



## CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

October 15, 2024

6:15PM

City Hall Lake Butler

200SW 1<sup>st</sup> Street

Lake Butler, Florida 32054

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### AGENDA

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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. **Approval of The Agenda Format.**

a. Motion to approve the agenda format.

3. **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.

4. **Approval of Consent Agenda**

- Meeting Minutes from 9-17-2024
- Code Enforcement Report September 2024.
- September 2024 WEX Invoice, activity report, and vehicle logs
- Animal Control Logs for September 2024.

5. **Motion to approve Agreement between The State of Florida, Department of State and City of Lake Butler for **Grant 24.h.sc.100.002** – Townsend Building Rehabilitation Grant.**

6. **Motion to approve Agreement between The City of Lake Butler, - Infrastructure Consulting Engineers (ICE) a South Carolina Corporation and Andy Easton & ASSOCIATES FOR Civil Engineering Services to the City of Lake Butler for the historic preservation of the Townsend Building. **Grant 24.h.sc.100.002.****

7. **Discussion and Motion to approve guidelines for how far in advance does the city want to allow for the renting of the Community Center and Townsend Green Building.**





8. Motion to adopt Ordinance No. 2024-06 and for the second reading (reference CPA 24-02 Change in Land Use) **To be read by title only.**
9. Motion to adopt Ordinance No. 2024-07 and for the second reading (reference Z 24-02 Rezoning) **To be read by title only.**
10. Discussion of the rezoning of a section of The City of Lake Butler from RSF-1 to RSF/MH-1— Requested by Vice Mayor Rondoll Huggins regarding a personal matter concerning his mother, Geneva Huggins-Washington and the rezoning of her property.
11. City Manager Reports - City Manager, Kimberly Hayes
12. Reports from Finance Department – Dave Mecusker
13. Report of City Attorney – John Maines
14. Comments or Remarks by Commission
  - Commissioner Sirmones
  - Commissioner Stephenson
  - Commissioner Redman
  - Vice Mayor Huggins
  - Mayor Hendrix
15. Meeting Adjournment



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**CONSENT AGENDA ITEM:** Minutes from Regular City Commission Meeting on  
September 17, 2024. (#4A)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to approve Meeting Minutes for September 17, 2024.

**ASSOCIATED COST(S):** N/A



## CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

September 17, 2024

6:00PM

City Hall Lake Butler

200SW 1<sup>st</sup> Street

Lake Butler, Florida 32054

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### MEETING MINUTES - AGENDA

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

##### a. Admin Content

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

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

In Attendance:

City Commission – Commissioner Redman, Commissioner Stephenson, Mayor Hendrix, Vice Mayor Huggins, Commissioner Sirmones

City Staff – City Attorney Maines, City Manager Hayes, Finance Director Mecusker, Administrative Assistant Evernden.

Opening Prayer was led by Commissioner Redman.

Pledge of Allegiance was led by Mayor Hendrix.

#### 2. Approval of The Agenda Format.

##### a. Motion to approve the agenda format.

A motion to approve the Agenda Format was made by Commissioner Redman.

Motion seconded by Commissioner Stephenson. Unanimous approval.

#### 3. Public Comments

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

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

Citizen Cindy North 291 East 1<sup>st</sup> Avenue Lake Butler, Florida 32054 and she stated that she is here to present to the board the property beside her is grown up and she has complained to the Code Enforcement and The City, and nothing is being done and she is fed up. Mayor Hendrix explained to Ms. North that the city has not had issues with non-responsive residents and they were going to have to get the Magistrate involved and right now because it has been so long since something like this has occurred that the city has to get the Magistrate contract renewed. Mayor Hendrix assured Ms. North the city is working on getting this resolved.

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#### 4. Approval of Consent Agenda



- A. Meeting Minutes from 8-20-2024
- B. Code Enforcement Report August 2024.
- C. August 2024 WEX Invoice, activity report, and vehicle logs
- D. Animal Control Logs for August 2024.

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

5. Motion to approve the first reading of Ordinance No. 2024-06 (reference CPA 24-02 Change in Land Use) **To be read by title only.**

Motion to approve Ordinance No. 2024-06 (reference CPA 24-02 Change in land use) to be read by title only, read by City Attorney Mr. Maines was made by Commissioner Redman. Seconded by Commissioner Sirmones, all in favor, the motion passed unanimously.

6. Motion to approve the first reading of Ordinance No. 2024-07 (reference Z 24-02 Rezoning) **To be read by title only.**

Motion to approve Ordinance No. 2024-07 (reference Z 24-02 Rezoning) to be read by title only, read by City Attorney Mr. Maines was made by Vice Mayor Huggins. Seconded by Commissioner Redman, all in favor, the motion passed unanimously.

7. Motion to approve Agreement between the City of Lake Butler and North Central Florida Regional Planning Council for Fiscal Year 2025 Local Government Comprehensive Planning Services.

A motion to approve the agreement with North Central Florida Regional Planning Council for Fiscal Year 2025 was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

8. Proclamation for American Pharmacists Month October 2024 presented to William Garst on behalf of Pharmacists.

Mayor Hendrix read The Proclamation for American Pharmacists Month October 2024, and she presented the signed Proclamation to William Garst and Dr. Jeff Cousel. William Garst and Dr. Cousel spoke with the board, shared some statistics and thanked the board for their support.

9. Discussion about restricted funds and the Commissioners un-restricting these funds to be utilized.

Mayor Hendrix explained these are the funds from selling the Suburban and vans what is left which is around \$31,000. The board questioned what the funds would be utilized for, and City Manager Hayes stated that these funds would be utilized to get mowers for Public Works. Commissioner Stephenson questioned how much the amount in the restricted funds is. City Attorney Maines stated that there are other restricted funds and this vote does not effect those funds just the funds unrestricted today as clarified above.

A motion to approve the un-restrict the restricted funds was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

10. City Manager Reports - City Manager, Kimberly Hayes

City Manager Hayes asked the Board for a date and theme for the Christmas Parade. The board discussed and agreed that December 14<sup>th</sup> at 6:00 pm and the theme was agreed upon to be Disney. A back-up date was agreed upon to be December 21<sup>st</sup>.

City Manager Hayes asked the Board for a date and time for Trick-or-Treat and the board discussed and agreed to Thursday, October 31<sup>st</sup> from 6pm-8pm for the City of



Lake Butler. Anyone participating in Trick-or-Treat will need to have their lights on.

A motion to approve the date and theme of the Christmas Parade and Trick-or-Treat was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

**11. Reports from Finance Department – Dave Mecusker**

Finance Director Mecusker discussed the attachments to the agenda and where we are in the yearly financial reports. Finance Director Mecusker told the board if they have any questions to feel free to come by his office and he would go over any questions with them.

A motion to approve the Monthly Financial Report for October 2023 – August 2024 was made by Commissioner Sirmones. Motion seconded by Commissioner Redman. Unanimous approval. Motion carried.

**12. Report of City Attorney – John Maines**

Nothing to Report.

**13. Comments or Remarks by Commission**

- **Commissioner Sirmones**  
Nothing to Report.
- **Commissioner Stephenson**  
Wanted to know where we were at with the cell phone tower project and Mayor Hendrix stated that she and the City Manager are still working on that gathering information and researching the companies. Commissioner Stephenson stated that in the past he had heard where they can put cell phone antennas on water towers and that may be something the city could investigate.
- **Commissioner Redman**  
Nothing to Report.
- **Vice Mayor Huggins**  
Nothing to Report.
- **Mayor Hendrix**  
Wants to thank the board and employees with the storm, clean-up, audits and so many other issues going on and what a great job everyone is doing. Thanked everyone for everything they do.

**14. Meeting Adjournment**

A motion to adjourn the meeting was made by Commissioner Redman. Motion seconded by Vice Mayor Huggins. Unanimous approval. Motion carried.

Meeting Adjourned at 6:41 pm.

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CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**CONSENT AGENDA ITEM:** Code Enforcement Report September 2024. (#4B)

**DEPARTMENT:** City of Lake Butler – Code Enforcement.

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

**ASSOCIATED COST(S):** N/A

# CITY OF LAKE BUTLER

## Code Enforcement

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

October 8, 2024

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

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
1. September 2024	Beautification Issue 115 N.E. 3rd Street **Repeat Issue**	Received Code Enforcement Complaint Form from City Hall by Cindy North reference un- mowed and overgrowth on 115 N.E. 3rd Street. Property owner lives in Gainesville. Mailed 2 letters to him on 9/21/23 (one to business address and one to home address). See Attached Complaint and Letters.
	<b>CONTINUED:</b> <b>Aug 2024:</b> Spoke to com- plaint—gave addition advise. More update in Sept.	<b>April 2024—On 4/24/24</b> Mailed TWO more letters to property owner with URGENT! Property Owner received letters and contacted City Hall. Rein- spected 4/30 and property is still not under compliance. I followed up with original com- plainant and informed her of update. **See Attached Letters
	<b>Sept 2024:</b> September 5 mailed 2 more letters to Mr. Johary (office and residence). Urging again the need to mow property. Also speak to original complainant again about issue. Gave advise what to do. *See attached letters Working on a contract with a new Magistrate to proceed.	<b>May 2024—Mr. Johary con-</b> tacted the City and the City ex- plained to him again his need to comply and there is no contact still in existence between the city and him and sent proof. I followed up with an email to him on May 30, 2024 with NO response. See attached Email. <b>June/July 2024—Still no up-</b> date:

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
2. August 2, 2024 — September 2024	Multiple Violations of Right-of-Way 415 S.E. 6th Avenue Westley Watts Residence	<p>This has been an on-going issue of Mr. Watt's running a home-business from 415 S.E. 6th Avenue. Neighbors have tried to work with Mr. Watts in the past. Numerous complaints reported to city hall. Made personal contact with Mr. Watts at his residence. Witnessed 3 motor vehicles in various degree of disrepair and 2 motorcycles blocking the road and right-of-way. Placed a UCSO Green Tag on the 3 motor vehicles. <b>Photos taken of all violations.</b> Gave until Monday, August 5 (by statute and violation) to remove all the vehicles from right-of-way and edge of roadway or they would be towed. Explained those in the roadway could be towed immediately. Mr. Watts started moving vehicles to comply while I was still present. Warning given to Mr. Watts. Updated City Manager. Reinspected twice on 8/5/24 with no violations. Reinspected daily from 8/5 to 8/9/24 with no further violations at this time. Will continue to monitor.</p> <p><b>Sept 2024 Update:</b> Reinspected numerous times throughout month and remains in compliance. Will continue to inspect and monitor.</p>

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
3. August 23, 2024	Container Storage Unit Ordinance Violation Behind Sunrise Food Mart	8/23/24 sent word to owner of the violation. Owner inherited the container decades ago when he purchased the property. Was unaware of current violation and will work to have it removed. Sept 2024: Still working on issue. Mailing letter to property owner will be next.
4. September 5, 2024	Beautification Ordinance Violation 480 S. Lake Avenue	Received complaint from City Hall. Started working on letter on 9/5/24. Mailed letter *See Attached on 9/5/24. Same day property owner started mowing property.
5. September 20, 2024	F.S.S.119 Florida Public Records response	Received email forwarded from city hall reference answering public records request on any code enforcement activities at 10 E. Main Street. Answered request on 9/20/24 (same day).

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<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
6. September 2024	Received Code Enforcement to work on letter to business owning Retention Ponds. Research current L.D.R. and City Ordinances. Working on inspecting all properties and writing letter to mail to each of the property owners.	

**During the month of September 2024**

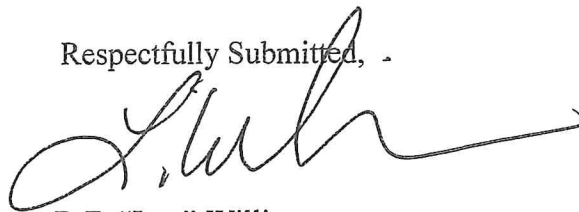
Part-time Code Enforcement Officer spent approximately:

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

**22 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, -

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

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

## Union Sheriff

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**From:** Union Sheriff  
**Sent:** Friday, September 20, 2024 4:11 PM  
**To:** client.analyst1@unrecordedliens.com  
**Cc:** Hayden Page; ehines@cityoflakebutler.com  
**Subject:** RESPONSE: Research Request for Real Estate Closing - 10 E Main St, Lake Butler, FL 32054  
**Attachments:** Research Request for Real Estate Closing - 10 E Main St, Lake Butler, FL 32054  
**Importance:** High

### Florida Municipal Lien Search:

I am in receipt of your public records request on any code violations, code enforcement issues, etc.  
There are NO code violations or code enforcement related issues concerning the property at 10 E. Main Street, Lake Butler, FL.

Thanks for checking with us.  
Capt. Lyn Williams  
Code Enforcement  
City of Lake Butler

**From:** Hayden Page <hpage@cityoflakebutler.com>  
**Sent:** Friday, September 20, 2024 3:33 PM  
**To:** Union Sheriff <sheriff@unionsheriff.us>  
**Cc:** Elaine Hines <ehines@cityoflakebutler.com>  
**Subject:** FW: Research Request for Real Estate Closing - 10 E Main St, Lake Butler, FL 32054  
**Importance:** High

Lyn,

Please advise with this real estate closing research request for code enforcement violations for 10 E Main Street (Old McLeod barber shop).

THANK YOU!

*Mr. Hayden P. Page*

Accounts Receivable Clerk & Planning and Zoning Administrator  
City of Lake Butler  
200 SW 1<sup>st</sup> Street  
Lake Butler, Florida 32054  
386-496-3401 Main  
386-984-6847 Direct

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In-Office Hours: Monday – Friday 8:00AM – 5:00PM (Lunch 1pm-2pm)  
[City of Lake Butler \(municreative.com\)](http://CityofLakeButler.com/municreative.com)

# CITY OF LAKE BUTLER

## Code Enforcement

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

September 5, 2024

Mr. Michael E. Wlodarczyk  
480 S. Lake Avenue  
Lake Butler, FL. 32054

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 502 S.W. 13<sup>th</sup> Street, Lake Butler, FL.,  
Parcel No. 31-05-20-25-000-0110-0 (2549)

**Complainant states property is unmowed and visible trash and is in violation of the above city ordinance.**

In accordance with Sec. 26-55, the owner shall achieve compliance within 15 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.

Lyn Williams  
City of Lake Butler  
Code Enforcement



## Union County Property Appraiser

Bruce D. Dukes | Lake Butler, Florida | 386-496-3431

**PARCEL: 31-05-20-20-011-0011-1 (1655) HX HB | SINGLE FAMILY (0100) | 0.462 AC**

S1/2 OF BLK 11, TOWNSEND'S ADD (LAGERGREEN) AS PER PB 1, P 8

**WLODAREZYK MICHAEL E**

### 2024 Working Values

Owner: 480 S LAKE AVENUE  
LAKE BUTLER, FL 32054

Mkt Lnd	\$20,150	Appraised	\$126,131
Ag Lnd	\$0	Assessed	\$96,080
Bldg	\$104,651	Exempt	\$50,000
XFOB	\$1,330	county:	\$46,080
Just	\$126,131	city:	\$46,080
		other:	\$0
		school:	\$71,080

Site: 480 SOUTH LAKE AVENUE, LAKE  
BUTLER

Sales	10/6/2017	\$105,000	1 (U)
Info	9/19/2014	\$100	1 (U)
	7/21/2003	\$0	1 (U)

### NOTES:

Union County, FL



The information presented on this website was derived from data which was compiled by the Union County Property Appraiser solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. The GIS Map image is not a survey and shall not be used in a Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. This website was last updated: 8/29/2024 and may not reflect the data currently on file at our office.

GrizzlyLogic.com

CITY OF LAKE BUTLER  
200 S.W. 1st STREET  
LAKE BUTLER, FL. 32054



CODE ENFORCEMENT COMPLAINT FORM

\*\*\*This form, upon submittal, is a public record available for review by the public\*\*\*

COMPLAINANT INFORMATION

NAME: Kimberly Hayes DATE: 9-4-24  
ADDRESS: 200 SW 28th Street CITY: L.B STATE: FL ZIP: 32054  
EMAIL: Khayes@cityoflakebutler.com PHONE: 904-796-9385

VIOLATION INFORMATION

NAME: Michael WLODARCZYK  
ADDRESS: 480 S Lake Ave  
CITY: Lake Butler  
DESCRIBE THE ALLEGED VIOLATION:

High grass  
garbage

RESIDENT AFFIRMATION

I swear the above statements and allegations are true and correct to the best of my knowledge and belief.

Signature

Printed Name

Date

*Please note that Section 166.0413, Florida Statutes prohibits local governments from investigating anonymous code compliance complaints, and further prohibits code compliance officers from initiating a potential violation investigation stemming from an anonymous complaint.*

*An individual MUST provide their name and address prior to an investigation occurring.*

Return to: CITY OF LAKE BUTLER, 200 S.W. 1st STREET, LAKE BUTLER, FL. 32054



# CITY OF LAKE BUTLER

## Code Enforcement

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

\*Please!  
Mow!  
Lots of  
Complaints  
We will have  
to proceed  
w/ legal  
action

September 5, 2024

Edwin Johary  
2015 N.W. 27<sup>th</sup> Street  
Gainesville, FL. 32605

\*\*\*FINAL NOTICE\*\*\*  
\*\*\*REPEAT VIOLATION\*\*\*

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.*"

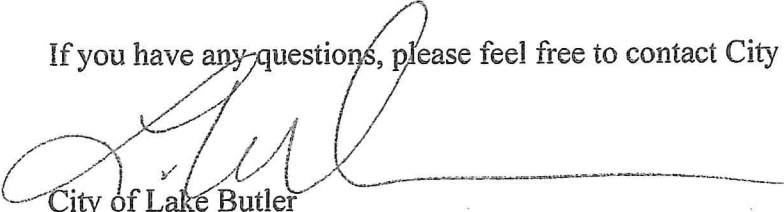
Your property has been identified as: located at 115 N.E. 3<sup>rd</sup> Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0

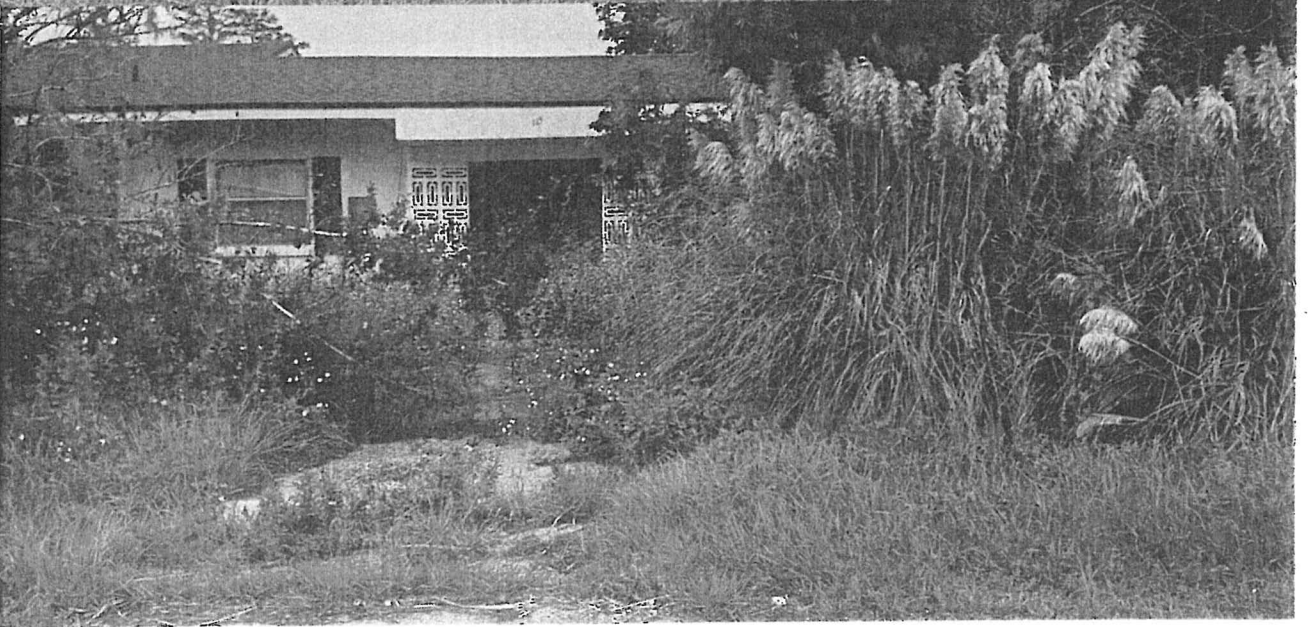
**Property remains unmowed and is in violation of the above city ordinance.**

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 1<sup>st</sup> STREET  
LAKE BUTLER, FLORIDA 32054  
(386) 496-3401 (V)  
(386) 496-1588 (F)

September 5, 2024

Edwin Johary  
1831 N.W. 13<sup>th</sup> Street, Suite 4  
Gainesville, FL. 32609

**\*\*\*FINAL NOTICE\*\*\***  
**\*\*\*REPEAT VIOLATION\*\*\***

\* Please  
mow  
Lots of complain  
We will be  
forced to proceed  
with legal  
action!

Dear Property Owner:

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

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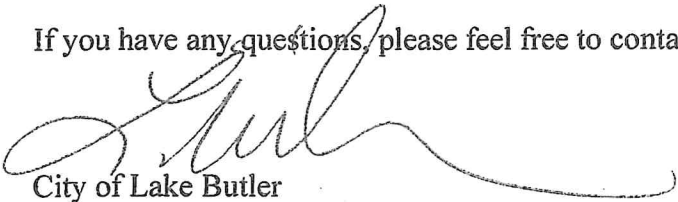
Your property has been identified as: located at 115 N.E. 3<sup>rd</sup> Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0

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

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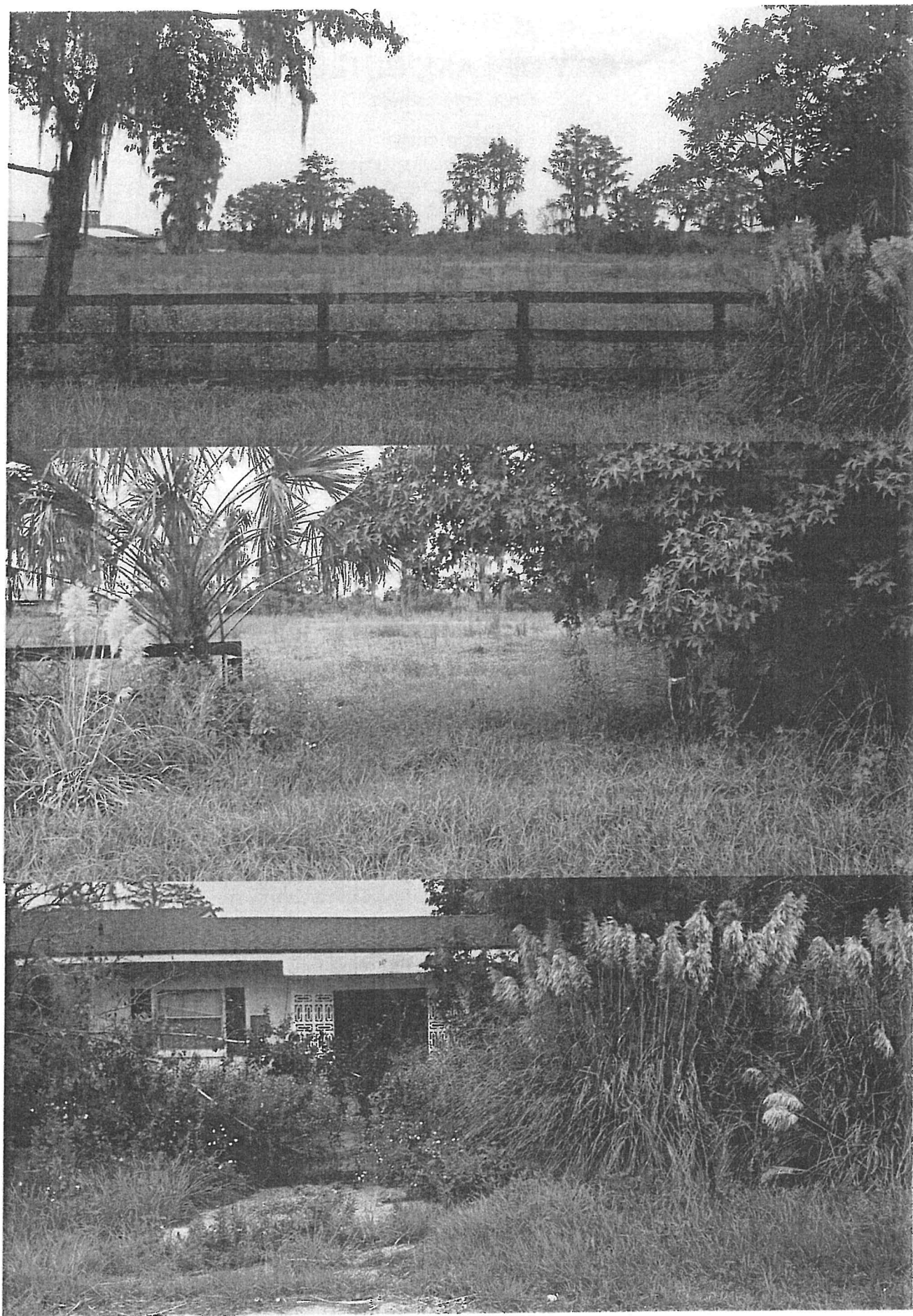
We would like to partner with you to continue to make our City a great place to live.

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

  
City of Lake Butler  
Code Enforcement



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# CITY OF LAKE BUTLER

## Code Enforcement

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

October 8, 2024

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

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
1. September 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.  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 May 2024—Mr. Johary contacted the City and the City explained to him again his need to comply and there is no contact still in existence between the city and him and sent proof. I followed up with an email to him on May 30, 2024 with NO response. See attached Email. June/July 2024—Still no update:
	CONTINUED: Aug 2024: Spoke to complaint—gave addition advise. More update in Sept.  Sept 2024: September 5 mailed 2 more letters to Mr. Johary (office and residence). Urging again the need to mow property. Also speak to original complainant again about issue. Gave advise what to do. *See attached letters Working on a contract with a new Magistrate to proceed.	



<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
2. August 2, 2024 — September 2024	Multiple Violations of Right-of-Way 415 S.E. 6th Avenue Westley Watts Residence	<p>This has been an on-going issue of Mr. Watt's running a home-business from 415 S.E. 6th Avenue. Neighbors have tried to work with Mr. Watts in the past. Numerous complaints reported to city hall. Made personal contact with Mr. Watts at his residence. Witnessed 3 motor vehicles in various degree of disrepair and 2 motorcycles blocking the road and right-of-way. Placed a UCSO Green Tag on the 3 motor vehicles. <b>Photos taken of all violations.</b> Gave until Monday, August 5 (by statute and violation) to remove all the vehicles from right-of-way and edge of roadway or they would be towed. Explained those in the roadway could be towed immediately. Mr. Watts started moving vehicles to comply while I was still present. Warning given to Mr. Watts. Updated City Manager. Reinspected twice on 8/5/24 with no violations. Reinspected daily from 8/5 to 8/9/24 with no further violations at this time. Will continue to monitor.</p> <p><b>Sept 2024 Update:</b> Reinspected numerous times throughout month and remains in compliance. Will continue to inspect and monitor.</p>

<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
3. August 23, 2024	Container Storage Unit Ordinance Violation Behind Sunrise Food Mart	8/23/24 sent word to owner of the violation. Owner inherited the container decades ago when he purchased the property. Was unaware of current violation and will work to have it removed. <b>Sept 2024:</b> Still working on issue. Mailing letter to property owner will be next.
4. September 5, 2024	Beautification Ordinance Violation 480 S. Lake Avenue	Received complaint from City Hall. Started working on letter on 9/5/24. Mailed letter *See Attached on 9/5/24. Same day property owner started mowing property.
5. September 20, 2024	F.S.S.119 Florida Public Records response	Received email forwarded from city hall reference answering public records request on any code enforcement activities at 10 E. Main Street. Answered request on 9/20/24 (same day).

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<u>Date of Complaint</u>	<u>Nature of Complaint</u>	<u>Resolution of Complaint</u>
6. September 2024	Received Code Enforcement to work on letter to business owning Retention Ponds. Research current L.D.R. and City Ordinances. Working on inspecting all properties and writing letter to mail to each of the property owners.	

During the month of September 2024

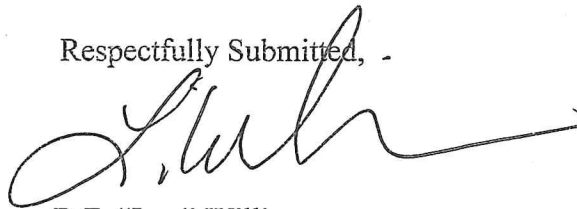
Part-time Code Enforcement Officer spent approximately:

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

**22 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, -

A handwritten signature in black ink, appearing to read 'Lyn Williams', with a long horizontal flourish extending to the right.

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

## Union Sheriff

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**From:** Union Sheriff  
**Sent:** Friday, September 20, 2024 4:11 PM  
**To:** client.analyst1@unrecordedliens.com  
**Cc:** Hayden Page; ehines@cityoflakebutler.com  
**Subject:** RESPONSE: Research Request for Real Estate Closing - 10 E Main St, Lake Butler, FL 32054  
**Attachments:** Research Request for Real Estate Closing - 10 E Main St, Lake Butler, FL 32054  
**Importance:** High

### Florida Municipal Lien Search:

I am in receipt of your public records request on any code violations, code enforcement issues, etc.  
There are NO code violations or code enforcement related issues concerning the property at 10 E. Main Street, Lake Butler, FL.

