzed	Existing A.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Wy at S Main St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Wy
North/South Street	S Main St.
Peak Hour Factor	0.75
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	1	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		L	T					TR							LR	
Volume (veh/h)		94	149				140	27						17		98
Percent Heavy Vehicles (%)		8												29		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Left Only								1							

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.18												6.69		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.27												3.76		3.34

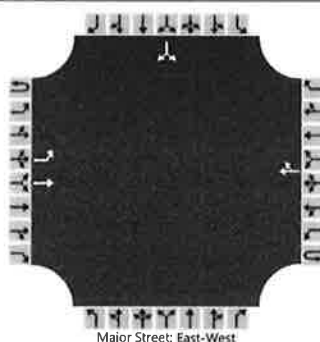
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		125													153	
Capacity, c (veh/h)		1312													733	
v/c Ratio		0.10													0.21	
95% Queue Length, Q ₉₅ (veh)		0.3													0.8	
Control Delay (s/veh)		8.0													11.2	
Level of Service (LOS)		A													B	
Approach Delay (s/veh)	3.1												11.2			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	BNH	Intersection	Robert Philpot Wy at S Main St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2023	North/South Street	S Main St.
Time Analyzed	Existing P.M. Peak	Peak Hour Factor	0.87
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	1	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		L	T					TR							LR	
Volume (veh/h)		62	130				152	31						21		73
Percent Heavy Vehicles (%)		7												10		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage					Left Only								1			

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.17												6.50		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.26												3.59		3.34

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		71													108	
Capacity, c (veh/h)		1331													762	
v/c Ratio		0.05													0.14	
95% Queue Length, Q ₉₅ (veh)		0.2													0.5	
Control Delay (s/veh)		7.9													10.5	
Level of Service (LOS)		A													B	
Approach Delay (s/veh)	2.5												10.5			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

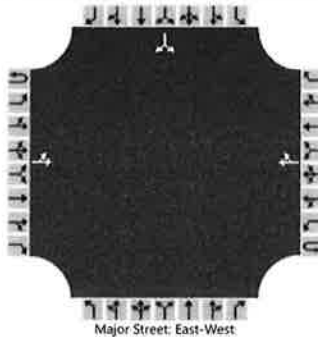
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2023
Time Analyzed	Existing A.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Wy at SE 4th St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Wy
North/South Street	SE 4th St.
Peak Hour Factor	0.89
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		LT						TR							LR	
Volume (veh/h)		30	115				135	10						9		29
Percent Heavy Vehicles (%)		2												2		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.12												6.42		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.22												3.52		3.34

Delay, Queue Length, and Level of Service

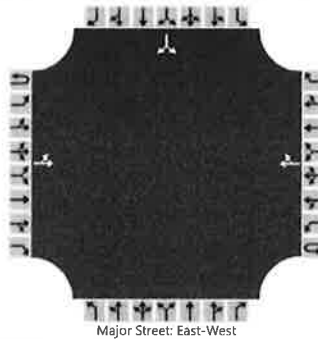
Flow Rate, v (veh/h)		34													43	
Capacity, c (veh/h)		1416													805	
v/c Ratio		0.02													0.05	
95% Queue Length, Q ₉₅ (veh)		0.1													0.2	
Control Delay (s/veh)		7.6	0.2												9.7	
Level of Service (LOS)		A	A												A	
Approach Delay (s/veh)	1.7												9.7			
Approach LOS	A												A			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Wy at SE 4th St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2023	North/South Street	SE 4th St.
Time Analyzed	Existing P.M. Peak	Peak Hour Factor	0.88
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		LT						TR							LR	
Volume (veh/h)		20	118				137	10						3		29
Percent Heavy Vehicles (%)		2												2		2
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.12												6.42		6.22
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.22												3.52		3.32

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		23													36	
Capacity, c (veh/h)		1411													854	
v/c Ratio		0.02													0.04	
95% Queue Length, Q ₉₅ (veh)		0.0													0.1	
Control Delay (s/veh)		7.6	0.1												9.4	
Level of Service (LOS)		A	A												A	
Approach Delay (s/veh)	1.2												9.4			
Approach LOS	A												A			

HCS Two-Way Stop-Control Report

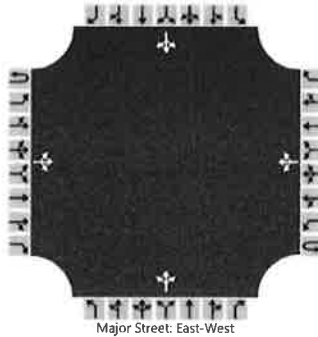
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2023
Time Analyzed	Existing A.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Way at SE 8th St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Way
North/South Street	SE 8th St.
Peak Hour Factor	0.91
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		14	102	16		8	86	1		28	16	12		1	24	18
Percent Heavy Vehicles (%)		2				50				11	2	33		2	8	6
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.12				4.60				7.21	6.52	6.53		7.12	6.58	6.26
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.22				2.65				3.60	4.02	3.60		3.52	4.07	3.35

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		15				9					62				47	
Capacity, c (veh/h)		1498				1207					647				720	
v/c Ratio		0.01				0.01					0.10				0.07	
95% Queue Length, Q ₉₅ (veh)		0.0				0.0					0.3				0.2	
Control Delay (s/veh)		7.4	0.1	0.1		8.0	0.1	0.1			11.1				10.4	
Level of Service (LOS)		A	A	A		A	A	A			B				B	
Approach Delay (s/veh)	0.9				0.7				11.1				10.4			
Approach LOS	A				A				B				B			

HCS Two-Way Stop-Control Report

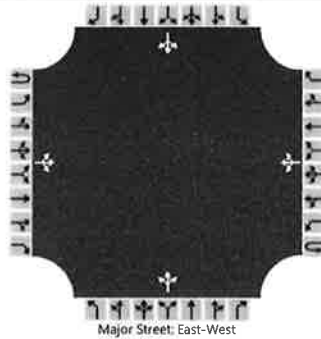
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2023
Time Analyzed	Existing P.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Way at SE 8th St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Way
North/South Street	SE 8th St.
Peak Hour Factor	0.82
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		13	91	22		12	105	2		32	24	5		5	39	11
Percent Heavy Vehicles (%)		2				8				6	4	2		2	5	2
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.12				4.18				7.16	6.54	6.22		7.12	6.55	6.22
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.22				2.27				3.55	4.04	3.32		3.52	4.05	3.32

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		16				15				74				67		
Capacity, c (veh/h)		1455				1410				572				619		
v/c Ratio		0.01				0.01				0.13				0.11		
95% Queue Length, Q ₉₅ (veh)		0.0				0.0				0.4				0.4		
Control Delay (s/veh)		7.5	0.1	0.1		7.6	0.1	0.1		12.2				11.5		
Level of Service (LOS)		A	A	A		A	A	A		B				B		
Approach Delay (s/veh)	0.9				0.8				12.2				11.5			
Approach LOS	A				A				B				B			

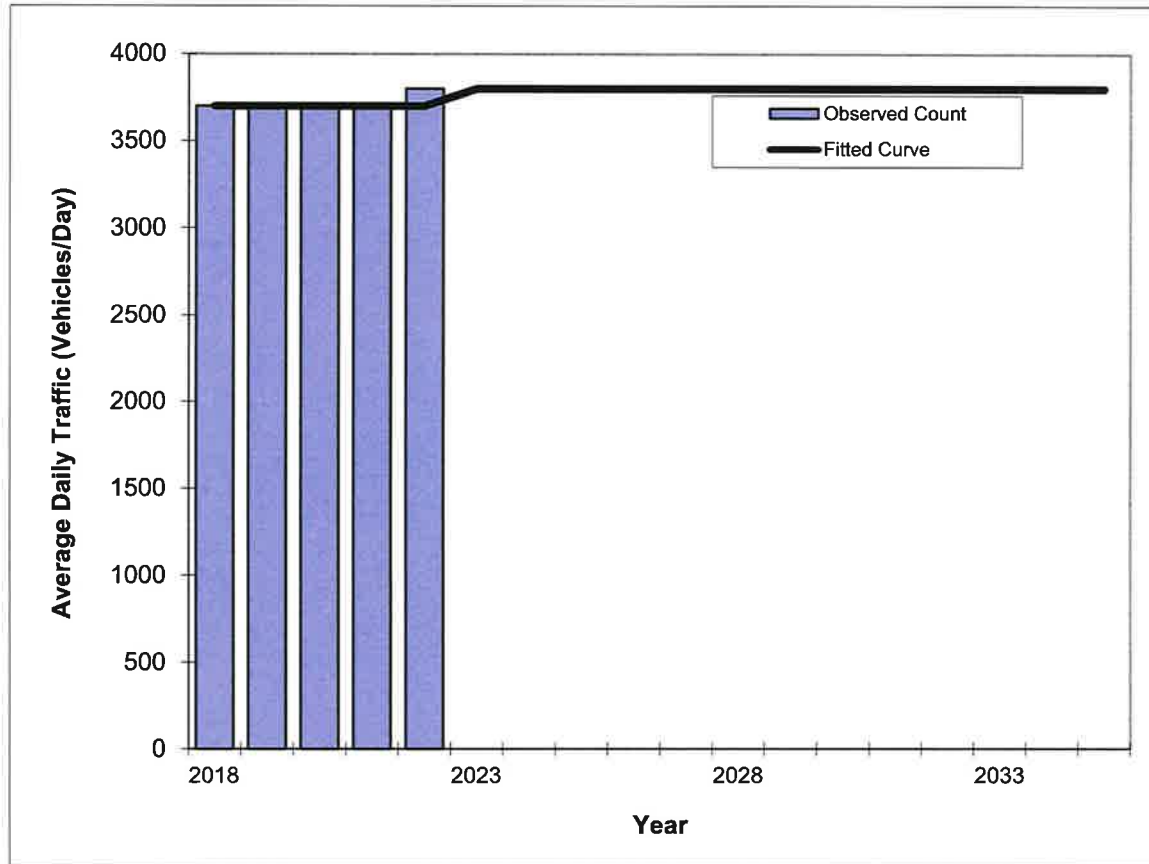
APPENDIX E
FDOT TRAFFIC TRENDS
ANALYSIS WORKSHEETS

Traffic Trends - V03.a

Robert Philpot Wy – From S Main St to SE 8th St.

