



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

June 18, 2024

6:00PM

City Hall Lake Butler

200SW 1st Street

Lake Butler, Florida 32054

AGENDA

1. Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.

a. Admin Content

If a person decides to appeal a decision made with respect to any matter at this meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.

2. Public Comments

Pursuant to Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before the City Commission. Upon recognition by the mayor, any person may address the City Commission on any subject either included on the agenda or any other subject.

- Three (3) minutes per speaker;
- Comments will not be accepted after the meeting begins;
- State your name and address into the record before addressing the City Mayor & Commissioners;
- Address your questions to the City Mayor, not city staff;
- Refrain from demands for an immediate response from City Mayor or Commissioners; and
- No boisterous behavior, personal, impertinent, or slanderous remarks.

3. Approval of Consent Agenda

- A. Meeting Minutes from 5-21-2024
- B. Code Enforcement Report May 2024.
- C. May 2024 WEX Invoice, activity report, and vehicle logs
- D. Animal Control Logs for May 2024. No Animal Control Report for the month of May.

4. Motion to approve the first reading of Ordinance No. 2024-04 (reference Voluntary Annexation) **To be read by title only.**

5. Presentation of Historic Holding Cell Special Category Grant Submission presented by Doug Sanders, with Andy Easton & Associates.

6. Motion to approve the first reading of Ordinance No. 2024-05 (reference CRA) **To be read by title only.**

7. Discussion of observed Holidays for the City of Lake Butler.

8. Personnel Policy and Procedures 2023-2024 for the City of Lake Butler. Presented to Commissioners for Review of Personnel Policy and Procedures and discuss Scheduling a Special Meeting in July 2024.

9. City Manager Reports - City Manager, Kimberly Hayes

10. Reports from Finance Department – Dave Mecusker

11. Report of City Attorney – John Maines

12. Comments or Remarks by Commission

- Commissioner Sirmones
- Commissioner Redman
- Commissioner Huggins
- Vice Mayor Hendrix
- Mayor Stegall

13. Meeting Adjournment

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

CONSENT AGENDA ITEM: Minutes from Regular City Commission Meeting on May 18, 2024. (#3A)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve Meeting Minutes for May 21, 2024.

ASSOCIATED COST(S): N/A



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

May 21, 2024

6:30PM

City Hall Lake Butler

200SW 1st Street

Lake Butler, Florida 32054

AGENDA

1. Call to order – Roll Call, Opening Prayer, Pledge of Allegiance.

a. Admin Content

If a person decides to appeal a decision made with respect to any matter at this meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.

Mayor Stegall called the meeting to order at 6:55pm.

In Attendance:

City Commission – Commissioner Sirmones, Commissioner Redman, Commissioner Huggins, Vice Mayor Hendrix, Mayor Stegall.

City Staff – City Attorney Maines, City Manager Hayes, Finance Director Mecusker, Accounts Payable Clerk Page, Administrative Assistant Evernden. Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Stegall.

2. Public Comments

Pursuant to Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before the City Commission. Upon recognition by the mayor, any person may address the City Commission on any subject either included on the agenda or any other subject.

- Three (3) minutes per speaker;
- Comments will not be accepted after the meeting begins;
- State your name and address into the record before addressing the City Mayor & Commissioners;
- Address your questions to the City Mayor, not city staff;
- Refrain from demands for an immediate response from City Mayor or Commissioners; and
- No boisterous behavior, personal, impertinent, or slanderous remarks.

Citizen #1:

Patrick Maxwell 14839 92nd Way, Lake Butler, FL. 32054 – Spoke at the meeting and stated that his church Victory Christian Center will be hosting a Man Up Conference Car Show June 8th @ 12PM – 4PM and he was requesting that he be allowed to close SW 5th Street and SW 7th Avenue during the Car Show. Mr. Maxwell stated it is not a busy street and for safety reasons this would be the best place. They will have vendors and food trucks, and everyone is invited to come. Mr. Maxwell stated he had already spoken with Sheriff Whitehead, and they will be bringing out a large road safety sign.

A motion to approve the road closure was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval.

3. Approval of Consent Agenda

A. Meeting Minutes from 4-16-2024

- B. Sixth Amendment to Memorandum of Agreement 19/20-169 Between Suwannee River Water Management District and City of Lake Butler, Florida. Amend and Extend Task 1 end date of the Memorandum Agreement to January 31, 2025.
- C. Code Enforcement Report April 2024.
- D. April 2024 WEX Invoice, activity report, and vehicle logs
- E. Animal Control Logs for April 2024

A motion to approve the Consent Agenda was made by Commissioner Sirmones. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

4. Expansion of Local Community Redevelopment Area (CRA). Motion to approve the acceptance of Warranty Deed for property donation to the City of Lake Butler by the Whitehead Family which is the site of the original Union County Jail.

Mr. Maines stated that this is two items into one. The issue of the Warranty Deed is one and we are in discussion with the Whitehead family now and the ball is in their court because we are waiting for the information the City Manager has requested so the deed part of it will not be applicable. However, the expansion of the CRA is fair game. You can have an expansion of the CRA regardless of the donation and we can have the donation regardless of the expansion of the CRA, so really, they are two different issues. Mr. Maines stated he knows it has been presented as a tie in, but they are really not tied in to one another. So that is all the Commission should consider this evening is the expansion. We will discuss the deed later after we get the details worked out.

A motion to approve the CRA Expansion was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

5. Resolution No. 2024-03. A RESOLUTION OF THE CITY OF LAKE BUTLER, FLORIDA APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAKE BUTLER AND UNION COUNTY, FOR PROJECT MANAGEMENT OF DESIGN AND CONSTRUCTION OF REPAVING THE FOLLOWING STREETS: SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET IN THE CITY OF LAKE BUTLER, FLORIDA.

Commissioner Redman questioned the correction of the street address and Mayor Stegall advised Commissioner Redman this has been corrected and the agenda reflects the accurate streets for the Grant.

Mr. Maines requested to please let the record reflect that Commissioner Huggins made a motion to approve and read the Resolution by title and number.

A motion to approve Resolution 2024-03 was made by Commissioner Huggins. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

6. Interlocal Agreement between Union County, Florida and the City of Lake Butler, Florida regarding the Florida Department of Transportation Local Agency Program ("LAP") funding for the project management for the design and construction of repaving SW 8th Place; SW 1st Drive; SE 7th Street; and SE 3rd Street and providing completed project maintenance to be provided to the citizens of the City of Lake Butler and Union County, Florida.

A motion to approve the Interlocal Agreement between Union County and the City of Lake Butler was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

7. Resolution No. 2024-04. A RESOLUTION OF THE CITY OF LAKE BUTLER, FLORIDA UPDATING COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, ADOPTING A HANDICAP ACCESSIBILITY SELF EVALUATION PLAN, ADOPTING A TRANSITION PLAN FOR HANDICAP ACCESSIBILITY AND ADOPTING A SECTION 504 GRIEVANCE

PROCEDURE.

Attachments

Exhibits "A"

Exhibits "B"

Exhibits "C"

City Manager Hayes explained that this Resolution is needed for Grants purposes to show we are in compliance.

A motion to approve Resolution 2024-04 to be read by title only was made by Vice Mayor Hendrix. The title only was read by Mr. Maines. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

8. Motion to approve the CyberSecurity Policy and Procedure for the City of Lake Butler that Florida Statue 382.3185 requires Local Government to have a training curriculum for all local government employees.

A request to Hayden Page was made by Commissioner Redman and Commissioner Sirmones to get them access to their City of Lake Butler email accounts because they cannot login and are unable to complete their CyberSecurity Training.

City Manager Hayes updated Commissioners that half of the City Employees have completed their CyberSecurity Training.

A motion to approve CyberSecurity Policy and Procedure was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

9. Motion to approve the first reading of Ordinance No. 2024-02 (reference CPA 24-01 – Tomahawk Land II LLC Property Rezoning) **To be read by title only.**

Vice Mayor Hendrix stated that these are the things we discussed at the previous Building and Zoning Meeting.

Mr. Maines stated that the Building and Zoning Board declined to make any recommendation to approve the application in either instance both as to zoning and as to the future land use plan map.

Motion to deny Ordinance No. 2024-02 (reference CPA 24-01 – Tomahawk Land II LLC Property Rezoning) was made by Vice-Mayor Hendrix. Motion seconded by Commissioner Redman, all in favor, motion passed unanimously.

10. Motion to approve the first reading of Ordinance No. 2024-03 (reference Z 24-01 – Tomahawk Land II LLC Property Rezoning) **To be read by title only.**

Motion to deny Ordinance No. 2024-03 (reference Z 24-01 – Tomahawk Land II LLC Property Rezoning) was made by Vice-Mayor Hendrix. Motion seconded by Commissioner Redman, all in favor, motion passed unanimously.

Motion to deny expedited state review of proposed amendment to the Future Land Use Map Plan of the Comprehensive Plan was made by Vice-Mayor Hendrix. Motion seconded by Commissioner Redman, all in favor, motion passed unanimously.

Mr. Maines explained and requested Hayden Page to reach out to Sandra with North Central Florida Planning Council and let her know the results of tonight's meeting specifically Planning and Zoning she will send you a Resolution denying what was in the Planning and Zoning Board Resolution. The Resolution they sent was to adopt and since

we denied they will be sending another Resolution.

11. Resolution No. 2024-07. A RESOLUTION OF THE CITY COMMISSION OF LAKE BUTLER, FLORIDA, PRESERVING THE HISTORIC HOLDING CELL.

A motion to approve Resolution 2024-07 to be read by title only was made by Commissioner Redman. The title only was read by Mr. Maines. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

Mr. Maines stated he wants to remind everyone we do not have the deed to that property yet so standard rules still apply as to doing work on private property. Doug Sanders spoke to Mr. Maines stating that for Grant purposes they will need something in writing stating that the City will be receiving the property discussed.

12. City Manager Reports - City Manager, Kimberly Hayes

The City Manager introduced the new Public Works Director, Sam Norris. Sam Norris gave updates to the Commissioners on Splash Park repairs.

Discussed updates on the Old Public Works Building and advised she looked into the process of where we are at, and we have to start over the previous administration had not followed proper steps.

Discussed waiting on quote from Show Case Signs to get our Logos updated at the parks and buildings. As soon as the City Manager gets the quote back, she will reach out individually to the Commissioners.

Townsend Building discussed. We are going to move forward with this Grant. Our cost will be a little over \$12,000.00 and it is a \$50,000.00 grant. This will go towards roof and window repairs at the Townsend Building.

13. Reports from Finance Department – Dave Mecusker

Finance Director Mr. Mecusker provides a report on the progress in the Finance Department for the last month, which was October 1, 2023, through April 30, 2024.

Discussed how City Manager Mrs. Hayes and himself are very conscious of their budget. Excellent communication between City Manager and Financial Director.

Meeting with James Moore tomorrow on our Audit to get this completed.

Discussed 2024-2025 Budget preparations and we will start working on it in June 2024. There will be discussions and Budget Meetings.

Commissioner Huggins questioned Finance Director Mecusker on the budget not being where he wanted it to be and what did he think the buffer should be. Mr. Mecusker stated that he wants to see a reserve of no less than 4 months and not all of our budget has a 4-month buffer.

A motion to approve Financial Reports for the period of October 1, 2023, through April 30, 2024, was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

14. Report of City Attorney – John Maines

Nothing to Report.

15. Comments or Remarks by Commission

- **Commissioner Sirmones**
Nothing to Report.
- **Commissioner Redman**
Farm Share for this month went great. We did 218 families and we have another scheduled for June 8th and we are accepting Volunteers. School is out tomorrow they only go for half a day, and we are wishing our students a good safe summer.
- **Commissioner Huggins**
We are receiving great comments from the Community about the City. Thanked City Manager for being so responsive on emails to citizens. Welcomed the new Public Works Director to the Team.
- **Vice Mayor Hendrix**
Thanked City Manager for the great job she is doing. We are now fully staffed, and the Finances are looking good. Thanked the Finance Director for the great job he is doing. Happy Memorial Day Weekend.
- **Mayor Stegall**
Thanked everyone for the great job they are doing. Thanked the City Manager for the great job on the parks and he has seen comments on social media about how great Lake Butler's Parks look.

16. Meeting Adjournment

Motion to adjourn the meeting was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval.

Meeting was adjourned at 7:50 pm.

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

CONSENT AGENDA ITEM: Code Enforcement Report May 2024. (#3B)

DEPARTMENT: City of Lake Butler – Code Enforcement.

MOTION/ACTION: Motion to approve Code Enforcement Report May 2024.

ASSOCIATED COST(S): N/A

CITY OF LAKE BUTLER

Code Enforcement

200 SW 1st STREET
LAKE BUTLER, FLORIDA 32054
(386) 496-3401 (v)
(386) 496-1588 (F)

June 10, 2024

Report to City of Lake Butler on city issues requiring code enforcement during the period of
May 1, 2024 to May 31, 2024.

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
1. September 20, 2023— May 2024	Beautification Issue 115 N.E. 3rd Street **Repeat Issue** CONTINUED: April 2024 —On 4/24/24 Mailed TWO more letters to property owner with UR- GENT! Property Owner re- ceived letters and contacted City Hall. Reinspected 4/30 and property is still not under compliance. I followed up with original complainant and informed her of update. **See Attached Letters May 2024 —Mr. Johary con- tacted the City and the City explained to him again his need to comply and there is no contact still in existence between the city and him and sent proof. I followed up with an email to him on May 30, 2024 with NO response. See attached Email.	Received Code Enforcement Complaint Form from City Hall by Cindy North reference un- mowed and overgrowth on 115 N.E. 3rd Street. Property owner lives in Gainesville. Mailed 2 letters to him on 9/21/23 (one to business address and one to home address). See Attached Complaint and Letters. *Reinspected 9/30 and still has not mowed. Inspected daily on this property. **October 20, 2023—Sent 2nd Notice to Property Owner (2 Different addresses). Sent Sig- nature Requested-Certified Mail. (Received Sign Receipt back on November 6, 2023). *Reinspected everyday in Octo- ber-December and still not in compliance. Next step is cita- tion and sent to Magistrate for enforcement. Dec. 2023 **City received one of the certified letters returned unsigned and unopened. Jan. 2024—No update. Inspect- ed daily with no change to property.—Met with Magistrate about this issue and possible resolutions. Feb / March 2024— Still On- going

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
2. October 4, 2023 — May 2024	Homeless Issue at Union Depot Park next to City Hall Westside Park and Eastside Park	<p>Spoke to Mayor Stegall reference to complaints on numerous homeless hanging out at Union Depot possibly sleeping there at night. Increase law enforcement patrols and warned many of them throughout the month of October. I also spoke to many of them about the issue. As of now issue is better and will continue to monitor it.</p> <p>Nov. Update: Inspected frequently. UCSO made some arrests and Baker acts. Continue to enforce.</p> <p>Dec. Update: More arrests made and warnings issued during December 2023.</p> <p>Jan./Feb/March 2024 Update: Still monitor nightly by Sheriff's Office and enforcement continues.</p> <p>*Added Westside Park to this detail.</p> <p>April Update: Received call on 4/12/24 about 4 homeless people at Westside Park. Turned over to UCSO for continued enforcement.</p> <p>May Update: Still working this. Still have an issue with a few but most have now been trespassed from the various city parks.</p>

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
3. April 4, 2024—May 2024	Violation of Storage Container Ordinance—Permit Expired S.W. 1st Street	<p>City inform me the 90 temporary permit for Mr. Jenkins at CarQuest on S.W. 1st St had expired on Mar. 3, 2024. I met with Mr. Jenkins in person to inform him of the city's decision on April 22, 2024. He asked if the City would consider him putting walls up around it or turn it into something that didn't look like a storage container. I emailed city and they responded they were not interested and that it was still in violation. I informed Mr. Jenkins of this and sent an official code violation letter of expired permit on April 24, 2024 and as requested sent a copy of this letter to the city. **See Attached Letter. I understand that Mr. Jenkins has talked to the City and working out to become in compliance.</p> <p>May 2024 Update: Mr. Jenkins has city permission to build a shed. He has started construction of shed and then will remove the storage container unit. I have been in touch with city officials about this issue.</p>

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<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
4. April 2024-May 2024	City Occupational Business License	Received notice from City Hall of a few others operating within the City of Lake Butler without current Occupational Business License to include the Peanut Business and another plant sales person. Working to identify and locate these.
5. May 31, 2024	Dog Ordinance	Addressed a complaint to City Hall about current City Dog Ordinance. Turned over to law enforcement.

During the month of May 2024

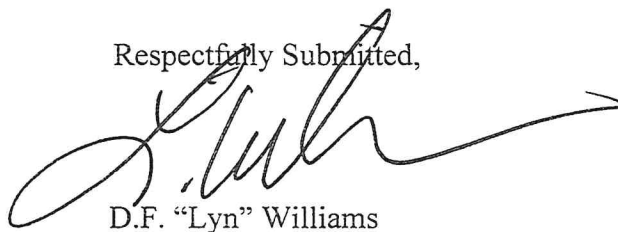
Part-time Code Enforcement Officer spent approximately:

20 Hours in Routine Patrol of City during City time (*separate from UCSO Patrol*).

16 Hours in Research of Property Owners, Meetings, City Ordinances and follow-up/re-inspections of past property found in compliance and NOT listed on the attached report.

12 Hours in Active Cases listed on attached report.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'D.F. Williams', with a long, sweeping horizontal line extending to the right.

D.F. "Lyn" Williams
City Code Enforcement Officer

Union Sheriff

From: Union Sheriff
Sent: Thursday, May 30, 2024 2:53 PM
To: virginia@joharyfamilydenistry.com
Subject: CITY CODE VIOLATION - DR. Johary

Dr. Johary:

We have contacted you numerous times from the City Of Lake Butler and reaching out to you again since there has been no resolution since contacting the City of Lake Butler recently concerning your property at **115 N.E. 3rd Street, Lake Butler, FL.**

We have received numerous more complaints of your overgrown property at this address causing an eye-sore and nuisance to neighbors. **This must be resolved soon.** Our city proudly hosts July 4th events at the park and we are in the process of cleaning up the park and need your property IN COMPLIANCE as well. Your property is adjacent to our city park.

You have received numerous letters. Within 10 days you will receive a Civil Citation in the mail commanding you to appear before the Magistrate and assessing fines on you and your property. Feel free to refer back to the City letter dated April 24, 2024 mailed to you!!!!

Capt. Lyn Williams
Chief Deputy
CITY CODE ENFORCEMENT
Union County Sheriff's Office
55 West Main Street
Courthouse Room 102
Lake Butler, FL. 32054
(386) 496-2501

The Union County Sheriff's Office is a public entity subject to Florida Statutes Chapter 119, Public Records. E-mail messages are subject to public records disclosure, and with limited exceptions are not exempt from Chapter 119. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein is prohibited. If you have received this email in error immediately notify the sender by return email and delete this email from your system.

City of Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054
386-496-3401 Ex. #4-Office
In-Office Hours: Monday – Friday 8:00AM – 5:00PM

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

CONSENT AGENDA ITEM: May 2024, WEX Invoice, activity report, and vehicle logs.

(#3C)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve May 2024, WEX Invoice, activity report, and vehicle logs.

ASSOCIATED COST(S): N/A



Invoice Statement

INVOICE NUMBER: 97436496
ACCOUNT NAME: City of Lake Butler

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ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE**	AMOUNT DUE
0496-00-588559-5	16200.00	31	MAY-31-2024	JUN-21-2024	2741.77

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
MAY-07-2024	Payment - Thank You		2343.11
MAY-31-2024	Fuel Purchases	2859.30	
MAY-31-2024	Rebates and Rebate Reversals		117.53
**Payment must process by Payment Due Date. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing.			
The Finance Charge is determined by applying a periodic rate of 0%			

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILL CLOSING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.
SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
2343.11	2343.11	2859.30	117.53	2741.77

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

WEX Fleet Universal

Do not use for remittance
P.O. Box 639
Portland, ME 04104-0639

ACCOUNT NAME	City of Lake Butler
ACCOUNT NUMBER	0496-00-588559-5
INVOICE NUMBER	97436496
BILL CLOSING DATE	MAY-31-2024
AMOUNT DUE	2741.77
AMOUNT ENCLOSED	
PAYMENT DUE DATE	JUN-21-2024

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
To avoid processing delays, remit all payments to:

Hayden Page
City of Lake Butler
200 SW 1st Street
Lake Butler, FL 32054-2016



WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

04960058855950000000274177 240621

Balance Subject to Late Fees

If Company's fails to make payment in full by the applicable Due Date, or a payment is returned (each a "Payment Default"), then a fee (the "Late Fee") will apply to the Total Outstanding Balance (as defined below). The late fee will be calculated by multiplying the applicable late fee rate by the Total Outstanding Balance on the Calculation Date, not to exceed the amount allowable by applicable law. For Billing Cycles other than monthly, the percentage rate used in the Late Fee calculation will be prorated based on the length of the billing cycle in relation to a monthly billing cycle. Company will be considered to have made a payment to Issuer on an Account only when the payment is posted to the Account as provided in this Agreement. 7.2 The "Calculation Date" is the earlier of (a) the posting date for Company's payment in full of the invoiced amount to its Account, or (b) the last day of the Billing Cycle during which the Payment Default occurred. The "Total Outstanding Balance" is the invoiced amount, plus the amount of any unbilled Transactions delivered by a merchant to Issuer, and minus any credits that have posted to the Account, through the Calculation Date.

How to Dispute Your Invoice

Charges must be disputed in writing no later than sixty (60) days from the bill closing date or they will be considered final and binding.

Card Issuer

The card is issued and payable to WEX Bank under a Business Charge Account Agreement with the cardholder named on the reverse.

Customer Service

For account inquiries and correspondence regarding account service or billing:

- **Call 1-866-544-5796, or**
- **Email correspondence@wexinc.com, or**
- **Fax to 1-800-395-0809, or**
- **Mail to P.O. Box 639, Portland, ME 04104**

Do not mail payments to this address. Payments must be sent to the remit address on your invoice.

Be sure to include your account number on all correspondence.

Your full Business Card Agreement is available here:
<https://www.wexdrive.com/tncs/wex.pdf>

Payment Options

Mail

Be sure to include bottom portion of invoice with your payment. Write your account number or invoice number on the check to help avoid delays in payment processing if the check and remit stub become separated. Check payments can take up to two Business Days to process from the time the envelope containing a check arrives at Issuer's facility to posting of the check amount to the Account.

Allow 10 business days prior to the due date for mailing to help avoid late fees. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing.

Online

Authorized users can elect to receive an email notification when an invoice is ready for online viewing and payment. Log in or register to set up an online account at go.wexonline.com.

Online payments scheduled by 3:30 PM ET (on business days) are credited to your account on the same day. There is no fee for online payments.

Phone

Call Customer Service to schedule a payment or check your balance.

Payments scheduled by 3:30 PM ET (on business days) are credited to your Account on the same day.

Be prepared with your fleet card account number and a sample check to enter your bank account number and routing number. There is no fee for phone payments.



Invoice Statement

INVOICE NUMBER:

97436496

ACCOUNT NAME:

City of Lake Butler

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If an adjustment is shown here and in the detail above, the amount listed here is a summed value of those individual charges.

DATE	TRANSACTION DESCRIPTION	FUNDED BY	REBATE PERIOD UNITS/DOLLARS	PERIOD AMT	REBATE YTD UNITS/DOLLARS	REBATE YTD AMT
05-31	REBATES AND REVERSALS Rebate Adjustment			-117.53		-364.57
	Total			-117.53		-364.57



ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
MAY-01-2024 TO MAY-31-2024

PAGE 1

Purchase Activity Report

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT										
045500114165447847		JAYCE PUNI	JAYCE PUNI				Parks										
DATE MM-DD	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX			
05-30	10:33	PREVIOUS ODOMETER 875 W Main St, Lake Butler, FL	0572578	J Puni	OP	1	78,799 UNL	20.006	3.289	65.80		-3.66	62.14	-6.11			
		PERIOD TOTALS									20.006		65.80		-3.66	62.14	-6.11
		YTD TOTALS									36.691		120.07		-6.71	113.36	-11.21
		PERIOD AVG: PPU										3.289	*****				
		YTD AVG: PPU											*****				
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE. *****																	
DEPARTMENT TOTALS FOR: Parks																	
TOTAL FUEL - PERIOD YTD		65.80 323.18															
TOTAL PURCHASES - PERIOD YTD		65.80 323.18															
		-3.66 -18.54															
		-3.66 -18.54															
		62.14 304.64															
		62.14 304.64															
		-6.11 -30.92															
		-6.11 -30.92															

Transaction and Fee legend can be found on the last page of this report.



ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
MAY-01-2024 TO MAY-31-2024

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Purchase Activity Report

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT						
045500113596136250		CAL STEWART	Cal Stewart					Public Works						
DATE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-01	12:19	PREVIOUS ODOMETER					78,473							
05-03	07:56	875 W Main St, Lake Butler, FL		0535125	A Stewart	OP	50,224	UNL	28.514	3,649	104.05		-5.22	98.83
05-07	07:40	875 W Main St, Lake Butler, FL		0537805	A Stewart	OP	78,626	UNL	18.872	3,689	69.62		-3.45	66.17
05-10	07:43	875 W Main St, Lake Butler, FL		0542769	A Stewart	OP	50,724	UNL	17.018	3,689	62.78		-3.11	59.67
05-10	07:43	1200 E Main St, Lake Butler, FL		00011520	A Stewart	OP	78,775	UNL	19.051	3,558	67.80		-3.49	64.31
05-10	07:48	1200 E Main St, Lake Butler, FL		00011523	A Stewart	OP	51,024	UNL	11.744	3,559	41.80		-2.15	39.65
		PERIOD TOTALS					*****		95.199	346.05			-17.42	328.63
		YTD TOTALS					*****		482.710	1,620.33			-88.33	1,532.00
		PERIOD AVG: PPU					*****			*****				
		YTD AVG: PPU					*****		3.635	*****				
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.														

Transaction and Fee legend can be found on the last page of this report.



ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
MAY-01-2024 TO MAY-31-2024

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Purchase Activity Report

CARD NUMBER		CARD EMBOSSING	VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT					
045500113596136359		CHRIS GRIFFIS JR.	Chris Griffis Jr.						Public Works					
DATE MM-DD	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-13	12:44	PREVIOUS ODOMETER					13,374							
05-24	07:41	875 W Main St, Lake Butler, FL		0550712	C Griffis, Jr.	OP	13,608	UNL	30,312	105.76			-5.55	100.21
		875 W Main St, Lake Butler, FL		0555127	C Griffis, Jr.	OP	13,863	UNL	31,848	111.12			-5.83	105.29
		PERIOD TOTALS					489		62,160	216.88			-11.38	205.50
		YTD TOTALS					*****		364,845	1,215.11			-66.76	1,148.35
		PERIOD AVGS: DPU, PPU, CPD					7.87		3.489	0.44				
		YTD AVG: PPU					*****			*****				
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.														

Transaction and Fee legend can be found on the last page of this report.



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Transaction and Fee legend can be found on the last page of this report.



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CARD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500114165447854		CITY MISC.	CITY MISC.				Public Works						
DATE MM-DD	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-22	07:26	PREVIOUS ODOMETER				78,208							
05-28	07:42	875 W Main St, Lake Butler, FL	0561319	A Stewart	OP	78,988 UNL	25,136	3.389	85.19		-4.60	80.59	-7.67
05-29	08:13	1200 E Main St, Lake Butler, FL	00019337	A Stewart	OP	52,824 UNL	5,336	3.438	18.35		-0.98	17.37	-2.00
05-30	07:32	875 W Main St, Lake Butler, FL	00019744	A Stewart	IP	52,924 UNL	11,768	3.399	40.00		-2.15	37.85	-4.42
			0572320	A Stewart	OP	79,139 UNL	20,068	3.288	66.00		-3.67	62.33	-6.12
		PERIOD TOTALS				931	62,308		209.54		-11.40	198.14	-20.21
		YTD TOTALS				2,825	139,762		464.75		-25.57	439.18	-45.50
		PERIOD AVGS: DPU, PPU, CPD				14.94		3.363	0.23				
		YTD AVGS: DPU, PPU, CPD				20.21		0.16					

Transaction and Fee legend can be found on the last page of this report.



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Purchase Activity Report

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT			
045500114176161494		DIESEL TRAILER	DIESEL TRAILER								Public Works			
DATE MM-DD	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-03	10:18	PREVIOUS ODOMETER												
05-03	10:24	4793 SW State Road 121, Lake Butler, FL	0047140	H Whitehead	OP	23	DSL	35,911	3,899	140.02		-8.73	131.29	-10.92
05-10	07:28	4793 SW State Road 121, Lake Butler, FL	0047142	H Whitehead	OP		DSL	35,909	3,899	140.01		-8.73	131.28	-10.92
05-10	07:33	4793 SW State Road 121, Lake Butler, FL	0047466	J O'Hern	OP		DSL	35,909	3,899	140.01		-8.73	131.28	-10.92
05-10	07:33	4793 SW State Road 121, Lake Butler, FL	0047468	J O'Hern	OP		DSL	35,907	3,898	140.00		-8.73	131.27	-10.92
05-22	09:13	4793 SW State Road 121, Lake Butler, FL	0047981	H Whitehead	OP		FRM	42,957	3,259	140.00			140.00	
05-22	09:20	4793 SW State Road 121, Lake Butler, FL	0047983	H Whitehead	OP		FRM	35,916	3,258	117.05			117.05	
		PERIOD TOTALS				*****		222,509		817.09		-34.92	782.17	-43.68
		YTD TOTALS				*****		544,242		1,942.48		-34.92	1,907.56	-43.68
		PERIOD AVG: PPU				*****								
		YTD AVG: PPU				*****		3,672						
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.														
DEPARTMENT TOTALS FOR: Public Works														
		TOTAL FUEL - PERIOD						530,067	3,570	1,892.56		-91.20	1,801.36	-143.75
		YTD						2,399,899		8,086.32		-374.46	7,711.86	-655.20
		TOTAL PURCHASES - PERIOD						530,067		1,892.56		-91.20	1,801.36	-143.75
		YTD						2,399,899		8,086.32		-374.46	7,711.86	-655.20



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CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT							
045500113596136375		HAYDEN WHITEHEAD	Hayden Whitehead					Wastewater							
DATE MM-DD	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-08	08:16	PREVIOUS ODOMETER					34,835								
05-16	12:44	260 W Main St, Lake Butler, FL		0001001	H Whitehead	IP	35,038 UNL		34,664	3,059	106.04			-6.34	99.70
05-24	06:32	260 W Main St, Lake Butler, FL		0001001	H Whitehead	IP	35,220 UNL		36,109	3,059	110.46			-6.61	103.85
		585 SW 6th St, Lake Butler, FL		145001014	H Whitehead	OP	35,380 UNL		27,377	3,639	99.62			-5.01	94.61
		PERIOD TOTALS					545		98,150		316.12			-17.96	288.16
		YTD TOTALS					*****		372,213		1,174.19			-68.10	1,106.09
		PERIOD AVGS: DPU, PPU, CPD					5.55			3.221	0.58				
		YTD AVG: PPU					*****				*****				
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.															

Transaction and Fee legend can be found on the last page of this report.



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CARD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500113596136409		WILLIE HENDERSON	Willie Henderson				Wastewater						
DATE MM-DD	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-03	06:37	PREVIOUS ODOMETER				61,489							
05-15	14:35	585 SW 6th St, Lake Butler, FL	124001023	W Henderson	OP	61,687	UNL	21,379	3.789	81.01		-3.91	77.10
05-21	14:52	585 SW 6th St, Lake Butler, FL	136002080	W Henderson	OP	61,972	UNL	20,899	3.589	75.01		-3.82	71.19
			142002080	W Henderson	OP	62,076	UNL	18,042	3.659	66.02		-3.30	62.72
		PERIOD TOTALS				587		60,320		222.04		-11.03	211.01
		YTD TOTALS				*****		241,357		847.12		-44.15	802.97
		PERIOD AVGS: DPU, PPU, CPD				9.73							
		YTD AVG: PPU				*****		3.681	0.38	*****			
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.													

Transaction and Fee legend can be found on the last page of this report.



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Purchase Activity Report

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT								
045500113596136417		JOSEPH O'HERN	Joseph O'Hern					Wastewater								
DATE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX	
05-16	14:34	PREVIOUS ODOMETER 875 W Main St, Lake Butler, FL 1200 E Main St, Lake Butler, FL		0554643 00017354	S Norris S Norris	OP OP	78,230 28,670 UNL 28,934 UNL		20,986 22,420	3,488 3,499	73.22 78.45			-3.84 -4.10	69.38 74.35	-6.41 -8.42
05-23	13:12															
							*****		43,406		151.67			-7.94	143.73	-14.83
							*****		317,659		1,047.31			-58.12	989.19	-108.91
							*****			3.494	*****					
							*****				*****					
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.																

Transaction and Fee legend can be found on the last page of this report.



Purchase Activity Report

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END OF REPORT

CARD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500013598136466		MICHAEL MALLARD	Michael Mallard				Wastewater						
DATE MM-DD	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
05-07	07:58	PREVIOUS ODOMETER				428							
05-07	11:36	875 W Main St, Lake Butler, FL	0542791	M Mallard	OP		2 UNL	3.688	110.00			104.54	-9.10
05-10	06:32	875 W Main St, Lake Butler, FL	0543015	M Mallard	OP	16,165	UNL	3.669	73.38			69.72	-6.11
05-10	06:32	875 W Main St, Lake Butler, FL	0546398	M Mallard	OP	16,242	UNL	3.548	74.80			70.94	-6.43
05-22	06:32	1200 E Main St, Lake Butler, FL	00016759	M Mallard	OP	16,484	UNL	3.399	103.26			97.70	-11.39
		PERIOD TOTALS				*****		101.275	361.44			342.90	-33.03
		YTD TOTALS				*****		449.278	1,516.31			1,434.09	-141.70
		PERIOD AVG: PPU				*****							
		YTD AVG: PPU				*****		3.569					
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.													
DEPARTMENT TOTALS FOR: Wastewater													
		TOTAL FUEL - PERIOD						3.468	1,051.27			995.80	-102.36
		YTD							3,689.29			3,486.88	-372.17
		TOTAL PURCHASES - PERIOD							1,051.27			995.80	-102.36
		YTD							3,689.29			3,486.88	-372.17

Transaction and Fee legend can be found on the last page of this report.

Transaction and Fee legend can be found on the last page of this report.



Purchase Activity Report - Codes Legend

TRANSACTION CODES:	FEE CODES:
AD = Adjustment CL = Cardlock CP = Contract Pricing EN = Enhanced Merchant Network IP = Indoor Payment Terminal MF = Mobile Fueling MN = Manual OP = Outdoor Payment Terminal PS = Private Site TP = Transponder TR = Transaction Reversal	CCF = Currency Conversion Fee EVF = Electric Vehicle Fee PSF = Private Site Fee TSF = Truck Stop Fee CBF = Cash Back Fee ONF = Out of Network Fee

Please note not all codes will be applicable for your account.

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

CONSENT AGENDA ITEM: Animal Control Logs for May 2024. (#3D)

DEPARTMENT: City of Lake Butler – Animal Control.

MOTION/ACTION: Motion to approve Animal Control Logs for May 2024.

ASSOCIATED COST(S): N/A

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

AGENDA ITEM: Motion to approve the first reading of Ordinance No. 2024-04 (reference Annexation 24-01) To be read by title only. (#4)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve the first reading of Ordinance No. 2024-04. AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, OF THE CITY OF LAKE BUTLER, FLORIDA, PURSUANT TO PETITION NO. ANX 24-01, RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING TO AND INCLUDING WITHIN THE BOUNDARIES OF THE CITY OF LAKE BUTLER, FLORIDA, CERTAIN REAL PROPERTY LOCATED IN UNION COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF LAKE BUTLER, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

To be read by title only.

ASSOCIATED COST(S): N/A



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Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

June 7, 2024

Ms. Kimberly Hayes
City Manager
City of Lake Butler
200 Southwest 1st Street
Lake Butler, FL 32054-2016

TRANSMITTED VIA ELECTRONIC MAIL ONLY

RE: Petition No. ANX 24-01 (City Commission)

Ordinance
Concerning a Voluntary Annexation

Dear Kimberly:

Please find enclosed the above referenced ordinance for first reading only. Prior to the second reading of the ordinance, an ordinance for adoption and signature will be sent to the City.

The City Attorney should review the ordinance as to legal form and sufficiency.

If you have any questions concerning the matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

SRK/cf

xc: John E. Maines IV, City Attorney
Hayden P. Page, Accounts Payable Clerk

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ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, PURSUANT TO PETITION NO. ANX 24-01, RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING TO AND INCLUDING WITHIN THE BOUNDARIES OF THE CITY OF LAKE BUTLER, FLORIDA, CERTAIN REAL PROPERTY LOCATED IN UNION COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF LAKE BUTLER, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the owner of certain real property more particularly described herein below, has petitioned that the same be voluntarily annexed and incorporated into the boundaries of the City of Lake Butler, Florida, hereinafter referred to as the City;

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Commission of the City of Lake Butler, Florida, hereinafter referred to as the City Commission, to annex real property into the corporate boundaries of the City; and

WHEREAS, Sections 171.011 through 171.094, Florida Statutes, as amended, the Municipal Annexation or Contraction Act, empowers the City Commission to annex real property into the corporate boundaries of the City, pursuant to a petition voluntarily filed by the owner of certain real property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, AS FOLLOWS:

Section 1. Pursuant to a petition, ANX 24-01, by the City Commission, the owner of real property, as described below and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, which real property is contiguous to the existing boundaries of the City and is reasonably compact, has petitioned the City to have said real property annexed into the City.

A parcel of land lying in Section 36, Township 5 South, Range 19 East, Union County, Florida. Being more particularly described as follows: Commence at Southeast corner of said Section 36; thence North 01°24'13" West 984.65 feet, along the East line of said Section 36 to the Point of Beginning; thence South 88°45'17" West 666.69 feet; thence North 01°24'49" West 1,458.59 feet to the Southerly right-of-way line of State Road 121; thence North 42°46'14" East 957.10 feet, along the Southerly right-of-way line of said State Road 121 to the East line of Section 36; thence South 01°24'13" East 2,146.89 feet, along the East line of said Section 36 to the Point of Beginning.

Containing 27.60 acre, more or less.

Section 2. The City Commission of the City of Lake Butler, Florida, hereinafter referred to as the City Commission, finds that the petition bears the signatures of all owners of the real property in the area proposed to be annexed.

Section 3. The City Commission finds that the real property, described in Section 1 above, presently is contiguous to the boundaries of the City that said real property meets the criteria established by Chapter 171, Florida Statutes, as amended, and that said real property should be annexed to the boundaries of the City.

Section 4. The real property, described in Section 1 above and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, is hereby annexed to the boundaries of the City, and said real property in every way is a part of the City.

Section 5. The boundaries of the City are hereby redefined to include the real property described in Section 1 hereof.

Section 6. Annexation. The real property, described in Section 1 above, shall continue to be classified as RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) under the land use classifications as designated on the Future Land Use Plan Map of the County Comprehensive Plan and RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME-1 (RSF/MH-1) zoning district as designated on the Official Zoning Atlas of the County Land Development Regulations until otherwise changed or amended by appropriate ordinance of the City.

Section 7. Effective January 1, 2025, all real property lying within the boundaries of the City, as hereby redefined, shall be assessed for payment of municipal ad valorem taxes, and shall be subject to all general and special assessments.

Section 8. All persons who have been lawfully engaged in any occupation, business, trade or profession, within the area, described in Section 1 above, upon the effective date of this ordinance under a valid license or permit issued by the County and all other necessary state or federal regulatory agencies, may continue such occupation, business, trade or profession within the entire boundaries of the City, as herein defined, upon securing a valid occupational license from the City, which shall be issued upon payment of the appropriate fee, without the necessity of taking or passing any additional examination or test which otherwise is required relating to the qualification of such occupations, businesses, trades or professions.

Section 9. The City Manager is hereby directed to file, within seven (7) days of the effective date of this ordinance, a certified copy of this ordinance with the following:

- a) Florida Department of State, Tallahassee, Florida;
- b) Florida Office of Economic and Demographic Research, Tallahassee, Florida;
- c) Clerk of the Circuit Court of the County;
- d) Chief Administrative Officer of the County;
- e) Property Appraiser of the County;
- f) Tax Collector of the County; and
- g) All public utilities authorized to conduct business within the City.

Section 10. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 11. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 12. Effective Date. This ordinance shall become effective upon adoption.

Section 13. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Section 171.044, Florida Statutes, as amended.

PASSED UPON FIRST READING on the 18th day of June 2024.

PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session with a quorum present and voting, by the City Commission this _____ day of _____ 2024.

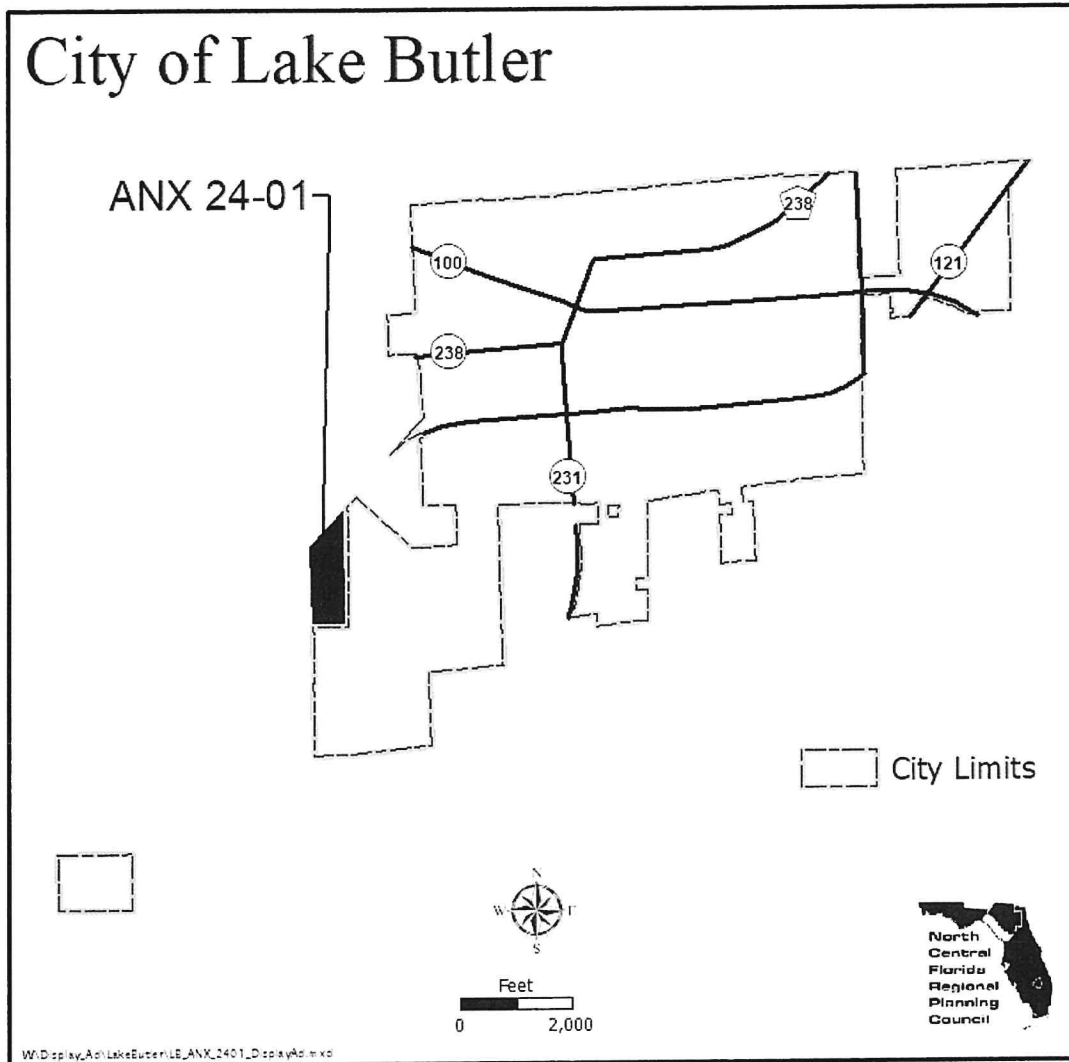
Attest:

CITY COMMISSION OF THE
CITY OF LAKE BUTLER, FLORIDA

Kimberly Hayes, City Manager

David Stegall, Mayor

Schedule A: Location Map



AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

AGENDA ITEM: Presentation of Historic Holding Cell Special Category Grant

Submission presented by Doug Sanders. (#5)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Presentation of Historic Holding Cell Special Category Grant

Submission presented by Doug Sanders.

ASSOCIATED COST(S): N/A

Historic Holding Cell

Special Category Grant Submission



FLORIDA DEPARTMENT OF STATE / DIVISION OF

Historical Resources



IE INFRASTRUCTURE
CONSULTING & ENGINEERING

Andy Easton
& ASSOCIATES

June 3, 2024

Special Category Grant Application

June 2024 Base Data

Organizational Information

- a. City of Lake Butler
- b. FEIN Number: 59-0000351
- c. Phone: (386) 496-3401
- d. Principal Address: City of Lake Butler, FL 32054
- e. Mailing Address: 200 SW 1st Street
- f. Website: <https://www://cityoflakebutler.com>
- g. Organization Type: Municipal Government
- h. Organization Category: Public Facility
- i. County: Union
- j. UEI Number: LJA6EBJNUD23
- k. Fiscal Year End: 09/30

Designated Project Contact

Douglas Sanders; (407) 922-8831; interstar1@juno.com

Authorized Official

Kimberly Hayes, City Manager; (386) 496-3401; khayes@cityoflakebutler.com

Applicant Grant History and Experience

CDBG Grant \$650,000 Fire Station/Children's Splash Park (2014)
FRDAP Grant \$150,000 Multiple Park Improvements (2016)
FWC Grant \$82,212 Boat Ramp Improvements (2016)
CDBG Grant \$600,000 WWTP Improvements (2016)
FDEO Grant \$25,000 Annexation Study (2014-2015)
CDBG Grant \$650,000 WWTP/Park Improvements (2015)
State Revolving Fund \$1,253,600.00 WWTP Collection (2021)
FDEO Grant \$3,519,880.00 WWTP Improvements (2021)
FDEP Grant \$29,600,000 WWTP Upgrades (2021)
FDOS Grant \$49,740.00 Townsend Museum Building (2022)

Proposed Project Team

Andy Easton; Grant Administrator; 10%; andyeaston2@msn.com ; (850) 445-7829

Kimberly Hayes, City Manager; 10%; (352) 672-5938; khayes@cityoflakebutler.com

Doug Sanders; Grant Consultant; 50%; interstar1@juno.com; (407) 922-8831

Jerry Dabkowski; Project Architect; 30% jerry.dabkowski@ice-eng.com; (727) 424-7427

Applicant Staffing and Hours

Organization has some paid staff but they are not full-time

Project Information

Development

Project Title

Historic Holding Cell

Street Address

200 SW 1st Street

City

Lake Butler, Florida

Primary County

Union

Additional Counties Served

None

Type of Historical Designation

The City of Lake Butler will adopt by Ordinance local zoning for historic property designation and protection.

Historical Significance

The Holding Cell was built circa late 1880s. Prisoners were temporarily incarcerated at this facility with no heat or water before being transported to court proceedings. It was located in a region of the State that was originally St. John's County but was later divided into Alachua, Union, Bradford, and Baker Counties. An iron ring for connecting the chains of prisoners is still visible and mounted on the west interior brick wall. The Holding Cell is older than the incorporation of Lake Butler in 1893 and the founding of Union County in 1921. Over its life span it has undergone no alterations or modifications with little

property or building upkeep. This structure is located on a corner lot and will be donated from private property by owner concurrence to the City of Lake Butler in summer 2024.

The current Union County Jail is located on the north-side of the courthouse at 50 NW 1st Street in Lake Butler. Historically, it was the first jail facility for Union County constructed circa 1922. In 1950, it was dismantled.

Project Scope of Work

All project activities will be awarded to a contractor bonded, licensed, and insured in the State of Florida. The Scope of Work will be per grant award and per bid. Please refer to Optional Materials for additional information.

Tentative Project Timeline

Restoration	08/04/2025	11/07/2025
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Physical Context of Resource

The surrounding properties are zoned residential but the subject property for the Historic Holding Cell is one city block north of US Highway 100 and is in the northwest section of the City of Lake Butler. It is also less than a quarter mile west of the Union County Historical Museum located in downtown Lake Butler. Municipal potable water and sanitary sewer hook-ups are available at the subject property. Also, electrical outlets are currently on-site. Please refer to Optional Materials for more information.

Indicate Current Use of Historic Property and Proposed Use

The Lake Butler Community Redevelopment Area (CRA) has been expanded this year to include the Historic Holding Cell for preservation and access for public use. Except for the subject structure the site is undeveloped yet ideally located near the City's Main Street and is planned as a new park for the City. Lake Butler will make submissions with the Florida Recreation Devolvment Assistance Program (FRDAP), among other sources, for development of the park to include restrooms, parking, and other amenities. Please refer to Optional Materials for more information.

Total Square Footage of Structure

1,000

Measurable Quantities for Each Project Work Item

All restoration project activities will be based on a final grant award agreement.

Architect Hired for the Project

Yes/To Be Paid by City

Additional Partnership with this Project

None

Demonstrated Need

The Historic Holding Cell is the only remaining structure of its kind for a region of the State that was originally St. John's County but was later divided into Alachua, Union, Bradford, and Baker Counties.

Request for Match Reduction

Yes. Lake Butler is in the Florida North Central Rural Area of Opportunity.

State agency, state college or state university

No

Project Budget w/Match and In-Kind

<u>Item</u>	<u>Grant</u>	<u>CRA</u>	<u>In-Kind</u>	<u>Sub-TT</u>
Restoration	\$57,500.00	\$12,500.00	\$.00	\$70,000.00
Project Architect	\$.00	\$5,000.00	\$.00	\$5,000.00

Grant Funds Requested

\$57,500.00

CRA Amount

\$17,500

In-Kind Amount

\$0

Total Project Budget

\$75,000.00

Completed Project Activities

Andy Easton & Associates; \$2,000 (2024)

Operating Forecast

The Lake Butler Community Redevelopment Area (CRA) will be the program source for preservation/maintenance of the Historic Holding Cell for public access.

Property Ownership

Owner Concurrence

Type of Ownership

Private Property Concurrence.

Documentation of Threats or Endangerment

Resolution 2024-07

Annual Visitation

The Historic Holding cell is one city block north of US Highway 100 (the main Street in the City). Lake Butler is a destination as the county seat and is the largest city in Union County. The subject site is near the Palatka-Lake Butler State Trail and a few blocks south of the Lake Butler water body. Potentially, the Historic Holding Cell is exposed to 12,500 daily traffic in Lake Butler.

Basis of Visitation Estimates

According to the Florida Department of Transportation (FDOT) Traffic Count Station (#39010000) there are 7,000 Average Annual Daily Traffic (AADT) at East Main Street and Southwest 4th Street, and 5,500 AADT (#39050000) at West Main Street and Southwest 6th Avenue. Both locations are less than a city block from the Historic Holding Cell. Please refer to the Lake Butler /FDOT 2023 Traffic Count Map (Optional Materials) for additional information

Education Benefits and Public Awareness

The Historic Holding Cell will have displays of the project restoration and of the new park itself. Current and future generations will be exposed to the historical significance of local rail service and the support of public awareness posted on the Town's website.

Anticipated Economic Impact

As the City's new public park, the site is expected to increase sales of refreshments, fuel, and other commercial business for local merchants. School field trips would have an additional economic impact.

Benefit to Minorities and Disabled

Educational signs are planned for the site that are lowered and angled for visitors at wheelchair heights. Future development plans will include sidewalks and braille inscriptions.

