

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.

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 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

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.

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.

- 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.
- 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”
- 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.
- 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.**
- 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.**
- 11. Resolution No. 2024-07. A RESOLUTION OF THE CITY COMMISSION OF LAKE BUTLER, FLORIDA, PRESERVING THE HISTORIC HOLDING CELL.
- 12. City Manager Reports - City Manager, Kimberly Hayes
- 13. Reports from Finance Department – Dave Mecusker
- 14. Report of City Attorney – John Maines
- 15. Comments or Remarks by Commission
 - Commissioner Sirmones
 - Commissioner Redman
 - Commissioner Huggins
 - Vice Mayor Hendrix
 - Mayor Stegall
- 16. Meeting Adjournment

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

CONSENT AGENDA ITEM: Minutes from Regular City Commission Meeting on April 16, 2024. (#3A)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve Meeting Minutes for April 16, 2024.

ASSOCIATED COST(S): N/A

Regular City Commission Meeting (Tuesday, April 16, 2024)

Generated by Hayden Page on Thursday, April 18, 2024

A. MEETING OPENER

Procedural: 1. Call To Order - Roll Call, Opening Prayer, Pledge of Allegiance

Mayor Stegall called the meeting to order at 6:00pm.

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 Dave Mecusker, Accounts Payable Clerk Page, Administrative Assistant Evernden

Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Stegall.

Action: 2. Approval of The Agenda Format

Recommended Action: Motion to approve the agenda format.

Motion to approve the agenda format was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

B. PUBLIC COMMENTS

Information: 1. Public Comments

Citizen #1:

Monica Bayer
255 NW 2nd Street
-Received a call from the City Manager regarding the reinstatement of the flower beds on Main Street.
-Informed the board that the Woman's Club has pledged \$600 to do islands 1, 2, and 3 on Main Street.
-Informed the board that the Huggins Family's business, Coast to Coast Delicious BBQ and Catering has sponsored islands 6 and 8.
-Mrs. Bayer asked the board about the ability to water the flowerbeds regularly.
-The board and City Manager collectively informed Mrs. Bayer that a solution would be made to make sure the flowerbeds are watered.
-Mrs. Bayer suggested asking the storefront flowerbeds could be watered by the businesses.
-Mrs. Bayer informed the board that there is no money for plaques, and publicity is sought for the sponsors.
-Mrs. Bayer stated that the last island that is not sponsored would be approximately \$161.83, while the larger islands are approximately \$185.85.
-Mrs. Bayer stated that her and her husband would cover the cost of the mulch and remaining costs that the Woman's Club will not be able to afford.
-Mrs. Bayer volunteered to go to Gainesville to the nursery and pick up the plants, and asked about coordinating with the city workers to get them placed where they need to be.
-City Manager Hayes suggested having Mrs. Bayer get the plants during the week.
-City Manager Hayes and Mrs. Bayer discussed the possibility of pushing the planting to the first of May.
-Commissioner Sirmones informed Mrs. Bayer that he would get the signs created for the sponsorships.

Citizen #2:
Cindy North
290 NE 1st Avenue

-States great concern regarding the building of the proposed Wawa convenience store with the location of the city's water tank and water pumps.
-Requested to go on record stating the great concern she has regarding the possible contamination of the city's water with the fuel pumps of Wawa being so close to the water tank and water tower.
-Mayor Stegall informed Mrs. North that DEP is involved with the process and would oversee this issue.

Citizen #3:
Valerie Seadrow
785 SW 1st Way

-Thanks the board and city on the hard work in restoring the city parks, and providing much needed maintenance and repair to Westside Park, and the 3 city parks.
-Stated that Commissioner Huggins addressed the issue with the homeless community inhabiting the Westside Park bathroom, and worked with city workers to remove the belongings and clean the bathroom and restore the door that was broken off.

C. AGENDA ITEM NUMBER

Action: 1. Consent Agenda
Recommended Action: Motion to approve the consent agenda in one motion.

-Vice Mayor Hendrix stated that in the code enforcement report, the issue that the City is experiencing with the homeless affects both the Westside Park and Fletcher Myers Park, but does not frequently visit Lakeside Park, and asked about the possibility of the Sheriff's Office serving the people a no trespassing warning, and then a trespassing citation, if it was for the one park or all city parks.
-City Manager Hayes explained that Elaine Hines and Mike Mallard both have worked together to address this issue that Ms. Seadrow was referring to.

Motion to approve the consent agenda in one motion was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

Action, Procedural: 2. Second Reading of Ordinance No. 2024-01
Recommended Action: Motion to adopt Ordinance No. 2024-01 and for the second reading of Ordinance No. 2024-01 to be read by title only.

City Attorney Maines explained that this ordinance is for the removal of the school distance requirement for the sale of alcoholic beverages for the Wawa.

Motion to Ordinance No. 2024-01 and for the second reading of Ordinance No. 2024-01 to be read by title only was made by Vice Mayor Hendrix. Title only read by City Attorney Maines. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

Action, Discussion: 3. Memorandum of Agreement State of Florida Department of Commerce & City of Lake Butler
Recommended Action: Motion to approve the memorandum of agreement between State of Florida Department of Commerce and City of Lake Butler to document the terms and conditions of the Implementation of the Rural Area of Opportunity (RAO) and to designate the contact for the city as Mayor Stegall and to select a non-profit organization engaged in economic development.

Vice Mayor Hendrix informed the board that a nonprofit organization needs to be designated and she has spoken with Ryan Perez, Executive Director of Union County Schools Foundation.

Motion to approve the memorandum of agreement between State of Florida Department of Commerce and the City of Lake Butler to document the terms and conditions of the Implementation of the Rural Area of Opportunity (RAO) and to designate the contact for the city as Mayor Stegall and to select a non-profit organization engaged in economic development and that recommendation is Ryan Perez as part of the Union County Schools Foundation as he is the Executive Director pending determination that the organization meets the criteria contingent was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

Action, Discussion: 4. Proposal to increase Rental Fees for Community Center & Townsend Green Building
Recommended Action: Motion to approve the proposal to increase the rental rates for the Community Center and Townsend Green Building and authorize the City Attorney to draft a resolution to present at the May 21, 2024 meeting.

The City Commission, City Manager, and City Attorney discussed the proposal to increase the rental rates for the Community Center and Townsend Green Building.

City Manager Hayes explained that her administrative assistant Michelle has researched the surrounding communities and their locations to compare prices, and the increase would still be lower than others, but would increase the city's revenue.

The City Commission discussed the future events that have been scheduled and leaving the reservations as is, to avoid legality issues.

City Attorney Maines suggested the effective date of May 1st, but the board collectively agreed to set the date effective immediately.

Accounts Payable Clerk Page referenced the resolution and Vice Mayor Hendrix and City Attorney Maines both stated a resolution is not needed, as the board is able to set the rates as they deem fit.

Motion to approve the increase in rental rates of the Community Center and Townsend Green Building was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. The board voted 4-1 with Commissioner Sirmones opposing the motion. Motion carried.

Action, Discussion: 5. Proposal to increase Commercial Solid Waste Rates
Recommended Action: Motion to approve the proposal of increasing the commercial solid waste rates with an increase of _____% and to authorize the City Attorney to draft a resolution to be presented at the meeting on May 21, 2024.

Commissioner Redman clarified that this was discussed at last month's meeting.

City Attorney Maines restated that a resolution is not needed for this increase and a motion can be made by the board to increase if they choose to do so.

Vice Mayor Hendrix confirmed that this is the increase that has not taken place for commercial, but every year, residential has been increased for the past 5 years. City Attorney Maines referenced the last regular meeting when the suggested increase was given of 50%.

City Manager Hayes and Finance Director Mecusker confirmed that GFL increased the city's rates by 40% for commercial pickup, and the City did not increase the commercial rates, and Vice Mayor Hendrix suggested an increase is due, not to residents who have had the increase the past 5 years, but the commercial customers that have not been increased for garbage pickup.

City Attorney Maines suggested that an increase can be set with an effective date, and that the minutes should reflect the motion.

Motion to approve the commercial solid waste rates with an increase of 25% for commercial solid waste rates effective May 1, 2024 and on October 1, 2024 to increase another 25% was made by Vice Mayor Hendrix. Motion was seconded by Commissioner Redman. Unanimous approval. Motion carried.

Action, Discussion: 6. City of Lake Butler Rotary Request for Budgeted Funds
Recommended Action: Motion to approve the City of Lake Butler Rotary Request for Budgeted Funds in the amount of \$5,000.00.

Commissioner Huggins provided some suggestions for this request, such as employee recognition.

The \$5,000 was already budgeted and the suggestions Commissioner Huggins provided could be discussed at the budget meetings towards the end of the 2023-2024 Fiscal Year.

Finance Director Mecusker clarified on this expense and the details behind it.

Vice Mayor Hendrix raised concern with the fact that the City is not being compensated for the use of the Community Center or providing city staff for the Rotary 4th of July event.

The board wishes to be recognized as a co-sponsor to the Rotary 4th of July event with the donation that is given.

Motion to approve the City of Lake Butler Rotary Request for Budgeted Funds in the amount of \$5,000 was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

The board requested City Manager Hayes to review and resolve the issue with the agreement between the City of Lake Butler as well as the updated insurance policy with the City as additionally insured.

Action, Discussion: 7. Discussion on Expansion of Community Redevelopment Agency (CRA) District for inclusion of Old Union County Jail property
Recommended Action: Motion to approve the expansion of the Community Redevelopment Agency (CRA) district to include the Whitehead property which is the location of the historic Union County Jail on NW 1st Street.

Vice Mayor Hendrix asked if the agreement had been sent over by the Whitehead family for this property donation, and as of this meeting, the agreement has not been received by the City.

City Manager Hayes updated the board that the owner is working on some matters regarding this.

Motion to approve the expansion of the Community Redevelopment Agency (CRA) district to include the Whitehead property which is the location of the historic Union County Jail on NW 1st Street was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

City Attorney Maines advised the board that after discussion with a Commissioner (Vice Mayor Hendrix who confirmed the conversation) regarding the CRA board, and Vice Mayor Hendrix updated the board that the Union County Board of County Commissioners selected Commissioner Mac Johns, and City Attorney Maines provided historical information regarding the CRA board.

Vice Mayor Hendrix informed the board that Union County officials have requested the sidewalk around the Courthouse to provide additional, diagonal parking for the courthouse and special facility and wishes to use the County CRA funds, and not the City CRA funds, and seeks permission from the City.

D. CITY MANAGER'S REPORT

Discussion, Information: 1. City Manager's Report April 2024

City Manager Hayes provided her City Manager report to the board regarding the projects completed during the last month.

E. REPORTS FROM FINANCE DEPARTMENT

Action, Reports: 1. Financial Report for period October 1, 2023 through March 31, 2024
Recommended Action: Motion to approve financial report for period October 1, 2023 - March 31, 2024.

Finance Director Mecusker provides a report for the progress in the Finance Department in the last month.

Motion to approve financial report for period October 1, 2023 - March 31, 2024 was made by Commissioner Redman. Motion seconded by Vice Mayor Hendrix. Unanimous approval. Motion carried.

Action, Discussion: 2. 3RD BUDGET REVISION WITH EFFECTIVE DATE OF 4/16/2024
Recommended Action: Motion to approve the 3rd budget revision prepared and reviewed by City Manager Kim Hayes and Finance Director Dave Mecusker.

Motion to approve the 3rd budget revision prepared and reviewed by City Manager Kim Hayes and Finance Director Dave Mecusker was made by Vice Mayor Hendrix. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

Mayor Stegall asked Vice Mayor Hendrix and City Manager Hayes on the meeting that occurred earlier in the day with Mittauer & Associates, Inc.

Vice Mayor Hendrix provided an update to the board about the issues that are still outstanding with Mittauer, and raised great concern on the lack of response, communication, and results.

Mayor Stegall thanked Vice Mayor Hendrix for providing the update.

Commissioner Redman asked if there was a backup plan in place if the decision arises to discuss other options.

City Attorney Maines provided some legal advice in regard to Commissioner Redman's question.

City Attorney Maines informed the board that he has recently discovered that the plan to build the new wastewater treatment plant was to incorporate the wastewater from DOC/RMC, which is a significant issue and that there is no agreement for this inclusion, however planning and design has taken place without an agreement with DOC to handle the wastewater discharge.

City Attorney requested to be included with future communications with DOC regarding this issue and wishes to increase communication with DOC as well.

Vice Mayor Hendrix stated that the loan that would be required to pay back is \$1.3 million, and the intention to sell the former public works property would be designated to be paid back as part of that loan repayment.

F. REPORT OF CITY ATTORNEY

Discussion: 1. REPORT OF JOHN E MAINES IV, CITY ATTORNEY

Nothing to report that was not stated in the discussion above.

G. COMMENTS OR REMARKS BY COMMISSION

Discussion: 1. COMMENTS OR REMARKS BY COMMISSION

Commissioner Sirmones-Nothing to report.

Commissioner Huggins-Thank you to Kim Hayes and City staff for the hard work, and that it has been recognized by citizens. Thanks Michelle Evernden and Michael Mallard for their hard work.

Commissioner Redman-Thanks to the city workers for the hard work. Next Farm Share is May 11th. Thanks the farm share volunteers that are wonderful workers. April Farm Share fed 211 families, and that they run out of supplies, and have requested more supplies in the future.

Vice Mayor Hendrix-Provided an update regarding the old gas station across from the Courthouse, and has been in contact with the owner, Joey O'Steen, and she is working with Mr. O'Steen to get the property cleaned up.

Mayor Stegall- Thanks to Kim Hayes, and City staff for the hard work that has been done, and commends Kim on the team that she has built.

H. ADJOURNMENT

Action: 1. Adjourn
Recommended Action: Motion to adjourn.

Motion to adjourn the meeting was made by Commissioner Redman. Motion seconded by Commissioner Huggins. Unanimous approval.

Meeting was adjourned at 7:46pm.

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

CONSENT AGENDA ITEM: 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.

(#3B)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve Extension of Memorandum of Agreement to

January 31, 2025.

ASSOCIATED COST(S): N/A

**SIXTH AMENDMENT
TO
MEMORANDUM OF AGREEMENT 19/20-169
BETWEEN
SUWANNEE RIVER WATER MANAGEMENT DISTRICT
AND
CITY OF LAKE BUTLER, FLORIDA**

THIS AMENDMENT is entered into upon final execution by and between the Suwannee River Water Management District, a special taxing district organized under Chapter 373, Florida Statutes, whose address is 9225 CR 49, Live Oak, Florida 32060, (hereinafter the "DISTRICT"), and the City of Lake Butler, a political subdivision of the State of Florida, whose address is 200 SW 1st Street, Lake Butler, Florida, 32054 (hereinafter the "CITY").

WITNESSETH:

WHEREAS, on January 28, 2020, DISTRICT and CITY entered into Memorandum of Agreement SRWMD Contract 19/20-169 for the Lake Butler Wastewater Treatment Facility, Phase I Project, (hereinafter the "MOA"); and

WHEREAS, on June 30, 2020, DISTRICT and CITY amended said MOA to allow advance payment for certain portions of work completed; and

WHEREAS, on May 25, 2021, DISTRICT and CITY amended said MOA to extend the agreement date to September 30, 2022; and

WHEREAS, on September 22, 2021, DISTRICT and CITY amended said MOA to add additional funds of \$400,000.00, to include Phase 2 Land Acquisition and to replace the current Exhibit A Project Description and Scope of Work in its entirety with Exhibit A; and

WHEREAS, on April 19, 2022, DISTRICT and CITY amended said MOA to extend the agreement date to September 30, 2023; and

WHEREAS, on November 8, 2023, DISTRICT and CITY amended said MOA to extend the agreement date to May 31, 2024; and

WHEREAS, DISTRICT and CITY now desire to amend said MOA to update the Representatives, extend Task 1 end date and extend the agreement end date to January 31, 2025.

NOW THEREFORE for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, DISTRICT and CITY hereby agree as follows:

1. The above recitals are hereby incorporated herein by reference as an integral part hereof.
2. The MOA is hereby amended, altered, and changed to add the following provisions:
3. Paragraph 7. Project Representatives is replaced by the following:

7. PROJECT REPRESENTATIVES. DISTRICT and CITY agree that the following persons

are the designated Project Representatives and are to have direct, primary, and continuing responsibility for the work under this Agreement. Changes to the representatives made be updated by email notification. Each Party’s representative shall have authority to interpret this agreement for its Party and to give all approvals for its Party as follows:

DISTRICT Project Manager

Kris Eskelin
Sr. Project and Data Manager
9225 CR 49
Live Oak, Florida 32060
386.362.1001
kristine.eskelin@srwmd.org

CITY Project Manager

Kimberly Hayes
City Manager
200 SW 1st Street
Lake Butler, FL 32054
386.496.3401
khayesr@cityoflakebutler.com

- 4.
- a. Exhibit A Project Timeline & Budget Detail is hereby amended to establish that the completion date for Task 1, and this MOA will be January 31, 2025

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date.

Task No.	Task Title	Budget Category	Budget Amount	Task Start Date	Task End Date
1	Feasibility study, design and permitting	Design Services	\$3,000,000	7/1/2019	<u>1/31/2025</u>
2	Land Acquisition	Contractual Services for Land Acquisition	\$400,000	Upon Contract Execution	<u>4/30/2024</u>
Total Budget			\$3,400,000		

- b. Paragraph 3 Exhibit B is hereby amended to establish that the completion date for this MOA shall be January 31, 2025, and
5. Except as expressly set out herein, all other provisions of the MOA shall remain in full force and effect and are hereby ratified by the parties.

The remainder of this page is blank

IN WITNESS WHEREOF, the parties hereto have executed this Amendment, as
of the day and year first specified.

EXECUTED this _____ day of _____, 2024.