FIN#	0
Location	1

County:	Levy (34)
Station #:	9141
Highway:	Robert Philpot Wy



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2018	3700	3700
2019	3700	3700
2020	3700	3700
2021	3700	3700
2022	3800	3700
2023 Opening Year Trend		
2023	N/A	3800
2024 Mid-Year Trend		
2024	N/A	3800
2025 Design Year Trend		
2025	N/A	3800
TRANPLAN Forecasts/Trends		

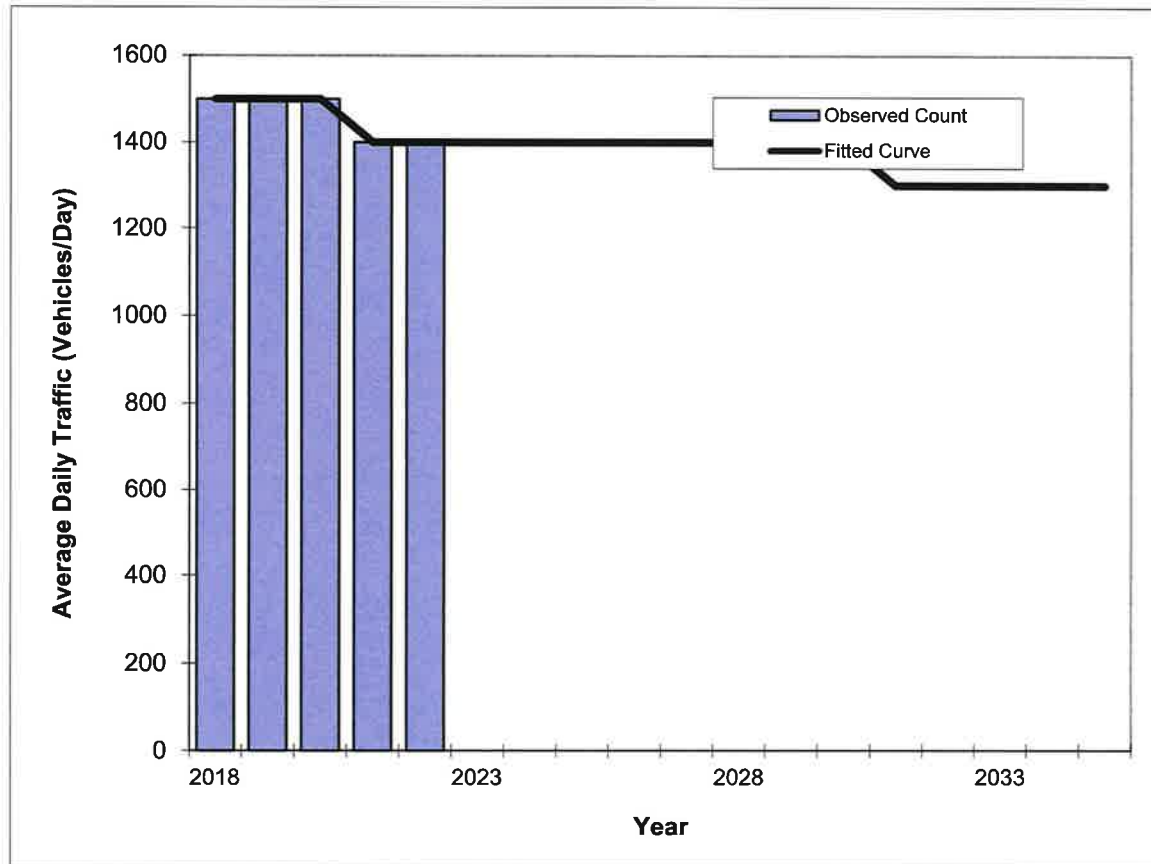
Trend R-squared:	32.89%
Compounded Annual Historic Growth Rate:	0.00%
Compounded Growth Rate (2022 to Design Year):	0.89%
Printed:	20-Nov-23
Decaying Exponential Growth Option	

*Axle-Adjusted

Traffic Trends - V03.a **SE 8th St. -- From US 27 to Levy St**

FIN#	0
Location	1

County:	Levy (34)
Station #:	9122
Highway:	SE 8th St.



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2018	1500	1500
2019	1500	1500
2020	1500	1500
2021	1400	1400
2022	1400	1400
2023 Opening Year Trend		
2023	N/A	1400
2024 Mid-Year Trend		
2024	N/A	1400
2025 Design Year Trend		
2025	N/A	1400
TRANPLAN Forecasts/Trends		

Trend R-squared:	60.25%
Compounded Annual Historic Growth Rate:	-1.71%
Compounded Growth Rate (2022 to Design Year):	0.00%
Printed:	20-Nov-23
Decaying Exponential Growth Option	

*Axle-Adjusted

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2022 HISTORICAL AADT REPORT

COUNTY: 34 - LEVY

SITE: 9141 - CR-316, 0.1 MI E OF SR-45/SR-121

YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2022	3800 V		0		0	9.50	55.40	2.90
2021	3700 R		0		0	9.50	54.60	2.90
2020	3600 T		0		0	9.50	54.40	3.30
2019	3700 S		0		0	9.50	54.80	2.20
2018	3700 F		0		0	9.50	56.20	2.10
2017	3600 C	E	0	W	0	9.50	56.90	1.40
2016	3400 R		0		0	9.50	56.00	2.00
2015	3200 T		0		0	9.50	55.40	1.20
2014	3100 S					9.50	55.50	2.50
2013	3100 F		0		0	9.50	55.40	1.60
2012	3200 C	E	0	W	0	9.50	55.30	2.30

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2022 HISTORICAL AADT REPORT

COUNTY: 34 - LEVY

SITE: 9122 - NE 200TH AVE. .1 MI. S. OF SR 500

YEAR	AADT		DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2022	1400 S		0	0	9.50	55.40	2.90
2021	1400 F		0	0	9.50	54.60	2.90
2020	1400 C	N	0	S 0	9.50	54.40	3.30
2019	1500 R		0	0	9.50	54.80	2.20
2018	1500 T		0	0	9.50	56.20	2.10
2017	1500 S		0	0	9.50	56.90	1.40
2016	1400 F		0	0	9.50	56.00	2.00
2015	1300 C	N	0	S 0	9.50	55.40	1.20
2014	1500 T				9.50	55.50	2.50
2013	1500 S		0	0	9.50	55.40	1.60
2012	1500 F		0	0	9.50	55.30	2.30
2011	1500 C	N	0	S 0	9.50	55.30	2.80

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

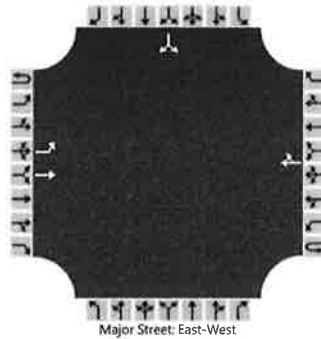
APPENDIX F
INTERSECTIONS
HCS SUMMARY SHEETS
2025 BACKGROUND CONDITIONS

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Wy at S Main St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2025	North/South Street	S Main St.
Time Analyzed	Background A.M. Peak	Peak Hour Factor	0.75
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	1	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		L	T					TR							LR	
Volume (veh/h)		98	155				146	28						18		102
Percent Heavy Vehicles (%)		8												29		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Left Only								1							

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.18												6.69		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.27												3.76		3.34

Delay, Queue Length, and Level of Service

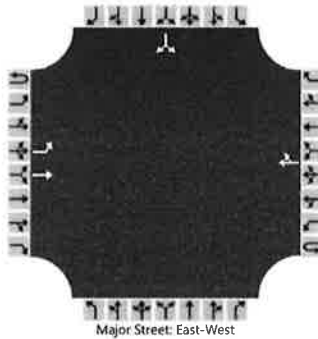
Flow Rate, v (veh/h)		131												160		
Capacity, c (veh/h)		1301												721		
v/c Ratio		0.10												0.22		
95% Queue Length, Q ₉₅ (veh)		0.3												0.8		
Control Delay (s/veh)		8.1												11.4		
Level of Service (LOS)		A												B		
Approach Delay (s/veh)	3.1												11.4			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Wy at S Main St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2025	North/South Street	S Main St.
Time Analyzed	Background P.M. Peak	Peak Hour Factor	0.87
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	1	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		L	T					TR							LR	
Volume (veh/h)		65	135				158	32						22		76
Percent Heavy Vehicles (%)		7												10		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage					Left Only								1			

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.17												6.50		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.26												3.59		3.34

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		75													113	
Capacity, c (veh/h)		1322													752	
v/c Ratio		0.06													0.15	
95% Queue Length, Q ₉₅ (veh)		0.2													0.5	
Control Delay (s/veh)		7.9													10.6	
Level of Service (LOS)		A													B	
Approach Delay (s/veh)	2.6												10.6			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

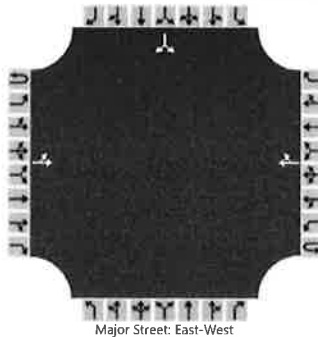
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2025
Time Analyzed	Background A.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Wy at SE 4th St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Wy
North/South Street	SE 4th St.
Peak Hour Factor	0.89
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		LT						TR							LR	
Volume (veh/h)		31	120				141	10						9		30
Percent Heavy Vehicles (%)		2												2		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.12												6.42		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.22												3.52		3.34