Thanks for checking with us.  
Capt. Lyn Williams  
Code Enforcement  
City of Lake Butler

**From:** Hayden Page <hpage@cityoflakebutler.com>  
**Sent:** Friday, September 20, 2024 3:33 PM  
**To:** Union Sheriff <sheriff@unionsheriff.us>  
**Cc:** Elaine Hines <ehines@cityoflakebutler.com>  
**Subject:** FW: Research Request for Real Estate Closing - 10 E Main St, Lake Butler, FL 32054  
**Importance:** High

Lyn,

Please advise with this real estate closing research request for code enforcement violations for 10 E Main Street (Old McLeod barber shop).

THANK YOU!

*Mr. Hayden P. Page*

Accounts Receivable Clerk & Planning and Zoning Administrator  
City of Lake Butler  
200 SW 1<sup>st</sup> Street  
Lake Butler, Florida 32054  
386-496-3401 Main  
386-984-6847 Direct

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In-Office Hours: Monday – Friday 8:00AM – 5:00PM (Lunch 1pm-2pm)  
City of Lake Butler (municreative.com)

# CITY OF LAKE BUTLER

## Code Enforcement

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

September 5, 2024

Mr. Michael E. Wlodarczyk  
480 S. Lake Avenue  
Lake Butler, FL. 32054

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 502 S.W. 13<sup>th</sup> Street, Lake Butler, FL.,  
Parcel No. 31-05-20-25-000-0110-0 (2549)

**Complainant states property is unmowed and visible trash and is in violation of the above city ordinance.**

In accordance with Sec. 26-55, the owner shall achieve compliance within 15 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.

Lyn Williams  
City of Lake Butler  
Code Enforcement



## Union County Property Appraiser

Bruce D. Dukes | Lake Butler, Florida | 386-496-3431

**PARCEL: 31-05-20-20-011-0011-1 (1655) HX HB | SINGLE FAMILY (0100) | 0.462 AC**

S1/2 OF BLK 11, TOWNSEND'S ADD (LAGERGREEN) AS PER PB 1, P 8

**WLODAREZYK MICHAEL E**

Owner: 480 S LAKE AVENUE  
LAKE BUTLER, FL 32054

Site: 480 SOUTH LAKE AVENUE, LAKE  
BUTLER

Sales	10/6/2017	\$105,000	I(U)
Info	9/19/2014	\$100	I(U)
	7/21/2003	\$0	I(U)

### 2024 Working Values

Mkt Lnd	\$20,150	Appraised	\$126,131
Ag Lnd	\$0	Assessed	\$96,080
Bldg	\$104,651	Exempt	\$50,000
XFOB	\$1,330	county:	\$46,080
Just	\$126,131	city:	\$46,080
		other:	\$0
		school:	\$71,080

### NOTES:

Union County, FL



The information presented on this website was derived from data which was compiled by the Union County Property Appraiser solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. The GIS Map image is not a survey and shall not be used in a Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. This website was last updated: 8/29/2024 and may not reflect the data currently on file at our office.

GrizzlyLogic.com



CITY OF LAKE BUTLER  
200 S.W. 1st STREET  
LAKE BUTLER, FL. 32054



CODE ENFORCEMENT COMPLAINT FORM

\*\*\*This form, upon submittal, is a public record available for review by the public\*\*\*

COMPLAINANT INFORMATION

NAME: Kimberly Hayes DATE: 9-4-24  
ADDRESS: 200 SW 28th Street CITY: L.B STATE: FL ZIP: 32054  
EMAIL: khayes@cityoflakebutler.com PHONE: 904-796-9585

VIOLATION INFORMATION

NAME: Michael WLODARCZYK  
ADDRESS: 480 S Lake Ave  
CITY: Lake Butler  
DESCRIBE THE ALLEGED VIOLATION:

High grass  
garbage

RESIDENT AFFIRMATION

I swear the above statements and allegations are true and correct to the best of my knowledge and belief.

Signature

Kimberly Hayes

Printed Name

Date

9-4-24

*Please note that Section 166.0413, Florida Statutes prohibits local governments from investigating anonymous code compliance complaints, and further prohibits code compliance officers from initiating a potential violation investigation stemming from an anonymous complaint.*

*An individual MUST provide their name and address prior to an investigation occurring.*

Return to: CITY OF LAKE BUTLER, 200 S.W. 1st STREET, LAKE BUTLER, FL. 32054

# CITY OF LAKE BUTLER

## Code Enforcement

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

\*Please!  
Mow!  
Lots of  
Complaints  
We will have  
to proceed  
w/ legal  
action

September 5, 2024

Edwin Johary  
2015 N.W. 27<sup>th</sup> Street  
Gainesville, FL. 32605

\*\*\*FINAL NOTICE\*\*\*  
\*\*\*REPEAT VIOLATION\*\*\*

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."*

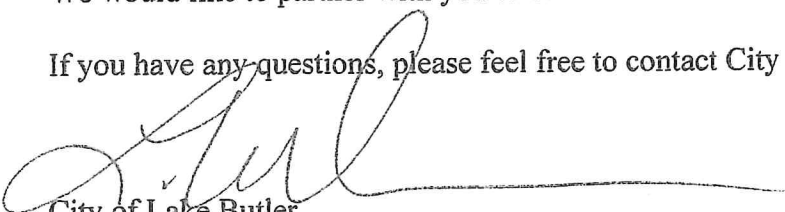
Your property has been identified as: located at 115 N.E. 3<sup>rd</sup> Street, Lake Butler, FL., Parcel No. 30-05-20-00-000-0050-0

**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 1<sup>st</sup> STREET  
LAKE BUTLER, FLORIDA 32054  
(386) 496-3401 (V)  
(386) 496-1588 (F)

\* Please  
mow  
Lots of complain  
We will be  
forced to proceed  
with legal  
action!

September 5, 2024

Edwin Johary  
1831 N.W. 13<sup>th</sup> Street, Suite 4  
Gainesville, FL. 32609

\*\*\*FINAL NOTICE\*\*\*  
\*\*\*REPEAT VIOLATION\*\*\*

Dear Property Owner:

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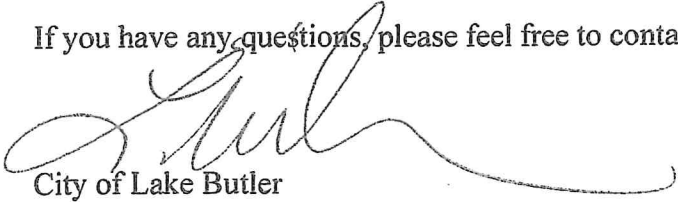
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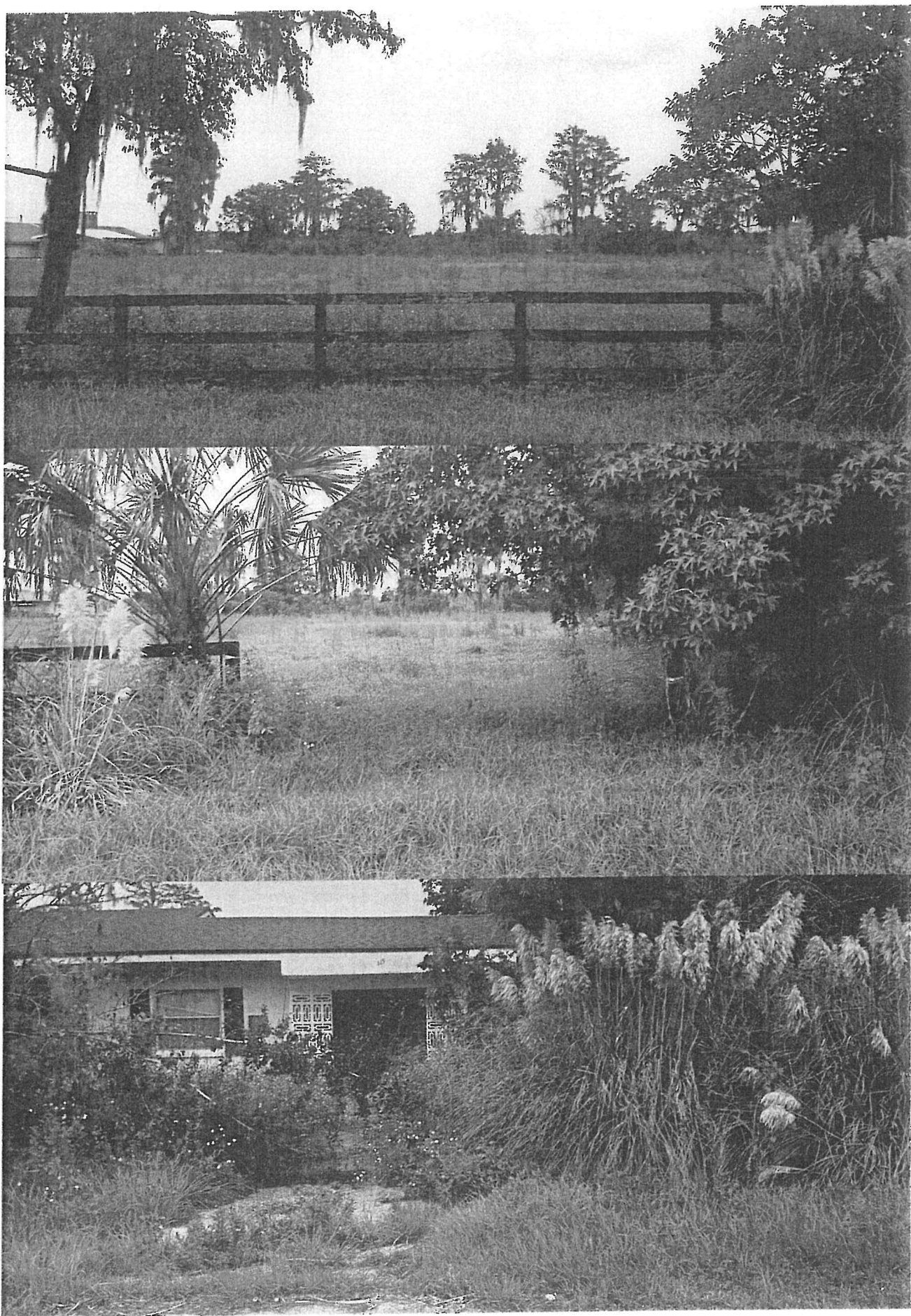
We would like to partner with you to continue to make our City a great place to live.

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

  
City of Lake Butler  
Code Enforcement



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CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**CONSENT AGENDA ITEM:** September 2024, WEX Invoice, activity report, and vehicle logs. (#4C)

**DEPARTMENT:** City of Lake Butler

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

**ASSOCIATED COST(S):** N/A



# Invoice Statement

INVOICE NUMBER: 100123623  
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	SEP-30-2024	OCT-22-2024	5740.71

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
SEP-09-2024 SEP-30-2024	Payment - Thank You Fuel Purchases	5740.71	4885.66
<b>**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.</b> The Finance Charge Is determined by applying a periodic rate of 0%			

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

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
4885.66	4885.66	5740.71	0.00	5740.71

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

*100123623*  
*RH*

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	100123623
BILL CLOSING DATE	SEP-30-2024
AMOUNT DUE	5740.71
AMOUNT ENCLOSED	
PAYMENT DUE DATE	OCT-22-2024

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

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

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



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

04960058855950000000574071 241022



# Invoice Statement

INVOICE NUMBER:

100123623

ACCOUNT NAME:

City of Lake Butler

PAGE 3

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
08-30	REBATES AND REVERSALS Rebate Adjustment					-530.55
	Total					-530.55



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 1

# Purchase Activity Report

JARD NUMBER	CARD EMBROSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT								
145500114165447847	JAYCE PUNI	JAYCE PUNI				Parks								
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
18-30	15:08	PREVIOUS ODOMETER												
19-10	07:46	875 W Main St, Lake Butler, FL	0685755 J Puni	OP	80,418	37,375 UNL		32,590	3,389	110.45			104.49	-9.94
19-17	09:07	875 W Main St, Lake Butler, FL	0698129 J Puni	OP	37,549	UNL		31,351	3,288	103.11			97.37	-9.57
19-22	10:07	875 W Main St, Lake Butler, FL	0706336 J Puni	OP	37,729	UNL		27,320	3,188	87.12			82.12	-8.33
19-24	11:58	875 W Main St, Lake Butler, FL	0712634 J Puni	OP	37,888	UNL		30,300	3,189	96.63			91.09	-9.25
19-24	12:08	875 W Main St, Lake Butler, FL	0715277 J Puni	OP	38,081	UNL		32,729	3,188	104.37			98.38	-9.99
			0715291 J Puni	OP	9,242,024	DSL		13,512	3,499	47.28			44.00	-4.11
		PERIOD TOTALS												
		YTD TOTALS						167,802		548.96			517.45	-51.19
		PERIOD AVG: PPU						512.926		1,737.64			1,643.00	-156.56
		YTD AVG: PPU						3,271		*****				
		DEPARTMENT TOTALS FOR: Parks												
		TOTAL FUEL - PERIOD YTD						167,802	3,271	548.96			517.45	-51.19
		TOTAL PURCHASES - PERIOD YTD						577,538		1,940.75			1,834.28	-176.27
								167,802		548.96			517.45	-51.19
								577,538		1,940.75			1,834.28	-176.27



# CITY OF LAKE BUTLER VEHICLE LOG

Month September  
Year 2024

Vehicle # 004 Tag #

Due by the 5th of each month

*Jaice*

Maintenance Record - Attach all Receipts					
Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage
9/1	JP	City	37395	37409	14
9/2	JP	City	37409	37446	37
9/3	JP	City	37446	37490	44
9/4	JP	City	37490	37512	22
9/5	JP	City	37512	37544	32
9/6	JP	City	37544	37598	54
9/7	JP	City	37598	37620	22
9/8	JP	City	37620	37645	25
9/9	JP	City	37645	37680	35
9/10	JP	City	37680	37734	54
9/11	JP	City	37734	37750	16
9/12	JP	City	37750	37773	23
9/13	JP	City	37773	37808	35
9/14	JP	City	37808	37851	43
9/15	JP	City	37851	37880	29
9/16	JP	City	37880	37919	39
9/17	JP	City	37919	38034	115
9/18	JP	City	38034	38073	39
9/19	JP	City	38073	38176	103
9/20	JP	City	38176	38195	19
9/21	JP	City	38195	38232	37
9/22	JP	City	38232		
9/23	JP	City			
9/24	JP	City			
9/25	JP	City			
9/26	JP	City			
9/27	JP	City			
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12/28	JP	City			
12/29	JP	City			
12/30	JP	City			
12/31	JP	City			

Maintenance/Repair Purchases			
DATE	LOCATION	AMOUNT	DESCRIPTION
9/10	Sum Stop	24.00	Sum Stop
9/17	Sum Stop	27.320	Sum Stop
9/23	Sum Stop	30.5	Sum Stop
9/24	Sum Stop	33.781	Sum Stop
9/24	Sum Stop	15.328	Sum Stop
9/24	Sum Stop		Sum Stop
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9/24	Sum Stop</		

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

37395 - 38232 = 837  
37395 / 38232

Employees Signature: Jaice

Public Works Director Signature: Jaice

229 SE 7th Ave

m size, Black/white

Gas

Diesel

THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/17/24 9:07  
TRAN#9023071  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 27.320  
PRICE/G: \$3.189  
FUEL SALE \$87.12  
CREDIT \$87.12

DATE 9/22/24 10:07

TRAN#9036287

PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 30.300  
PRICE/G: \$3.189  
FUEL SALE \$96.63  
CREDIT \$96.63

WRIGHT EXP

\*\*\*\*\*1654

Entry: Swiped  
Auth #: 837918  
Odometer: 37729  
Veh #: 47847  
Resp Code: 000  
Stan: 14724109234  
Invoice #: 706326  
Store # \*\*\*\*\*

WRIGHT EXP  
\*\*\*\*\*1654

Entry: Swiped  
Auth #: 456193  
Odometer: 37888  
Veh #: 47847  
Resp Code: 000  
Stan: 14774123035  
Invoice #: 712611  
Store # \*\*\*\*\*

THANK YOU  
HAVE A NICE DAY

THANK YOU  
HAVE A NICE DAY

DATE 9/24/24 11:58  
TRAN#9036433  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 32.729  
PRICE/G: \$3.189  
FUEL SALE \$104.37  
CREDIT \$104.37

WRIGHT EXP

\*\*\*\*\*1654

Entry: Swiped  
Auth #: 317371  
Odometer: 38081  
Veh #: 47847  
Resp Code: 000  
Stan: 14794128824  
Invoice #: 715273  
Store # \*\*\*\*\*

THANK YOU  
HAVE A NICE DAY

DATE 9/24/24 12:08  
TRAN#9036434  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: DIESEL  
GALLONS: 13.512  
PRICE/G: \$3.499  
FUEL SALE \$47.28  
CREDIT \$47.28

WRIGHT EXP

\*\*\*\*\*1654

Entry: Swiped  
Auth #: 348360  
Odometer: 09242024  
Veh #: 47847  
Resp Code: 000  
Stan: 14794128853  
Invoice #: 715288  
Store # \*\*\*\*\*

THANK YOU  
HAVE A NICE DAY



# CITY OF LAKE BUTLER VEHICLE LOG

Month Sept  
Year 2004

Vehicle # 029 Tag #         

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	FUEL PURCHASES	Maintenance Record - Attach all Receipts	VEHICLE CONDITION (CIRCLE ONE)		
						DATE	LOCATION	GALLONS	Amount	DESCRIPTION
9/3	Sum	Stoughton, MA to City of Lake Butler	33333	33424	91	9/3	Stop at Stoughton	2.4	\$ 7.60	
9/4	Sum	City of Lake Butler to Stoughton, MA	33424	33528	104	9/4	Stop at Stoughton	2.4	\$ 7.60	
9/5	Sum	City of Lake Butler to Stoughton, MA	33528	33614	86	9/5	Stop at Stoughton	2.4	\$ 7.60	
9/6	Sum	City of Lake Butler to Stoughton, MA	33614	33727	113	9/6	Stop at Stoughton	2.4	\$ 7.60	
9/7	Sum	City of Lake Butler to Stoughton, MA	33727	33840	113	9/7	Stop at Stoughton	2.4	\$ 7.60	
9/8	Sum	City of Lake Butler to Stoughton, MA	33840	33953	113	9/8	Stop at Stoughton	2.4	\$ 7.60	
9/9	Sum	City of Lake Butler to Stoughton, MA	33953	34066	113	9/9	Stop at Stoughton	2.4	\$ 7.60	
9/10	Sum	City of Lake Butler to Stoughton, MA	34066	34179	113	9/10	Stop at Stoughton	2.4	\$ 7.60	
9/11	Sum	City of Lake Butler to Stoughton, MA	34179	34292	113	9/11	Stop at Stoughton	2.4	\$ 7.60	
9/12	Sum	City of Lake Butler to Stoughton, MA	34292	34405	113	9/12	Stop at Stoughton	2.4	\$ 7.60	
9/13	Sum	City of Lake Butler to Stoughton, MA	34405	34518	113	9/13	Stop at Stoughton	2.4	\$ 7.60	<div style="text-align: center;"> <p>✓</p> </div>
9/14	Sum	City of Lake Butler to Stoughton, MA	34518	34631	113	9/14	Stop at Stoughton	2.4	\$ 7.60	
9/15	Sum	City of Lake Butler to Stoughton, MA	34631	34744	113	9/15	Stop at Stoughton	2.4	\$ 7.60	
9/16	Sum	City of Lake Butler to Stoughton, MA	34744	34857	113	9/16	Stop at Stoughton	2.4	\$ 7.60	
9/17	Sum	City of Lake Butler to Stoughton, MA	34857	34970	113	9/17	Stop at Stoughton	2.4	\$ 7.60	
9/18	Sum	City of Lake Butler to Stoughton, MA	34970	35083	113	9/18	Stop at Stoughton	2.4	\$ 7.60	
9/19	Sum	City of Lake Butler to Stoughton, MA	35083	35196	113	9/19	Stop at Stoughton	2.4	\$ 7.60	
9/20	Sum	City of Lake Butler to Stoughton, MA	35196	35309	113	9/20	Stop at Stoughton	2.4	\$ 7.60	
9/21	Sum	City of Lake Butler to Stoughton, MA	35309	35422	113	9/21	Stop at Stoughton	2.4	\$ 7.60	
9/22	Sum	City of Lake Butler to Stoughton, MA	35422	35535	113	9/22	Stop at Stoughton	2.4	\$ 7.60	
9/23	Sum	City of Lake Butler to Stoughton, MA	35535	35648	113	9/23	Stop at Stoughton	2.4	\$ 7.60	<div style="text-align: center;"> <p>✓</p> </div>
9/24	Sum	City of Lake Butler to Stoughton, MA	35648	35761	113	9/24	Stop at Stoughton	2.4	\$ 7.60	
9/25	Sum	City of Lake Butler to Stoughton, MA	35761	35874	113	9/25	Stop at Stoughton	2.4	\$ 7.60	
9/26	Sum	City of Lake Butler to Stoughton, MA	35874	35987	113	9/26	Stop at Stoughton	2.4	\$ 7.60	
9/27	Sum	City of Lake Butler to Stoughton, MA	35987	36100	113	9/27	Stop at Stoughton	2.4	\$ 7.60	
9/28	Sum	City of Lake Butler to Stoughton, MA	36100	36213	113	9/28	Stop at Stoughton	2.4	\$ 7.60	
9/29	Sum	City of Lake Butler to Stoughton, MA	36213	36326	113	9/29	Stop at Stoughton	2.4	\$ 7.60	
9/30	Sum	City of Lake Butler to Stoughton, MA	36326	36439	113	9/30	Stop at Stoughton	2.4	\$ 7.60	
9/31	Sum	City of Lake Butler to Stoughton, MA	36439	36552	113	9/31	Stop at Stoughton	2.4	\$ 7.60	
9/32	Sum	City of Lake Butler to Stoughton, MA	36552	36665	113	9/32	Stop at Stoughton	2.4	\$ 7.60	
TOTALS										
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): 1927

Employee Signature: [Signature]

Public Works Director Signature: [Signature]

Month August  
Year 2014

Vehicle #	Tag #
010	XP1270

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	Maintenance Record - Attach all Receipts			
1/3	Jeffrey Brown	City On Call	66638	66642	4	FUEL PURCHASES			
1/6	Jeffrey Brown	City On Call	66642	66646	4	DATE	LOCATION	GALLONS	Amount
1/11	Jeffrey Brown	City On Call	66646	66649	3	8/3/84	East Coast	21.90	\$ 26.51
1/17	Jeffrey Brown	City On Call	66649	66650	1	8/30/84	East Coast	21.81	\$ 24.16
1/18	Jeffrey Brown	City On Call	66650	66652	2				
1/19	Jeffrey Brown	City On Call	66652	66655	3				
1/20	Jeffrey Brown	City On Call	66655	66657	2				
1/21	Jeffrey Brown	City On Call	66657	66659	2				
1/22	Jeffrey Brown	City On Call	66659	66661	2				
1/23	Jeffrey Brown	City On Call	66661	66663	2				
1/24	Jeffrey Brown	City On Call	66663	66665	2				
1/25	Jeffrey Brown	City On Call	66665	66667	2				
1/26	Jeffrey Brown	City On Call	66667	66669	2				
1/27	Jeffrey Brown	City On Call	66669	66671	2				
1/28	Jeffrey Brown	City On Call	66671	66673	2				
1/29	Jeffrey Brown	City On Call	66673	66675	2				
1/30	Jeffrey Brown	City On Call	66675	66677	2				
1/31	Jeffrey Brown	City On Call	66677	66679	2				

Total Mileage Driven for Month (Beginning ODO less Ending ODO): 160

Employees Signature: \_\_\_\_\_

Public Works Director Signature:



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 5

# Purchase Activity Report

CARD NUMBER		CARD EMBOSSING		VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT		
145500114300784096		SAMUEL NORRIS		Samuel Norris								Public Works		
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
18-30	11:58	PREVIOUS ODOMETER												
19-04	08:31	875 W Main St, Lake Butler, FL	0685446	S Norris	OP	33,154	UNL	21,865	3,388	74.10			70.10	-6.67
19-09	07:53	4793 FI 121, Lake Butler, FL	0737999	S Norris	OP	66,845	UNL	22,460	3,339	75.00			70.89	-6.86
19-11	10:14	875 W Main St, Lake Butler, FL	0696882	S Norris	OP	33,442	UNL	19,154	3,289	63.00			59.49	-5.85
19-18	17:05	1200 E Main St, Lake Butler, FL	00061920	S Norris	OP	33,653	UNL	22,500	3,288	74.00			65.98	-8.45
19-20	12:13	875 W Main St, Lake Butler, FL	0708159	S Norris	OP	34,141	UNL	21,950	3,189	70.00			63.17	-6.70
19-25	11:41	4793 FI 121, Lake Butler, FL	0141721	S Norris	OP	34,421	UNL	20,940	3,199	67.00			50.93	-5.17
19-25	18:44	875 W Main St, Lake Butler, FL	0716880	S Norris	OP	34,613	UNL	16,943	3,189	54.03			48.07	-6.39
19-27	06:29	875 W Main St, Lake Butler, FL	0719672	S Norris	OP	34,805	UNL	15,992	3,189	51.00			43.38	-4.88
19-27	18:18	4793 SW State Road 121, Lake Butler, FL	0053619	S Norris	OP	34,970	UNL	14,432	3,188	46.02			149.24	-13.68
19-29	20:44	1200 E Main St, Lake Butler, FL	00003945	S Norris	OP	35,169	UNL	19,875	3,198	63.58			59.94	-7.46
YTD TOTALS						2,015		241,119		797.91			751.07	-76.51
PERIOD AVG: DPU, PPU, CPD						8.36		754,200		2,556.53			2,421.35	-242.53
YTD AVG: PPU						*****			3.309	0.40				
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.														



SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

< DUPLICATE RECEIPT >

Description	Qty	Amount
DIESEL CR #01	57.1596	200.00
SELF @ 3.499/ G		
Subtotal		200.00
TOTAL		200.00
CREDIT	\$	200.00

WRIGHT EXP  
\*\*\*\*\*1761  
Entry: Swiped  
Auth #: 380930  
Odometer: 000  
Veh #: 61494  
Resp Code: 000  
Stan: 14844146572  
Invoice #: 724646  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9011213  
ST#326  
CSH: 0  
9/29/24 4:33:33 PM

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
DIESEL CR #01	29.7256	104.01
SELF @ 3.499/ G		
Subtotal		104.01
TOTAL		104.01
CREDIT	\$	104.01

WRIGHT EXP  
\*\*\*\*\*1761  
Entry: Swiped  
Auth #: 402481  
Odometer: 000  
Veh #: 61494  
Resp Code: 000  
Stan: 14844146593  
Invoice #: 724655  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9011214  
ST#326  
CSH: 0  
9/29/24 4:38:17 PM

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
DIESEL CR #03	56.0136	195.99
SELF @ 3.499/ G		
Subtotal		195.99
TOTAL		195.99
CREDIT	\$	195.99

WRIGHT EXP  
\*\*\*\*\*1761  
Entry: Swiped  
Auth #: 465093  
Odometer: 000  
Veh #: 61494  
Resp Code: 000  
Stan: 14844146700  
Invoice #: 724710  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9036954  
ST#326  
CSH: 0  
9/29/24 5:27:30 PM

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
DIESEL CR #04	54.3216	190.07
SELF @ 3.499/ G		

Subtotal 190.07  
**TOTAL 190.07**  
CREDIT \$ 190.07

WRIGHT EXP  
\*\*\*\*\*1761  
Entry: Swiped  
Auth #: 268109  
Odometer: 000  
Veh #: 61494  
Resp Code: 000  
Stan: 14834142685  
Invoice #: 722894  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9041192  
ST#326  
CSH: 0 9/28/24 11:55:29 AM

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
DIESEL CR #04	34.8896	122.01
SELF @ 3.499/ G		

Subtotal 122.01  
**TOTAL 122.01**  
CREDIT \$ 122.01

WRIGHT EXP  
\*\*\*\*\*1761  
Entry: Swiped  
Auth #: 277180  
Odometer: 000  
Veh #: 61494  
Resp Code: 000  
Stan: 14834142699  
Invoice #: 722909  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9041193  
ST#326  
CSH: 0 9/28/24 12:00:13 PM

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
DIESEL CR #03	53.7076	187.92
SELF @ 3.499/ G		

Subtotal 187.92  
**TOTAL 187.92**  
CREDIT \$ 187.92

WRIGHT EXP  
\*\*\*\*\*1761  
Entry: Swiped  
Auth #: 360401  
Odometer: 000  
Veh #: 61494  
Resp Code: 000  
Stan: 14834143168  
Invoice #: 723130  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9036867  
ST#326  
CSH: 0 9/28/24 1:44:56 PM

H. 14

DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098139

Shift #: 0900 Trans #: 8139  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/26/2024 Time: 11:27 AM

DIESEL 2 OFFROAD (PUMP #131) \$ 162.02  
QTY: 47.666 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 162.02  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 162.02  
PAYMENTS RECEIVED \$ 162.02  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 162.02  
XXXXXXXXXXXX17611 ICR 685038  
AUTHORIZATION CODE

RESPONSE: APPROVED, Auth #: 685038, Amount: US  
\$8162.02, Sequence #: 53574, PAYMENT NETWORK:  
13

ODOMETER 0000  
TRANSACTION TYPE SALE

I agree to pay total amount according to  
card issuer agreement

MEMORANDUM COPY

DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098142

Shift #: 0900 Trans #: 8142  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/26/2024 Time: 12:52 PM

DIESEL 2 OFFROAD (PUMP #131) \$ 180.00  
QTY: 52.958 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 180.00  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 180.00  
PAYMENTS RECEIVED \$ 180.00  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 180.00  
XXXXXXXXXXXX17611 ICR 825741  
AUTHORIZATION CODE

RESPONSE: APPROVED, Auth #: 825741, Amount: US  
\$8180.00, Sequence #: 53582, PAYMENT NETWORK:  
13

ODOMETER 0000  
TRANSACTION TYPE SALE

THANK YOU

MEMORANDUM COPY

DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098143

Shift #: 0900 Trans #: 8143  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/26/2024 Time: 12:57 PM

DIESEL 2 OFFROAD (PUMP #131) \$ 112.01  
QTY: 32.954 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 112.01  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 112.01  
PAYMENTS RECEIVED \$ 112.01  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 112.01  
XXXXXXXXXXXX17611 ICR 843839  
AUTHORIZATION CODE

RESPONSE: APPROVED, Auth #: 843839, Amount: US  
\$8112.01, Sequence #: 53584, PAYMENT NETWORK:  
13

ODOMETER 0000  
TRANSACTION TYPE SALE

I agree to pay total amount according to  
card issuer agreement

MEMORANDUM COPY

H-11

DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098003  
Shift #: 0900 Trans #: 8003  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/23/2024 Time: 2:51 PM  
DIESEL 2 OFFROAD (PUMP #131 \$ 95.27  
-FUEL SALE  
QTY: 28.030 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 95.27  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 95.27  
PAYMENTS RECEIVED \$ 95.27  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 95.27  
[XXXXXXXXXXXX17611] ICR  
AUTHORIZATION CODE 509991

RESPONSE: APPROVED, Auth #:509991, Amount:US  
\$95.27, Sequence #:53341

ODOMETER 000  
TRANSACTION TYPE SALE

I agree to pay total amount according to  
card issuer agreement

MERCHANT COPY

H-11

DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098044  
Shift #: 0900 Trans #: 8044  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/24/2024 Time: 4:20 PM  
DIESEL 2 OFFROAD (PUMP #131 \$ 180.01  
-FUEL SALE  
QTY: 52.961 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 180.01  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 180.01  
PAYMENTS RECEIVED \$ 180.01  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 180.01  
[XXXXXXXXXXXX17611] ICR  
AUTHORIZATION CODE 916232

RESPONSE: APPROVED, Auth #:916232, Amount:US  
\$180.01, Sequence #:53419

ODOMETER 000  
TRANSACTION TYPE SALE

THANK YOU!