CITY OF LAKE BUTLER

By: _____
David Stegall
As its Mayor

EXECUTED this _____ day of _____, 2024.

**SUWANNEE RIVER WATER
MANAGEMENT DISTRICT**

By: _____
Hugh Thomas
As its Executive Director

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

CONSENT AGENDA ITEM: Code Enforcement Report April 2024. (#3C)

DEPARTMENT: City of Lake Butler – Code Enforcement.

MOTION/ACTION: Motion to approve Code Enforcement Report April 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)

May 9, 2024

Report to City of Lake Butler on city issues requiring code enforcement during the period of
April 1, 2024 to April 30, 2024.

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
1. September 20, 2023— April 2024	Beautification Issue 115 N.E. 3rd Street **Repeat Issue**	Received Code Enforcement Complaint Form from City Hall by Cindy North reference unmowed 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 Signature Requested-Certified Mail. (Received Sign Receipt back on November 6, 2023). *Reinspected everyday in October-December and still not in compliance. Next step is citation and sent to Magistrate for enforcement. Dec. 2023 **City received one of the certified letters returned unsigned and unopened. Jan. 2024—No update. Inspected daily with no change to property.—Met with Magistrate about this issue and possible resolutions. Feb / March 2024— Still On-going
	CONTINUED: April 2024—On 4/24/24 Mailed TWO more letters to property owner with URGENT! Property Owner received 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	

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
2. October 4, 2023 — April 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>

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
3. April 4, 2024	Violation of Storage Container Ordinance—Permit Expired S.W. 1st Street	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.
4. April 3, 2024	City Occupational Business License Southern Taste Mobile Kitchen	Received email that Southern Taste Mobile Kitchen (food truck) was operating occasion in Lake Butler without a City Business License. They did not show up on 4/3 due to weather. I contacted them next time in Lake Butler which was 4/18/24. They immediately went to City Hall and purchased their license. Followed back up with them and they are in compliance.

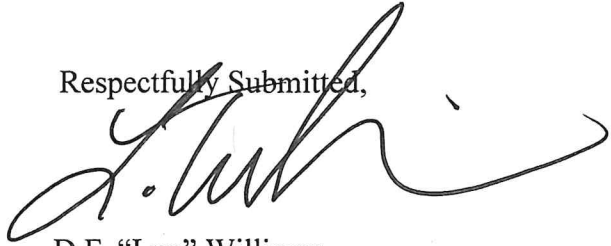
<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
5. April 18, 2024	City Occupational Business License Raymond Hunlock	Received email that Raymond Hunlock (plant man) was operating in Lake Butler without a City Business License. I contacted him on 4/18/24. He immediately went to City Hall and purchased his license. Followed back up with him and he are in compliance.
6. April 23, 2024	City Occupational Business License Philly's Best Food Truck	Received email that Philly's Best Food Truck was operating in Lake Butler without a City Business License. I contacted him on 4/23/24. He immediately went to City Hall and purchased his license. Followed back up with him and he are in compliance.
7. April 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.

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
8. March 2024	Property locations to include: West and East Main Street, Lake Avenue, S.E. 3rd Ave., S.E. 4th Ave. S.E. 4th St., S.E. 5th Ave., S.E. 2nd St., N.E. 1st St., S.E. 5th Ave., S.W. 12th Ave. S.W. 1st Way/Terr.	

During the month of April 2024

Part-time Code Enforcement Officer spent approximately:

- 25 Hours** in Routine Patrol of City during City time (*separate from UCSO Patrol*).
- 20 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.
- 15 Hours** in Active Cases listed on attached report.

Respectfully Submitted,

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



CITY OF LAKE BUTLER

Code Enforcement

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

April 24, 2024

Thomas Jenkins Jr.
8171 S.W. CR 796
Lake Butler, FL. 32054

****VIOLATION OF CITY ORDINANCE NO 2022-01****

Dear Property Owner:

According to City of Lake Butler, your permit for a 90-day short term storage container on your property located at 95 S.W. 1st Street, Lake Butler, FL. expired on March 3, 2024. The City of Lake Butler has referred this to Code Enforcement to contact you about removing this and become compliant with current City Code Ordinance No. 2022-01.

Your property located in the city of Lake Butler has been identified as a parcel in violation of City Ordinance No. 2022-01. This city ordinance governs the regulations of shipping or cargo containers.

Your property has been identified as: located at 95 S.W. 1st Street, Lake Butler, FL., Parcel No. 30-05-20-13-005-0050-0 (4320)

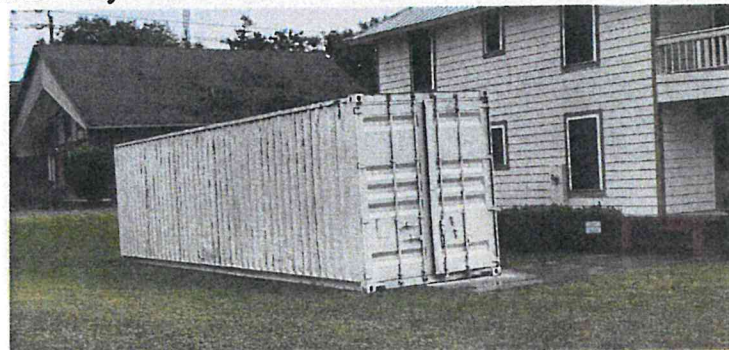
In accordance with Sec. 26-93, the owner of any real property may be cited for violation of this ordinance by the code enforcement officer as provided for in the Code of Ordinances, City of Lake Butler. Any violation which is adjudicated by the General Magistrate may result in a separate fine of \$50.00 per violation for each day such violation or violations continue and remain uncorrected. In the event compliance is not achieved, the city may cause the nuisance to be removed and abated at the expense of the owner. Upon completion, the city will mail an invoice to the property owner for payment within 30 days and failure to reimburse the city shall result in the filing of a lien against the property. Failure to comply will result in a civil citation issued and mandatory appearance before the City of Lake Butler Magistrate.

The owner shall achieve compliance within 15 calendar days from the mailing of this notice.

We would like to partner with you to continue to make our City a great place to live.

If you have any questions, please feel free to contact City Hall at 386-496-3401.

City of Lake Butler
Code Enforcement



Lyn Williams
Code Enforcement

From: Hayden Page <hpage@cityoflakebutler.com>
Sent: Tuesday, April 2, 2024 8:15 AM
To: Union Sheriff <sheriff@unionsheriff.us>
Cc: Kim Hayes <khayes@cityoflakebutler.com>; Dave Mecusker <dmecusker@cityoflakebutler.com>; Michelle Evernden <mevernden@cityoflakebutler.com>; Elaine Hines <ehines@cityoflakebutler.com>
Subject: Code Enforcement - Tom Jenkins property - 95 SW 1st St
Importance: High

Good morning, Lyn.

Mr. Jenkins' storage container no longer is under a storage container permit and this issue needs to be addressed as soon as possible.

Thank you in advance for your assistance.

Mr. Hayden P. Page
Accounts Payable Clerk
City of Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054
386-496-3401 Ex. 2-Office
In-Office Hours: Monday – Friday 8:00AM – 5:00PM (Lunch 1pm-2pm)



CITY OF LAKE BUTLER

Code Enforcement

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

April 24, 2024

Edwin Johary
2015 N.W. 27th Street
Gainesville, FL. 32605

THIRD/FINAL NOTICE
REPEAT VIOLATION

URGENT!

Dear Property Owner:

A formal written complaint has been filed with the City of Lake Butler in reference to your property!

Your property located in the city of Lake Butler has been identified as a parcel in violation of City Ordinance No. 05-05, Section 26-52. This city ordinance states, *"It shall be the duty of every owner, lessee or occupant of a lot or portion thereof, and of every representative or employee of such owner, lessee or occupant having control of any lot or portion thereof, within the city limits, to maintain the premises in such a manner that they shall at all times be clean and sanitary and present a neat and slightly appearance."*

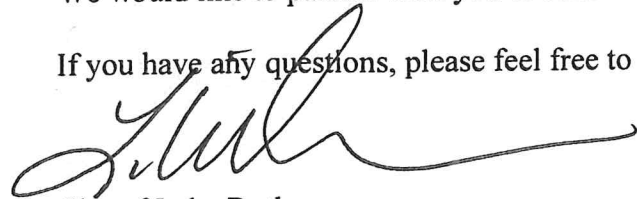
Your property has been identified as: located at 115 N.E. 3rd Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0

Property remains unmowed and is in violation of the above city ordinance.

In accordance with Sec. 26-55, the owner shall achieve compliance within 10 calendar days from the mailing of this notice. In the event compliance is not achieved, the city may cause the nuisance to be removed and abated at the expense of the owner. Upon completion, the city will mail an invoice to the property owner for payment within 30 days and failure to reimburse the city shall result in the filing of a lien against the property. Failure to comply will result in a civil citation issued and mandatory appearance before the City of Lake Butler Magistrate.

We would like to partner with you to continue to make our City a great place to live.

If you have any questions, please feel free to contact City Hall at 386-496-3401.



City of Lake Butler
Code Enforcement



CITY OF LAKE BUTLER

Code Enforcement

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

April 24, 2024

Edwin Johary
1831 N.W. 13th Street, Suite 4
Gainesville, FL. 32609

THIRD/FINAL NOTICE
REPEAT VIOLATION

URGENT!

Dear Property Owner:

A formal written complaint has been filed with the City of Lake Butler in reference to your property!

Your property located in the city of Lake Butler has been identified as a parcel in violation of City Ordinance No. 05-05, Section 26-52. This city ordinance states, *"It shall be the duty of every owner, lessee or occupant of a lot or portion thereof, and of every representative or employee of such owner, lessee or occupant having control of any lot or portion thereof, within the city limits, to maintain the premises in such a manner that they shall at all times be clean and sanitary and present a neat and slightly appearance."*

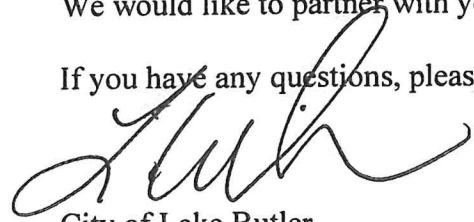
Your property has been identified as: located at 115 N.E. 3rd Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0

Property remains unmowed and is in violation of the above city ordinance.

In accordance with Sec. 26-55, the owner shall achieve compliance within 10 calendar days from the mailing of this notice. In the event compliance is not achieved, the city may cause the nuisance to be removed and abated at the expense of the owner. Upon completion, the city will mail an invoice to the property owner for payment within 30 days and failure to reimburse the city shall result in the filing of a lien against the property. Failure to comply will result in a civil citation issued and mandatory appearance before the City of Lake Butler Magistrate.

We would like to partner with you to continue to make our City a great place to live.

If you have any questions, please feel free to contact City Hall at 386-496-3401.


City of Lake Butler
Code Enforcement

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

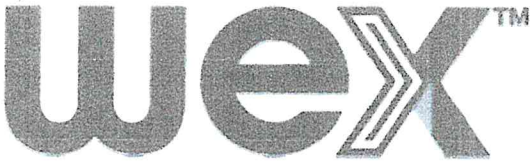
CONSENT AGENDA ITEM: April 2024, WEX Invoice, activity report, and vehicle logs.

(#3D)

DEPARTMENT: City of Lake Butler

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

ASSOCIATED COST(S): N/A



Invoice Statement

INVOICE NUMBER: 96898960
ACCOUNT NAME: City of Lake Butler

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE**	AMOUNT DUE
0496-00-588559-5	16200.00	30	APR-30-2024	MAY-22-2024	2343.11

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
APR-16-2024 APR-30-2024	Payment - Thank You Fuel Purchases	2343.11	1262.17
<div>pd EFT 5/7/24</div> <div>**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%</div>			

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
1262.17	1262.17	2343.11	0.00	2343.11

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

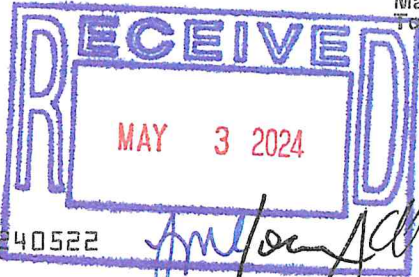
WEX Fleet Universal

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	96898960
BILL CLOSING DATE	APR-30-2024
AMOUNT DUE	2343.11
AMOUNT ENCLOSED	
PAYMENT DUE DATE	MAY-22-2024

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

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



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



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

04960058855950000000234311 240522

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: 96898960
ACCOUNT NAME: City of Lake Butler

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
03-29	REBATES AND REVERSALS Rebate Adjustment					-247.04
	Total					-247.04



Purchase Activity Report

ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
APR-01-2024 TO APR-30-2024

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT							
045500113596138250		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
		PREVIOUS ODOMETER					143							
04-09	07:58	260 W Main St, Lake Butler, FL		0001001	A Stewart	IP	78,398 UNL	28,934	3.059	88.51	✓✓✓✓✓		-5.29	83.22
04-11	08:57	260 W Main St, Lake Butler, FL		0001001	A Stewart	IP	401,124 UNL	31,990	3.059	97.86			-5.85	92.01
04-11	09:13	260 W Main St, Lake Butler, FL		0001002	A Stewart	IP	28,407 UNL	25,825	3.059	79.00			-4.73	74.27
04-16	08:56	260 W Main St, Lake Butler, FL		0001001	A Stewart	IP	41,624 UNL	20,137	3.059	61.60	✓✓✓✓✓		-3.69	57.91
04-23	08:59	875 W Main St, Lake Butler, FL		0524448	A Stewart	OP	42,324 UNL	24,552	3.648	89.59			-4.49	85.10
04-23	09:04	875 W Main St, Lake Butler, FL		0524456	A Stewart	OP	78,619 UNL	24,117	3.648	88.00			-4.41	83.59
04-25	14:52	875 W Main St, Lake Butler, FL		0527576	A Stewart	OP	78,473 UNL	21,696	3.549	77.00	✓✓✓✓✓		-3.97	73.03
		PERIOD TOTALS					*****	177,251		581.56			-32.43	549.13
		YTD TOTALS					*****	387,511		1,274.28			-70.81	1,203.37
		PERIOD AVG: PPU					*****		3.281	*****				
		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.



ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
APR-01-2024 TO APR-30-2024

Purchase Activity Report

PAGE 2

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500113596136359		CHRIS GRIFFIS JR.	Chris Griffis Jr.				Public Works						
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-15	11:56	PREVIOUS ODOMETER	0613839	C Griffis, Jr.	OP	12,915	31,393	3,540	111.41			-5.74	105.67
04-26	11:40	875 W Main St, Lake Butler, FL	0528695	C Griffis, Jr.	OP	13,173 13,374 UNL	28,231	3,348	100.19			-5.17	95.02
		PERIOD TOTALS				459 *****	59,624 302,665		211.60 996.23			-10.91 -55.38	200.69 942.85
		YTD TOTALS				7.70 *****		3,549	0.46 *****				
		PERIOD AVGS: DPU, PPU, CPD											
		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.



Purchase Activity Report

CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT								
045500113596136391		CHRIS GRIFFIS JR.	Chris Griffis Jr.				Public Works								
DATE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-08	08:55	PREVIOUS ODOMETER					30,724								
04-15	11:50	260 W Main St, Lake Butler, FL		0001001	C Griffis, Jr.	IP	40,824	UNL	12.677	3,059	38,789	✓	-2.32	36.46	-3.88
04-22	08:59	875 W Main St, Lake Butler, FL		0513833	C Griffis, Jr.	OP	41,524	UNL	11.032	3,548	39,15		-2.02	37.13	-3.37
		875 W Main St, Lake Butler, FL		0522779	C Griffis, Jr.	OP	42,224	UNL	10.788	3,889	39.80		-1.97	37.83	-3.29
		PERIOD TOTALS					*****		34.497		117.73		-6.31	111.42	-10.54
		YTD TOTALS					*****		110.933		375.42		-20.30	355.12	-35.04
		PERIOD AVG: PPU					*****								
		YTD AVG: PPU					*****			3.413					
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.															



ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
APR-01-2024 TO APR-30-2024

Purchase Activity Report

CARD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT									
045500113596136417		KALEB GREEN	Kaleb Green				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	
04-02	14:47	PREVIOUS ODOMETER 260 W Main St, Lake Butler, FL		0001001	K Green	IP	78,025	UNL	27,852	3,059	85.20			-5.10	80.10	-8.49
	PERIOD TOTALS		205				27,852			85.20			-5.10	80.10	-8.49	
	YTD TOTALS		1,863				274,253			895.64			-50.18	845.46	-94.98	
	PERIOD AVGS: DPU, PPU, CPD YTD AVGS: DPU, PPU, CPD		7.36 6.79						3,059	0.42 0.48						

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
APR-01-2024 TO APR-30-2024

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
04-18	08:47	PREVIOUS ODOMETER											
04-18	08-53	4793 SW State Road 121, Lake Butler, FL	0046439	M Mallard	OP	4,444	23 FRM	42,659	149.26			149.26	-91.36
04-23	12:02	4793 SW State Road 121, Lake Butler, FL	0046441	M Mallard	OP		23 FRM	36,035	126.09			126.09	-511.45
04-23	12:07	4793 SW State Road 121, Lake Butler, FL	0046667	C Griffiths, Jr.	IP		23 FRM	40,012	140.00			140.00	-91.36
04-23	12:07	4793 SW State Road 121, Lake Butler, FL	0046669	C Griffiths, Jr.	OP		23 FRM	29,996	104.96			104.96	-511.45
		PERIOD TOTALS						148,702	520.31			520.31	
		YTD TOTALS						321,733	1,125.39			1,125.39	
		PERIOD AVG: PPU											
		YTD AVG: PPU						3,499					
***** 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						447,926	1,516.40			1,461.65	
		YTD						1,869,832	6,193.76			5,910.50	
		TOTAL PURCHASES - PERIOD						447,926	1,516.40			1,461.65	
		YTD						1,869,832	6,193.76			5,910.50	

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



Purchase Activity Report

ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
APR-01-2024 TO APR-30-2024

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CARD NUMBER		CARD EMBOSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT								
045500113596138375		HAYDEN WHITEHEAD	Hayden Whitehead				Wastewater								
DATE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
04-03	09:31	PREVIOUS ODOMETER		0001001 0001001 0001001	H Whitehead	IP	125,221	34,390 UNL	35,063	3,059	107.26	✓✓✓	-6.42	100.84	-10.70
04-15	10:36	260 W Main St, Lake Butler, FL			H Whitehead	IP	34,610 UNL	34,610 UNL	35,864	3,059	109.71		103.15	-10.85	
04-29	15:03	260 W Main St, Lake Butler, FL			H Whitehead	IP	34,835 UNL	34,835 UNL	34,847	3,059	106.60		100.22	-10.63	
		PERIOD TOTALS					*****	105,774	105,774		323.57		-19.36	304.21	-32.28
		YTD TOTALS					*****	274,063	274,063		858.07		-50.14	807.93	-93.24
		PERIOD AVG: PPU					*****			3,059					
		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.