Delay, Queue Length, and Level of Service

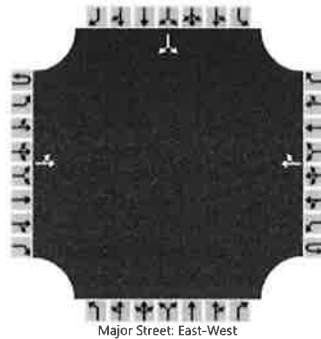
Flow Rate, v (veh/h)		35												44		
Capacity, c (veh/h)		1408												797		
v/c Ratio		0.02												0.05		
95% Queue Length, Q ₉₅ (veh)		0.1												0.2		
Control Delay (s/veh)		7.6	0.2											9.8		
Level of Service (LOS)		A	A											A		
Approach Delay (s/veh)	1.7												9.8			
Approach LOS	A												A			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Wy at SE 4th St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2025	North/South Street	SE 4th St.
Time Analyzed	Background P.M. Peak	Peak Hour Factor	0.88
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		LT						TR							LR	
Volume (veh/h)		21	123				143	10						3		30
Percent Heavy Vehicles (%)		2												2		2
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.12												6.42		6.22
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.22												3.52		3.32

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		24													38	
Capacity, c (veh/h)		1403													846	
v/c Ratio		0.02													0.04	
95% Queue Length, Q ₉₅ (veh)		0.1													0.1	
Control Delay (s/veh)		7.6	0.1												9.5	
Level of Service (LOS)		A	A												A	
Approach Delay (s/veh)	1.2												9.5			
Approach LOS	A												A			

HCS Two-Way Stop-Control Report

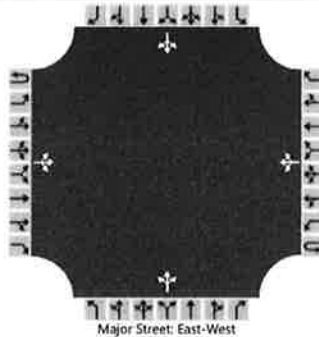
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2025
Time Analyzed	Background A.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Way at SE 8th St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Way
North/South Street	SE 8th St.
Peak Hour Factor	0.91
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		15	106	17		8	90	1		29	17	12		1	25	19
Percent Heavy Vehicles (%)		2				50				11	2	33		2	8	6
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.12				4.60				7.21	6.52	6.53		7.12	6.58	6.26
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.22				2.65				3.60	4.02	3.60		3.52	4.07	3.35

Delay, Queue Length, and Level of Service

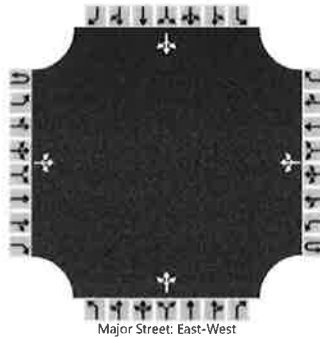
Flow Rate, v (veh/h)		16				9					64				49	
Capacity, c (veh/h)		1493				1201					634				712	
v/c Ratio		0.01				0.01					0.10				0.07	
95% Queue Length, Q ₉₅ (veh)		0.0				0.0					0.3				0.2	
Control Delay (s/veh)		7.4	0.1	0.1		8.0	0.1	0.1			11.3				10.4	
Level of Service (LOS)		A	A	A		A	A	A			B				B	
Approach Delay (s/veh)	0.9				0.7				11.3				10.4			
Approach LOS	A				A				B				B			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Way at SE 8th St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Way
Analysis Year	2025	North/South Street	SE 8th St.
Time Analyzed	Background P.M. Peak	Peak Hour Factor	0.82
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		14	95	23		13	109	2		33	25	5		5	40	11
Percent Heavy Vehicles (%)		2				8				6	4	2		2	5	2
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.12				4.18				7.16	6.54	6.22		7.12	6.55	6.22
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.22				2.27				3.55	4.04	3.32		3.52	4.05	3.32

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		17				16					77				68	
Capacity, c (veh/h)		1449				1402					557				606	
v/c Ratio		0.01				0.01					0.14				0.11	
95% Queue Length, Q ₉₅ (veh)		0.0				0.0					0.5				0.4	
Control Delay (s/veh)		7.5	0.1	0.1		7.6	0.1	0.1			12.5				11.7	
Level of Service (LOS)		A	A	A		A	A	A			B				B	
Approach Delay (s/veh)	0.9				0.9				12.5				11.7			
Approach LOS	A				A				B				B			

**APPENDIX G
INTERSECTIONS
HCS SUMMARY SHEETS
2025 BUILDOUT CONDITIONS**

HCS Two-Way Stop-Control Report

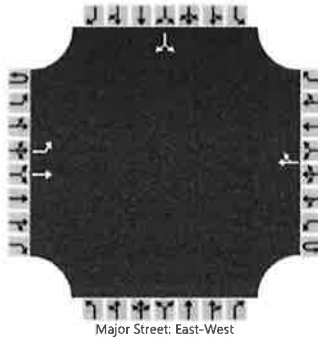
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2025
Time Analyzed	Build-Out A.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Wy at S Main St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Wy
North/South Street	S Main St.
Peak Hour Factor	0.75
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	1	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		L	T					TR							LR	
Volume (veh/h)		98	160				161	28						18		102
Percent Heavy Vehicles (%)		8												29		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Left Only								1							

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.18												6.69		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.27												3.76		3.34

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		131													160	
Capacity, c (veh/h)		1279													703	
v/c Ratio		0.10													0.23	
95% Queue Length, Q ₉₅ (veh)		0.3													0.9	
Control Delay (s/veh)		8.1													11.6	
Level of Service (LOS)		A													B	
Approach Delay (s/veh)	3.1												11.6			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

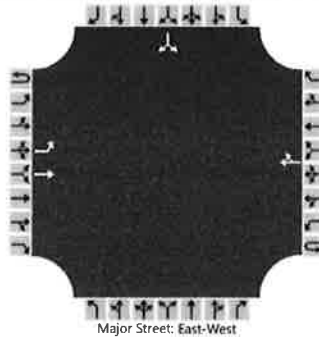
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2025
Time Analyzed	Build-Out P.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Wy at S Main St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Wy
North/South Street	S Main St.
Peak Hour Factor	0.87
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	1	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		L	T					TR							LR	
Volume (veh/h)		65	149				166	32						22		76
Percent Heavy Vehicles (%)		7												10		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage					Left Only								1			

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.17												6.50		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.26												3.59		3.34

Delay, Queue Length, and Level of Service

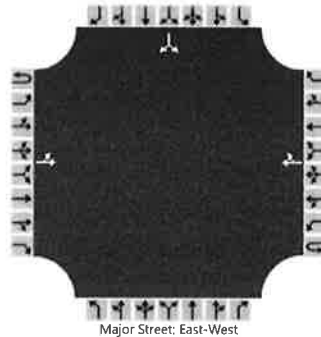
Flow Rate, v (veh/h)		75													113	
Capacity, c (veh/h)		1312													740	
v/c Ratio		0.06													0.15	
95% Queue Length, Q ₉₅ (veh)		0.2													0.5	
Control Delay (s/veh)		7.9													10.7	
Level of Service (LOS)		A													B	
Approach Delay (s/veh)	2.4												10.7			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Wy at SE 4th St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2025	North/South Street	SE 4th St.
Time Analyzed	Build-Out A.M. Peak	Peak Hour Factor	0.89
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		LT						TR							LR	
Volume (veh/h)		36	120				141	15						25		45
Percent Heavy Vehicles (%)		2												2		4
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.12												6.42		6.24
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.22												3.52		3.34

Delay, Queue Length, and Level of Service

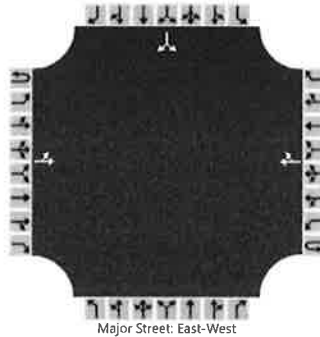
Flow Rate, v (veh/h)		40													79	
Capacity, c (veh/h)		1401													751	
v/c Ratio		0.03													0.10	
95% Queue Length, Q ₉₅ (veh)		0.1													0.3	
Control Delay (s/veh)		7.6	0.2												10.4	
Level of Service (LOS)		A	A												B	
Approach Delay (s/veh)	1.9												10.4			
Approach LOS	A												B			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Wy at SE 4th St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Wy
Analysis Year	2025	North/South Street	SE 4th St.
Time Analyzed	Build-Out P.M. Peak	Peak Hour Factor	0.88
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	0	0		0	1	0
Configuration		LT						TR							LR	
Volume (veh/h)		35	123				143	25						11		38
Percent Heavy Vehicles (%)		2												2		2
Proportion Time Blocked																
Percent Grade (%)													0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1												7.1		6.2
Critical Headway (sec)		4.12												6.42		6.22
Base Follow-Up Headway (sec)		2.2												3.5		3.3
Follow-Up Headway (sec)		2.22												3.52		3.32

Delay, Queue Length, and Level of Service

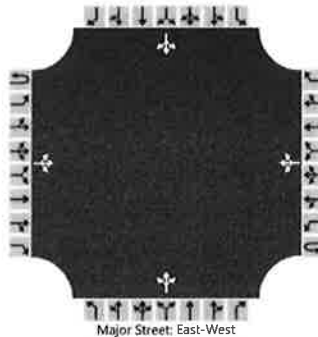
Flow Rate, v (veh/h)		40													56	
Capacity, c (veh/h)		1383													784	
v/c Ratio		0.03													0.07	
95% Queue Length, Q ₉₅ (veh)		0.1													0.2	
Control Delay (s/veh)		7.7	0.2												9.9	
Level of Service (LOS)		A	A												A	
Approach Delay (s/veh)	1.9												9.9			
Approach LOS	A												A			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	Robert Philpot Way at SE 8th St.
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/16/2023	East/West Street	Robert Philpot Way
Analysis Year	2025	North/South Street	SE 8th St.
Time Analyzed	Build-Out A.M. Peak	Peak Hour Factor	0.91
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		15	122	17		8	95	1		29	17	12		1	25	19
Percent Heavy Vehicles (%)		2				50				11	2	33		2	8	6
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.12				4.60				7.21	6.52	6.53		7.12	6.58	6.26
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.22				2.65				3.60	4.02	3.60		3.52	4.07	3.35

