



Union County Board of County Commissioners
15 Northeast 1st Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4810

AGENDA
REGULAR MEETING
DECEMBER 18, 2023
6:00 P.M.

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

1. Meeting Called to Order.....Chairman Dobbs
2. Invocation and Pledge.....Commissioner Croft
3. Public Comments
4. Report/ discussion From Thomas Howell and Ferguson.....John Beall
5. Consideration for Revised Purchasing Policy.....John Beall
6. Approval of Consent Agenda.....Chairman
 - Finance Report
 - Minutes: November 20, 2023 Reorganization Meeting, Regular Meeting, Special Meeting and December 7, 2023 Special Meeting
 - Budget Amendment
7. Discussion of JR Davis Land Agreement.....Jimmy Williams
8. Discussion of Tree Removal on Harmony Property/Ballfields.....Jimmy Williams
9. Amendment to Policy Changes & Compression Raises with Back Pay.....Michaela Clemons
10. Report from **County Coordinator, Jimmy Williams** and Department Heads
 - Kim Hayes, Solid Waste Director**
 - Shelton Arnold, Jr., Road Department**
 - Mary Brown, Public Library**
 - Toby Witt, EMS Director**
 - Jim DeValerio, Extension Director**
11. Report Kellie Hendricks Rhoades, Clerk of Courts and Comptroller..... Clerk Rhoades
12. Report from Russell A. Wade III, County Attorney.....Attorney Wade
13. Report from County Commissioners
 - Vacant, District 1**
 - Channing Dobbs, District 2**
 - Jimmy Tallman, District 3**
 - Mac Johns, District 4**
 - Willie Croft, District 5**
14. Adjournment

BOARD MEMBERS:

VACANT, District 1 • CHANNING DOBBS, District 2 • JIMMY TALLMAN, District 3 • MAC JOHNS District 4 • WILLIE CROFT, District 5

KELLIE HENDRICKS RHOADES
Clerk of Court/Comptroller

RUSSELL WADE
County Attorney

**BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
CONSENT AGENDA
DECEMBER 18, 2023**

1. Minutes:

- November 20, 2023 Reorganization Meeting
- November 20, 2023 Regular Meeting
- November 20, 2023 Special Meeting
- December 7, 2023 Special Meeting

2. Finance Report

- Checks submitted for approval of payment
- Additional bills submitted after processing



UNION *County*
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

PURCHASING AND PROCUREMENT POLICY

APRIL 17, 2023

UNION COUNTY BOARD OF COUNTY COMMISSIONERS
15 NE 1st St., Lake Butler, FL 32054

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DRAFT

PURPOSE

The Board of County Commissioners of Union County, Florida (hereinafter referred to as the "County") desires to set out and establish standard policies for the procurement and purchasing of equipment, materials, supplies, parts, and services (other than personal services for Union County).

All purchases of equipment, materials, supplies, parts, and services shall be the responsibility of the County or designee. The nature and content of all purchases shall be for a County public purpose. All Florida Statutes and County rules shall be carefully observed when making purchases.

No purchase should be authorized which exceeds or falls outside the County's approved budget. If a necessary purchase arises outside of the approved budget, a budget amendment shall be presented before the Board for approval. As the ex officio auditor of County funds, the County Clerk is authorized to refuse to sign and deliver County warrants for payment of illegal contracts, purchases that do not meet the requirements of this policy, purchases that do not meet a public purpose, and expenditures outside the County's approved budget. The obligation to repay any indebtedness for which the Clerk denies payment under this policy or other State or County regulation shall be the sole responsibility of the person creating the obligation.

PURCHASES AND/OR PROCUREMENT

Shall be made in the following manner:

1. VENDOR SELECTION

Purchase requirements and procedures vary based on the total cost. To determine the purchase requirements, the total cost shall include all costs associated with the item or project. If it is in the best interest of the County for components of the item or project to be purchased separately, then the purchase of each component shall be done according to the requirement determined by the total cost. Per Florida Statute 287.05701 (2)(a) An awarding county may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. An awarding county may not give preference to a vendor based on the vendor's social, political, or ideological interests. Beginning July 1, 2023, any solicitation for the procurement of commodities or contractual services by an awarding body must include a provision notifying vendors of the provisions of this section.

The selected vendor should be determined based on all factors including but not limited to reviews, quality of product, customer service, location, and availability and not solely on price.

This policy governs the inclusion of Mechanics Services vendors in the approved vendor list, enabling county departments to engage these vendors without prior approval. Annually, each department will submit a list of Mechanic Services vendors for consideration, with an emphasis on local preference. Vendors providing continued services may be added based on performance and necessity. The county reserves the right to reject vendors for reasons such as insufficient qualifications or past performance. The policy aims to streamline vendor authorization for Mechanics Services while ensuring compliance with county standards and preferences.

The County is prohibited from entering into contracts with companies falling within the criteria of Florida Statute 287.138, which prohibits contracting with entities from foreign countries of concern, and Florida Statute 287.135, which prohibits contracting with scrutinized companies.

Purchase and/or procurement categories shall be as follows:

- I. Less than five thousand dollars (\$5,000) [Seek the best, competitive price in the open market.]
- II. Five thousand dollars (\$5,000) to Thirty-thousand dollars (\$30,000) [Must obtain QUOTES]
- III. Exceeding thirty thousand dollars (\$30,000) [Must obtain SEALED BIDS]
- IV. Federal Uniform Guidance for Applicable Grants
- V. Quotes shall not be required when selecting a company from the continued services list approved by the Board of County Commissioners.