Purchase Activity Report

ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
APR-01-2024 TO APR-30-2024

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CARD NUMBER		CARD EMBOSING	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
04-04 04-19 04-23	14:54	PREVIOUS ODOMETER		095004020 110001046 114001053	W Henderson W Henderson W Henderson	OP OP OP	60,853 61,165 UNL 61,420 UNL 61,489 UNL	21,376 20,906 4,890	3,649 3,779 3,689	78.00 79.00 18.04	✓✓✓✓	-3.91 -3.83 -0.89	74.09 75.17 17.15	-8.02 -7.84 -1.34
	07:48	585 SW 8th St, Lake Butler, FL												
	08:44	585 SW 8th St, Lake Butler, FL												
		PERIOD TOTALS					636 *****	47,172 181,037		175.04 625.08		-8.63 -33.12	166.41 591.96	-17.70 -67.90
		YTD TOTALS					13.48 *****		3.711	0.28 *****				
		PERIOD AVGS: DPU, PPU, CPD												
		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.										
				✓										



ULTIMATE PARENT ACCOUNT:
State of Florida

REPORT FOR:
City of Lake Butler
0496-00-588559-5
APR-01-2024 TO APR-30-2024

Purchase Activity Report

CARD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT						
045500113596136466		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
04-05	14:16	PREVIOUS ODOMETER											
04-13	18:32	260 W Main St, Lake Butler, FL	0001002	M Mallard	IP	14,954	15,461 UNL	37,933	116.04			109.10	-11.55
04-17	09:24	875 W Main St, Lake Butler, FL	0511861	M Mallard	OP		10 UNL	24,798	89.00			84.46	-7.57
04-26	11:44	875 W Main St, Lake Butler, FL	0516353	M Mallard	OP		15,869 UNL	26,985	98.47			93.53	-8.24
04-29	13:13	875 W Main St, Lake Butler, FL	0528704	M Mallard	OP		15,921 UNL	31,780	112.79			106.97	-9.70
			0532632	M Mallard	OP		4,926	4,926	17.68			16.78	-1.51
		PERIOD TOTALS				*****		126,422	433.98			410.84	-38.60
		YTD TOTALS				*****		348,003	1,154.87			1,091.19	-108.67
		PERIOD AVG: PPU				*****			*****				
		YTD AVG: PPU				*****		3,433	*****				
***** 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						279,368	932.59			881.46	-98.55
		YTD						803,103	2,638.02			2,491.08	-269.81
		TOTAL PURCHASES - PERIOD						279,368	932.59			881.46	-98.55
		YTD						803,103	2,638.02			2,491.08	-269.81

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 IF = Indoor Payment Terminal MF = Mobile Fueling MN = Manual OP = Outdoor Payment Terminal PS = Private Site TP = Transponder TR = Transaction Reversal	CCP = 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 OF LAKE BUTLER VEHICLE LOG

Month April Year 2004 Vehicle # 006 Tag # 2H5652 Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	Maintenance Record - Attach all Receipts				
						FUEL PURCHASES			Amount	
						DATE	LOCATION	GALLONS		
4/1	009/CS	City	78335	78339	4	4/19	Union Bury	28.92	\$ 88.51	LOW
12	006/CS	City	78345	78360	15	4/11	Union Bury	31.99	\$ 97.84	GAS CAN'S
3	006/CS	City	78360	78377	17	4/16	Union Bury	20.13	\$ 61.60	GAS CAN'S
4	006/CS	City	78377	78397	20	4/23	Union Bury	24.55	\$ 89.59	GAS CAN'S
5	006/CS	City	78397	78427	30	4/23	Union Bury	24.11	\$ 88.00	LOW
6	006/CS	City	78427	78450	23					
7	006/CS	City	78450	78471	21					
13	006/CS	City	78471	78537	66					
14	006/CS	City	78537	78557	20					
15	006/CS	City	78557	78587	30					
16	006/CS	City	78587	78601	14					
22	006/CS	City	78601	78635	34					
23	CS	City	78635	78608	33					
24	CS	City								
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Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 335

Employees Signature: [Signature] Public Works Director Signature: [Signature]

CITY OF LAKE BUTLER VEHICLE LOG

Month April Vehicle # 003 Tag # ND1075 Due by the 5th of each month
Year 2014

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	Maintenance Record - Attach all Receipts		
						FUEL PURCHASES		
						DATE	LOCATION	GALLONS Amount
4-1	Griffis	City	12938	12952	22	4-8	Wells Branch	12.677 \$38.72 bus loan ✓
4-3	Griffis	City	12952	12983	31	4-15	505	505
4-4	Griffis	City	12983	13003	20	4-15	505	505
4-5	Griffis	City	13003	13026	23	4-15	505	505
4-8	Griffis	City	13026	13048	22	4-26	505	505
4-9	Griffis	City	13048	13081	33			2888 \$100.19 truck
4-10	Griffis	City	13081	13104	23			
4-11	Griffis	City	13104	13140	31			
4-13	Griffis	City	13140	13162	22			
4-13	Griffis	City	13162	13164	2			
4-15	Griffis	City	13164	13185	21			
4-16	Griffis	City	13185	13206	21			
4-17	Griffis	City	13206	13233	27			
4-18	Griffis	City	13233	13247	14			
4-19	Griffis	City	13247	13259	12			
4-21	Griffis	City	13259	13289	30			
4-23	Griffis	City	13289	13319	30			
4-24	Griffis	City	13319	13341	22			
4-26	Griffis	City	13341	13364	23			
4-27	Griffis	City	13364	13395	31			
4-28	Griffis	City	13395	13417	22			
4-29	Griffis	City	13417	13431	14			
4-30	Griffis	City	13431					
						TOTALS		
						PM PERFORMED DATE		
						MILEAGE:		
						NEXT PM DUE:		
						MILEAGE:		
						REPAIRS NEEDED? ADDITIONAL INFORMATION		
						VEHICLE CONDITION (CIRCLE ONE)		
						EXCELLENT		
						GOOD		
						FAIR		
						POOR		
						INOP NOT REPAIRABLE		
						INOP AWAITING PARTS		
						WRECKED/BURNED		

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 501

Supervisors Signature James Griffith

Public Works Directors Signature [Signature]


Due by the 5th of each month

Vehicle #	Tag #
007	215647

[illegible]

15/13

Carl Stevens

FD
Public Works Director Signature: 

April 2024

4/23/20248:44:56

Order Number:

Circle K 2722432

585 SW 6th Street

Lake ButteFL 32054

(386) 496-2467

Term: 102

Appr : 552009

Ticket# : 114001227

UML-REG

PUMP No.

Gallons

PRICE/G

TOTAL FUEL

TOTAL SALE

SALE

Wright Exp

Card Num : (S)

XXXXXXXXXXXXXXXX5961

Swiped

Odometer : 61489

PD Seq# : 36409

04/23/2024 08:43:11

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

THANK YOU
HAVE A NICE DAY

4/19/20247:48:22

Order Number:

Circle K 2722432

585 SW 6th Street

Lake ButteFL 32054

(386) 496-2467

Term: 102

Appr : 188084

Ticket# : 110001758

UML-REG

PUMP No.

Gallons

PRICE/G

TOTAL FUEL

TOTAL SALE

SALE

Wright Exp

Card Num : (S)

XXXXXXXXXXXXXXXX5961

Swiped

Odometer : 61420

PD Seq# : 36409

04/19/2024 07:41:49

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

THANK YOU
HAVE A NICE DAY

4/4/202414:54:0

Order Number:

Circle K 2722432

585 SW 6th Street

Lake ButteFL 32054

(386) 496-2467

Term: 102

Appr : 207631

Ticket# : 95004249

UML-REG

PUMP No.

Gallons

PRICE/G

TOTAL FUEL

TOTAL SALE

SALE

Wright Exp

Card Num : (S)

XXXXXXXXXXXXXXXX5961

Swiped

Odometer : 61165

PD Seq# : 36409

04/04/2024 14:47:02

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

THANK YOU
HAVE A NICE DAY

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

CONSENT AGENDA ITEM: Animal Control Logs for April 2024. (#3E)

DEPARTMENT: City of Lake Butler – Animal Control.

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

ASSOCIATED COST(S): N/A



LAKE BUTLER
FLORIDA

Scenery, serenity and YOU!

David B. Stegall
Mayor
dstegall@cityoflakebutler.com

Hayden P. Page
Accounts Payable/Interim City Clerk
hpage@cityoflakebutler.com

Animal Control Log

Employee Signature Hayden Whitehead

Date of Pick-up: 4-22-24

Location of Pick-up: Piss corner/ dog pound

Description of Animal: Black and White male pit

Disposition:

☐ Picked up by Owner:

Owner Name _____

Address _____

Phone Number _____

☒ Adopted: 4/22/24

Name of Adopter Jacob Ricks

Address 8030 SE 15 237 Lake Butler FL

Phone Number 386-266-0329

☐ Euthanized:

Date _____

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: 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. (#4)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve Expansion of Local Community Redevelopment Area (CRA).

ASSOCIATED COST(S): N/A

David B. Stegall
Mayor
dstegall@cityoflakebutler.com



Kimberly Hayes
City Manager
khayes@cityoflakebutler.com

Via Certified U. S. Mail Return
Receipt Requested

May 1, 2024

Mrs. Lisa B. Johnson
Union County Tax Collector
55 West Main Street,
Lake Butler, FL 32054

Re: Expansion of Lake Butler CRA

Dear Mrs. Johnson:

The City of Lake Butler will consider adoption of a Resolution on May 21, 2024, for a Finding of Necessity Report for the expansion of the local Community Redevelopment Area (CRA). A final public hearing will be held on June 18, 2024.

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Hayes". The signature is written in a cursive, flowing style.

Kimberly Hayes
City Manager

David B. Stegall
Mayor
dstegall@cityoflakebutler.com



Kimberly Hayes
City Manager
khayes@cityoflakebutler.com

Via Certified U. S. Mail Return
Receipt Requested

May 1, 2024

Mr. James Williams
Union County Coordinator
55 West Main Street,
Lake Butler, FL 32054

Re: Expansion of Lake Butler CRA

Dear Mr. Williams:

The City of Lake Butler will consider adoption of a Resolution on May 21, 2024, for a Finding of Necessity Report for the expansion of the local Community Redevelopment Area (CRA). A final public hearing will be held on June 18, 2024.

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Hayes". The signature is written in a cursive, flowing style.

Kimberly Hayes
City Manager

David B. Stegall
Mayor
dstegall@cityoflakebutler.com



Kimberly Hayes
City Manager
khayes@cityoflakebutler.com

Via Certified U. S. Mail Return
Receipt Requested

May 1, 2024

Mr. Bruce Dukes
Union County Property Appraiser
15 Northeast Street,
Lake Butler, FL 32054

Re: Expansion of Lake Butler CRA

Dear Mr. Dukes:

The City of Lake Butler will consider adoption of a Resolution on May 21, 2024, for a Finding of Necessity Report for the expansion of the local Community Redevelopment Area (CRA). A final public hearing will be held on June 18, 2024.

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Hayes". The signature is written in a cursive, flowing style.

Kimberly Hayes
City Manager



TRANSMITTAL COVERSHEET

DATE: May 3, 2024

To: Union County Times

Phone: (904) 964-6305

Email: legals@betelegrapq.com

From: City of Lake Butler

Phone: (386) 496-3401

Pages: 2

Subject: FIRST PUBLIC HEARING NOTICE

Please publish the attached public hearing notice as a display advertisement in the May 14, 2024, edition of your newspaper. The notice should run no less than two columns wide by 10 inches long with an 18-point headline.

Please bill the City of Lake Butler:

Kimberly Hayes
City Manager
200 SW 1st Street
Lake Butler, FL 32054

Prior to publication, please ensure that a pre-run proof is emailed to the following email addresses:

khayes@cityoflakebutler.com
Interstar1@juno.com

In addition, after the ad runs, please email a proof of publication to:

khayes@cityoflakebutler.com
Interstar1@juno.com

Thank you for your assistance. Please feel free to contact us if you have any questions. Our telephone number is (407) 922-8831.

Thank you – Andy Easton & Associates

FIRST PUBLIC NOTICE

Notice is hereby given that the City of Lake Butler, Florida, will hold a Public Hearing on the presentation of a Finding of Necessity Report for expansion of the local Community Redevelopment Area during the 6:00 p.m. City Commission meeting of May 21, 2024, at 200 SW 1st Street, Lake Butler, FL 32054

The Finding of Necessity Report and supporting documents will be available at City Hall for Public inspections between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. Comments may be voiced at the above-mentioned meeting or in writing addressed to the City Manager, 200 SW 1st Street, Lake Butler, FL 32054.

Be advised that any person wishing to appeal any decision made by the Commission on any matter considered during the meeting will need a record of the proceedings and may need to ensure that a verbatim record is made, which includes the testimony and evidence upon which the appeal is to be based.

A FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAPP ACCESS JURISIDITION

(s)

Kimberly Hayes
City Manager

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: Resolution 2024-03 (#5)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to adopt Resolution No. 2024-03 for the 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.

To be read by title only.

ASSOCIATED COST(S): N/A

RESOLUTION 2024 - 03

**A RESOLUTION OF THE CITY COMMISSION 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.**

WHEREAS, the City of Lake Butler, Florida (hereinafter “City”) has the authority to enter into an Interlocal Agreement with Union County, Florida.

WHEREAS, the City of Lake Butler, Florida (hereinafter “City”) believes that it is in the best interest of the City to enter into an Interlocal Agreement concerning the design and project management of construction for repaving the following streets in the City: SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA;

SECTION 1. The above recitals are all true and accurate and are hereby incorporated in this resolution.

SECTION 2. The Mayor together with the City Manager are authorized to execute the agreement on behalf of the City of Lake Butler, Florida.

PASSED AND ADOPTED ON THIS _____ DAY OF _____, 2024.

David B Stegall, Mayor

Kimberly Hayes, City Manager

Approved as to Form and Legality

John E Maines IV

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: Interlocal Agreement Between Union County, Florida and the City of
Lake Butler (#6)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve 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.

To be read by title only.

ASSOCIATED COST(S): N/A

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.

THIS INTERLOCAL AGREEMENT, entered into this ____ day of _____. 2024, between Union County, Florida, a political subdivision of the State of Florida, hereinafter referred to as the “County” and the City of Lake Butler, Florida, a Florida municipal corporation, hereinafter referred to as the “City” for the purpose of providing transportation services to the residents of Union County.

WITNESSETH:

WHEREAS, the County and City are authorized by Florida Statutes 16301 et seq. to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible to provide services to their citizenry; and

WHEREAS, the Local Agency Program (“LAP”) was created within the Florida Department of Transportation (FDOT) to provide funds to constructing capacity or safety improvements County roads; and

WHEREAS, the County has applied for an obtained funding for LAP funding to repave the following streets within the City of Lake Butler: SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET

WHEREAS, the County, with the continued support from the City, is prepared to accept funding and become the lead facilitator and administrator of the LAP projects.

WHEREAS, the County and the City are in agreement with the performance and completion of the work on SW 8TH PLACE; SW 1ST DRIVE; SE 7TH STREET; AND SE 3RD STREET Ave pursuant to the LAP projects.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

- 1. Purpose of the Agreement
The purpose of this Agreement is to acknowledge the mechanisms whereby the County will accept and utilize LAP funding to construct improvements located within the city limits of the City.
- 2. Project Site and Ownership
Proposed projects will be located within the municipal limits of the City. The City will retain ownership after completion of the project.
- 3. Maintenance Functions

Upon completion of the construction of the project, the City will provide and fund regular maintenance and upkeep of the completed improvements.

4. Term of Agreement

This Agreement shall commence on the date of execution of the last Party to this Agreement and shall continue until cancelled by either party. This Agreement may be terminated by any party hereto upon receipt of written notice of intent to terminate by the other party upon 60 days' notice. However, if terminated by the City, all costs associated with appropriate services performed under the FDOT LAP Agreement through the date of termination, shall be the responsibility of the City and if such costs are no longer eligible for reimbursement under said FDOT LAP Agreement by reason of the termination of the project by the City shall be solely borne by the City and payable to either the County of FDOT as the case may be.

5. Notices

All notices required or permitted to be given hereunder shall be in writing and shall be deemed given if delivered in person, by fax, by overnight delivery service, or by certified or registered mail to the other party at the following addresses:

If to County	If to City
Union County Coordinator	Office of City Manager
15 NW 1 st Street	200 SW 1 st Street
Lake Butler, FL 32054	Lake Butler, FL 32054

6. Modifications

It is further agreed that no modifications, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

7. Filing

This Agreement and all subsequent amendments hereto shall be filed by the County with the Clerk of Courts of Union County, Florida, upon its execution by all parties hereto.