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)		16				9					64				49	
Capacity, c (veh/h)		1486				1182					613				695	
v/c Ratio		0.01				0.01					0.10				0.07	
95% Queue Length, Q ₉₅ (veh)		0.0				0.0					0.3				0.2	
Control Delay (s/veh)		7.5	0.1	0.1		8.1	0.1	0.1			11.5				10.6	
Level of Service (LOS)		A	A	A		A	A	A			B				B	
Approach Delay (s/veh)	0.8				0.7				11.5				10.6			
Approach LOS	A				A				B				B			

HCS Two-Way Stop-Control Report

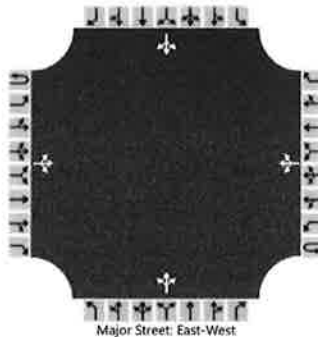
General Information

Analyst	BNH
Agency/Co.	LTG, Inc.
Date Performed	11/16/2023
Analysis Year	2025
Time Analyzed	Build-Out P.M. Peak
Intersection Orientation	East-West
Project Description	The Townes of Williston

Site Information

Intersection	Robert Philpot Way at SE 8th St.
Jurisdiction	City of Williston
East/West Street	Robert Philpot Way
North/South Street	SE 8th St.
Peak Hour Factor	0.82
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		14	103	23		13	124	2		33	25	5		5	40	11
Percent Heavy Vehicles (%)		2				8				6	4	2		2	5	2
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.12				4.18				7.16	6.54	6.22		7.12	6.55	6.22
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.22				2.27				3.55	4.04	3.32		3.52	4.05	3.32

Delay, Queue Length, and Level of Service

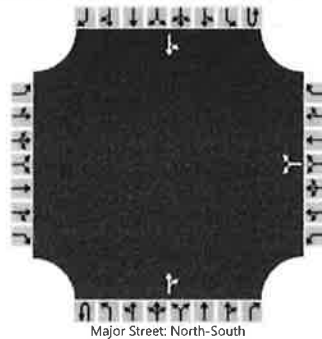
Flow Rate, v (veh/h)		17				16					77				68	
Capacity, c (veh/h)		1427				1391					534				584	
v/c Ratio		0.01				0.01					0.14				0.12	
95% Queue Length, Q ₉₅ (veh)		0.0				0.0					0.5				0.4	
Control Delay (s/veh)		7.6	0.1	0.1		7.6	0.1	0.1			12.9				12.0	
Level of Service (LOS)		A	A	A		A	A	A			B				B	
Approach Delay (s/veh)	0.8				0.8				12.9				12.0			
Approach LOS	A				A				B				B			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	SE 4th St at Project Driveway
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/26/2023	East/West Street	Project Driveway
Analysis Year	2023	North/South Street	SE 4th St
Time Analyzed	A.M. Peak Build-Out	Peak Hour Factor	0.92
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		0	1	0	0	0	1	0	0	0	1	0
Configuration							LR					TR		LT		
Volume (veh/h)						31		0			41	10		0	39	
Percent Heavy Vehicles (%)						2		2						2		
Proportion Time Blocked																
Percent Grade (%)					0											
Right Turn Channelized																
Median Type Storage					Undivided											

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.42		6.22						4.12		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.52		3.32						2.22		

Delay, Queue Length, and Level of Service

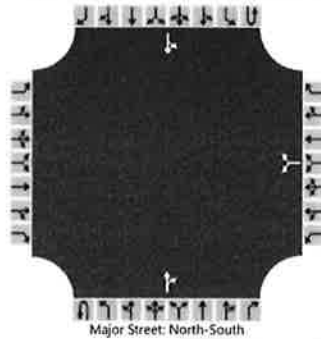
Flow Rate, v (veh/h)						34								0		
Capacity, c (veh/h)						908								1549		
v/c Ratio						0.04								0.00		
95% Queue Length, Q ₉₅ (veh)						0.1								0.0		
Control Delay (s/veh)						9.1								7.3	0.0	
Level of Service (LOS)						A								A	A	
Approach Delay (s/veh)					9.1								0.0			
Approach LOS					A								A			

HCS Two-Way Stop-Control Report

General Information

Analyst	BNH	Intersection	SE 4th St at Project Driveway
Agency/Co.	LTG, Inc.	Jurisdiction	City of Williston
Date Performed	11/26/2023	East/West Street	Project Driveway
Analysis Year	2025	North/South Street	SE 4th St
Time Analyzed	P.M. Peak Build-Out	Peak Hour Factor	0.92
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	The Townes of Williston		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		0	1	0	0	0	1	0	0	0	1	0
Configuration							LR					TR		LT		
Volume (veh/h)						16		0			31	29		0	33	
Percent Heavy Vehicles (%)						2		2						2		
Proportion Time Blocked																
Percent Grade (%)					0											
Right Turn Channelized																
Median Type Storage					Undivided											

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.42		6.22						4.12		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.52		3.32						2.22		

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						17								0		
Capacity, c (veh/h)						916								1537		
v/c Ratio						0.02								0.00		
95% Queue Length, Q ₉₅ (veh)						0.1								0.0		
Control Delay (s/veh)						9.0								7.3	0.0	
Level of Service (LOS)						A								A	A	
Approach Delay (s/veh)					9.0								0.0			
Approach LOS					A								A			

APPENDIX H

NCHRP 457 Reports

Northbound Right Turn lane at SE 4th St and Project Driveway- A.M. Peak

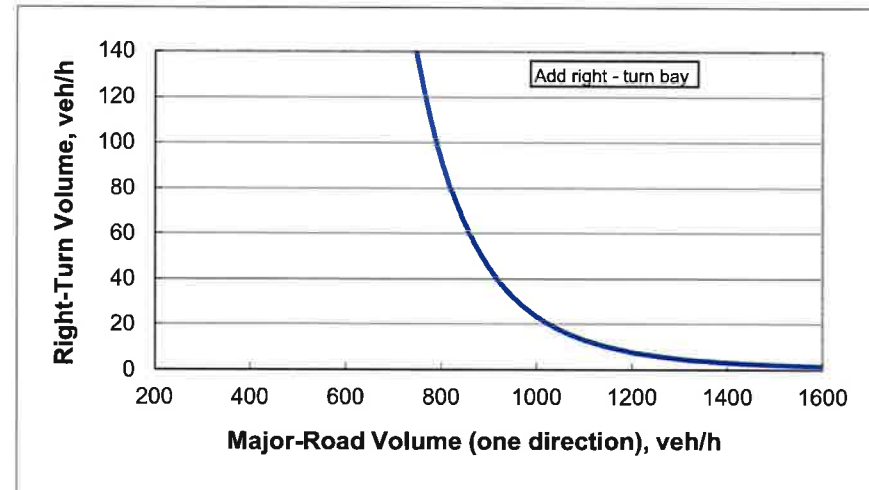
Figure 2 - 6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

INPUT

Roadway geometry:	2-lane roadway
Variable	Value
Major-road speed, mph:	25
Major-road volume (one direction), veh/h:	51
Right-turn volume, veh/h:	10

OUTPUT

Variable	Value
Limiting right-turn volume, veh/h:	2322753397
Guidance for determining the need for a major-road right-turn bay for a 2-lane roadway:	
Do NOT add right-turn bay.	



Northbound Right Turn lane at SE 4th St and Project Driveway- P.M. Peak

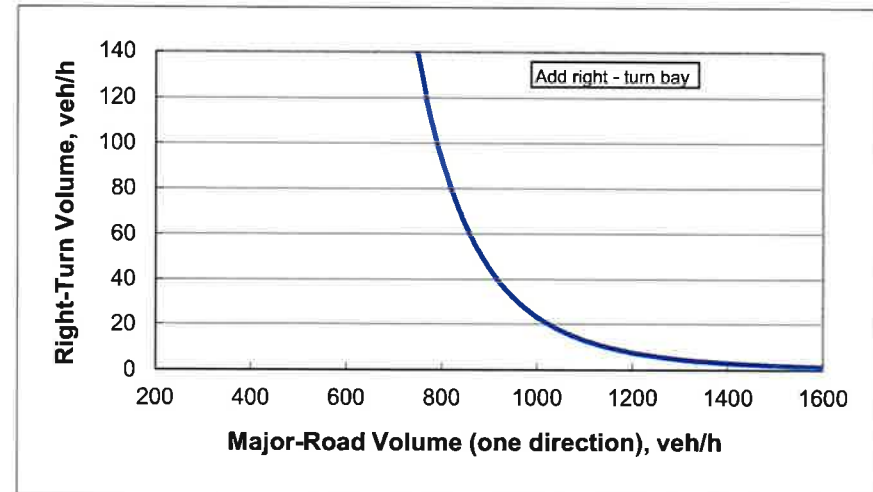
Figure 2 - 6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

INPUT

Roadway geometry:	2-lane roadway
Variable	Value
Major-road speed, mph:	25
Major-road volume (one direction), veh/h:	60
Right-turn volume, veh/h:	29

OUTPUT

Variable	Value
Limiting right-turn volume, veh/h:	849523813
Guidance for determining the need for a major-road right-turn bay for a 2-lane roadway:	
Do NOT add right-turn bay.	



December 20, 2023

Laura Jones, Community Development & Grants Manager
City of Williston
50 NW Main Street
Williston, Florida 32696

SUBJECT: Townes of Williston Review Comments

Dear Laura,

Per your request we have reviewed Traffic Impact Analysis by LGT Engineering and Planning and have no comments.