I. PURCHASES OF LESS THAN \$5,000

Purchases less than \$5,000 in amount shall be made in the open market after such inquiry as is reasonable and necessary to ensure the price obtained is the most advantageous to the County and is expeditious to the project and utilize the County's established Payment processing procedures. Whenever possible, competitive verbal quotes shall be obtained and notations confirming the same shall be attached to the invoice for payment. These purchases must still comply with the policies and procedures outlined in the [Purchase Order](#) section of this policy.

II. PURCHASES OF \$5,000 - \$30,000 – REQUIRING QUOTES

Purchases totaling at least \$5,000 but not more than \$30,000, shall require the documentation of competitive quotes. At least three (3) competitive quotes must be obtained. The person making such purchase shall solicit competitive informal quotes, verbally, by telephone, or in writing from at least three (3) suppliers. In the event that three (3) quotes cannot be obtained, documentation as to the reason shall be included. A "decline to quote" may be considered a quote. Department Heads, the board of county commissioners, or their designee soliciting quotes shall have the right to reject any and all quotes.

A record of the results of all such solicitation of quotes shall be maintained, which includes the date, time, amount of quote (or lack thereof), name, address, and telephone number of supplier contacted, and a description of the item and/or service sought. When obtaining quotes, the negotiation of prices is acceptable. Description of purchases may be similar in characteristics. A copy of this record shall be included with the payment voucher when submitted for payment. These purchases must still comply with the policies and procedures outlined in the [Purchase Order](#) section of this policy.

III. PURCHASES EXCEEDING \$30,000 – REQUIRING SEALED BIDS

Purchases over \$30,000 shall require sealed bids and approval of the Board of County Commissioners prior to advertisement.

Purchases over \$30,000 shall be defined as:

1. One (1) item will exceed \$30,000, or
2. The cost of multiples of one item will exceed \$30,000, or
3. The cost of a group of items for one (1) project will exceed \$30,000, or
4. The cost reflected on a single invoice from one (1) supplier will exceed \$30,000, or
5. The cost of one item, or group of items, that are purchased on a regular basis and the cost in any three (3) month period will exceed \$30,000.

1.1. BID SPECIFICATIONS AND ADVERTISEMENT

The County Coordinator, Department Head, or their designee, shall prepare bid specifications and invite bids. All bid solicitations shall be reviewed by the County Attorney prior to advertisement. Bids shall be solicited by advertisement

on the County's website for a minimum of 14 calendar days and will meet any requirements set forth by the funding source. Invitations to bid may also be made by mailing bid specifications and the invitation to bid to all known suppliers of the item sought within a reasonable distance of the County, advertisement on the internet, and any other means used to broadcast the invitation to bids to ensure the most potential vendors are aware of the bid opportunity, thus ensuring the most competitive and best opportunities for the County.

Bid notices must include the following, where applicable:

- 1) Bid identification number;
- 2) Name of item or services to be bid and description;
- 3) Place where bid documents, including specifications, are available;
- 4) Cost, if any, of bid documents;
- 5) Date, time, and location at which bids will be received;
- 6) Date, time, and location for pre-bid information conference, if required;
- 7) Date, time, and location where bids will be opened.

The personnel who will be reviewing and tabulating the bid as specified by the Board at the time of approval of the bid solicitation.

a. RFQ AND RFP SPECIFICATIONS

Request for Qualifications (RFQ) and Request for Proposals (RFP) shall be made in accordance with the County's policy regarding Bid Specifications and Advertisements as outlined above. Notice shall be made on the County's website under the Public Notices tab for a minimum of 14 calendar days unless otherwise required by the funding source, Florida Statutes, or Federal regulations and requirements.

For the purpose of this policy, the County defines Request for Qualifications as a solicitation for qualifications, without a proposed price, and a Request for Proposal for Proposal as a solicitation for a specified price.

b. 255.0525 Florida Statutes – Advertising for Competitive Bids or Proposals exceeding \$200,000

1. The solicitation of competitive bids or proposals that are projected to cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the county at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. The solicitation of any competitive bids or proposals that are projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county at least 30 days prior to the established bid opening and at least 5 days prior to any pre-bid conference. Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement.
 - a. In cases of emergency, the procedures required in this section may be altered by the County in any manner that is reasonable.
2. If the location, date, or time of the bid opening changes, written notice of the change must be given, as soon as practicable after the change is made, to all persons who are registered to receive any addenda to the plans and specifications.
3. A construction project may not be divided into more than one project to evade the requirements in this section.
4. As used in this section, the term "emergency" means an unexpected turn of events that causes:
 - a. Immediate danger to the public health or safety;
 - b. Immediate danger of loss of public or private property; or

C. Interruption in the delivery of essential governmental service.

b) PRE-BIDDING PROCEDURES

1. Each bidder should clearly note the contents as containing a SEALED BID on the outside of the envelope or packaging.
2. All bids should be notated with the date and time of receipt on the envelope or packaging.
3. Bids received late shall be returned to the bidder, unopened, with a notation on the bid of the item received stating the bid was received late and signed by the person presiding over the bid opening.
4. Performance bonds or cash surety bid bonds of five percent (5%) shall be required on new construction or building renovations estimated to cost over \$30,000.
5. No bid may be withdrawn prior to Board approval without the written consent of the County Attorney. After formal award by the Board, no bid may be withdrawn under any circumstances.

BID OPENING

1. Bids shall be opened at a specified time and place and shall be open to the public. The time and place shall be clearly stated in the bid advertisement and/or invitation.
2. All bids shall be opened in the presence of a minimum of one employee or official of the Board of County Commissioners and the Clerk or their designee.
3. Bids shall be read, tabulated, and presented to the Board for selection.
4. A tabulation of the bids received shall be maintained by the Clerk.