IN WITNESS WHEREOF, this agreement has been signed by the authorized representatives of the parties and shall be effective upon execution.

Union County Board of County Commissioners

Channing Dobbs, Chairman

ATTEST:

IN WITNESS WHEREOF, the Parties have caused this instrument to be signed by their respective duly authorized officers or representatives as of the day and year written above.

City of Lake Butler, Florida

Union County Board of Commissioners

David B Stegall, Mayor

Channing Dobbs, Chairman

ATTEST:

Kimberly Hayes, City Manager

Kellie H Rhoades, Clerk of Courts

Approved as to Form and Legality:

John E Maines, IV, City Attorney

Russ Wade, County Attorney

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: Resolution 2024-04 with EXHIBITS “A” “B” & “C” attached (#7)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to adopt 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.

To be read by title only.

ASSOCIATED COST(S): N/A

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

WHEREAS, The City of Lake Butler desires to comply with the Section 504 Handicap Accessibility Requirements of the Community Development Block Grant programs and have all publicly accessible City owned facilities made handicap accessible; and

WHEREAS, The City of Lake Butler has completed a review of City-owned facilities accessible to the public for ADA handicap compliance; and

WHEREAS, The City of Lake Butler desires to make all City-owned public facilities accessible to Handicap individuals, and

WHEREAS, The City of Lake Butler is establishing a Complaint and Grievance Procedure to process any complaints including those relating to handicap accessibility, the treatment of handicapped individuals and to elimination discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and/or is regarded as having such an impairment.

NOW THEREFORE, BE IT RESOLVED by the City Commission as follows:

1. That the City of Lake Butler hereby adopts the following 24 CFR Part 8 Transition Plan, and
2. That the City of Lake Butler hereby adopts the following 24 CFR Part 8 Self Evaluation Plan, and
3. That the City of Lake Butler hereby adopts the following Section 504 Compliance and Grievance Procedure, and
4. That the City of Lake Butler affirms the City Clerk as the person responsible for implementation of the Plan.

THIS RESOLUTION ADOPTED THIS _____ DAY OF _____, 2024

David Stegall, Mayor

ATTEST: _____
Hayden Page, City Clerk

Exhibit "A"

**24 CFR PART 8
SELF EVALUATION - TRANSITION PLAN**

LOCALITY NAME: CITY OF LAKE BUTLER

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)
 B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fount- ains	12. Warn- signal	13. Assem- areas	14. Tele- phones	NEEDED CHANGES
CITY HALL	No	No	No	No	No	Yes	No	N/A	N/A	Yes	No	Yes	No	N/A	1. Need ADA bathroom signs with Braille at proper height and location. 2. Need grab bars at rear and side of each commode. 3. Front electric door push plate on exterior was not operating at time of inspection.
WESTSIDE PARK	Yes	Yes	No	No	No	Yes	N/A	N/A	N/A	Yes	No	Yes	No	N/A	1. Needs hard surface access route to all venues. 2. Need ADA compliant doorhandles. 3. Need ADA bathroom signs with Braille at proper height and location. 4. Need ADA compliant faucets on bathroom sinks 5. Need shields on exposed plumbing under bathroom sinks 6. Need ADA compliant grab bars at rear and side of commodes

Resolution # _____ Date Approved: _____

Exhibit "A"

**24 CFR PART 8
SELF EVALUATION - TRANSITION PLAN
Page #2**

LOCALITY NAME: CITY OF LAKE BUTLER

- A.** List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)
B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fount- ains	12. Warn- signal	13. Assem- areas	14. Tele- phones	NEEDED CHANGES
FLETCHER MYERS PARK	Yes	Yes	Yes	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	No	N/A	1. Needs ADA compliant hard surface parking with sign and striping 2. Needs hard surface access route from parking area to park. 3. Need ADA compliant doorhandles 4. Need ADA bathroom signs with Braille at proper height and location. 5. Need ADA compliant faucets on bathroom sinks 6. Need shields on exposed plumbing under bathroom sinks 7. Need ADA compliant grab bars at rear and side of commodes 8. Need ADA compliant water fountain

Resolution # _____ Date Approved: _____

Exhibit "A"

24 CFR PART 8

SELF EVALUATION - TRANSITION PLAN

LOCALITY NAME: CITY OF LAKE BUTLER

Page #3

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)
B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fount- ains	12. Warn- signal	13. Assem- areas	14. Tele- phones	NEEDED CHANGES
LAKESIDE PARK	Yes	Yes	No	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	No	N/A	1. Needs hard surface access route to all venues. 2. Need ADA bathroom signs with Braille at proper height and location. 3. Need ADA compliant faucets on bathroom sinks 4. Need shields on exposed plumbing under bathroom sinks 5. Need ADA compliant grab bars at rear and side of commodes 6. Need ADA compliant water fountain

Exhibit "A"

**24 CFR PART 8
SELF EVALUATION - TRANSITION PLAN
Page #4**

LOCALITY NAME: CITY OF LAKE BUTLER

- A.** List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)
B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fount- ains	12. Warn- signal	13. Assem- areas	14. Tele- phones	NEEDED CHANGES
HAL Y. MAINES COMMUNITY CENTER	No	No	No	No	Yes	No	Yes	N/A	N/A	Yes	N/A	Yes	No	N/A	1. Needs ADA compliant ramp to front entrance. 2. Need designated ADA bathrooms to include: proper width and length, proper door width and access route, sign with Braille at proper height and location, ADA compliant faucets, shields on exposed plumbing under bathroom sinks and ADA compliant grab bars at rear and side of commodes

Resolution # _____ Date Approved: _____

Exhibit "A"

**24 CFR PART 8
SELF EVALUATION - TRANSITION PLAN
Page #5**

LOCALITY NAME: CITY OF LAKE BUTLER

- A.** List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)
B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	NEEDED CHANGES
TOWNSEND COMMUNITY CENTER	Yes	Yes	Yes	Yes	No	No	No	No	N/A	Yes	Yes	Yes	No	N/A	1. Needs ADA compliant hard surface parking with sign and striping 2. Needs hard surface access route from parking area to handicap entry. 3. Need ADA bathroom signs with Braille at proper height and location. 4. Need ADA compliant grab bars at rear and side of commodes
UNION DEPOT	No	No	Yes	No	No	No	No	N/A	N/A	Yes	N/A	Yes	No	N/A	1. Needs ADA compliant parking sign at proper height 2. Need ADA bathroom signs with Braille at proper height and location.

Resolution # _____ Date Approved: _____

Exhibit "A"

**24 CFR PART 8
SELF EVALUATION - TRANSITION PLAN
Page #6**

LOCALITY NAME: CITY OF LAKE BUTLER

C. The schedule for taking steps necessary to make needed changes:

Year 1 –

City Hall

1. Install ADA compliant bathroom signs

Westside Park

1. Install ADA compliant bathroom signs

Fletcher Myers Park

1. Install ADA compliant bathroom signs

Lakeside Park

1. Install ADA compliant bathroom signs

Hal Y Maines Community Center

1. Install ADA compliant bathroom signs

Townsend Community Center

1. Install ADA compliant bathroom signs

Union Depot

1. Install ADA compliant parking sign
2. Install ADA compliant bathroom signs

Resolution # _____ Date Approved: _____

Exhibit “A”

**24 CFR PART 8
SELF EVALUATION - TRANSITION PLAN
Page #7**

LOCALITY NAME: CITY OF LAKE BUTLER

C. The schedule for taking steps necessary to make needed changes (continued):

Year 2 –

City Hall

1. Install ADA compliant grab bars
2. Repair front door exterior push plate

Westside Park

1. Install hard surface access route to all venues
2. Install ADA compliant door handles
3. Install ADA compliant bathroom sink faucets
4. Install guards on exposed plumbing under bathroom sinks
5. Install ADA compliant grab bars .

Fletcher Myers Park

1. Install ADA compliant parking
2. Install ADA compliant access route from parking to facility
3. Install ADA compliant door handles
4. Install ADA compliant bathroom faucets
5. Install guards on exposed plumbing under bathroom sinks
6. Install ADA compliant grab bars
7. Install ADA compliant water fountain

Lakeside Park

1. Install hard surface access route to all venues
2. Install ADA compliant bathroom faucets
3. Install guards on exposed plumbing under bathroom sinks
4. Install ADA compliant grab bars
5. Install ADA compliant water fountain

Resolution # _____ Date Approved: _____

Exhibit "A"

24 CFR PART 8

SELF EVALUATION - TRANSITION PLAN

Page #8

LOCALITY NAME: CITY OF LAKE BUTLER

C. The schedule for taking steps necessary to make needed changes (continued):

Year 2 (cont.) –

Hal Y Maines Community Center

1. Install ADA compliant entrance ramp
2. Install ADA compliant bathroom

Townsend Community Center

1. Install ADA compliant parking
2. Install ADA compliant access route from parking to facility
3. Install ADA compliant grab bars

D. The official responsible for implementation is: City Clerk

E. The person(s) or groups with whose assistance the plan was developed: Fred Fox Enterprises, Inc.

F. This Transition Plan for complying with 24 CFR part 8 was made public by:

1. Posting on bulletin board.
2. Making the public aware of its availability.

DATE APPROVED _____ BY RESOLUTION # _____

Resolution # _____ Date Approved: _____

Exhibit “B”

CITY OF LAKE BUTLER
24 CFR PART 8
SELF EVALUATION PLAN

A) Program and Activities Conducted:

PROGRAMS	PURPOSE
CDBG	To make infrastructure improvements to City owned facilities

B) The Policies and Practices that govern the above programs and activities:

- 1) Outreach and Communications
- 2) Complaint Procedures
- 3) Eligibility and Admission Criteria
- 4) Employment Policy
- 5) Physical Accommodations
- 6) Fair Housing Ordinance

C) Person responsible for Evaluation:

Facilities Administrator

D) Do written policies or practices limit the participation of individuals with handicaps?

	Needed Changes
1) Notices (written)	Y__ N_X
2) Complaint Procedures	Y__ N_X
3) Eligibility Policy	Y__ N_X
4) Employment Policy	Y__ N_X
5) Transportation	Y__ N_X
6) Telephone Communications (TDD’s)	Y__ N_X
7) Interpreters/Readers	Y__ N_X
8) Use of Contractors	Y__ N_X
9) Audio-Visual Preservations	Y__ N_X
10) Automated Electronic Equipment	Y__ N_X
11) Emergency Evacuation	Y__ N_X
12) Fair Housing	Y__ N_X

E) Ways handicapped persons and other interested persons have participated in the Self Evaluation Plan.

City staff who are familiar with all the City owned buildings and citizens requested accessibility needs participated in the Self Evaluation process.

F) Recipients that employ 15 or more employees must maintain on file and make the information available to the public upon request. File must be kept for at least six (6) years.

The City of Lake Butler employs more than 15 employees and will make this information available to the public upon request.

**CITY OF LAKE BUTLER
TRANSITION PLAN
SCHEDULE OF IMPROVEMENTS**

CHANGES TO BE MADE ACCORDING TO FISCAL YEAR BUDGET

Year 1 –

City Hall

- 1. Install ADA compliant bathroom signs

Westside Park

- 1. Install ADA compliant bathroom signs

Fletcher Myers Park

- 1. Install ADA compliant bathroom signs

Lakeside Park

- 1. Install ADA compliant bathroom signs

Hal Y Maines Community Center

- 1. Install ADA compliant bathroom signs

Townsend Community Center

- 1. Install ADA compliant bathroom signs

Union Depot

- 1. Install ADA compliant parking sign
- 2. Install ADA compliant bathroom signs

Year 2 –

City Hall

- 1. Install ADA compliant grab bars
- 2. Repair front door exterior push plate

Westside Park

- 1. Install hard surface access route to all venues
- 2. Install ADA compliant door handles
- 3. Install ADA compliant bathroom sink faucets
- 4. Install guards on exposed plumbing under bathroom sinks
- 5. Install ADA compliant grab bars .

Fletcher Myers Park

- 1. Install ADA compliant parking
- 2. Install ADA compliant access route from parking to facility
- 3. Install ADA compliant door handles
- 4. Install ADA compliant bathroom faucets
- 5. Install guards on exposed plumbing under bathroom sinks
- 6. Install ADA compliant grab bars

Exhibit “B”

7. Install ADA compliant water fountain
Year 2 (cont.) –

Lakeside Park

- 1. Install hard surface access route to all venues
- 2. Install ADA compliant bathroom faucets
- 3. Install guards on exposed plumbing under bathroom sinks
- 4. Install ADA compliant grab bars
- 5. Install ADA compliant water fountain

Hal Y Maines Community Center

- 1. Install ADA compliant entrance ramp
- 2. Install ADA compliant bathroom

Townsend Community Center

- 1. Install ADA compliant parking
- 2. Install ADA compliant access route from parking to facility
- 3. Install ADA compliant grab bars

Resolution #: _____ Date Approved: _____, 2024

Resolution #: _____ Date Approved: _____, 2024

CITY OF LAKE BUTLER, FLORIDA
SECTION 504 GRIEVANCE PROCEDURE

Section 504 of the Rehabilitation Act of 1973 provides that no qualified disabled person shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance. The City of Lake Butler has completed its Section 504 Self Evaluation Guide and its Transition Plan which details the modifications/corrective actions needed to allow handicap accessibility relative to the City's public buildings and facilities. The Self Evaluation Guide and Transition Plan are on file in the City Clerk's office in the City of Lake Butler, City Hall and are available for public review and inspection, upon request.

In an effort to comply with all the provisions as set forth in Section 504 of the Rehabilitation Act of 1973, The City of Lake Butler herein establishes the following Grievance Procedure by passage of Resolution No. _____ dated _____, 2024.

1. The City of Lake Butler, Florida has completed its Section 504 Self Evaluation Guide and has determined to what extent its public facilities, employment practices, communications system, programs, and services are accessible to handicapped individuals.
2. The City of Lake Butler, Florida has appointed its City Clerk as its Section 504 Coordinator. The Section 504 Coordinator shall be responsible for the City's overall compliance with Section 504 of the Rehabilitation Act of 1973 and further shall coordinate the implementation of the Transition Plan with the respective City Departments.
3. It is the Policy of the City of Lake Butler to eliminate discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and/or is regarded as having such an impairment.
4. Any handicapped person or groups representing handicapped persons that feel that a grievance is warranted relative to accessibility to handicapped persons in public facilities, employment practices, communication systems, programs, services, etc. under the direct control of the City shall submit said grievance in writing to the City Clerk's Office
5. The City Clerk shall coordinate the response to the grievance with the Section 504 Coordinator and shall issue the City's response within thirty (30) days of receipt of said grievance. If the person/group feels that his/her complaint has not been sufficiently addressed by the City Clerk, an appeal may be made to the City Commission. The City Commission shall render its decision relative to the grievance within thirty (30) days of hearing the complaint. At any point, the aggrieved may register a complaint with the Department of Florida Commerce, 107 East Madison Street-MSC 400, Tallahassee, Florida 32399-2100 the CDBG overseeing agency in place at the time of the complaint.
6. All complaints registered at the local level shall have a response from the City Commission or City Clerk within sixty (60) days of the lodging of the complaint and/or appeal. In the event the aggrieved has exhausted all appeals without a decision satisfactory to himself/herself, he/she may pursue other legal channels in an attempt to achieve satisfaction.
7. A file of all "written" grievances and/or complaints and the City's response to said grievance/complaint shall be maintained and available for public inspection upon request.

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

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

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve the CyberSecurity Policy and Procedure for the City of Lake Butler. According to Florida Statue 282.3185 Local Government Cybersecurity requires training curriculum for all local government employees.

ASSOCIATED COST(S): N/A



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 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 conducting 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.

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 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.

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.

5.5Data 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
- 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 State's and City's records retention policy and procedures before destroying any 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. 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.

6.2Contingency 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.

6.3Network 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.
- 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".

6.4 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.

6.5 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 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.

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.

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, 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

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 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. 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.

Disclosing Party

By:_____

Printed Name: _____

Title:_____

Dated: _____

Receiving Party

By:_____

Printed Name: _____

Title: _____

Dated: _____

Select Year:

2023

Go

The 2023 Florida Statutes (including Special Session C)

Title XIX	Chapter 282	View Entire Chapter
PUBLIC BUSINESS	COMMUNICATIONS AND DATA PROCESSING	
282.3185 Local government cybersecurity.—		
(1) SHORT TITLE.—This section may be cited as the “Local Government Cybersecurity Act.”		
(2) DEFINITION.—As used in this section, the term “local government” means any county or municipality.		
(3) CYBERSECURITY TRAINING.—		
(a) The Florida Digital Service shall:		
1. Develop a basic cybersecurity training curriculum for local government employees. All local government employees with access to the local government’s network must complete the basic cybersecurity training within 30 days after commencing employment and annually thereafter.		
2. Develop an advanced cybersecurity training curriculum for local governments which is consistent with the cybersecurity training required under s. 282.318(3)(g) . All local government technology professionals and employees with access to highly sensitive information must complete the advanced cybersecurity training within 30 days after commencing employment and annually thereafter.		
(b) The Florida Digital Service may provide the cybersecurity training required by this subsection in collaboration with the Cybercrime Office of the Department of Law Enforcement, a private sector entity, or an institution of the State University System.		
(4) CYBERSECURITY STANDARDS.—		
(a) Each local government shall adopt cybersecurity standards that safeguard its data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The cybersecurity standards must be consistent with generally accepted best practices for cybersecurity, including the National Institute of Standards and Technology Cybersecurity Framework.		
(b) Each county with a population of 75,000 or more must adopt the cybersecurity standards required by this subsection by January 1, 2024. Each county with a population of less than 75,000 must adopt the cybersecurity standards required by this subsection by January 1, 2025.		
(c) Each municipality with a population of 25,000 or more must adopt the cybersecurity standards required by this subsection by January 1, 2024. Each municipality with a population of less than 25,000 must adopt the cybersecurity standards required by this subsection by January 1, 2025.		
(d) Each local government shall notify the Florida Digital Service of its compliance with this subsection as soon as possible.		
(5) INCIDENT NOTIFICATION.—		
(a) A local government shall provide notification of a cybersecurity incident or ransomware incident to the Cybersecurity Operations Center, Cybercrime Office of the Department of Law Enforcement, and sheriff who has jurisdiction over the local government in accordance with paragraph (b). The notification must include, at a minimum, the following information:		
1. A summary of the facts surrounding the cybersecurity incident or ransomware incident.		
2. The date on which the local government most recently backed up its data; the physical location of the backup, if the backup was affected; and if the backup was created using cloud computing.		
3. The types of data compromised by the cybersecurity incident or ransomware incident.		