CUSTOMER COPY

H-11

DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098045  
Shift #: 0900 Trans #: 8045  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/24/2024 Time: 4:26 PM  
DIESEL 2 OFFROAD (PUMP #131 \$ 134.01  
-FUEL SALE  
QTY: 39.425 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 134.01  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 134.01  
PAYMENTS RECEIVED \$ 134.01  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 134.01  
[XXXXXXXXXXXX17611] ICR  
AUTHORIZATION CODE 918331

RESPONSE: APPROVED, Auth #:918331, Amount:US  
\$134.01, Sequence #:53421

ODOMETER 000  
TRANSACTION TYPE SALE

THANK YOU!

CUSTOMER COPY

# DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0097598  
Shift #: 0900 Trans #: 7598  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/04/2024 Time: 8:38 AM  
DIESEL 2 OFFROAD (PUMP #13) \$ 190.00  
QTY: 52.792 GAL, PRICE: \$3.599/GAL

SUBTOTAL \$ 190.00  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 190.00  
PAYMENTS RECEIVED \$ 190.00  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS  
XXXXXXXXXXXXXXXXX17611 ICR \$ 190.00  
AUTHORIZATION CODE 336618

RESPONSE: APPROVED, Auth #: 336618, Amount: US  
\$190.00, Sequence #: 52540

ODOMETER 000  
TRANSACTION TYPE SALE

THANK YOU!

CUSTOMER COPY

# DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0097601  
Shift #: 0900 Trans #: 7601  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/04/2024 Time: 8:43 AM  
DIESEL 2 OFFROAD (PUMP #13) \$ 127.22  
QTY: 35.348 GAL, PRICE: \$3.599/GAL

SUBTOTAL \$ 127.22  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 127.22  
PAYMENTS RECEIVED \$ 127.22  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS  
XXXXXXXXXXXXXXXXX17611 ICR \$ 127.22  
AUTHORIZATION CODE 368280

RESPONSE: APPROVED, Auth #: 368280, Amount: US  
\$127.22, Sequence #: 52543

ODOMETER 000  
TRANSACTION TYPE SALE

THANK YOU!

14-14

# DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098001  
Shift #: 0900 Trans #: 8001  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/23/2024 Time: 2:46 PM  
DIESEL 2 OFFROAD (PUMP #13) \$ 180.00  
QTY: 52.956 GAL, PRICE: \$3.399/GAL

SUBTOTAL \$ 180.00  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 180.00  
PAYMENTS RECEIVED \$ 180.00  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS  
XXXXXXXXXXXXXXXXX17611 ICR \$ 180.00  
AUTHORIZATION CODE 512351

RESPONSE: APPROVED, Auth #: 512351, Amount: US  
\$180.00, Sequence #: 53339

ODOMETER 000  
TRANSACTION TYPE SALE

THANK YOU!

CUSTOMER COPY



Month September  
Year 2024

Vehicle #	Tag #
F-150	1277

Due by the 5th of each month

[illegible]

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 222 ✓

Employees Signature:

Public Works Director Signature:

*Dele*



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 4

# Purchase Activity Report

CARD NUMBER		CARD EMBOSSING	VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT							
145500114176161494		DIESEL TRAILER	DIESEL TRAILER				Public Works							
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
19-04	08:38	PREVIOUS ODOMETER	0052540	S Norris	OP			52,792	3,599	190.00			190.00	
19-04	08:43	4793 SW State Road 121, Lake Butler, FL	0052543	S Norris	OP			35,348	3,599	127.22			127.22	
19-22	08:45	875 W Main St, Lake Butler, FL	0712551	S Norris	OP	9,212.024	DLSL	16,378	3,499	57.31			53.33	
19-23	14:46	4793 SW State Road 121, Lake Butler, FL	0053339	S Norris	OP			52,956	3,399	180.00			180.00	
19-23	14:51	4793 SW State Road 121, Lake Butler, FL	0053341	S Norris	OP			28,030	3,398	95.27			95.27	
19-24	16:20	4793 SW State Road 121, Lake Butler, FL	0053419	S Norris	OP			52,961	3,398	180.01			180.01	
19-26	11:27	4793 SW State Road 121, Lake Butler, FL	0053421	S Norris	OP			39,425	3,399	134.01			134.01	
19-26	12:52	4793 SW State Road 121, Lake Butler, FL	0053574	S Norris	OP			47,666	3,399	162.02			162.02	
19-26	11:55	875 W Main St, Lake Butler, FL	0053582	S Norris	OP			52,958	3,398	180.00			180.00	
19-28	12:00	875 W Main St, Lake Butler, FL	0722906	S Norris	OP			32,954	3,396	112.01			112.01	
19-28	13:45	875 W Main St, Lake Butler, FL	0722923	S Norris	OP			54,321	3,499	190.07			176.87	-16.51
19-29	16:33	875 W Main St, Lake Butler, FL	0723154	S Norris	OP			34,869	3,499	122.01			113.54	-16.60
19-29	16:38	875 W Main St, Lake Butler, FL	0724652	S Norris	OP			53,707	3,498	187.92			174.87	-16.33
19-29	17:27	875 W Main St, Lake Butler, FL	0724662	S Norris	OP			57,159	3,499	200.00			186.11	-17.38
			0724719	S Norris	OP			29,725	3,499	104.01			96.79	-9.03
								56,013	3,499	195.99			182.38	-17.03
PERIOD TOTALS								697,262		2,417.85			-73.42	2,344.43
YTD TOTALS								2,394,864		8,463.27			-118.33	8,344.94
PERIOD AVG: PPU									3.468					-91.86
YTD AVG: PPU														-152.21
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.														
Fuel 2022														

\*\*\*\*\* TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.

SUN STOP #326  
\*\*\*\*\*

SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

SUN STOP #326  
\*\*\*\*\*

SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/28/2024 050725382  
03:52:01 PM

XXXXXXXXXXXXXXXX1654  
Wright Exp  
INVOICE 038355  
AUTH 490649  
000 00

Description	Qty	Amount
DIESEL CR #03	35.724G	125.00
SELF @ 3.499/ G		

Subtotal 125.00  
**TOTAL 125.00**  
CREDIT \$ 125.00

Description	Qty	Amount
DIESEL CR #04	33.438G	117.00
SELF @ 3.499/ G		

Subtotal 117.00  
**TOTAL 117.00**  
CREDIT \$ 117.00

PUMP# 1

Regular 6.2523  
PRICE/GAL \$3.199  
FUEL TOTAL \$ 20.00

TOTAL = \$ 20.00

CREDIT \$ 20.00

WRIGHT EXP  
\*\*\*\*\*1654

Entry: Swiped  
Auth #: 376937  
Odometer: 000  
Veh #: 47854  
Resp Code: 000  
Stan: 14834143181  
Invoice #: 723160  
Store # \*\*\*\*\*

WRIGHT EXP  
\*\*\*\*\*1654

Entry: Swiped  
Auth #: 199377  
Odometer: 000  
Veh #: 47854  
Resp Code: 000  
Stan: 14854149018  
Invoice #: 725789  
Store # \*\*\*\*\*

Customer-activated Purchase/Capture  
Site #: 000000004547018  
Shift Number 1  
Sequence Number 03475  
Swiped  
APPROVED 490649

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?

PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9036871  
ST#326  
CSH: 0 9/28/24 1:51:37 PM

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?

PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9041297  
ST#326  
CSH: 0 9/30/24 3:21:35 PM

Prep for Hurricane Helene

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/9/24 7:57  
TRAN#9022613  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 30.486  
PRICE/G: \$3.289  
FUEL SALE \$100.27  
CREDIT \$100.27

WRIGHT EXP  
\*\*\*\*\*1654  
Entry: Swlped  
Auth #: 673242  
Odometer: 126538  
Veh #: 47854  
Resp Code: 000  
Stan: 1464088663  
Invoice #: 696879  
Store # \*\*\*\*\*  
\*\*\*\*\*

THANK YOU  
HAVE A NICE DAY

# CITY OF LAKE BUTLER VEHICLE LOG

Month Sept  
Year 2024

Vehicle # 002 Tag #         

Due by the 5th of each month

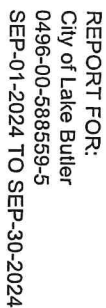
Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	Maintenance Record - Attach all Receipts			
						FUEL PURCHASES	REPAIRS	AMOUNT	DESCRIPTION
DATE	LOCATION	LOCATION	GALLONS	AMOUNT	VEHICLE CONDITION				
8-23-24	WV	126412	126421	9 ✓					
8-24-24	WV	126421	126430	9 ✓					
8-25-24	WV	126430	126439	9 ✓					
8-26-24	WV	126439	126448	9 ✓					
8-27-24	WV	126448	126457	9 ✓					
8-28-24	WV	126457	126466	9 ✓					
8-29-24	WV	126466	126475	9 ✓					
8-30-24	WV	126475	126484	9 ✓					
8-31-24	WV	126484	126493	9 ✓					
9-1-24	WV	126493	126502	9 ✓					
9-2-24	WV	126502	126511	9 ✓					
9-3-24	WV	126511	126520	9 ✓					
9-4-24	WV	126520	126529	9 ✓					
9-5-24	WV	126529	126538	9 ✓					
9-6-24	WV	126538	126547	9 ✓					
9-7-24	WV	126547	126556	9 ✓					
9-8-24	WV	126556	126565	9 ✓					
9-9-24	WV	126565	126574	9 ✓					
9-10-24	WV	126574	126583	9 ✓					
9-11-24	WV	126583	126592	9 ✓					
9-12-24	WV	126592	126601	9 ✓					
9-13-24	WV	126601	126610	9 ✓					
9-14-24	WV	126610	126619	9 ✓					
9-15-24	WV	126619	126628	9 ✓					
9-16-24	WV	126628	126637	9 ✓					
9-17-24	WV	126637	126646	9 ✓					
9-18-24	WV	126646	126655	9 ✓					
9-19-24	WV	126655	126664	9 ✓					
9-20-24	WV	126664	126673	9 ✓					
9-21-24	WV	126673	126682	9 ✓					
9-22-24	WV	126682	126691	9 ✓					
9-23-24	WV	126691	126700	9 ✓					
9-24-24	WV	126700	126709	9 ✓					
9-25-24	WV	126709	126718	9 ✓					
9-26-24	WV	126718	126727	9 ✓					
9-27-24	WV	126727	126736	9 ✓					
9-28-24	WV	126736	126745	9 ✓					
9-29-24	WV	126745	126754	9 ✓					
9-30-24	WV	126754	126763	9 ✓					
9-31-24	WV	126763	126772	9 ✓					
10-1-24	WV	126772	126781	9 ✓					
10-2-24	WV	126781	126790	9 ✓					
10-3-24	WV	126790	126799	9 ✓					
10-4-24	WV	126799	126808	9 ✓					
10-5-24	WV	126808	126817	9 ✓					
10-6-24	WV	126817	126826	9 ✓					
10-7-24	WV	126826	126835	9 ✓					
10-8-24	WV	126835	126844	9 ✓					
10-9-24	WV	126844	126853	9 ✓					
10-10-24	WV	126853	126862	9 ✓					
10-11-24	WV	126862	126871	9 ✓					
10-12-24	WV	126871	126880	9 ✓					
10-13-24	WV	126880	126889	9 ✓					
10-14-24	WV	126889	126898	9 ✓					
10-15-24	WV	126898	126907	9 ✓					
10-16-24	WV	126907	126916	9 ✓					
10-17-24	WV	126916	126925	9 ✓					
10-18-24	WV	126925	126934	9 ✓					
10-19-24	WV	126934	126943	9 ✓					
10-20-24	WV	126943	126952	9 ✓					
10-21-24	WV	126952	126961	9 ✓					
10-22-24	WV	126961	126970	9 ✓					
10-23-24	WV	126970	126979	9 ✓					
10-24-24	WV	126979	126988	9 ✓					
10-25-24	WV	126988	126997	9 ✓					
10-26-24	WV	126997	127006	9 ✓					
10-27-24	WV	127006	127015	9 ✓					
10-28-24	WV	127015	127024	9 ✓					
10-29-24	WV	127024	127033	9 ✓					
10-30-24	WV	127033	127042	9 ✓					
10-31-24	WV	127042	127051	9 ✓					
11-1-24	WV	127051	127060	9 ✓					
11-2-24	WV	127060	127069	9 ✓					
11-3-24	WV	127069	127078	9 ✓					
11-4-24	WV	127078	127087	9 ✓					
11-5-24	WV	127087	127096	9 ✓					
11-6-24	WV	127096	127105	9 ✓					
11-7-24	WV	127105	127114	9 ✓					
11-8-24	WV	127114	127123	9 ✓					
11-9-24	WV	127123	127132	9 ✓					
11-10-24	WV	127132	127141	9 ✓					
11-11-24	WV	127141	127150	9 ✓					
11-12-24	WV	127150	127159	9 ✓					
11-13-24	WV	127159	127168	9 ✓					
11-14-24	WV	127168	127177	9 ✓					
11-15-24	WV	127177	127186	9 ✓					
11-16-24	WV	127186	127195	9 ✓					
11-17-24	WV	127195	127204	9 ✓					
11-18-24	WV	127204	127213	9 ✓					
11-19-24	WV	127213	127222	9 ✓					
11-20-24	WV	127222	127231	9 ✓					
11-21-24	WV	127231	127240	9 ✓					
11-22-24	WV	127240	127249	9 ✓					
11-23-24	WV	127249	127258	9 ✓					
11-24-24	WV	127258	127267	9 ✓					
11-25-24	WV	127267	127276	9 ✓					
11-26-24	WV	127276	127285	9 ✓					
11-27-24	WV	127285	127294	9 ✓					
11-28-24	WV	127294	127303	9 ✓					
11-29-24	WV	127303	127312	9 ✓					
11-30-24	WV	127312	127321	9 ✓					
12-1-24	WV	127321	127330	9 ✓					
12-2-24	WV	127330	127339	9 ✓					
12-3-24	WV	127339	127348	9 ✓					
12-4-24	WV	127348	127357	9 ✓					
12-5-24	WV	127357	127366	9 ✓					
12-6-24	WV	127366	127375	9 ✓					
12-7-24	WV	127375	127384	9 ✓					
12-8-24	WV	127384	127393	9 ✓					
12-9-24	WV	127393	127402	9 ✓					
12-10-24	WV	127402	127411	9 ✓					
12-11-24	WV	127411	127420	9 ✓					
12-12-24	WV	127420	127429	9 ✓					
12-13-24	WV	127429	127438	9 ✓					
12-14-24	WV	127438	127447	9 ✓					
12-15-24	WV	127447	127456	9 ✓					
12-16-24	WV	127456	127465	9 ✓					
12-17-24	WV	127465	127474	9 ✓					
12-18-24	WV	127474	127483	9 ✓					
12-19-24	WV	127483	127492	9 ✓					
12-20-24	WV	127492	127501	9 ✓					
12-21-24	WV	127501	127510	9 ✓					
12-22-24	WV	127510	127519	9 ✓					
12-23-24	WV	127519	127528	9 ✓					
12-24-24	WV	127528	127537	9 ✓					
12-25-24	WV	127537	127546	9 ✓					
12-26-24	WV	127546	127555	9 ✓					
12-27-24	WV	127555	127564	9 ✓					
12-28-24	WV	127564	127573	9 ✓					
12-29-24	WV	127573	127582	9 ✓					
12-30-24	WV	127582	127591	9 ✓					
12-31-24	WV	127591	127600	9 ✓					
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): 541 ✓

Employees Signature: [Signature]

Public Works Director Signature: [Signature]





## PAGE 3

Transaction and Easement can be found on the last page of 441.

John

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-496-2974

DATE 9/19/24 7:50  
TRAN#9023203  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 30.407  
PRICE/G: \$3.189  
FUEL SALE \$96.97  
CREDIT \$96.97

WRIGHT EXP  
\*\*\*\*\*5961  
Entry: Swiped  
Auth #: 109961  
Odometer: 126817  
Veh #: 36359  
Resp Code: 000  
Stan: 14744114603  
Invoice #: 708757  
Store # \*\*\*\*\*  
\*\*\*\*\*

THANK YOU  
HAVE A NICE DAY



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 2

# Purchase Activity Report

CARD NUMBER		CARD EMBOSING		VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT			
M5500113596136359		JOHN FORSGREN		John Forsgren								Public Works			
DATE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
19-19	07:50	PREVIOUS ODOMETER 875 W Main St, Lake Butler, FL		0708772	J Forsgren	OP	15,025 126,817 UNL		30.407	3.189	96.97	✓			
		PERIOD TOTALS					*****		30.407		96.97			-5.56	\$1,411
		YTD TOTALS					*****		549.558		1,849.25			-5.56	\$1,411
		PERIOD AVG: PPU					*****							-100.55	1,748.70
		YTD AVG: PPU					*****			3.189					
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.															

Welcome to Shell  
WELCOME TO  
SUNSTOP 336  
4793 SW ST RD 121  
LAKE BUTLER, FL.  
386-496-1308  
13057466016  
SHELL POS LAB 106

4793 FL-121  
LAKE BUTLER FL  
32054

DATE 9/4/24 8:31  
TRAN#9092693  
PUMP# 09  
SERVICE LEVEL: SELF  
PRODUCT: UNLD1  
GALLONS: 22.462  
PRICE/G: \$3.339  
FUEL SALE \$75.00  
CREDIT \$75.00  
XXXX XX XXX300 7  
Wex  
Swiped  
APPROVED  
AUTH # 312820  
INV # 737999  
Odometer # 33442  
Card Number 84096

Please come again  
THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/9/24 7:53  
TRAN#9035361  
PUMP# 03

SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 19.154  
PRICE/G: \$3.289  
FUEL SALE \$63.00  
CREDIT \$63.00

WRIGHT EXP  
\*\*\*\*\*3007  
Entry: Swiped  
Auth #: 638980  
Odometer: 33653  
Veh #: 84096  
Resp Code: 000  
Stan: 14644088636  
Invoice #: 696877  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY

1200 E MAIN -  
FAST TRACK #21A  
XXXXXXX8001  
LAKE BUTLER,  
32054  
09/11/2024 6:51/1386  
10:14:27 AM

XXXXXXX3007  
Wright Exp  
INVOICE CO  
AUTH 527393  
DDO 33906

\*\*\* REPRINT \*\*\*  
PUMP# 3

Regular 22.5006  
PRICE/GAL \$3.289

FUEL TOTAL \$ 74.00

TOTAL = \$ 74.00  
\*\*\* REPRINT \*\*\*

CREDIT \$ 74.00

Customer-activated Purchase/Capture  
Site #: 000000004547616  
Shift Number 1  
Sequence Number 61920  
Swiped  
APPROVED 527393

THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/18/24 17:05  
TRAN#9040597  
PUMP# 04

SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 21.950  
PRICE/G: \$3.189  
FUEL SALE \$70.00  
CREDIT \$70.00

WRIGHT EXP  
\*\*\*\*\*3007  
Entry: Swiped  
Auth #: 303223  
Odometer: 34141  
Veh #: 84096  
Resp Code: 000  
Stan: 14734113416  
Invoice #: 708145  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY

Welcome to Shell  
WELCOME TO  
SUNSTOP 336  
4793 SW ST, RD 121  
LAKE BUTLER, FL.  
386-496-1308  
13057466016  
SHELL POS LAB 106

4793 FL-121  
LAKE BUTLER FL  
32054

DATE 9/20/24 12:13  
TRAN#9023255  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD1  
GALLONS: 29.943  
PRICE/G: \$3.199  
FUEL SALE \$67.00  
CREDIT \$67.00  
XXXX XX XXX300 7  
Wex  
Swiped  
APPROVED  
AUTH # 200380  
INV # 141721  
Odometer # 34421  
Card Number 84096

Please come again  
THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/25/24 11:41  
TRAN#9036527  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 16.943  
PRICE/G: \$3.189  
FUEL SALE \$54.03  
CREDIT \$54.03

WRIGHT EXP  
\*\*\*\*\*3007  
Entry: Swiped  
Auth #: 455863  
Odometer: 34613  
Veh #: 84096  
Resp Code: 000  
Stan: 14804131790  
Invoice #: 716876  
Store # \*\*\*\*\*

THANK YOU  
HAVE A NICE DAY

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
UNLD CR #02	15.9926	51.00
SELF @ 3.189/ G		

Subtotal 51.00  
TOTAL \$ 51.00  
CREDIT \$ 51.00

WRIGHT EXP  
\*\*\*\*\*3007  
Entry: Swiped  
Auth #: 455826  
Odometer: 34805  
Veh #: 84096  
Resp Code: 000  
Stan: 14804133438  
Invoice #: 717848  
Store # \*\*\*\*\*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
ST#326  
DR#1 TRAN#9023652  
CSH: 0  
9/25/24 6:44:11 PM

1200  
FAST BACK W214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/29/2024 6:50725578  
08:43:29 PM

XXXXXXXXXXXXXXXX3007  
Wright Exp  
INVOICE 038753  
AUTH 614393  
DDO 35169

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PAGE 5

Regular 19.8756  
PRICE/GAL \$3.199

FUEL TOTAL \$ 63.58

TOTAL = \$ 63.58  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
CREDIT \$ 63.58

Customer-activated Purchase/Capture  
Site #: 0000000004547618  
Shift Number 1  
Sequence Number 03945  
Swiped  
APPROVED 614393



# DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW ST RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0098165

Shift #: 0900

Trans #: 8165

Cashier: AUTO/SMART

Status: COMPLETE

Date: 09/27/2024

Time: 6:18 PM

DIESEL 2 (PUMP #11) - FUEL SALE \$ 160.18  
QTY: 45.008 GAL, PRICE: \$3.559/GAL

SUBTOTAL \$ 160.18  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 160.18  
PAYMENTS RECEIVED \$ 160.18  
CHANGE DUE \$ 0.00

FISERV/BRIGHT EXPRESS \$ 160.18  
XXXXXXXXXXXXXXXXXXXX30071 TCR  
AUTHORIZATION CODE 521658

RESPONSE: APPROVED, Auth #: 521656, Amount: US  
\$160.18, Sequence #: 53619, PAYMENT NETWORK:  
13

ODOMETER  
TRANSACTION TYPE 000  
SALE

*Handwritten signature*

I agree to pay total amount according to  
Card issuer agreement

NO. 11111 09/27



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 6

# Purchase Activity Report

CARD NUMBER		CARD EMBOSSING		VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT		
245500114309832813		CAL STEWART		Cal Stewart								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
09-05	08:14	PREVIOUS ODOMETER	0692098	A Stewart	OP	80,611		22,407	3,289	73.70				
09-12	07:56	875 W Main St, Lake Butler, FL	0700525	A Stewart	OP	80,787	UNL	18,426	3,288	60.60			-4.10	69.60
09-23	10:06	1200 E Main St, Lake Butler, FL	00001110	A Stewart	OP	81,098	UNL	20,949	3,199	67.02			-3.37	57.23
09-25	15:14	1200 E Main St, Lake Butler, FL	00002241	A Stewart	OP	81,146	UNL	8,250	3,198	26.39			-3.83	63.19
		PERIOD TOTALS				535		70,032		227.71			-1.51	24.88
		YTD TOTALS				*****		286,399		978.04			-12.61	214.90
		PERIOD AVGS: DPU, PPU, CPD				7.64			3.252	0.43			-52.40	925.64
		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 Fuel Record for 10/1/2009

# CITY OF LAKE BUTLER VEHICLE LOG

Month September  
 Year 2007

Vehicle # 007 Tag # 2151467

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		Maintenance/Repair Purchases		VEHICLE CONDITION					
						DATE	LOCATION	GALLONS	Amount	DESCRIPTION	(CIRCLE ONE)				
9/3	007	City	80797	80751	46	9-25	Sumner	22.00	\$73.20	✓	EXCELLENT				
9/4	007	City	80751	80800	49	9-25	Sumner	20.49	\$67.67	✓					
9/5	007	City	80800	80841	41	9-25	Sumner	8.35	\$26.39	✓					
9/6	007	City	80841	80884	43	9-25	Sumner	14.00	\$48.72	✓					
9/7	007	City	80884	80929	45	9-25	Sumner	16.15	\$50.00	✓					
9/8	007	City	80929	80964	35	9-25	Sumner	9.96	\$30.74	✓					
9/9	007	City	80964	81004	40	9-25	Sumner	8.18	\$26.19	✓					
9/10	007	City	81004	81044	40	9-25	Sumner	11.35	\$36.64	✓					
9/11	007	City	81044	81084	40	9-25	Sumner	9.34	\$29.14	✓					
9/12	007	City	81084	81110	26	9-25	Sumner	13.46	\$42.39	✓					
9/13	007	City	81110	81138	28	9-25	Sumner	9.96	\$30.74	✓	EXCELLENT				
9/14	007	City	81138	81164	26	9-25	Sumner	8.18	\$26.19	✓					
9/15	007	City	81164	81194	30	9-25	Sumner	11.35	\$36.64	✓					
9/16	007	City	81194	81224	30	9-25	Sumner	9.34	\$29.14	✓					
9/17	007	City	81224	81254	30	9-25	Sumner	13.46	\$42.39	✓					
9/18	007	City	81254	81284	30	9-25	Sumner	9.96	\$30.74	✓					
9/19	007	City	81284	81314	30	9-25	Sumner	8.18	\$26.19	✓					
9/20	007	City	81314	81344	30	9-25	Sumner	11.35	\$36.64	✓					
9/21	007	City	81344	81374	30	9-25	Sumner	9.34	\$29.14	✓					
9/22	007	City	81374	81404	30	9-25	Sumner	13.46	\$42.39	✓					
9/23	007	City	81404	81434	30	9-25	Sumner	9.96	\$30.74	✓	EXCELLENT				
9/24	007	City	81434	81464	30	9-25	Sumner	8.18	\$26.19	✓					
9/25	007	City	81464	81494	30	9-25	Sumner	11.35	\$36.64	✓					
9/26	007	City	81494	81524	30	9-25	Sumner	9.34	\$29.14	✓					
9/27	007	City	81524	81554	30	9-25	Sumner	13.46	\$42.39	✓					
9/28	007	City	81554	81584	30	9-25	Sumner	9.96	\$30.74	✓					
9/29	007	City	81584	81614	30	9-25	Sumner	8.18	\$26.19	✓					
9/30	007	City	81614	81644	30	9-25	Sumner	11.35	\$36.64	✓					
9/31	007	City	81644	81674	30	9-25	Sumner	9.34	\$29.14	✓					
9/32	007	City	81674	81704	30	9-25	Sumner	13.46	\$42.39	✓					
TOTALS															
PM PERFORMED DATE															
MILEAGE:															
NEXT PM DUE:															
MILEAGE:															
REPAIRS NEEDED? ADDITIONAL INFORMATION															
GOOD															
FAIR															
POOR															
INOP NOT REPAIRABLE															
INOP AWAITING PARTS															
WRECKED/BURNED															

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 4674

Employees Signature: [Signature]

Public Works Director Signature: [Signature]

Gas Can Money

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-486-2974

DATE 9/5/24 8:14  
TRAN#9035104  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 22.407  
PRICE/G: \$3.289  
FUEL SALE \$73.70  
CREDIT \$73.70

WRIGHT EXP  
\*\*\*\*\*3098  
Entry: Swiped  
Auth #: 471119  
Odometer: 80787  
Veh #: 32813  
Resp Code: 000  
Stan: 14604078481  
Invoice #: 692686  
Store # \*\*\*\*\*

#007 Van

THANK YOU  
HAVE A NICE DAY

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXXB001  
LAKE BUTLER, FL  
32054  
09/23/2024 650723835  
10:06:08 AM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 036358  
AUTH 925035  
DDO 81098

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 4

Regular 20.9496  
PRICE/GAL \$3.199

FUEL TOTAL \$ 67.02

TOTAL = \$ 67.02  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 67.02

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 01110  
Swiped  
APPROVED 925035

#007

Van

*Topped Off  
for Sporn*

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXXB001  
LAKE BUTLER, FL  
32054  
09/25/2024 650724579  
03:13:58 PM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 037371  
AUTH 012306  
DDO 81146

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 5

Regular 8.2506  
PRICE/GAL \$3.199

FUEL TOTAL \$ 26.39

TOTAL = \$ 26.39  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 26.39

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 02241  
Swiped  
APPROVED 012306

#007

Van

SUN STOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
UNLD CR #04	14.6416	48.74
SELF @ 3.329/ G		

TOTAL Subtotal 48.74  
CREDIT \$ 48.74

WRIGHT EXP  
\*\*\*\*\*3098  
Entry: Swiped  
Auth #: 113041  
Odometer: 090324  
Veh #: 33456  
Resp Code: 000  
Stan: 14584073151  
Invoice #: 689800  
Store # \*\*\*\*\*

*Chris Van / Murre*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326

ST#326  
CSH: 0  
DR#1 TRAN#9049997  
9/9/24 8:15:28 AM





ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 7

# Purchase Activity Report

CARD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)	VIN		DEPARTMENT				
145500114309833456			CSTEWART GAS CAN		CSTEWART GAS CAN					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														
19-03	08:15	875 W Main St, Lake Butler, FL	0689804	A Stewart	OP	82,624								
19-03	14:54	875 W Main St, Lake Butler, FL	0690180	H Whitehead	OP	90,324 UNL		14,641	3,329	48.74			-2.88	46.06
19-05	08:12	875 W Main St, Lake Butler, FL	0692093	A Stewart	OP	80,550 UNL		22,574	3,329	75.15			-4.13	71.02
19-09	08:08	875 W Main St, Lake Butler, FL	0696908	A Stewart	OP	90,524 UNL		5,088	3,288	16.73			-0.93	15.80
19-12	07:55	875 W Main St, Lake Butler, FL	0700521	A Stewart	OP	90,924 UNL		18,910	3,288	62.19			-3.46	58.73
19-13	07:47	1200 E Main St, Lake Butler, FL	00062678	A Stewart	OP	91,324 UNL		6,845	3,288	22.51			-1.25	21.26
19-17	14:42	1200 E Main St, Lake Butler, FL	00064258	A Stewart	OP	91,324 UNL		3,265	3,289	10.74			-0.60	10.14
19-20	07:41	875 W Main St, Lake Butler, FL	0710076	A Stewart	OP	92,024 UNL		8,186	3,199	26.19			-1.50	24.69
19-23	10:11	1200 E Main St, Lake Butler, FL	00001112	A Stewart	OP	92,324 UNL		23,793	3,198	76.11			-1.47	24.17
19-23	14:49	1200 E Main St, Lake Butler, FL	00001204	A Stewart	OP	92,324 UNL		11,330	3,198	36.24			-4.35	34.17
19-25	15:06	1200 E Main St, Lake Butler, FL	00002235	A Stewart	OP	92,524 UNL		13,368	3,198	42.76			-2.45	40.31
PERIOD TOTALS						*****		136,040		443.00			-24.89	418.11
YTD TOTALS						*****		401,840		1,372.82			-73.52	1,299.30
PERIOD AVG: PPU						*****			3.256					
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.														

THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-496-2974

DATE 9/5/24 8:12  
TRAN#9019891  
PUMP# 01  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 5.088  
PRICE/G: \$3.289  
FUEL SALE \$16.73  
CREDIT \$16.73

WRIGHT EXP  
\*\*\*\*\*3098  
Entry: Swiped  
Auth #: 437902  
Odometer: 090524  
Veh #: 33456  
Resp Code: 000  
Stan: 14604078475  
Invoice #: 692088  
Store # \*\*\*\*\*

*Gas Can/Movers*  
THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-496-2974

DATE 9/5/24 8:08  
TRAN#9010065  
PUMP# 01  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 18.910  
PRICE/G: \$3.289  
FUEL SALE \$62.19  
CREDIT \$62.19

WRIGHT EXP  
\*\*\*\*\*3098  
Entry: Swiped  
Auth #: 670714  
Odometer: 090924  
Veh #: 33456  
Resp Code: 000  
Stan: 1464088701  
Invoice #: 696904  
Store # \*\*\*\*\*

*Gas Can/Movers*  
THANK YOU  
HAVE A NICE DAY

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/13/2024 650721796  
07:46:36 AM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 033105  
AUTH 469664  
DDO 091324

\*\*\* REPRINT \*\*\*  
PUMP# 6

Regular 3.2556  
PRICE/GAL \$3.289  
FUEL TOTAL \$ 10.74

TOTAL = \$ 10.74  
\*\*\* REPRINT \*\*\*  
CREDIT \$ 10.74

Customer-activated Purchase/Capture  
Site #: 0000000004547610  
Shift Number 1  
Sequence Number 62678  
Swiped  
APPROVED 469664

*Gas Can/Movers*

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/17/2024 650722592  
02:41:39 PM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 034405  
AUTH 706361  
DOB 091724

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 4

Regular 8.1866  
PRICE/GAL \$3.199

FUEL TOTAL \$ 26.19

TOTAL = \$ 26.19

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 26.19

Customer-activated Purchase/Capture  
Site #: 00000004547618  
Shift Number 1

Sequence Number 04238

*Gas Can/Movers*

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-496-2974

DATE 9/20/24 7:41

TRAN#9010549

PUMP# 01

SERVICE LEVEL: SELF

PRODUCT: UNLD

GALLONS: 8.040

PRICE/G: \$3.189

FUEL SALE \$25.64

CREDIT \$25.64

WRIGHT EXP

\*\*\*\*\*3098

Entry: Swiped

Auth #: 500710

Odometer: 092024

Veh #: 33456

Resp Code: 000

Stan: 14754117411

Invoice #: 710071

Store # \*\*\*\*\*

*Gas Can/Movers*

THANK YOU  
HAVE A NICE DAY

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/23/2024 650723907  
02:49:02 PM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 036446  
AUTH 519727  
DOB 092324

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 4

Regular 11.3306  
PRICE/GAL \$3.199

FUEL TOTAL \$ 36.24

TOTAL = \$ 36.24

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 36.24

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 01204  
Swiped  
APPROVED 519727

*st Movers/Gas Can*

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/23/2024 650723838  
10:11:10 AM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 036360  
AUTH 922432  
DDO 092324

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 4

Regular 23.7930  
PRICE/GAL \$3.199

FUEL TOTAL \$ 76.11

TOTAL = \$ 76.11  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 76.11

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 01112  
Swiped  
APPROVED 922432

*At Mimers Gas*  
*Caro*

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/25/2024 650724573  
03:05:32 PM

XXXXXXXXXXXXXXXX3098  
Wright Exp  
INVOICE 037365  
AUTH 993278  
DDO 092524

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 6

Regular 13.3686  
PRICE/GAL \$3.199

FUEL TOTAL \$ 42.76

TOTAL = \$ 42.76  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 42.76

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 02235  
Swiped  
APPROVED 993278

*Gas Car / Mimers*

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/3/24 14:54  
TRAN#9040018  
PUMP# 04  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 22.574  
PRICE/G: \$3.329  
FUEL SALE \$75.15  
CREDIT \$75.15

WRIGHT EXP  
\*\*\*\*\*3098  
Entry: Swiped  
Auth #: 038473  
Odometer: 80550  
Veh #: 33456  
Resp Code: 000  
Stan: 14584074107  
Invoice #: 690170  
Store # \*\*\*\*\*  
\*\*\*\*\*

*Morris / ~~Stop~~ Misc*  
THANK YOU  
HAVE A NICE DAY





ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 8

# Purchase Activity Report

CARD NUMBER		CARD EMBOSSING		VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT			
145500114324723906		JPUNI GAS CAN		JPUNI GAS CAN								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
19-05 14:55		PREVIOUS ODOMETER 875 W Main St, Lake Butler, FL		0692548	H Whitehead	OP	80,418		15,850	3,288	52.13			49.23	-4.83
19-09 14:53		875 W Main St, Lake Butler, FL		0697320	H Whitehead	OP	80,586 UNL 80,630 UNL		5,689	3,288	18.71	✓		17.67	-1.74
PERIOD TOTALS							212		21,539		70.84			66.90	-6.57
PERIOD AVGS: DPU, PPU, CPD							*****		175,282		610.84			578.78	-53.49
YTD AVG: PPU							9.84			3,289	0.33				
							*****								
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.															

# CITY OF LAKE BUTLER VEHICLE LOG

Month Sept  
Year 2024

Vehicle # 006 Tag # 215652

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			
						DATE	LOCATION	GALLONS	Amount
9-1	H.W.	city	80551	80567	16	9-3	sunstop	17.571/22.15	\$28.44/\$75.15
9-5	H.W.	city	80567	80587	20	9-5	sunstop	15.850/15.2.13	\$24.65/\$75.15
9-6	H.W.	city	80587	80608	21		sunstop	22.702/5.689	\$74.671
9-10	H.W.	city	80608	80633	25	9-12	union bu	11.278	\$46.53
9-11	H.W.	city	80633	80658	25	9-17	sunstop	16.935	\$64.21/\$401
9-12	H.W.	city	80658	80681	23	9-19	sunstop	17.565	\$56.01
9-13	H.W.	city	80681	80702	21	9-24	sunstop	20.115/17.260	\$64.15/\$3.04
9-16	H.W.	city	80702	80722	20				\$
9-17	H.W.	city	80722	80745	23				\$
9-18	H.W.	city	80745	80765	20				\$
9-19	H.W.	city	80765	80803	38				\$
9-20	H.W.	city	80803	80824	21				\$
9-21	H.W.	city	80824	80854	30				\$
9-22	H.W.	city	80854	80872	18				\$
9-23	H.W.	city	80872	80879	7				\$
9-24	H.W.	city	80879	80925	46				\$
						Maintenance/Repair Purchases			
						DATE	LOCATION	AMOUNT	DESCRIPTION
						TOTALS			
						PM PERFORMED DATE			VEHICLE CONDITION
						MILEAGE:			(CIRCLE ONE)
						NEXT PM DUE:			EXCELLENT
						MILEAGE:			GOOD
						REPAIRS NEEDED? ADDITIONAL INFORMATION			FAIR
									POOR
									INOP NOT REPAIRABLE
									INOP AWAITING PARTS
									WRECKED/BURNED

Total Mileage Driven for Month (Beginning ODO less Ending ODO): 371

Employee Signature: Hayden Whitbread

Public Works Director Signature: [Signature]

*frank*

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/5/24 14:55  
TRAN#9035129  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 15.850  
PRICE/G: \$3.289  
FUEL SALE \$52.13  
CREDIT \$52.13

WRIGHT EXP  
\*\*\*\*\*3247  
Entry: Swiped  
Auth #: 488179  
Odometer: 80586  
Veh #: 23906  
Resp Code: 000  
Stan: 14604079416  
Invoice #: 692533  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY

*frank*

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/9/24 14:53  
TRAN#9040243  
PUMP# 04  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 5.689  
PRICE/G: \$3.289  
FUEL SALE \$18.71  
CREDIT \$18.71

WRIGHT EXP  
\*\*\*\*\*3247  
Entry: Swiped  
Auth #: 754513  
Odometer: 80630  
Veh #: 23906  
Resp Code: 000  
Stan: 14644089621  
Invoice #: 697315  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY

# Purchase Activity Report

**PAGE 9**

CARD NUMBER	CARD EMBOSING	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT									
145500114374232949	HWHTEHEAD GASCAN	HWHTEHEAD GASCAN			Public Works									
DATE	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
12:40	12:40	PREVIOUS ODOMETER	0001002	H Whitehead	IP	80,693 UNL		15,210	3.059	46.53				
12:21	07:21	280 W Main St, Lake Butler, FL	0706189	H Whitehead	OP	80,745 UNL		18,567	3.188	59.21				
08:50	08:50	875 W Main St, Lake Butler, FL	0708870	H Whitehead	OP	80,809 UNL		17,565	3.188	56.01				
12:50	12:50	875 W Main St, Lake Butler, FL	0715359	H Whitehead	OP	80,864 UNL		20,115	3.189	64.15				
18:30	18:30	4793 SW State Road 121, Lake Butler, FL	0053624	S Norris	OP	0 DSL		39,848	3.559	141.82				
PERIOD TOTALS														
YTD TOTALS						*****		111,305		367.72				
PERIOD AVG: PPU						*****		111,305		367.72				
YTD AVG: PPU						*****		3.304		*****				
DEPARTMENT TOTALS FOR: Public Works														
TOTAL FUEL - PERIOD								1,413.603	3.384	4,784.27				
YTD								6,644.857		22,801.73				
TOTAL PURCHASES - PERIOD								1,413.603		4,784.27				
YTD								6,644.857		22,801.73				
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.														
141.82 - None														

Month Sept  
Year 2024


Vehicle #	Tag #
006	215652

**Due by the 5th of each month**

[illegible]

Total Mileage Driven for Month (Beginning ODO Less Ending ODO): 371

Employees Signature: Hayden Albritton

Public Works Director Signature: 



UNION BEVERAGE  
260 W MAIN ST  
LAKE BUTLER FL 32054

09/12/2024 12:40

FLEET CARD

*lake* WEX SALE

Card # XXXXXXXXXXXX3742  
SEQ #: 2  
Batch #: 8  
Trans #: 1002  
Vehicle #: 32949  
Odometer: 80693  
Purch Dev Seq #: 32949  
Approval Code: 087340  
Entry Method: Swipe  
Mode: Online

Product	Qty	Price	Amount
Unleaded	15.2106	\$3.059	\$46.53

SALE AMOUNT \$46.53

THANK YOU

CUSTOMER COPY

*lake*  
WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-496-2974

DATE 9/17/24 7:20  
TRAN#9010393  
PUMP# 01  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 18.567  
PRICE/G: \$3.189  
FUEL SALE \$59.21  
CREDIT \$59.21

WRIGHT EXP  
\*\*\*\*\*3742  
Entry: Swiped  
Auth #: 568492  
Odometer: 80745  
Veh #: 32949  
Resp Code: 000  
Stan: 14724108885  
Invoice #: 706170  
Store # \*\*\*\*\*  
\*\*\*

THANK YOU  
HAVE A NICE DAY

*Frank*

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKE BUTLER, FL 32054  
386-496-2974

DATE 9/19/24 8:49  
TRAN#9040825  
PUMP# 04  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 17.565  
PRICE/G: \$3.189  
FUEL SALE \$56.01  
CREDIT \$56.01

WRIGHT EXP  
\*\*\*\*\*3742  
Entry: Swiped  
Auth #: 443839  
Odometer: 80809  
Veh #: 32949  
Resp Code: 000  
Stan: 14744114810  
Invoice #: 708858  
Store # \*\*\*\*\*

THANK YOU  
HAVE A NICE DAY

SUNSTOP #326  
\*\*\*\*\*  
SUNSTOP  
875 WEST MAIN ST  
LAKE BUTLER FL 32054

Description	Qty	Amount
UNLD CR #04	20.1156	64.15
SELF @ 3.189/ G		

Subtotal 64.15  
**TOTAL 64.15**  
CREDIT \$ 64.15

WRIGHT EXP  
\*\*\*\*\*3742  
Entry: Swiped  
Auth #: 412800  
Odometer: 80864  
Veh #: 32949  
Resp Code: 000  
Stan: 14794128985  
Invoice #: 715352  
Store # \*\*\*\*\*

*Frank*

DID YOU RECEIVE OUTRAGEOUS  
CUSTOMER SERVICE?  
PLEASE PROVIDE YOUR FEEDBACK  
CALL & TEXT 386-628-3334  
THANKS, COME AGAIN TO 326  
DR#1 TRAN#9040853  
ST#326  
CSH: 0  
9/24/24 12:50:09 PM

# DUPLICATE RECEIPT

SUNSTOP #336 #336  
4793 SW 51 RD121  
LAKE BUTLER, FL 32054

INVOICE #: 0286169

Shift #: 0900 Trans #: 8169  
Cashier: AUTO/SMART Status: COMPLETE  
Date: 09/27/2024 Time: 6:30 PM

DIESEL 2 IPUMP #111- FUEL SALE \$ 141.32  
QTY: 39.848 GAL, PRICE: \$3.559/GAL

SUBTOTAL \$ 141.82  
SALES TAX TOTAL \$ 0.00+  
TOTAL \$ 141.82  
PAYMENTS RECEIVED \$ 141.82  
CHANGE DUE \$ 0.00

FISERV/WRIGHT EXPRESS \$ 141.82  
XXXXXXXXXXXX3742 JICR  
AUTHORIZATION CODE 540603

RESPONSE: APPROVED, Auth #:540603, Amount: US  
D\$141.82, Sequence #:53624, PAYMENT NETWORK:  
13

ODOMETER  
TRANSACTION TYPE 000  
SALE

X ALW/ helene  
I agree to pay total amount according to  
card issuer agreement

RECEIPT COPY

*Helene*

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX6001  
LAKE BUTLER, FL  
32054  
09/06/2024 650720422  
07:23:11 AM

XXXXXXXXXXXXXXXX3494  
Wright Exp  
INVOICE 030637  
AUTH 544547  
CNO 15616

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PURP# 4

Regular 24.9330  
PRICE/GAL \$3.329

FUEL TOTAL \$ 63.00

TOTAL = \$ 63.00  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
CREDIT \$ 63.00

Customer-activated Purchase/Capture  
Site #: 090000004547618  
Shift Number 1  
Sequence Number 50939  
Swiped  
APPROVED 544547

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX6001  
LAKE BUTLER, FL  
32054  
09/24/2024 650724033  
07:44:23 AM

XXXXXXXXXXXXXXXX3494  
Wright Exp  
INVOICE 036685  
AUTH 563672  
CNO 15860

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PURP# 6

Regular 25.0700  
PRICE/GAL \$3.193

FUEL TOTAL \$ 80.20

TOTAL = \$ 80.20  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
CREDIT \$ 80.20

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 01499  
Swiped  
APPROVED 563672

Month SEPTEMBER  
Year 2024

Due by the 5th of each month

[illegible]





ULTIMATE PARENT ACCOUNT:  
State of Florida

REPORT FOR:  
City of Lake Butler  
0496-00-568559-5  
SEP-01-2024 TO SEP-30-2024

PAGE 12  
END OF REPORT

# Purchase Activity Report

ID NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT				
50011434946269		GREGORY CALLAWAY	GREGORY CALLAWAY		GREGORY CALLAWAY				Wastewater				
E- ID	TIME	SITE ADDRESS	TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
06 14	07:23 07:44	PREVIOUS ODOMETER 1200 E Main St, Lake Butler, FL 1200 E Main St, Lake Butler, FL	00059939 00001499	G Callaway G Callaway	OP OP	15,456 15,616 UNL 15,860 UNL	24,933 25,070 50,003	3,328 3,199	83.00 80.20	✓ 163.20 362.20	-4.56 -4.59 -9.15 -19.75	78.44 75.61 154.05 342.45	-9.36 -9.40 -18.76 -40.48
		PERIOD TOTALS				404 *****	107,878						
		PERIOD AVGS: DPU, PPU, CPD YTD AVG: PPU				8.08 *****		3,264	0.40 *****				
***** 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 YTD					211,846 2,171,182	3,264	691.50 7,233.21		-38.77 -397.30	652.73 6,835.91	-74.27 -736.40
		TOTAL PURCHASES - PERIOD YTD					211,846 2,171,182		691.50 7,233.21		-38.77 -397.30	652.73 6,835.91	-74.27 -736.40

1200 E MAIN ST  
FAST TRACK #214  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
10/01/2024 050725801  
06:39:12 AM

XXXXXXXXXXXXXXXX5961  
Wright Exp  
INVOICE 039194  
AUTH 121245  
ODD 19656

PUMP# 3

Regular 26.3346  
PRICE/GAL \$3.199  
FUEL TOTAL \$ 84.24

TOTAL = \$ 84.24

CREDIT \$ 84.24

Customer-activated Purchase/Capture  
Site #: 00000000457618  
Shift Number 1  
Sequence Number 04498  
Swiped  
APPROVED 121245

Ally's World  
p41 per  
car Mike Start  
p41 or Met

1200 1  
FAST 1  
XXXXXXXXXX8001  
LAKE BUTLER, FL  
32054  
09/13/2024 6:50:21/85  
06:37:50 AM

XXXXXXXXXXXXXXXX5961  
Wright Exp  
INVOICE 033079  
AUTH 327973  
OND 19237

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 4

Regular 29.44  
PRICE/GAL \$3.700

FUEL TOTAL \$ 96.84

TOTAL = \$ 96.84  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 96.84

Customer-activated Purchase/Capture  
Site #: 000000004547618  
Shift Number 1  
Sequence Number 62652  
Swiped  
APPROVED 327973

9/20/2024 7:06:33  
Order Number:  
Circle K 2722432  
585 SW 6th Street  
Lake Butler FL 32054  
(386) 496-2467

Term: 102  
Appr : 418446  
Ticket# : 264001775  
UNL-REG  
PUMP No. 05  
Gallons 27.703  
PRICE/G \$3.199  
TOTAL FUEL \$88.62  
TOTAL SALE \$88.62  
SALE  
Wright Exp  
Card Num : (S)  
XXXXXXXXXXXXXXXX5961  
Swiped

Odometer : 19458  
PO Seq# : 36466  
09/20/2024 07:01:45

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

THANK YOU  
HAVE A NICE DAY

# CITY OF LAKE BUTLER VEHICLE LOG

Month September  
 Year 2024

Vehicle # 005 Tag # X01276

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			
						DATE	LOCATION	GALLONS	Amount
9/13	medford	city	19991	19002	18	9/14	Subtract	30.22	\$ 100.63
9/13	medford	city	19002	19032	30	9/13	Foot track	26.44	\$ 96.84
9/13	medford	city	19032	19051	19	9/13	Circle K	21.20	\$ 83.10
9/13	medford	city	19051	19079	28	9/13	Foot track	21.20	\$ 83.10
9/13	medford	city	19079	19119	40	10/1	Foot track	21.20	\$ 83.10
9/13	medford	city	19119	19160	40				
9/13	medford	city	19160	19190	30				
9/13	medford	city	19190	19236	46				
9/13	medford	city	19236	19278	42				
9/13	medford	city	19278	19308	30				
9/13	medford	city	19308	19357	49				
9/13	medford	city	19357	19392	35				
9/13	medford	city	19392	19434	42				
9/13	medford	city	19434	19454	20				
9/13	medford	city	19454	19480	26				
9/13	medford	city	19480	19485	5				
9/13	medford	city	19485	19512	27				
9/13	medford	city	19512	19526	14				
9/13	medford	city	19526	19547	21				
9/13	medford	city	19547	19574	27				
9/13	medford	city	19574	19624	50				
9/13	medford	city	19624	19648	24				
						TOTALS			
						PM PERFORMED DATE			
						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): 6604

Employees Signature: M. G. [Signature]

Public Works Director Signature: [Signature]



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

PAGE 11

# Purchase Activity Report

RD NUMBER		CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)	VIN	DEPARTMENT							
500113596136466		MICHAEL MALLARD	Michael Mallard						Wastewater							
TE	TIME	SITE ADDRESS			TICKET NUMBER	PROMPT	TRAN	ODOM.	PROD	UNITS	COST/	FUEL \$	OTHER \$	EXEMPT	NET \$	REPORTED
IDD						INFO	CODE				UNIT			TAX		TAX
04	12:15	PREVIOUS ODOMETER														
13	06:38	1200 E Main St, Lake Butler, FL			00059171	M Mallard	OP	18,772	19,024	UNL	30,228	3,329	100.63		95.10	-11.34
20	07:06	1200 E Main St, Lake Butler, FL			00062652	M Mallard	OP	19,237	19,237	UNL	29,444	3,288	96.84		91.45	-11.05
		585 SW 6th St, Lake Butler, FL			264001022	M Mallard	OP	19,458	UNL	27,703	3,199	88.62		-5.07	83.55	-10.40
		PERIOD TOTALS														
		YTD TOTALS														
		PERIOD AVGS: DPU, PPU, CPD														
		YTD AVG: PPU														

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/3/24 14:54  
TRAN#9022275  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 17.571  
PRICE/G: \$3.329  
FUEL SALE \$58.48  
CREDIT \$58.49

WRIGHT EXP

\*\*\*\*\*5961  
Entry: Swiped  
Auth #: 040506  
Odometer: 80550  
Veh #: 36375  
Resp Code: 000  
Stan: 14584074108  
Invoice #: 690169  
Store # \*\*\*\*\*  
\*\*\*\*

*Van*

THANK YOU  
HAVE A NICE DAY

*Van*  
WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/9/24 14:53  
TRAN#9022639  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 22.702  
PRICE/G: \$3.289  
FUEL SALE \$74.67  
CREDIT \$74.67

WRIGHT EXP

\*\*\*\*\*5961  
Entry: Swiped  
Auth #: 741822  
Odometer: 80630  
Veh #: 36375  
Resp Code: 000  
Stan: 14644088022  
Invoice #: 697314  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY

*Van*  
WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/17/24 7:24  
TRAN#9035820  
PUMP# 03  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 16.935  
PRICE/G: \$3.189  
FUEL SALE \$54.01  
CREDIT \$54.01

WRIGHT EXP

\*\*\*\*\*5961  
Entry: Swiped  
Auth #: 582385  
Odometer: 80745  
Veh #: 36375  
Resp Code: 000  
Stan: 14724108888  
Invoice #: 706192  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY

WELCOME TO  
SUNSTOP 326  
875 W MAIN ST  
LAKEBUTLER, FL 32054  
386-496-2974

DATE 9/24/24 12:50  
TRAN#9023524  
PUMP# 02  
SERVICE LEVEL: SELF  
PRODUCT: UNLD  
GALLONS: 17.260  
PRICE/G: \$3.189  
FUEL SALE \$55.04  
CREDIT \$55.04

WRIGHT EXP

\*\*\*\*\*5961  
Entry: Swiped  
Auth #: 442081  
Odometer: 80864  
Veh #: 36375  
Resp Code: 000  
Stan: 14794128986  
Invoice #: 715351  
Store # \*\*\*\*\*  
\*\*\*\*

THANK YOU  
HAVE A NICE DAY



# CITY OF LAKE BUTLER VEHICLE LOG

Month Sept  
Year 2024

Vehicle # 006 Tag # 215652

Due by the 5th of each month

Date	Employee/Driver	Destination: From - To	Beginning Odometer	Ending Odometer	Mileage	FUEL PURCHASES	LOCATION	GALLONS	Amount	MAINTENANCE RECORD - Attach all Receipts
9-4	H.W.	city	80551	80567	16	DATE				
9-5	H.W.	city	80567	80587	20	4-3	sunstop	17.57	22.15	305.844/175.15
9-6	H.W.	city	80587	80608	21	8-5	sunstop	15.50	15.13	
9-9	H.W.	city	80608	80633	25		sunstop	22.70	25.684	74.671 18.71
9-10	H.W.	city	80633	80658	25	9-12	union bld	11.278	34.653	
9-11	H.W.	city	80658	80681	23	9-17	sunstop	16.935	50.21	54.01
9-12	H.W.	city	80681	80702	21	9-19	sunstop	17.565	56.01	
9-13	H.W.	city	80702	80722	20	9-24	sunstop	20.115	17.260	64.151 53.04
9-14	H.W.	city	80722	80745	23					
9-15	H.W.	city	80745	80765	20					
9-16	H.W.	city	80765	80803	38					
9-17	H.W.	city	80803	80832	29					
9-18	H.W.	city	80832	80854	22					
9-19	H.W.	city	80854	80872	18					
9-20	H.W.	city	80872	80884	12					
9-21	H.W.	city	80884	80925	41					
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): 391

Employee Signature: Negden Whitbread

Public Works Director Signature: [Signature]



ULTIMATE PARENT ACCOUNT:  
State of Florida

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

# Purchase Activity Report

RD NUMBER		CARD EMBOSSING	VEHICLE IDENTIFIER		VEHICLE DESCRIPTION		PLATE (ST)		VIN		DEPARTMENT				
580013596136375		HAYDEN WHITEHEAD	Hayden Whitehead								Wastewater				
TE	TIME	SITE ADDRESS		TICKET NUMBER	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	OTHER \$	EXEMPT TAX	NET \$	REPORTED TAX
03	14:54	PREVIOUS ODOMETER													
09	14:53	875 W Main St, Lake Butler, FL		0690184	H Whitehead	OP	80,487	80,550 UNL	17,571	3,328	58.49		-3.22	55.27	-5.36
17	07:24	875 W Main St, Lake Butler, FL		0697324	H Whitehead	OP	80,630 UNL	22,702	22,702	3,289	74.67		-4.15	70.52	-6.93
24	12:50	875 W Main St, Lake Butler, FL		0706195	H Whitehead	OP	80,745 UNL	16,935	16,935	3,189	54.01		-3.10	50.91	-5.17
				0715363	H Whitehead	OP	80,864 UNL	17,260	17,260	3,188	55.04		-3.16	51.83	-5.26
		PERIOD TOTALS					377		74,468		242.21		-13.63	228.53	-22.72
		PERIOD AVGS: DPU, PPU, CPD					*****		788,484		2,511.66		-144.27	2,367.39	-258.44
		YTD AVG: PPU					5.06			3,253	0.64				
							*****								
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE..															