RECOMMENDATION AND BID AWARDING

1. Recommendations to the Board for action shall be determined based on the best and/or lowest responsible qualified bid which meets specification, with consideration being given to the specific quality of the delivery terms, and the service and past performance of the vendor. In the case of identical qualified bids, the recommendation shall be made for the local vendor, or if there is none, to the vendor who has had the longest consistent reliable service in the County, or by casting lots. Samples of products shall be requested when practical.
2. The County Coordinator or Clerk may recommend to the Board the name of any firm which has proven to be unreliable, and they may be disqualified from the bid process. Any rejection or recommendation other than the low bid shall be accompanied by a written statement giving the reasons and justification for such action. This written statement will be maintained with the original bids in the custody of the Clerk. Single items or a combination of items may be considered in determining the recommendation.
3. Final action on any bid or the letting of any bid shall be the decision of the Board of County Commissioners in open session.

POST-AWARD PROCEDURES

1. Purchases made through bids shall be based upon justification and specifications which are clear, definite, and certain as to the character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the best possible. It shall be made clear in the advertisement or invitation to bid that the use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted.

2. After bids have been opened and tabulated, they shall be made available to anyone wishing to inspect or copy them, following procedures established to comply with Chapter 119, F.S. Note that original bids are to remain in the custody of the Clerk, or their designee.
3. The expenditure of any funds which are not already budgeted shall be approved by the Board prior to the issuance of any contract.
4. All bid purchases shall require approval of the County prior to payments. This does not include payments that have been previously approved under sealed bids.

OTHER BID CONDITIONS AND REQUIREMENTS

1. No employee or official of the County shall use bid prices or receive any preferential treatment in the making of personal purchases.
2. In the event loan interest rates is a part of the solicitation, the Board will assign a designee to negotiate rates with the top two selectees with results to be presented to the Board at the next open session for final selection.
3. Union County and its employees or agents shall not discriminate in any way on the basis of race, sex, religion, national origin, age, or disability.
4. The County reserves the right to reject any and all bids.

BID PROTEST PROCEDURES

1. Any person who is affected adversely by the decision, or intended decision, shall file with the County Coordinator and the Clerk of Courts and Comptroller, a written Notice of Protest within 72 hours after the posting of notification.
2. A formal written protest shall be filed within ten (10) calendar days after filing the Notice of Protest. With respect to a protest of the specifications contained in an advertisement, invitation to bid, or in request for proposals, the Notice of Protest shall be filed in writing within 72 hours after the receipt of the project plans and specifications or intended plans and specifications in an advertisement, invitation to bid, or request for proposals (but no later than the time when the bids or responses must be received in order to be considered), and the formal written protest shall be filed within ten (10) calendar days after the date the Notice of Protest is filed. The 72-hour period referred to herein shall not include Saturdays, Sundays, or holidays. The word holiday shall mean any weekday on which the County's administrative offices are closed. Failure to file a timely formal written protest shall constitute a waiver of proceedings under Chapter 120, F.S. The formal written protest shall state with particularity the facts and law upon which the protest is based.
3. Upon receipt of a notice of protest which has been timely filed, the Board shall stop the solicitation or award process until the subject of the protest is resolved by final Board action, unless written documentation is set forth detailing particular facts and circumstances which require the continuance of the process without delay to avoid an immediate and serious danger to the public's health, safety, or welfare.
4. The Board, on its own initiative, or upon the request of a protester, shall provide an opportunity to resolve the subject of a protest by mutual agreement between the parties within seven (7) business days of receipt of a formal written protest.
 - a. If not resolved, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to s.120.57(2), Florida Statutes, before a member of the Board who shall recommend final action to the Board.
 - b. If not so resolved, and if there is a disputed issue of material fact, the Board shall refer the protest to the Division of Administrative Hearings for proceedings under s.120.57(2), F.S.

- c. Filing shall be effective upon actual receipt in the Office of the Board of County Commissioners, or the office of the Clerk of Circuit Court of Union County, Florida.
- d. The County and its employees or agents shall not discriminate in any way on the basis of race, sex, religion, national origin, age, or disability.

EXEMPT PURCHASES (NO BID REQUIRED)

Some purchases may be exempt from the bid process if any of the following circumstances apply. Any exemption from the bid process must be adopted by the Board by motion and vote at any regular or special meeting.

1. Bids shall not be requested when:
 - a. The County determines that:
 - i. An EMERGENCY exists, or
 1. In situations requiring emergency purchases, the county may proceed in accordance with Florida Statute 287.057. Emergency purchases shall be clearly documented, justifiable, and reported as required by law.
 - ii. A SOLE SOURCE supplier exists, or
 1. Florida Statute 287.057(1)(c). The decision to pursue a sole source procurement must be documented, justified, and approved by the appropriate authority.
 - b. Items may be purchased from the State's bid list, or supplies, materials, equipment, or services may be purchased at a price set by the State Purchasing Agency.
 - c. The County may piggy-back off of any other past governmental entity bid in Florida, as long as the vendor will honor the bid price for Union County, or
 - d. The County may extend the contract and terms of a contract that is currently in place if it is considered in the best interest of the County.
2. Contracted services (gas, electricity, telephone services, postal services, etc.) purchased from a public utility at a price or rate determined by the State Public Service Commission or other government authority.
3. Supplies, materials, equipment, or services purchased from another government unit.
4. Purchases of used equipment valued equal to or less than \$2,500 shall require the approval of the Department Head and the County Coordinator. Purchases of used equipment valued at more than \$2,500 shall require Board approval prior to purchase.
5. Purchases of supplies, materials, equipment, or services under the terms of an annual or other specified time contract or lease. The total cost of the contract or lease, including purchase options, should not exceed \$30,000 per year; however, where possible, three (3) written, or verbal, quotes should be obtained, with the recommended lease/contract being approved by the Board.