Please let us know if you need anything else on this matter.

Sincerely,

WRIGHT-PIERCE



Walter A. Nickel, PE
Senior Project Manager
Walter.nickel@wright-pierce.com

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.

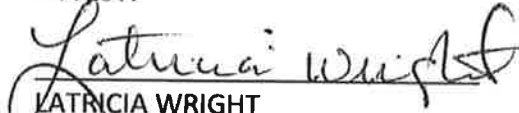
Section 4. Inclusion in the Code. It is the intention of the City council of the City of Williston,

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 16th day of May, 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 6th day of June, 2023.

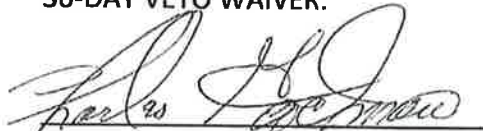
ATTEST:


LATRICIA WRIGHT
CITY CLERK


CITY OF WILLISTON


DEBRA JONES
PRESIDENT, CITY COUNCIL

30-DAY VETO WAIVER:


CHARLES GOODMAN
MAYOR

APPROVED AS TO FORM AND LEGALITY:


KIERSTEN BALLOU, ESQ.
CITY ATTORNEY

CITY COUNCIL RESOLUTION 2024-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A PROPOSED PRELIMINARY PLAT FOR THE MAJOR SUBDIVISION TOWNES OF WILLISTON, OR BOOK 1582 PAGE 858 (PARCEL #0510000000) INTO 58 LOTS.

WHEREAS, a proposed plat for the major subdivision Townes of Williston (Parcel #0510000000) into 58 lots has been filed with the City: AND

WHEREAS the City of Williston Planning and Zoning Commission approved the preliminary plat on October 15, 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 plat for the major subdivision Townes of Williston (Parcel #0510000000) into 58 lots which has been filed with the City.

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 January 2024.

CITY OF WILLISTON, FLORIDA

ATTEST:

Debra Jones, Council President

Latricia Wright, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Kiersten Ballou, City Attorney

Date: 1/16/2024

COUNCIL AGENDA ITEM

RESOLUTION 2024-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, REPEALING RESOLUTION NUMBER 2023-97 WHICH APPROVED THE PURCHASE OF GOLF CART SIGNS FROM SMART SIGNS; HEREBY APPROVING THE PURCHASE OF GOLF CART SIGNS FROM NEWMAN SIGNS, INC.; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS TO EFFECTUATE SAME; AND PROVIDING AN EFFECTIVE DATE

PREPARED BY: KIERSTEN BALLOU, CITY ATTORNEY

BACKGROUND/DESCRIPTION: Previous Resolution 2023-97 had the incorrect amount and company for selection in providing golf cart signs. Lowest bidder was not selected due to second lowest bidder offering a more favorable delivery timeline. Repeals previous resolution. This resolution corrects the award to reflect award to second lowest bidder with more favorable delivery timeline.

LEGAL REVIEW: Yes. Approved as to form and legal sufficiency.

FISCAL IMPACTS: Yes. Not to exceed \$20,000.00.

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS: Three bids received for golf cart signs.

COUNCIL ACTION:

_____ **APPROVED**

_____ **DENIED**

RESOLUTION NUMBER 2024-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, REPEALING RESOLUTION NUMBER 2023-97 WHICH APPROVED THE PURCHASE OF GOLF CART SIGNS FROM SMART SIGNS; HEREBY APPROVING THE PURCHASE OF GOLF CART SIGNS FROM NEWMAN SIGNS, INC.; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS TO EFFECTUATE SAME; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Williston has previously passed a resolution allowing for the operation of golf carts on certain roads within the corporate limits of the City of Williston; and

WHEREAS, a requirement of said resolution is that streets designated for golf cart use must be marked with signage indicating same; and

WHEREAS, City staff worked with the City Engineer to determine which roads would be eligible for golf cart use and to determine how many signs would be required in order to comply with the City's resolution; and

WHEREAS, the City of Williston received three quotes for the installation of the required signs (Attached hereto as **Exhibit A, B, and C**); and

WHEREAS, the City erroneously passed Resolution 2023-97 authorizing the purchase of signs from SmartSign;

WHEREAS, Newmans Signs, Inc. submitted the second lowest bid at \$19,404.18 (included as **Exhibit A**) but offered a more favorable delivery timeline than that offered by SmartSign;

WHEREAS, it is in the best interest of the City of Williston to purchase the required signs from Newmans Signs, Inc. for an amount not to exceed \$20,000.00, as such entity submitted the most favorable bid.

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

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

Section 2. The City Council hereby approves the purchase of the required signs for golf cart roadway designation from Newmans Signs, Inc. in accordance with the quote from Newmans Signs, Inc. attached hereto in **Exhibit A** for an amount not to exceed \$20,000.00.

Section 3. The City Council President is hereby authorized to execute on behalf of the City such documents as are required to effectuate the above.

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

PASSED AND ADOPTED at a meeting of the City Council this ____ day of January, 2024.

CITY OF WILLISTON, FLORIDA

BY: _____
Debra Jones, City Council President

**Attest, By the Clerk of the
City Council of the
City of Williston Florida:**

Approved as to Form and Legality:

Latricia Wright, City Clerk

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

ATTACHMENT A



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

****Given the current market conditions, after one week, this quote is subject to change at any time at the discretion of Newman Traffic Signs.****

Quote #: TRFQTE068578

Quote Date: 9/13/2023

Customer Number: WIL-03-007

Ship Via: MIDWEST

Sales Rep: David Nygren

FOB: ORIGIN

Payment Terms: Net 30

Bill To:

CITY OF WILLISTON
PO BOX 160
WILLISTON FL, 32696

Ship To:

CITY OF WILLISTON
25 SW 1 AVE
WILLISTON FL, 32696

Header Note:

SEQ	Item Number/Cost Code/Description/Note	Quantity	Unit Price	Extended Price
1	SPECIALTRAFFIC T-SP024030/2K3A-2 24X30 .080 1 POST STD PUNCH/RADIUS S/F HIP G/B/W W/BORDER (92EA0 (GOLF CART SYM) OK BEYOND THIS POINT	92.00	31.84	2,929.20
2	SPECIALTRAFFIC T-SP024030/2K3A-2 24X30 .080 1 POST STD PUNCH/RADIUS S/F HIP R/B/W W/BORDER (112EA) (NO GOLF CART SYM) PROHIBITED BEYOND THIS POINT	112.00	31.73	3,553.76
3	T-W11-1130/2E3B 30X30 .080 1 POST STD PUNCH/RADIUS HIP B/Y GOLF CART SYM	10.00	35.94	359.40
4	SPECIALTRAFFIC T-SP024012/2M3B 24X12 .080 1 POST STD PUNCH/RADIUS S/F HIP B/Y W/BORDER (10EA) X-ING	10.00	18.42	184.20
5	T-TLS-2-10 TELESPAR 2 IN X 10'-12 GA	250.00	41.22	10,305.00
6	FREIGHT-TRAFFIC FREIGHT TRAFFIC SALES	1.00	2,072.54	2,072.54

9/13/2023 10:56:33 AM

ATTACHMENT A



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

****Given the current market conditions, after one week, this quote is subject to change at any time at the discretion of Newman Traffic Signs.****

Quote #: TRFQTE068578

Quote Date: 9/13/2023

Customer Number: WIL-03-007

Ship Via: MIDWEST

Sales Rep: David Nygran

FOB: ORIGIN

Payment Terms: Net 30

Bill To:

CITY OF WILLISTON
PO BOX 160
WILLISTON FL, 32696

Ship To:

CITY OF WILLISTON
25 SW 1 AVE
WILLISTON FL, 32696

Header Note:

Subtotal:	19,404.18
Tax:	0.00
Total:	\$19,404.18

Total subject to any applicable tax and freight charges. Additional freight charges for residential delivery, inside delivery, liftgate delivery, limited access delivery, or other charges incurred will be invoiced to the customer.

9/13/2023 10:56:33 AM

ATTACHMENT B

QUOTE# Q-625718

SmartSign

A SmartSign Store
100 Cadman Plaza West, Suite 1303
Brooklyn, NY 11201
Billing: (718) 797-1900 x117
Sales: (800) 952-1457

Date: 10/9/2023 2:46:16 PM

Billing address

Jason Lee
City of Williston
50 NW MAIN ST
WILLISTON, FL 32696-2043
United States
Phone: (352) 441-5875

Shipping address

Jason Lee
City of Williston
25 SW 1ST AVE
WILLISTON, FL 32696-2503
United States
Phone: (352) 441-5875

Hi Jason Lee,

Here is your quote! Your quote number is **Q-625718**.

My name is **Christopher Arnaud** and I will be your assigned sales representative. Please contact me for any questions about this quote or to place your order. You may call me at **(800) 952 1457 x 7157** or email me at **Christopher@smartsign.com**. I hope to hear from you soon!

If you are tax-exempt, please send over your tax-exempt form so taxes can be removed. If you are ordering a custom item, an official proof will be sent for your approval for production once the order is placed.

Package 1

Shipping Method : Regular Overweight Shipping

	Product description	Unit Price	Qty.	Amount
	1. Reflective Aluminum Sign Size:24" x 30" Part #:S-3743-24X30 Material:Engineer Grade Reflective Aluminum Sign, 80 mil	\$60.10/Sign Package: 1 Sign	92 Signs	\$5,529.20
	2. Reflective Aluminum Sign Size:24" x 30" Part #:S-3743-24X30 Material:Engineer Grade Reflective Aluminum Sign, 80 mil	\$55.25/Sign Package: 1 Sign	112 Signs	\$6,188.00
	3. Reflective Aluminum Sign Size:12" x 24" Part #:S-3743-12X24 Material:Engineer Grade Reflective Aluminum Sign, 80 mil	\$31.05/Sign Package: 1 Sign	10 Signs	\$310.50
	4. Heavy Duty High Strength U-Channel Sign Posts - 8' tall (3-1/16" Wide) Size:96" x 3.0625" (H x W) Part #:K-153-8K Material:Green Baked Enamel Posts	\$42.35/Post Package: 1 Post	112 Posts	\$4,743.20

Package 2

Shipping Method : Regular Overweight Shipping

ATTACHMENT B



1. Reflective Aluminum Sign

\$92.45/Sign

10 Signs

\$924.50

Size:30" x 30"

Package: 1 Sign

Part #:LQ-3026

Material:Engineer Grade Reflective Aluminum
Sign, 80 mil

+ Sign Set-Up Charge

\$0.00

1 Order

\$0.00

Item Total:

\$924.50

Please note that this quote will expire in 30 days and the shipping cost is subject to change after 5 days. We accept major credit cards, checks, ACH / wire transfers, and net 30 terms.