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

**DATE: October 15, 2024**

**CONSENT AGENDA ITEM: Animal Control Logs for September 2024. (#4D)**

**DEPARTMENT: City of Lake Butler – Animal Control.**

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

**ASSOCIATED COST(S): N/A**

Melissa Hendrix  
Mayor  
mhendrix@cityoflakebutler.com



Kimberly Hayes  
City Manager  
khayes@cityoflakebutler.com

## Animal Control Log

Employee Signature [Signature]  
Date of Pick-Up 9/19/24  
Location Description of Pick-Up: SW 6<sup>th</sup> and 4<sup>th</sup> Ave Stray  
Description of Animal: Black/white mix

Disposition:

☐ Picked up by Owner:

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

☒ Adopted:

Name of Adopter Chelsea McCormick

Address 6951 SW 200<sup>th</sup> Ave Morningside FL

Phone Number 352-362-2488

☐ Euthanized:

Date \_\_\_\_\_

Melissa Hendrix  
Mayor  
mhendrix@cityoflakebutler.com



Kimberly Hayes  
City Manager  
khayes@cityoflakebutler.com

## Animal Control Log

Employee Signature [Signature]  
Date of Pick-Up 9/19/24  
Location Description of Pick-Up: Gray SE 2<sup>nd</sup> ST & SE 7<sup>th</sup> Ave  
Description of Animal: Brindle mix

Disposition:

☐ Picked up by Owner:

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

☒ Adopted:

Name of Adopter Chelsea McLeMick

Address 6951 SE 200<sup>th</sup> Ave Merrittton FL

Phone Number ~~28~~ 352-362-2988

☐ Euthanized:

Date \_\_\_\_\_





CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** August 20, 2024

**AGENDA ITEM:** Motion to Approve Agreement between The State of Florida, Department of State and the City of Lake Butler for Grant 24.h.sc.100.002 – Townsend Building Rehabilitation Grant. (#5)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to Approve Agreement between The State of Florida, Department of State and the City of Lake Butler for Grant 24.h.sc.100.002 – Townsend Building Rehabilitation Grant. The Grant is for \$49,740.

**ASSOCIATED COST(S):** N/A

## Michelle Evernden

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**From:** Wichowski, Olivia <Olivia.Wichowski@dos.fl.gov>  
**Sent:** Thursday, October 3, 2024 12:46 PM  
**To:** interstar1@juno.com; andyeaston2@msn.com  
**Cc:** Kim Hayes; Michelle Evernden  
**Subject:** RE: Doug Sanders (City of Lake Butler)  
**Attachments:** 25.h.sc.100.002 Grant Award Agreement\_Unsigned.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Doug,

Good afternoon, and thank you for sending this! Unfortunately, we cannot approve any contracts or expenditures until the **Grant Award Agreement** has been signed—please see attached to sign and return whenever possible.

Additionally, please make the following revisions to the contract with **Infrastructure Consulting + Engineering**:

- **Non-Discrimination Clause:** Please include the statement “No employee or applicant for employment engaged under this Agreement may be discriminated against because of race, color, religion, national origin, age, pregnancy, handicap or marital status.”
- **Project Duration:** Please include the statement “All work will be completed on or before 6/30/2025.”
- **Contract Amount:** Please list a specific contract value for the services.
- **Scope of Work:** Please include the statement “All work will adhere to the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*.”
- **Scope of Work:** Please revise the Scope of Work to more closely follow the Scope of Work of the Grant Award Agreement:
  - “Once the Architectural building survey has been completed and existing building documentation has been received, ICE will proceed with a bid/permit set of plans, including as-built drawings with elevations, and specifications manual for the repair work Plans needed for permitting review will consist of:
    - Repair/replace roof to match historic appearance
    - Repair/replace twelve (12) non-historic windows to match historic appearance
    - Repair/replace non-historic flooring to match historic appearance”
- **Ground Disturbance:** Please confirm that no potential for ground disturbance exists in “demolish floors,” or include the following Ground Disturbance Clause in the contract with ICE:
  - a. Ground disturbance around historic buildings or elsewhere on the site shall be minimized, thus reducing the possibility of damage to or destruction of significant archaeological resources.
  - b. If an archaeological investigation of the Project site has not been completed, the architect or engineer shall contact the Department for assistance in determining the actions necessary to evaluate the potential for adverse effects of the ground disturbing activities on significant archaeological resources.
  - c. Significant archaeological resources shall be protected in place whenever possible. Heavy machinery shall not be allowed in areas where significant archaeological resources may be disturbed or damaged. Significance is evaluated based on an evaluation of identity, age, location, and context in conjunction with their capacity to reveal information through the investigatory research designs, methods, and techniques used by archaeologists.
  - d. When preservation of significant archaeological resources in place is not feasible, a mitigation plan shall be developed in consultation with and approved by the Department’s Compliance

## Michelle Evernden

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**From:** interstar1@juno.com  
**Sent:** Thursday, October 3, 2024 2:27 PM  
**To:** Kim Hayes; Michelle Evernden; andyeaston2@msn.com  
**Subject:** Doug (GAA/Townsend Building/City of Lake Butler)  
**Attachments:** ATT00001.htm; 25.h.sc.100.002 Grant Award Agreement\_Unsigned.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Kimberly & Michelle--

Olivia has approved ICE as the Project Engineer for the Townsend Building. With her instructions (see enclosed) I am preparing a contract for ICE and please put this on the agenda for the October City Commission meeting. I plan on having the ICE contract to you on Monday.

Doug

Please note: forwarded message attached

From: "Wichowski, Olivia" <Olivia.Wichowski@dos.fl.gov>  
To: "interstar1@juno.com" <interstar1@juno.com>, "andyeaston2@msn.com" <andyeaston2@msn.com>  
Cc: Kim Hayes <khayes@cityoflakebutler.com>, Michelle Evernden <mevernden@cityoflakebutler.com>  
Subject: RE: Doug Sanders (City of Lake Butler)  
Date: Thu, 3 Oct 2024 16:45:47 +0000

**AGREEMENT BETWEEN**  
**THE STATE OF FLORIDA, DEPARTMENT OF STATE**  
**AND**  
**City of Lake Butler**  
**24.h.sc.100.002**

This Agreement is by and between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division," and the City of Lake Butler hereinafter referred to as the "Grantee."

The Grantee has been awarded a Special Category Grant by the Division, grant number 24.h.sc.100.002 for the Project "Townsend Building Rehabilitation," in the amount of \$49,740 ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item 3237, contained in the 2024 General Appropriations Act, SB2500, Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.0617, *Florida Statutes*.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose.** This grant shall be used exclusively for the "Townsend Building Rehabilitation," the public purpose for which these funds were appropriated.

- a) The Grantee shall perform the following **Scope of Work**:

Grant funds will be used to restore the historic Townsend Building in Lake Butler, Florida. Work items include repair/replace roof to match historic appearance; repair/replace twelve (12) non-historic windows to match historic appearance; and repair/replace non-historic flooring to match historic appearance. Grant funds will also be used for architectural/engineering services.

All window and/or door replacements shall be submitted to the Bureau of Historic Preservation for review and approval before any window and/or door replacement work commences.

All tasks associated with the Project shall meet the requirements set forth in this agreement.

- b) The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

#	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed Price	Provide a copy of the professional architectural/engineering consultant's credentials, a project timeline, and an executed Restrictive Covenant filed with the County Clerk to the Division for review and approval.	One (1) digital copy of the professional architectural/engineering consultant credentials; One (1) digital copy of the project timeline; One (1) copy of the executed Restrictive Covenant filed with the County Clerk.	\$12,435

2	Fixed Price	Complete and submit a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed for review and approval; Photographic documentation of installed project identification sign with Grant Funding Acknowledgement.	One (1) digital copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed; Photographic documentation of installed project identification sign with Grant Funding Acknowledgement.	\$12,435
3	Fixed Price	Complete and Submit one (1) copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed.	One (1) digital copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed.	\$12,435
4	Fixed Price	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid, for review and approval. In addition, a new/updated FMSF form (for previously extant structures over 50 years old) for the property shall be submitted prior to final payment; a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	One (1) digital copy of the completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid; One (1) copy of the new/updated FMSF form (for previously extant structures over 50 years old); One (1) Single Audit Form; One (1) copy of the final progress report; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	\$12,435
<b>Totals</b>				<b>\$49,740</b>

- c) The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables outlined in the Agreement. The Budget provides details of how grant and match funds will be spent. All expenditures shall be in accordance with

this budget (which is incorporated as part of this Agreement and entitled Attachment A) and must be incurred during the term of this Agreement, as stated in Section 2 of this Agreement.

2. **Length of Agreement.** This Agreement shall begin on 07/01/23 and shall end 06/30/25, unless terminated in accordance with the provisions of Section 33 of this Agreement. Contract extensions will not be granted unless Grantee is able to provide substantial written justification and the Division approves such extension. The Grantee's written request for such extension must be submitted to the Division no later than thirty (30) days prior to the termination date of this Agreement and no amendment will be valid until a written amendment is signed by both parties as required in Section 7 and Section 15 of this Agreement.
3. **Contract Administration.** The parties are legally bound by the requirements of this Agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement, and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below shall be submitted in writing to the contract manager within 10 days of the change.

**For the Division of Historical Resources:**

Olivia Wichowski  
Florida Department of State  
R.A. Gray Building  
500 South Bronough Street  
Tallahassee, FL 32399  
Phone: 850.245.6427  
Email: olivia.wichowski@dos.myflorida.com

**For the Grantee:**

Contact: Kimberly Hayes  
Address: 200 SW 1st Street Lake Butler Florida 32054  
Phone: 386.496.3401  
Email: khayes@cityoflakebutler.com

4. **Grant Payments.** All grant payments are requested online via [www.dosgrants.com](http://www.dosgrants.com) by submitting a payment request with documentation that the deliverable has been completed. The total grant award shall not exceed the Grant Award Amount, which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. Grant payment requests are not considered complete for purposes of payment until review of the deliverables for compliance with the terms and conditions of this Agreement by the appropriate Division staff is complete and approval of the deliverable given. The grant payment schedule is outlined below:
  - a) All payments will be made in the amounts identified with the Deliverables in Section 1 of this agreement
  - b) All payments will be made in accordance with the completion of those Deliverables.
5. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of



Financial Services (DFS). If EFT has already been set up for the organization and a payment has been received at the account in the past year, the Grantee does not need to submit another authorization form unless the organization has changed bank accounts. If the grantee has not received a payment at the account in the past year, they should check with DFS at (850) 413-5517 or e-mail at [DirectDeposit@MyFloridaCFO.com](mailto:DirectDeposit@MyFloridaCFO.com) to see if their EFT request is still active. The authorization form is accessible at [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf\\_16](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16) where information pertaining to payment status is also available.

6. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit [flvendor.myfloridacfo.com](http://flvendor.myfloridacfo.com). **A copy of the Grantee's Florida Substitute Form W-9 must be submitted to the Division, as required, in advance of or with the executed Agreement.**
7. **Amendment to Agreement.** Either party may request modification of the provisions of this Agreement by contacting the Division to request an Amendment to the Contract. **Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.** If changes are implemented without the Division's written approval, the organization is subject to noncompliance, and the grant award is subject to reduction, partial, or complete refund to the State of Florida and termination of this agreement.
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*.
  - a) Any advanced funds will be returned to the State of Florida if unexpended within the first 3 months of disbursement.
  - b) Payments will be withheld or reduced for failure to complete services as identified in the Scope of Work and Deliverables, provide documentation that the deliverable has been completed, or demonstrate the appropriate use of state funds.
  - c) If the grantee has spent less than the Grant Award Amount in state funds to complete the Scope of Work, the final payment will be reduced by an amount equal to the difference between spent state dollars and the Grant Award Amount.
  - d) The Division may reduce individual payments by 10% if the completed Deliverable does not meet the Secretary of the Interior's Standards and Guidelines or other industry standards applicable to the project.

The Division shall reduce total grant funding for the Project in direct proportion to match contributions not met by the end of the grant period. This reduction shall be calculated by dividing the actual match amount by the required match amount indicated in the Agreement and multiplying the product by the Grant Award Amount indicated in the Agreement. Pursuant to Section 17, Grantee shall refund to the Division any excess funds paid out prior to a reduction of total grant funding.

## 9. Additional Special Conditions.

### Development Projects

1. All project work must be in compliance with the Secretary of the Interior's Standards and Guidelines available online at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm).

2. The Grantee shall provide photographic documentation of the restoration activity. Guidelines regarding the photographic documentation are available online at <https://dos.myflorida.com/historical/grants/special-category-grants/>.

### 3. Architectural Services

a. All projects shall require contracting for architectural services. Engineering services may also be required if determined necessary by the Division.

b. The Grantee may request a waiver of this requirement from the Division if they believe that the architectural/engineering services are not needed for the Project. The Division shall make a recommendation to the Grantee after review of the proposed work.

### 4. Architectural Documents and Construction Contracts

The Grantee shall submit the architectural services contract to the Department for review and approval prior to final execution. Procurement documentation supporting maximum open competition must be submitted to the Division for review and approval prior to execution of project contracts. In addition, pursuant to *Section 267.031(5)(i), Florida Statutes*, the Grantee shall submit architectural planning documents to the Department for review and approval. All projects must produce the following:

a. Construction documents that reflect the complete scope of work as defined in section 1.a of this agreement

b. If construction documents are not appropriate (as determined by the Division), the grantee will have their architect, engineer, or contractor provide written material specifications for the tasks identified in the scope of work.

c. In the instance that some of the items identified in the scope or work do require drawings and others do not, the grantee will have their architect provide drawings for the scope items for the instances when it is required and have their architect, engineer, or contractor provide material specifications in instances when drawings are not required.

It should be evident in the drawings any and all alterations being made to historic buildings structures and sites. These final documents must include details of all repair work to historic fabric, including details on repair methodology and material, as well as all replacement materials for historic fabric that cannot be repaired. For development projects, details and product sheets for all exterior finishes (windows, doors, lighting, exterior wall material, etc.) and significant interior finishes (flooring, wall material, lighting, ceiling material and finish, etc.), must also be included.

5. For the construction phase of the Project, in addition to the review submissions indicated above, a copy of the construction contract must be submitted to the Department for review and approval **prior** to final execution. Procurement documentation supporting maximum open competition **must be** submitted to the Division for review and approval prior to execution of project contracts. Department review and approval of said contracts shall not be construed as acceptance by or imposition upon the Department of any financial liability in connection with said contracts.

6. For projects involving ground disturbance (examples include: historic building or structure relocation, grading and site work, installation of sewer and water lines, subgrade foundation repairs or damp proofing, construction of new foundations and installation of landscape materials), the Grantee shall ensure that the following requirements are included in all contracts for architectural and engineering services:

- a. Ground disturbance around historic buildings or elsewhere on the site shall be minimized, thus reducing the possibility of damage to or destruction of significant archaeological resources.
- b. If an archaeological investigation of the Project site has not been completed, the architect or engineer shall contact the Department for assistance in determining the actions necessary to evaluate the potential for adverse effects of the ground disturbing activities on significant archaeological resources.
- c. Significant archaeological resources shall be protected and preserved in place whenever possible. Heavy machinery shall not be allowed in areas where significant archaeological resources may be disturbed or damaged. Significance is evaluated based on an evaluation of identity, age, location, and context in conjunction with their capacity to reveal information through the investigatory research designs, methods, and techniques used by archaeologists.
- d. When preservation of significant archaeological resources in place is not feasible, a mitigation plan shall be developed in consultation with and approved by the Department's Compliance Review Section (contact information available online at [www.flheritage.com](http://www.flheritage.com)). The mitigation plan shall be implemented under the direction of an archaeologist meeting the *Secretary of the Interior's Professional Qualification Standards for Archaeology*.
- e. Documentation of archaeological investigation and required mitigation actions shall be submitted to the Compliance Review Section for review and approval. This documentation shall conform to the *Secretary of the Interior's Standards for Archaeological Documentation*, and the reporting standards of the Compliance Review Section set forth in *Chapter 1A-46, Florida Administrative Code*.

7. **Copyright and Royalties:** When publications, brochures, films, or similar materials are developed, directly or indirectly, from a program, project or activity supported by grant funds, any copyright resulting therefrom shall be held by the Florida Department of State, Division of Historical Resources. The author may arrange for copyright of such materials only after approval from the Department. Any copyright arranged for by the author shall include acknowledgment of grant assistance. As a condition of grant assistance, the grantee agrees to, and awards to the Department and, if applicable, to the Federal Government, and to its officers, agents, and employees acting within their official duties, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.

8. **Demolition of Historic Property:** If a development project includes the demolition of whole structures on a property, historic or not, then the applicant must submit a detailed explanation as to why the structure is being demolished. If it is because the structure is structurally unsound, then an engineer's report may be requested. If the structure to be demolished is historic or contributing resource to the property, then the applicant must also submit a salvage report, detailing what, if any, of the building can be salvaged and how the applicant plans to reuse those materials.

10. **Credit Line(s) to Acknowledge Grant Funding.** Pursuant to Section 286.25, *Florida Statutes*, in publicizing, advertising, or describing the sponsorship of the program the Grantee shall include the following statement:

- a) "This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida." Any variation in this language must receive prior approval in writing by the Division.
  - b) All site-specific projects must include a Project identification sign, with the aforementioned language, that must be placed on site. The cost of preparation and erection of the Project identification sign are allowable project costs. Routine maintenance costs of Project signs are not allowable project costs. A photograph of the aforementioned sign must be submitted to the Division as soon as it is erected. Non-site-specific projects that produce report(s) must include the aforementioned language in the report.
- 11. Encumbrance of Funds.** The Grantee shall execute a binding contract for at least a part of the Scope of Work by September 30, except as allowed below.
- a) **Extension of Encumbrance Deadline:** The encumbrance deadline indicated above may be extended by written approval of the Division. To be eligible for this extension, the Grantee must demonstrate to the Division that encumbrance of grant funding and the required match by binding contract(s) is achievable by the end of the requested extended encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Department no later than fifteen (15) days prior to the encumbrance deadline indicated above.
  - b) **Encumbrance Deadline Exception:** For projects not involving contract services the Grantee and the Department shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.
- 12. Grant Reporting Requirements.** The Grantee must submit the following reports to the Division. All reports shall document the completion of any deliverables/tasks, expenses and activities that occurred during that reporting period. All reports on grant progress will be submitted online via [www.dosgrants.com](http://www.dosgrants.com).
- a) **First Project Progress Report** is due by October 31, for the period ending September 30 (first year of the Grant Period).
  - b) **Second Project Progress Report** is due by January 31, for the period ending December 31 (first year of the Grant Period).
  - c) **Third Project Progress Report** is due by April 30, for the period ending March 31 (first year of the Grant Period).
  - d) **Fourth Project Progress Report** is due by July 31, for the period ending June 30 (first year of the Grant Period).
  - e) **Fifth Project Progress Report** is due by October 31, for the period ending September 30 (second year of the Grant Period).
  - f) **Sixth Project Progress Report** is due by January 31, for the period ending December 31 (second year of the Grant Period).
  - g) **Seventh Project Progress Report** is due by April 30, for the period ending March 31 (second year of the Grant Period).
  - h) **Final Report.** The Grantee must submit a Final Report to the Division within one month of the Grant Period End Date set forth in Section 2 above.

13. **Matching Funds.** The Grantee is required to provide a 100% match of the Grant Award Amount unless reduced as provided in this section. Of the required match, a minimum of 25% must be cash on hand. The remaining match may include in-kind services, volunteer labor, donated materials, and additional cash. For projects located in Rural Economic Development Initiative (REDI) counties or communities that have been designated in accordance with Sections 288.0656 and 288.06561, *Florida Statutes*, Grantees may request a reduction of the match amount. The Grantee must submit documentation that the minimum match requirements have been met and provide to the Division documentation evidencing expenses incurred to comply with this requirement.
14. **Grant Completion Deadline.** The grant completion deadline is the end date of this Agreement set forth in Section 2 above. The Grant Completion Deadline is the date when all grant and matching funds have been paid out or incurred in accordance with the work described in the Scope of Work, detailed in the Estimated Project Budget. If the Grantee finds it necessary to request an extension of the Grant Completion Deadline, an Amendment to the Agreement must be executed as per Section 7, and the stipulations in Section 15 must be met.
15. **Extension of the Grant Completion Deadline.** An extension of the completion date must be requested at least thirty (30) days prior to the end of the Grant Period and may not exceed 180 days, unless the Grantee can clearly demonstrate extenuating circumstances. An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the Project such as a natural disaster, death or serious illness of the individual responsible for the completion of the Project, litigation related to the Project, or failure of the contractor or architect to provide the services for which they were contracted to provide. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant or failure to raise sufficient matching funds. Changes to the original completion deadline shall be valid only when requested in writing, approved by the Division, and an Amendment to the Agreement has been executed by both parties and attached to the original of this Agreement. The Grantee must provide documentation that a portion of the grant funds and match contributions are encumbered and demonstrate to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended Grant Period.
16. **Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable Project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (revised 10/2022), which are incorporated by reference and are available online at [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2). The following categories of expenditures are non-allowable for expenditure of grant funds and as contributions to required match:
- a) Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;
  - b) Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;
  - c) Costs not consistent with the grant project type, as described in section V.C.2. of the program guidelines and as selected in the application;
  - d) Expenses incurred or obligated prior to or after the Grant Period, as indicated in the Grant Award Agreement;
  - e) Expenses associated with lobbying or attempting to influence Federal, State, or local legislation, the judicial branch, or any state agency;

- f) Expenditures for work not consistent with the applicable historic preservation standards as outlined in the Secretary of the Interior's Guidelines available at [www.nps.gov/tps/standards/treatment-guidelines-2017.pdf](http://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf), standards available at <http://www.nps.gov/tps/standards.htm> and [nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm) or applicable industry standards;
- g) Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, specifically, costs of consultation and mitigation measures required under Section 106 of the *National Historic Preservation Act of 1966*, as amended, or under Section 267.031, F.S.;
- h) Projects directed at activities or Historic Properties that are restricted to private or exclusive participation or access, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, pregnancy, handicap, or marital status;
- i) Entertainment, food, beverages, plaques, awards, or gifts;
- j) Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;
- k) Indirect costs including Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, internet service, monthly expenses associated to security systems, non-grant related administrative and clerical staffing, marketing, and fundraising activities;
- l) Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, whether grant expenditures or match contributions, which in aggregate exceed 5% of the grant award amount;
- m) Grantee operational support (i.e., organization salaries not directly related to grant activities; travel expenditures; per diem; or supplies);
- n) Insurance costs (Exception: costs for builder's risk, workers' compensation and contractor's liability insurance);
- o) Capital improvements to non-historic properties or non-historic additions to a Historic Property (Exception: pre-approved items of work for Museum Exhibit projects);
- p) Capital improvements to the interior of Religious Properties (Exception: repairs to elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, window and exterior door repairs and restoration practices associated with the building envelope);
- q) Accessibility improvements for Religious Properties;
- r) Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s));
- s) Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems and site



lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of trees posing an immediate threat to the historic or archaeological resource; and limited site lighting required for security, all if approved by the Division);

- t) Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates or sections of these);
- u) Furniture, including but not limited to: desks, tables, seating, rugs and mats, artwork and decorations, window treatments, case goods (including cabinets, countertops, or bookshelves) with no historic precedent, systems' furniture, movable partitions and acoustical treatments and components, unless specific prior approval has been granted by the Division (Exception: museum display units necessary for approved Museum Exhibit projects)
- v) Equipment (a) including but not limited to portable sound systems, specialty fixtures and equipment, visual display units, appliances, computers, cameras, printers, scanners, projection systems, portable light fixtures, and total stations unless specific prior approval has been granted by the Division (b) If special equipment is required for completion of the Project, it shall be rented for the grant term unless it can be shown that acquiring the equipment is cheaper than renting the equipment and approval has been provided by the Division as part of the documentation presented at the time of application. If the value of special equipment is to be used as a match contribution, the value of the match contribution shall be limited to the cost of rental for the Grant Period at the market rate for such rental in the region;
- w) Supplies that will not be consumed in use during the duration of this project;
- x) Costs associated with attending or hosting conferences, summits, workshops or presentation including facility rental fees including facility rental fees (Exception: municipal or county required public meetings necessary for completion of the grant-assisted project);
- y) Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, contracted or subcontracted employees, either for purposes of work on-site or research off-site; and
- z) Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects.

**17. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.

**18. Repayment.** All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of the "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Grants Program Supervisor, Division of Historical Resources, 500 South Bronough Street Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or

other draft is returned to the Department for collection, Grantee shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

19. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment B for additional information regarding this requirement.
20. **Retention of Accounting Records.** Financial records, supporting documents, statistical records, and all other records including electronic storage media pertinent to the Project shall be retained for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit, or claim has been resolved.
21. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts, and transcripts.
22. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
23. **Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended, in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's final Progress Report at the end of the Grant Period.
24. **Noncompliance with Grant Requirements.** Any Grantee that has not submitted required reports or satisfied other administrative requirements for this grant or other Division of Historical Resources grants or grants from any other Florida Department of State (DOS) Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. Grant compliance issues must be resolved before a grant award agreement may be executed, and before grant payments for any DOS grant may be released.
25. **Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
  - a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance, and expenditure of state funds;
  - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.

- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.
  - d) The name of the account(s) must include the grant award number;
  - e) The Grantee's accounting records must have effective control over and accountability for all funds, property, and other assets; and
  - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills, and canceled checks).
- 26. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature, or the United States Congress in the case of a federally funded grant. In the event that the state or federal funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee, beyond those amounts already released prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 27. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents, or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 28. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be "independent contractors" and will not be considered or permitted to be agents, servants, joint ventures, or partners of the Division.
- 29. Liability.** The Division will not assume any liability for the acts, omissions to act, or negligence of, the Grantee, its agents, servants, or employees; nor may the Grantee exclude liability for its own acts, omissions to act, or negligence, to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death, and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees, and subcontractors. The Grantee, other than a Grantee which is the State or the State's agencies or subdivisions, as defined in Section 768.28, *Florida Statutes*, shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with that Section.
  - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity, or increases the limits of its liability, by entering into this Agreement.

- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
  - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the Project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities; and provided that it is understood by the Grantee that the Division shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- 30. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law.
- 31. No Discrimination.** The Grantee and their subcontractors may not discriminate against any employee employed under this Agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status. The following or a similar provision must be inserted into all of the subcontracts for services executed under this Agreement:
- a) No employee or applicant for employment engaged under this Agreement may be discriminated against because of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status.
- 32. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments, and/or will terminate this agreement if the Grantee improperly expends and manages grant funds, fails to prepare, preserve or surrender records required by this Agreement, or otherwise violates this Agreement.
- 33. Termination of Agreement.**
- a) Termination by the Division. The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter, and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement, prior to the notification of termination, if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages, if grant funds are returned under this Section.
  - b) Termination for convenience. The Division or the Grantee may terminate the grant in whole or in part when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.
  - c) Termination by Grantee. The Grantee may unilaterally cancel the grant at any time prior to the first payment on the grant although the Department must be notified in writing prior to cancellation. After the

initial payment, the Project may be terminated, modified, or amended by the Grantee only by mutual agreement of the Grantee and the Division. Request for termination prior to completion must fully detail the reasons for the action and the proposed disposition of the uncompleted work.

- 34. Preservation of Remedies.** No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or violation by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- 35. Non-Assignment of Agreement.** The Grantee may not assign, sublicense nor otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the Project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties, and obligations of the Division to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this Agreement shall be transferred to the successor governmental agency as if it was the original party to this Agreement.
- 36. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project. Procurement documentation supporting maximum open competition may be requested by the Division for review and approval prior to execution of these subcontracts.
- a) The Grantee must procure all professional services (architects, conservators, historic preservation consultants, structural engineers, landscape architects) using at least a request for qualifications, and the grantee must solicit at least three (3) responses to their request for the service.
  - b) All contracts for procurement of goods and services (construction, exhibit fabrication, etc.) not included in Section 36.a. as described above must be procured in the manner described below:
    - 1. Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
      - i. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 may be conducted at the Grantee's discretion using good purchasing practices.
      - ii. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition such as written quotations and informal bids, and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
    - 2. Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either formal invitation to bid or request for proposals, and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
      - i. Any formal competitive solicitation shall be made available simultaneously to all vendors, must include the time and date for the receipt of bids, proposals, or replies and of the public opening, and must include all contractual terms and conditions applicable to the procurement, and the criteria to be used in determining acceptability and relative merit of the bid, proposal, or reply.
  - c) State entities should follow required procedures set forth in Chapter 287, Florida Statutes and Rule 60A 1.0 of Florida Administrative Code. If the grantee is a non-state entity (local government or non-profit organization) and has existing procurement requirements and procedures, follow the more restrictive, as long as state requirements are still met.



37. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
38. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Historical Resources.
39. **No Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
40. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
41. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990 as amended (42 U.S.C. 12101, *et seq.*), which is incorporated herein by reference.
42. **Governing Law.** This Agreement shall be construed, performed, and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.
43. **Restrictive Covenants.** For Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee) must file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years for Development and twenty (20) for Acquisition prior to final release of grant funds and close-out of the project.
44. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:
- a) This Agreement
  - b) Estimated Project Budget (Attachment A)
  - c) Single Audit Act Requirements and Exhibit I (Attachment B)



**In acknowledgment of this grant, provided from funds appropriated in the FY2024 General Appropriation Act, I hereby certify that I have read this entire Agreement, and will comply with all of its requirements.**

Department of State:

Grantee:

By:

By:

Authorizing Official for the Grantee

Alissa Lotane, Division Director

*Melissa Hendrix, Mayor*

Typed name and title

Date

Date

## ATTACHMENT A

### Estimated Project Budget

Description	Grant Funds	Cash Match	In Kind Match
Repair/replace roof to match historic appearance	\$33,381	\$6,122	\$0
Repair/replace twelve (12) non-historic windows to match historic appearance	\$6,387	\$0	\$0
Repair/replace non-historic flooring to match historic appearance	\$10,232	\$0	\$0
Architectural/engineering services		\$5,834	
<b>Totals</b>	<b>\$50,000</b>	<b>\$11,956</b>	<b>\$0</b>

## **ATTACHMENT B**

### **FLORIDA SINGLE AUDIT ACT REQUIREMENTS**

#### **AUDIT REQUIREMENTS**

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

#### **MONITORING**

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

#### **AUDITS**

##### **Part I: Federally Funded**

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

U.S. Government Printing Office [www.ecfr.gov](http://www.ecfr.gov)

## **Part II: State Funded**

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), F.S.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement lists the state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)  
<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)  
<http://www.leg.state.fl.us/>

## **Part III: Report Submission**

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this agreement shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to each of the following:
  - A. The Department of State through the <https://dosgrants.com/> grants management system.

B. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

2. Copies of financial reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of State through the <https://dosgrants.com/> grants management system.

B. The Auditor General's Office at the following address:

Auditor General

Local Government Audits/342

Claude Pepper Building, Room 401

111 West Madison Street

Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **Part IV: Record Retention**

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

**EXHIBIT 1**

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

Not Applicable

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not Applicable

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not applicable.

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

Florida Department of State, Acquisition, Restoration of Historic Properties Grants, CSFA Number 45.032. Award  
Amount: \$49,740

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO  
THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements)  
of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**AGENDA ITEM:** Motion to approve Agreement between the City of Lake Butler, -  
Infrastructure Consulting Engineers (ICE) a South Carolina Corporation & Andy Easton &  
Associates for Civil Engineering Services to the City of Lake Butler for the historic  
preservation of the Townsend Building. (#6)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to approve Agreement between the City of Lake Butler, -  
Infrastructure Consulting Engineers (ICE) a South Carolina corporation & Andy Easton  
& Associates for Civil Engineering Services to the City of Lake Butler for the historic  
preservation of the Townsend Building.

**ASSOCIATED COST(S):** Grant 24.h.sc.100.002

## **AGREEMENT**

THIS AGREEMENT, made and entered by and between The CITY OF LAKE BUTLER, Florida, a Florida Municipal Corporation, (hereinafter called "CITY") and INFRSTRUCTURE CONSULTING ENGINEERS, a South Carolina corporation (hereinafter called "ICE").

### **WITNESSETH:**

That for and in consideration of payments, hereinafter mentioned, to be made by the CITY, ICE agrees to provide civil engineering services to the City of Lake Butler for a municipal historic preservation project of the Townsend Building. Said project shall be funded by the Florida Department of State, Division of Historical Resources, and a cash match from the CITY. In addition, it is the intent of this AGREEMENT that the engineering tasks described herein shall be sufficient to address all project requirements that are required to properly administer and close out the project.

In consideration of the foregoing premises, the CITY agrees to pay for the engineering tasks as set out in Exhibit "A" (Scope of Work) and Exhibit "B" (Project Schedule) to this AGREEMENT.

### **Termination (Cause and/or Convenience)**

This AGREEMENT may be terminated in whole or in part in writing by the CITY for its convenience as provided for in Exhibit "D."

### **Terms of Agreement**

It is hereby agreed that this AGREEMENT is for all work to be completed on or before June 30, 2025, and as described in Exhibit "A." Additionally, ICE will provide a current AIA Owner/Architect Agreement for full execution by the CITY.

### **Indemnification of City**

ICE shall hold harmless and indemnify the CITY as provided for in Exhibit "E."

### **Non-Discrimination Clause**

No employee or applicant for employment engaged under this AGREEMENT may be discriminated against because of race, color, religion, national origin, age, pregnancy, handicap or marital status."

## PROGRAM CONTACTS:

All notices required by this AGREEMENT shall be in writing to the contact persons listed below:

Kimberly Hayes, City Manager  
City of Lake Butler  
200 Southwest 1<sup>st</sup> Street  
Lake Butler, Florida 32954  
Phone: (352) 672-5938  
Email: [khayes@cityoflakebutler.com](mailto:khayes@cityoflakebutler.com)



Jerry Dabkowski, PE  
5550 West Idlewild Avenue  
Tampa, FL 33634  
Phone: (727) 424-7427  
Email: [jerry.dabkowski@ice-eng.com](mailto:jerry.dabkowski@ice-eng.com)

**ICE** INFRASTRUCTURE  
CONSULTING & ENGINEERING

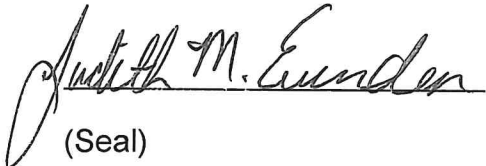
**IN WITNESS WHEREOF**, the parties hereto have executed this AGREEMENT by their duly authorized representatives on the date and effective on this 15<sup>th</sup> day of October, 2024:

  
\_\_\_\_\_  
Kimberly Hayes,  
CITY

\_\_\_\_\_  
Jerry Dabkowski, PE,  
ICE

Attest

CITY OF LAKE BUTLER

  
(Seal)

BY: \_\_\_\_\_  
CITY MAYOR

APPROVED AS TO FORM AND CORRECTNESS

BY: \_\_\_\_\_  
CITY ATTORNEY

## **Exhibit "A"**

### **SCOPE OF SERVICES**

#### 1. Project Engineer

ICE will prepare a Request for Qualifications (RFQ) for selecting a Florida General Contractor for the planned improvements of the Townsend Building and shall be assisted as needed by Andy Easton & Associates (CONSULTANT) for review of vendor quotes received by the CITY for this project. All work will adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. ICE with assistance from CONSULTANT shall review existing architectural conditions and elevations and submit a project survey for STATE approval. As Project Engineer ICE will proceed with a bid/permit set of plans, including as-built drawings with elevations, and assisted by CONSULTANT historic preservation architectural specifications for all work as prescribed by Exhibit "B." ICE will also attend meetings and inspections and/or Zoom conferences as needed for project completion.

#### 2. Project Financing

It is understood that this project needs to move forward in an expedited manner. In determining the engineering fee cost associated with the Townsend Building Project, all historic preservation architectural services cannot exceed \$5,834 as established by the fee curve of the Florida Department of Management Services and as illustrated by Exhibit "C."

#### 3. Ground Disturbance

As Project Engineer ICE will confirm that no potential for ground disturbance exists during the reflooring of the second story of the Townsend Building. Such guidelines should include the following:

- a. Ground disturbance around historic buildings or elsewhere on the site shall be minimized, thus reducing the possibility of damage to or destruction of significant archaeological resources.
- b. If an archaeological investigation of the Project site has not been completed, the architect or engineer shall contact the Department for assistance in determining the actions necessary to evaluate the potential for adverse effects of the ground disturbing activities on significant archaeological resources.
- c. Significant archaeological resources shall be protected in place whenever possible. Heavy machinery shall not be allowed in areas where significant archaeological resources may be disturbed or damaged. Significance is evaluated based on an evaluation of identity, age, location, and context in conjunction with their capacity to reveal information through the investigatory research designs, methods, and techniques used by archaeologists.

- d. When preservation of significant archaeological resources in place is not feasible, a mitigation plan shall be developed in consultation with and approved by the Department's Compliance Review Section (contact information available online at [www.flheritage.com](http://www.flheritage.com)). The mitigation plan shall be implemented under the direction of an archaeologist meeting the *Secretary of the Interior's Professional Qualification Standards for Archaeology*.
- e. Documentation of archaeological investigation and required mitigation actions shall be submitted to the Compliance Review Section for review and approval. This documentation shall conform to the *Secretary of the Interior's Standards for Archaeological Documentation*, and the reporting standards of the Compliance Review Section set forth in *Chapter 1A-46, Florida Administrative Code*.

#### 4. Pre-Construction Conference

As attended by CITY, ICE, CONSULTANT, and Union County as the CITY's Building Department of Record (COUNTY), a scheduled Pre-Construction Conference shall be held in reference to the following project items:

- a. Public Entity Crime (Convicted Vendor List)
- b. Florida Public Records Law
- c. Conflict of Interest/Non-Collusion Certification
- d. Patent Indemnity
- e. Certification of Bonding
- f. Insurance Forms
- g. Change Order(s)
- h. Permitting
- i. Inspections
- j. Closeout

#### 8. Project Permitting

As needed, CONSULTANT will assist ICE and the CITY in requesting a waiver of building and inspection fees from the COUNTY.



## **Exhibit "B"**

### **PROJECT SCHEDULE**

**Milestone #1:** Repair/Replace Roof to Match Historic Appearance

Notes: CONSULTANT will assist ICE as Needed

- 1 Duro-Last Duro-Tuff Membrane: 50 mil thickness
- 1 Duro-weave slip sheet: 3.5 mil Thickness
- 1 BUR Granular-surfaced cap sheet
- 1 5/8-inch plywood roof deck

**Milestone #2:** Based on Remaining Budget Repair/Replace (12) Twelve Windows

Notes: CONSULTANT will assist ICE as Needed

Windows must be compliant with the *Secretary of the Interior's Standards* and match historic appearance of the Townsend Building.


**Milestone #3:** Based on Remaining Budget Repair/Replace Non-Historic Flooring to Match Historic Appearance

Notes: CONSULTANT will assist ICE as Needed

- Porcelain tile, 9X48 wood grain for 2600 sq ft. (second floor only)

The CITY anticipates the use of inmate labor provided by the Florida Department of Corrections for the temporary re-location of exhibits on the second floor of the Townsend Building during the planned rehabilitation activities.

## Exhibit "C"

	<b>Florida Department of Management Services</b>
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### Fee Guide Calculator for Engineering Services

Historic Townsend Building	<b>COMPLEXITY GROUP - PERCENTAGE</b>						
RENOVATION/CONSTRUCTION	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
\$ 64,500	11.85%	10.66%	10.26%	9.49%	8.31%	7.15%	16.82%
PROJECT BUDGET	\$7,291	\$6,559	\$5,834	\$5,842	\$5,115	\$4,401	\$10,353

#### GROUP DEFINITIONS

**"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY:** Complex Laboratories, Medical Hospitals

**"B" - MORE THAN AVERAGE COMPLEXITY:** Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers

**"C" - REPAIRS AND RENOVATIONS:** Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work

**"D" - AVERAGE COMPLEXITY:** General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings

**"E" - LESS THAN AVERAGE COMPLEXITY:** Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings with Undefined Interior Space (open for later partitioning), Specialized Parking Structures

**"F" - CONSIDERABLY LESS THAN AVERAGE COMPLEXITY:** Warehouses, Parking Garages, Storage Facilities

**"G" - BUILDING ENGINEERING SERVICES:** Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

Item Description	Grant Funds	Cash Match	In-Kind	Total
Repair/Replace Roof	\$33,381	\$6,122	\$0.00	\$39,503
Repair/Replace Twelve (12) Non-Historic Windows	\$6,387	\$0.00	\$0.00	\$6,387
Repair/Replace Flooring (2 <sup>nd</sup> Floor)	\$10,232	\$0.00	\$0.00	\$10,232
Architectural/Engineering Services	\$0.00	\$5,834	\$0.00	\$5,834
Grant Administration	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0.00</b>	<b>\$64,500</b>

## **Exhibit "D"**

### **Additional Clauses**

#### **1. Termination**

This AGREEMENT may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this AGREEMENT through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination. For any termination, an equitable adjustment shall provide for payment to ICE for services rendered and expenses incurred prior to receipt of the notice of intent to terminate.

#### **2. Remedies**

Unless otherwise provided in this AGREEMENT, all claims, counter-claims, disputes and other matters in question between the CITY and ICE, arising out of or relating to this AGREEMENT, or the breach of it, will be decided by a Florida court of competent jurisdiction.

#### **3. Access to Records**

The STATE and the CITY, and any of their duly authorized representatives or member of the public, shall have access to any books, documents, papers, and records of ICE which are directly pertinent to this AGREEMENT for the purpose of making audit, examination, excerpts, and transcriptions.

#### **4. Retention of Records**

ICE shall retain all records relating to this AGREEMENT for five (5) years after the CITY makes final payment and all other pending matters are closed.

## **Exhibit “E”**

### **INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent permitted by law, ICE shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of ICE and other persons employed or utilized by ICE in the performance of this AGREEMENT.

### **INFRASTRUCTURE CONSULTING ENGINEERS**

\_\_\_\_\_  
Jerry Dabkowski, PE

Project Engineer  
Title

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**AGENDA ITEM:** Discussion on guidelines for how far in advance (timeframe) does the city want to allow for the renting of the Community Center and Townsend Green Building.

**Example 1 Calendar year etc. Motion to approve timeframe agreed upon. (#7)**

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to approve timeframe agreed upon in renting the Community Center and Townsend Green Building out.

**ASSOCIATED COST(S):** N/A

**POLICY GUIDELINES  
FOR  
COMMUNITY CENTER AND TOWNSEND GREEN BUILDING  
USE AND RENTAL**

**GENERAL:**

The City Council of the City of Lake Butler provides these guidelines for the purpose of assisting and providing direction to the staff for rental and use of the Community Center by the general public.

Any organization or person renting and/or using the Community Center shall comply with the alcohol prohibition within the building and/or the grounds. Exceptions are granted to the NE Florida League of Cities and to service clubs, based in Lake Butler, if the following conditions are met:

- (a) the club is in good standing with their parent (national) organization
- (b) the club has liquor liability coverage equal to \$2,000,000 each occurrence, \$500,000-damage to rented premises, \$2,000,000-personal injury, \$4,000,000-general aggregate and \$4,000,000-products
- (c) the club is hosting a social event or an event for charitable giving
- (d) general compliance with Florida statutes

**CLEANING**

Each organization or person renting the community center shall return the building to its original clean condition with chairs being placed on the tables.

Failure to do so will result in a minimum of \$50.00 cleaning charge.

**PAYMENT OF RENTAL FEES/SCHEDULE**

Rental of the Center shall be according to the schedule of fees as established by the City Commission from time to time.

The Center is rented on a first come, first served basis. To avoid confusion, no rental shall be scheduled until payment is received.

**ORGANIZATION/FUNCTIONS PARTIALLY EXEMPT**

Agencies or organizations renting at a reduced rate according to the schedule of fees established by the City Commission:

- (a) Department of Corrections for governmental use
- (b) Masonic Lodge
- (c) University of Florida Extension
- (d) Scout Troops
- (e) Union County Schools
- (f) Union County Government
- (g) Local service clubs when engaged in charitable fundraising



(h) Other 501(C)(3) organizations which benefit Lake Butler and/or Union County

Discounted rental is to assist the above groups in their governmental, charitable or fraternal cause provided the group(s) are requesting rental on an occasional basis and located inside Union County.

### **CHURCH USE IN EMERGENCY BASIS**

If a local church experiences a disaster (fire, flood, wind damage, etc.) that results in extensive damage that prevents use of their normal meeting facility, they may be allowed to utilize the Community Center on a temporary basis upon request to and approval by the City Manager.

### **GOVERNMENTAL USE**

State and local governments may utilize the community center for emergency situations as approved by the City Manager.

### **LONG TERM RENTALS**

Individuals or organizations who rent the facility for specific dates over extended periods of time shall be guaranteed those rental dates for a period not to exceed 60 calendar days. Other parties desiring to rent the facility on one of these scheduled days will not be able to do so within a time period of 60 days from the point of their application or request. If the date requested is beyond this 60 day period, the second rental may occur and the long term rental is superseded for this date. The long-term renter shall be credited with each of these dates for scheduling a later date. This shall be true with one exception; one date per month shall be fixed and unchanged within the current 60-day period.

### **Hal Y. Maines Community Center**

<b>DAY</b>	<b>PRICE</b>
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1/2 Day:

Monday – \$309

Thursday

Full Day:

Friday- \$515

Sunday

#### **\*PARTIAL**

#### **EXEMPTIONS**

Monday – \$200

Friday

Employee \$150

1/2 Day

### **Townsend Green Building Rental Rates**

<b>DAY</b>	<b>PRICE</b>
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1/2 Day:

Monday - \$309

Thursday

Full Day:

Friday- \$515

Sunday

#### **\*PARTIAL**

#### **EXEMPTIONS**

Monday – \$200

Sunday

Employee \$150

1/2 Day

#### **\*Partial Exemptions Include:**

- Department of Corrections for Governmental Use
  - Masonic Lodge
  - University of Florida Extension Office
-

- Scout Troops
- Union County Schools
- Union County Government
- Local Service Clubs When Engaged in Charitable Fundraising
- Other 501C3 Organizations Which Benefit Lake Butler and/or Union County



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

**DATE:** October 15, 2024

**AGENDA ITEM:** Motion to adopt Ordinance No. 2024-06 and for the second reading (reference CPA 24-02 Change in Land Use) To be read by title only. (#8)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to adopt Ordinance No. 2024-06 AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND TO THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE BUTLER COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 24-02, BY THE CITY COMMISSION; 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 COUNTY RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO CITY 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. 2024-06

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND TO THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE BUTLER COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 24-02, BY THE CITY COMMISSION; 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 COUNTY RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO CITY 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 hearing, 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 hearing, the City Commission reviewed and considered all comments received during the 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 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 24-02, by the City Commission, 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 COUNTY RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) to CITY COMMERCIAL on the property described, as follows:

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

Containing 27.60 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 shall be thirty-one (31) days following the date of adoption of this plan amendment. However, if any affected person files a petition with the Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as amended, to request a hearing to challenge the compliance of this plan amendment with Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days following the date of adoption of this plan amendment, this plan amendment shall not become effective until the FloridaCommerce or the Florida Administration Commission, respectively, issues a final order determining this plan amendment is in compliance. No development orders, development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued, this plan amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the FloridaCommerce, Division of Community Development, 107 East Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.

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 17th day of September 2024, and placed on the agenda for final passage for the 15th day of October 2024.

Commissioner \_\_\_\_\_ moved that the said ordinance be passed at the regular meeting on the 17th day of September 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 15th day of October 2024.

Attest:

CITY COMMISSION OF THE  
CITY OF LAKE BUTLER, FLORIDA

  
\_\_\_\_\_  
Kimberly Hayes, City Clerk

\_\_\_\_\_  
Melissa Hendrix, Mayor

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**AGENDA ITEM:** Motion to adopt Ordinance No. 2024-07 and for the second reading (reference Z 24-02 Rezoning) To be read by title only. (#9)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Motion to adopt Ordinance No. 2024-07 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 24-02, BY THE CITY COMMISSION; PROVIDING FOR REZONING FROM COUNTY RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME-1 (RSF/MH-1) TO CITY COMMERCIAL, GENERAL (CG) 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. 2024-07

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 24-02, BY THE CITY COMMISSION; PROVIDING FOR REZONING FROM COUNTY RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME-1 (RSF/MH-1) TO CITY COMMERCIAL, GENERAL (CG) 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 hearings, with public notice having been provided, on said application for an amendment, as described below, and at said public hearings, the City Commission reviewed and considered all comments received during said 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 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 24-02, by City Commission, 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 COUNTY RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME-1 (RSF/MH-1) to CITY COMMERCIAL, GENERAL (CG) on the property described, as follows:

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

Containing 27.60 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 24-02, to the Official Zoning Atlas shall be the same date as the effective date of Future Land Use Plan Map Amendment, CPA 24-02. If Future Land Use Plan Map Amendment, CPA 24-02, does not become effective, this amendment, Z 24-02 to the Official Zoning Atlas shall not become effective. No development orders, development permits or land uses dependent on this amendment, Z 24-02, 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 17th day of September 2024, and placed on the agenda for final passage for the 15th day of October 2024.

Commissioner \_\_\_\_\_ moved that the said ordinance be passed at the regular meeting on 17th day of September 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 15th day of October 2024.

CITY COMMISSION OF THE  
CITY OF LAKE BUTLER, FLORIDA

Attest:

  
\_\_\_\_\_  
Kimberly Hayes, City Clerk

\_\_\_\_\_  
Melissa Hendrix, Mayor



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE:** October 15, 2024

**AGENDA ITEM:** Discussion of the rezoning of a section of The City of Lake Butler from RSF-1 to RSF/MH-1– Requested by Vice Mayor Rondoll Huggins. On September 17, 2024, at the 5:30 p.m., at the Planning and Zoning Meeting Vice Mayor Rondoll Huggins stated to the board of City Commissioners he had a conflict of interest in a personal matter concerning his mother, Geneva Huggins-Washington and the rezoning of her property. (#10)

**DEPARTMENT:** City of Lake Butler

**MOTION/ACTION:** Discussion of the rezoning of a section of The City of Lake Butler from RSF-1 to RSF/MH-1 and Vice Mayor Huggins is requesting the rezoning to be sponsored by the city.

**ASSOCIATED COST(S):** To be determined.





CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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**DATE: October 15, 2024**

**AGENDA ITEM: City Manager Kimberly Hayes Monthly Report & Updates. (#11)**

**DEPARTMENT: City Manager City of Lake Butler**

**MOTION/ACTION: Discussion & Updates from the City Manager Kim Hayes.**

**ASSOCIATED COST(S): N/A**





LAKE BUTLER  
FLORIDA

Scenery, serenity and YOU!

Tuesday, October 15, 2024

Mayor Hendrix and City Commission

RE: City Manager's Report

Topics of Discussion:

1. Discussion about incomplete CyberSecurity Training
2. Update on USDA Grant
3. Update on CDBG-NR-Neighborhood Revitalization Grant



CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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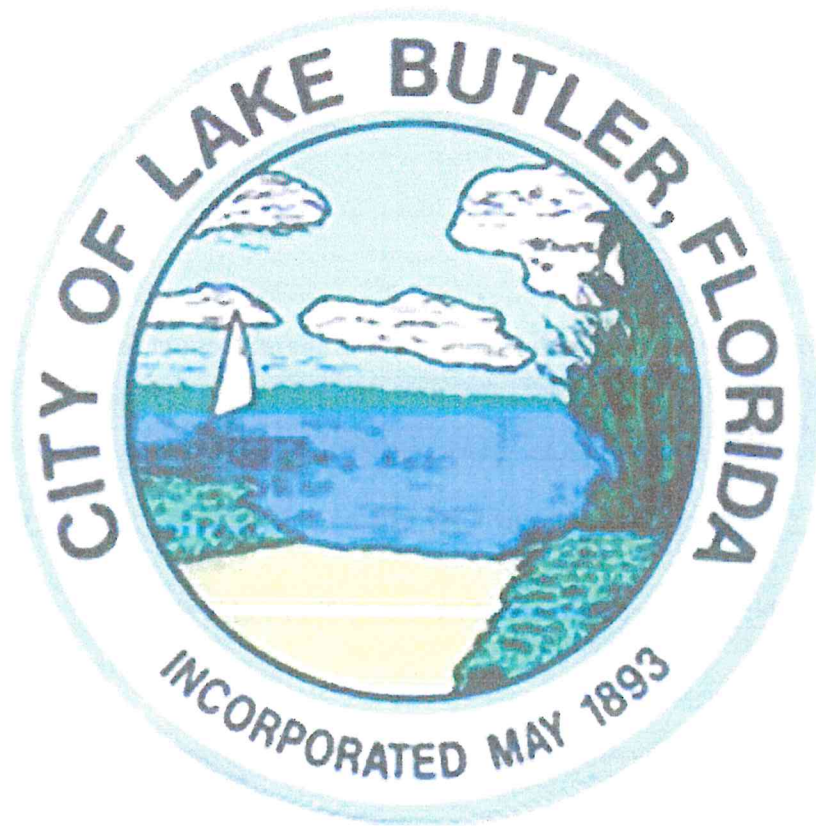
**DATE: October 15, 2024**

**AGENDA ITEM: City of Lake Butler Monthly Financial Report for October 2023 –  
September 2024 (#12)**

**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 - September 30, 2024*

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Melissa Hendrix  
Mayor  
mhendrix@cityoflakebutler.com



Kimberly Hayes  
City Manager  
khayes@cityoflakebutler.com

Tuesday, October 15, 2024

Mayor Hendrix and City Commission

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

Mayor Hendrix and City Commission,

Attached is the unaudited financial report for period October 1, 2023 through September 30, 2024, which is the last financial report of the 2023-2024 Fiscal Year. The Finance Department is working together to close the books for Fiscal Year 2023-2024 and open the books for Fiscal Year 2024-2025. The Finance Department is also working to schedule the first call with James Moore and Co. to begin the planning and interim audit procedures of the Fiscal Year 2023-2024 Annual Audit. As always, if there are any questions regarding the City's finances, please feel free to contact me or stop by the office.