In the event no bid is received after following the above procedures, competitive quotations shall be solicited from at least two (2), and preferably three (3), vendors when at all possible. A recommendation for the award will be provided to the Board for approval.

IV. Federal Uniform Guidance for Applicable Grants

Funds acquired through federal grants, which mandate adherence to federal procurement procedures to align with 2 CFR 200, must comply with the specified requirements and any additional stipulations or exemptions outlined by the granting agency. In instances where the county's policies surpass the stringency of federal requirements, the county's policies shall take precedence.

1.2. Maintain Oversight

Based on 2 C.F.R. §§ 200.318 (b) ¹ A non-state entity must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. If a non-state entity lacks qualified personnel within its organization to undertake such oversight, then the Federal Agency expects the non-state entity to acquire the necessary personnel to provide these services.

1.3. Written Standards of Conduct

According to 2 C.F.R. §§ 200.318 (c) (1), Federal Agencies expect a recipient or sub-recipient, when contracting under a federal award, to ensure that procurement transactions are conducted with impartiality and without preferential treatment. The regulations require non-state entities to have written standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, and administration of contracts. These standards must include disciplinary actions in the event of violations of the standards of conduct.

1.4. Organizational Conflicts of Interest

With regards to 2 C.F.R. §§ 200.318 (c) (2), if a non-state entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-state entity must also maintain written standards of conduct covering organizational conflicts of interest. One type of organizational conflict of interest occurs when, because of relationships with a parent company, affiliate, or subsidiary organization, the nonstate entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

1.5. Contractor Responsibility Determination

A non-state entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. The federal agency requires the non-state entity to document its determination that a prospective contractor qualifies as responsible, as well as its basis for such determination. In making a contractor responsibility determination, the non-state entity must consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources according to 2 C.F.R. §§ 200.318 (d).

1.6. Maintain Records

A non-state entity is required to maintain records sufficient to detail the history of a procurement. These records include, but are not limited to, the rationale for the method of procurement, the selection of the contract type, the contractor selection or rejection, and the basis for the contract price. Additionally, the non-state entity's records must also include the contract document and any contract modifications with the signatures of all parties. Contract

¹ [2 CFR § 200.318](#)

documents pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report pursuant to 2 C.F.R. § 200.334.

1.7. Competition

All procurements will be conducted in a manner that provides, to the maximum extent practical, full, and open competition.²

1.7.1. Procurements will avoid non-competitive practices that may restrict or eliminate competition, including but not limited to:

- 1.7.1.1. Unreasonable qualification requirements.
- 1.7.1.2. Unnecessary experience and excessive bonding requirements.
- 1.7.1.3. Non-competitive pricing practices between firms or affiliated companies.
- 1.7.1.4. Non-competitive contracts to consultants on retainer contracts.
- 1.7.1.5. Organizational conflicts of interest
- 1.7.1.6. Specifying only a "brand name" instead of allowing "an equal to" product.
- 1.7.1.7. Arbitrary actions.³

1.7.2. Not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.⁴

1.7.3. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for a proposal from competing for such procurement.⁵

1.7.4. Not use geographic preferences (state, local or tribal) in the evaluation of bids or proposals, except where expressly mandated or encouraged by applicable Federal statutes.⁶

1.7.5. In a prequalified list include an adequate number of current, qualified vendors, firms, or products.⁷

1.7.6. Not preclude potential bidders from qualifying during the solicitation period.⁸

² [2 CFR § 200.319\(a\)](#)

³ [2 CFR § 200.319\(a\)](#)

⁴ [2 CFR § 200.320](#)

⁵ [2 CFR § 200.319\(a\)](#).

⁶ [2 CFR § 200.319\(b\)](#).

⁷ [2 CFR § 200.319\(d\)](#).

⁸ [2 CFR § 200.319\(d\)](#).

1.8. Minority Owned, Women Owned, and Small Business Vendors (vendors)

The County is committed to taking all necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms are used whenever possible. Affirmative steps include:

- 1.8.1. Placing qualified vendors on solicitation lists.
- 1.8.2. Assuming that vendors are solicited whenever they are potential sources.
- 1.8.3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by vendors.
- 1.8.4. Establishing delivery schedules, where requirement permits, which encourage participation by vendors.
- 1.8.5. Using the services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 1.8.6. Requiring the prime contractor, if subcontracts are used, to take affirmative steps listed in paragraphs (5.3.1) through (5.3.5) of this section.⁹

1.9. Contract Cost and Price

1.9.1. The County must perform a cost or price analysis in connection with every procurement where a formal bid procurement or single source procurement is needed. The method and degree of analysis are dependent on the facts that surround the procurement situation but at minimum, the County should make estimates before receiving bids or proposals.¹⁰ See Procurement Methods section, which details requirements for all procurements.