Review and Submit

- ☒ I hereby certify that I am authorized to submit this application on behalf of Town of Hampton and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

Guidelines Certification

- ☒ I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section, Florida Statutes 267.0617 and 1A-39.001, Florida Administrative Code.

Signature (Enter first and last name)

Kimberly Hayes



Historic Holding Cell

D2

Lake Butler


Andy Easton
ASSOCIATES


CITY OF LAKE BUTLER FLORIDA


FDOT



Union County Historical Society, Inc.

410 West Main Street • Ste. C • Lake Butler, FL 32054
Founded 1991



May 14, 2024

Eric Case
Florida Department of State
Historic Preservation Grants Program
R.A. Gray Building, 4th Floor
500 S. Bronough Street
Tallahassee, FL 32399

RE: Historic Holding Cell – Lake Butler, FL

Dear Mr. Case:

The Union County Historical Society, Inc. fully supports the efforts of the City of Lake Butler for the planned renovations to protect and preserve the Historic Holding Cell here in Union County.

Over a hundred years ago prisoners were temporarily incarcerated at this facility that once served a region of Florida that was later divided into Alachua, New River, Baker, Bradford, and Union Counties.

Best regards,

Thomas M. Rihard, II
President
Union County Historical Society

Cc:
David Stegall, Mayor
City of Lake Butler



THE FLORIDA SENATE

Tallahassee, Florida 32399-1100

COMMITTEES:
Appropriations Committee on Criminal
and Civil Justice, *Chair*
Criminal Justice, *Vice Chair*
Appropriations
Children, Families, and Elder Affairs
Community Affairs
Regulated Industries

SELECT COMMITTEE:
Select Committee on Resiliency

SENATOR JENNIFER BRADLEY
6th District

May 13, 2024

Mr. Eric Case
Historic Preservation Grants Specialist
Bureau of Historic Preservation
4th Floor, R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Dear Mr. Case:

I am pleased to offer my support for the City of Lake Butler's application for a grant through the Department of State's Historic Preservation Grants Program. The City has applied for funding for planned renovations to protect and preserve the Historic Holding Cell which is estimated to be more than 144 years of age. The Historic Holding Cell was once used to temporarily house inmates before being transported to court proceedings. The structure is located on a parcel of land in Lake Butler which was recently donated to the City.

As a State Senator representing several fiscally constrained communities in North Florida, I know how important historic preservation funds are to ensure the continued restoration and preservation of precious historic sites and facilities. I am pleased to join my House colleague, Representative Chuck Brannan, in support of this very worthy project.

Please feel free to contact me or my staff if you have any questions regarding this unique and historically significant project.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Bradley".

Jennifer Bradley

cc: Mayor David Stegall

REPLY TO:

- ☐ 1845 East West Parkway, Suite 5, Fleming Island, Florida 32003 (904) 278-2085
- ☐ 124 Northwest Madison Street, Lake City, Florida 32055 (386) 719-2708
- ☐ 408 Senate Building, 404 South Monroe Street, Tallahassee, Florida 32399-1100 (850) 487-5006

Senate's Website: www.flsenate.gov

KATHLEEN PASSIDOMO
President of the Senate

DENNIS BAXLEY
President Pro Tempore

Letter of Support
Robert Charles “Chuck” Brannan III
District 10 Representative
To Be Submitted by Mail

Letter of Support
Channing Dobbs
Chairman
Union County Commission
To Be Submitted by Mail

Letter of Support
Michael Ripplinger
Superintendent
Union County School District
To Be Submitted by Mail

Historic Union County Jail Holding Cell: Preservation & Accessible Improvements
Proposed Work and Anticipated Funding Needs

470 NW 1st Street, Lake Butler, FL 32054



Located one block North of the main intersection of Lake Butler's W Main St (Hwy 100) and SW 6th Ave is an approximately 500 sf brick masonry holding cell. This structure is a remnant of the late 1800's Union County's historic jail. Covered in vegetation, this structure requires restoration and is recommended to have site improvements to provide accessible access to the structure as well as outdoor interpretive displays installed to contribute to the education of the public of local Lake Butler history.

Design & Planning Services

Architectural and Site Planning services are recommended for this historic resource to work with the city in confirming the intended interpretive function of the holding cell. This would include meeting with city staff, reviewing relevant historical data/ resources the city may have and the performance of a building physical condition assessment. The review of historical data is for the purpose of gaining an understanding of the building's original use and design in order best recommend work that is authentic to its historic origins.

Following the investigative tasks, the design consultants will proceed to confirm the scope of work with the city and assist in determining what expertise are needed to address the design objectives. Design expertise anticipated include Architectural consultation and depending on the determined scope of the project, additional expertise needed could include Structural Engineering, Plumbing Engineering, Electrical Engineering, Civil Engineering, Landscape Design, Planning, Exhibit Design and Cultural Heritage Specialist Review.

Preliminary Proposed Scope of Work and Design

(The following proposed work is based on photographs of the holding cell and will need to be re-evaluated as part of the investigative stage of the design process previously described.)

The following proposed scope of work is divided into "critical work" and "recommended enhancements". Critical work includes maintenance concerns and stabilizing the building to ensure perpetuity.

Recommended enhancements include improvements to the building and site that provide greater access to the public, as well as, increasing the resource's ability to convey its sense of time, history and contribution to the identity & character of the local community.

Critical Work

The recommended level of intervention for the Holding Cell structure is preservation and a limited amount of restoration work as defined by the Secretary of the Interiors Standards for the Treatment of Historic Properties.

Preservation work is described as activities to "... protect, stabilize, on-going maintenance and repair of historic materials", as well as, " retention of greatest amount of historic fabric along with the buildings historic form".

Restoration work recommended entails, "... removal of features from other periods in its history and reconstruction of missing pieces from the restoration period." There are no recommendations for reconstruction at this time other than repairs and/or replacement for the purposes of preventing further degradation of the building.

The following preservation and restoration work is considered critical to prevent further deterioration of the building and to ensure its longevity:

1) Sensitive Removal of Vegetation Throughout Roof Structure and Surroundings.

The nature of masonry construction is porous and prone to retaining moisture that plants find inviting to grow in. Extensive root systems deep in the masonry construction are expected to be found judging from photographs showing the size of the plant growth that has occurred on its roof. Careful & selective removal of the vegetation is required to prevent damage to the masonry and roof.



A LARGE OAK IS LOCATED BEHIND (NORTH) OF THE HOLDING CELL. IT IS SHOWING SOME DECAY, AND WILL NEED REVIEW & SOME TRIMMING TO PREVENT DEAD BRANCHES FALLING ON THE HOLDING CELL.

CONSIDERABLE AMOUNT OF VEGETATION TO REMOVE. ROOT SYSTEM DAMAGE IS LIKELY TO REQUIRE METICULOUS CARE IN REMOVAL.

1. SOUTH ELEVATION ROOF DETAIL

2) Roof Repair and Roof Assembly Research & Detailing.

The roof construction is currently unknown and requires investigation and research into what it's original construction would have been, to what extent replacement is needed, and what kind of replacement is the most suitable in both preventing moisture intrusion into the masonry walls, and what roof construction & detailing best reflects it's original construction. Full replacement may be necessary judging from the amount of vegetative growth with the highest priority being the prevention of further moisture infiltration into the masonry wall assembly. Limiting the amount of moisture in the walls will discourage future plant growth, mildew and efflorescence that is currently present.

The barrel vault roof is structurally prone to spreading over time. Existing structural tie-rods are visible on the exterior suggesting past interventions to prevent the barrel vault roof from pushing the sidewalls out over time. Structural review is required.

ROOF SYSTEM OF UNDETERMINED CONSTRUCTION. RESEARCH REQUIRED IN DETERMINING THE EXTENT OR REPAIR OR TYPE OF REPLACEMENT IS MOST APPROPRIATE.



CONSIDERABLE AMOUNT OF VEGETATION TO REMOVE. ROOT SYSTEM DAMAGE IS LIKELY TO REQUIRE METICULOUS CARE IN REMOVAL.

TIE RODS SUGGEST PREVIOUS EFFORTS TO STABILIZE THE STRUCTURE. THEIR CONDITION REQUIRES FURTHER REVIEW.

2. EAST ELEVATION ROOF CORNICE DETAIL

A NEIGHBORING RESIDENTIAL HOME TO THE NORTH OF THE PROPERTY REQUIRES LANDSCAPE BUFFERING TO PROVIDE THE RESIDENTS PRIVACY FROM THE PUBLIC & TO PROVIDE A NEUTRAL BACKGROUND SETTING FOR THE HISTORIC HOLDING CELL.



A MATURE OAK TREE COVERED IN SPANISH MOSS AND WITH SOME VISIBLE DECAY ADDS TO THE HISTORICAL AMBIENCE OF THE SITE. SOME SELECTIVE TRIMMING FOR AESTHETICS AND SAFETY, IS LIKELY TO BE REQUIRED AFTER A REVIEW OF IT'S CONDITION.

MILDEW & EFFLORESCENCE INDICATE EXCESSIVE MOISTURE INFILTRATION INTO THE MASONRY STRUCTURE. ROOF REPAIR FOR MOISTURE CONTROL AND CLEANING OF THE WALLS ARE NEEDED.

REMOVAL OF VEGETATION AND SURROUNDING THE STRUCTURE WITH A LANDSCAPE BARRIER & GRAVEL IS RECOMMENDED

3. EAST ELEVATION

3) Stabilize Wrought Iron Gates & Window Gratings & Condition Review.

The iron gates and window gratings are a significant part of conveying the building's purpose and history. It is recommended that further corrosion is prevented with a corrosion inhibitor. The gates and grates may require additional hardware to ensure the building can be secured to prevent unwanted occupants and vandalism. The operational condition of the gates are to be reviewed and will determine if they are best kept permanently closed or suitable for occasional operation for chaperoned entry by the public.

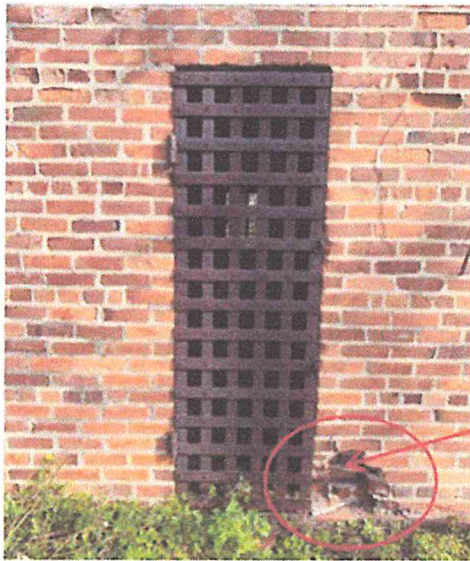


VEGETATION REMOVAL AND ROOF REPAIR REQUIRE TO PREVENT ROOT & MOISTURE DAMAGE

IRON GRATINGS APPEAR TO BE IN RELATIVELY GOOD CONDITION AND WILL NEED SOME SABILIZATION TO PREVENT FURTHER CORROSION.

MASONRY CLEANING REQUIRED THROUGHOUT

4. NORTH ELEVATION



DAMAGE TO THE MASONRY STRUCTURE IS VISIBLE AND REQUIRES FURTHER REVIEW FOR EVALUATION FOR RISK OF FURTHER COLLAPSE. IF THE RISK OF FURTHER DETERIORATION IS MINIMAL, NO FURTHER REPAIR IS SUGGESTED TO ALLOW THE STRUCTURE TO SHOW ITS AGE AND CONSTRUCTION.



IRON GATES APPEAR TO BE IN RELATIVELY GOOD CONDITION AND WILL NEED SOME SABILIZATION TO PREVENT FURTHER CORROSION.

A LEAN-TO WOOD SHED STRUCTURE EXISTS ON THE EAST SIDE. THIS REQUIRES RESEARCH INTO ITS ORIGINS & PURPOSE TO DETERMINE IF REMOVAL IS APPROPRIATE. EXTENSIVE VEGETATION REMOVAL IS REQUIRED FOR THIS STRUCTURE.

5. SOUTH ELEVATION

- 4) **Review of Lean-to Shed for Possible Removal or Restoration**
A shed on the east side of the building is of undetermined origin and heavily overgrown with vegetation. Removal of the vegetation is required, and some research into its origins is needed to determine if it has enough historical value to remain or to be removed.
- 5) **Interior Condition Review**
The interior contents and condition of the holding cell are currently unknown and will need further investigation to determine if there is anything of historic value to be preserved. Cleaning of the interior, such as soil removal, may uncover artifacts of historic value and an experienced cultural heritage specialist is recommend to review its contents and surroundings for artifacts of historic value.

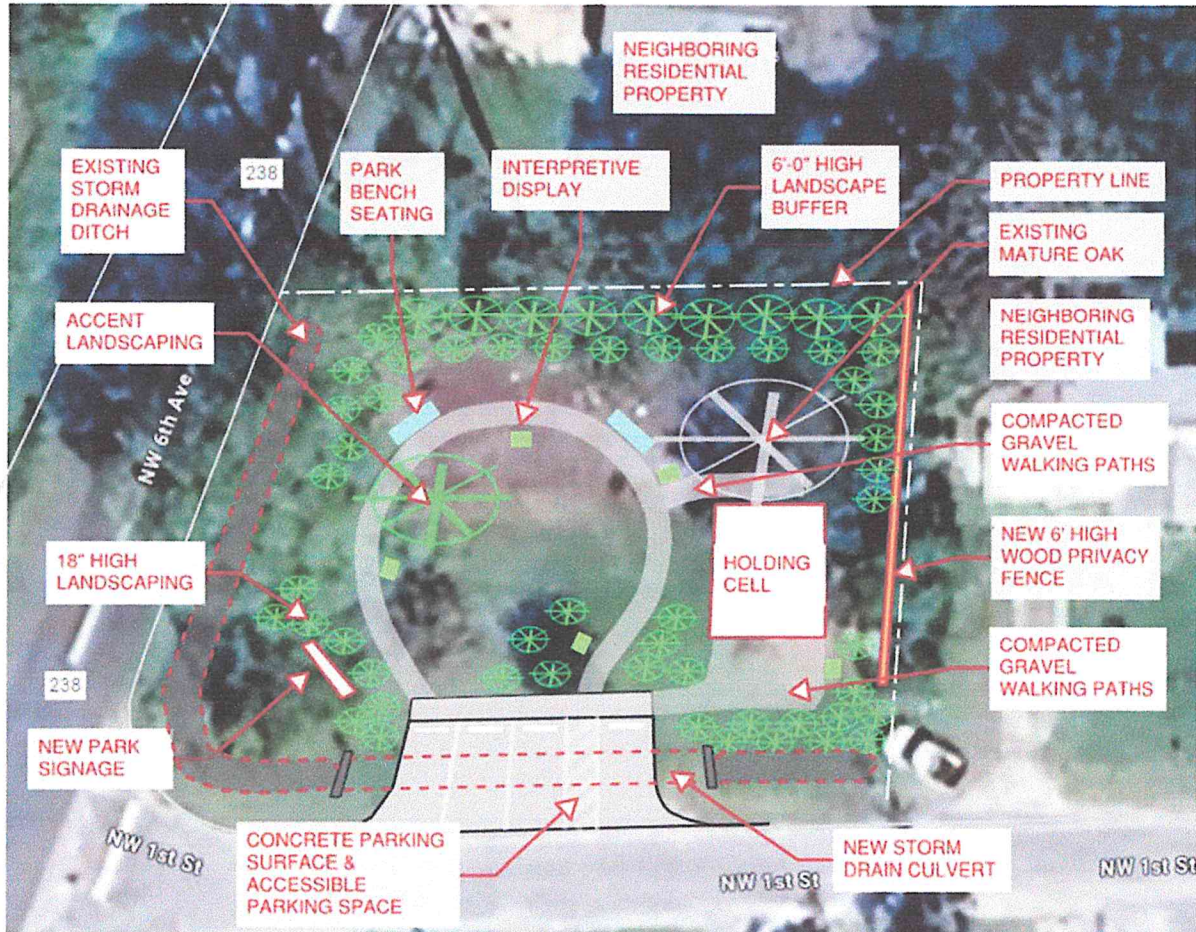
Recommended Enhancements

1) Addition of defined parking spaces

No well-defined parking spaces or pathways exist. This property has been privately owned and has only recently been donated to the Town of Lake Butler for public use. Accessibility requirements for public facilities requires the provision of ADA parking and an accessible path to all the main functions of the facility.

Due to the relatively small nature of the site, only a few parking spaces are necessary. If acceptable to the city, the parking is proposed to be right-angled parking spaces directly off of NW 1st St. This configuration maximizes the land use of the property for amenity features other than parking.

A drainage ditch runs along both adjacent roads, so the installation of a drainage culvert under the parking is required. Separating the storm drainage from the parking surface facilitates achieving the level grading required for accessible parking stalls and pathway connections.



6. Recommended Site Design Elements

2) Addition of Hardscape Pathways

An accessible hardscape path is recommended from the parking to both ends (North & South) of the holding cell to allow visitors to see inside the building through its windows.

Historic buildings are best situated in a park setting that provides a neutral background. A walking path around the property is recommended with occasional bench seating.

3) Park Signage & Town Heritage Site Identification

Signage is recommended to signify the public nature of the property and its historic value. A park sign is recommended to be located at the Southwest corner of the property facing northbound traffic on NW 6th Avenue where it is most likely to be visible from W Main St one block south and is the town's main throughfare.

Architectural consulting is recommended for overseeing the signage design and overall site design.



7. Park Streetview with New Signage & Parking

4) Exterior & Interior Interpretative Displays

Outdoor interpretive signage highlighting Lake Butler's local history in addition to the holding cell's history is recommended along the park pathway and possibly inside the holding cell in a way that they can be visible from the exterior through the windows and doorways without entry. Until the interior condition and gate operation condition of the holding cell is reviewed, it is recommended that the openings be secured without public entry.

An Historical Resources professional will be required to research local history, generate content and curate the acquisition of relevant images and/or artifacts for display. Graphic design services will also be required for the design of the displays.

5) Fencing & Landscape Buffering

Neighboring residential properties to the North and East necessitate some visual separation for resident privacy from the public, as well as providing a visual & aesthetic separation of the historic building from the more contemporary buildings surrounding it.

A landscape buffer is recommended along the north property line to provide a neutral backdrop for the historic building. Native species of trees and shrubs are recommended (cabbage palms, pines, oaks, wax myrtles, Simpson stopper, saw palmetto, ferns, coontie palms etc). Removal of Spanish moss from existing trees is discouraged as is the removal of mature trees with aesthetic value.

Due to space constraints along the East property line, a minimum 6' high wood or brick fence is recommended in combination of selective removal of existing vegetation. Both brick and wood are both building materials in keeping with the building materials used in same time period as the holding cell. PVC fencing and other contemporary fencing materials are not to be used.

Estimated Project Budget Requirements**1) Critical Work**

Architectural Consulting & Building Condition Assessment	25,000
Structural Consultation	5,000
Cultural Heritage Specialist Review	5,000
Restoration Construction & Repair	125,000
<u>25% Construction Contingency</u>	<u>31,250</u>
Critical Work Subtotal	191,250

2) Recommended Site Accessibility Improvements

Architectural & Planning Consulting	10,000
Civil Engineering & Landscape Design	25,000
Interpretive Display Research & Design	15,000
Construction	125,000
<u>25% Construction Contingency</u>	<u>31,250</u>
Site Improvements Subtotal	206,250

<u>TOTAL Holding Cell Preservation/Restoration & Site Improvement Cost</u>	<u>397,500</u>
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CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

AGENDA ITEM: Motion to approve the first reading of Ordinance No. 2024-05 (reference CRA)

To be read by title only. (#6)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve the first reading of Ordinance No. 2024-05. AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, EXPANDING THE LOCAL COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

To be read by title only.

ASSOCIATED COST(S): N/A

ORDINANCE NO. 2024 - 05

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, EXPANDING THE LOCAL COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Butler, Florida, has adopted a local Community Redevelopment Agency (CRA) on April 25, 1996, in accordance with Chapter 163, Part III, and Chapter 189 of the Florida Statutes; and

WHEREAS, the City Commission of said City shall establish as described by Warranty Deed a certain parcel to be added to the local CRA.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of Lake Butler, Florida, as follows:

Section 1. A Warranty Deed as included and made a part of this Ordinance as "Exhibit A" shall hereby describe the local CRA expansion parcel.

Section 2. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

Section 3. If any section or phrase of this Ordinance is held to be invalid by a Court or competent jurisdiction, then said holding shall in no way affect the meanings of the remaining sections or phrases of this Ordinance.

Section 4. Section 1 of this Ordinance shall be codified in the City Codes of Ordinances.

Section 5. This Ordinance shall take effect upon second and final public reading by the City Council of Lake Butler, Florida.

PASSED AND ORDAINED this 16th day of July 2024, by the City Commission of Lake Butler, Florida.

M

CITY COMISSION
LAKE BUTLER, FLORIDA

(SEAL)

ATTEST:

Kim Hayes, City Manager

David Stegall, Mayor

First Reading: June 18, 2024
Second Reading: July 16, 2024

APPROVED AS TO FORM:

John E. Maines IV, City Attorney

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

AGENDA ITEM: Discussion of approved Holidays for the City of Lake Butler. (#7)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Discussion of approved Holidays for the City of Lake Butler.

ASSOCIATED COST(S): N/A

Personnel Policy

SECTION VI. COURT LEAVE FOR JURY DUTY

- 1.0 An employee called to serve the community as a juror shall receive full pay for any absence from work necessary to serve on a jury or to attend court as a witness under subpoena. The employee will reimburse the City the jury fee and funds will be deposited into the General Fund.

SECTION VII. MILITARY LEAVE

- 1.0 An employee who is a Commissioned Reserve Officer, Reserve Enlisted person or a member of the National Guard will be entitled to leave with pay for assigned military training for a maximum of seventeen days per calendar year. Leave requests shall be made in writing along with proper documentation of duty orders at least one month prior to commencement.

SECTION VIII. HOLIDAYS

- 1.0 The holidays listed below will be those observed by the city and the offices will be closed for those holidays listed:
 - 1.1 New Year's Eve
 - 1.2 New Year's Day
 - 1.3 Rev. M.L. King Birthday
 - 1.4 Good Friday
 - 1.5 Veterans Day
 - 1.6 Thanksgiving Day
 - 1.7 Day after Thanksgiving
 - 1.8 Memorial Day
 - 1.9 Independence Day
 - 1.10 Labor Day
 - 1.11 Christmas Eve
 - 1.12 Christmas Day
- 2.0 If a holiday occurs on a Saturday, it will be observed the preceding Friday. If a holiday occurs on a Sunday, it will be observed the following Monday.
- 3.0 A holiday occurring during an employee's scheduled vacation the holiday will not be charged as a vacation day.
- 4.0 If scheduled payday falls on an observed holiday, payroll via direct deposit will be provided the last regular workday prior to the holiday.
- 5.0 If an employee is leave without pay the day before a scheduled holiday, the employee will not be paid for the holiday.



LAKE BUTLER
FLORIDA

**Tuesday, February 20, 2024
Regular City Commission Meeting**

**City of Lake Butler
200 SW 1st Street
Lake Butler, FL 32054
6:00 p.m.**

A. MEETING OPENER

1. Call To Order - Roll Call, Opening Prayer, Pledge of Allegiance
2. Approval of The Agenda Format

B. PUBLIC COMMENTS

1. Public Comments
2. Introduction to City Commission by Demetrise Thomas with Bradford/Union County Health Department
3. Board Discussion with Fred Sirmones, Jr. - Recreation Board

C. REPORT FROM PUBLIC WORKS DIRECTOR

1. Public Works Director Report February 2024

D. AGENDA ITEM NUMBER

1. Consent Agenda
2. Acceptance of FDOT Small County Outreach Program
3. Solicitation of Nominations for Election to the Florida Municipal Insurance Trust (FMIT) Board of Trustees
4. Board Discussion with Jarod Stubbs & Kimley-Horn on Proposed Wawa Development of Commercial Site at SW 6th Street & SW 6th Avenue
5. Approval of 2024 Holiday Calendar
6. Discussion and Approval of Community Development Block Grant (CDBG)
7. Appointment of Citizens Advisory Task Force
8. Discussion of restoring City seal back on City buildings and equipment
9. Discussion on creation of Non-Flushable Item Fine/Penalty for Businesses
10. Discussion to schedule workshops to review City policies and procedures

E. CITY MANAGER'S REPORT

1. City Manager's Report February 2024

F. MONTHLY FINANCIAL REPORT

1. Financial Report for period October 1, 2023 through January 31, 2024

G. REPORT OF CITY ATTORNEY

1. REPORT OF JOHN E MAINES IV, CITY ATTORNEY

H. COMMENTS OR REMARKS BY COMMISSION

1. COMMENTS OR REMARKS BY COMMISSION

I. ADJOURNMENT

1. Adjourn

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

AGENDA ITEM: Personnel Policy and Procedures for City of Lake Butler. (#8)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Presented to Commissioners for Review of the 2023 - 2024 Personnel Policy and Procedure for the City of Lake Butler and to discuss Scheduling a Special Meeting in July 2024.

ASSOCIATED COST(S): N/A

Personnel Manual

June 18, 2024

Mayor David Stegall and City Commission

Re: 2023-2024 Personnel Policy

Attached is the Personnel Policy for the City of Lake Butler covering 2023 - 2024. The changes for this year are:

- Added a section for the below:
 1. Operation of City Vehicles
 2. Tobacco Policy
 3. Motor Vehicle Record Checks
 4. City Information/Records
 5. Private Property
 6. Sexual harassment and other forms of harassment
 7. City Email
 8. Computer and internet usage
 9. On-Line Training/Meetings
 10. Cyber Communication & Social Media
 11. Dress Code
 12. Workplace Posting/Apparel
- Several Policies were updated to reflect current laws and statues.
- Added appendix A-C to the Personnel Policy.
 - A. Organizational Chart
 - B. Drug Free Workplace Policy
 - C. CyberSecurity Policy and Procedures

All Staff will be required to read and understand the policy and then sign the document indicating so.