Sincerely,

*Dave C. Mecusker*

Finance Director  
City of Lake Butler, Florida



**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
10.000.000.10010 Cash in Bank General	664,439.30	564,490.63	643,190.13
10.000.000.10030 Board Approval Restricted Cash	46,400.00	46,400.00	46,400.00
10.000.000.10990 Undeposited Cash	6,539.63	6,539.63	6,539.63
10.000.000.11000 Accounts Receivable	41,472.00	41,472.00	41,472.00
10.000.000.12000 Due from other governments - JMCO	72,905.00	72,905.00	72,905.00
10.000.000.15500 Prepaid Expenses	74.97	74.97	74.97
10.020.000.19999 DTDF	5,491.95	29,725.78	(14,473.18)
10.030.000.19999 DTDF	1,429,677.69	1,522,919.41	1,367,286.28
10.034.000.19999 DTDF	34,600.00	0.00	0.00
10.035.000.19999 DTDF	(1,546,832.00)	(1,546,832.00)	(1,546,832.00)
10.040.000.19999 DTDF	(33,919.51)	(20,847.63)	15,981.62
10.065.000.19999 DTDF	(1,025.00)	(1,025.00)	500.00
10.080.000.19999 DTDF	(150.00)	1,986.10	0.00
<b>Total Assets</b>	<b>719,674.03</b>	<b>717,808.89</b>	<b>633,044.45</b>
<b>Liabilities and Net Assets</b>			
10.000.000.20000 Accounts Payable	61,058.00	138,988.81	63,176.00
10.000.000.20201 FICA payable	(1,590.87)	(1,590.87)	(1,590.87)
10.000.000.20208 Retirement (EE FRS)	(3,171.98)	204.06	(924.15)
10.000.000.20209 Def Comp (EE ICMA)	(127.88)	1,050.01	390.01
10.000.000.20210 ICMA Loan	4,549.23	4,782.90	4,549.23
10.000.000.20220 Colonial	2,180.59	2,267.84	3,369.70
10.000.000.20221 AFLAC	(1,266.13)	(786.88)	(467.38)
10.000.000.20222 Liberty	2,524.00	3,114.10	3,063.99
10.000.000.22200 Payroll Liabilities	5,129.11	5,129.11	5,129.11
10.000.000.22210 Payroll Holding	67,820.41	(575.70)	(1,182.34)
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	(3,177.99)	(3,207.99)	(2,599.39)
<b>Total Liabilities</b>	<b>133,701.49</b>	<b>149,150.39</b>	<b>72,688.91</b>
<b>Net Assets</b>			
Beginning Net Assets	549,850.37	549,850.37	549,850.37
Change in Net Assets	76,684.17	59,370.13	51,067.17
<b>Total Net Assets</b>	<b>626,534.54</b>	<b>609,220.50</b>	<b>600,917.54</b>
<b>Total Liabilities and Net Assets</b>	<b>760,236.03</b>	<b>758,370.89</b>	<b>673,606.45</b>

# Statement of Activity - YTD by Fund September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
10.311.000.41000 Ad Valorem	\$147,008.98	\$147,009.00	(\$0.02)
10.312.000.44000 Local Option 4C	\$44,070.96	\$42,000.00	\$2,070.96
10.312.000.46000 Local Option 1C	\$201,794.65	\$181,478.00	\$20,316.65
10.313.000.41000 FPL - Franchise Fee	\$168,007.53	\$168,000.00	\$7.53
10.314.000.41000 FPL - Electric Service Tax	\$45,362.54	\$55,000.00	(\$9,637.46)
10.314.000.43200 Propane-Service	\$2,584.80	\$2,800.00	(\$215.20)
10.315.000.43300 Communication Services	\$99,509.52	\$99,634.00	(\$124.48)
10.316.000.44100 Occupational Lic	\$6,881.32	\$8,000.00	(\$1,118.68)
10.329.000.41004 Planning and Zoning fees	\$5,600.00	\$4,600.00	\$1,000.00
10.333.000.41100 UCHA (Pilot)	\$20,322.80	\$20,323.00	(\$0.20)
10.335.000.41210 Sales Tax	\$113,666.96	\$108,092.00	\$5,574.96
10.335.000.41220 City Fuel TAX	\$33,284.53	\$35,000.00	(\$1,715.47)
10.335.000.41400 Mobile Home Tax	\$944.62	\$1,200.00	(\$255.38)
10.335.000.41500 Beverage License	\$851.63	\$1,200.00	(\$348.37)
10.335.000.41800 Gov't. 1/2 cent sales tax	\$69,919.61	\$70,000.00	(\$80.39)
10.335.000.41900 Misc Taxes and Fees	\$15.25	\$100.00	(\$84.75)
10.341.000.45200 Fines from Clerk	\$8,764.91	\$10,240.00	(\$1,475.09)
10.342.000.42002 Mosquito Control	\$1,100.00	\$1,000.00	\$100.00
10.343.000.48000 Cemetery Lot Sale	\$1,200.00	\$1,000.00	\$200.00
10.344.000.49100 Reimbursement - Traffic Signal	\$28,739.00	\$13,973.00	\$14,766.00
10.344.000.49200 Reimbursement - Highway Lighting	\$34,103.68	\$34,105.00	(\$1.32)
10.344.000.49300 Reimbursement - Greenscape	\$42,000.00	\$42,000.00	\$0.00
10.346.000.44000 Animal Control Fees	\$100.00	\$100.00	\$0.00
10.362.000.42001 Community Center Rental	\$17,549.29	\$18,000.00	(\$450.71)
10.362.000.43000 Townsend Green Building Rental	\$10,894.44	\$13,500.00	(\$2,605.56)
10.369.000.41000 Interest Income	\$265.74	\$300.00	(\$34.26)
10.369.000.41100 Special Event Donations	\$33.36	\$250.00	(\$216.64)
10.369.000.41200 Misc Salvage	\$2,272.11	\$5,500.00	(\$3,227.89)

10.369.000.49001 Miscellaneous Revenue Reimbursement	\$6,712.62	\$6,000.00	\$712.62
10.382.000.41501 Transfer From Waste Water	\$13,213.00	\$13,213.00	\$0.00
10.382.000.41502 GF Appropriated Fund Balance	\$46,400.00	\$46,400.00	\$0.00
10.382.000.41503 UCHD Playground Grant - transfer to Spec Proj Fund REVENUE	\$58,565.14	\$58,566.00	(\$0.86)
10.382.000.41504 Woman's Club Main Street Beautification Project Donation	\$1,827.00	\$1,827.00	\$0.00
10.382.000.41505 Sale of Surplus Vehicles via GovDeals	\$9,221.86	\$9,222.00	(\$0.14)
Total Revenues	\$1,242,787.85	\$1,219,632.00	\$23,155.85

## Expenses

<b>City Commission</b>			
10.000.511.51200 Salaries (100% 5-Commissioners)	\$54,452.85	\$54,500.00	\$47.15
10.000.511.52100 FICA (Social Security Taxes)	\$3,508.69	\$3,379.00	(\$129.69)
10.000.511.52110 Medicare	\$789.62	\$800.00	\$10.38
10.000.511.52120 Prior Year Payroll Taxes & Penalties (2020,2021,2022,2023)	\$14,269.85	\$14,033.00	(\$236.85)
10.000.511.52200 Retirement	\$24,322.17	\$32,000.00	\$7,677.83
10.000.511.52500 Federal Unemployment Tax	\$1,182.14	\$1,215.00	\$32.86
10.000.511.54001 NEFLC	\$75.00	\$225.00	\$150.00
10.000.511.54111 Telephone	\$546.84	\$850.00	\$303.16
10.000.511.55100 Office Supplies	\$158.90	\$100.00	(\$58.90)
10.000.511.55400 Dues and Publications	\$1,652.00	\$2,500.00	\$848.00
10.000.511.55401 Annual Board Docs Agenda Subscription	\$2,500.75	\$2,501.00	\$0.25
	<b>\$103,458.81</b>	<b>\$112,103.00</b>	<b>\$8,644.19</b>

## City Manager

10.000.512.51200 Salaries	\$37,565.91	\$37,878.00	\$312.09
10.000.512.51202 Salaries Administration	\$7,960.70	\$20,800.00	\$12,839.30
10.000.512.51204 Hospitalization Stipend	\$5,076.90	\$6,400.00	\$1,323.10
10.000.512.51205 Salaries (OPS)	\$1,316.25	\$5,850.00	\$4,533.75
10.000.512.51240 Overtime-Administrative Support	\$13.50	\$0.00	(\$13.50)
10.000.512.52100 FICA	\$3,117.44	\$3,926.00	\$808.56
10.000.512.52110 Medicare	\$729.05	\$919.00	\$189.95
10.000.512.52200 Retirement	\$14,819.84	\$11,626.00	(\$3,193.84)
10.000.512.52300 Life Insurance	\$145.68	\$219.00	\$73.32
10.000.512.52400 Workers Comp	\$3,702.55	\$1,640.00	(\$2,062.55)
10.000.512.52500 Federal Unemployment Tax	\$2,039.19	\$2,040.00	\$0.81
10.000.512.54000 Travel	\$0.00	\$100.00	\$100.00



10.000.512.54001 Conferences	\$900.00	\$0.00	(\$900.00)
10.000.512.54111 Telephone	\$677.89	\$650.00	(\$27.89)
10.000.512.55100 Office Supplies	\$204.60	\$300.00	\$95.40
10.000.512.55200 Operating Supplies	\$1,871.35	\$2,200.00	\$328.65
10.000.512.55211 Fuel	\$38.71	\$0.00	(\$38.71)
10.000.512.55400 Dues and Publications	\$180.00	\$750.00	\$570.00
10.000.512.56401 Capital Outlay	\$0.00	\$14,881.00	\$14,881.00
Department Totals			

#### Finance

10.000.513.51200 Salaries	\$40,766.19	\$37,563.00	(\$3,203.19)
10.000.513.51201 Overtime	\$498.65	\$873.00	\$374.35
10.000.513.51204 Hospitalization Stipend	\$4,484.67	\$4,308.00	(\$176.67)
10.000.513.52100 FICA	\$2,189.96	\$2,211.00	\$21.04
10.000.513.52110 Medicare	\$512.17	\$518.00	\$5.83
10.000.513.52200 Retirement	\$5,033.14	\$4,316.00	(\$717.14)
10.000.513.52300 Life Insurance	\$45.52	\$100.00	\$54.48
10.000.513.52400 Workers Comp	\$8,955.24	\$7,824.00	(\$1,131.24)
10.000.513.52500 Federal Unemployment Tax	\$4,798.09	\$4,799.00	\$0.91
10.000.513.53200 Contractual - Audit	\$36,090.34	\$40,404.00	\$4,313.66
10.000.513.53400 Contracted Services - TOCO	\$11,250.00	\$11,250.00	\$0.00
10.000.513.53403 Annual Code of Ordinances Subscription	\$1,080.00	\$0.00	(\$1,080.00)
10.000.513.53404 Contracted Services - New River Technology LLC	\$17,206.25	\$14,610.00	(\$2,596.25)
10.000.513.53405 Contracted Services - Other	\$11,220.00	\$11,220.00	\$0.00
10.000.513.53406 Annual AccuFund Accounting Software Subscription	\$1,861.25	\$1,862.00	\$0.75
10.000.513.53407 Contracted Services (Website - Nathan)	\$3,640.00	\$3,400.00	(\$240.00)
10.000.513.53408 Contract Services Employee Drug Testing	\$70.00	\$0.00	(\$70.00)
10.000.513.53409 Maintenance Contract Copy Machine	\$127.68	\$0.00	(\$127.68)
10.000.513.54000 Travel	\$32.10	\$100.00	\$67.90
10.000.513.54110 Telephone-C	\$588.67	\$0.00	(\$588.67)
10.000.513.54111 Telephone	\$4,271.44	\$4,760.00	\$488.56
10.000.513.54120 Postage	\$1,722.36	\$1,500.00	(\$222.36)
10.000.513.54130 Postage Machine Lease	\$202.50	\$400.00	\$197.50
10.000.513.54300 Utilities-City Hall	\$6,371.73	\$7,000.00	\$628.27
10.000.513.54510 Insurance - Liability	\$12,532.52	\$12,534.00	\$1.48

10.000.513.54515 Property Insurance - City Hall	\$4,609.80	\$4,610.00	\$0.20
10.000.513.54530 Insurance - Bond Liability	\$0.00	\$150.00	\$150.00
10.000.513.54600 Repairs and Maintenance	\$0.00	\$250.00	\$250.00
10.000.513.54910 Legal Advertising	\$9,856.59	\$7,700.00	(\$2,156.59)
10.000.513.54911 Advertising	\$1,060.80	\$3,753.00	\$2,692.20
10.000.513.55200 Operating supplies	\$14,527.05	\$12,500.00	(\$2,027.05)
10.000.513.55400 Dues and Publications	\$0.00	\$250.00	\$250.00
10.000.513.55410 DEED RECORDING / SURVEY FEES WHITEHEAD PROPERTY	\$565.41	\$0.00	(\$565.41)
<b>Department Totals</b>	<b>\$206,170.12</b>	<b>\$200,765.00</b>	<b>(\$5,405.12)</b>
<b>Legal</b>			
10.000.514.53102 Legal Services	\$73,538.37	\$74,521.00	\$982.63
<b>Department Totals</b>	<b>\$73,538.37</b>	<b>\$74,521.00</b>	<b>\$982.63</b>
<b>Planning &amp; Zoning</b>			
10.000.515.53102 Planning and Zoning Expense for NCFRPC	\$7,000.00	\$7,000.00	\$0.00
<b>Department Totals</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>
<b>Law Enforcement</b>			
10.000.521.53401 Contractual - Sheriff	\$50,000.00	\$50,000.00	\$0.00
10.000.521.53500 Contractual - EMS	\$25,000.00	\$25,000.00	\$0.00
<b>Department Totals</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>
<b>Fire</b>			
10.000.522.54519 Insurance - Property	\$3,704.07	\$3,705.00	\$0.93
<b>Department Totals</b>	<b>\$3,704.07</b>	<b>\$3,705.00</b>	<b>\$0.93</b>
<b>Code Enforcement</b>			
10.000.523.51200 Salaries	\$16,000.14	\$16,000.00	(\$0.14)
10.000.523.52100 FICA	\$1,214.90	\$992.00	(\$222.90)
10.000.523.52110 Medicare	\$8.92	\$232.00	\$223.08
10.000.523.53100 Professional Services - Magistrate	\$0.00	\$750.00	\$750.00
10.000.523.55200 Operating Supplies	\$0.00	\$100.00	\$100.00
<b>Department Totals</b>	<b>\$17,223.96</b>	<b>\$18,074.00</b>	<b>\$850.04</b>
<b>School Safety</b>			
10.000.529.51200 Salaries	\$17,377.15	\$19,100.00	\$1,722.85
10.000.529.52100 FICA	\$1,046.69	\$999.00	(\$47.69)
10.000.529.52110 Medicare	\$284.22	\$235.00	(\$49.22)
10.000.529.52200 Retirement	\$3,153.60	\$2,338.00	(\$815.60)



10.000.529.52400 Workers Comp	\$370.30	\$450.00	\$79.70
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	\$745.15	\$500.00	(\$245.15)
<b>Department Totals</b>	<b>\$23,448.41</b>	<b>\$24,062.00</b>	<b>\$613.59</b>

#### Cemetery

10.000.539.53000 Cemetery Expenses	\$1,090.00	\$1,090.00	\$0.00
<b>Department Totals</b>	<b>\$1,090.00</b>	<b>\$1,090.00</b>	<b>\$0.00</b>

#### Public Works

10.000.541.51200 Salaries	\$120,832.64	\$110,950.00	(\$9,882.64)
10.000.541.51201 Overtime	\$3,219.31	\$1,500.00	(\$1,719.31)
10.000.541.51202 Part time salaries	\$0.00	\$0.00	\$0.00
10.000.541.51203 On Call Salaries	\$1,797.24	\$3,000.00	\$1,202.76
10.000.541.51204 Hospitalization Stipend	\$24,032.63	\$19,293.00	(\$4,739.63)
10.000.541.52100 FICA	\$5,696.15	\$11,467.00	\$5,770.85
10.000.541.52110 Medicare	\$2,306.52	\$2,198.00	(\$108.52)
10.000.541.52200 Retirement	\$17,424.93	\$15,435.00	(\$1,989.93)
10.000.541.52300 Life Insurance	\$273.06	\$319.00	\$45.94
10.000.541.52400 Workers Comp	\$3,085.51	\$2,732.00	(\$353.51)
10.000.541.52500 Federal Unemployment Tax	\$1,679.34	\$1,680.00	\$0.66
10.000.541.54111 Telephone	\$49.73	\$100.00	\$50.27
10.000.541.54310 Street Lights	\$52,752.50	\$52,500.00	(\$252.50)
10.000.541.54330 Traffic Signals Electricity	\$2,164.49	\$2,400.00	\$235.51
10.000.541.54520 Auto Insurance	\$2,047.86	\$2,048.00	\$0.14
10.000.541.54600 Traffic Signal Maintenance	\$3,645.80	\$4,500.00	\$854.20
10.000.541.54603 Repairs and Maintenance - Street Equipment	\$1,446.04	\$0.00	(\$1,446.04)
10.000.541.54610 Public Works Building Maintenance	\$11,755.85	\$12,322.00	\$566.15
10.000.541.54625 Annual Fire Extingisher Inspection	\$40.00	\$0.00	(\$40.00)
10.000.541.54650 Repair and Maintenance Natural Disaster	\$4,295.14	\$0.00	(\$4,295.14)
10.000.541.55200 Operating Supplies	\$8,811.85	\$10,351.00	\$1,538.81
10.000.541.55202 Safety Supplies	\$99.18	\$600.00	\$500.82
10.000.541.55203 Security Camera Expense (Public Works)	\$250.00	\$250.00	\$0.00
10.000.541.55210 Vehicle Supplies	\$5,172.01	\$4,000.00	(\$1,172.01)
10.000.541.55211 Fuel	\$13,023.89	\$14,000.00	\$976.11

10.000.541.55220 Uniforms/Shoe Allowance	\$1,051.59	\$1,500.00	\$448.41
10.000.541.55221 Shoe Allowance	\$1,919.85	\$0.00	(\$1,919.85)
10.000.541.55300 Street Maintenance	\$18,172.99	\$16,500.00	(\$1,672.99)
10.000.541.55301 Street Repair	\$574.42	\$1,000.00	\$425.58
10.000.541.56400 Capital Outlay	\$12,674.69	\$12,675.00	\$0.65
10.000.541.56401 Board Restricted Expense for purchase of vehicles	\$30,629.59	\$46,400.00	\$15,770.41
10.000.541.56403 Security Camera - Capital Outlay (PW-OCO)	\$4,895.00	\$4,895.00	\$0.00
10.000.541.56410 Capital Improvement Plan	\$500.00	\$500.00	\$0.00
10.000.541.72001 Fund 37 Transfer of \$100 to open grant checking account #G2W10	\$100.00	\$0.00	(\$100.00)
<b>Department Totals</b>	<b>\$356,419.80</b>	<b>\$355,115.00</b>	<b>(\$1,304.80)</b>
<b>Animal Control</b>			
10.000.562.55200 Operating Supplies	\$587.45	\$760.00	\$172.55
10.000.562.55210 Vehicle supplies	\$143.94	\$64.00	(\$79.94)
<b>Department Totals</b>	<b>\$731.39</b>	<b>\$824.00</b>	<b>\$92.61</b>
<b>Mosquito Control</b>			
10.000.563.51200 Salaries	\$235.00	\$2,500.00	\$2,265.00
10.000.563.52100 FICA	\$14.78	\$155.00	\$140.22
10.000.563.52110 Medicare	\$3.40	\$37.00	\$33.60
10.000.563.52220 Retirement	\$0.00	\$275.00	\$275.00
10.000.563.54520 Auto Insurance	\$254.84	\$255.00	\$0.16
10.000.563.55200 Operating Supplies	\$680.94	\$5,000.00	\$4,319.06
<b>Department Totals</b>	<b>\$1,188.96</b>	<b>\$8,222.00</b>	<b>\$7,033.04</b>
<b>Parks and Recreation</b>			
10.000.572.51200 Salaries	\$24,009.57	\$30,112.00	\$6,102.43
10.000.572.51201 Overtime	\$514.50	\$300.00	(\$214.50)
10.000.572.51203 On Call Salaries	\$4,716.50	\$1,200.00	(\$3,516.50)
10.000.572.51204 Hospitalization Stipend	\$3,861.50	\$6,334.00	\$2,472.50
10.000.572.51205 PT Salaries	\$6,593.30	\$9,000.00	\$2,406.70
10.000.572.52100 FICA	\$1,505.86	\$3,200.00	\$1,694.14
10.000.572.52110 Medicare	\$352.16	\$713.00	\$360.84
10.000.572.52200 Retirement	\$3,283.55	\$4,802.00	\$1,518.45
10.000.572.52300 Life Insurance	\$68.28	\$104.00	\$35.72
10.000.572.52400 Workers Comp	\$1,234.22	\$1,093.00	(\$141.22)
10.000.572.52500 Federal Unemployment Tax	\$719.72	\$720.00	\$0.28



10.000.572.53401 Contractual - Security	\$1,483.00	\$1,855.00	\$372.00
10.000.572.53402 Union County Historical Society	\$5,000.00	\$5,000.00	\$0.00
10.000.572.53403 Annual Maintenance - Townsend Green Bldg Elevator	\$1,014.76	\$0.00	(\$1,014.76)
10.000.572.54110 Telephone-C	\$670.12	\$1,415.00	\$744.88
10.000.572.54111 Telephone	\$4,408.97	\$4,000.00	(\$408.97)
10.000.572.54300 Utilities - Parks	\$3,991.89	\$5,000.00	\$1,008.11
10.000.572.54301 Utilities - Westside Park	\$47.59	\$60.00	\$12.41
10.000.572.54302 Utilities - Fletcher Myers Park	\$462.26	\$466.00	\$3.74
10.000.572.54320 Utilities - Community Center	\$3,805.12	\$4,231.00	\$425.88
10.000.572.54340 Utilities-Townsend Building	\$3,343.28	\$3,138.00	(\$205.28)
10.000.572.54350 Utilities - Splash Park	\$2,520.04	\$2,530.00	\$9.96
10.000.572.54511 Property Insurance - Community Center	\$11,193.48	\$11,194.00	\$0.52
10.000.572.54513 Property Insurance - Townsend Building	\$6,806.20	\$6,807.00	\$0.80
10.000.572.54515 Property Insurance - Union Depot	\$1,815.57	\$1,816.00	\$0.43
10.000.572.54600 Repairs & Maintenance - Lakeside Park	\$12,020.64	\$12,000.00	(\$20.64)
10.000.572.54601 Repairs & Maintenance - Westside Park	\$1,209.45	\$1,500.00	\$290.55
10.000.572.54602 Repairs & Maintenance - Fletcher Myers Park	\$54.81	\$1,500.00	\$1,445.19
10.000.572.54620 Repairs & Maintenance - Community Center	\$2,447.98	\$3,000.00	\$552.02
10.000.572.54621 Repairs & Maintenance - Townsend Green Building	\$4,077.65	\$8,000.00	\$3,922.35
10.000.572.54622 Repairs & Maintenance - Splash Park	\$6,152.00	\$8,000.00	\$1,848.00
10.000.572.54623 Repairs & Maintenance - City Hall	\$4,269.50	\$2,000.00	(\$2,269.50)
10.000.572.54624 Repairs & Maintenance - Union Depot	\$431.56	\$1,000.00	\$568.44
10.000.572.54625 Fire Extinguisher Annual Maintenance	\$342.00	\$0.00	(\$342.00)
10.000.572.55200 Operating supplies	\$6,698.22	\$9,200.00	\$2,501.78
10.000.572.55205 Chlorine Supplies for Splash Park	\$266.46	\$1,000.00	\$733.54
10.000.572.55206 Health Certificate for Splash Park	\$125.00	\$125.00	\$0.00
10.000.572.55210 Vehicle supplies	\$78.66	\$200.00	\$121.34
10.000.572.55211 Fuel	\$2,423.00	\$2,000.00	(\$423.00)
10.000.572.55220 Uniforms/Shoe Allowance	\$100.00	\$800.00	\$700.00
10.000.572.55230 Weed Control	\$456.54	\$1,000.00	\$543.46
10.000.572.56401 Capital Outlay - Townsend Green Bldg A/C	\$5,970.00	\$5,970.00	\$0.00
10.000.572.56402 CAPITAL OUTLAY - WESTSIDE PARK	\$4,007.23	\$0.00	(\$4,007.23)
10.000.572.56405 CAPITAL OUTLAY - FLETCHER MYERS	\$4,007.22	\$0.00	(\$4,007.22)
10.000.572.58101 Annual Dues to Florida Tourism Task Force	\$1,000.00	\$1,000.00	\$0.00

10.000.572.58200 July 4th Festival BPG	\$5,000.00	\$5,000.00	\$0.00
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	\$0.00
10.000.572.58301 Employee App (Recy)	\$0.00	\$500.00	\$500.00
10.000.572.58401 \$125 Key & Cleaning Deposit Refund for Building Rental	\$4,657.71	\$2,533.00	(\$2,124.71)
10.000.572.58402 UCHD Playground Grant Transfer to Special Projects Fund EXPENSE	\$50,000.00	\$50,000.00	\$0.00
10.000.572.58403 Special Project - Main Street Woman's Club Beautification Project	\$2,018.20	\$2,019.00	\$0.80
<b>Department Totals</b>	<b>\$216,770.23</b>	<b>\$228,972.00</b>	<b>\$12,201.77</b>
<b>Total Expenses</b>	<b>\$1,166,103.68</b>	<b>\$1,219,632.00</b>	<b>\$53,528.32</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$76,684.17</b>	<b>\$0.00</b>	<b>\$ (30,372.47)</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
20.000.000.10010 Water Fund Checking	112,556.19	122,947.05	109,925.73
20.000.000.10990 Undeposited Cash	369.80	(20.37)	369.80
20.000.000.11000 Accounts Receivable	28,978.00	28,978.00	28,978.00
20.000.000.11001 Water Unbilled Receivable	3,902.00	3,902.00	3,902.00
20.000.000.11020 Petty Cash	100.00	100.00	100.00
20.000.000.11050 Deferred Inflows	(11,158.00)	(11,158.00)	(11,158.00)
20.000.000.11700 Allowance for Doubtful Accounts	(3,273.00)	(3,273.00)	(3,273.00)
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	(1,668,551.02)	(1,668,551.02)	(1,668,551.02)
20.010.000.19999 DTFD	(5,491.95)	(29,725.78)	14,473.18
<b>Total Assets</b>	<b>1,364,441.02</b>	<b>1,350,207.88</b>	<b>1,381,775.69</b>
<b>Liabilities and Net Assets</b>			
20.000.000.20000 Accounts Payable	2,049.00	4,959.04	2,049.00
20.000.000.20050 Deferred Outflows	(59,086.39)	(59,086.39)	(59,086.39)
20.000.000.20392 DWSRF 630110 Water Meter Planning Loan	31,981.84	31,981.84	31,981.84
20.000.000.20393 DWSRF Loan 630111 Water Meters	186,206.90	186,206.90	186,206.90
20.000.000.21600 Accrued Leave Payable	5,862.66	5,862.66	5,862.66
20.000.000.21601 Accrued Sick Leave Payable	0.37	0.37	0.37
20.000.000.21602 Payroll Liabilities	2,084.25	2,084.25	2,084.25
20.000.000.22300 Unearned Revenues -Water	1,681.00	1,681.00	1,681.00
20.000.000.23990 Pension Liability	206,950.18	206,950.18	206,950.18
<b>Total Liabilities</b>	<b>377,729.81</b>	<b>380,639.85</b>	<b>377,729.81</b>
<b>Net Assets</b>			
Beginning Net Assets	1,048,602.67	1,048,602.67	1,048,602.67
Change in Net Assets	82,361.54	65,218.36	99,696.21
<b>Total Net Assets</b>	<b>1,130,964.21</b>	<b>1,113,821.03</b>	<b>1,148,298.88</b>
<b>Total Liabilities and Net Assets</b>	<b>1,508,694.02</b>	<b>1,494,460.88</b>	<b>1,526,028.69</b>

Statement of Activity - YTD by Fund  
September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
20.343.000.43099 Transfer from Wastewater Fund	\$10,000.00	\$10,000.00	\$0.00
20.343.000.43100 Water Use Charges	\$400,665.98	\$402,500.00	(\$1,834.02)
20.343.000.43110 Tap and Connection	\$1,600.00	\$1,500.00	\$100.00
20.343.000.43120 Reconnection Fees	\$13,967.98	\$14,000.00	(\$32.02)
20.343.000.43130 NSF Fees	\$237.74	\$100.00	\$137.74
20.361.000.41000 Interest	\$0.00	\$100.00	(\$100.00)
20.369.000.41000 Miscellaneous	\$0.00	\$100.00	(\$100.00)
<b>Total Revenues</b>	<b>\$426,471.70</b>	<b>\$428,300.00</b>	<b>(\$1,828.30)</b>
<b>Expenses</b>			
20.000.533.51200 Salaries	\$89,680.27	\$84,707.00	(\$4,973.27)
20.000.533.51201 Overtime Salaries	\$4,936.13	\$4,786.00	(\$150.13)
20.000.533.51202 Admin Salaries	\$26,968.19	\$29,370.00	\$2,401.81
20.000.533.51203 On Call Salaries	\$7,414.09	\$1,725.00	(\$5,689.09)
20.000.533.51204 Hospitalization Stipend	\$17,454.97	\$18,400.00	\$945.03
20.000.533.52100 FICA	\$7,985.72	\$8,206.00	\$220.28
20.000.533.52110 Medicare	\$1,867.64	\$1,814.00	(\$53.64)
20.000.533.52200 Retirement	\$22,120.85	\$18,875.00	(\$3,245.85)
20.000.533.52300 Life Insurance	\$655.27	\$642.00	(\$13.27)
20.000.533.52400 Workers Comp	\$1,672.97	\$2,525.00	\$852.03
20.000.533.52500 Federal Unemployment Tax	\$719.72	\$1,877.00	\$1,157.28
20.000.533.53120 Water Testing	\$11,947.95	\$10,000.00	(\$1,947.95)
20.000.533.53200 Audit	\$19,280.34	\$19,280.00	(\$0.34)
20.000.533.53401 Contracted Security	\$0.00	\$1,000.00	\$1,000.00
20.000.533.54000 Travel	\$0.00	\$500.00	\$500.00
20.000.533.54001 Training	\$0.00	\$500.00	\$500.00
20.000.533.54110 Telephone-C	\$583.35	\$0.00	(\$583.35)
20.000.533.54111 Telephone	\$2,509.38	\$3,500.00	\$990.62



20.000.533.54120 Postage	\$604.01	\$1,000.00	\$395.99
20.000.533.54340 Electricity - Utility Building	\$1,917.54	\$1,625.00	(\$292.54)
20.000.533.54350 Electricity - Water Plant	\$22,857.51	\$26,150.00	\$3,292.49
20.000.533.54510 Insurance - Liability	\$13,093.07	\$13,094.00	\$0.93
20.000.533.54516 Insurance - Water Property	\$12,214.80	\$12,215.00	\$0.20
20.000.533.54520 Insurance - Auto	\$939.04	\$940.00	\$0.96
20.000.533.54600 Maintenance - Buildings	\$37.15	\$1,000.00	\$962.85
20.000.533.54610 Maintenance - Equipment	\$6,011.63	\$25,000.00	\$18,988.37
20.000.533.54620 Maintenance - Water Lines	\$19,752.43	\$28,000.00	\$8,247.57
20.000.533.54630 Maintenance - Water Tower	\$13,640.12	\$12,100.00	(\$1,540.12)
20.000.533.54640 Annual Fire Hydrant Inspection Expense	\$7,210.00	\$7,210.00	\$0.00
20.000.533.55200 Operating supplies	\$7,178.65	\$16,267.00	\$9,088.01
20.000.533.55205 Chlorine Supplies	\$13,945.85	\$22,665.00	\$8,719.15
20.000.533.55210 Vehicle supplies	\$0.00	\$300.00	\$300.00
20.000.533.55211 Fuel	\$4,612.75	\$7,200.00	\$2,587.25
20.000.533.55220 Uniforms/Shoe Allowance	\$67.15	\$600.00	\$532.85
20.000.533.55400 Dues & Subscriptions	\$2,623.28	\$500.00	(\$2,123.28)
20.000.533.55900 DUES AND SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00
20.000.533.56400 Capital Outlay	\$1,508.34	\$14,309.00	\$12,801.00
20.000.533.59162 DWSRF 630111 Water Meter Loan Interest Expense	\$0.00	\$1,700.00	\$1,700.00
20.000.533.59163 Grant Expense	\$0.00	\$6,200.00	\$6,200.00
20.000.533.59300 Capital Items	\$0.00	\$22,518.00	\$22,518.00
20.000.581.51301 Fund 32 Transfer of \$100 to open grant checking account #LPA0314	\$100.00	\$0.00	(\$100.00)
<b>Total Expenses</b>	<b>\$344,110.16</b>	<b>\$428,300.00</b>	<b>\$84,189.84</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$82,361.54</b>	<b>\$0.00</b>	<b>(\$86,018.14)</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