1.9.2. Profit must be negotiated as a separate element of the procurement price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, the County must consider: complexity of work performed, risk borne by contractor, contractor's investment, amount of subcontracting, quality of contractor's record and past performance, and industry profit rates in surrounding geographical area for similar work.¹¹

1.9.3. Costs or prices based on estimated costs for contracts under a federal award are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable for a Non-Federal entity.¹²

⁹ [2 CFR § 200.321](#)

¹⁰ [2 CFR § 200.324\(a\)](#)

¹¹ [2 CFR § 200.324\(b\)](#)

¹² [2 CFR § 200.324\(c\)](#)

The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.¹³

1.10. Bonding Requirements

For construction or facility improvement contracts or subcontracts exceeding \$250,000, the requirements for bonding will, at a minimum, be as follows:

1.10.1. "A bid guarantee from each bidder is equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified."¹⁴

1.10.2. "A performance bond on the part of the contractor is for 100 percent of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such a contract."¹⁵

1.10.3. "A payment bond on the part of the contractor is for 100 percent of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract."¹⁶

1.11. Considerations

The County purchasing staff should consider taking the following actions when procuring goods and services:

1.11.1. "The Non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and another appropriate analysis to determine the most economical approach."¹⁷

1.11.2. "To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services."¹⁸

¹³ [2 CFR § 200.324\(d\)](#) A cost plus percentage of cost contract is one where the profit or fee is a specified percentage of the actual cost of accomplishing the work to be performed. The Government Accountability Office determines whether a contract constitutes a cost-plus-a-percentage-of-cost system of contracting by considering whether: (1) payment is at a predetermined rate; (2) this rate is applied to actual performance costs; (3) the contractor's entitlement is uncertain at the time of contracting; and (4) the rate increases commensurately with increased performance costs.

¹⁴ [2 CFR § 200.326\(a\)](#)

¹⁵ [2 CFR § 200.326\(b\)](#)

¹⁶ [2 CFR § 200.326\(c\)](#)

¹⁷ [2 CFR § 200.318\(d\)](#)

¹⁸ [2 CFR § 200.318\(e\)](#)

1.11.3. “The Non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.”¹⁹

1.11.4. “The Non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to make sure that its essential function is provided at the overall lower cost.”²⁰

1.11.5. “The Non-Federal entity may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to a non-Federal entity is the sum of:

- 1.11.5.1. The actual cost of materials; and
- 1.11.5.2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.”²¹

1.12. Joint and Cooperative Procurement

Joint procurement is a method of contracting in which two or more purchasers agree from the outset to use a single solicitation and enter into a single contract with a vendor for the delivery of goods and/or services. This method is preferred by Federal Agencies over a cooperative purchasing program.

A cooperative purchasing program is a cooperative arrangement for acquiring goods or services that involves aggregating the demand of two or more entities to obtain a more economical purchase. Program membership may provide entities with access to lists of agreements or contracts for goods and services at pre-negotiated rates or prices. Typically, the member then purchases the goods or services by negotiating with participating vendors and placing purchase orders or entering contracts based on the pre-negotiated rates or prices.

Federal guidelines advise against the use of cooperative purchasing programs due to frequent compliance issues with Federal procurement requirements. However, to use a cooperative purchasing program, the program must document and explain how its use of the program complied with all federal procurement standards and applicable state, tribal and local procurement rules, and policies.

Piggyback contracting is a type of cooperative purchasing and occurs when one entity assigns the contractual rights it has in a contract to another entity. Federal guidelines advise against the use of piggyback contracts. Piggyback contracts are usually not compliant with Federal requirements as the scope of work pertains to the needs of a different entity.

¹⁹ [2 CFR § 200.318\(f\)](#)

²⁰ Value engineering is a systematic and creative analysis of each contract item or task to make sure that its essential function is provided at the overall lower cost. [2 CFR § 200.318\(g\)](#)

²¹ A time and materials contract means a contract where the cost to the CAA is the sum of (1) the contractor’s actual cost of materials and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, time and materials contracts provide no positive profit incentive to the contractor for cost control or labor efficiency. [2 CFR § 200.318\(i\)](#).

1.13. Vendor Lists

The County must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the County must not preclude potential bidders from qualifying during the solicitation period.

1.14. Pre-Positioned Contracts

Contracts awarded before an incident occurs for the potential performance of work. These contracts are also referred to as advance or standby contracts. Federal Agencies may reimburse reasonable costs under a pre-positioned contract if:

- It was originally procured in compliance with Federal procurement requirements;
- The scope of work was adequate to cover the work performed;
- The work performed was eligible; and
- The contract term covers time when work was performed

1.15. Procurement Methods.

The federal procurement rules at [2 C.F.R. § 200.320](#) requires one of the five allowable methods of procurement for purchasing goods and services. These methods of procurement are divided into three main categories, (informal, formal, and non-competitive) and they include: micro-purchases, small purchases, sealed bids, proposals, and non-competitive procurement also commonly referred to as “sole sourcing.”

1.15.1. **Informal Methods** When the estimated value of a procurement for goods or services is below the federal simplified acquisition threshold (SAT), which is \$250,000, the federal procurement rules at [2 C.F.R. § 200.320\(a\)](#) allow non-state entities to use informal methods of procurement. When using an informal method of procurement, the County must document its determination that the price is fair and reasonable based on research, experience, purchase history, or other information used for justification. Additionally, a non-state entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the solicitation and contract. Matters to consider include contractor integrity, compliance with public policy, record of past performance, and financial and technical resources as defined at [2 C.F.R. § 200.318\(h\)](#). The informal methods are:

1.15.2. micro-purchases

1.15.3. small purchases

It is also important to note that the County must not divide or reduce the size of its procurement to avoid the additional procurement requirements applicable to larger acquisitions.