- 4. The estimated fiscal impact of the cybersecurity incident or ransomware incident.
- 5. In the case of a ransomware incident, the details of the ransom demanded.
- 6. A statement requesting or declining assistance from the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, or the sheriff who has jurisdiction over the local government.

(b)1. A local government shall report all ransomware incidents and any cybersecurity incident determined by the local government to be of severity level 3, 4, or 5 as provided in s. [282.318\(3\)\(c\)](#) to the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, and the sheriff who has jurisdiction over the local government as soon as possible but no later than 48 hours after discovery of the cybersecurity incident and no later than 12 hours after discovery of the ransomware incident. The report must contain the information required in paragraph (a).

2. The Cybersecurity Operations Center shall notify the President of the Senate and the Speaker of the House of Representatives of any severity level 3, 4, or 5 incident as soon as possible but no later than 12 hours after receiving a local government’s incident report. The notification must include a high-level description of the incident and the likely effects.

(c) A local government may report a cybersecurity incident determined by the local government to be of severity level 1 or 2 as provided in s. [282.318\(3\)\(c\)](#) to the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, and the sheriff who has jurisdiction over the local government. The report shall contain the information required in paragraph (a).

(d) The Cybersecurity Operations Center shall provide a consolidated incident report on a quarterly basis to the President of the Senate, the Speaker of the House of Representatives, and the Florida Cybersecurity Advisory Council. The report provided to the Florida Cybersecurity Advisory Council may not contain the name of any local government, network information, or system identifying information but must contain sufficient relevant information to allow the Florida Cybersecurity Advisory Council to fulfill its responsibilities as required in s. [282.319\(9\)](#).

(6) AFTER-ACTION REPORT.—A local government must submit to the Florida Digital Service, within 1 week after the remediation of a cybersecurity incident or ransomware incident, an after-action report that summarizes the incident, the incident’s resolution, and any insights gained as a result of the incident. By December 1, 2022, the Florida Digital Service shall establish guidelines and processes for submitting an after-action report.

History.—s. 3, ch. 2022-220.

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: 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. (#9)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve the first reading of Ordinance No. 2024-02. AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, RELATING TO AN AMENDMENT OF MORE THAN 50 ACRES OF LAND TO THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE BUTLER COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 24-01, BY THE PROPERTY OWNER OF SAID ACREAGE; UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUES, AS AMENDED; PROVIDING FOR A CHANGE IN LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS 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

ORDINANCE NO. 2024-02

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, RELATING TO AN AMENDMENT OF MORE THAN 50 ACRES OF LAND TO THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE BUTLER COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 24-01, BY THE PROPERTY OWNER OF SAID ACREAGE; UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR A CHANGE IN LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE BUTLER, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

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 prepare, adopt and implement a comprehensive plan;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, empowers and requires the City Commission to prepare, adopt and implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the City Commission has been designated as the Planning and Zoning Board of the City of Lake Butler, Florida, hereinafter referred to as the Planning and Zoning Board;

WHEREAS, the City Commission has been designated as the Local Planning Agency of the City of Lake Butler, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and Land Development Regulations, the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the City Commission, serving as the Planning and Zoning Board, serving also as the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Commission approval of said application for an amendment, as described below;

WHEREAS, the City Commission held the required public hearings, with public notice having been provided, under the procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended, on said application for an amendment, as described below, and at said public hearings, the City Commission reviewed and considered all comments received during the public hearings, including the recommendation of the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, and the Concurrency Management Assessment concerning said application for amendment, as described below;

WHEREAS, the City Commission has determined and found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan; and

WHEREAS, the City Commission has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, AND IN SESSION LAWFULLY ASSEMBLED, AS FOLLOWS:

Section 1. Pursuant to an application, CPA 24-01, by Tomahawk Land II, LLC, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the future land use classification of certain lands, the land use classification is hereby changed from RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) to COMMERCIAL on the property described, as follows:

A parcel of land lying in Section 29, Township 5 South, Range 20 East, Union County, Florida. Being more particularly described as follows: Commence at the Northeast corner of the South 1/2 of said Section 29; thence South 85°49'47" West 1,058.92 feet, along the North line of the South 1/2 of said Section 29 to the Westerly right-of-way line of State Road 121; thence South 37°14'02" West 34.68 feet, along the Westerly right-of-way line of said State Road 121, to the South right-of-way line of Northeast 107th Terrace and the Point of Beginning; thence South 37°14'02" West 1,555.64 feet, along the Westerly right-of-way line of said State Road 121; thence South 36°44'02" West 621.31 feet, continuing along the Westerly right-of-way line of said State Road 121 to a Point of Non Tangent Curve to the right; thence Southwesterly continuing, along the Westerly right-of-way line of said State Road 121, a distance of 555.06 feet as measured along the arc of a curve concave Northwesterly and having a radius of 1,876.86 feet, said arc being subtended by a chord having a bearing of South 54°56'12" West, and a distance of 553.04 feet, to a Point of Tangency; thence South 63°24'32" West 173.42 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence North 26°35'28" West 17.00 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence South 63°24'32" West 86.04 feet, continuing, along the Westerly right-of-way line of said State Road 121, to a Point of Curvature to the right; thence Southwesterly, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 216.40 feet as measured along the arc of a curve concave Northwesterly and having a radius of 553.11 feet, said arc being subtended by a chord having a bearing of South 74°37'02" West and a distance of 215.02 feet to a Point of Tangency; thence South 85°49'32" West, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 136.35 feet to a Point of Non Tangent Curve to the left and the North right-of-way line of State Road 100; thence Westerly, along the North right-of-way line of said State Road 100, a distance of 241.93 feet as measured along the arc of a curve concave Southerly and having a radius of 2,924.79 feet, said arc being subtended by a chord having a bearing of South 88°11'43" West and a distance of 241.86 feet to a Point of Tangency; thence South 85°49'32" West 75.41 feet, continuing, along the North right-of-way line of said State Road 100; thence North 02°22'16" West 202.29 feet to the South right-of-way line of Northeast 1st Street; thence North 85°36'47" East 459.70 feet, along the South right-of-way line of said Northeast 1st Street; thence North 02°24'28" West 1,858.41 feet to the North line of the South 1/2 of said Section 29; thence North 85°49'47" East 1,639.35 feet, along the North line of the South 1/2 of said Section 29 to the South right-of-way line of said Northeast 107th Terrace; thence South 78°43'43" East 80.43 feet, along the South right-of-way line of said Northeast 107th Terrace; thence North 85°52'39" East 529.66 feet, along the South right-of-way line of said Northeast 107th Terrace; thence South 89°31'41" East 51.36 feet, along the South right-of-way line of said Northeast 107th Terrace to the Point of Beginning.

Containing 68.86 acres, more or less.

Section 2. 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 3. Conflict. All ordinances or portions of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall be effective upon adoption.

The effective date of this plan amendment, if the amendment is not timely challenged, shall be thirty-one (31) days after the state land planning agency notifies the local government that the plan amendment package is complete. If the amendment is timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

The said ordinance was read for the first time by title only at the public meeting in regular session duly assembled on the 21st day of May 2024, and placed on the agenda for final passage for the 16th day of July 2024.

Commissioner _____ moved that the said ordinance be passed at the regular meeting on the 21st day of May 2024. Seconded by Commissioner _____.

So the said ordinance was read for the second time by title only and the vote for the adoption of the said ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT AND NOT VOTING: _____

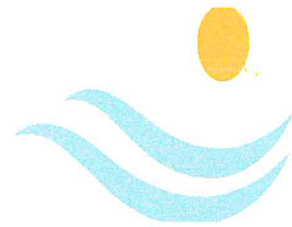
This ordinance was declared duly adopted in regular session assembled on this _____ day of _____ 2024.

Attest:

CITY COMMISSION OF THE
CITY OF LAKE BUTLER, FLORIDA

Kimberly Hayes, City Clerk

David Stegall, Mayor



LAKE BUTLER
FLORIDA

Scenery, serenity and YOU!

May 2, 2024

TO: Union County Times
FROM: Kimberly Hayes, City Manager
SUBJECT: Application No. CPA 24-01 (Tomahawk Land II, LLC))

Notice of a Public Hearing
Before the City Commission
Serving as the Planning and Zoning Board and also as the
Local Planning Agency
Concerning an Amendment to the
Future Land Use Plan Map of the Comprehensive Plan

Please find attached the above referenced legal text ad to be published in the legal section of the Union County Times on May 9, 2024.

**PLEASE INVOICE: CITY OF LAKE BUTLER
200 SOUTHWEST 1ST STREET
LAKE BUTLER, FL 32054-2016**

Subsequent to the publication of this notice, please send affidavits of proof of publications to:

KIMBERLY HAYES
CITY MANAGER
CITY OF LAKE BUTLER
200 SOUTHWEST 1ST STREET
LAKE BUTLER, FL 32054-2016

SCOTT R. KOONS, AICP
EXECUTIVE DIRECTOR
NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL
2009 NW 67TH PLACE
GAINESVILLE, FL 32653-1603

Attachment

NOTICE OF PUBLIC HEARING
CONCERNING AN AMENDMENT TO THE
CITY OF LAKE BUTLER COMPREHENSIVE PLAN

BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, SERVING AS THE PLANNING AND ZONING BOARD OF THE CITY OF LAKE BUTLER, FLORIDA AND THE LOCAL PLANNING AGENCY OF THE CITY OF LAKE BUTLER, FLORIDA, NOTICE IS HEREBY GIVEN that, pursuant to Sections 163.3161 through 163.3248, Florida Statutes, as amended, comments, objections and recommendations concerning the amendment, as described below, will be heard by the City Commission of the City of Lake Butler, Florida, serving as the Planning and Zoning Board of the City of Lake Butler, Florida, and the Local Planning Agency of Lake Butler, Florida, at a public hearing on May 21, 2024 at 6:00 p.m., or as soon thereafter as the matter can be heard in the City Commission Meeting Room, City Hall at 200 Southwest First Street, Lake Butler, Florida.

CPA 24-01, an application by Tomahawk Land II, LLC, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the future land use classification from RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) to COMMERCIAL for the property described, as follows:

A parcel of land lying in Section 29, Township 5 South, Range 20 East, Union County, Florida. Being more particularly described as follows: Commence at the Northeast corner of the South 1/2 of said Section 29; thence South 85°49'47" West 1,058.92 feet, along the North line of the South 1/2 of said Section 29 to the Westerly right-of-way line of State Road 121; thence South 37°14'02" West 34.68 feet, along the Westerly right-of-way line of said State Road 121, to the South right-of-way line of Northeast 107th Terrace and the Point of Beginning; thence South 37°14'02" West 1,555.64 feet, along the Westerly right-of-way line of said State Road 121; thence South 36°44'02" West 621.31 feet, continuing along the Westerly right-of-way line of said State Road 121 to a Point of Non Tangent Curve to the right; thence Southwesterly continuing, along the Westerly right-of-way line of said State Road 121, a distance of 555.06 feet as measured along the arc of a curve concave Northwesterly and having a radius of 1,876.86 feet, said arc being subtended by a chord having a bearing of South 54°56'12" West, and a distance of 553.04 feet, to a Point of Tangency; thence South 63°24'32" West 173.42 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence North 26°35'28" West 17.00 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence South 63°24'32" West 86.04 feet, continuing, along the Westerly right-of-way line of said State Road 121, to a Point of Curvature to the right; thence Southwesterly, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 216.40 feet as measured along the arc of a curve concave Northwesterly and having a radius of 553.11 feet, said arc being subtended by a chord having a bearing of South 74°37'02" West and a distance of 215.02 feet to a Point of Tangency; thence South 85°49'32" West, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 136.35 feet to a Point of Non Tangent Curve to the left and the North right-of-way line of State Road 100; thence Westerly, along the North right-of-way line of said State Road 100, a distance of 241.93 feet as measured along the arc of a curve concave Southerly and having a radius of 2,924.79 feet, said arc being subtended by a chord having a bearing of South 88°11'43" West and a distance of 241.86 feet to a Point of Tangency; thence South 85°49'32" West 75.41 feet, continuing, along the North right-of-way line of said State Road 100; thence North 02°22'16" West 202.29 feet to the South right-of-way line of Northeast 1st Street; thence North 85°36'47" East 459.70 feet, along the South right-of-way line of said Northeast 1st Street; thence North 02°24'28" West 1,858.41 feet to the North line of the South 1/2 of said Section 29; thence North

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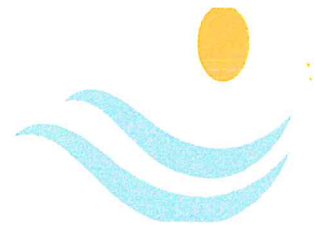
Containing 68.86 acres, more or less.

At the aforementioned public hearing, all interested parties may appear to be heard with respect to the amendment.

Copies of the amendment are available for public inspection at the Office of the City Manager, City Hall located at 200 Southwest First Street, Lake Butler, Florida, during regular business hours.

All persons are advised that if they decide to appeal any decision made at the above referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may contact the Office of the City Manager at 386.496.3401 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1.800.955.8770 (voice) or 1.800.955.8771 (TTY).



LAKE BUTLER
FLORIDA

Scenery, serenity and YOU!

May 2, 2024

TO: Union County Times
FROM: Kimberly Hayes, City Manager
SUBJECT: Application No. CPA 24-01 (Tomahawk Land II, LLC)
Notice of a Public Hearing
Before the City Commission
Concerning an Amendment to the
Future Land Use Plan Map of the Comprehensive Plan

Please find attached the above referenced public hearing notice to be published as a boxed advertisement, two columns wide with the title - **NOTICE OF LAND USE CHANGE** - to be at least 18 point in size, in the Union County Times on May 9, 2024.

**PLEASE INVOICE: CITY OF LAKE BUTLER
200 SOUTHWEST 1ST STREET
LAKE BUTLER, FL 32054-2016**

Subsequent to the publication of this notice, please send affidavits of proof of publications to:

KIMBERLY HAYES
CITY MANAGER
CITY OF LAKE BUTLER
200 SOUTHWEST 1ST STREET
LAKE BUTLER, FL 32054-2016

SCOTT R. KOONS, AICP
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Attachment

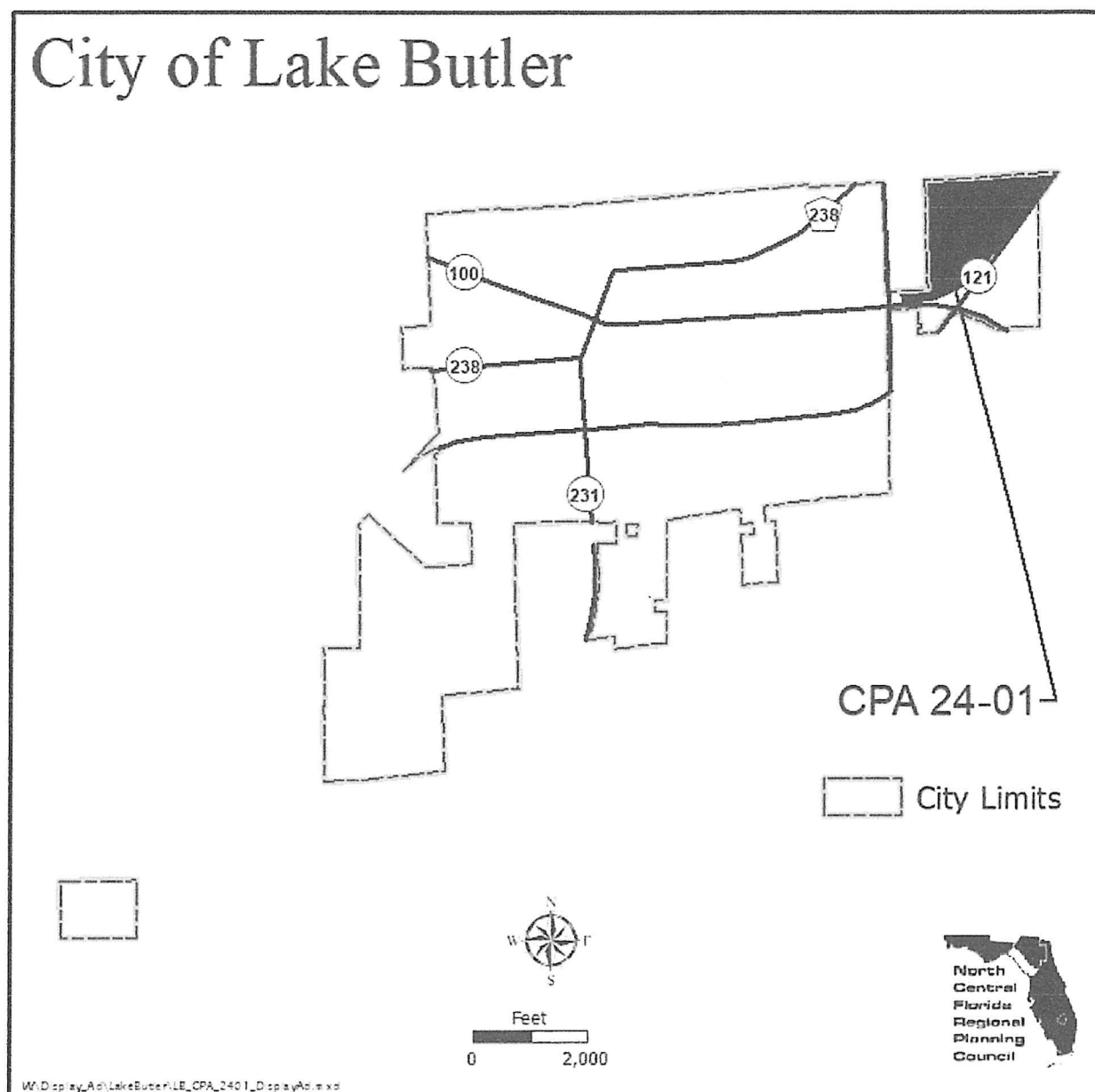
NOTICE OF LAND USE CHANGE

The City Commission of the City of Lake Butler, Florida proposes to regulate the use of land within the area shown on the map below, by amending Future Land Use Plan Map of the City of Lake Butler Comprehensive Plan, hereinafter referred to as the Comprehensive Plan, as follows:

CPA 24-01, an application by Tomahawk Land II, LLC, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the future land use classification from RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) to COMMERCIAL for the property described, as follows:

A parcel of land lying in Section 29, Township 5 South, Range 20 East, Union County, Florida. Being more particularly described as follows: Commence at the Northeast corner of the South 1/2 of said Section 29; thence South 85°49'47" West 1,058.92 feet, along the North line of the South 1/2 of said Section 29 to the Westerly right-of-way line of State Road 121; thence South 37°14'02" West 34.68 feet, along the Westerly right-of-way line of said State Road 121, to the South right-of-way line of Northeast 107th Terrace and the Point of Beginning; thence South 37°14'02" West 1,555.64 feet, along the Westerly right-of-way line of said State Road 121; thence South 36°44'02" West 621.31 feet, continuing along the Westerly right-of-way line of said State Road 121 to a Point of Non Tangent Curve to the right; thence Southwesterly continuing, along the Westerly right-of-way line of said State Road 121, a distance of 555.06 feet as measured along the arc of a curve concave Northwesterly and having a radius of 1,876.86 feet, said arc being subtended by a chord having a bearing of South 54°56'12" West, and a distance of 553.04 feet, to a Point of Tangency; thence South 63°24'32" West 173.42 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence North 26°35'28" West 17.00 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence South 63°24'32" West 86.04 feet, continuing, along the Westerly right-of-way line of said State Road 121, to a Point of Curvature to the right; thence Southwesterly, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 216.40 feet as measured along the arc of a curve concave Northwesterly and having a radius of 553.11 feet, said arc being subtended by a chord having a bearing of South 74°37'02" West and a distance of 215.02 feet to a Point of Tangency; thence South 85°49'32" West, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 136.35 feet to a Point of Non Tangent Curve to the left and the North right-of-way line of State Road 100; thence Westerly, along the North right-of-way line of said State Road 100, a distance of 241.93 feet as measured along the arc of a curve concave Southerly and having a radius of 2,924.79 feet, said arc being subtended by a chord having a bearing of South 88°11'43" West and a distance of 241.86 feet to a Point of Tangency; thence South 85°49'32" West 75.41 feet, continuing, along the North right-of-way line of said State Road 100; thence North 02°22'16" West 202.29 feet to the South right-of-way line of Northeast 1st Street; thence North 85°36'47" East 459.70 feet, along the South right-of-way line of said Northeast 1st Street; thence North 02°24'28" West 1,858.41 feet to the North line of the South 1/2 of said Section 29; thence North 85°49'47" East 1,639.35 feet, along the North line of the South 1/2 of said Section 29 to the South right-of-way line of said Northeast 107th Terrace; thence South 78°43'43" East 80.43 feet, along the South right-of-way line of said Northeast 107th Terrace; thence North 85°52'39" East 529.66 feet, along the South right-of-way line of said Northeast 107th Terrace; thence South 89°31'41" East 51.36 feet, along the South right-of-way line of said Northeast 107th Terrace to the Point of Beginning.

Containing 68.86 acres, more or less.



The first of two public hearings on the proposed amendment will be held on May 21, 2024 at 6:00 p.m., or as soon thereafter as the matter can be heard, in the City Commission Meeting Room, City Hall, located at 200 Southwest 1st Street, Lake Butler, Florida. The City Commission will hold the public hearing to consider the amendment, conduct a first reading of the ordinance adopting the amendment and consider transmittal of the amendment to the FloridaCommerce. The title of said ordinance reads, as follows:

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: 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. (#10)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to approve the first reading of Ordinance No. 2024-03. AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF LAKE BUTLER LAND DEVELOPMENT REGULATIONS, RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 24-01, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM RESIDENTIAL SINGLE FAMILY-1 (RSF-1) TO COMMERCIAL, INTENSIVE (C1) OF CERTAIN LANDS WITHING THE CORPORATE LIMITS 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

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE BUTLER LAND DEVELOPMENT REGULATIONS, RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 24-01, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM RESIDENTIAL, SINGLE FAMILY-1 (RSF-1) TO COMMERCIAL, INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE BUTLER, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

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

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

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the City Commission has been designated as the Planning and Zoning Board of the City of Lake Butler, Florida, hereinafter referred to as the Planning and Zoning Board;

WHEREAS, the City Commission has been designated as the Local Planning Agency of the City of Lake Butler, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Commission approval of said application for amendment, as described below;

WHEREAS, pursuant to Section 166.041, Florida Statutes, as amended, the City Commission, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the City Commission reviewed and considered all comments received during said public hearing, including the recommendation of the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below; and

WHEREAS, the City Commission has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, AND IN SESSION LAWFULLY ASSEMBLED, AS FOLLOWS:

Section 1. Pursuant to an application, Z 24-01, by Tomahawk Land II, LLC, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district on certain lands, the zoning district is hereby changed from RESIDENTIAL, SINGLE FAMILY-1 (RSF-1) to COMMERCIAL, INTENSIVE (CI) on the property described, as follows:

A parcel of land lying in Section 29, Township 5 South, Range 20 East, Union County, Florida. Being more particularly described as follows: Commence at the Northeast corner of the South 1/2 of said Section 29; thence South 85°49'47" West 1,058.92 feet, along the North line of the South 1/2 of said Section 29 to the Westerly right-of-way line of State Road 121; thence South 37°14'02" West 34.68 feet, along the Westerly right-of-way line of said State Road 121, to the South right-of-way line of Northeast 107th Terrace and the Point of Beginning; thence South 37°14'02" West 1,555.64 feet, along the Westerly right-of-way line of said State Road 121; thence South 36°44'02" West 621.31 feet, continuing along the Westerly right-of-way line of said State Road 121 to a Point of Non Tangent Curve to the right; thence Southwesterly continuing, along the Westerly right-of-way line of said State Road 121, a distance of 555.06 feet as measured along the arc of a curve concave Northwesterly and having a radius of 1,876.86 feet, said arc being subtended by a chord having a bearing of South 54°56'12" West, and a distance of 553.04 feet, to a Point of Tangency; thence South 63°24'32" West 173.42 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence North 26°35'28" West 17.00 feet, continuing, along the Westerly right-of-way line of said State Road 121; thence South 63°24'32" West 86.04 feet, continuing, along the Westerly right-of-way line of said State Road 121, to a Point of Curvature to the right; thence Southwesterly, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 216.40 feet as measured along the arc of a curve concave Northwesterly and having a radius of 553.11 feet, said arc being subtended by a chord having a bearing of South 74°37'02" West and a distance of 215.02 feet to a Point of Tangency; thence South 85°49'32" West, continuing, along the Westerly right-of-way line of said State Road 121, a distance of 136.35 feet to a Point of Non Tangent Curve to the left and the North right-of-way line of State Road 100; thence Westerly, along the North right-of-way line of said State Road 100, a distance of 241.93 feet as measured along the arc of a curve concave Southerly and having a radius of 2,924.79 feet, said arc being subtended by a chord having a bearing of South 88°11'43" West and a distance of 241.86 feet to a Point of Tangency; thence South 85°49'32" West 75.41 feet, continuing, along the North right-of-way line of said State Road 100; thence North 02°22'16" West 202.29 feet to the South right-of-way line of Northeast 1st Street; thence North 85°36'47" East 459.70 feet, along the South right-of-way line of said Northeast 1st Street; thence North 02°24'28" West 1,858.41 feet to the North line of the South 1/2 of said Section 29; thence North 85°49'47" East 1,639.35 feet, along the North line of the South 1/2 of said Section 29 to the South right-of-way line of said Northeast 107th Terrace; thence South 78°43'43" East 80.43 feet, along the South right-of-way line of said Northeast 107th Terrace; thence North 85°52'39" East 529.66 feet, along the South right-of-way line of said Northeast 107th Terrace; thence South 89°31'41" East 51.36 feet, along the South right-of-way line of said Northeast 107th Terrace to the Point of Beginning.

Containing 68.86 acres, more or less.

Section 2. 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 3. Conflict. All ordinances or portions of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

The effective date of this amendment, Z 24-01, to the Official Zoning Atlas shall be the same date as the effective date of Future Land Use Plan Map Amendment, CPA 24-01. If Future Land Use Plan Map Amendment, CPA 24-01, does not become effective, this amendment, Z 24-01 to the Official Zoning Atlas shall not become effective. No development orders, development permits or land uses dependent on this amendment, Z 24-01, to the Official Zoning Atlas may be issued or commence before it has become effective.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

The said ordinance was read for the first time by title only at the public meeting in special session duly assembled on the 21st day of May 2024, and placed on the agenda for final passage for the 16th day of July 2024.

Commissioner _____ moved that the said ordinance be passed at the regular meeting on 21st day of May 2024. Seconded by Commissioner _____.

So the said ordinance was read for the second time by title only and the vote for the adoption of the said ordinance was as follows:

YEAS: _____ NAYS: _____

ABSENT AND NOT VOTING: _____

This ordinance was declared duly adopted in regular session assembled on this _____ day of _____ 2024.

CITY COMMISSION OF THE
CITY OF LAKE BUTLER, FLORIDA

Attest:

Kimberly Hayes, City Clerk

David Stegall, Mayor

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: City of Lake Butler Monthly City Manager’s Report (#12)

DEPARTMENT: City Manager - City of Lake Butler

MOTION/ACTION: Discuss/Update from City Manager.

ASSOCIATED COST(S): N/A



Scenery, serenity and YOU!

Tuesday, May 21, 2024

Mayor Stegall and City Commission

RE: City Manager's Report

Topics of Discussion:

1. Update on the property located at 9422 SW SR 121 (former Public Works facility)
2. Discussion on trading Welch's property to County for property located beside Jackson's Building Supply.
3. Update on CyberSecurity & Policy. Current staff have completed the Cybersecurity Training:
Kim Hayes, Dave Mecusker, Michelle Evernden, Hayden Page, Elaine Hines, Michael Mallard, Hayden Whitehead & Christopher Griffis.
4. Update on Splash Park.
5. Update on City Logo change.

AGENDA ITEM INFORMATION SHEET

DATE: May 21, 2024

AGENDA ITEM: Resolution 2024-07 Preserving the historic Holding Cell. (#11)

DEPARTMENT: City of Lake Butler

MOTION/ACTION: Motion to adopt Resolution No. 2024-07 A RESOLUTION OF THE CITY COMMISSION OF LAKE BUTLER, FLORIDA PRESERVING THE HISTORIC HOLDING CELL.

To be read by title only.

ASSOCIATED COST(S): N/A

David B. Stegall
Mayor
dstegall@cityoflakebutler.com



Kimberly Hayes
City Manager
khayes@cityoflakebutler.com

State of Florida
County of Union

I, Kimberly Hayes, the duly appointed and authorized City Manager of the City of Lake Butler, Florida, a municipal corporation, do hereby certify that the foregoing document attached hereto is a true and correct copy of:

Resolution 2024-07

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the City of Lake Butler, Florida, on this 21st day of May 2024.



Kimberly Hayes, City Manager
City of Lake Butler

CITY COMMISSION RESOLUTION NO. 2024-07

**A RESOLUTION OF THE CITY COMMISSION OF LAKE BUTLER, FLORIDA,
PRESERVING THE HISTORIC HOLDING CELL.**

WHEREAS, the City Commission of Lake Butler, Florida, as the Local Planning Agency, is charged with the protection of all historic structures within its municipal limits; and:

WHEREAS, said Commission has determined that the Historic Holding Cell is a unique historic structure that is deserving of renovation and preservation for future generations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF LAKE BUTLER, FLORIDA, as follows:

Section 1.

Prisoners were temporarily incarcerated at the Historic Holding Cell before being transported to court proceedings in a region of the State that was originally St. John’s County but was later divided into Alachua, Union, Bradford, and Baker Counties.

Section 2.

The Lake Butler City Commission is submitting a grant application with the Florida Department of State, Division of Historic Resources, for the renovation and preservation of the Historic Holding Cell.

PASSED AND ORDAINED this 21st day of May 2024, by the City Commission of Lake Butler, Florida.

CITY OF LAKE BUTLER, FLORIDA

By: David Stegall, Mayor

Attest:

Approved as to Form:

Kimberly Hayes
City Manager

John E. Maines IV
City Attorney

AGENDA ITEM INFORMATION SHEET

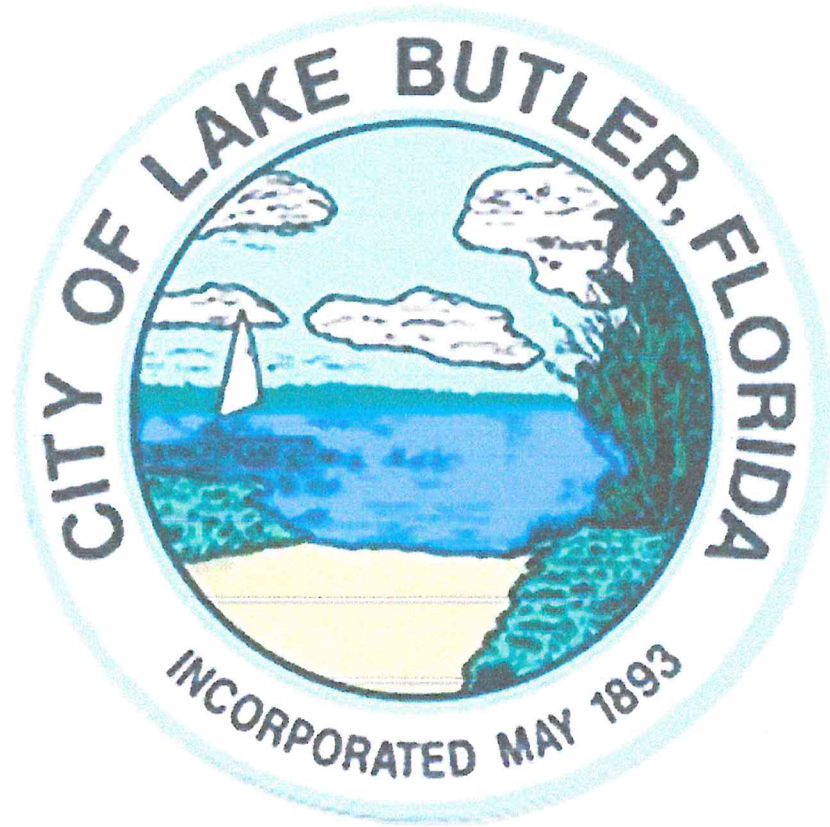
DATE: May 21, 2024

AGENDA ITEM: City of Lake Butler Monthly Financial Report for October 2023 – April
2024 (#13)

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 - April 30, 2024

David B. Stegall
Mayor
dstegall@cityoflakebutler.com



Kimberly Hayes
City Manager
khayes@cityoflakebutler.com

Tuesday, May 21, 2024

Mayor Stegall and City Commission

RE: Monthly Financial Report for period October 1, 2023 through April 30, 2024

Mayor Stegall and City Commissioners,

Attached is the unaudited financial report for period October 1, 2023 through April 30, 2024, seven (7) 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 Mecusker
Finance Director
City of Lake Butler, Florida



GENERAL FUND

Statement of Financial Position by Fund
April 30, 2024

	APR 30,2024	MAR 31,2024	FEB 29,2024
Assets			
10.000.000.10010 Cash in Bank General	533,182.84	475,003.47	607,957.78
10.000.000.10990 Undeposited Cash	6,539.63	6,539.63	6,236.13
10.000.000.15500 Prepaid Expenses	74.97	74.97	74.97
10.020.000.19999 DTDF	(32,476.75)	14,709.18	(14,835.78)
10.030.000.19999 DTDF	(47,134.41)	(26,066.43)	(43,096.67)
10.035.000.19999 DTDF	27,700.00	27,700.00	27,700.00
10.040.000.19999 DTDF	9,222.59	2,971.27	(12,247.53)
10.072.000.19999 DTDF	0.00	(53,876.00)	(53,876.00)
Total Assets	424,787.69	447,056.09	517,912.90
Liabilities and Net Assets			
10.000.000.20000 Accounts Payable	0.00	0.00	1,386.45
10.000.000.20201 FICA payable	0.02	0.02	0.02
10.000.000.20208 Retirement (EE FRS)	366.62	1,300.37	672.45
10.000.000.20209 Def Comp (EE ICMA)	390.01	910.01	1,230.01
10.000.000.20210 ICMA Loan	3,078.54	3,321.98	3,495.12
10.000.000.20220 Colonial	1,906.22	2,251.86	2,114.55
10.000.000.20221 AFLAC	174.30	176.98	181.00
10.000.000.20222 Liberty	3,233.65	3,605.63	3,472.34
10.000.000.22200 Payroll Liabilities	1,879.11	1,879.11	1,879.11
10.000.000.22210 Payroll Holding	(575.65)	14.28	(1,197.05)
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	(1,913.89)	(1,576.11)	(1,195.36)
Total Liabilities	8,313.93	11,659.13	11,813.64
Net Assets			
Beginning Net Assets	442,213.37	442,213.37	442,213.37
Change in Net Assets	(25,774.61)	(6,851.41)	63,850.89
Total Net Assets	416,438.76	435,361.96	506,064.26
Total Liabilities and Net Assets	424,752.69	447,021.09	517,877.90