Run: 10/11/2024 at 12:08 PM

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
30.000.000.10010 Waste Water Checking	114,404.69	251,520.65	77,354.57
30.000.000.10011 Utility Deposits Cash	0.00	0.00	88,026.25
30.000.000.10012 Cash - CDBG	872.36	872.36	872.36
30.000.000.10300 CSB CD-Restricted	106,312.88	106,312.88	106,312.88
30.000.000.10511 1998 Bond Reserve - 1356	70,447.76	70,444.88	70,441.89
30.000.000.10990 Undeposited Cash	390.01	132.47	390.01
30.000.000.11000 Accounts Receivable	222,759.54	222,759.54	222,759.54
30.000.000.11001 Wastewater Unbilled Receivable	37,908.00	37,908.00	37,908.00
30.000.000.11050 Deferred Inflows	(13,880.23)	(13,880.23)	(13,880.23)
30.000.000.11700 Allowance for Doubtful Accounts	(4,159.78)	(4,159.78)	(4,159.78)
30.000.000.16100 Land	1,189,701.60	1,189,701.60	1,189,701.60
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	808,295.26	808,295.26	808,295.26
30.000.000.16700 Accumulated Depreciation	(4,086,836.59)	(4,086,836.59)	(4,086,836.59)
30.000.000.16990 CIP	4,665,145.25	4,665,145.25	4,665,145.25
30.010.000.19999 DTFD	(1,429,677.69)	(1,522,919.41)	(1,367,286.28)
30.035.000.19999 DTFD	(164,900.00)	(164,900.00)	(164,900.00)
<b>Total Assets</b>	<b>5,707,701.06</b>	<b>5,751,314.88</b>	<b>5,821,062.73</b>
<b>Liabilities and Net Assets</b>			
30.000.000.20000 Accounts Payable	252,604.00	357,825.02	252,898.89
30.000.000.20050 Deferred Outflows	(73,505.27)	(73,505.27)	(73,505.27)
30.000.000.20201 Utility Deposits Payable	110.00	110.00	88,136.25
30.000.000.20390 1998 Long Term Bond	713,000.00	713,000.00	713,000.00
30.000.000.21600 Accrued Leave Payable	6,060.39	6,060.39	6,060.39
30.000.000.21601 Accrued Sick Leave Payable	0.16	0.16	0.16
30.000.000.21602 Payroll liabilities	2,293.99	2,293.99	2,293.99
30.000.000.23500 S/T Note Payable	54,612.00	54,612.00	54,612.00
30.000.000.23590 Current Portion 1998 Bond Payable	(34,000.00)	(34,000.00)	(34,000.00)
30.000.000.23990 Pension Liability	257,449.94	257,449.94	257,449.94
30.000.000.25000 CWSRF - WWTP Planning Loan WW630100	1,542,867.00	1,542,867.00	1,542,867.00
30.000.000.25001 SRF 630100 Current	6,959.00	6,959.00	6,959.00
<b>Total Liabilities</b>	<b>2,728,451.21</b>	<b>2,833,672.23</b>	<b>2,816,772.35</b>
<b>Net Assets</b>			
Beginning Net Assets	3,053,760.61	3,053,760.61	3,053,760.61
Change in Net Assets	22,205.24	(39,401.96)	47,245.77
<b>Total Net Assets</b>	<b>3,075,965.85</b>	<b>3,014,358.65</b>	<b>3,101,006.38</b>
<b>Total Liabilities and Net Assets</b>	<b>5,804,417.06</b>	<b>5,848,030.88</b>	<b>5,917,778.73</b>

Statement of Activity - YTD by Fund  
September 30, 2024

	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>
<b>Revenues</b>			
30.343.000.43100 Tap & Connection Fee	\$2,800.00	\$0.00	\$2,800.00
30.343.000.43120 Reconnection Fees	\$6,891.26	\$9,000.00	(\$2,108.74)
30.343.000.43130 NSF Fees	\$37.75	\$100.00	(\$62.25)
30.343.000.45100 Wastewater Use Charges	\$818,533.23	\$822,886.00	(\$4,352.77)
30.361.000.41000 Interest Income	\$2,956.86	\$4,600.00	(\$1,643.14)
30.362.000.44000 USDA Reimbursement for TRUVAC purchase	\$154,950.00	\$154,950.00	\$0.00
30.369.000.41000 Miscellaneous	\$0.00	\$1,000.00	(\$1,000.00)
30.369.000.41002 Loan from Street Fund for Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
30.369.000.41003 Loan from Solid Waste for Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
30.369.000.41005 Loan to WW from Solid Waste Fund (TruVac/Excavator)	\$53,876.00	\$53,876.00	\$0.00
30.369.000.41006 Loan to WW from Street Reserve Fund (Truvac/Excavator)	\$53,876.00	\$53,876.00	\$0.00
30.369.000.45000 WW Appropriated Fund Balance (SALE OF 2021 CHEVY SILVERADO 1500LT)	\$35,000.00	\$35,000.00	\$0.00
<b>Total Revenues</b>	<b>\$1,222,921.10</b>	<b>\$1,229,288.00</b>	<b>(\$6,366.90)</b>
<b>Expenses</b>			
30.000.535.51200 Salaries	\$107,319.67	\$96,520.00	(\$10,799.67)
30.000.535.51201 Salaries Overtime	\$7,232.36	\$7,000.00	(\$232.36)
30.000.535.51202 Administrative Salaries	\$38,756.72	\$40,997.00	\$2,240.28
30.000.535.51203 On Call Salaries	\$6,627.36	\$0.00	(\$6,627.36)
30.000.535.51204 Hospitalization Stipend	\$19,634.46	\$17,262.00	(\$2,372.46)
30.000.535.52100 FICA	\$9,305.31	\$9,720.00	\$414.69
30.000.535.52110 Medicare	\$2,185.86	\$2,361.00	\$175.14
30.000.535.52200 Retirement	\$28,027.01	\$27,092.00	(\$935.01)
30.000.535.52300 Life Insurance	\$759.93	\$751.00	(\$8.93)
30.000.535.52400 Workers Comp	\$3,348.93	\$3,390.00	\$41.07
30.000.535.52500 Federal Unemployment Tax	\$1,679.34	\$1,680.00	\$0.66
30.000.535.53102 Contractual Generator	\$0.00	\$1,000.00	\$1,000.00
30.000.535.53120 Wastewater Testing	\$15,226.33	\$12,000.00	(\$3,226.33)
30.000.535.53200 Audit	\$13,744.32	\$13,744.00	(\$0.32)



30.000.535.53300 Contractual Operator	\$16,725.00	\$32,825.00	\$16,100.00
30.000.535.53310 Contracted Annual Wastewater Sludge Removal	\$12,825.00	\$12,825.00	\$0.00
30.000.535.54110 Telephone-c	\$606.63	\$0.00	(\$606.63)
30.000.535.54111 Telephone	\$4,527.37	\$5,040.00	\$512.63
30.000.535.54120 Postage	\$603.99	\$1,000.00	\$396.01
30.000.535.54310 Electricity - Lift Station	\$18,388.51	\$19,364.00	\$975.49
30.000.535.54320 Electricity - Treatment Plant	\$83,074.21	\$77,234.00	(\$5,840.21)
30.000.535.54330 Electricity - Sprayfield	\$16,404.13	\$15,408.00	(\$996.13)
30.000.535.54340 Electricity - Utility Building	\$1,891.42	\$1,616.00	(\$275.42)
30.000.535.54510 Insurance - General Liability	\$16,710.00	\$16,710.00	\$0.00
30.000.535.54517 Insurance - Wastewater Property	\$32,547.07	\$32,548.00	\$0.93
30.000.535.54520 Insurance - Auto	\$2,914.24	\$2,916.00	\$1.76
30.000.535.54521 WW Operations Permit Penalty (2028)	\$3,217.00	\$3,217.00	\$0.00
30.000.535.54600 Maintenance - Building	\$2,710.00	\$750.00	(\$1,960.00)
30.000.535.54610 Maintenance - Equipment	\$55,306.09	\$61,680.00	\$6,373.91
30.000.535.54620 Maintenance - Wastewater Lines	\$25,170.83	\$43,642.00	\$18,471.17
30.000.535.54630 Maintenance - Wastewater Treatment Plant	\$35,838.03	\$38,000.00	\$2,161.97
30.000.535.54632 Easement HUD-WW Lift Station (Grant)	\$3,052.50	\$3,053.00	\$0.50
30.000.535.54640 Maintenance - Sprayfield	\$13,000.37	\$13,200.00	\$199.63
30.000.535.54644 Grant Expense CDBG NR 22 Lift Station Replacement	\$0.00	\$0.00	\$0.00
30.000.535.54650 Repair & Maintenance Natural Disaster	\$18,726.00	\$0.00	(\$18,726.00)
30.000.535.54651 Grant - Suwanee River Water Management District WWTP Planning and Design	\$0.00	\$0.00	\$0.00
30.000.535.54666 Service Payment to Mittauer and Associates, Inc.	\$94,900.00	\$94,900.00	\$0.00
30.000.535.54667 Purchase of 2024 Truvac TRXX Trailer Excavator	\$107,752.00	\$107,752.00	\$0.00
30.000.535.54690 Repair and Maintenance - Sprayfield	\$0.00	\$0.00	\$0.00
30.000.535.54910 Legal Ads	\$0.00	\$500.00	\$500.00
30.000.535.55200 Operating supplies	\$10,454.13	\$10,667.00	\$212.53
30.000.535.55201 Safety Supplies	\$29.98	\$250.00	\$220.02
30.000.535.55205 Chlorine Supplies	\$17,947.67	\$18,500.00	\$552.33
30.000.535.55210 Vehicle supplies	\$1,640.35	\$2,500.00	\$859.65
30.000.535.55211 Fuel	\$13,249.31	\$9,000.00	(\$4,249.31)
30.000.535.55220 Uniforms/Shoe Allowance	\$367.15	\$600.00	\$232.85
30.000.535.56400 Capital Outlay	\$1,508.32	\$1,509.00	\$1.02
30.000.535.59120 TRACTOR MOWER BANK LOAN PRINCIPAL EXPENSE	\$18,266.71	\$17,476.00	(\$790.71)
30.000.535.59121 TRACTOR MOWER BANK LOAN INTEREST EXPENSE	\$1,651.31	\$1,724.00	\$72.69
30.000.535.59130 1998 Bond Interest	\$30,555.00	\$30,555.00	\$0.00

30.000.535.59131 WWT 1998 Bond Principal	\$36,000.00	\$36,000.00	\$0.00
30.000.535.59160 CWSRF Loan 630100 Interest	\$574.00	\$562.00	(\$12.00)
30.000.535.59161 CWSRF Loan 630100 Principal	\$13,336.20	\$1,813.00	(\$11,523.20)
30.000.535.59162 CWSRF Loan 630100 GAA/Service Fees	\$8,932.74	\$20,470.00	\$11,537.26
30.000.581.51200 Transfer to Water Fund	\$10,000.00	\$10,000.00	\$0.00
30.000.581.51201 Transfer to Special Projects Fund (grant account)	\$100.00	\$0.00	(\$100.00)
30.000.581.51300 Transfer to General Fund	\$13,213.00	\$13,213.00	\$0.00
30.000.581.51301 Transfer to Solid Waste Fund	\$53,876.00	\$53,876.00	\$0.00
30.000.581.51302 Transfer to Street Reserve Fund	\$53,876.00	\$53,876.00	\$0.00
30.000.581.51303 Transfer to Unappropriated Fund Balance	\$0.00	\$35,000.00	\$35,000.00
30.000.581.51304 Repayment of Loan to Solid Waste for Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
30.000.581.51305 Repayment of Loan to Street Reserve for Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
30.000.581.51306 Fund 31 Transfer of \$100 to open grant checking account WGO88	\$100.00	\$0.00	(\$100.00)
30.000.581.51307 Fund 33 Transfer of \$100 to open grant checking account WS005	\$100.00	\$0.00	(\$100.00)
30.000.581.51308 Fund 34 Transfer of \$100 to open grant checking account #22-NR	\$100.00	\$0.00	(\$100.00)
30.000.581.51309 Fund 36 Transfer of \$100 to open grant checking account #MT118	\$100.00	\$0.00	(\$100.00)
<b>Total Expenses</b>	<b>\$1,200,715.86</b>	<b>\$1,229,288.00</b>	<b>\$28,572.14</b>
Excess Revenue Over (Under) Expenditures	\$22,205.24	\$0.00	(\$34,939.04)

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
31.000.000.10010 Fund 31-DEP WG088 Cash	55,060.00	100.00	100.00
31.010.000.19999 DTDF	0.00	54,960.00	0.00
<b>Total Assets</b>	<u>55,060.00</u>	<u>55,060.00</u>	<u>100.00</u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	<u>55,060.00</u>	<u>55,060.00</u>	<u>100.00</u>
<b>Total Net Assets</b>	<u>55,060.00</u>	<u>55,060.00</u>	<u>100.00</u>
<b>Total Liabilities and Net Assets</b>	<u>55,060.00</u>	<u>55,060.00</u>	<u>100.00</u>

# Statement of Activity - YTD by Fund September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
31.334.000.43500 DEP Grant WGO88 SRWMD WWTP Planning	\$167,760.00	\$112,800.00	\$54,960.00
31.334.000.43501 Revenue from \$100 transfer from Wastewater Fund(30) to Fund 31 DEP WGO88	\$100.00	\$0.00	\$100.00
<b>Total Revenues</b>	<b>\$167,860.00</b>	<b>\$112,800.00</b>	<b>\$55,060.00</b>
<b>Expenses</b>			
31.000.535.54654 DEP WGO88 -Planning and Design Expense	\$112,800.00	\$112,800.00	\$0.00
<b>Total Expenses</b>	<b>\$112,800.00</b>	<b>\$112,800.00</b>	<b>\$0.00</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$55,060.00</b>	<b>\$0.00</b>	<b>\$55,060.00</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
32.000.000.10010 DOT SCOP Grant #G2W10 Fund 32	100.00	100.00	100.00
Cash			
<b>Total Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Net Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Liabilities and Net Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>

Statement of Activity - YTD by Fund  
September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
32.334.000.43501 \$100 Transfer to open bank account	\$100.00	\$0.00	\$100.00
<b>Total Revenues</b>	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>
<b>Expenses</b>			
<b>Total Expenses</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Excess Revenue Over (Under) Expenditures	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>



**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
33.000.000.10010 Fund 33 SRWMD WS005 Cash	70,200.00	100.00	100.00
<b>Total Assets</b>	<u>70,200.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	<u>70,200.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Net Assets</b>	<u>70,200.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Liabilities and Net Assets</b>	<u>70,200.00</u>	<u>100.00</u>	<u>100.00</u>

Statement of Activity -YTD by Fund  
September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
33.334.000.43500 Grant Revenue Planning and Design #WS005	\$568,200.00	\$498,100.00	\$70,100.00
33.334.000.43501 Revenue for \$100 deposit to open account	\$100.00	\$0.00	\$100.00
<b>Total Revenues</b>	<b>\$568,300.00</b>	<b>\$498,100.00</b>	<b>\$70,200.00</b>
<b>Expenses</b>			
33.000.535.54651 SRWMD WS005 WWTP Planning and Design	\$498,100.00	\$498,100.00	\$0.00
<b>Total Expenses</b>	<b>\$498,100.00</b>	<b>\$498,100.00</b>	<b>\$0.00</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$70,200.00</b>	<b>\$0.00</b>	<b>\$70,200.00</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
34.000.000.10010 CDBG Grant 22DB-OP-03-72-02-N06	100.00	100.00	100.00
Fund 34 Cash			
34.010.000.19999 DTDF	(34,600.00)	0.00	0.00
<b>Total Assets</b>	<b>(34,500.00)</b>	<b>100.00</b>	<b>100.00</b>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	(34,500.00)	100.00	100.00
<b>Total Net Assets</b>	<b>(34,500.00)</b>	<b>100.00</b>	<b>100.00</b>
<b>Total Liabilities and Net Assets</b>	<b>(34,500.00)</b>	<b>100.00</b>	<b>100.00</b>

Statement of Activity - YTD by Fund  
September 30, 2024

	Y-T-D Actual	Y-T-D Budget	Variance
<b>Revenues</b>			
34.334.000.43501 \$100 Transfer to open grant checking account	\$100.00	\$0.00	\$100.00
<b>Total Revenues</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>
<b>Expenses</b>			
34.000.535.54654 Grant Expense CDBG Grant 22DB-OP-03-72-02-N06	\$34,600.00	\$0.00	(\$34,600.00)
<b>Total Expenses</b>	<b>\$34,600.00</b>	<b>\$0.00</b>	<b>(\$34,600.00)</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(\$34,500.00)</b>	<b>\$0.00</b>	<b>\$34,700.00</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
35.000.000.10010 Fund 35 Grant #24033 Checking	100.00	100.00	100.00
35.030.000.19999 DTDF	<u>164,900.00</u>	<u>164,900.00</u>	<u>164,900.00</u>
<b>Total Assets</b>	<u><u>165,000.00</u></u>	<u><u>165,000.00</u></u>	<u><u>165,000.00</u></u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	(37,000.00)	(37,000.00)	(37,000.00)
Change in Net Assets	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Net Assets</b>	<u><u>(36,900.00)</u></u>	<u><u>(36,900.00)</u></u>	<u><u>(36,900.00)</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>(36,900.00)</u></u>	<u><u>(36,900.00)</u></u>	<u><u>(36,900.00)</u></u>

Statement of Activity - YTD by Fund  
September 30, 2024

	Y-T-D Actual	Y-T-D Budget	Variance
<b>Revenues</b>			
35.334.000.43500 UCHD Grant Revenue-HandiCap Equip.	\$50,000.00	\$50,000.00	\$0.00
35.334.000.43501 Revenue from \$100 deposit paid from Wastewater Fund 30 to Fund 35 to keep account open at DLP Bank.	\$100.00	\$0.00	\$100.00
35.369.000.41000 Unallocated Fund Balance	\$100.00	\$100.00	\$0.00
<b>Total Revenues</b>	<b>\$50,200.00</b>	<b>\$50,100.00</b>	<b>\$100.00</b>
<b>Expenses</b>			
35.000.535.54920 Misc Expense	\$54.99	\$100.00	\$45.01
35.000.535.55100 UCHD HandiCap Park Expense	\$50,045.01	\$50,000.00	(\$45.01)
<b>Total Expenses</b>	<b>\$50,100.00</b>	<b>\$50,100.00</b>	<b>\$0.00</b>
Excess Revenue Over (Under) Expenditures	\$100.00	\$0.00	\$100.00



**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
36.000.000.10010 Fund 36-CDBG MT118 Cash	100.00	100.00	100.00
<b>Total Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	100.00	100.00	100.00
<b>Total Net Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Liabilities and Net Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>

Statement of Activity - YTD by Fund  
September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
36.334.000.43500 Grant Revenue-CDBG MT118	\$0.00	\$3,519,880.00	(\$3,519,880.00)
36.334.000.43501 \$100 transfer to open grant account	\$100.00	\$0.00	\$100.00
<b>Total Revenues</b>	<b>\$100.00</b>	<b>\$3,519,880.00</b>	<b>(\$3,519,780.00)</b>
<b>Expenses</b>			
36.000.535.54641 Grant Expense-CDBG MT118 (Grant Admin & Environmental Review)	\$0.00	\$261,303.00	\$261,303.00
36.000.535.54642 Grant Expense-CDBG MT118 Project Engineering	\$0.00	\$622,000.00	\$622,000.00
36.000.535.54643 Grant Expense-CDBG MT118 Construction	\$0.00	\$2,636,577.00	\$2,636,577.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$3,519,880.00</b>	<b>\$3,519,880.00</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>(\$7,039,660.00)</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
37.000.000.10010 Fund 37-DEP LPA0314 Cash	100.00	100.00	100.00
<b>Total Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	100.00	100.00	100.00
<b>Total Net Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Liabilities and Net Assets</b>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>

Statement of Activity -YTD by Fund  
September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
37.334.000.43500 Grant Revenue -Fund 37 LPA0314	\$15,000.00	\$15,000.00	\$0.00
37.334.000.43501 \$100 Transfer to open checking account	\$100.00	\$0.00	\$100.00
<b>Total Revenues</b>	<b>\$15,100.00</b>	<b>\$15,000.00</b>	<b>\$100.00</b>
<b>Expenses</b>			
37.000.535.54654 Grant Expense - LPA0314 Water Tank Admin	\$15,000.00	\$15,000.00	\$0.00
<b>Total Expenses</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
40.000.000.10010 Solid Waste Checking	159,394.92	176,299.25	206,387.39
40.000.000.10990 Undeposited Cash	154.05	82.51	154.05
40.000.000.11000 Accounts Receivable	19,211.72	19,211.72	19,211.72
40.000.000.11001 Solid Waste Unbilled Receivable	2,791.00	2,791.00	2,791.00
40.000.000.11050 Deferred Inflows	(1,397.57)	(1,397.57)	(1,397.57)
40.000.000.11700 Allowance for Doubtful Accounts	(2,170.00)	(2,170.00)	(2,170.00)
40.010.000.19999 DTDF	33,919.51	20,847.63	(15,981.62)
<b>Total Assets</b>	<b>211,903.63</b>	<b>215,664.54</b>	<b>208,994.97</b>
<b>Liabilities and Net Assets</b>			
40.000.000.20000 Accounts Payable	17,030.00	28,424.00	17,030.00
40.000.000.20050 Deferred Outflows	(7,401.80)	(7,401.80)	(7,401.80)
40.000.000.21600 Accrued Leave Payable	591.65	591.65	591.65
40.000.000.21601 Accrued Sick Leave Payable	(0.21)	(0.21)	(0.21)
40.000.000.21602 Payroll Liabilities	278.97	278.97	278.97
40.000.000.22300 Unearned Revenues-Solid Waste	2,635.00	2,635.00	2,635.00
40.000.000.23990 Pension Liability	25,923.58	25,923.58	25,923.58
<b>Total Liabilities</b>	<b>39,057.19</b>	<b>50,451.19</b>	<b>39,057.19</b>
<b>Net Assets</b>			
Beginning Net Assets	192,279.21	192,279.21	192,279.21
Change in Net Assets	13,533.23	5,900.14	10,624.57
<b>Total Net Assets</b>	<b>205,812.44</b>	<b>198,179.35</b>	<b>202,903.78</b>
<b>Total Liabilities and Net Assets</b>	<b>244,869.63</b>	<b>248,630.54</b>	<b>241,960.97</b>

# Statement of Activity - YTD by Fund September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
40.343.000.44000 Solid Waste Charges	\$264,312.37	\$270,450.00	(\$6,137.63)
40.343.000.44001 Reimburse Loan from WW to pay Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
40.343.000.45001 Revenue from Loan SW to WW for TruVac	\$53,876.00	\$53,876.00	\$0.00
<b>Total Revenues</b>	<b>\$365,188.37</b>	<b>\$371,326.00</b>	<b>(\$6,137.63)</b>
<b>Expenses</b>			
40.000.534.51200 Salaries	\$6,206.77	\$0.00	(\$6,206.77)
40.000.534.51201 Overtime	\$1,177.48	\$1,500.00	\$322.52
40.000.534.51202 Administrative Salaries	\$28,001.39	\$36,826.00	\$8,824.61
40.000.534.51204 Hospitalization Stipend	\$4,753.95	\$4,493.00	(\$260.95)
40.000.534.52100 FICA	\$2,193.21	\$4,565.00	\$2,371.79
40.000.534.52110 Medicare	\$512.90	\$477.00	(\$35.90)
40.000.534.52200 Retirement	\$7,174.22	\$7,019.00	(\$155.22)
40.000.534.52300 Life Insurance	\$54.60	\$110.00	\$55.40
40.000.534.52500 FUTA	\$0.00	\$231.00	\$231.00
40.000.534.53400 Contractual Services - GFL	\$197,204.62	\$202,112.00	\$4,907.38
40.000.534.53402 Audit	\$3,500.00	\$3,500.00	\$0.00
40.000.534.54120 Postage	\$0.00	\$400.00	\$400.00
40.000.534.55201 Loan to WW to pay Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
40.000.534.55202 Transfer Funds to WW-TRUVAC purchase	\$53,876.00	\$53,876.00	\$0.00
40.000.534.55300 Streets Repair Expense	\$0.00	\$9,217.00	\$9,217.00
<b>Total Expenses</b>	<b>\$351,655.14</b>	<b>\$371,326.00</b>	<b>\$19,670.86</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>\$13,533.23</b>	<b>\$0.00</b>	<b>(\$25,808.49)</b>



**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
65.000.000.10165 Redevelopment Co	100.29	100.28	3,408.36
65.010.000.19999 DTDF	(9,914.89)	(9,914.89)	(11,439.89)
<b>Total Assets</b>	<u>(9,814.60)</u>	<u>(9,814.61)</u>	<u>(8,031.53)</u>
<b>Liabilities and Net Assets</b>			
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	(9,814.99)	(9,814.99)	(9,814.99)
Change in Net Assets	<u>0.39</u>	<u>0.38</u>	<u>1,783.46</u>
<b>Total Net Assets</b>	<u>(9,814.60)</u>	<u>(9,814.61)</u>	<u>(8,031.53)</u>
<b>Total Liabilities and Net Assets</b>	<u>(9,814.60)</u>	<u>(9,814.61)</u>	<u>(8,031.53)</u>

Statement of Activity -by Fund  
September 30, 2024

	Y-T-D Actual	Y-T-D Budget	Variance
<b>Revenues</b>			
65.311.000.41001 Ad Valorem County	\$26,153.80	\$26,154.00	(\$0.20)
65.311.000.41101 Reimbursement from Historical Society for Grant Administration Services (Andy Easton)	\$2,000.00	\$2,000.00	\$0.00
65.311.000.41102 Transfer from GR to CRA for sand	\$1,025.00	\$1,025.00	\$0.00
65.361.000.41100 Interest Income	\$4.53	\$5.00	(\$0.47)
<b>Total Revenues</b>	<b>\$29,183.33</b>	<b>\$29,184.00</b>	<b>(\$0.67)</b>
<b>Expenses</b>			
65.000.580.53200 Audit	\$1,234.84	\$1,235.00	\$0.16
65.000.581.53210 Downtown Revolpment Annual Fees	\$0.00	\$670.00	\$670.00
65.000.581.53400 Grant Administration Services (Andy Easton)	\$2,000.00	\$2,000.00	\$0.00
65.000.581.53410 Grant Administration Services (Andy Easton) Trailhead Upgrade	\$500.00	\$0.00	(\$500.00)
65.000.581.54630 Downtown Improvements	\$2,308.21	\$12,054.00	\$9,745.79
65.000.581.54631 Lakeside Park CRA Improvements	\$11,700.00	\$12,725.00	\$1,025.00
65.000.581.56410 Capital Improvement Plan	\$500.00	\$500.00	\$0.00
65.361.000.59501 Transfer to General Fund for prior year DTDF	\$10,939.89	\$0.00	(\$10,939.89)
<b>Total Expenses</b>	<b>\$29,182.94</b>	<b>\$29,184.00</b>	<b>\$1.06</b>
Excess Revenue Over (Under) Expenditures	\$0.39	\$0.00	(\$1.73)

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
72.000.000.10001 Street Reserves	<u>236,253.91</u>	<u>236,244.23</u>	<u>236,234.23</u>
Total Assets	<u>236,253.91</u>	<u>236,244.23</u>	<u>236,234.23</u>
<b>Liabilities and Net Assets</b>			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Beginning Net Assets	236,150.23	236,150.23	236,150.23
Change in Net Assets	<u>103.68</u>	<u>94.00</u>	<u>84.00</u>
Total Net Assets	<u>236,253.91</u>	<u>236,244.23</u>	<u>236,234.23</u>
Total Liabilities and Net Assets	<u>236,253.91</u>	<u>236,244.23</u>	<u>236,234.23</u>

# Statement of Activity - YTD by Fund September 30, 2024

	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<b>Revenues</b>			
72.361.000.41000 Solid Waste Fund 40 to Street Fund (Road Repair)	\$0.00	\$9,217.00	(\$9,217.00)
72.361.000.41100 Interest Income	\$103.68	\$120.00	(\$16.32)
72.361.000.41502 Streets and Roads Appropriated Fund Balance	\$0.00	\$53,876.00	(\$53,876.00)
72.361.000.45001 Revenue for Loan to WW for TRUVAC purchase	\$53,876.00	\$53,876.00	\$0.00
72.369.000.45002 Revenue from WW to pay Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
Total Revenues	\$100,979.68	\$164,089.00	(\$63,109.32)
<b>Expenses</b>			
72.000.583.56400 Sidewalks - Repair	\$0.00	\$53,996.00	\$53,996.00
72.000.583.56501 Transfer Funds to WW for TRUVAC purchase	\$53,876.00	\$53,876.00	\$0.00
72.000.583.56502 Loan to WW to pay Mittauer Engineering Fees	\$47,000.00	\$47,000.00	\$0.00
72.000.583.56503 Reserve for Street Repair Expense	\$0.00	\$9,217.00	\$9,217.00
Total Expenses	\$100,876.00	\$164,089.00	\$63,213.00
Excess Revenue Over (Under) Expenditures	\$103.68	\$0.00	(\$126,322.32)

**Statement of Financial Position by Fund**  
**City of Lake Butler**  
**For 9/30/2024**

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	SEP 30,2024	AUG 31,2024	JUL 31,2024
<b>Assets</b>			
80.000.000.10011 Utility Deposits Cash Fund 80	88,071.94	90,348.71	0.00
80.010.000.19999 DTDF	150.00	(1,986.10)	0.00
<b>Total Assets</b>	<b>88,221.94</b>	<b>88,362.61</b>	<b>0.00</b>
<b>Liabilities and Net Assets</b>			
80.000.000.20000 Accounts Payable	0.00	140.00	0.00
80.000.000.20201 Utility Deposits Payable Fund 80	88,221.94	88,222.61	0.00
<b>Total Liabilities</b>	<b>88,221.94</b>	<b>88,362.61</b>	<b>0.00</b>
<b>Net Assets</b>			
Beginning Net Assets	0.00	0.00	0.00
Change in Net Assets	0.00	0.00	0.00
<b>Total Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities and Net Assets</b>	<b>88,221.94</b>	<b>88,362.61</b>	<b>0.00</b>