Type	Threshold	Method
Micro-purchase ²²	≤ \$10,000	<ul style="list-style-type: none"> - Price must be reasonable <ul style="list-style-type: none"> • Document evidence of market research - Periodically distribute purchases equitably among qualified vendors - Cost analysis is not required for procurements under this threshold - Is the contractor able to perform successfully under the terms and conditions of the solicitation or contract or otherwise responsible? <ul style="list-style-type: none"> • Document determination of contractor responsibility - Exceptions to the micro-purchase threshold are: <ul style="list-style-type: none"> • For acquisitions of construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) the threshold is \$2,000. • For acquisitions of services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards the threshold is \$2,500. • For acquisitions of supplies or services that, as determined by the Board of County Commissioners, are to be used to support a contingency operation; to facilitate defense against or recovery from cyber, nuclear, biological, chemical or radiological attack; to support a request from the Secretary of State or the Administrator of the United States Agency for International Development to facilitate provision of international disaster assistance pursuant to 22 U.S.C. 2292 et seq.; or to support response to an emergency or major disaster (42 U.S.C. 5122), as described in 13.201(g)(1), except for construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) (41 U.S.C. 1903): <ul style="list-style-type: none"> ▪ \$20,000 in the case of a contract to be awarded and performed, or purchase to be made, inside the United States; and ▪ \$35,000 in the case of a contract to be awarded and performed, or purchase to be made, outside the United States.

²² This is the Micro-Purchase Threshold set out by the Federal Acquisition Regulation at [48 CFR Subpart 2.1](#). It is periodically adjusted for inflation, so make sure to check it. [2 CFR 200.320\(a\)\(1\)](#).

- For acquisitions of supplies or services from institutions of higher education ([20 U.S.C. 1001\(a\)](#)) or related or affiliated nonprofit entities, or from nonprofit research organizations or independent research institutes:
 - \$10,000; or
 - A higher threshold, as determined appropriate by the head of the agency and consistent with clean audit findings under [31 U.S.C. chapter 75](#), Requirements for Single Audits; an internal institutional risk assessment; or State law.

Small Purchase ²³	\$10,000.01 ≤ \$250,000	<ul style="list-style-type: none"> - Small Purchases are those “relatively simple and informal” purchases valued at and above the Micro-Purchase Threshold but below the Simplified Acquisition Threshold - Cost analysis is not required for procurements under this threshold - Obtain written price or rate quotations from at least two qualified vendors - Example documentation: <ul style="list-style-type: none"> • Catalog price • Online price • Email - Written quote - The price must be fair and reasonable <ul style="list-style-type: none"> • Document evidence of market research - Is the contractor able to perform successfully under the terms and conditions of the solicitation or contract or otherwise responsible? <ul style="list-style-type: none"> • Document determination of contractor responsibility - Maintain Documentation of: <ul style="list-style-type: none"> • Rationale for the method of procurement; • Selection of contract type; • Contractor selection or rejection; and
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²³ The Simplified Acquisition Threshold, which is set out by the Federal Acquisition Regulation at [48 CFR Subpart 2.1](#) and periodically adjusted for inflation. [2 CFR 200.320\(a\)\(2\)](#)

-
- The basis for the contract price
 - Simplified Acquisition Threshold means \$250,000, except for:
 - Acquisitions of supplies or services that, as determined by Board of County Commissioners, are to be used to support a contingency operation; to facilitate defense against or recovery from cyber, nuclear, biological, chemical, or radiological attack; to support a request from the Secretary of State or the Administrator of the United States Agency for International Development to facilitate provision of international disaster assistance pursuant to [22 U.S.C. 2292 et seq.](#); or to support response to an emergency or major disaster ([42 U.S.C. 5122](#)), ([41 U.S.C. 1903](#)), the term means –
 - \$800,000 for a contract to be awarded and performed, or purchase to be made, inside the United States; and
 - \$1.5 million for a contract to be awarded and performed, or purchase to be made, outside the United States; and
 - Acquisitions of supplies or services that, as determined by the Board of County Commissioners, are to be used to support a humanitarian or peacekeeping operation ([10 U.S.C. 2302](#)), the term means \$500,000 for a contract to be awarded and performed, or purchase to be made, outside the United States.
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1.15.4. Formal Methods

When the value of the procurement for property or services under a Federal financial assistance award exceeds the simplified acquisition threshold, which is \$250,000, formal procurement methods are required. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold:

1.15.5. Sealed Bids

1.15.6. Proposals

Type	Threshold	Method
<i>Sealed Bids</i> ²⁴	> \$250,000	<ul style="list-style-type: none">- the County should follow guidelines set forth in Document ID ENT-FSD-SMD-CMT-EP-010- For sealed bids to be feasible, the following conditions should be present:<ul style="list-style-type: none">• Complete, adequate, and realistic specification or purchase description is available• Two or more responsible bidders are willing and able to compete effectively for the business.• The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.- Sealed bids are the preferred method for procuring construction contracts if the above conditions are met.- The Sealed Bid process is as follows:<ul style="list-style-type: none">• Pre-Solicitation<ul style="list-style-type: none">▪ Conduct cost or price analysis²⁵<ul style="list-style-type: none">○ Cost analysis is the review and evaluation of each element of the contract's total estimated cost to determine whether it is reasonable, allocable to the grant program, and allowable for that grant program.○ The method and degree of such analysis should be dependent on the facts surrounding the procurement situation, but as a starting point, the County must make independent estimates before receiving bids or proposals.○ A cost analysis is also required when contract modifications introduce new conditions that were not

²⁴ [2 CFR 200.320\(b\)\(1\)](#)

²⁵ [2 CFR § 200.323\(a\)](#)

examined under the previous analysis, or where more current information is needed.