Personnel Policy



Personnel Policy

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Personnel Policy

THIS POLICY, approved by the City Commission of the City of Lake Butler, shall serve to establish the rules, regulations, and procedures to govern the recruitment, appointment, training, and career development, classification, salary, promotion, demotion, dismissal, and conditions of employment for the employees of the City of Lake Butler, Florida and shall serve as a guide in administering personnel activities and actions.

SECTION 1 ~ PURPOSE

The purpose of this policy is to establish a system of administration which shall provide means to recruit, select, develop, and maintain an effective and responsible work force and shall include policies and procedures for employee hiring and advancement, training and career development, position classification, salary administration, fringe benefits, promotion, demotion, dismissal and conditions of employment of the employees responsible to the City Commission under the supervision of the City Manager.

SECTION 2 ~ COVERAGE

All employees in the City's service are subject to this policy. Exception being the City Commission, City Manager, and City Attorney, who are either elected or appointed with a separate contract. All employees will conduct themselves in a professional manner while on duty and off to not bring shame or disruption to the city.

SECTION 3 ~ DEFINITIONS

Adverse Action – an involuntary demotion, involuntary reduction in pay, involuntary transfer, suspension without pay, layoff, dismissal or similar disciplinary action.

Anniversary Date – Employee's original date of employment with the city in a permanent position.

Appointing Authority – City official (s) with the legal authority to make decisions.

Class – a position or group of positions having similar duties and responsibilities requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed and assigned the same pay range.

Demotion – reassignment of an employee to a position or classification having a lower salary and lesser responsibility than the previously occupied position.

Exempt Employee – an employee with supervisory responsibility meeting the "salaried employee test" of the Fair Labor Standards Act.

Full-Time Employee – an employee appointed to a permanently established position regularly scheduled

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Definitions (continued)

to work 40 hours per week or more and designated by the City Commission as full time.

Grievance – any reported matter of concern or dissatisfaction arising from the working conditions of an employee, subject to the control of the City.

Non-Exempt Employee – hourly paid, non-supervisory employee not meeting the salaried employee test of the Fair Labor Standards Act.

Part-time Employee – appointed to an established position regularly scheduled to work 32 hours or less per week, who is paid on an hourly basis, and so designated by the City Manager.

Performance Evaluation System – a process providing periodic review of an employees' performance, designed to promote fair and equitable pay decisions, and to recognize outstanding degrees of performance with employees.

Permanent Employee – an employee who has satisfactorily completed a six-month probationary period and has been approved for permanent status by the City Manager.

Organizational Chart – A diagram that visually conveys the City of Lake Butler's internal structure by detailing the roles, responsibilities and relationships.

Probationary Period – the six-month period designated by the City Commission that an employee must serve prior to becoming an exempt or non-exempt employee.

Promotion – the upward reassignment of an employee to a position of increased salary and/or responsibility based upon performance and interview.

Reclassification – changing of an existing position from one class to another based on changes in job content and competitive comparison.

Temporary Employee – an employee appointed to serve in a position for a period of some duration, but not to exceed 12 months.

Time Clock – a clock with a device utilized for recording employees' times of arrival and departure. It can be virtual or actual time clock

Trainee – an employee appointed to learn a specific job or task.

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SECTION 4 ~ RESPONSIBILITY OF THE CITY COMMISSION

The City Commission shall establish and approve this personnel policy, rules, and regulations including the classification and pay plan, and shall make and confirm appointments when required by law.

SECTION 5 ~ RESPONSIBILITY OF THE CITY MANAGER

The City Manager shall be responsible to the City Commission for the administration of the personnel program and the application of the personnel policy rules and regulations. The City Manager shall be appointed by the City Commission. The City Manager shall prepare and maintain the position pay and Organizational Chart upon the City Commission approval. Appointments, suspensions, and dismissals shall be made in accordance with the currently established personnel policy procedures and applicable Florida Statutes.

SECTION 6 ~ STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

The City of Lake Butler maintains the practice of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where such factor is a bona-fide occupational qualification for employment.

All job vacancy announcements will clearly state the position of being an "Equal Opportunity Employer"

SECTION 7 ~ POSITION VACANCY ANNOUNCEMENTS

All job vacancy announcements shall be posted in-house on an information board at City Hall and Public Works and any other appropriate location for city employees and advertised on the City website. All notices shall contain an opening and closing date for the acceptance of the application, position title and brief description of duties and minimum qualifications, the method of application and a statement of non-discrimination and equal opportunity employer.

SECTION 8 ~ WORK WEEK AND TIME CLOCK

- The standard work week shall be made up of five regular workdays. They may vary but typically Monday through Friday shall be the work week and it should consist of 40 hours. Department heads shall work those hours necessary to ensure the satisfactory performance of their departments, but not less than 40 hours per week.
- The standard work week for payroll reporting purposes is from Thursday to the following Wednesday with payday being every other Friday or 26 times a year.
- Payroll shall be a direct deposit into a bank of the employees' choice.
- Employees are required to utilize the city time clocks, located at Public Works, when

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- arriving at work and departing work after completion of their workday. No employee is authorized to utilize the time clock for any other employee.
- The normal start time for work at the Public Works employees varies based on Daylight Saving Times with a half hour lunch which consists of an eight-hour day. Variations of this schedule will be permitted by the approval of the Director of Public Works and the City Manager. The normal hours for the city administrative staff are 8 a.m. to 5 p.m.
 - in the case of an emergency such as a hurricane or pandemic, the hours may fluctuate after enough notice is given to all the employees. The City Commission will also be notified.
 - Any violation of this section may subject the employee to disciplinary action up to and including dismissal.

SECTION 9 ~ POLITICAL ACTIVITY RESTRICTED

- Each employee of the city has a responsibility to support the government. Any employee may join or affiliate with a civic organization of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of civic or political organizations in accordance with the constitution and laws of the State of Florida and the constitution and laws of the United States. However, while on duty, no employee of the City of Lake Butler shall:
- Engage in any political or partisan activity.
- Use their official authority or influence for interfering with or affecting the result of an election or a nomination for office.
- Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes at the local level.
- Coerce or compel contributions for political or partisan purposes by another employee of the city, or
- Use funds, supplies or equipment of the City for political or partisan purposes.
- Political activity of employees shall be governed by the requirements of Section 104.32 of the Florida Statutes.
- Any violations of this section may subject the employee for disciplinary action up to and including dismissal.

SECTION 10 ~ OUTSIDE EMPLOYMENT

- It is the policy of the City that employees may engage in outside employment so long as the outside employment does not interfere with the regular work schedule. The employee shall furnish a written statement through the immediate supervisor to the City Manager for approval and inclusion in their personnel file. The work of the City shall take priority over outside employment interests of the city employee.
- Outside employment for salary, wages, commissions, or self-employment could possibly create a conflict of interest or otherwise be incompatible with city employment. No City employee is permitted to do business with the city commission or staff. Such actions

Personnel Policy

may subject an employee to disciplinary action due to improper conduct. Written approval of the City Manager will be made on a case-by-case basis indicating there is no perceived conflict.

SECTION 11 ~ PERSONAL USE OF CITY EQUIPMENT

- Equipment owned and operated by the City of Lake Butler is not to be used for personal use. Personal use or activity on city property is prohibited. Such actions may subject an employee to disciplinary action as a result of the improper conduct.
- Personal use of equipment includes City Credit Cards and City issued gas cards.
- Improper conduct could result in immediate termination.

SECTION 12 ~ LOAN OF EQUIPMENT

Equipment owned by the City of Lake Butler shall not be loaned to any other person or agency without the express approval of the City Manager. Appropriate records will be kept and the equipment, if loaned to another agency will be returned in the same condition that it was loaned. Equipment will not be loaned for personal use.

SECTION 13 ~ EMPLOYMENT OF RELATIVES

- Florida Statutes Chapter 112 shall govern the limitation on employment of relatives. Nepotism is not encouraged in the city employment ranks.
- The City Commission, City Manager, and City Attorney acting as public officials cannot hire a relative. A relative to the public officials is a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
- If the public official has jurisdiction or control of the employee, they cannot appoint or hire an employee if they are a relative as described in the above paragraph. A mere approval of budgets shall not be enough to constitute jurisdiction or control.

SECTION 14 ~ SEXUAL HARASSMENT

All forms of harassment and/or discrimination, including harassment or discrimination on the basis of an individual's sex, race, color, national origin, age and/or disability are prohibited.

While all forms of harassment are prohibited, it is the City's policy to emphasize that sexual harassment is specifically prohibited. It is the responsibility of the Department Head to maintain a workplace free of any form of sexual harassment. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual

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advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace, whether committed by the supervisors or other personnel, is also prohibited. Such conduct includes:

1. Sexual flirtation, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual; and
5. The display in the workplace of sexually suggestive objects or pictures; including nude photographs.

Any employee who believes that the action or words of a supervisor, fellow employee, customer or contractor constitute harassment or discrimination has a responsibility, and is urged, to report or complain immediately to the Department Head, or to the City Manager if the complaint involves the Department Head.

All complaints shall be investigated promptly and in an impartial and confidential manner by the Department Head. In all cases, the employee is to be advised of the findings and conclusion. The City will endeavor to investigate all complaints as expeditiously, confidentially and professionally as possible.

Any employee who is found, after appropriate investigation, to have engaged in harassment of, or discrimination against, another employee will be subject to appropriate disciplinary action up to and including termination. There will be no retaliation against employees for reporting harassment or assisting the Company in the investigation of a complaint of harassment.

SECTION 15 ~ CELL PHONES

- When employees are supervising the activity of inmates while working on City projects, cell phones will be provided to an employee upon hiring.
- Cell phones are to be used only for emergencies and/or city business when supervising inmates. Personal use of cell phones shall be restricted to the lunch break only. Any employee who misuses the cell phone will be subject to a reprimand.

Personnel Policy**SECTION 16 ~ ANNUAL LEAVE**

1. For purposes of earning and accruing leave, the twelve-months from the hire date is established as the leave year.
2. When two or more employees select the same time periods, the City Manager will try to resolve these conflicts if it is impractical for both employees to be away from work at the same time. If this is not resolved, the City Manager will schedule the time off considering such factors as seniority and which employee was off for, the prior year's holiday, if applicable.
3. Employees serving a probationary period following an initial appointment shall not be permitted to take annual leave without first being approved by the City Manager.
4. All permanent, full-time employees in the City service shall earn annual leave credit as follows:
 - Up to 5 years of service (0-60 months) 4 hours accrued during pay period
 - 5-10 years of service (61 to 120 months) 5 hours accrued during pay period
 - 10-20 years of service (over 120 months) 6 hours accrued during pay period
5. Annual leave may be accumulated without any applicable maximum until December 31st of each calendar year. On December 31st, any employee with more than 360 hours accrued shall be rolled over to sick leave on the 1st of January.
6. Advance of Annual Leave (PROHIBITED) No employee shall be granted annual leave unless the time granted shall have already accrued or will accrue during the vacation period.
7. Request for Annual Leave, when possible, all requests for Annual Leave shall be submitted through ADP System at least one calendar month prior to the desired commencement date. However, Annual Leave MUST be approved by your supervisor no later than the day before commencement except under unusual situations.
8. Any employee separated from service to the City shall be paid for accrued annual leave up to a maximum of 30 days or 240 hours. At the date of separation, leave shall be calculated to the nearest one-half day and paid at the employee's current rate of pay.
9. The estate of an employee who dies while in the service of the City shall be entitled to payment for accumulated annual leave up to but not to exceed 30 days or 240 hours.
10. Annual leave will not be prorated for any leave without pay during the 40-hour work week.
11. Advanced leave is not acceptable whereby the employee is left in a negative position for annual leave.

SECTION 17 ~ SICK LEAVE

1. Sick leave is a privilege. Sick leave is not a right which an employee may demand, but a privilege granted by the City. Notification of the need to utilize sick leave should be requested prior to use or not later than two hours after the beginning of a scheduled work period.
2. Only permanent, full-time employees shall be eligible to accrue sick leave. Sick

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- leave shall be earned at the rate of four hours per pay period.
3. Upon request of the employee and approval of the City Manager, sick leave may be utilized for employee sickness, sickness of members of the immediate family living in the same household and for necessary medical appointments. Extended sick leave may be eligible for Family Medical Leave.
 4. If an employee is subjected to a lengthy illness or injury and depletes all accrued leave, other employees or co-workers may request in writing to the City Manager a gift transfer of leave days to the employee in need and his/her decision is final.
 5. If an employee is sick for a period of three consecutive workdays or more, the City Manager may require a statement from a physician as a condition of approving sick leave and prior to returning to work.
 6. Three days of bereavement leave may be granted for the death of a member of the employee's immediate family. This leave will not be charged to accrued sick or annual leave but shall be in addition thereto. Immediate family in this instance shall include mother, father, spouse, children, brother, sister, step-brother, step-sister, mother-in-law, father-in-law, grandparents, and grandchildren.
 7. Upon separation of employment, the employee shall be paid for one-fourth (25%) of all accumulated sick leave at the employee's regular hourly rate of pay up to a maximum of 1,500 hours. Any employee terminating employment with the City of Lake Butler is not authorized to transfer sick leave to another employee.
 8. Sick Leave shall be accrued at the rate of (4) hours per pay period for exempt and Nonexempt employees. No Sick Leave shall be credited for less than fifteen (15) days employment in a month. In the event of termination, no payment for unused sick leave shall be made unless the employee shall have five (5) years creditable service.
 9. Accumulation of Sick Leave shall not exceed fifteen hundred (1500) hours. All accumulated hours over the allowable amount will be forfeited by the employee on the first day of each calendar year.
 10. Sick leave is not to be used as vacation leave. Sick leave is designed for employee illness and related paid absence from work.
 11. When an employee's term of illness exceeds his accumulated Sick Leave, they may be authorized to use their accumulated annual leave time, rather than apply for Leave Without Pay.
 12. Payment in lieu of Sick Leave is not authorized. However, upon separation from full or part-time employment, which provides leave benefits, an employee with five (5) years creditable service will be entitled to be paid 25% of their accrued Sick Leave (up to but not exceeding the maximum number of allowable hours set forth in 2 above) at their rate of pay at the time of separation.

SECTION 18 ~ LEAVE WITHOUT PAY

1. An employee may be granted a leave of absence without pay for compelling personal reasons, providing adequate arrangements can be made to address the

Personnel Policy

employee's job responsibilities in his or her absence. However, if significant inconvenience or expense will result to the City of Lake Butler, the leave request may be denied. Approval of leave without pay shall be at the discretion of the City Manager.

2. The City may continue to pay premiums to continue to cover the employee under its life insurance plans through the month following the beginning of the leave. Thereafter, employees on leave may continue their benefits under the Cities supplemental plans provided the employee pays the entire monthly premiums during the leave. Employees who wish to continue their insurance coverage should check with the City's payroll department before beginning their leave.
3. Because operations sometimes require that vacant positions be filled, a personal leave of absence does not guarantee that the job will be available when the employee returns from a leave. An effort, however, will be made to place employees in their previous position or a comparable job which they are qualified to perform. If no such position is available, an employee may be eligible for rehire and/or reappointment as a new employee if they apply for an available position for which they are qualified for, and prior work history warrants rehire.
4. Any employee who wishes to take Leave Without Pay must first submit a written request to the City Manager for approval. Prior to Leave Without Pay being authorized, the employee must have exhausted all their sick and annual leave. In the event that Leave Without Pay is taken without the prior approval of the City Manager, the employee may be subject to a written reprimand or other more strenuous sanctions if the action is repeated.

SECTION 19 ~ MATERNITY LEAVE

1. Maternity leave shall begin at the time agreed upon by the employee and their physician and approved by the City Manager. If the employee desires to work beyond the sixth month of pregnancy, a statement from the treating physician should be provided indicating the work assigned will not be detrimental to the employee. Family Medical Leave may be available as well.
2. Husbands are allowed spousal leave of up to thirty days. See Family Medical Leave.

SECTION 20 ~ COURT LEAVE FOR JURY DUTY

An employee called to serve the community as a juror shall receive full pay for any absence from work (with provided documentation) necessary to serve on a jury or to attend court as a witness under subpoena. The employee will reimburse the City the jury fee and funds will be deposited into the General Fund.

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SECTION 21 ~ MILITARY LEAVE

An employee who is a Commissioned Reserve Officer, Reserve Enlisted person or a member of the National Guard will be entitled to leave with pay for assigned military training for a maximum of seventeen days per calendar year. Leave requests shall be made in writing along with proper documentation of duty orders at least one month prior to commencement.

SECTION 22 ~ HOLIDAYS

The holidays listed below will be those observed by the city and the offices will be closed for those holidays listed:

- New Year's Eve
- New Year's Day
- Rev. M.L. King Birthday
- Good Friday
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Memorial Day
- Independence Day
- Labor Day
- Christmas Eve
- Christmas Day

If a holiday occurs on a Saturday, it will be observed the preceding Friday. If a holiday occurs on a Sunday, it will be observed the following Monday.

A holiday occurring during an employee's scheduled vacation the holiday will not be charged as a vacation day.

If scheduled payday falls on an observed holiday, payroll via direct deposit will be provided the last regular workday prior to the holiday.

If an employee is unscheduled absence the day before a scheduled holiday or the day after, the employee will not be paid for the holiday.

SECTION 23 ~ FAMILY AND MEDICAL LEAVE

1. For personnel with at least twelve (12) months of service who have worked an average of more than twenty-four (24) hours per week over the preceding twelve (12) months, leave for childbirth, adoption of a child, or a serious health condition of the employee or their immediate family member (spouse, child, parent) will be granted for up to a maximum of twelve (12) weeks of leave during a 12-month period (measured backward from the date the employee uses leave.) Intermittent leave for childbirth or adoption will not normally be granted. If leave is requested for any of the reasons listed below, an employee must use all of their accrued annual and sick leave. The

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remainder of the leave will then consist of unpaid leave.

2. To request leave for a serious health condition, the employee will be required to submit a certification from a medical doctor (or other appropriate health care provider) stating:
 - The date on which the serious health condition began;
 - The probable duration of the condition;
 - The appropriate known medical facts regarding the condition; and
 - For a serious health condition of a family member, a statement that the employee is needed to care for the relative and an estimate of the amount of time needed for the employee to care for their family member; or
 - For the employee's serious health condition, the opinion that the employee cannot perform their job functions; or
 - If leave for intermittent medical treatment is requested, the dates and duration of such treatment.
 - When the City has reason to doubt the validity of the certification provided it may require, at its expense, that the employee obtain a second opinion by a health care provider designated or approved by the city. The city may also request that the employee provide verification of a family relationship.
 - In all cases, an employee must request family and medical leave from his or her supervisor in writing, stating the reason for the leave, duration of the leave, and the starting and ending dates of the leave, at least thirty (30) days before the leave is to begin. If leave is to begin thirty (30) days, an employee must give notice to his or her supervisor as soon as the necessity for the leave arises.
 - Personnel who are granted family medical leave will have non-wage benefits maintained during leave, including life insurance, although such benefits, like annual and sick leave will not continue to accrue during the leave. Upon expiration of family or medical leave, the employee will be returned to the same or an equivalent position.
 - Personnel who do not qualify under the above family or medical leave service requirements may also request leave for family or medical reasons in accordance with provisions governing unpaid personal leaves of absence. Also, as to family and medical leaves, the City specifically reserves all rights and exemptions available to employers under the Family and Medical Leave Act of 1993 even if those rights are not specifically referenced in this policy. **29CFR 5825.100**

SECTION 24 ~ POSITION ORGANIZATIONAL CHART

- The Organizational Chart, as amended from time to time by the City Manager and is contained in the appendix of this policy. The City Manager shall allocate each position covered by the plan to its appropriate class.
- The City Manager shall be responsible for the administration and maintenance of the classification plan so that it accurately reflects the duties performed by employees in the allocated classes.

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- The need for reclassification of positions, establishment of new position descriptions, material changes the job duties, responsibilities, working conditions and qualifications shall be addressed by the City Manager with recommendations to the City Commission.
- The plan may be used as a guide in recruiting and examining applicants for employment, aid in determining lines of promotion, developing training programs for employees, determining appropriate salary to be paid for various classes of work, and assistance in providing uniformity among positions.
- Classes of positions shall be added to and deleted from the plan by action of the City Commission based upon recommendations of the City Manager.

SECTION 25 ~ HOSPITALIZATION

The City does not have hospitalization insurance but will offer the employee a stipend of \$8,000 per year payable over the 26-week pay period.

SECTION 26 ~ PAY CYLCLE

All employees shall be paid on a fourteen-day cycle with twenty-six pay periods annually. All non-exempt employees shall be compensated based upon an established hourly wage rate and a 40-hour workweek.

SECTION 27 ~ OVERTIME POLICY

- The purpose of this policy is to control labor costs by managing the expense of overtime pay to nonexempt employees.
- The city policy for compensating overtime shall meet the requirements of the Fair Labor Standards Act Amendments of 1986. City policy provides compensation for overtime to all non - exempt employees as compensatory time at the rate of one and one-half for each hour worked more than 40 hours per week. The City Manager shall have the option to pay for overtime worked if funds are adequate and it is in the best interest of the City to do so.
- Compensatory time can be utilized at the discretion of the City Manager as soon as is practical after being earned and utilized within the pay period. Request to utilize comp-time shall be in writing to the Director and approved by the City Manager.
- Employees required to perform work on regularly scheduled holidays may be granted compensatory time off at the rate of one hour off for each hour worked, or, in some circumstances may be paid for the time worked if the City Manager deems it in the best interest of the city.
- The City of Lake Butler will pay time and a half to nonexempt employees who

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exceed 40 hours of work time in a workweek. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

- Overtime payments do not commence until the employee exceeds 40 hours of work in a workweek.
- Directors are required to inform the City Manager of the anticipated use of overtime. Employees who anticipate the need for overtime to complete the week's work assignment must notify their director in advance and obtain approval prior to working hours that extend beyond their normal schedule. Approval is required for hours that exceed 40 hours in a workweek.
- During busy periods, the City of Lake Butler may require employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.
- Directors who authorize staff members to work overtime without prior approval from management will be subject to disciplinary action. Directors who continually rely on the use of overtime hours to complete a week's work without it being deemed as extenuating circumstances by the City Manager will be subject to disciplinary action.
- Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action up to and including termination.
- Time worked while on call will be calculated at the employee's regular rate of pay. Hospitalization is not considered part of overtime pay. It is distributed on an hourly basis based on the annual amount allocated to the employee by the city and is not to be considered in the calculation of overtime.

SECTION 28 ~ ON-CALL PAY POLICY: EMERGENCY CALL-BACK

- An emergency call-back is defined as an unscheduled request made by an appropriate management official for an employee to return to work to do unforeseen or emergency work after leaving the building or work location at the end of his or her regular shift and before the beginning of the next regularly scheduled shift.
- An on-call employee who is called back to work outside his or her normal work schedule should be adjusted off or paid for the time worked or a minimum of two hours, whichever is greater. Department directors should establish a reasonable maximum response time of 20 minutes for the employee to travel to the emergency.
 - Emergency call-backs that occur during paid holiday leave will be considered overtime. Justification must be provided to the Director to validate that the call-back is an emergency.

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SECTION 29 ~ PAYROLL PROCESSING

- Payroll is calculated based on time recorded by nonexempt employees as well as exempt.
- All pay records, including the hours worked, must be submitted to payroll no later than 8 a.m. on the day following the close of the work period (currently Thursday) and before the pay day.

SECTION 30 ~ LIFE INSURANCE

The City of Lake Butler will provide all full-time employees with a \$50,000 term life insurance policy.

SECTION 31 ~ TYPES OF SEPERATION

All separations of employees from positions in the service to the City shall be designated as one of the followings:

- Resignation
- Reduction in force
- Disability
- Retirement
- Dismissal
- Death

SECTION 32 ~ DISCIPLINARY

As set forth above, employment with the city is at will. Employees do not have a property interest in employment with the City. Moreover, employees are not entitled to prior notice before disciplinary action is taken. In most cases the severity of disciplinary action is related to the gravity of the offense, the time interval between violations, and the length and quality of the employee's service. A written report setting forth the details of any disciplinary action shall be placed in that employee's permanent personnel file. This copy shall be signed by the employee showing proof of notification.

Listed below are offenses which are considered to be serious enough to result in discipline, up to and including discharge. However, this is not meant to be a complete list of such offenses, and the list may be supplemented at any time.

1. Dishonesty or falsification of written records or reports, including but not limited to, false statements on application for employment, expense records or travel account forms;
2. Misappropriating, damaging or destroying property of the City, other employees, or the public;

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3. Insubordination or refusal to obey instructions;
4. Possession or use of any intoxicant or illegal drugs, including alcohol or marijuana, during the workday, including immediately before or during lunch periods, or reporting to work under the influence of such substances;
5. Smoking or vaping in prohibited areas;
6. Fighting, disorderly conduct, horseplay, practical jokes, or pranks on City premises or during working time;
7. Excessive or unexcused absenteeism or tardiness, and/or leaving the job during work hours without permission from supervisor;
8. Violation of or disregard of safety rules or common safety practice;
9. Refusal to work overtime, when requested; *FLSA (29 U.S.C. § 201)*
10. Possession of any unauthorized firework, weapons, ammunition, or explosives on the job.
11. Violation of established rules, policies or procedures of the City.
12. Accepting a gift, loan, reward, promise of future employment or personal service that may represent a conflict of interest in the performance of official duties.
13. Receiving any fee, gift or other valuable asset in the course of employment from any person, firm or corporation which such fee, gift or asset is accepted with the understanding or implication that the donor shall, or actually does, receive favors or services not customarily accorded to the general public.
14. Disclosure or use of information not available to the general public for any employee's personal gain or benefit, or the gain or benefit of any other person or business entity.
16. Conviction of a felony or misdemeanor involving moral turpitude or dishonesty; Conviction of acts which amount to insubordination or disgraceful conduct, whether such acts are committed while on or off duty;
17. Engaging in offensive or disrespectful language or conduct toward the public, other City Officers, or other employees.
18. Taking an active part in a political campaign while on duty or within any period of time which the employee is expected to perform services and for which he/she receives compensation from the city.
19. Misuse or careless operation of a city vehicle.
20. Violation of a particular department's rules, policies or procedures; and
21. Any other misconduct prejudicial to the interest of the city.