Items (5) :

\$17,695.40

Rebate :

(\$1,769.54)

Shipping :

\$1,410.00

Total before tax :

\$17,335.86

Sales Tax :

\$1,468.97

Grand Total:

\$18,804.83

ATTACHMENT C



64 Outwater Lane, Garfield, NJ 07020 | Toll Free: 800-274-6271 | Ph: 973-340-7888 | Fax: 973-340-7809

Quote # 44846

Billing/Shipping Information

Brimar Account #	<input type="text"/>	Quote Date:	<input type="text" value="9/29/2023"/>
Shipping Method:	<input type="text" value="truck"/>	Rep Name:	<input type="text" value="Jason B"/>
Payment Terms:	<input type="text"/>		
Billing Name:	<input type="text" value="City of Williston"/>	Shipping Name:	<input type="text" value="City of Williston"/>
Billing Address 1:	<input type="text" value="50 NW Main Street"/>	Shipping Address 1:	<input type="text" value="50 NW Main Street"/>
Billing Address 2:	<input type="text"/>	Shipping Address 2:	<input type="text"/>
City:	<input type="text" value="Williston"/>	City:	<input type="text" value="Williston"/>
State:	<input type="text" value="FL"/>	State:	<input type="text" value="FL"/>
Zip:	<input type="text" value="32698"/>	Zip:	<input type="text" value="32698"/>
Email:	<input type="text" value="Jonathen.bishop@willistonfl.org"/>	Contact:	<input type="text" value="Jonathen Bishop"/>
Phone:	<input type="text" value="352-528-3060"/>	PO:	<input type="text"/>
Fax:	<input type="text"/>	Job:	<input type="text"/>
Contact:	<input type="text" value="Jonathen Bishop"/>	Tag:	<input type="text"/>

THE WEBSITE THAT THE CUSTOMER FOUND US ON MUST BE CHECKED BELOW

☐ CCW ☐ ParkingSign ☐ Pipemarker ☒ Safetysign ☐ SOS ☐ Trafficsign ☐ Waferseals

Item Information

Product Code / Part #	Size	Color Bkgd/Letter	Product Details	Quantity	Unit Price	Extended Price
X1273M-E1H	24 x 30"	White/Green/Black	Golf carts Beyond this Point OK - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	92	\$54.25	\$4991.00
X1273M-E1H	24 x 30"	White/Red/Black	Golf carts Prohibited this Point OK - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	112	\$49.95	\$5594.40
F7334-D2H	30" Diamond	Yellow/Black	Golf Cart Crossing Sign - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	10	\$64.25	\$642.50
Sign	24x12"	Yellow/Black	X-ING - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	10	\$43.85	\$438.50
Y3537-2SQ10	10'	Galvanized Steel	10' Galvanized Square Sign Post - 14 Gauge Galvanized Steel	112	\$87.00	\$9744.00

Notes or Special Instructions	SALES TAX NEXUS ESTABLISHED	<input type="radio"/> Yes <input type="radio"/> No		
	CUSTOMER SALES TAX EXEMPT	<input type="radio"/> Yes <input type="radio"/> No		
Terms & Conditions	This quote is valid for 15 days from date of issue	Sub Total: \$	\$21410.40	
	Above prices are based on information provided at the time of quote request. Brimar reserves the right to reevaluate this quote upon receipt of order. Any changes to quantity or items ordered will impact the cost of the order.	Sales Tax		
	Prices do not include freight unless noted	Freight	\$1349.35	
	Please reference quote # when placing the order	Total Amount: \$	\$22759.75	
		Tax Exempt Certificate MUST be sent when order is PLACED. No Certificates Will Be Accepted After Order is Placed.		

ATTACHMENT C



64 Outwater Lane, Garfield, NJ 07026 | Toll Free: 800-274-6271 | Ph: 973-340-7899 | Fax: 973-340-7800

Quote # 44846

Billing/Shipping Information

Brimar Account #	<input type="text"/>	Quote Date:	<input type="text" value="9/29/2023"/>
Shipping Method:	<input type="text" value="truck"/>	Rep Name:	<input type="text" value="Jason B"/>
Payment Terms:	<input type="text"/>		
Billing Name:	<input type="text" value="City of Williston"/>	Shipping Name:	<input type="text" value="City of Williston"/>
Billing Address 1:	<input type="text" value="50 NW Main Street"/>	Shipping Address 1:	<input type="text" value="50 NW Main Street"/>
Billing Address 2:	<input type="text"/>	Shipping Address 2:	<input type="text"/>
City:	<input type="text" value="Williston"/>	City:	<input type="text" value="Williston"/>
State:	<input type="text" value="FL"/>	State:	<input type="text" value="FL"/>
Zip:	<input type="text" value="32696"/>	Zip:	<input type="text" value="32696"/>
Email:	<input type="text" value="Jonathan.bishop@willistonfl.org"/>	Contact:	<input type="text" value="Jonathan Bishop"/>
Phone:	<input type="text" value="352-528-3060"/>	PO:	<input type="text"/>
Fax:	<input type="text"/>	Job:	<input type="text"/>
Contact:	<input type="text" value="Jonathan Bishop"/>	Tag:	<input type="text"/>

THE WEBSITE THAT THE CUSTOMER FOUND US ON MUST BE CHECKED BELOW

☐ CCW ☐ ParkingSign ☐ Pipemarkers ☒ Safetysign ☐ SOS ☐ Trafficsign ☐ Waferseals

Item Information

Product Code / Part #	Size	Color Bkgd/Letter	Product Details	Quantity	Unit Price	Extended Price
X1273M-E1H	24 x 30"	White/Green/Black	Golf carts Beyond this Point OK - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	92	\$54.25	\$4991.00
X1273M-E1H	24 x 30"	White/Red/Black	Golf carts Prohibited this Point OK - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	112	\$49.95	\$5594.40
F7334-D2H	30" Diamond	Yellow/Black	Golf Cart Crossing Sign - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	10	\$64.25	\$642.50
Sign	24x12"	Yellow/Black	X-ING - .080" Engineering Grade Reflective Aluminum - Two 3/8" holes (one at top, one at bottom)	10	\$43.85	\$438.50
Y3537-2SQ10	10'	Galvanized Steel	10' Galvanized Square Sign Post - 14 Gauge Galvanized Steel	112	\$87.00	\$9744.00

Notes or Special Instructions	SALES TAX NEXUS ESTABLISHED	<input type="radio"/> Yes <input type="radio"/> No
	CUSTOMER SALES TAX EXEMPT	<input type="radio"/> Yes <input type="radio"/> No
Terms & Conditions	This quote is valid for 15 days from date of issue	
	Above prices are based on information provided at the time of quote request. Brimar reserves the right to reevaluate this quote upon receipt of order. Any changes to quantity or items ordered will impact the cost of the order.	
	Prices do not include freight unless noted	
	Please reference quote # when placing the order	
	Tax Exempt Certificate MUST be sent when order is PLACED. No Certificates Will Be Accepted After Order is Placed.	
	Sub Total \$	\$21410.40
	Sales Tax	
	Freight	\$1349.35
	Total Amount \$	\$22759.75

Date: 1/16/2024

COUNCIL AGENDA ITEM

RESOLUTION 2024-14:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLISTON, FLORIDA, TO APPROVE PAYMENT FOR THE
AIRPORT'S PORTION OF THE TERMINAL PROJECT BUILDING
PERMIT.**

REQUESTED BY: BENTON STEGALL AIRPORT MANAGER

PREPARED BY: BENTON STEGALL AIRPORT MANAGER

FISCAL IMPACTS: The Airport Portion of the building permit will cost the airport \$28,924.44 from Airport Reserves. This is a non-budgeted expenditure. Originally Gray Construction planned for a \$10,000 permit fee. The difference was an unexpected, drastic difference on their part. FDOT told us that the difference is non-reimbursable. Gray is paying for what they originally had planned, and the airport will be responsible for the remainder.

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

<input type="checkbox"/> CONTRACT	<input checked="" type="checkbox"/> RESOLUTION 2024-14	<input type="checkbox"/> MAP
<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> OTHER DOCUMENTS	

COUNCIL ACTION:

☐ **APPROVED**

☐ **DENIED**

RESOLUTION NUMBER 2024-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, TO APPROVE PAYMENT FOR THE AIRPORT'S PORTION OF THE TERMINAL PROJECT BUILDING PERMIT.

WHEREAS, the City of Williston is currently in the process of the construction of a new airport terminal building; and

WHEREAS, the City of Williston is required to submit payment for the City of Williston Municipal Airport's portion of the permits required to move forward with the construction process; and

WHEREAS, the City of Williston City Council has determined that it is in the best interest of the City to approve the payment of the Airport's portion of the terminal project building permit.

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

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

Section 2. The City Council hereby approves the payment of \$28,924.44 required for the Airport's portion of required building permits related to the construction of the airport terminal building.

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

PASSED AND ADOPTED a meeting of the City Council this ____ day of January 2024.