- **Solicitation**²⁶

- Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids.
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond
- Solicit enough bids

- **Bid Review/Selection**

- Open bids at pre-determined time and place set forth in invite
- Award to lowest responsive and responsible bidder
 - The lowest responsive and responsible bidder is considered a qualified bidder with the lowest or best bid price, and whose business and financial capabilities, past performance, and reputation meet the required standards. Where specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
- May reject bids for sound, documented reason
 - Sound reasons to reject a bid include:
 - No responsible bidder.
 - Bids did not conform.
 - Insufficient number of bidders.
 - Price appears unreasonable when compared to the County's cost and price analysis.
- Award written, fixed price contract²⁷
- Maintain Documentation of:
 - Rationale for the method of procurement;
 - Selection of contract type;
 - Contractor selection or rejection; and
 - The basis for the contract price

²⁶ [2 CFR 200.320\(b\)\(1\)\(ii\)](#)

²⁷ [2 CFR § 200.320\(c\)\(2\)\(iv\)](#)

Competitive Proposals ²⁸	> \$250,000	<ul style="list-style-type: none"> - Procurement by competitive proposals should be used when: - More than one source will submit an offer. - Either a fixed price or cost-reimbursement contract will be awarded; and - Conditions are not appropriate for the use of sealed bids. - The Competitive Proposals process is as follows: <ul style="list-style-type: none"> • Pre-Solicitation <ul style="list-style-type: none"> ▪ Conduct cost or price analysis • Solicitation <ul style="list-style-type: none"> ▪ Publicly advertise request for proposals ▪ Identifies all evaluation factors and their relative importance ▪ Solicit bids from an adequate number of qualified sources • Proposal Review/Selection <ul style="list-style-type: none"> ▪ Consider all proposals to maximum extent practical ▪ Use written method to conduct technical evaluations of the proposals ▪ Award contract to bidder with most advantageous proposal, considering price and other factors ▪ Award fixed price or cost-reimbursement contract ▪ Maintain Documentation of: <ul style="list-style-type: none"> • Rationale for the method of procurement; • Selection of contract type; • Contractor selection or rejection; and • The basis for the contract price
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²⁸ [2 CFR 200.320\(b\)\(2\)](#)

1.15.7. Non-competitive Methods

Type	Threshold	Method
Non-Competitive Procurement ²⁹	All Dollar Amounts	<p>Procurement by solicitation of a proposal from a non-competitive procurement may only be used if one of the following applies and is documented:</p> <ul style="list-style-type: none">- Item is only available from a single source- Dollar amount does not exceed the micro-purchase threshold- Public exigency or emergency will not permit a delay<ul style="list-style-type: none">• Emergency Circumstances<ul style="list-style-type: none">• In the case of an emergency, there is a threat to life, public health or safety, improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances• FEMA will set up emergency dates and all purchases made during emergency situations that extend into non-emergency situations must comply with the appropriate procurement procedures within a reasonable timeframe.• Exigent Circumstances<ul style="list-style-type: none">• In the case of an exigency, there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurements would prevent the urgent action required to address the situation. Thus, a non-competitive procurement may be appropriate.- Federal awarding agency or pass-through expressly authorizes non-competitive proposals in response to a written request from the County; or- After soliciting several sources, competition is determined inadequate.

²⁹ [2 CFR 200.320\(c\)](#)

1.16. Procurement Procedures.

1.16.1. Frequency of Procurement.

1.16.1.1. A Procurement Period is the period after the initial procurement procedure, i.e., a request for quote or request for proposals, and before the County must conduct a new procurement process.

1.16.1.2. Unless otherwise stated, Procurement Periods can vary in length.

1.16.1.2.1. Factors to consider when setting a Procurement Period:

- 1.16.1.2.1.1. Length of funding source contract.
- 1.16.1.2.1.2. Complexity of funding source requirements.
- 1.16.1.2.1.3. Type of service to be provided.
- 1.16.1.2.1.4. Customization needed.

1.16.1.3. The County should conduct a procurement for most goods and services every three to five years. However, the frequency at which the County conducts procurement processes should be reasonable and should consider funding source requirements as well as the nature of the goods and services procured.

1.16.2. New Contract/Purchase Order.

1.16.2.1. the County purchasing staff determines the applicable and appropriate procurement method based on the tables listed within the Policy.

1.16.2.2. If funding source approval is required, work with the Board of County Commissioners to obtain approval. Depending on the procurement method used, the County Purchasing staff completes necessary approval documents and submits them to the Board of County Commissioners as part of the approval process.

1.16.2.3. The County purchasing staff formalizes and publicly advertises the bid packet.

1.16.2.4. Depending on thresholds set by the Board of County Commissioners' approval, the County Purchasing staff either makes the procurement decision or presents all bid responses to the Board of County Commissioners.

1.16.2.5. A bid award is reviewed and voted on by the Board of County Commissioners and noted in Board minutes.

1.16.3. Extension/Renewal of Existing Contract/Purchase Order.

1.16.3.1. For procurements \geq \$250,000, if the Procurement Period has not expired, the County purchasing staff may amend or renew an existing contract or purchase order to extend its term for the remainder of the Procurement Period if an adjustment in price is deemed reasonable pursuant to a cost analysis, and all other terms remain the same.

1.16.3.2. For procurements ≤ \$250,000, if the Procurement Period has not expired, the County purchasing staff may amend or renew an existing contract/purchase order to extend its term for the remainder of the Procurement Period if an adjustment in price is deemed reasonable and all other terms remain the same.

1.17. Contract Provisions.

1.17.1. All the County procurement contracts will contain the applicable contract provisions contained in Appendix II to 2 CFR Part 200– Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (see [Attachment 2](#)).

1.18. Documentation.

1.18.1. Debarment, the County will either:

1.18.1.1. Confirm and document that the vendor is not excluded from doing business with the federal government (see www.sam.gov/SAM/) before entering a contract³⁰; or

1.18.1.2. Obtain a signed Debarment Certificate Form ([See Attachment 3](#)).

1.18.2. Lobbying Certificate, the County will obtain signed Certification Regarding Lobbying for procurements > \$100,000 ([See Attachment 4](#)).³¹

1.18.3. Records, the County will maintain sufficient records to detail the history of each procurement transaction. These records must include, but are not limited to:

1.18.3.1. For the procurement method documents that can be included are:

1.18.3.1.1. Written price or rate quotations.

1.18.3.1.2. Copies of advertisements, requests for proposals, bid sheets or bid proposal packets
Selection of contract type.