A demotion of an involuntary nature is generally associated with a disciplinary action or as a result of consistent poor performance in the execution of regular job duties. Involuntary demotions will normally result in a reduction in pay of the employee involved; however, the action itself shall be determined by such variables as the determination of disciplinary review

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pursuant to Section "B" below, position availability and budgetary considerations.

- A. Demoted employees shall be subject to a new "Date of Classification" which shall be based upon the effective date of the demotion action. Effective on this date, the demoted employee shall enter into a (12) twelve-month introductory period.
- B. The receiving, appointing authority shall make every effort to ensure that upon appointment of an employee as a result of a voluntary demotion that said employee is placed in the lower classification and pay grade so that such placement is possible and acknowledge, in writing, agreement to such placement. This also applies to involuntary demotion.

SECTION 33 ~ INVESTIGATORY SUSPENSION

The City Manager may use an investigation suspension without pay to provide time to investigate and establish facts, to hold a pre-dismissal conference or to reach a decision concerning an employee's status. Investigatory suspension without pay shall not exceed forty- five days. Within that 45-day suspension period, one of the following should occur:

- Termination of the employee after full investigation or,
- Reinstatement of the employee with up to three days' pay for the suspension deducted from the back pay.

An employee wishing to appeal a disciplinary action shall present the matter in writing using the grievance procedure contained in this personnel policy.

SECTION 34 ~ CITY EMAIL

The e-mail system is solely the property of the City and may be used only for legitimate, ethical business purposes. Personal use of City e-mail is strictly prohibited. Employees do not have a privacy interest in the email system, or in any messages sent via email. The email system and any messages in the system may be monitored by the city.

The city prohibits e-mail messages containing offensive material, remarks based on sex, race, ethnicity, national origin, religion, disability, or age, off-color remarks or jokes, or disparaging statements about any employee or supervisor. The e-mail system may not be used as a means to solicit for outside commercial ventures, or for religious or political causes, outside organizations or other non-business matters. The city is not responsible for the content of e-mail messages.

The City will not accept email communications relating to absences, tardiness, personnel issues, or financial matters. These matters must be discussed in person with your supervisor.

SECTION 35 ~ COMPUTER AND INTERNET USAGE

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Computers, and the programs and applications loaded onto the computers, are solely the property of the City. The use of City computers and the Internet is limited to legitimate, ethical City business purposes only. This equipment is not to be used for personal use, personal data is not to be used for personal use, and personal data is not to be stored on the hard drive of any City computer.

The City reserves the right to monitor all computer and internet usage. Employees do not have a privacy interest in Internet usage or in any information stored on a city computer hard drive. Any information contained on the hard drive of a city computer is the property of the City and can be scanned and purged at the City's discretion.

The City reserves the right to monitor Internet usage, including the amount of time spent on the Internet, as well as the content of information viewed or downloaded. Employees are not to use the

Internet to access, view or download inappropriate materials, including harassing or offensive materials, or materials that disparage or demean persons based on sex, race, ethnicity, national origin, religion, disability or age.

The city may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the city is met. Employees should not expect any privacy when using City computers or email.

The City reserves the right to limit or prohibit employee use of electronic communications, when necessary, to ensure organizational production or to discipline employees for performance related reasons.

SECTION 36 ~ ON-LINE TRAINING/MEETINGS

Our city will periodically use resources available on-line to provide training for employees. When required, these trainings will be conducted as part of your assigned work duties. You will be expected to participate and will be appropriately compensated for all time spent on the trainings, whether conducted during or outside of your normal work schedule.

Additionally, we may use on-line resources to conduct meetings among management and staff as well as with our clients/customers. It is expected that you will participate in these meetings as part of your assigned work duties the same as you would in an in-person meeting.

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Some of these on-line trainings/meetings may be recorded for the City's subsequent use. By signing the acknowledgement of this Employee Handbook, you affirm that you are aware of, and provide your consent for, the recording of these sessions.

SECTION 37 ~ CYBER COMMUNICATION & SOCIAL MEDIA

We recognize that employees will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout the Handbook and your job description, apply to your activities online. This includes any form of electronic communication including but not limited to online publishing and discussion, including blogs, wikis, file sharing, user-generated video and audio, virtual worlds, LinkedIn and social networks whether or not associated or affiliated with our city. The city trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees or our business interests will result in disciplinary action, up to and including termination. By signing the acknowledgement to this Handbook, employees agree to allow City to utilize their image on its city website, social media, printed material, and other public relations and advertising efforts both during and after the employees' tenure with the City.

Please abide by the following expectations:

1. Always consider the power of your comments and contemplate the impact of your post on your reputation and that of the city before you publish it.
2. Respect all confidential and proprietary information that you possess as a result of your relationship with the city. Secure written permissions to publish or report on conversations that are meant to be private or internal to the city. Examples of confidential information include, but are not limited to client/customer information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed organizational strategies. Do not post internal reports, policies, procedures or other internal business-related communications.
3. When disagreeing with others' opinions, be appropriate and professional in doing so when posting such disagreements on social media sites.

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4. When posting about your work with the city, use your real name, identify that you work for the city and the position that you hold. Be aware of your association with the city in online social networks. If you identify yourself as an employee of the city, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
5. Anytime you publish content on an external website regarding anything to do with work you do, or any subjects associated with the city, use the following disclaimer: The postings on this site are my own and don't necessarily represent the City's positions, strategies or opinions."
6. Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
7. Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
8. Employees are prohibited from posting any type of photograph of any City employee, client/customer, parent, family member, or volunteer on any and all social networking sites without the express written approval of the City.
9. The city respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the City's administration.
10. When the City wishes to communicate publicly as a city • whether to the community or to the general public - it has well established means to do so. Only those officially designated by the city have the authorization to speak on behalf of the city.
11. Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your manager and consistent with the City equipment policy.
12. Do not use your city email address to register on social networks or blogs.

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13. Vulgar, obscene, threatening, intimidating, harassing, discriminatory or unlawful behaviors on social media sites may result in an employee's immediate termination.

SECTION 39 ~ DRESSCODE

1. All employees shall maintain a professional appearance at all times while performing official duties.
2. Halter tops or other braless attire, under shirts and tank tops without proper coverings, fishnet shirts, or any clothes made with see-through fabric or skin-tight clothing will not be worn by any employee.
3. Dresses, skirts, or Bermuda-length shorts more than 3" above the knee are not permitted.
4. No military style camouflage to include jungle (green), urban (grey/black), or desert (tan/brown).
5. All employees shall maintain personal hygiene and shall keep themselves personally neat and clean.
6. Clothing will be clean and pressed as is appropriate for the particular garment.
7. Clothing and shoes shall be clean, presentable and appropriate for the particular assignment.
8. Undergarments shall not be visible.
9. All employees shall dress in a manner appropriate to their positions and duties and shall avoid eccentricities in their personal appearance.

SECTION 40 ~ WORKPLACE POSTING/APPAREL

The city appreciates that employees may wish to express support for different political or social causes. This could take the form of posting messages or slogans in the workplace or through an employee's clothing, including face masks. As a city formed for the purpose of serving and representing all communities within the City of Lake Butler, we are not in the position to permit employees to wear or post any such messages or any other messages that is not a company logo while at work or in conjunction with your employment at the city in any manner, violating this policy will be requested to remove any such message. Failure to comply will result in disciplinary action.

SECTION 41 ~ TOBACCO POLICY

Pursuant to *Chapter 386, Florida Statutes, the Florida Clean Indoor Air Act, F.A.C 69A-62.024(6)* and *Florida Constitution, Amendment 9 (2018)*, The City is a smoke and vape free workplace. We strive to maintain a healthy, comfortable, and environmentally friendly

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atmosphere for all public areas and public meetings, for both our citizens and employees, by complying with the Florida Clean Air Act and taking measures to reduce problems created by the use of tobacco products in the workplace.

No person may smoke or use any tobacco product, to include smoked and smokeless tobacco, electronic cigarettes, and vaping devices, in any City building, facility, enclosed workspace, or City vehicle. This includes, but is not limited to, private offices, hallways, restrooms, conference rooms and break rooms. This policy is in effect during all hours and will apply to all City employees, customers, vendors, contractors and all other visitors.

Smoking is permitted outdoors under the following conditions:

- Where no safety hazard exists
- Areas away from all public entrances to City buildings
- Outdoor areas posted as designated smoking and vaping areas

Such use is not permitted under the following conditions:

- in any area where smoking is specifically prohibited by Federal, State, City, or City Ordinance; to include common areas defined under the Florida Clean Indoor Air Act, such as restrooms and drinking fountains
- in any enclosed workplace or public area within City-owned or leased buildings or facilities
- in City-owned and leased cab vehicles
- In any area posted "No Smoking"

The City Manager shall be responsible for ensuring the City-wide implementation of this policy. Directors and Managers shall be responsible for uniform implementation of this policy in their respective work areas, facilities and buildings.

The City Coordinator, or his/her designee, may take immediate action with respect to any reported violations occurring within City facilities, and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies. All violations shall also be considered a violation of the **Florida**

Clean Indoor Air Act, Florida Statutes, and will be subject to the penalties provided therein.

SECTION 42 ~ OPERATION OF CITY VEHICLES

City vehicles assigned to personnel as part of their duties are to be used for City business only. Personal use of City vehicles is prohibited except for the minimum use. The Commissioners may determine that there is a bona fide non-compensatory reason that requires an employee to commute to and/or from home in the city vehicle. If the Commissioners has not determined a bona fide non-compensatory reason that requires an employee to commute,

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the vehicle must remain on City property when not in use. If a city-provided vehicle is used for both City business and commuting, the city will follow IRS regulations with regard to the taxation and record-keeping requirements of the vehicle usage.

Examples of disallowed personal use are: non-work-related travel, vacation and weekend use, and use by spouse or dependents.

NOTE: Commuting between residence and work is ONLY allowed if the city has MANDATED the employee to drive the City's vehicle to and from home for a bona fide non-compensatory reason. This provision is only applicable when the employer REQUIRES the employee to use the vehicle for a business purpose; it cannot be voluntary on the employee's part.

Examples of de minimis nontaxable personal use are: small personal detour while on business, such as driving to lunch while away from the work premises; infrequent (not more than one day per month) commuting.

Vehicles must be driven in a safe and proper manner. Seatbelts must be worn properly by the vehicle operator and all passengers. Use of drugs or alcohol is strictly prohibited while operating City vehicles. Transportation of firearms in City vehicles is prohibited, except when in the possession of sworn law enforcement officers.

SECTION 43 ~ MOTOR VEHICLE RECORD CHECKS

The city will periodically review motor vehicle reports of those employees who drive City vehicles to ensure that they are maintaining valid driver's licenses and safe driving records. These individuals are also required to notify their immediate supervisors of any moving violations within one (1) working day after the citation is received. Drivers with unsatisfactory motor vehicle reports or who have had their licenses suspended may be prohibited from driving City vehicles and/or from using their personal vehicles when performing work for the city. If this prevents an employee from performing their duties, the staff member may be reassigned to another position, suspended or discharged at the discretion of the City Manager.

SECTION 44 ~ CITY INFORMATION/RECORDS

Persons asking for information about records, procedures or other internal matters, should be referred to the City Manager. No information, records, official documents, materials, manuals or other property of the City are to be loaned, given or sold to any

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outside person or concern by any staff member without the approval of the City Manager or their appointed and/or hired authority.

SECTION 45 ~ PRIVATE PROPERTY

No City personnel, vehicles, or property shall be used on private property without the consent of the City Manager. Anytime City personnel, vehicles, or property is used on private property, the City shall receive written permission from the property owner, and it will be for the good of the City.

SECTION 46 ~ GRIEVANCE PROCEDURE

The intent of the grievance procedure is to provide an adequate and fair means for hearing matters of concern to City employees.

- This grievance procedure applies to all departments and all employees of the city. A grievance is defined as any reported matter of concern or dissatisfaction arising from the working conditions of an employee subject to the control of the City.
- If the issue is not resolved to the satisfaction of the employee, the concern should be addressed to the City Manager in writing.
- It is inappropriate for the employee to go to the City Commission with a grievance before discussing with the appropriate chain of command. The City Manager is responsible to inform the City Commission of any grievance that he/she is not able to satisfactorily resolve.

Every employee shall have the right to present a grievance in accordance with these procedures, with or without a representative, free from interference, coercion, restraint, discrimination, penalty or reprisal.

- An employee must file a grievance, in writing, to the City Manager within thirty days of the date of the incident giving rise to the grievance. If the employee, for example, alleges sexual harassment by the immediate supervisor, the employee may file the complaint with the City Manager. The City Manager will meet with the employee within five working days of the receipt of the grievance and attempt to resolve the grievance. If these efforts fail, the City Manager shall issue a written decision on the grievance not later than five days following the meeting.
- If the employee is dissatisfied with the response, the employee may forward the written rebuttal to the City Manager within five days of receipt and request further review by the city Manager. The City Manager will hear the matter, investigate the new information, and render a decision within fifteen days of receipt of the request. This decision will be final.

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- The existence of the grievance procedure does not preclude any individual from pursuing any other remedies available under the law.

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EFFECTIVE DATE: Beginning of the fiscal year July 1, 2024

This policy was written February 10, 1997; revised November 10, 2014; revised June 2018; April 2019; October 2019; April 2020; February 2021; February 2022; June 2024.

ATTACHMENT: APPENDIX A- CHART OF ORGANIZATION: APPENDIX B - DRUG FREE WORKPLACE POLICY; APPENDIX C-CYBERSECURITY POLICY & PROCEDURE

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING POLICY

Signed and read by

Please read, sign, and date that you have read and understood. Any questions contact City Manager. Return this page only.

Name of employee



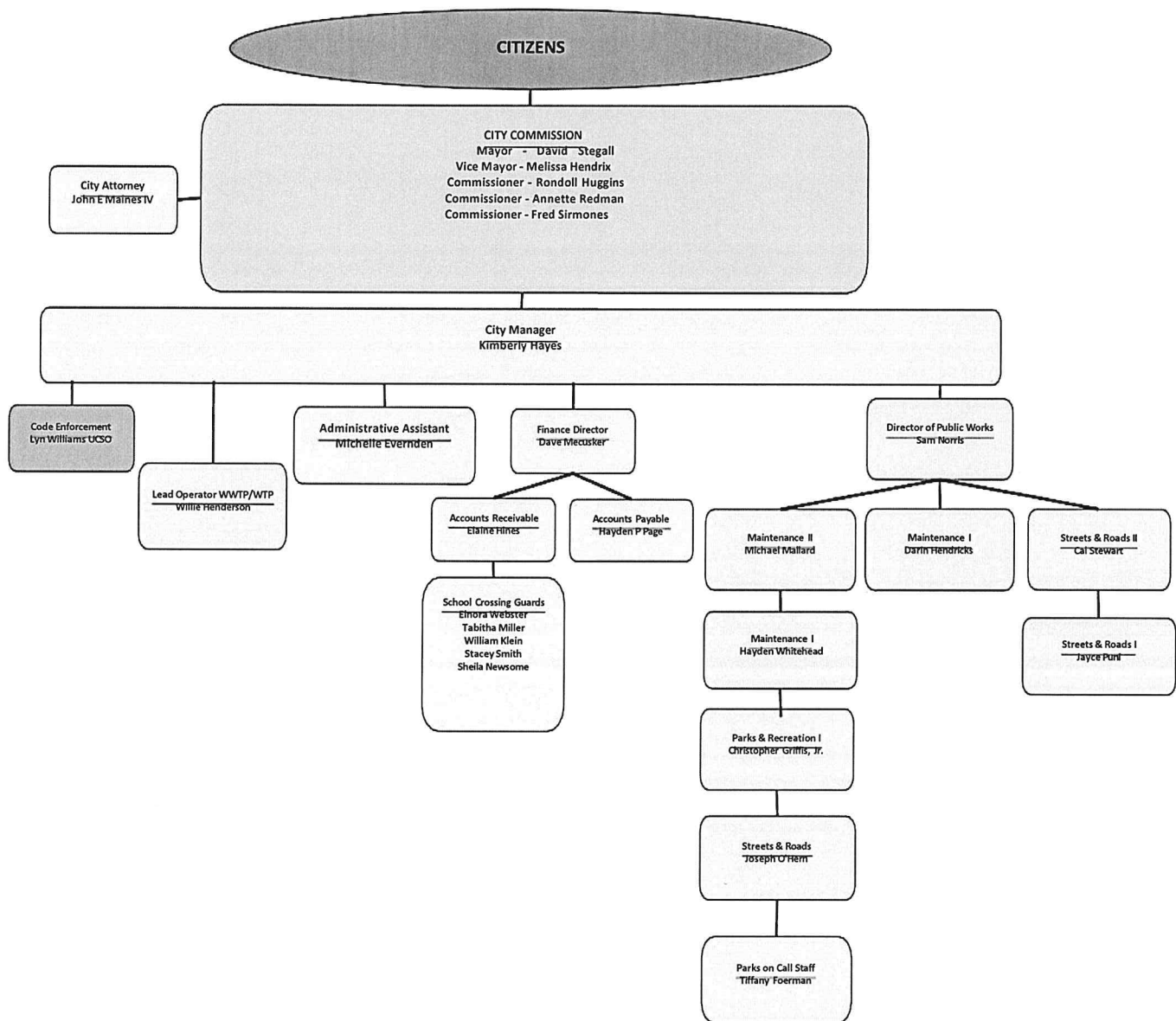
Date of Signature



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Appendix A

CITY OF LAKE BUTLER CHART OF ORGANIZATION



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Appendix B

DRUG FREE WORKPLACE POLICY

The City of Lake Butler and the City Commissioners acknowledges the problem of substance abuse in our society. It is a serious and pervasive problem that threatens the health and safety of our employees, our community and our government.

Unlike many other debilitating and life-threatening afflictions, substance abuse usually begins voluntarily. Furthermore, substance abuse, while directly impacting the individual, has a harmful influence on the individual's family, friends, coworkers, employee safety and robs the government of time, productivity and profitability. This policy is designed to provide you with the information to understand and recognize substance abuse. We believe this is the first step toward eliminating such abuse. By fighting substance abuse and enlisting your assistance here and at home we believe we can effectively prevent any problem in City employment.

PURPOSE

In an effort to meet its commitment to employee safety and to eliminate future substance abuse related costs from its operations, the City Manager has established a policy to test employees for drugs and to encourage and aid the City's employees in overcoming drug dependency problems. The City of Lake Butler and City Manager is committed to a Drug Free Workplace. As a condition of employment, all employees are required to fully comply with the provisions of the City's Substance Abuse Policy. Questions concerning the application or interpretation of the Policy should be directed to the City Manager or Human Resources.

This Policy fully comports with **Chapter 440, Florida Statutes, Sections 440.101-440.102**, as well as the Drug-Free Workplace Standards enacted by the Agency for Health Care Administration and codified at Florida Administration (DOT) Controlled Substances and Alcohol Use and Testing Rules.

Nothing in this policy shall be construed to discriminate against individuals who suffer from alcoholism or have successfully completed a supervised drug rehabilitation program and who are no longer engaging in the illegal use of drugs or have otherwise been rehabilitated successfully and are no longer engaging in such use, or who are participating in supervised rehabilitation program and are no longer engaging in such use.

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DEFINITIONS

For the purpose of construing the Substance Abuse Policy, the following definitions apply:

1. "Accident" means self-injury, unexplained damage to equipment or property, or an accident involving a commercial motor vehicle that results in the loss of human life, or that results in the receipt of a citation motor vehicle that results in the loss of human life, or that results in the receipt of a citation under State or Local law for moving traffic violation arising from the accident.
2. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including Methyl isopropyl alcohol.
3. "Alcohol Use" means the consumption of any beverage, mixture, or preparation, including medication, containing alcohol.
4. "Collective Site" means a place where individuals present themselves for the purpose of providing a specimen to be analyzed for the presence of drugs or alcohol.
5. "Confirmation Test" A controlled substances testing
confirmation test means a second analytical procedure to identify the presence of a specific drug or metabolite in a specimen which is independent of the screen test, and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. "Controlled Substance" is synonymous with the term "drug" as defined herein.
6. "Drug" means an alcohol, including distilled spirit, wine, a malt beverage or intoxicating liquor, an amphetamine, cannabinoid, cocaine, opiates, phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, benzodiazepines, a synthetic narcotic, a designer, drug or metabolite of any of the substance listed in the paragraph.
7. "Drug Rehabilitation Program" means a service provider that provides confidential, timely and expert identification, assessment and resolution of employee drug abuse.
8. "Drug Test" means a chemical, biological or physical instrumental analysis in conformity with this Policy, administered for the purpose of determining the presence or absence of a drug or its metabolites.
9. "Employee" means a person employed by the City who is covered by the requirements of the Policy.
10. "Employee Assistance Program" means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall, in all

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cases, be provided by service providers pursuant to Section 397.311 (28), Florida Statutes.

11. "Employer" refers to the City of Lake Butler.
12. "Initial Drug Test" means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using immunoassay procedure or an equivalent, or more accurate scientifically accepted method approved by United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.
13. "Job Applicant" means a person who has been offered a position with City of Lake Butler that is covered by this Policy, conditioned upon meeting the requirements of the Substance Abuse Policy.
14. "Laboratory" means a place where examinations are performed on specimens taken from the human body to provide information regarding the presence or absence of drugs or their metabolites for the purpose of promoting a drug-free workplace.
15. "Medical Review Officer" or "MRO" means a license physician, employed with or under contract with the City of Lake Butler, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedure; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history and any other relevant biomedical information.
16. "Nonprescription Medication" means a medication that is authorized pursuant to a state or federal law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.
17. "Prescription Medication" means a drug or medication obtained pursuant to a prescription. 23. "Reasonable Suspicion" means an articulable belief that an employee possesses or uses drugs or alcohol in violation of the Policy, or is intoxicated or impaired by drugs or alcohol, based on specific and particularized facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be used upon a report of drug use, provided by a reliable and credible source or information that an employee has been involved in an accident while at work.
18. "Refuse to Submit" to a drug or alcohol test means that an employee:
 - a. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of this Policy;
 - b. Fails to provide adequate urine for alcohol and controlled substances testing without a valid medical explanation after he or she has received notice of this Policy;
 - c. Engages in conduct that clearly obstructs the testing process.
25. "Safety-Sensitive Function" means a position in which a drug impairment constitutes an immediate and direct threat to public health or safety and/or any of the on-duty functions set forth in 49 CFR Section 395.2, Paragraph (1) through (7) and Section 440.102 (1)(0), Florida Statutes.

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26. "Screening Test" "Initial Test", in alcohol testing means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen or an equivalent to identifying negative and presumptive positive specimens.
27. "Specimen" means a breath, blood, or urine sample of the human body capable of revealing the presence of alcohol or drugs or their metabolites.

NOTICE OF IMPLEMENTATION

The implementation of the Substance Abuse Policy, contained within the confines of this document, constitutes general notice to all employees of the City of Lake Butler that each employee is required, as a condition of employment or continued employment, to fully comply with the provisions of the Policy, and to fully cooperate with implementation and enforcement of the Policy, including execution of the necessary authorization forms. All employees shall receive a copy of and be asked to read the Policy and will be asked to sign a statement indicating their understanding of the Policy, as well as a statement authorizing testing under the policy and the release of test results to the City of Lake Butler.

The implementation of the Substance Abuse Policy further constitutes general notice that all employees of the City of Lake Butler may be required to submit to drug and alcohol testing, as provided herein, after the effective date. A copy of this Policy is available for review at City Hall and additional copies will be made available on request.

PROHIBITED CONDUCT

The City of Lake Butler strictly prohibits its employees from being on duty and possessing, using, distributing, or being under the influence of alcohol or any drug not prescribed for the employee. Further, the City of Lake Butler prohibits its employees from misusing alcohol or possessing, using or distributing drugs on the job to the extent that any off-duty possession, use or distribution impacts upon their effectiveness and ability to perform their employment duties, or adversely affects the interests of the City.

If an employee voluntarily or upon request by the City of Lake Butler, prior to a workplace accident, seeks medical treatment or rehabilitation for substance abuse, the City Manager will grant that employee a one-time medical leave of absence for treatment. *An employee request for medical treatment or rehabilitation will only be considered prior to an accident.* During such a time as an individual is enrolled in a rehabilitation program, the City of Lake Butler shall attempt to maintain a position for that employee, upon his/her successful completion of the program. However, the City of Lake Butler in no way guarantees that any employee, upon returning from the successful

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completion of a drug/alcohol rehabilitation program, shall have any employment position provided to him/her. Moreover, in the event that an employment position is available, the City does not guarantee that the rate of pay for that position will be equal to that previously received prior to the employee's suspension and enrollment in a rehabilitation program.

The penalty for violation of the City Substance Abuse Policy will include termination of employment or some other form of discipline which the City, in its discretion, deems appropriate.

TYPES OF TESTING

The City of Lake Butler reserves the right to conduct the following types of testing for drug and alcohol, as defined in this Policy:

1. **Job Applicant Testing,** The City requires all individuals hired by the city to be free of alcohol and controlled substances. All individuals who are extended a conditional offer of employment will be required to submit to a drug screen prior to commencement of employment. Furthermore, no applicant (or employee seeking transfer to a new job position) will be allowed to perform any safety-sensitive function until the test results have been obtained and it has been determined that the test results for controlled substances yield a negative result. If a job applicant will not be allowed to perform safety-sensitive functions for a period of not less than 24 hours following administration of the test.

Refusal to submit to a post-offer, pre-employment drug test shall constitute a basis for City's refusal to hire that individual. All job applicants' prospects of employment with The City of Lake Butler will be conditioned upon their being qualified for work. Any job applicant who tests positive for a controlled substance will not be considered qualified for employment with City.