Statement of Activity - MTD and YTD by Fund
April 30, 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	\$ 138,429.52	\$ 148,884.00	\$ (10,454.48)
10.312.000.44000 Local Option 4C	\$ 25,733.85	\$ 42,000.00	\$ (16,266.15)
10.312.000.46000 Local Option 1C	\$ 108,959.68	\$ 187,478.00	\$ (78,518.32)
10.313.000.41000 FPL - Franchise Fee	\$ 102,711.08	\$ 176,925.00	\$ (74,213.92)
10.314.000.41000 FPL - Electric Service Tax	\$ 26,926.29	\$ 55,000.00	\$ (28,073.71)
10.314.000.43200 Propane-Service	\$ 1,870.24	\$ 2,800.00	\$ (929.76)
10.315.000.43300 Communication Services	\$ 58,106.33	\$ 90,000.00	\$ (31,893.67)
10.316.000.44100 Occupational Lic	\$ 3,562.00	\$ 8,000.00	\$ (4,438.00)
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	\$ 18,463.57	\$ 35,000.00	\$ (16,536.43)
10.335.000.41400 Mobile Home Tax	\$ 713.87	\$ 1,200.00	\$ (486.13)
10.335.000.41500 Beverage License	\$ 851.63	\$ 1,200.00	\$ (348.37)
10.335.000.41800 Gov't. 1/2 cent sales tax	\$ 39,389.58	\$ 70,000.00	\$ (30,610.42)
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	\$ 4,000.00	\$ 2,500.00	\$ 1,500.00
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	\$ 21,000.00	\$ 42,000.00	\$ (21,000.00)
10.346.000.44000 Animal Control Fees	\$ 100.00	\$ 100.00	\$ -
10.362.000.42001 Community Center Rental	\$ 11,056.77	\$ 22,000.00	\$ (10,943.23)
10.362.000.43000 Townsend Green Building Rental	\$ 6,868.24	\$ 16,500.00	\$ (9,631.76)
10.369.000.41000 Interest Income	\$ 169.11	\$ 300.00	\$ (130.89)
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	\$	2,217.67	\$	2,500.00	\$	(282.33)
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	\$	25,412.81	\$	50,000.00	\$	(24,587.19)
10.382.000.41504 Woman's Club Main Street Beautification Project Donation	\$	9,221.86	\$	-	\$	9,221.86
Total Revenues	\$	710,220.78	\$	1,204,101.00	\$	(493,880.22)
Expenses						
City Commission						
10.000.511.51200 Salaries	\$	31,415.10	\$	54,500.00	\$	23,084.90
10.000.511.52100 FICA	\$	909.90	\$	4,185.00	\$	3,275.10
10.000.511.52110 Medicare	\$	1,040.56	\$	800.00	\$	(240.56)
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	\$	13,205.86	\$	32,000.00	\$	18,794.14
10.000.511.52500 Federal Unemployment Tax	\$	1,105.25	\$	500.00	\$	(605.25)
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	\$	231.96	\$	850.00	\$	618.04
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	\$	18,373.31	\$	37,878.00	\$	19,504.69
10.000.512.51202 Salaries Administration	\$	-	\$	20,800.00	\$	20,800.00
10.000.512.51204 Hospitalization Stipend	\$	2,215.46	\$	6,400.00	\$	4,184.54
10.000.512.51205 Salaries (OPS)	\$	307.50	\$	5,850.00	\$	5,542.50
10.000.512.52100 FICA	\$	2,546.40	\$	3,926.00	\$	1,379.60
10.000.512.52110 Medicare	\$	267.14	\$	919.00	\$	651.86
10.000.512.52200 Retirement	\$	5,984.11	\$	11,626.00	\$	5,641.89
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	\$	437.95	\$	650.00	\$	212.05
10.000.512.55100 Office Supplies	\$	184.61	\$	300.00	\$	115.39

10.000.512.55200 Operating Supplies
10.000.512.55400 Dues and Publications
Finance
10.000.513.51200 Salaries
10.000.513.51201 Overtime
10.000.513.51204 Hospitalization Stipend
10.000.513.52100 FICA
10.000.513.52110 Medicare
10.000.513.52200 Retirement
10.000.513.52300 Life Insurance
10.000.513.52400 Workers Comp
10.000.513.52500 Federal Unemployment Tax
10.000.513.53200 Contractual - Audit
10.000.513.53400 Contracted Services - TOCO
10.000.513.53404 Contracted Services - New River Technology LLC
10.000.513.53405 Contracted Services - Other
10.000.513.53406 Annual AccuFund Accounting Software Subscription
10.000.513.53407 Contracted Services (Website - Nathan)
10.000.513.54000 Travel
10.000.513.54110 Telephone
10.000.513.54111 Telephone Cell
10.000.513.54120 Postage
10.000.513.54130 Postage Machine Lease
10.000.513.54300 Utilities-City Hall
10.000.513.54510 Insurance - Liability
10.000.513.54515 Insurance - Building
10.000.513.54530 Insurance - Bond Liability
10.000.513.54600 Repairs and Maintenance
10.000.513.54910 Legal Advertising
10.000.513.54911 Advertising
10.000.513.55100 Office Supplies
10.000.513.55200 Operating supplies
10.000.513.55400 Dues and Publications
10.000.513.56400 Capital Outlay - Finance

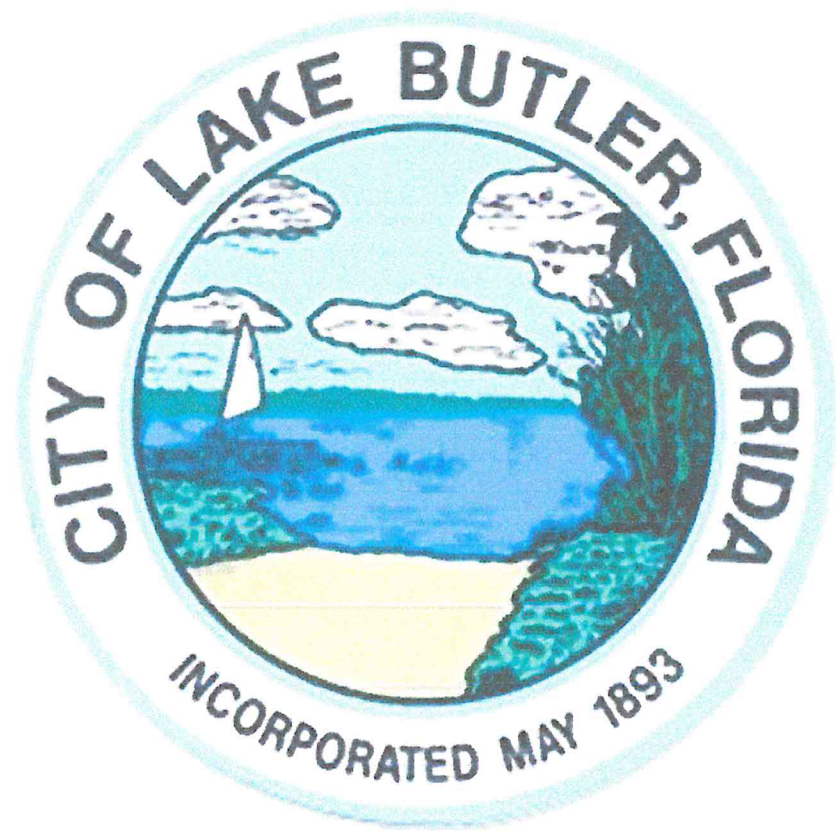
\$	1,486.04	\$	2,200.00	\$	713.96
\$	-	\$	400.00	\$	400.00
\$	19,296.46	\$	37,563.00	\$	18,266.54
\$	873.00	\$	-	\$	(873.00)
\$	3,692.29	\$	4,308.00	\$	615.71
\$	4,912.78	\$	2,211.00	\$	(2,701.78)
\$	310.31	\$	518.00	\$	207.69
\$	2,539.42	\$	3,035.00	\$	495.58
\$	-	\$	248.00	\$	248.00
\$	5,867.43	\$	3,912.00	\$	(1,955.43)
\$	4,798.09	\$	4,799.00	\$	0.91
\$	2,093.34	\$	40,404.00	\$	38,310.66
\$	11,250.00	\$	11,250.00	\$	-
\$	9,335.00	\$	14,610.00	\$	5,275.00
\$	11,220.00	\$	11,220.00	\$	-
\$	1,861.25	\$	1,862.00	\$	0.75
\$	3,400.00	\$	2,400.00	\$	(1,000.00)
\$	32.10	\$	500.00	\$	467.90
\$	3,302.03	\$	3,600.00	\$	297.97
\$	27.11	\$	20.00	\$	(7.11)
\$	1,098.67	\$	1,000.00	\$	(98.67)
\$	135.00	\$	500.00	\$	365.00
\$	4,053.58	\$	7,800.00	\$	3,746.42
\$	9,399.39	\$	12,534.00	\$	3,134.61
\$	3,443.74	\$	4,600.00	\$	1,156.26
\$	-	\$	150.00	\$	150.00
\$	-	\$	1,000.00	\$	1,000.00
\$	4,945.19	\$	7,700.00	\$	2,754.81
\$	645.60	\$	3,753.00	\$	3,107.40
\$	2,946.39	\$	2,000.00	\$	(946.39)
\$	4,839.85	\$	10,500.00	\$	5,660.15
\$	-	\$	500.00	\$	500.00
\$	-	\$	-	\$	-
\$	-	\$	-	\$	-

	2023	2022	2021	2020
Legal				
10.000.514.53102 Legal Services	\$ 44,516.86	\$ 83,700.00	\$ 39,183.14	
Planning and Zoning				
10.000.515.53102 Planning and Zoning Expense for NCFRPC Elections	\$ 5,250.00	\$ 7,000.00	\$ 1,750.00	
10.000.519.55200 Operating Expense	\$ -	\$ 5,000.00	\$ 5,000.00	
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	\$ 9,230.85	\$ 16,000.00	\$ 6,769.15	
10.000.523.52100 FICA	\$ 1,841.56	\$ 992.00	\$ (849.56)	
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	\$ 12,911.45	\$ 15,500.00	\$ 2,588.55	
10.000.529.52100 FICA	\$ 840.17	\$ 775.00	\$ (65.17)	
10.000.529.52110 Medicare	\$ 187.20	\$ 182.00	\$ (5.20)	
10.000.529.52200 Retirement	\$ 1,958.14	\$ 1,847.00	\$ (111.14)	
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	\$ -	\$ 1,000.00	\$ 1,000.00	
Public Works				
10.000.541.51200 Salaries	\$ 63,129.12	\$ 126,291.00	\$ 63,161.88	
10.000.541.51201 Overtime	\$ 894.17	\$ 2,500.00	\$ 1,605.83	
10.000.541.51203 On Call Salaries	\$ 1,859.03	\$ 3,332.00	\$ 1,472.97	
10.000.541.51204 Hospitalization Stipend	\$ 15,559.21	\$ 19,293.00	\$ 3,733.79	
10.000.541.52100 FICA	\$ 9,880.16	\$ 10,467.00	\$ 586.84	

10.000.541.52110 Medicare	\$	1,095.71	\$	2,198.00	\$	1,102.29
10.000.541.52200 Retirement	\$	12,318.08	\$	15,435.00	\$	3,116.92
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 Contractural Services	\$	-	\$	8,500.00	\$	8,500.00
10.000.541.54111 Telephone	\$	-	\$	200.00	\$	200.00
10.000.541.54310 Street Lights	\$	30,863.29	\$	52,500.00	\$	21,636.71
10.000.541.54330 Traffic Signals Electricity	\$	1,294.40	\$	2,400.00	\$	1,105.60
10.000.541.54520 Auto Insurance	\$	1,605.93	\$	3,000.00	\$	1,394.07
10.000.541.54600 Traffic Signal Maintenance	\$	-	\$	2,250.00	\$	2,250.00
10.000.541.54610 Public Works Building Maintenance	\$	8,923.78	\$	18,000.00	\$	9,076.22
10.000.541.55200 Operating	\$	3,792.56	\$	10,339.00	\$	6,546.44
10.000.541.55202 Safety Supplies	\$	99.18	\$	900.00	\$	800.82
10.000.541.55210 Vehicle Supplies	\$	2,457.98	\$	4,000.00	\$	1,542.02
10.000.541.55211 Fuel	\$	7,934.70	\$	14,000.00	\$	6,065.30
10.000.541.55220 Uniforms/Shoe Allowance	\$	847.65	\$	1,500.00	\$	652.35
10.000.541.55300 Street Maintenance	\$	9,040.18	\$	16,500.00	\$	7,459.82
10.000.541.55301 Street Repair	\$	370.89	\$	1,000.00	\$	629.11
10.000.541.56400 Capital Outlay	\$	11,166.35	\$	11,167.00	\$	0.65
10.000.541.56401 Board Restricted Expense for purchase of vehicles	\$	30,629.59	\$	46,400.00	\$	15,770.41
Animal Control						
10.000.562.55200 Operating Supplies	\$	450.00	\$	760.00	\$	310.00
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	\$	15,183.00	\$	18,974.00	\$	3,791.00
10.000.572.51204 Hospitalization Stipend	\$	4,307.66	\$	4,000.00	\$	(307.66)

10.000.572.51205 PT Salaries	\$	3,909.50	\$	5,096.00	\$	1,186.50
10.000.572.52100 FICA	\$	2,582.88	\$	1,394.00	\$	(1,188.88)
10.000.572.52110 Medicare	\$	300.40	\$	324.00	\$	23.60
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	\$	-
10.000.572.54110 Telephone	\$	3,509.78	\$	4,000.00	\$	490.22
10.000.572.54300 Utilities - Parks	\$	3,822.90	\$	5,000.00	\$	1,177.10
10.000.572.54301 Utilities - Westside Park	\$	-	\$	1,000.00	\$	1,000.00
10.000.572.54302 Utilities - Fletcher Myers Park	\$	-	\$	700.00	\$	700.00
10.000.572.54320 Utilities - Community Center	\$	531.25	\$	1,500.00	\$	968.75
10.000.572.54340 Utilities-Townsend Building	\$	1,530.78	\$	3,000.00	\$	1,469.22
10.000.572.54350 Utilities - Splash Park	\$	1,593.70	\$	2,800.00	\$	1,206.30
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	\$	4,835.65	\$	10,000.00	\$	5,164.35
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	\$	507.10	\$	2,000.00	\$	1,492.90
10.000.572.54621 Repairs & Maintenance - Townsend Green Building	\$	3,668.09	\$	8,000.00	\$	4,331.91
10.000.572.54622 Repairs & Maintenance - Splash Park	\$	1,476.58	\$	5,000.00	\$	3,523.42
10.000.572.54623 Repairs & Maintenance - City Hall	\$	1,078.66	\$	3,000.00	\$	1,921.34
10.000.572.54624 Repairs & Maintenance - Union Depot	\$	431.56	\$	1,000.00	\$	568.44
10.000.572.55200 Operating supplies	\$	5,202.68	\$	9,200.00	\$	3,997.32
10.000.572.55205 Clorine Supplies for Splash Park	\$	-	\$	1,600.00	\$	1,600.00
10.000.572.55206 Health Certificate for Splash Park	\$	-	\$	200.00	\$	200.00
10.000.572.55210 Vehicle supplies	\$	-	\$	200.00	\$	200.00
10.000.572.55211 Fuel	\$	843.48	\$	2,000.00	\$	1,156.52
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	\$	-	\$	6,000.00	\$	6,000.00
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 Deposit Refund-Union Depot	\$	657.71	\$	33.00	\$	(624.71)
10.000.572.58402 UCHD Playground Grant Transfer to Special Projects Fund EXPENSE	\$	50,000.00	\$	50,000.00	\$	-
Total Expenses	\$	735,995.39	\$	1,204,101.00	\$	468,105.61
Excess Revenue Over (Under) Expenditures	\$	(25,774.61)	\$	-	\$	(961,985.83)



WATER FUND

Statement of Financial Position by Fund
April 30, 2024

	<u>APR 30,2024</u>	<u>MAR 31,2024</u>	<u>FEB 29,2024</u>
Assets			
20.000.000.10010 Water Fund Checking	65,749.88	70,026.08	51,516.77
20.000.000.10990 Undeposited Cash	(122.36)	(1,270.90)	1,353.62
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	32,476.75	(14,709.18)	14,835.78
Total Assets	<u>1,343,526.25</u>	<u>1,299,467.98</u>	<u>1,313,128.15</u>
Liabilities and Net Assets			
20.000.000.20000 Accounts Payable	0.00	0.00	429.00
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	189,270.26	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>338,240.55</u>	<u>338,669.55</u>
Net Assets			
Beginning Net Assets	950,562.67	950,562.67	950,562.67
Change in Net Assets	<u>58,623.39</u>	<u>10,664.76</u>	<u>23,895.93</u>
Total Net Assets	<u>1,009,186.06</u>	<u>961,227.43</u>	<u>974,458.60</u>
Total Liabilities and Net Assets	<u>1,343,526.25</u>	<u>1,299,467.98</u>	<u>1,313,128.15</u>