CITY OF WILLISTON, FLORIDA

BY: _____
Debra Jones, City Council President

ATTEST:

Latricia Wright, City Clerk

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Kiersten N. Ballou, City Attorney

PERMIT
CITY OF WILLISTON - Building Department
50 NW Main St, Williston, FL 32696
P: (352)528-3060 / F: (352)528-0390

Number: 202300625 Issue Date: 10/25/2023
Permit Type: COM / COMMERCIAL-NEW/ADD/REMO Expiration Date: 04/22/2024
Property Address: 1891 SW 18th St, Williston, FL 32696
Job Description: NEW CONSTRUCTION OF WILLISTON AIRPORT TERMINAL BUILDING

Parcel Code: 0443000000 Lot:
Subdivision: UA / UNASSIGNED Block:
Property Zoning: UA / UNASSIGNED Filing:
Construction Type: / Project Valuation: 2,505,410.00
Occupancy Type: /

Contacts

<u>Code</u>	<u>Contact</u>	<u>Address</u>	<u>Telephone</u>
OWNER	CITY OF WILLISTON PBO O	Airport, Williston, FL 32696	(352) 528-4900
GC	MATTHEW TODD GRAY	GRAY CONSTRUCTION SERVICES, IN, , ,	(352) 463-3939

Fee Summary

<u>Fee Code</u>	<u>Description</u>	<u>Valuation</u>	<u>Charged</u>	<u>Paid</u>	<u>Due</u>
SC	SEWER CAPACITY FEE	0.00	0.00	0.00	0.00
WC	WATER CAPACITY FEE	0.00	0.00	500.00	500.00-
TOTVA	TOTAL VALUATION	2,505,410.00	0.00	0.00	0.00
COM	COMMERCIAL PERMIT	2,505,410.00	37,581.15	0.00	37,581.15
RADON	RADON SURCHARGE	37,581.15	563.71	0.00	563.71
DBPR	DBPR/BCAIB SURCHARGE	37,581.15	375.82	0.00	375.82
ADMIN	ADMINISTRATIVE FEE	0.00	30.00	0.00	30.00
IEMSC	EMS COMMERCIAL	4,672.00	373.76	0.00	373.76
OFF1	OFFDAY INSPECTION 1	0.00	500.00	0.00	500.00
Grand Total			39,424.44	500.00	38,924.44

Permit Conditions

Signature of OWNER , CONTRACTOR OR AGENT (Circle one) Date

CITY COUNCIL AGENDA ITEM

TOPIC: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE SURPLUS OF PROPERTY LOCATED AT THE CORNER OF SE 6TH STREET AND SE 3RD AVENUE (PARCEL #0577700000).

BACKGROUND / DESCRIPTION:

The City of Williston owns a property located at the corner of SE 6th Street and SE 3rd Avenue. The property is 0.14 acres and is not being used by the City at this time. Staff and Wright-Pierce have verified that this property has no use in future utility plans. The property is vacant.

Monserrat Rubio Group has purchased the property to the south and is in the process of purchasing the property to the west and inquired about this property. They understand that a surplus does not guarantee they will procure the lot.

LEGAL REVIEW: NA

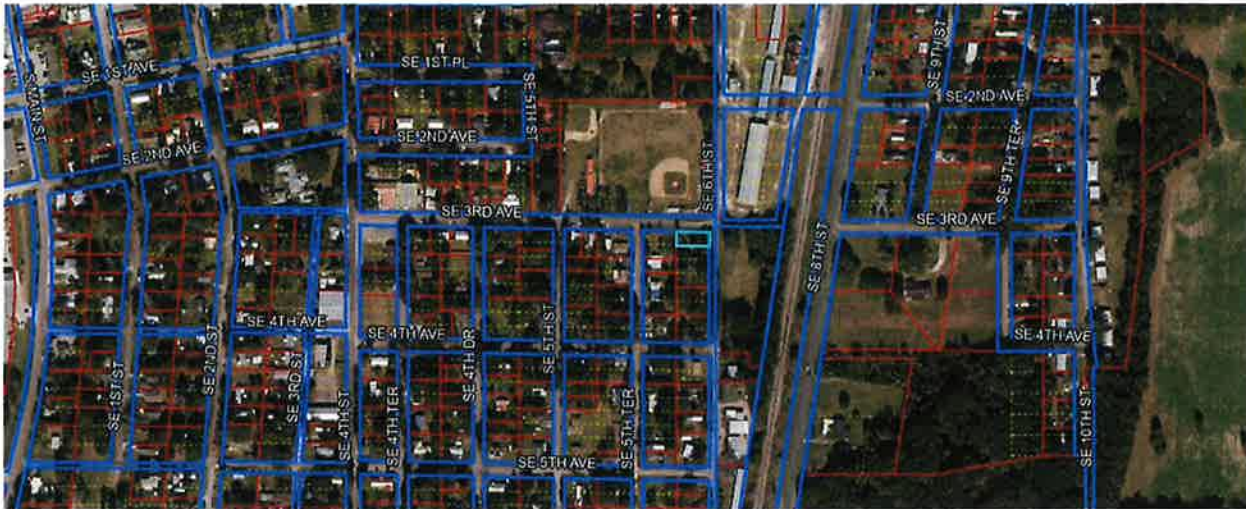
FISCAL IMPACTS: Positive impact (market value).

RECOMMENDED ACTION: Direct City staff to surplus lot.

ATTACHMENTS: Property appraiser report and maps.

ACTION:

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



Levy County, FL

Homestead Application

[Homestead Application](#)

Hurricane Damage Form

ATTENTION: This is not for FEMA.

[Hurricane Damage Form](#)

Summary

Parcel ID 0577700000
Location Address
Neighborhood Old Williston South Residential (101)
Legal Description* 06-13-19 OAKVILLA S/D BLK 1 LOT 1
Property Use Code MUNICIPAL (8900)
Subdivision OAK VILLA
Sec/Twp/Rng 06-13-19
Tax District WILLISTON (District WI)
Millage Rate 21.3973
Acreage 0.140
Homestead N
Ag Classification No

*The legal description shown here may be condensed; a full legal description should be obtained from a recorded deed for legal purposes.

[View Map](#)

Owner

Owner Name City Of Williston 100%
Mailing Address WILLISTON, FL 32696

Valuation

	2023 Certified Value
	Summary
Building Value	\$0
Extra Features Value	\$0
Market Land Value	\$10,000
Ag Land Value	\$10,000
Just (Market) Value	\$10,000
Assessed Value	\$6,589
Exempt Value	\$6,589
Taxable Value	\$0
Cap Differential	\$3,411
Previous Year Value	\$10,000

Exemptions

Homestead 2nd Homestead Widow/er Disability Seniors Veterans Other

Land Line

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
MUNICIPAL	0	0	1	LT	\$10,000

Map



No data available for the following modules: Trim Notice, , Building Information, Extra Features, Sales, Building Sketch, Photos.

Levy County makes every effort to produce the most accurate information possible. All
warranties, expressed or implied, are provided for the data herein as source information.
[User Privacy Policy](#) - [GDPR Privacy Notice](#)
Last Data Upload: 12/25/2023, 7:27:01 PM

05/25/2023

Developed by
 **Schneider**
GEOSPATIAL

CITY COUNCIL RESOLUTION 2024-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE SURPLUS OF PROPERTY LOCATED AT THE CORNER OF SE 6TH STREET AND SE 3RD AVENUE (PARCEL #0577700000).

WHEREAS, the City of Williston has no future use for this property.

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 surplus and public bid of the property located at the corner of SE 6th Street and SE 3rd Avenue (Parcel #0577700000).

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 ____ day of ____ 2024.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

Kiersten Ballou, City Attorney

ATTEST: Latricia Wright
City Clerk

Date: January 16, 2024

COUNCIL AGENDA ITEM

TOPIC: Resolution 2024-18: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, APPROVING LANDLOR'S CONSENT TO ASSIGNMENT OF LEASE BETWEEN THE CITY OF WILLISTON AND CYPRESS AIRCRAFT SALES, LLC. (DOCUMENTS WILL BE PROVIDED AT THE MEETING)

**REQUESTED BY: AIRPORT MANAGER BENTON STEGALL
PREPARED BY: AIRPORT MANAGER BENTON STEGALL**

BACKGROUND / DESCRIPTION:

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION:

ATTACHMENTS:

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

Date: 1/16/2024

COUNCIL AGENDA ITEM

RESOLUTION 2024-19:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE SCOPE OF SERVICES LETTERS WITH PURVIS GRAY FOR AUDITS OF THE CITY OF WILLISTON AS WELL AS THE CITY OF WILLISTON COMMUNITY REDEVELOPMENT AGENCY; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SAME; AND PROVIDING AN EFFECTIVE DATE

BACKGROUND/DESCRIPTION: Purvis Gray has submitted the attached letters of understanding for auditing services for the City of Williston and the City of Williston Community Redevelopment Agency.

PREPARED BY: KIERSTEN BALLOU, CITY ATTORNEY

LEGAL REVIEW: Yes. Approved as to legal form and sufficiency.

FISCAL IMPACTS: Gross fee, including expenses, will be \$6,000 for the CRA. Base audit for the City is \$52,500; Federal single audit is \$5,000 and State single audit is \$5,000.

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

<input type="checkbox"/> CONTRACT	<input checked="" type="checkbox"/> RESOLUTION 2024-19	<input type="checkbox"/> MAP
<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> OTHER DOCUMENTS – Letters from Purvis Gray	

COUNCIL ACTION:

☐ APPROVED

☐ DENIED

RESOLUTION NUMBER 2024-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE SCOPE OF SERVICES LETTERS WITH PURVIS GRAY FOR AUDITS OF THE CITY OF WILLISTON AS WELL AS THE CITY OF WILLISTON COMMUNITY REDEVELOPMENT AGENCY; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SAME; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City of Williston (the “City”) and the City of Williston Community Redevelopment Agency (the “CRA”) are required to conduct annual audits; and

WHEREAS, the City and the CRA have previously engaged Purvis Gray to conduct these required audits; and

WHEREAS, Purvis Gray has submitted Scope of Services Verification letters to the City and the CRA regarding these audits, the processes related to same, rights and responsibilities related to same, and the associated costs; and

WHEREAS, it is in the best interest of the City of Williston to execute the Scope of Services Verification Letters (dated September 22, 2023) issued by Purvis Gray which are attached to this Resolution as **Exhibit A**.