- a. All employment candidates shall be provided notice of the test and assurance that highly reliable testing procedures will be used. Prior to and after testing, applicants are given an opportunity to confidentially report to a Medical Review Officer the use of any prescription or non-prescription medicines which may alter their test results. Additionally, applicants may consult with a Medical Review Officer for any further technical information regarding such medications.
 - b. The results of the laboratory test shall be restricted to whether or not the applicant's specimen tested positive for alcohol and/or controlled substance, the particular substance involved, and the amount found within the specimen tested.
2. **Current Employee Testing,** in addition to the above post-offer, pre-employment testing, The City will utilize the following categories of employment related testing for its employees:

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- a. **Routine Fitness For Duty Testing.** The City of Lake Butler will require all of its employees to submit to drug testing which is conducted as part of a routinely scheduled employee fitness for duty medical examination where the testing is determined to be job-related and consistent with business necessity.
- b. **Reasonable Suspicion Testing.** The city will require all of its employees to submit to a controlled substances test whenever there is reasonable suspicion to believe that an employee is under the influence of controlled substances. Reasonable suspicion requires articulable belief by management that an employee possesses or uses controlled substances at the workplace and is either intoxicated or impaired by such substances. The employer's determination that reasonable suspicion exists must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.
 - i. The standard for reasonable suspicion testing does not require an overwhelming burden of proof. Generally, where supervisors can reasonably conclude that there are objective facts indicative of the use of prohibited substance there is sufficient justification for testing. Among other things, such as facts and inferences may be based upon:
 - ii. Observable phenomena while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of drugs.
 - iii. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - iv. A report of drug use, provided by a reliable and credible source.
 - v. Evidence that an individual has tampered with a drug test during his employment with the City of Lake Butler.
 - vi. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 - vii. Evidence that an employee has used, possessed, sold solicited, or transferred drugs or alcohol while working or while on City premises or while operating City equipment, vehicles or machinery.
 - viii. The City has the right to search lockers, handbags, lunch boxes, or other containers at any time provided there is reasonable suspicion to believe that an employee possesses or is under the influence of drugs. An employee's refusal to cooperate with a search will be treated as serious insubordination that warrants immediate discipline up to and including discharge.

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3. **Post-Accident Testing-** Normally, the city will require substance abuse testing for any employee involved in an accident while on duty, whether on or off the city premises. An accident does not just have to involve a vehicle. It could be self-injury or unexplained damage to equipment or property.
 - i. If an employee has a vehicular accident while operating one of the City's vehicles, that employee must be tested for controlled substances as soon as practicable if the accident involves the loss of human life, or if the driver receives a citation under state or local law for moving traffic violation arising from the accident.
 - ii. Due to the fact that the City's concern for its workforce is paramount, it may be necessary to administer appropriate medical treatment prior to obtaining specimens for post-accident testing. If the required specimens can be obtained at a medical treatment facility which is not a designated collection site, a physician's assistant, registered nurse, nurse practitioner, licensed practical nurse, certified paramedic, or licensed collection site person may collect the specimen. If such an individual is not present, the injured employee, as soon as is medically permissible, shall be transported to a designated collection site to produce the required specimens.
 - iii. All employees who are subject to post-accident testing shall remain readily available for such testing unless medically unable to do so. If they do not remain available for such testing, they will be deemed to have refused to submit for testing, as provided herein. As stated above, nothing in this Policy shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
4. **Random Testing-** The City reserves the right to conduct random substance abuse testing on any or all of its employees engaged in safety sensitive positions at any time without prior notice.
 - a. All random tests conducted under this provision will be unannounced. The dates for administering random controlled substance tests will be spread reasonably throughout the calendar year.
5. **Return-to- Duty Testing-** Any covered employee who has engaged in prohibited conduct, as explained in this Policy, and who has not been terminated from employment as provided herein, shall before returning to duty, undergo a return-to-duty controlled substance test. Substance test must be negative in order to resume employment.
6. **Follow-Up Testing-** If the City, in its sole discretion, determines that an employee who has submitted confirmed test results which register positive for content of one or more controlled substances (including alcohol), should not be terminated, the employee may be granted a one (1) time leave of

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absence without pay and be required to enroll in and successfully complete a drug and/or alcohol rehabilitation program as a condition of returning to work. The city will designate the drug and/or alcohol rehabilitation program which must be attended by the employee.

Should the City elect such an option for an employee the employee who successfully completes a rehabilitation program, upon returning to work (if a position is available), shall be initially subject to return-to-duty testing as provided above, and shall thereafter be subject to unannounced follow-up testing for controlled substance as deemed appropriate, provided that no less than six (6) follow-up tests must be conducted upon the employee within the first twelve (12) months following the employee's return to duty. Before being allowed to return to work, this employee must be evaluated by a substance abuse professional to determine if the employee has properly adhered to and completed a rehabilitation program. The cost of this evaluation shall be borne by the employee. Follow-up testing may be continued for a period of up to sixty (60) months from the date of the employee's return-to-duty.

REFUSAL TO SUBMIT TO TESTING

If an injured employee refuses to submit to testing, the employee forfeits eligibility for workers' compensation medical and indemnity benefits. Additionally, an employee, whether injured or uninjured, who refuses to submit to testing may be disciplined, up to and including discharge. A job applicant who refuses to submit to a post offer pre-employment drug test will not be hired by the city. Individuals who refuse to submit to testing will be asked to sign a Refusal to Submit Breath/Blood/Urine Form. If an employee performing safety-sensitive functions refuses to submit to testing, the individual shall immediately be removed from safety-sensitive functions until testing can be completed.

Any employee unable to provide a sample will be deemed to have refused to submit to testing. Upon the recommendation of the City's certified health care laboratory, the employee will be allowed a two-hour period with eight ounces of water per thirty minutes in order to provide the sample.

SPECIMEN COLLECTION AND LABORATORY PROCEDURES

The City is committed to following strict specimen collection and laboratory testing procedures to ensure the quality, integrity and authenticity of the specimen. Employees and job applicants have a right to consult a Medical Review Officer for technical information regarding prescription and non-prescription medication. Further, employees and job applicants will be allowed to confidentially report the use of prescription and non-prescription medications to a Medical Review Officer before and after being tested on forms to be provided.

Personnel Policy

Collection site security and specimen collection are unequivocally the responsibility of the collection site and its personnel. The City assumes no responsibility for specimen collection or transmittal errors incurred by either the collection site, the laboratory or their respective staffs. The City will pay the cost of all initial and confirmation substance abuse screening it requires from either its applicants or employees. However, all costs of additional non-required testing and testing incurred during a rehabilitation period or program shall be borne by the employee.

COMMON MEDICATIONS WHICH MAY ALTER OR AFFECT A DRUG OR ALCOHOL TEST

The following list includes the most common medications, by brand name or common name, as well as by chemical name, which may alter or affect a drug test. This list is not intended to be all inclusive.

ALCOHOL

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As example: *Vicks Nyquil* is 25% (50 proof) ethyl alcohol, *Comtrex* is 20% (40 proof), *Contac Severe Cold Formula Night Strength* is 25% (50 proof) and *Listerine* is 26.9% (54 proof).

AMPHETAMINES Obetrol, Biphethaminem, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin. Marinol

CANNABINOIDS (Dronabinol, THC).

COCAINE Cocaine HCL topical Solution (Roxanne). Not

PHENCYCLIDINE legal by prescription

THC Not legal by prescription

OPIATES Paregoric, Parepetolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-Organidin, etc.

BARBITURATES Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES Ativan, Azene, Clonipin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

METHADONE Dolophine, Methadose.

PROPOXYPHENE Darvocet, Darvon N, Dolene, etc.

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PENALTIES FOR AN EMPLOYEE'S POSITIVE CONFIRMED TEST RESULTS

As stated above, the City reserves the right, at its sole discretion, to either discharge or otherwise discipline or not to employ any employee or applicant who submits confirmed positive drug results and confirmed. In addition, employees found to have engaged in conduct in violation of the Policy who are not discharged will be removed immediately from the performance of all safety-sensitive functions and will not in no event be allowed to resume the performance of safety-sensitive functions unless and/or until the employee has successfully undergone return-to-duty and follow-up testing as provided herein.

Notwithstanding the City's right to exercise direction, any employee who submits a specimen registering a confirmed positive test result should assume that his/her employment shall be terminated unless otherwise notified by the City. Further, such an impaired employee forfeits his/her eligibility for medical and indemnity benefits under Florida's Workers' Compensation Act.

Both job applicant and current employee testing procedures shall provide for a second, confirmation test of the remaining portion of an applicant/employee's initially tested specimen in the event that the results of that individual's initial substance abuse test register a positive result. The City will require that a confirmation test be conducted upon all employees registering a positive result prior to initiating any course of disciplinary action against the specimen provider relating to the results of said same initial screening test.

CHALLENGES TO TEST RESULTS

Within five (5) working days after receiving written notice of a positive confirmed test result, all employees or applicants may contest or explain the result to a Medical Review Officer. If the explanation or challenge of the positive test result is unsatisfactory to the Medical Review Officer, the Medical Review Officer shall report a positive test result back to the City.

Within five (5) working days after receipt of a positive confirmation test result from the Medical Review Officer, the City will inform the employee or job applicant in writing of such positive test results, the consequences of such result, and the options available to the employee or job applicant. Within five (5) after receiving notice of a positive confirmed test result, the employee or applicant may submit written information to the City explaining or contesting the test result, and explaining why the result does not constitute a violation of the Policy. If an employee's or job applicant's explanation or challenge of the test result is unsatisfactory to the City, within five (5) days of receipt of the explanation or challenge, a written explanation as to why the employee's explanation is unsatisfactory, along with the report of positive result, will be provided to the employee or applicant. All such documentation will be kept confidential by the city to the extent permitted by law.

An employee or job applicant may challenge a positive test result through an administrative challenge or resort to an applicable court. When an employee or applicant undertakes a challenge to the results of a test it shall be the employee's or applicant's responsibility to notify the laboratory, and the sample shall

Personnel Policy

be retained by the laboratory until the case is resolved. Applicants and employees are responsible for notifying the laboratory of any administrative or civil actions brought pursuant to Florida's Workers' Compensation Act.

CONFIDENTIALITY/EMPLOYEE SAFEGUARDS

All information, interviews, reports, statements, memoranda, and drug results, written or otherwise received by the City of Lake Butler through this Policy shall be treated in a confidential manner, unless otherwise required by law. The City, any collection sites, laboratories, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug test results shall keep all information confidential, unless otherwise required by law, or authorized by the employee or job applicant in a written consent form.

Personnel Policy

Appendix B



CYBERSECURITY POLICY AND PROCEDURES

1. Purpose

The Purpose of this policy is to establish the City's guidelines for computer security and the protection of an organization's networks and its content or knowledge base, and to minimize the risk of internal and external cyber threats.

2. Scope

This policy applies to all City elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by the City of Lake Butler.

3. Policy

The City of Lake Butler is committed to building a strong cybersecurity program to support, maintain, and secure critical infrastructure and data systems. In order to achieve this, the city will identify, evaluate, and take steps to avoid or mitigate risk to the City's information assets and prevent unauthorized digital or physical access, damage, theft, compromise, or interference to the City's information systems and facilities. These steps include implementing and operating controls to manage the City's information security risks and ensuring that all users of information assets are aware of their responsibilities in protecting those assets while complying with all applicable federal, state, or other regulations.

4. Responsibilities

Roles and responsibilities must be separated so that a single individual, account, or function cannot intentionally

Personnel Policy

or unintentionally subvert a critical process. Controls must also be put in place so that no single person can access, modify, or use assets without authorization or detection.

Achieving and maintaining cybersecurity is a shared responsibility. City Manager will ensure that a written Cybersecurity Policy is implemented, reviewed and updated on a periodic basis; including providing training and updates to City staff; confirm identification, acquisition, and implementation of information system software and hardware; identify locations where Personally Identifiable Information (PII) is stored and accessible; provide input for who should have access to PII and with what types of privileges or access rights, performing periodic classification assessments and ensuring regular reviews to update and manage changes to risk; assess system vulnerabilities and implement security tools and safeguards for protecting PII; ensure implementation, enforcement, and effectiveness of IT Security policies and procedures; plan, execute, and lead security audits across the City; facilitate an understanding and awareness that security requires participation and support at all organizational levels; and oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Under the direction of the City Manager, the Information Technology Contractor will help implement and enforce the items outlined in this policy. They will manage logs and events of all systems, utilizing a SIEM (Security Information and Event Management) system, and conduct periodic reviews to ensure our cybersecurity.

All users, including employees, elected officials, contractors, must comply with all aspects of this policy. Users are responsible for the acceptable use and security of infrastructure and data.

5. Standards

5.1 Asset Management

An inventory of all approved hardware and software on the city network and systems will be maintained that documents the following:

- The employee in possession of the hardware or software
- Date of purchase
- Serial number
- Type of device and description
- For licensed software: # of licenses, license renewal date(s), other restrictions, etc.

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5.2 Personally Identifiable Information (PII)

An inventory of all current PII information by type and location will be maintained. The following table will be used to inventory PII.

Location	PII by type	Essential	Location	Owner
Website				
Contractors				
File in a staff office				
File in building				
File offsite				
Desktop				
HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

The Florida Identity Theft Protection Laws prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public for use for internal verification or administrative processes, or for enforcing a judgment or court order.

5.3 Identity Management, Authentication and Access Control

Information Technology Contractor is responsible for ensuring that access to the City's systems and data is appropriately controlled. All systems housing City data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to the City systems and data shall not share passwords

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with anyone.

The City has established the following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: use a passphrase rather than a password
- Prohibited reuse for six (6) iterations
- Changed periodically (every 180 days)
- Invalid login attempts set to lock after three

Employees are encouraged to follow further safeguards such as:

- Not allowing PII on mobile storage media
- Utilizing Locking file cabinets
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Enabling multi-factor authentication
- Following the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the City's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day-to-day activities.
- All user access requests must be approved by the Information Technology Contractor.
- Information Technology Contractor shall make sure all system access is removed of all users who separate from the City within 48 hours.

On an annual basis, a review of user access will be conducted by the departments under the direction of the Information Technology Contractor to confirm compliance with the access control policies outlined above.

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5.4 Awareness and Training

City staff are required to complete City assigned security training:

1. Upon hire and within 30 days of receiving login credentials
2. Annually

On an annual basis, the IT Contractor will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess the level of awareness and comprehension of phishing, understanding, and compliance with policy around safe handling of emails containing links and/or attachments, and the ability to recognize a questionable or fraudulent message.

5.5 Data Security

5.5.1 Data Classification

Users must adhere to the Records Retention Policy regarding the storage and destruction of data. Data residing on City's systems must be continually evaluated and classified into the following categories:

- **Users' Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy does not apply to a user's personal information.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. and this policy does not apply.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
 - o Employee or customer Social Security numbers or personally identifiable information (PII)
 - o Personnel files
 - o Protected Health Information (PHI)
 - o Network diagrams and security configurations
 - o Privileged communications regarding legal matters
 - o Passwords/passphrases
 - o Bank account information and routing numbers
 - o Payroll information

Personnel Policy

- o Credit card information
- o Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

5.5.2 Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups. Some type of system- or disk-level redundancy is encouraged.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

5.5.3 Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data shall not be 1) Transmitted outside the City's network without the use of strong encryption 2) Left on voicemail systems, either inside or outside the organization's network. 3) Transmitted via email, outside of the organization's network.

Data while transmitted, includes any data sent across the City's network or any data sent to or from a City-owned or City-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels
- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

5.5.4 Data Destruction

Employees must follow the State's and City's records retention policy and procedures before destroying any

Personnel Policy

data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply to data located on City- owned or City- provided systems, devices, media, etc.:
 - o Storage media (CD's, DVD's): Physical destruction is required, some shredders may be able to perform this function.
 - o Hard drives/systems/mobile storage media: At a minimum, DoD three (3) pass data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the City shall use the most secure commercially- available methods for data wiping. Alternatively, the city may physically destroy the storage media.

5.5.5 Data Storage

Stored Data includes any data located on City-owned or City-provided systems, devices, media, etc.

Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

6. Information Protection Processes and Procedures

6.1 Secure Software Development

Where applicable, all software development activities performed by City or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of 2 software environments for the development of software systems should be available - development/training and a production environment. Software developers or programmers are required to

develop in the development/training environment and promote objects into the production environments.

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The development/training environment is used for assurance testing by the end-user and the developer. The production environment should be used solely by the end-user for production data and applications. Compiling objects and the source code is not allowed in the production environment.

Contingency Planning

The City's business contingency capability is based upon cloud and local backups of all critical business data. This critical data is defined as "the data that is critical to successful organization operation". Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a monthly basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the City Manager.

The following are some examples of possible business contingency scenario procedures:

- In the event that one or more of City's systems or applications are deemed corrupted or inaccessible, the Information Technology Contractor will work with the respective vendor(s) to restore data from the most recent cloud and local backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the city systems are no longer accessible, the Information Technology Manager will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the City's other sites, and restore data from the most recent cloud, off-site, or local backup.

6.2 Network Infrastructure

The city will protect its electronic communications network from the Internet by utilizing a firewall. For maximum protection, the network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by Information Technology Contractor.
- Both router and firewall passwords shall be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic shall be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic shall not be passed in from the Internet, or from any un-trusted external network.

Personnel Policy

- All web services running on routers shall be disabled.
 - Simple Network Management Protocol (SNMP) Community Strings shall be made (changed from the default "public") "private".

6.3 Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers.

- Unnecessary files, services, and ports shall be removed or blocked. If possible, a server- hardening guide, which is available from the leading operating system manufacturers, shall be followed.
- Network servers, even those meant to accept public connections, shall be protected by a firewall or access control list.
- When possible, a standard installation process shall be developed for the City's network servers. A standard process will provide consistency across servers no matter which employee or contractor handles the installation.
- Clocks on network servers shall be synchronized with the City's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

6.4 Network Segmentation

Network segmentation is used to limit access to data within the City network based upon data sensitivity. The City maintains two wireless networks. The *guest/public* wireless network will grant the user internet access only. Access to the *secure* wireless network is limited to the City staff and devices, and provides the user access to the intranet.

Under the direction of the Information Technology Contractor, a third-party network administrator manages the network user accounts, monitors firewall logs, and operating system event logs. The Information Technology Manager authorizes vendor access to the system components as required for maintenance.

7. Protective Technology

7.1 Email Filtering

The City shall filter email, at a minimum of, the Internet gateway and/or the mail server. This filtering will

Personnel Policy

help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the City's IT security.

Additionally, email or anti-malware programs may be implemented to identify and quarantine emails that are deemed suspicious.

7.2 Internet Filtering

The IT Department shall block access to internet websites and protocols that are deemed inappropriate or pose a security risk. Some examples of blocked categories are adult/sexually explicit material, advertisements, hacking, violence and hate content.

7.3 Network Vulnerability Assessments

On a quarterly basis, the IT Contractor will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of Information Technology Manager to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

In addition, annual penetration testing will be run to identify weaknesses or vulnerabilities that will need to be addressed.

8. Anomalies and Events

The following logging activities are conducted by IT System Contractor under the direction of the City Manager:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, login failures, and excessive repeated login attempts.
- Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, login failures, and excessive repeated login attempts.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, login failures, and excessive repeated login attempts.

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Passwords should not be contained in logs.

Logs of the above events will be reviewed by the IT System Contractor, utilizing a SIEM (Security Information and Event Management), at least once per month. Event logs will be configured to maintain record of the above events for at least three months.

9. Security Continuous Monitoring

9.1 Anti-Malware Tools

All City servers and workstations shall utilize endpoint protection software to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the endpoint protection software

dashboard will be conducted by IT System Contractor to confirm the status of virus definition updates and scans.

9.2 Patch management

All software updates and patches will be distributed to all City systems as follows:

- Workstations shall be configured to install software updates every night automatically.
- Server software updates shall be manually installed at least quarterly.
- Any exceptions shall be documented.

10. Response Planning

The City's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City's information assets, can be defined as either an Electronic or Physical Incident.

Information Technology Contractor is responsible for coordinating all activities during a significant incident, including notification and communication activities and the chain of escalation and deciding if/when outside agencies, need to be contacted.

10.1 Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

Personnel Policy

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the IT System Contractor or City Manager.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

10.2 Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain City's information. All instances of a suspected physical security incident should be reported immediately to the IT System Administrator or Information Technology Manager.

10.3 Notification

If an electronic or physical security incident is suspected of having resulted in the loss of, or unauthorized access to employee PPI or third-party/customer data, notify the City Attorney's office for direction on procedures for notification of the public or affected entities as well as necessary government agencies.

11. Recovery & Restoration

Recovery processes and procedures shall be executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

Information Technology Contractor is responsible for managing and directing activities during an incident,

Personnel Policy

including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities. Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of the City Manager. Recovery activities are communicated to internal stakeholders, executives, and management teams.

12. Review of Policy and Procedures

This policy will be reviewed annually or as state and federal regulations are revised and necessitate a change in the policy or procedures.

Adopted: June 2024

Personnel Policy

Appendix B - Confidentiality and Non-Disclosure Agreement

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between **City of Lake Butler** ("Disclosing Party") and _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
 - Employee or customer Social Security numbers or personal information
 - Customer data
 - Entity financial data
 - Product and/or service plans, details, and schematics,
 - Network diagrams and security configurations
 - Communications about entity legal matters
 - Passwords
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party
2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably

Personnel Policy

required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. The receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a confidential or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.
5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

Receiving Party

By: _____

Printed Name: _____

Title: _____

Dated: _____

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

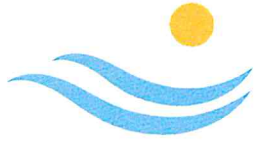
DATE: June18, 2024

AGENDA ITEM: City of Lake Butler Monthly City Manager's Report (#9)

DEPARTMENT: City Manager - City of Lake Butler

MOTION/ACTION: Discuss/Update from City Manager.

ASSOCIATED COST(S): N/A



LAKE BUTLER
FLORIDA

Scenery, serenity and YOU!

Tuesday, June 18, 2024

Mayor Stegall and City Commission

RE: City Manager's Report

Topics of Discussion:

1. Discussion on Trash Pickup Policy.
2. Approval requested for reversal on Late Fee and Reconnect Fee for Utility Bills. \$12.50 is the current late fee and we would like to change it to \$25.00 Late Fee. \$25.00 is the current cut-off fee and we would like to change it to a \$12.50 Cut-Off Fee.
3. Schedule a date for the Budget Workshop.
4. Schedule date for review of Personnel Policy.
5. Give update to Commissioners on posting "No Smoking Signs in workplace and parks.
6. Update Commissioners on Contract with Village Doctors Office, for Employee Drug Testing.

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: June 18, 2024

**AGENDA ITEM: City of Lake Butler Monthly Financial Report for October 2023 – May
2024 (#10)**

DEPARTMENT: Finance Department City of Lake Butler

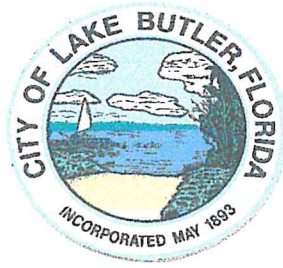
MOTION/ACTION: Present/Discuss of Monthly Financial Report.

ASSOCIATED COST(S): N/A



City of Lake Butler, Florida
Monthly Financial Report
For period October 1, 2023 - May 31, 2024

David B. Stegall
Mayor
dstegall@cityoflakebutler.com



Kimberly Hayes
City Manager
khayes@cityoflakebutler.com

Tuesday, June 18, 2024

Mayor Stegall and City Commission

RE: Monthly Financial Report for period October 1, 2023 through May 31, 2024

Mayor Stegall and City Commissioners,

Attached is the unaudited financial report for period October 1, 2023 through May 31, 2024, eight (8) months into the 2023-2024 Fiscal Year. The Finance Department continues to monitor all revenues and expenditures regularly to ensure that the City's finances remain in balance with the 2023-2024 Fiscal Year Budget, last revised on April 16th, 2024. As always, if there are any questions, please feel free to reach out or stop by the office.