Statement of Activity - MTD and YTD by Fund
April 30, 2024

	Y-T-D Actual	Y-T-D Budget	Variance
Revenues			
20.343.000.43099 Transfer from Wastewater Fund	\$ -	\$ 10,000.00	\$ (10,000.00)
20.343.000.43100 Water Use Charges	\$ 235,614.94	\$ 380,000.00	\$ (144,385.06)
20.343.000.43110 Tap and Connection	\$ -	\$ 5,000.00	\$ (5,000.00)
20.343.000.43120 Reconnection Fees	\$ 7,954.12	\$ 12,000.00	\$ (4,045.88)
20.343.000.43130 NSF Fees	\$ 33.95	\$ 100.00	\$ (66.05)
20.361.000.41000 Interest	\$ -	\$ 100.00	\$ (100.00)
20.369.000.41000 Miscellaneous	\$ -	\$ 250.00	\$ (250.00)
Total Revenues	\$ 243,603.01	\$ 407,450.00	\$ (163,846.99)
Expenses			
20.000.533.51200 Salaries	\$ 37,959.23	\$ 84,707.00	\$ 46,747.77
20.000.533.51201 Overtime Salaries	\$ 3,379.58	\$ 3,000.00	\$ (379.58)
20.000.533.51202 Admin Salaries	\$ 11,081.96	\$ 29,370.00	\$ 18,288.04
20.000.533.51203 On Call Salaries	\$ -	\$ 1,725.00	\$ 1,725.00
20.000.533.51204 Hospitalization Stipend	\$ 9,879.96	\$ 14,400.00	\$ 4,520.04
20.000.533.52100 FICA	\$ 8,674.41	\$ 8,206.00	\$ (468.41)
20.000.533.52110 Medicare	\$ 888.53	\$ 1,814.00	\$ 925.47
20.000.533.52200 Retirement	\$ 13,019.90	\$ 18,875.00	\$ 5,855.10
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	\$ 6,007.00	\$ 10,000.00	\$ 3,993.00
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
20.000.533.54110 Telephone	\$ 878.13	\$ 850.00	\$ (28.13)
20.000.533.54111 Telephone - employee	\$ 819.69	\$ 600.00	\$ (219.69)
20.000.533.54120 Postage	\$ 90.67	\$ 500.00	\$ 409.33

20.000.533.54340 Electricity - Utility Building	\$	722.26	\$	1,400.00	\$	677.74
20.000.533.54350 Electricity - Water Plant	\$	15,072.84	\$	31,000.00	\$	15,927.16
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	\$	3,895.00	\$	25,000.00	\$	21,105.00
20.000.533.54620 Maintenance - Water Lines	\$	12,917.78	\$	28,000.00	\$	15,082.22
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	\$	5,509.81	\$	17,775.00	\$	12,265.19
20.000.533.55205 Chlorine Supplies	\$	5,559.00	\$	18,000.00	\$	12,441.00
20.000.533.55210 Vehicle supplies	\$	-	\$	300.00	\$	300.00
20.000.533.55211 Fuel	\$	3,995.07	\$	7,200.00	\$	3,204.93
20.000.533.55220 Uniforms/Shoe Allowance	\$	67.15	\$	600.00	\$	532.85
20.000.533.55400 Dues & Subscriptions	\$	-	\$	500.00	\$	500.00
20.000.533.59162 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	\$	184,979.62	\$	407,450.00	\$	222,470.38
Excess Revenue Over (Under) Expenditures	\$	58,623.39	\$	-	\$	(386,317.37)



WASTEWATER FUND

Statement of Financial Position by Fund
April 30, 2024

	<u>APR 30,2024</u>	<u>MAR 31,2024</u>	<u>FEB 29,2024</u>
Assets			
30.000.000.10010 Waste Water Checking	225,627.55	209,726.14	146,278.89
30.000.000.10011 Utility Deposits Cash	85,725.35	84,626.07	84,352.89
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	70,433.04	70,430.16	70,427.18
30.000.000.10990 Undeposited Cash	178.50	(967.41)	(25,914.39)
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	47,134.41	26,066.43	43,096.67
Total Assets	<u>2,701,547.00</u>	<u>2,554,577.54</u>	<u>2,482,937.39</u>
Liabilities and Net Assets			
30.000.000.20000 Accounts Payable	4,901.00	4,901.00	5,540.30
30.000.000.20050 Deferred Outflows	(57,998.27)	(57,998.27)	(57,998.27)
30.000.000.20201 Utility Deposits Payable	85,865.35	84,916.07	84,642.89
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	411,300.00	411,300.00	411,300.00
WW630100			
Total Liabilities	<u>1,364,172.56</u>	<u>1,363,223.28</u>	<u>1,363,589.40</u>
Net Assets			
Beginning Net Assets	1,198,943.61	1,198,943.61	1,198,943.61
Change in Net Assets	138,430.83	(7,589.35)	(79,595.62)
Total Net Assets	<u>1,337,374.44</u>	<u>1,191,354.26</u>	<u>1,119,347.99</u>
Total Liabilities and Net Assets	<u>2,701,547.00</u>	<u>2,554,577.54</u>	<u>2,482,937.39</u>

Statement of Activity - MTD and YTD by Fund
April 30, 2024

	Y-T-D		Y-T-D		Variance
	Actual		Budget		
Revenues					
30.334.000.43500 Grant Revenue - Suwanee River WWTP Planning	\$ 428,700.00	\$	\$ 413,700.00	\$	\$ 15,000.00
30.343.000.45100 Wastewater Use Charges	\$ 427,935.60	\$	\$ 760,444.00	\$	\$ (332,508.40)
30.361.000.41000 Interest Income	\$ 1,090.35	\$	\$ 2,130.00	\$	\$ (1,039.65)
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	\$ 1,249,427.95	\$	\$ 1,622,976.00	\$	\$ (373,548.05)
Expenses					
30.000.535.51200 Salaries	\$ 49,458.29	\$	\$ 96,520.00	\$	\$ 47,061.71
30.000.535.51201 Salaries Overtime	\$ 6,175.72	\$	\$ 3,500.00	\$	\$ (2,675.72)
30.000.535.51202 Administrative Salaries	\$ 15,101.19	\$	\$ 51,997.00	\$	\$ 36,895.81
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	\$ 12,050.82	\$	\$ 5,740.00	\$	\$ (6,310.82)
30.000.535.52110 Medicare	\$ 1,151.91	\$	\$ 2,361.00	\$	\$ 1,209.09
30.000.535.52200 Retirement	\$ 17,486.70	\$	\$ 27,092.00	\$	\$ 9,605.30
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	\$ 6,979.00	\$	\$ 12,000.00	\$	\$ 5,021.00
30.000.535.53200 Audit	\$ 3,093.32	\$	\$ 13,744.00	\$	\$ 10,650.68
30.000.535.53300 Contractual Operator	\$ 11,850.00	\$	\$ 32,825.00	\$	\$ 20,975.00
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
30.000.535.54110 Telephone	\$	1,904.08	\$	2,000.00	\$	95.92
30.000.535.54111 Telephone - employee	\$	1,133.59	\$	1,840.00	\$	706.41
30.000.535.54120 Postage	\$	90.66	\$	1,500.00	\$	1,409.34
30.000.535.54310 Electricity - Lift Station	\$	11,724.90	\$	19,364.00	\$	7,639.10
30.000.535.54320 Electricity - Treatment Plant	\$	43,491.99	\$	97,160.00	\$	53,668.01
30.000.535.54330 Electricity - Sprayfield	\$	8,062.13	\$	17,000.00	\$	8,937.87
30.000.535.54340 Electricity - Utility Building	\$	722.18	\$	1,150.00	\$	427.82
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	\$	30,465.24	\$	28,500.00	\$	(1,965.24)
30.000.535.54620 Maintenance - Wastewater Lines	\$	20,752.25	\$	43,642.00	\$	22,889.75
30.000.535.54630 Maintenance - Wastewater Treatment Plant	\$	5,817.78	\$	20,000.00	\$	14,182.22
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	\$	329,600.00	\$	329,600.00	\$	-
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	\$	7,103.41	\$	12,175.00	\$	5,071.59
30.000.535.55201 Safety Supplies	\$	29.98	\$	500.00	\$	470.02
30.000.535.55205 Chlorine Supplies	\$	13,319.25	\$	16,700.00	\$	3,380.75
30.000.535.55210 Vehicle supplies	\$	728.64	\$	2,500.00	\$	1,771.36
30.000.535.55211 Fuel	\$	4,183.48	\$	9,000.00	\$	4,816.52
30.000.535.55220 Uniforms/Shoe Allowance	\$	367.15	\$	600.00	\$	232.85
30.000.535.56400 Capital Outlay	\$	-	\$	26,680.00	\$	26,680.00
30.000.535.59120 TRACTOR MOWER BANK LOAN PRINCIPAL EXPENSE	\$	10,383.59	\$	17,476.00	\$	7,092.41
30.000.535.59121 TRACTOR MOWER BANK LOAN INTEREST EXPENSE	\$	936.08	\$	1,724.00	\$	787.92
30.000.535.59130 1998 Bond Interest	\$	-	\$	30,555.00	\$	30,555.00
30.000.535.59131 WWTP 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>1,110,997.12</u>	\$	<u>1,622,976.00</u>	\$	<u>511,978.88</u>
Excess Revenue Over (Under) Expenditures	\$	<u>138,430.83</u>	\$	<u>-</u>	\$	<u>(885,526.93)</u>



SPECIAL PROJECTS FUND

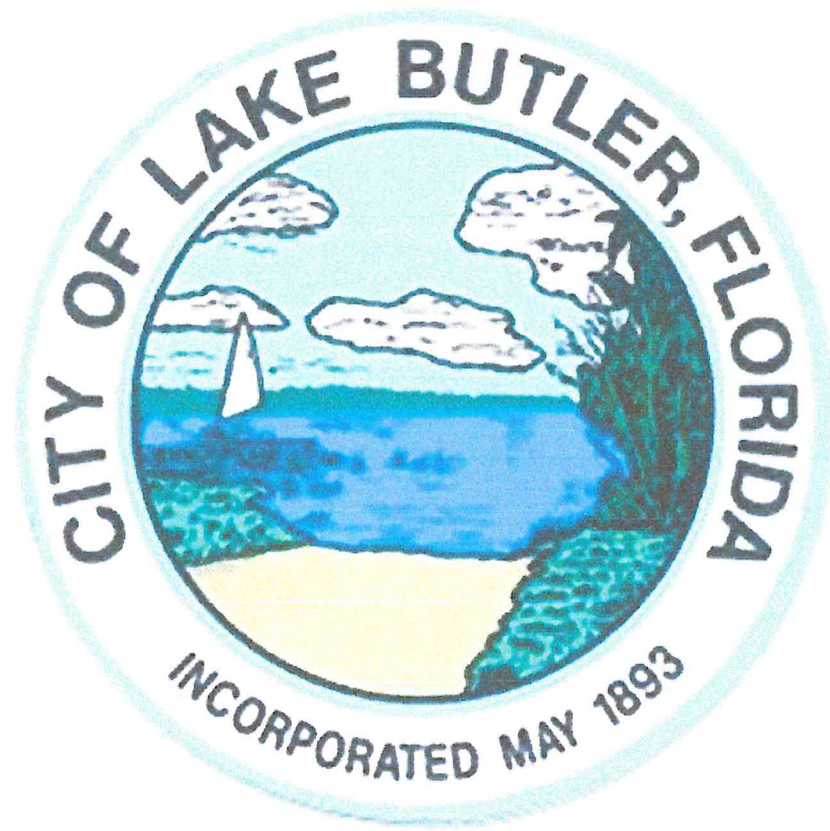
Statement of Financial Position by Fund
April 30, 2024

	APR 30,2024	MAR 31,2024	FEB 29,2024
Assets			
35.000.000.10010 Special Fund Checking	7,739.52	7,739.52	25,457.82
Total Assets	7,739.52	7,739.52	25,457.82
Liabilities and Net Assets			
Total Liabilities	0.00	0.00	0.00
Net Assets			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	7,739.52	7,739.52	25,457.82
Total Net Assets	7,739.52	7,739.52	25,457.82
Total Liabilities and Net Assets	7,739.52	7,739.52	25,457.82

Statement of Activity - MTD and YTD by Fund

April 30, 2024

	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	
<u>Revenues</u>			
35.334.000.43500 UCHD Grant Revenue-HandiCap Equip.	50,000.00	50,000.00	0.00
35.369.000.41000 Unallocated Fund Balance	100.00	100.00	0.00
Total Revenues	50,100.00	50,100.00	0.00
<u>Expenses</u>			
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	42,360.48	50,100.00	7,739.52
Excess Revenue Over (Under) Expenditures	7,739.52	0.00	(7,739.52)



SOLID WASTE FUND

Statement of Financial Position by Fund
April 30, 2024

	<u>APR 30,2024</u>	<u>MAR 31,2024</u>	<u>FEB 29,2024</u>
Assets			
40.000.000.10010 Solid Waste Checking	182,747.61	246,081.93	182,889.91
40.000.000.10990 Undeposited Cash	92.40	(749.50)	557.99
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	9,222.59	(2,971.27)	12,247.53
Total Assets	<u>156,438.75</u>	<u>260,613.31</u>	<u>213,947.58</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	12,393.19	12,393.19	12,393.19
Net Assets			
Beginning Net Assets	186,298.21	186,298.21	186,298.21
Change in Net Assets	(42,252.65)	61,921.91	15,256.18
Total Net Assets	144,045.56	248,220.12	201,554.39
Total Liabilities and Net Assets	<u>156,438.75</u>	<u>260,613.31</u>	<u>213,947.58</u>

Statement of Activity - MTD and YTD by Fund
April 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Revenues</u>			
40.343.000.44000 Solid Waste Charges	\$ 149,816.38	\$ 255,566.00	\$ (105,749.62)
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>\$ 203,692.38</u>	<u>\$ 356,442.00</u>	<u>\$ (152,749.62)</u>
<u>Expenses</u>			
40.000.534.51200 Salaries	\$ 10,642.58	\$ 15,767.00	\$ 5,124.42
40.000.534.51201 Overtime	\$ 872.99	\$ -	\$ (872.99)
40.000.534.51202 Administrative Salaries	\$ 5,749.99	\$ 21,059.00	\$ 15,309.01
40.000.534.51204 Hospitalization Stipend	\$ 3,138.52	\$ 4,493.00	\$ 1,354.48
40.000.534.52100 FICA	\$ 3,499.56	\$ 2,036.00	\$ (1,463.56)
40.000.534.52110 Medicare	\$ 266.83	\$ 477.00	\$ 210.17
40.000.534.52200 Retirement	\$ 3,868.25	\$ 5,573.00	\$ 1,704.75
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	\$ 116,270.31	\$ 199,872.00	\$ 83,601.69
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>\$ 245,945.03</u>	<u>\$ 356,442.00</u>	<u>\$ 110,496.97</u>
Excess Revenue Over (Under) Expenditures	\$ (42,252.65)	\$ -	\$ (263,246.59)



REDEVELOPMENT FUND

Statement of Financial Position by Fund
April 30, 2024

	APR 30,2024	MAR 31,2024	FEB 29,2024
Assets			
65.000.000.10165 Redevloppement Co	15,882.10	15,356.29	15,580.62
Total Assets	15,882.10	15,356.29	15,580.62
Liabilities and Net Assets			
Total Liabilities	0.00	0.00	0.00
Net Assets			
Beginning Net Assets	(9,814.99)	(9,814.99)	(9,814.99)
Change in Net Assets	25,697.09	25,171.28	25,395.61
Total Net Assets	15,882.10	15,356.29	15,580.62
Total Liabilities and Net Assets	15,882.10	15,356.29	15,580.62

Statement of Activity - MTD and YTD by Fund
April 30, 2024

	Y-T-D Actual	Y-T-D Budget	Variance
Revenues			
65.311.000.41001 Ad Valorem County	\$ 26,153.80	\$ 26,154.00	\$ (0.20)
65.361.000.41100 Interest Income	\$ 3.13	\$ 4.00	\$ (0.87)
Total Revenues	\$ 26,156.93	\$ 26,158.00	\$ (1.07)
Expenses			
65.000.580.53200 Audit	\$ 459.84	\$ 1,500.00	\$ 1,040.16
65.000.581.53210 Downtown Revvelopment Annual Fees	\$ -	\$ 670.00	\$ 670.00
65.000.581.54630 Downtown Improvements	\$ -	\$ 23,988.00	\$ 23,988.00
Total Expenses	\$ 459.84	\$ 26,158.00	\$ 25,698.16
Excess Revenue Over (Under) Expenditures	\$ 25,697.09	\$ -	\$ (25,699.23)



STREET RESERVE FUND

Statement of Financial Position by Fund
April 30, 2024

	APR 30,2024	MAR 31,2024	FEB 29,2024
Assets			
72.000.000.10001 Street Reserves	189,207.75	236,198.59	182,312.59
72.010.000.19999 DTDF	0.00	53,876.00	53,876.00
Total Assets	189,207.75	290,074.59	236,188.59
Liabilities and Net Assets			
Total Liabilities	0	0	0
Net Assets			
Beginning Net Assets	236,150.23	236,150.23	236,150.23
Change in Net Assets	(46,942.48)	53,924.36	38.36
Total Net Assets	189,207.75	290,074.59	236,188.59
Total Liabilities and Net Assets	189,207.75	290,074.59	236,188.59

Statement of Activity - MTD and YTD by Fund
April 30, 2024

	Y-T-D Actual	Y-T-D Budget	Variance
<u>Revenues</u>			
72.361.000.41100 Interest Income	\$ 57.52	\$ 120.00	\$ (62.48)
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>\$ 53,933.52</u>	<u>\$ 154,872.00</u>	<u>\$ (100,938.48)</u>
<u>Expenses</u>			
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>\$ (46,942.48)</u>	<u>\$ -</u>	<u>\$ (154,934.48)</u>