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

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

Section 2. The City Council hereby approves the Scope of Services Verification Letters (dated September 22, 2023) issued by Purvis Gray, which are attached hereto as **Exhibit A**.

Section 3. The City Council President is hereby authorized to execute on behalf of the City and the CRA the Scope of Services Verification Letters.

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

PASSED AND ADOPTED at a meeting of the City Council this 16th day of January, 2024.

CITY OF WILLISTON, FLORIDA

BY: _____
Debra Jones, City Council President

**Attest, By the Clerk of the
City Council of the
City of Williston Florida:**

Approved as to Form and Legality:

Latricia Wright, City Clerk

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

September 22, 2023

REQUIRED AUDITOR'S COMMUNICATION LETTER

Honorable Mayor and City Council
City of Williston
Attn: Mr. Stephen Bloom, Finance Director
P.O. Box 160
Williston, Florida 32696

Pursuant to our previous engagement letter, we are pleased to confirm our understanding of the services we are to provide for the City of Williston, Florida (the City) for the year ending September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ending September 30, 2023. We will also audit and issue a separate report for the financial statements for the Community Redevelopment Agency (the CRA) each year. In addition, separate attestation reports pursuant to the American Institute of Certified Public Accountants Professional Standards AT-C Section 315 are to be issued regarding the CRA's compliance with Section 163.387(6) and (7), Florida Statutes, and the City's and CRA's compliance with Section 218.415, Florida Statutes, in accordance with Chapter 10.550, *Rules of the Auditor General*.

Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa
purvisgray.com

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

Honorable Mayor and City Council
City of Williston
Attn: Mr. Stephen Bloom, Finance Director
Williston, Florida

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September 22, 2023

- 1) Management's Discussion and Analysis
- 2) Required Pension and Other Postemployment Benefits Schedules and Disclosures

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

■ **Schedule of Expenditures of Federal Awards and State Projects (When Applicable)**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, non-compliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and state projects and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects that could have a direct and material effect on each major program and state project in accordance with the *Single Audit Act Amendments of 1996* and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Single Audit Act Amendments of 1996*; and the provisions of the Uniform Guidance, and Chapter 10.550, *Rules of the Auditor General*, and will include tests of accounting records, a determination of major program(s)/project(s) in accordance with Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

Honorable Mayor and City Council
City of Williston
Attn: Mr. Stephen Bloom, Finance Director
Williston, Florida

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September 22, 2023

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or non-compliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Risk Associated with Improper Revenue Recognition
- Management Override of Controls

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the City and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a

Honorable Mayor and City Council
City of Williston
Attn: Mr. Stephen Bloom, Finance Director
Williston, Florida

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September 22, 2023

material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other non-compliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material non-compliance with compliance requirements applicable to each major federal award program and state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under the American Institute of Certified Public Accountants professional standards, *Government Auditing Standards*, and the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects applicable to major programs/projects. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* and Chapter 10.550, *Rules of the Auditor General* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs/projects. For federal programs and state projects that are included in the *Compliance Supplement*, our compliance and internal control procedures will relate to the compliance requirements that the *Compliance Supplement* identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs/projects in our report on compliance issued pursuant to the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*.

Honorable Mayor and City Council
City of Williston
Attn: Mr. Stephen Bloom, Finance Director
Williston, Florida

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September 22, 2023

Other Services

We will prepare the financial statements, schedule of expenditures of federal awards and state projects, and related notes of the City in conformity with GAAP, the Uniform Guidance, and Chapter 10.550, *Rules of the Auditor General* based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards and state projects, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards and state projects, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards and state projects, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards and state projects, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for: (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards and state projects, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state projects, and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards and state projects, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such

Honorable Mayor and City Council
City of Williston
Attn: Mr. Stephen Bloom, Finance Director
Williston, Florida

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as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards and state projects; federal award programs and state award projects; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and non-compliance with provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, it is management's responsibility to evaluate and monitor non-compliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects; take prompt action when instances of non-compliance are identified including non-compliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards and state projects received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state projects (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*. You agree to include our report on the schedule of expenditures of federal awards and state projects in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards and state projects. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state projects that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards and state projects in accordance with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*; (2) you believe the schedule of expenditures of federal awards and state projects,

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including its form and content, is stated fairly in accordance with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state projects.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

An examination report will be issued by us regarding compliance with the following:

- Independent Accountant's Report on Compliance with Ch. 218.415 and Florida Statutes for the City.

The objectives of our examination are to: (1) obtain reasonable assurance about whether the report (as applicable) is free from material misstatement based on the applicable criteria; and (2) to express an opinion as to whether the subject matter is presented and/or the City complied, in all material respects, in accordance with the specified requirements.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

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Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. Our examination does not provide a legal determination on the entity's compliance with the specified requirements.

The examination reports are solely to comply with the specified requirements and is not suitable for any other purpose.

We will plan and perform the examination to obtain reasonable assurance about whether the subject matter is free from material misstatement and/or the City complied, based on the specified requirements. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors or known and suspected fraud or non-compliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and non-compliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of the subject matter being examined in accordance with and for compliance with the specified requirements; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the subject matter is presented in accordance with and/or you are in compliance with the specified requirements. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence. At the conclusion of the examination engagement, you agree to provide us with certain written representations in the form of a representation letter.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations and schedules. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data

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Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Purvis, Gray and Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to U.S. Government Accountability Office or its designee for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Purvis, Gray and Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state agency. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Helen Y. Painter, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in approximately April 2024 and issue our report no later than June 30, 2024, if no unforeseen circumstances occur.

Our fee for the audit of the basic financial statements of the City, as well as federal and state single audits as follows:

Audit of Financial Statements and Notes
Fiscal Year Ending September 30, 2023

<u>Base Audit</u>	<u>Federal SA</u>	<u>State SA</u>
\$ 52,500	\$ 5,000	\$ 5,000

Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional cost. Any additional assistance requested or additional time needed to complete the audit will be billed at our standard rate per hour.

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Williston, Florida

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Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP



Helen Y. Painter, CPA
Partner

HYP/mmd

RESPONSE:

This letter correctly sets forth the understanding of the City of Williston, Florida.

Signature: _____

Title: _____

Date: _____

September 22, 2023

REQUIRED AUDITOR COMMUNICATION LETTER

City Council
Williston Community Redevelopment Agency
Attn: Mr. Stephen Bloom, Finance Director
P.O. Box 160
Williston, Florida 32696

Pursuant to our previous engagement letter, we are pleased to confirm our understanding of the services we are to provide the Williston Community Redevelopment Agency (the CRA) for the year ending September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and the disclosures, which collectively comprise the basic financial statements of the CRA as of and for the year ending September 30, 2023. In addition, separate attestation reports pursuant to American Institute of Certified Public Accountants (AICPA) Professional Standards AT-C Section 315 are required to be issued regarding the CRA's compliance with Sections 163.387(6) and (7), Florida Statutes.

Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis to supplement the CRA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the CRA's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule

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The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, non-compliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the CRA and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the CRA or to acts by management or employees acting on behalf of the CRA. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Risk Associated with Improper Revenue Recognition
- Management Override of Controls

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the CRA and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other non-compliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under the AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the CRA's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

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Other Services

We will prepare the financial statements and related notes of the CRA in conformity with GAAP based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the CRA from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

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Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the CRA involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the CRA received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the CRA complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and non-compliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Examination Reports

An examination report will be issued by us regarding compliance with the following:

- Independent Accountant's Report on Compliance with Ch. 218.415, Florida Statutes for the CRA.
- Independent Accountant's Report on Compliance with Ch. 163.387(6) and (7), Florida Statutes, for the CRA.

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The objectives of our examination are to: (1) obtain reasonable assurance about whether the report (as applicable) is free from material misstatement based on the applicable criteria; and (2) to express an opinion as to whether the subject matter is presented and/or the CRA complied, in all material respects, in accordance with the specified requirements.

Our examination will be conducted in accordance with attestation standards established by the AICPA. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. Our examination does not provide a legal determination on the CRA's compliance with the specified requirements.

The examination reports are solely to comply with the specified requirements and is not suitable for any other purpose.

We will plan and perform the examination to obtain reasonable assurance about whether the subject matter is free from material misstatement and/or the CRA complied, based on the specified requirements. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or non-compliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and non-compliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of the subject matter being examined in accordance with and for compliance with the specified requirements; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the subject matter is presented in accordance with and/or you are in compliance with the specified requirements. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted

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access to persons within the CRA from whom we determine it necessary to obtain evidence. At the conclusion of the examination engagement, you agree to provide us with certain written representations in the form of a representation letter.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the CRA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Purvis, Gray and Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Government Accountability Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Purvis, Gray and Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant or oversight agency or its designee. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Helen Y. Painter, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We will begin our final audit fieldwork in approximately April 2024 and issue our reports no later than June 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will be \$6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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September 22, 2023

Reporting

We will issue a written report upon completion of our audit of the CRA's financial statements. Our report will be addressed to the City Council of the CRA. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the CRA's internal control on compliance, and; (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the CRA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the CRA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP



Helen Y. Painter, CPA
Partner

HYP/mmd

RESPONSE:

This letter correctly sets forth the understanding of the City of Williston, Florida.

Signature: _____

Title: _____

Date: _____

Date: January 16, 2024

COUNCIL AGENDA ITEM

TOPIC: Resolution 2024-20: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, APPROVING A LEASE AMENDMENT BETWEEN THE CITY OF WILLISTON AND CYPRESS AIRCRAFT SALES, LLC. (DOCUMENTS WILL BE PROVIDED AT THE MEETING)

**REQUESTED BY: AIRPORT MANAGER BENTON STEGALL
PREPARED BY: AIRPORT MANAGER BENTON STEGALL**

BACKGROUND / DESCRIPTION:

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION:

ATTACHMENTS:

COMMISSION ACTION:

_____ APPROVED

_____ DISAPPROVED