Sincerely,

Dave C. Mecusker

Finance Director
City of Lake Butler, Florida

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
10.000.000.10010 Cash in Bank General	535,722.03	533,182.84	475,003.47
10.000.000.10990 Undeposited Cash	6,539.63	6,539.63	6,539.63
10.000.000.15500 Prepaid Expenses	74.97	74.97	74.97
10.020.000.19999 DTDF	(21,681.51)	(32,476.75)	14,709.18
10.030.000.19999 DTDF	(57,949.84)	(154,886.41)	(26,066.43)
10.035.000.19999 DTDF	27,700.00	27,700.00	27,700.00
10.040.000.19999 DTDF	(19,707.08)	44,653.41	2,971.27
10.072.000.19999 DTDF	0.00	0.00	(53,876.00)
Total Assets	<u>470,698.20</u>	<u>424,787.69</u>	<u>447,056.09</u>
Liabilities and Net Assets			
10.000.000.20201 FICA payable	0.02	0.02	0.02
10.000.000.20208 Retirement (EE FRS)	632.49	366.62	1,300.37
10.000.000.20209 Def Comp (EE ICMA)	(49.99)	390.01	910.01
10.000.000.20210 ICMA Loan	2,802.56	3,078.54	3,321.98
10.000.000.20220 Colonial	2,202.48	1,906.22	2,251.86
10.000.000.20221 AFLAC	171.62	174.30	176.98
10.000.000.20222 Liberty	3,552.93	3,233.65	3,605.63
10.000.000.22200 Payroll Liabilities	1,879.11	1,879.11	1,879.11
10.000.000.22210 Payroll Holding	(575.62)	(575.65)	14.28
10.000.000.23000 Rental Deposit Liability for Key Deposits via JetPay	(225.00)	(225.00)	(225.00)
10.000.000.23470 Sales Tax from Rent	(2,155.74)	(1,913.89)	(1,576.11)
Total Liabilities	<u>8,234.86</u>	<u>8,313.93</u>	<u>11,659.13</u>
Net Assets			
Beginning Net Assets	442,213.37	442,213.37	442,213.37
Change in Net Assets	20,214.97	(25,774.61)	(6,851.41)
Total Net Assets	<u>462,428.34</u>	<u>416,438.76</u>	<u>435,361.96</u>
Total Liabilities and Net Assets	<u>470,663.20</u>	<u>424,752.69</u>	<u>447,021.09</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues			
10.311.000.41000 Ad Valorem	\$ 145,821.90	\$ 148,884.00	\$ (3,062.10)
10.312.000.44000 Local Option 4C	\$ 29,115.55	\$ 42,000.00	\$ (12,884.45)
10.312.000.46000 Local Option 1C	\$ 141,659.06	\$ 187,478.00	\$ (45,818.94)
10.313.000.41000 FPL - Franchise Fee	\$ 114,383.82	\$ 176,925.00	\$ (62,541.18)
10.314.000.41000 FPL - Electric Service Tax	\$ 30,024.67	\$ 55,000.00	\$ (24,975.33)
10.314.000.43200 Propane-Service	\$ 2,111.36	\$ 2,800.00	\$ (688.64)
10.315.000.43300 Communication Services	\$ 66,926.52	\$ 90,000.00	\$ (23,073.48)
10.316.000.44100 Occupational Lic	\$ 3,742.00	\$ 8,000.00	\$ (4,258.00)
10.333.000.41100 UCHA (Pilot)	\$ 20,322.80	\$ 20,323.00	\$ (0.20)
10.335.000.41210 Sales Tax	\$ 63,053.15	\$ 101,000.00	\$ (37,946.85)
10.335.000.41220 City Fuel TAX	\$ 21,101.23	\$ 35,000.00	\$ (13,898.77)
10.335.000.41400 Mobile Home Tax	\$ 9,721.46	\$ 1,200.00	\$ 8,521.46
10.335.000.41500 Beverage License	\$ 851.63	\$ 1,200.00	\$ (348.37)
10.335.000.41800 Gov't. 1/2 cent sales tax	\$ 46,327.13	\$ 70,000.00	\$ (23,672.87)
10.335.000.41900 Misc Taxes and Fees	\$ 15.25	\$ 500.00	\$ (484.75)
10.341.000.45200 Fines from Clerk	\$ 6,459.12	\$ 11,700.00	\$ (5,240.88)
10.342.000.42001 Planning and Zoning fees	\$ 4,600.00	\$ 2,500.00	\$ 2,100.00
10.342.000.42002 Mosquito Control	\$ -	\$ 1,000.00	\$ (1,000.00)
10.343.000.48000 Cemetery Lot Sale	\$ 600.00	\$ 1,000.00	\$ (400.00)
10.344.000.49100 Reimbursement - Traffic Signal	\$ 13,973.00	\$ 13,973.00	\$ -
10.344.000.49200 Reimbursement - Highway Lighting	\$ -	\$ 34,105.00	\$ (34,105.00)
10.344.000.49300 Reimbursement - Greenscape	\$ 31,500.00	\$ 42,000.00	\$ (10,500.00)
10.346.000.44000 Animal Control Fees	\$ 100.00	\$ 100.00	\$ -
10.362.000.42001 Community Center Rental	\$ 12,256.77	\$ 22,000.00	\$ (9,743.23)
10.362.000.43000 Townsend Green Building Rental	\$ 7,253.29	\$ 16,500.00	\$ (9,246.71)
10.369.000.41000 Interest Income	\$ 193.49	\$ 300.00	\$ (106.51)
10.369.000.41100 Special Event Donations	\$ 33.36	\$ 1,000.00	\$ (966.64)
10.369.000.41200 Misc Salvage	\$ -	\$ 5,500.00	\$ (5,500.00)
10.369.000.49001 Miscellaneous Revenue Reimbursement	\$ 3,949.03	\$ 2,500.00	\$ 1,449.03
10.382.000.41501 Transfer From Waste Water	\$ -	\$ 13,213.00	\$ (13,213.00)
10.382.000.41502 GF Appropriated Fund Balance	\$ -	\$ 46,400.00	\$ (46,400.00)
10.382.000.41503 UCHD Playground Grant - transfer to Spec Proj Fund REVENUE	\$ 50,825.62	\$ 50,000.00	\$ 825.62
10.382.000.41504 Woman's Club Main Street Beautification Project Donation	\$ 1,827.00	\$ 1,827.00	\$ -
10.382.000.41505 Sale of Surplus Vehicles via GovDeals	\$ 9,221.86	\$ -	\$ 9,221.86
Total Revenues	\$ 837,970.07	\$ 1,205,928.00	\$ (367,957.93)
Expenses			
City Commission			
10.000.511.51200 Salaries	\$ 35,603.78	\$ 54,500.00	\$ 18,896.22
10.000.511.52100 FICA	\$ 1,169.60	\$ 4,185.00	\$ 3,015.40
10.000.511.52110 Medicare	\$ 1,101.30	\$ 800.00	\$ (301.30)
10.000.511.52120 Prior Year Payroll Taxes & Penalties (2020,2021,2022,2023)	\$ 14,067.87	\$ 14,033.00	\$ (34.87)
10.000.511.52200 Retirement	\$ 14,985.04	\$ 32,000.00	\$ 17,014.96
10.000.511.52500 Federal Unemployment Tax	\$ 1,164.80	\$ 500.00	\$ (664.80)
10.000.511.54000 Travel	\$ -	\$ 500.00	\$ 500.00
10.000.511.54001 NEFLC	\$ 75.00	\$ 900.00	\$ 825.00
10.000.511.54111 Telephone	\$ 281.94	\$ 850.00	\$ 568.06
10.000.511.55100 Office Supplies	\$ -	\$ 250.00	\$ 250.00
10.000.511.55400 Dues and Publications	\$ 1,652.00	\$ 3,000.00	\$ 1,348.00
10.000.511.55401 Annual Board Docs Agenda Subscription	\$ 2,500.75	\$ 2,501.00	\$ 0.25
City Manager			
10.000.512.51200 Salaries	\$ 24,863.11	\$ 37,878.00	\$ 13,014.89
10.000.512.51202 Salaries Administration	\$ -	\$ 20,800.00	\$ 20,800.00
10.000.512.51204 Hospitalization Stipend	\$ 2,584.68	\$ 6,400.00	\$ 3,815.32
10.000.512.51205 Salaries (OPS)	\$ 307.50	\$ 5,850.00	\$ 5,542.50
10.000.512.52100 FICA	\$ 2,925.88	\$ 3,926.00	\$ 1,000.12
10.000.512.52110 Medicare	\$ 355.89	\$ 919.00	\$ 563.11
10.000.512.52200 Retirement	\$ 7,598.90	\$ 11,626.00	\$ 4,027.10
10.000.512.52300 Life Insurance	\$ -	\$ 219.00	\$ 219.00
10.000.512.52400 Workers Comp	\$ 2,458.52	\$ 1,640.00	\$ (818.52)
10.000.512.52500 Federal Unemployment Tax	\$ 2,039.19	\$ 2,040.00	\$ 0.81
10.000.512.54000 Travel	\$ -	\$ 500.00	\$ 500.00

10.000.512.54111 Telephone	\$ 477.94	\$ 650.00	\$ 172.06
10.000.512.55100 Office Supplies	\$ 184.61	\$ 300.00	\$ 115.39
10.000.512.55200 Operating Supplies	\$ 1,257.04	\$ 2,200.00	\$ 942.96
10.000.512.55211 Fuel	\$ 38.71	\$ -	\$ (38.71)
10.000.512.55400 Dues and Publications	\$ -	\$ 400.00	\$ 400.00
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10.000.513.51200 Salaries	\$ 22,919.23	\$ 37,563.00	\$ 14,643.77
10.000.513.51201 Overtime	\$ 873.00	\$ -	\$ (873.00)
10.000.513.51204 Hospitalization Stipend	\$ 3,999.98	\$ 4,308.00	\$ 308.02
10.000.513.52100 FICA	\$ 5,118.32	\$ 2,211.00	\$ (2,907.32)
10.000.513.52110 Medicare	\$ 358.37	\$ 518.00	\$ 159.63
10.000.513.52200 Retirement	\$ 3,209.86	\$ 3,035.00	\$ (174.86)
10.000.513.52300 Life Insurance	\$ -	\$ 248.00	\$ 248.00
10.000.513.52400 Workers Comp	\$ 5,867.43	\$ 3,912.00	\$ (1,955.43)
10.000.513.52500 Federal Unemployment Tax	\$ 4,798.09	\$ 4,799.00	\$ 0.91
10.000.513.53200 Contractual - Audit	\$ 2,093.34	\$ 40,404.00	\$ 38,310.66
10.000.513.53400 Contracted Services - TOCO	\$ 11,250.00	\$ 11,250.00	\$ -
10.000.513.53404 Contracted Services - New River Technology LLC	\$ 10,724.75	\$ 14,610.00	\$ 3,885.25
10.000.513.53405 Contracted Services - Other	\$ 11,220.00	\$ 11,220.00	\$ -
10.000.513.53406 Annual AccuFund Accounting Software Subscription	\$ 1,861.25	\$ 1,862.00	\$ 0.75
10.000.513.53407 Contracted Services (Website - Nathan)	\$ 3,400.00	\$ 2,400.00	\$ (1,000.00)
10.000.513.54000 Travel	\$ 32.10	\$ 500.00	\$ 467.90
10.000.513.54111 Telephone Cell	\$ 3,738.33	\$ 3,620.00	\$ (118.33)
10.000.513.54120 Postage	\$ 1,204.67	\$ 1,000.00	\$ (204.67)
10.000.513.54130 Postage Machine Lease	\$ 135.00	\$ 500.00	\$ 365.00
10.000.513.54300 Utilities-City Hall	\$ 4,397.52	\$ 7,800.00	\$ 3,402.48
10.000.513.54510 Insurance - Liability	\$ 9,399.39	\$ 12,534.00	\$ 3,134.61
10.000.513.54515 Insurance - Building	\$ 3,443.74	\$ 4,600.00	\$ 1,156.26
10.000.513.54530 Insurance - Bond Liability	\$ -	\$ 150.00	\$ 150.00
10.000.513.54600 Repairs and Maintenance	\$ -	\$ 1,000.00	\$ 1,000.00
10.000.513.54910 Legal Advertising	\$ 6,486.57	\$ 7,700.00	\$ 1,213.43
10.000.513.54911 Advertising	\$ 645.60	\$ 3,753.00	\$ 3,107.40
10.000.513.55100 Office Supplies	\$ -	\$ -	\$ -
10.000.513.55200 Operating supplies	\$ 9,314.57	\$ 12,500.00	\$ 3,185.43
10.000.513.55400 Dues and Publications	\$ -	\$ 500.00	\$ 500.00
Legal			
10.000.514.53102 Legal Services	\$ 50,358.34	\$ 83,700.00	\$ 33,341.66
Planning and Zoning			
10.000.515.53102 Planning and Zoning Expense for NCFRPC	\$ 5,250.00	\$ 7,000.00	\$ 1,750.00
Elections			
10.000.519.55200 Operating Expense	\$ -	\$ -	\$ -
Law Enforcement			
10.000.521.53401 Contractual - Sheriff	\$ 50,000.00	\$ 50,000.00	\$ -
10.000.521.53500 Contractual - EMS	\$ 25,000.00	\$ 25,000.00	\$ -
Fire			
10.000.522.54519 Insurance - Property	\$ 2,767.12	\$ 3,000.00	\$ 232.88
Code Enforcement			
10.000.523.51200 Salaries	\$ 10,461.63	\$ 16,000.00	\$ 5,538.37
10.000.523.52100 FICA	\$ 1,935.70	\$ 992.00	\$ (943.70)
10.000.523.52110 Medicare	\$ 133.85	\$ 232.00	\$ 98.15
10.000.523.53100 Professional Services - Magistrate	\$ -	\$ 750.00	\$ 750.00
10.000.523.55200 Operating Supplies	\$ -	\$ 300.00	\$ 300.00
School Safety			
10.000.529.51200 Salaries	\$ 15,084.95	\$ 15,500.00	\$ 415.05
10.000.529.52100 FICA	\$ 974.93	\$ 775.00	\$ (199.93)
10.000.529.52110 Medicare	\$ 218.72	\$ 182.00	\$ (36.72)
10.000.529.52200 Retirement	\$ 2,237.58	\$ 1,847.00	\$ (390.58)
10.000.529.52400 Workers Comp	\$ 245.85	\$ 450.00	\$ 204.15
10.000.529.52500 Federal Unemployment Tax	\$ 239.90	\$ 240.00	\$ 0.10
10.000.529.55200 Operating	\$ 231.40	\$ 200.00	\$ (31.40)
10.000.529.55202 Safety Supplies	\$ 268.65	\$ 500.00	\$ 231.35
Cemetery			
10.000.539.53000 Cemetery Expenses	\$ 1,090.00	\$ 1,000.00	\$ (90.00)
Public Works			
10.000.541.51200 Salaries	\$ 69,308.10	\$ 126,291.00	\$ 56,982.90
10.000.541.51201 Overtime	\$ 899.42	\$ 2,500.00	\$ 1,600.58
10.000.541.51203 On Call Salaries	\$ 1,859.03	\$ 3,332.00	\$ 1,472.97

10.000.541.51204 Hospitalization Stipend	\$ 16,178.45	\$ 19,293.00	\$ 3,114.55
10.000.541.52100 FICA	\$ 10,263.57	\$ 10,467.00	\$ 203.43
10.000.541.52110 Medicare	\$ 1,175.37	\$ 2,198.00	\$ 1,022.63
10.000.541.52200 Retirement	\$ 13,240.96	\$ 15,435.00	\$ 2,194.04
10.000.541.52300 Life Insurance	\$ 22.74	\$ 419.00	\$ 396.26
10.000.541.52400 Workers Comp	\$ 2,048.82	\$ 2,732.00	\$ 683.18
10.000.541.52500 Federal Unemployment Tax	\$ 1,679.34	\$ 1,680.00	\$ 0.66
10.000.541.53400 Contractual Services	\$ -	\$ 8,500.00	\$ 8,500.00
10.000.541.54111 Telephone	\$ -	\$ 200.00	\$ 200.00
10.000.541.54310 Street Lights	\$ 35,312.07	\$ 52,500.00	\$ 17,187.93
10.000.541.54330 Traffic Signals Electricity	\$ 1,478.66	\$ 2,400.00	\$ 921.34
10.000.541.54520 Auto Insurance	\$ 1,605.93	\$ 3,000.00	\$ 1,394.07
10.000.541.54600 Traffic Signal Maintenance	\$ 3,645.80	\$ 2,250.00	\$ (1,395.80)
10.000.541.54610 Public Works Building Maintenance	\$ 9,623.78	\$ 18,000.00	\$ 8,376.22
10.000.541.55200 Operating Supplies	\$ 4,374.75	\$ 8,831.00	\$ 4,456.25
10.000.541.55202 Safety Supplies	\$ 99.18	\$ 900.00	\$ 800.82
10.000.541.55203 Security Camera Expense (Public Works)	\$ 250.00	\$ -	\$ (250.00)
10.000.541.55210 Vehicle Supplies	\$ 3,350.69	\$ 4,000.00	\$ 649.31
10.000.541.55211 Fuel	\$ 8,563.93	\$ 14,000.00	\$ 5,436.07
10.000.541.55220 Uniforms/Shoe Allowance	\$ 847.65	\$ 1,500.00	\$ 652.35
10.000.541.55300 Street Maintenance	\$ 9,717.59	\$ 16,500.00	\$ 6,782.41
10.000.541.55301 Street Repair	\$ 370.89	\$ 1,000.00	\$ 629.11
10.000.541.56400 Capital Outlay	\$ 12,674.69	\$ 12,675.00	\$ 0.31
10.000.541.56401 Board Restricted Expense for purchase of vehicles	\$ 30,629.59	\$ 46,400.00	\$ 15,770.41
10.000.541.56403 Security Camera - Capital Outlay (PW-OCO)	\$ 4,895.00	\$ 5,000.00	\$ 105.00
Animal Control			
10.000.562.55200 Operating Supplies	\$ 482.50	\$ 760.00	\$ 277.50
10.000.562.55210 Vehicle supplies	\$ 63.47	\$ -	\$ (63.47)
Mosquito Control			
10.000.563.51200 Salaries	\$ -	\$ 2,500.00	\$ 2,500.00
10.000.563.52100 FICA	\$ -	\$ 155.00	\$ 155.00
10.000.563.52110 Medicare	\$ -	\$ 37.00	\$ 37.00
10.000.563.52220 Retirement	\$ -	\$ 275.00	\$ 275.00
10.000.563.54520 Auto Insurance	\$ 254.84	\$ 400.00	\$ 145.16
10.000.563.55200 Operating Supplies	\$ -	\$ 5,000.00	\$ 5,000.00
Parks and Recreation			
10.000.572.51200 Salaries	\$ 18,038.38	\$ 18,974.00	\$ 935.62
10.000.572.51201 Overtime	\$ 84.00	\$ -	\$ (84.00)
10.000.572.51203 On Call Salaries	\$ 270.40	\$ -	\$ (270.40)
10.000.572.51204 Hospitalization Stipend	\$ 4,307.66	\$ 4,000.00	\$ (307.66)
10.000.572.51205 PT Salaries	\$ 5,057.50	\$ 5,096.00	\$ 38.50
10.000.572.52100 FICA	\$ 2,797.05	\$ 1,394.00	\$ (1,403.05)
10.000.572.52110 Medicare	\$ 350.49	\$ 324.00	\$ (26.49)
10.000.572.52200 Retirement	\$ 2,732.66	\$ 3,192.00	\$ 459.34
10.000.572.52300 Life Insurance	\$ -	\$ 137.00	\$ 137.00
10.000.572.52400 Workers Comp	\$ 819.54	\$ 1,000.00	\$ 180.46
10.000.572.52500 Federal Unemployment Tax	\$ 719.72	\$ 720.00	\$ 0.28
10.000.572.53401 Contractual - Security	\$ 1,111.00	\$ 2,800.00	\$ 1,689.00
10.000.572.53402 Union County Historical Society	\$ 5,000.00	\$ 5,000.00	\$ -
10.000.572.54111 Telephone	\$ 4,073.83	\$ 4,000.00	\$ (73.83)
10.000.572.54300 Utilities - Parks	\$ 3,855.58	\$ 5,000.00	\$ 1,144.42
10.000.572.54301 Utilities - Westside Park	\$ 12.16	\$ 1,000.00	\$ 987.84
10.000.572.54302 Utilities - Fletcher Myers Park	\$ 93.44	\$ 700.00	\$ 606.56
10.000.572.54320 Utilities - Community Center	\$ 1,142.78	\$ 1,500.00	\$ 357.22
10.000.572.54340 Utilities-Townsend Building	\$ 1,791.67	\$ 3,000.00	\$ 1,208.33
10.000.572.54350 Utilities - Splash Park	\$ 1,780.68	\$ 2,800.00	\$ 1,019.32
10.000.572.54511 Property Insurance - Community Center	\$ 8,362.06	\$ 11,060.00	\$ 2,697.94
10.000.572.54513 Property Insurance - Townsend Building	\$ 5,084.56	\$ 6,724.00	\$ 1,639.44
10.000.572.54515 Property Insurance - Union Depot	\$ 1,356.32	\$ 2,000.00	\$ 643.68
10.000.572.54520 Auto Insurance	\$ -	\$ 250.00	\$ 250.00
10.000.572.54600 Repairs & Maintenance - Lakeside Park	\$ 5,338.02	\$ 10,000.00	\$ 4,661.98
10.000.572.54601 Repairs & Maintenance - Westside Park	\$ 9.00	\$ 2,500.00	\$ 2,491.00
10.000.572.54602 Repairs & Maintenance - Fletcher Myers Park	\$ 9.00	\$ 2,500.00	\$ 2,491.00
10.000.572.54620 Repairs & Maintenance - Community Center	\$ 540.85	\$ 2,000.00	\$ 1,459.15
10.000.572.54621 Repairs & Maintenance - Townsend Green Building	\$ 3,776.84	\$ 8,000.00	\$ 4,223.16
10.000.572.54622 Repairs & Maintenance - Splash Park	\$ 3,380.83	\$ 5,000.00	\$ 1,619.17
10.000.572.54623 Repairs & Maintenance - City Hall	\$ 1,197.41	\$ 3,000.00	\$ 1,802.59
10.000.572.54624 Repairs & Maintenance - Union Depot	\$ 431.56	\$ 1,000.00	\$ 568.44

10.000.572.55200 Operating supplies	\$ 5,361.52	\$ 9,200.00	\$ 3,838.48
10.000.572.55205 Chlorine Supplies for Splash Park	\$ -	\$ 1,600.00	\$ 1,600.00
10.000.572.55206 Health Certificate for Splash Park	\$ 125.00	\$ 200.00	\$ 75.00
10.000.572.55210 Vehicle supplies	\$ -	\$ 200.00	\$ 200.00
10.000.572.55211 Fuel	\$ 1,155.59	\$ 2,000.00	\$ 844.41
10.000.572.55220 Uniforms/Shoe Allowance	\$ 100.00	\$ 800.00	\$ 700.00
10.000.572.55230 Weed Control	\$ 456.54	\$ 1,000.00	\$ 543.46
10.000.572.56401 Capital Outlay - Townsend Green Bldg A/C	\$ 5,970.00	\$ 6,000.00	\$ 30.00
10.000.572.58101 Annual Dues to Florida Tourism Task Force	\$ 1,000.00	\$ 1,000.00	\$ -
10.000.572.58200 July 4th Festival BPG	\$ 5,000.00	\$ 5,000.00	\$ -
10.000.572.58210 Christmas Fest Bpg	\$ 534.96	\$ 535.00	\$ 0.04
10.000.572.58240 Union County Recreation	\$ 5,000.00	\$ 5,000.00	\$ -
10.000.572.58301 Employee App (Recy)	\$ -	\$ 500.00	\$ 500.00
10.000.572.58400 NEFLC Host Expenses	\$ -	\$ 3,700.00	\$ 3,700.00
10.000.572.58401 \$125 Key & Cleaning Deposit Refund for Building Rental	\$ 1,907.71	\$ 33.00	\$ (1,874.71)
10.000.572.58402 UCHD Playground Grant Transfer to Special Projects Fund EXPENSE	\$ 50,000.00	\$ 50,000.00	\$ -
10.000.572.58403 Special Project - Main Street Woman's Club Beautification Project	\$ 2,018.20	\$ 1,827.00	\$ (191.20)
Total Expenses	<u>\$ 817,742.94</u>	<u>\$ 1,205,928.00</u>	\$ 388,185.06
Excess Revenue Over (Under) Expenditures	<u>\$ 20,227.13</u>	<u>\$ -</u>	\$ (20,227.13)

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
20.000.000.10010 Water Fund Checking	88,884.08	65,749.88	70,026.08
20.000.000.10990 Undeposited Cash	119.46	(122.36)	(1,270.90)
20.000.000.11000 Accounts Receivable	53,200.00	53,200.00	53,200.00
20.000.000.11020 Petty Cash	100.00	100.00	100.00
20.000.000.11050 Deferred Inflows	(12,989.00)	(12,989.00)	(12,989.00)
20.000.000.16290 Buildings	30,000.00	30,000.00	30,000.00
20.000.000.16400 Building & Improvements	2,796,825.00	2,796,825.00	2,796,825.00
20.000.000.16600 Equipment	80,184.00	80,184.00	80,184.00
20.000.000.16700 Accumulated Depreciation	(1,701,898.02)	(1,701,898.02)	(1,701,898.02)
20.010.000.19999 DTDF	21,681.51	32,476.75	(14,709.18)
Total Assets	<u>1,356,107.03</u>	<u>1,343,526.25</u>	<u>1,299,467.98</u>
Liabilities and Net Assets			
20.000.000.20050 Deferred Outflows	(52,432.39)	(52,432.39)	(52,432.39)
20.000.000.20392 DWSRF 630110 Water Meter Planning Loan	37,169.22	37,169.22	37,169.22
20.000.000.20393 DWSRF Loan 630111 Water Meters	185,369.90	185,369.90	189,270.26
20.000.000.21600 Accrued Leave Payable	12,839.66	12,839.66	12,839.66
20.000.000.21601 Accrued Sick Leave Payable	3,224.37	3,224.37	3,224.37
20.000.000.21602 Payroll Liabilities	1,215.25	1,215.25	1,215.25
20.000.000.23990 Pension Liability	146,954.18	146,954.18	146,954.18
Total Liabilities	<u>334,340.19</u>	<u>334,340.19</u>	<u>338,240.55</u>
Net Assets			
Beginning Net Assets	950,562.67	950,562.67	950,562.67
Change in Net Assets	71,204.17	58,623.39	10,664.76
Total Net Assets	<u>1,021,766.84</u>	<u>1,009,186.06</u>	<u>961,227.43</u>
Total Liabilities and Net Assets	<u>1,356,107.03</u>	<u>1,343,526.25</u>	<u>1,299,467.98</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>			
20.343.000.43099 Transfer from Wastewater Fund	\$ -	\$ 10,000.00	\$ (10,000.00)
20.343.000.43100 Water Use Charges	\$ 274,045.69	\$ 380,000.00	\$ (105,954.31)
20.343.000.43110 Tap and Connection	\$ -	\$ 5,000.00	\$ (5,000.00)
20.343.000.43120 Reconnection Fees	\$ 5,559.96	\$ 12,000.00	\$ (6,440.04)
20.343.000.43130 NSF Fees	\$ 11.28	\$ 100.00	\$ (88.72)
20.343.000.43140 Late Fees	\$ 26.46	\$ -	\$ 26.46
20.349.000.41000 NSF Fees	\$ -	\$ -	\$ -
20.361.000.41000 Interest	\$ -	\$ 100.00	\$ (100.00)
20.369.000.41000 Miscellaneous	\$ -	\$ 250.00	\$ (250.00)
Total Revenues	<u>\$ 285,316.11</u>	<u>\$ 407,450.00</u>	<u>\$ (122,133.89)</u>
<u>Expenses</u>			
20.000.533.51200 Salaries	\$ 45,181.33	\$ 84,707.00	\$ 39,525.67
20.000.533.51201 Overtime Salaries	\$ 3,544.57	\$ 3,000.00	\$ (544.57)
20.000.533.51202 Admin Salaries	\$ 12,532.73	\$ 29,370.00	\$ 16,837.27
20.000.533.51203 On Call Salaries	\$ -	\$ 1,725.00	\$ 1,725.00
20.000.533.51204 Hospitalization Stipend	\$ 10,649.19	\$ 14,400.00	\$ 3,750.81
20.000.533.52100 FICA	\$ 9,170.35	\$ 8,206.00	\$ (964.35)
20.000.533.52110 Medicare	\$ 1,004.52	\$ 1,814.00	\$ 809.48
20.000.533.52200 Retirement	\$ 14,278.69	\$ 18,875.00	\$ 4,596.31
20.000.533.52300 Life Insurance	\$ 432.28	\$ 642.00	\$ 209.72
20.000.533.52400 Workers Comp	\$ 1,238.54	\$ 2,525.00	\$ 1,286.46
20.000.533.52500 Federal Unemployment Tax	\$ 719.72	\$ 1,877.00	\$ 1,157.28
20.000.533.53120 Water Testing	\$ 7,038.50	\$ 10,000.00	\$ 2,961.50
20.000.533.53200 Audit	\$ 3,093.34	\$ 19,280.00	\$ 16,186.66
20.000.533.53401 Contracted Security	\$ -	\$ 1,000.00	\$ 1,000.00
20.000.533.54000 Travel	\$ -	\$ 500.00	\$ 500.00
20.000.533.54001 Training	\$ -	\$ 500.00	\$ 500.00
20.000.533.54111 Telephone	\$ 1,827.81	\$ 1,450.00	\$ (377.81)
20.000.533.54120 Postage	\$ 196.67	\$ 500.00	\$ 303.33
20.000.533.54340 Electricity - Utility Building	\$ 879.08	\$ 1,400.00	\$ 520.92
20.000.533.54350 Electricity - Water Plant	\$ 16,879.36	\$ 31,000.00	\$ 14,120.64
20.000.533.54510 Insurance - Liability	\$ 9,959.94	\$ 13,564.00	\$ 3,604.06
20.000.533.54516 Insurance - Water Property	\$ 9,125.04	\$ 12,072.00	\$ 2,946.96
20.000.533.54520 Insurance - Auto	\$ 704.28	\$ 940.00	\$ 235.72
20.000.533.54600 Maintenance - Buildings	\$ -	\$ 1,000.00	\$ 1,000.00
20.000.533.54610 Maintenance - Equipment	\$ 5,928.15	\$ 25,000.00	\$ 19,071.85
20.000.533.54620 Maintenance - Water Lines	\$ 14,212.78	\$ 28,000.00	\$ 13,787.22
20.000.533.54630 Maintenance - Water Tower	\$ 12,078.51	\$ 12,100.00	\$ 21.49
20.000.533.54640 Annual Fire Hydrant Inspection Expense	\$ 7,210.00	\$ 7,210.00	\$ -
20.000.533.55200 Operating supplies	\$ 6,040.60	\$ 16,267.00	\$ 10,226.40
20.000.533.55205 Chlorine Supplies	\$ 8,325.00	\$ 18,000.00	\$ 9,675.00
20.000.533.55210 Vehicle supplies	\$ -	\$ 300.00	\$ 300.00
20.000.533.55211 Fuel	\$ 4,612.75	\$ 7,200.00	\$ 2,587.25
20.000.533.55220 Uniforms/Shoe Allowance	\$ 67.15	\$ 600.00	\$ 532.85
20.000.533.55400 Dues & Subscriptions	\$ -	\$ 500.00	\$ 500.00
20.000.533.56400 Capital Outlay	\$ 1,508.34	\$ 1,508.00	\$ (0.34)
20.000.533.59162 DWSRF 630111 Water Meter Loan Interest Expense	\$ -	\$ 1,700.00	\$ 1,700.00

20.000.533.59163 Grant Expense	\$ -	\$ 6,200.00	\$ 6,200.00
20.000.533.59300 Capital Items	\$ -	\$ 22,518.00	\$ 22,518.00
Total Expenses	<u>\$ 208,445.30</u>	<u>\$ 407,450.00</u>	\$ 199,004.70
Excess Revenue Over (Under) Expenditures	<u>\$ 76,870.81</u>	<u>\$ -</u>	\$ (76,870.81)

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
30.000.000.10010 Waste Water Checking	338,747.10	225,627.55	209,726.14
30.000.000.10011 Utility Deposits Cash	85,670.77	85,725.35	84,626.07
30.000.000.10012 Cash - CDBG	872.36	872.36	872.36
30.000.000.10300 CSB CD-Restricted	104,494.74	104,494.74	104,494.74
30.000.000.10511 1998 Bond Reserve - 1356	70,436.02	70,433.04	70,430.16
30.000.000.10990 Undeposited Cash	237.29	178.50	(967.41)
30.000.000.11000 Accounts Receivable	63,109.54	63,109.54	63,109.54
30.000.000.11050 Deferred Inflows	(14,368.23)	(14,368.23)	(14,368.23)
30.000.000.11700 Allowance for Doubtful Accounts	(6,734.78)	(6,734.78)	(6,734.78)
30.000.000.16100 Land	1,190,874.60	1,190,874.60	1,190,874.60
30.000.000.16290 Buildings	105,000.00	105,000.00	105,000.00
30.000.000.16400 Building & Improvements	4,085,918.00	4,085,918.00	4,085,918.00
30.000.000.16600 Equipment	789,842.26	789,842.26	789,842.26
30.000.000.16700 Accumulated Depreciation	(4,280,389.59)	(4,280,389.59)	(4,280,389.59)
30.000.000.16990 CIP	126,077.25	126,077.25	126,077.25
30.010.000.19999 DTDF	57,949.84	154,886.41	26,066.43
Total Assets	<u>2,717,737.17</u>	<u>2,701,547.00</u>	<u>2,554,577.54</u>
Liabilities and Net Assets			
30.000.000.20000 Accounts Payable	4,901.00	4,901.00	4,901.00
30.000.000.20050 Deferred Outflows	(57,998.27)	(57,998.27)	(57,998.27)
30.000.000.20201 Utility Deposits Payable	85,810.77	85,865.35	84,916.07
30.000.000.20390 1998 Long Term Bond	712,000.00	712,000.00	712,000.00
30.000.000.21600 Accrued Leave Payable	16,340.39	16,340.39	16,340.39
30.000.000.21601 Accrued Sick Leave Payable	4,342.16	4,342.16	4,342.16
30.000.000.21602 Payroll liabilities	1,469.99	1,469.99	1,469.99
30.000.000.23500 S/T Note Payable	57,396.00	57,396.00	57,396.00
30.000.000.23590 Current Portion 1998 Bond Payable	(34,000.00)	(34,000.00)	(34,000.00)
30.000.000.23990 Pension Liability	162,555.94	162,555.94	162,555.94
30.000.000.25000 CWSRF - WWTP Planning Loan WW630100	411,300.00	411,300.00	411,300.00
Total Liabilities	<u>1,364,117.98</u>	<u>1,364,172.56</u>	<u>1,363,223.28</u>
Net Assets			
Beginning Net Assets	1,198,943.61	1,198,943.61	1,198,943.61
Change in Net Assets	154,675.58	138,430.83	(7,589.35)
Total Net Assets	<u>1,353,619.19</u>	<u>1,337,374.44</u>	<u>1,191,354.26</u>
Total Liabilities and Net Assets	<u>2,717,737.17</u>	<u>2,701,547.00</u>	<u>2,554,577.54</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues			
30.334.000.43500 Grant Revenue - Suwanee River WWTP Planning	\$ 592,800.00	\$ 413,700.00	\$ 179,100.00
30.343.000.43120 Reconnection Fees	\$ 5,634.97	\$ -	\$ 5,634.97
30.343.000.43130 NSF Fees	\$ 37.75		\$ 37.75
30.343.000.45100 Wastewater Use Charges	\$ 499,370.35	\$ 760,444.00	\$ (261,073.65)
30.361.000.41000 Interest Income	\$ 1,106.12	\$ 2,130.00	\$ (1,023.88)
30.362.000.44000 USDA Reimbursement for TRUVAC purchase	\$ 154,950.00	\$ 154,950.00	
30.369.000.41000 Miscellaneous	\$ -	\$ 5,000.00	\$ (5,000.00)
30.369.000.41002 Loan from Street Fund for Engineering Fees	\$ 47,000.00	\$ 47,000.00	
30.369.000.41003 Loan from Solid Waste for Engineering Fees	\$ 47,000.00	\$ 47,000.00	
30.369.000.41004 Appropriated for AWW Loan/Grant	\$ -	\$ 50,000.00	\$ (50,000.00)
30.369.000.41005 Loan to WW from Solid Waste Fund (TruVac/Excavator)	\$ 53,876.00	\$ 53,876.00	
30.369.000.41006 Loan to WW from Street Reserve Fund (TruVac/Excavator)	\$ 53,876.00	\$ 53,876.00	
30.369.000.45000 WW Appropriated Fund Balance (SALE OF 2021 CHEVY SILVERADO 1500LT)	\$ 35,000.00	\$ 35,000.00	
Total Revenues	\$ 1,484,978.47	\$ 1,622,976.00	\$ (137,997.53)
Expenses			
30.000.535.51200 Salaries	\$ 59,719.52	\$ 96,520.00	\$ 36,800.48
30.000.535.51201 Salaries Overtime	\$ 6,346.75	\$ 3,500.00	\$ (2,846.75)
30.000.535.51202 Administrative Salaries	\$ 18,187.35	\$ 51,997.00	\$ 33,809.65
30.000.535.51203 On Call Salaries	\$ -	\$ 1,625.00	\$ 1,625.00
30.000.535.51204 Hospitalization Stipend	\$ 12,526.06	\$ 17,262.00	\$ 4,735.94
30.000.535.52100 FICA	\$ 12,775.09	\$ 5,740.00	\$ (7,035.09)
30.000.535.52110 Medicare	\$ 1,321.30	\$ 2,361.00	\$ 1,039.70
30.000.535.52200 Retirement	\$ 19,226.70	\$ 27,092.00	\$ 7,865.30
30.000.535.52300 Life Insurance	\$ 432.28	\$ 751.00	\$ 318.72
30.000.535.52400 Workers Comp	\$ 2,351.76	\$ 3,390.00	\$ 1,038.24
30.000.535.52500 Federal Unemployment Tax	\$ 1,679.34	\$ 1,680.00	\$ 0.66
30.000.535.53102 Contractual Generator	\$ -	\$ 1,000.00	\$ 1,000.00
30.000.535.53120 Wastewater Testing	\$ 8,010.50	\$ 12,000.00	\$ 3,989.50
30.000.535.53200 Audit	\$ 3,093.32	\$ 13,744.00	\$ 10,650.68
30.000.535.53300 Contractual Operator	\$ 12,900.00	\$ 32,825.00	\$ 19,925.00
30.000.535.53310 Contracted Annual Wastewater Sludge Removal	\$ 12,825.00	\$ 12,825.00	
30.000.535.53401 Contractual Security	\$ -	\$ 1,000.00	\$ 1,000.00
30.000.535.54000 Travel	\$ -	\$ 250.00	\$ 250.00
30.000.535.54001 Training	\$ -	\$ 750.00	\$ 750.00
30.000.535.54111 Telephone	\$ 3,387.24	\$ 3,840.00	\$ 452.76
30.000.535.54120 Postage	\$ 196.66	\$ 1,500.00	\$ 1,303.34
30.000.535.54310 Electricity - Lift Station	\$ 13,415.34	\$ 19,364.00	\$ 5,948.66
30.000.535.54320 Electricity - Treatment Plant	\$ 49,159.29	\$ 97,160.00	\$ 48,000.71
30.000.535.54330 Electricity - Sprayfield	\$ 9,378.60	\$ 17,000.00	\$ 7,621.40
30.000.535.54340 Electricity - Utility Building	\$ 878.99	\$ 1,150.00	\$ 271.01
30.000.535.54510 Insurance - General Liability	\$ 12,532.50	\$ 16,100.00	\$ 3,567.50
30.000.535.54511 Insurance - Generator	\$ -	\$ 1,000.00	\$ 1,000.00
30.000.535.54517 Insurance - Wastewater Property	\$ 24,314.26	\$ 33,600.00	\$ 9,285.74
30.000.535.54520 Insurance - Auto	\$ 2,185.68	\$ 2,916.00	\$ 730.32
30.000.535.54521 WW Operations Permit Penalty (2028)	\$ 3,217.00	\$ 3,217.00	\$ -
30.000.535.54600 Maintenance - Building	\$ -	\$ 750.00	\$ 750.00
30.000.535.54610 Maintenance - Equipment	\$ 40,223.84	\$ 28,500.00	\$ (11,723.84)
30.000.535.54620 Maintenance - Wastewater Lines	\$ 20,752.25	\$ 43,642.00	\$ 22,889.75
30.000.535.54630 Maintenance - Wastewater Treatment Plant	\$ 22,748.03	\$ 20,000.00	\$ (2,748.03)
30.000.535.54631 Maintenance - Plant Electrical	\$ -	\$ 2,000.00	\$ 2,000.00
30.000.535.54632 Easement HUD-WW Lift Station (Grant)	\$ 3,052.50	\$ 3,053.00	\$ 0.50
30.000.535.54640 Maintenance - Sprayfield	\$ 791.94	\$ 33,200.00	\$ 32,408.06
30.000.535.54651 Grant - Suwanee River Water Management District WWTP Planning and Design	\$ 493,700.00	\$ 329,600.00	\$ (164,100.00)
30.000.535.54654 WWTP System Upgrade Expenses	\$ 99,100.00	\$ 84,100.00	\$ (15,000.00)
30.000.535.54655 Loan Match to WW/Special Fund	\$ -	\$ 50,000.00	\$ 50,000.00
30.000.535.54666 Service Payment to Mittauer and Associates, Inc.	\$ 94,900.00	\$ 94,000.00	\$ (900.00)
30.000.535.54667 Purchase of 2024 TruVac TRXX Trailer Excavator	\$ 107,752.00	\$ 107,752.00	
30.000.535.54910 Legal Ads	\$ -	\$ 500.00	\$ 500.00
30.000.535.55200 Operating supplies	\$ 7,679.15	\$ 10,667.00	\$ 2,987.85
30.000.535.55201 Safety Supplies	\$ 29.98	\$ 500.00	\$ 470.02
30.000.535.55205 Chlorine Supplies	\$ 15,400.90	\$ 16,700.00	\$ 1,299.10
30.000.535.55210 Vehicle supplies	\$ 728.64	\$ 2,500.00	\$ 1,771.36

30.000.535.55211 Fuel	\$ 4,967.57	\$ 9,000.00	\$ 4,032.43
30.000.535.55220 Uniforms/Shoe Allowance	\$ 367.15	\$ 600.00	\$ 232.85
30.000.535.56400 Capital Outlay	\$ 1,508.32	\$ 28,188.00	\$ 26,679.68
30.000.535.59120 TRACTOR MOWER BANK LOAN PRINCIPAL EXPENSE	\$ 11,952.43	\$ 17,476.00	\$ 5,523.57
30.000.535.59121 TRACTOR MOWER BANK LOAN INTEREST EXPENSE	\$ 1,086.91	\$ 1,724.00	\$ 637.09
30.000.535.59130 1998 Bond Interest	\$ -	\$ 30,555.00	\$ 30,555.00
30.000.535.59131 WWT 1998 Bond Principal	\$ -	\$ 36,000.00	\$ 36,000.00
30.000.535.59160 CWSRF Loan 630100 Interest	\$ 287.00	\$ 562.00	\$ 275.00
30.000.535.59161 CWSRF Loan 630100 Principal	\$ 6,668.10	\$ 1,813.00	\$ (4,855.10)
30.000.535.59162 CWSRF Loan 630100 GAA/Service Fees	\$ 4,466.37	\$ 20,470.00	\$ 16,003.63
30.000.581.51200 Transfer to Water Fund	\$ -	\$ 10,000.00	\$ 10,000.00
30.000.581.51300 Transfer to General Fund	\$ -	\$ 13,213.00	\$ 13,213.00
30.000.581.51301 Transfer to Solid Waste Fund	\$ 53,876.00	\$ 53,876.00	
30.000.581.51302 Transfer to Street Reserve Fund	\$ 53,876.00	\$ 53,876.00	
30.000.581.51303 Transfer to Unappropriated Fund Balance	\$ -	\$ 35,000.00	\$ 35,000.00
Total Expenses	<u>\$ 1,335,981.69</u>	<u>\$ 1,622,976.00</u>	\$ 286,994.31
Excess Revenue Over (Under) Expenditures	<u>\$ 148,996.78</u>	<u>\$ -</u>	\$ (148,996.78)

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
35.000.000.10010 Special Fund Checking	<u>7,739.52</u>	<u>7,739.52</u>	<u>7,739.52</u>
Total Assets	<u>7,739.52</u>	<u>7,739.52</u>	<u>7,739.52</u>
Liabilities and Net Assets			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	<u>7,739.52</u>	<u>7,739.52</u>	<u>7,739.52</u>
Total Net Assets	<u>7,739.52</u>	<u>7,739.52</u>	<u>7,739.52</u>
Total Liabilities and Net Assets	<u>7,739.52</u>	<u>7,739.52</u>	<u>7,739.52</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	Variance
Revenues			
35.334.000.43500 UCHD Grant Revenue-HandiCap Equip.	\$ 50,000.00	\$ 50,000.00	\$ -
35.369.000.41000 Unallocated Fund Balance	\$ 100.00	\$ 100.00	\$ -
Total Revenues	<u>\$ 50,100.00</u>	<u>\$ 50,100.00</u>	\$ -
Expenses			\$ -
35.000.535.54920 Misc Expense	\$ 54.99	\$ 100.00	\$ (45.01)
35.000.535.55100 UCHD HandiCap Park Expense	\$ 42,305.49	\$ 50,000.00	\$ (7,694.51)
Total Expenses	<u>\$ 42,360.48</u>	<u>\$ 50,100.00</u>	\$ (7,739.52)
Excess Revenue Over (Under) Expenditures	<u>\$ 7,739.52</u>	<u>\$ -</u>	\$ 7,739.52

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
40.000.000.10010 Solid Waste Checking	120,872.83	182,747.61	246,081.93
40.000.000.10990 Undeposited Cash	90.75	92.40	(749.50)
40.000.000.11000 Accounts Receivable	19,846.72	19,846.72	19,846.72
40.000.000.11050 Deferred Inflows	(1,594.57)	(1,594.57)	(1,594.57)
40.010.000.19999 DTDF	19,707.08	(44,653.41)	(2,971.27)
Total Assets	<u>158,922.81</u>	<u>156,438.75</u>	<u>260,613.31</u>
Liabilities and Net Assets			
40.000.000.20050 Deferred Outflows	(6,438.80)	(6,438.80)	(6,438.80)
40.000.000.21600 Accrued Leave Payable	522.65	522.65	522.65
40.000.000.21601 Accrued Sick Leave Payable	120.79	120.79	120.79
40.000.000.21602 Payroll Liabilities	142.97	142.97	142.97
40.000.000.23990 Pension Liability	18,045.58	18,045.58	18,045.58
Total Liabilities	<u>12,393.19</u>	<u>12,393.19</u>	<u>12,393.19</u>
Net Assets			
Beginning Net Assets	186,298.21	186,298.21	186,298.21
Change in Net Assets	(39,768.59)	(42,252.65)	61,921.91
Total Net Assets	<u>146,529.62</u>	<u>144,045.56</u>	<u>248,220.12</u>
Total Liabilities and Net Assets	<u>158,922.81</u>	<u>156,438.75</u>	<u>260,613.31</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues			
40.343.000.44000 Solid Waste Charges	\$ 174,101.21	\$ 255,566.00	\$ (81,464.79)
40.343.000.44001 Reimburse Loan from WW to pay Engineering Fees	\$ -	\$ 47,000.00	\$ (47,000.00)
40.343.000.45001 Revenue from Loan SW to WW for TruVac	\$ 53,876.00	\$ 53,876.00	\$ -
<u>Total Revenues</u>	<u>\$ 227,977.21</u>	<u>\$ 356,442.00</u>	<u>\$ (128,464.79)</u>
Expenses			
40.000.534.51200 Salaries	\$ -	\$ -	\$ -
40.000.534.51201 Overtime	\$ 872.99	\$ -	\$ (872.99)
40.000.534.51202 Administrative Salaries	\$ 19,804.57	\$ 36,826.00	\$ 17,021.43
40.000.534.51204 Hospitalization Stipend	\$ 3,415.44	\$ 4,493.00	\$ 1,077.56
40.000.534.52100 FICA	\$ 3,693.94	\$ 2,036.00	\$ (1,657.94)
40.000.534.52110 Medicare	\$ 312.29	\$ 477.00	\$ 164.71
40.000.534.52200 Retirement	\$ 4,518.89	\$ 5,573.00	\$ 1,054.11
40.000.534.52300 Life Insurance	\$ -	\$ 110.00	\$ 110.00
40.000.534.52500 FUTA	\$ -	\$ 231.00	\$ 231.00
40.000.534.53400 Contractual Services - GFL	\$ 133,491.68	\$ 199,872.00	\$ 66,380.32
40.000.534.53402 Audit	\$ 760.00	\$ 3,500.00	\$ 2,740.00
40.000.534.54120 Postage	\$ -	\$ 400.00	\$ 400.00
40.000.534.55201 Loan to WW to pay Engineering Fees	\$ 47,000.00	\$ 47,000.00	\$ -
40.000.534.55202 Transfer Funds to WW-TRUVAC purchase	\$ 53,876.00	\$ 53,876.00	\$ -
40.000.534.55300 Streets Repair Expense	\$ -	\$ 2,048.00	\$ 2,048.00
<u>Total Expenses</u>	<u>\$ 267,745.80</u>	<u>\$ 356,442.00</u>	<u>\$ 88,696.20</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (39,768.59)</u>	<u>\$ -</u>	<u>\$ 39,768.59</u>

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
65.000.000.10165 Redevloppement Co	<u>15,882.77</u>	<u>15,882.10</u>	<u>15,356.29</u>
Total Assets	<u>15,882.77</u>	<u>15,882.10</u>	<u>15,356.29</u>
Liabilities and Net Assets			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets			
Beginning Net Assets	(9,814.99)	(9,814.99)	(9,814.99)
Change in Net Assets	<u>25,697.76</u>	<u>25,697.09</u>	<u>25,171.28</u>
Total Net Assets	<u>15,882.77</u>	<u>15,882.10</u>	<u>15,356.29</u>
Total Liabilities and Net Assets	<u>15,882.77</u>	<u>15,882.10</u>	<u>15,356.29</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues			
65.311.000.41001 Ad Valorem County	\$ 26,153.80	\$ 26,154.00	\$ (0.20)
65.361.000.41100 Interest Income	\$ 3.80	\$ 4.00	\$ (0.20)
Total Revenues	<u>\$ 26,157.60</u>	<u>\$ 26,158.00</u>	<u>\$ (0.40)</u>
Expenses			
65.000.580.53200 Audit	\$ 459.84	\$ 1,500.00	\$ 1,040.16
65.000.581.53210 Downtown Revelopment Annual Fees	\$ -	\$ 670.00	\$ 670.00
65.000.581.54630 Downtown Improvements	\$ -	\$ 23,988.00	\$ 23,988.00
Total Expenses	<u>\$ 459.84</u>	<u>\$ 26,158.00</u>	<u>\$ 25,698.16</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 25,697.76</u>	<u>\$ -</u>	<u>\$ (25,697.76)</u>

Statement of Financial Position by Fund
May 31, 2024

	<u>MAY 31,2024</u>	<u>APR 30,2024</u>	<u>MAR 31,2024</u>
Assets			
72.000.000.10001 Street Reserves	189,215.76	189,207.75	236,198.59
72.010.000.19999 DTDF	0.00	0.00	53,876.00
Total Assets	<u>189,215.76</u>	<u>189,207.75</u>	<u>290,074.59</u>
Liabilities and Net Assets			
Total Liabilities	<u> </u>	<u> </u>	<u> </u>
Net Assets			
Beginning Net Assets	236,150.23	236,150.23	236,150.23
Change in Net Assets	(46,934.47)	(46,942.48)	53,924.36
Total Net Assets	<u>189,215.76</u>	<u>189,207.75</u>	<u>290,074.59</u>
Total Liabilities and Net Assets	<u>189,215.76</u>	<u>189,207.75</u>	<u>290,074.59</u>

Statement of Activity - MTD and YTD by Fund
May 31, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
Revenues			
72.361.000.41100 Interest Income	\$ 65.53	\$ 120.00	\$ (54.47)
72.361.000.41502 Streets and Roads Appropriated Fund Balance	\$ -	\$ 53,876.00	\$ (53,876.00)
72.361.000.45001 Revenue for Loan to WW for TRUVAC purchase	\$ 53,876.00	\$ 53,876.00	\$ -
72.369.000.45002 Revenue from WW to pay Engineering Fees	\$ -	\$ 47,000.00	\$ (47,000.00)
<u>Total Revenues</u>	<u>\$ 53,941.53</u>	<u>\$ 154,872.00</u>	<u>\$ (100,930.47)</u>
Expenses			
72.000.583.56400 Sidewalks - Repair	\$ -	\$ 53,996.00	\$ 53,996.00
72.000.583.56501 Transfer Funds to WW for TRUVAC purchase	\$ 53,876.00	\$ 53,876.00	\$ -
72.000.583.56502 Loan to WW to pay Mittauer Engineering Fees	\$ 47,000.00	\$ 47,000.00	\$ -
<u>Total Expenses</u>	<u>\$ 100,876.00</u>	<u>\$ 154,872.00</u>	<u>\$ 53,996.00</u>
<u>Excess Revenue Over (Under) Expenditures</u>	<u>\$ (46,934.47)</u>	<u>\$ -</u>	<u>\$ 46,934.47</u>