1.18.3.2. For contractor selection or rejection, documents that can be included are Board minutes, rejection letters or award letters.

1.18.4. The basis for the contract price.³²

³⁰ [Appendix II to 2 CFR Part 200](#);

³¹ [Appendix II to 2 CFR Part 200](#); [31 U.S.C. 1352](#).

³² [2 CFR § 200.318\(i\)](#);

2. LEASE/PURCHASE AGREEMENT OR CONTRACT

No County employee, Department Head, or other person may enter into any lease/purchase agreement or other contracts, written or oral, binding upon the County without the prior consent and approval of the Board by motion and vote at any regular or special meeting. All agreements and contracts must be signed by the Chairman of the Board unless the Board designates by motion and vote any signature authority. No Board Member, department head, or employee of the County, during their tenure or for one (1) year thereafter, shall have any personal interest, direct or indirect, in County contracts or the proceeds thereof.

3. PURCHASE ORDERS

As an additional requirement to all other requirements of this policy, all purchases which are greater than \$1,000, and less than \$30,000, shall be pre-approved on a purchase order (PO) by the Director of the Department and the Finance Director to verify that it is in compliance with County Purchasing policies and procedures before the goods or services are ordered. This requirement shall not apply to purchases made by bid. Purchase orders should be completed on the provided template from the Finance Department. The process for completing purchase orders shall be as follows:

PO numbers should be indicated in the right corner of the purchase order. This number should be the fund name and the last four digits of the quote number. If the quote does not list a quote number or the person preparing the PO is unsure of how to formulate the PO number, they should contact the Finance Department for assistance.

The fund from which the monies are to be paid shall be indicated in the right corner of the purchase order. i.e., UGF, EMS, LIB, EMG, E-911, USW, TTF, etc. If a purchase order request is to be paid from a grant fund (GRT), the grant it shall be applied to should be indicated in the same manner, i.e., Fire Station, FRDAP, AG/ED, EOC, Volunteer Fire, etc.

The name of the entity providing the goods and services shall be notated under the "Paid To" portion of the template, along with their payment remittance address which may differ from their physical address.

A description of the goods or services to be provided, the date of the quote, and the total cost listed on the quote should be indicated under their respective fields on the template.

All purchase orders shall be printed on neon or lime green paper.

A copy of the quote shall be attached to the purchase order. If the cost of the purchase is between \$5,000 to \$30,000, a minimum of two to three quotes shall be included to show due diligence in selecting the vendor.

Once the purchase order is prepared, it shall be signed by the Department Head/Director, or their designee, and delivered for review to the County Coordinator, or their designee. Once the purchase order is reviewed and signed by the County Coordinator, or their designee, it shall be returned to the Department Head/Director, at which point they may order the goods or services quoted.

Department Heads/Directors shall retain their signed purchase order until the goods and services are delivered, and an invoice is obtained unless otherwise specified by specific grant requirements for reimbursement. Once the invoice has been obtained, they shall prepare a payment voucher to be paid with the purchase order for delivery to the Finance Department for payment. The Finance Department will not hold purchase orders for safekeeping or wait for all other pieces to be provided. Digital signatures are considered an acceptable form of endorsement.

4. PAYMENT VOUCHERS

This policy mandates that all purchases require the issuance of a payment voucher, which must be completed in full, signed by the authorizing official or their designee, attached to the original invoice, and then submitted to the Finance Department for payment. In addition to the signed payment voucher and invoice, any necessary documentation demonstrating compliance with this policy must be included with invoices submitted to the Finance Department. Individuals authorized to sign payment vouchers include the individual who received the goods or services and verified their receipt, the Department Head, and the Finance Director. Should an authorized official appoint an alternate signer, written notification of this designation must be provided to the County Clerk and Finance Director. Importantly, the appointment of an alternate signer does not exempt the authorizing official from adhering to budget parameters, County policies, and state laws. Ultimately, the authorizing official remains accountable for all purchase authorizations, whether signed personally or by their designee. Digital signatures are considered an acceptable form of endorsement.

Payment vouchers shall be prepared on the template provided by the Finance Department. For purchases valued over \$1,000 and up to \$30,000, the corresponding purchase order number shall be indicated in the right corner of the template, along with the fund from which monies are to be paid.

Payment vouchers shall be printed on colored paper assigned to their department or Fund by the Finance Department (colors are subject to change by memo from the Finance Department based on availability). Fund voucher colors are as follows:

FUND	VOUCHER COLOR
E-911/EMG	Mint Green
EMS/FIRE	Blue
EXT	4-H Green
LIB	Hot Pink
Parks & Rec	Yellow
UGF	Light Pink
USW	Purple
GRT/RESERVES	Neon Orange

5. LOCAL GOVERNMENT PROMPT PAYMENT ACT ³³

Union County is committed to adhering to the prompt payment requirements as stipulated in Florida Chapter 218.70 through 218.80. This policy is designed to ensure timely payments for purchases of goods, services, and construction services made by the organization.

Payment Terms:

1. Non-construction Services:

- Payment for non-construction services will be due as follows:
 - From the date a proper invoice is received by the chief disbursement officer of Union County after approval by the governing body, if required.

³³ [Chapter 218 - 2021 Florida Statutes - The Florida Senate \(flsenate.gov\)](#)

- If a proper invoice is not received, payment will be calculated from the date of acceptance of delivery, completion of services, commencement of rental period, or as agreed upon in the contract, whichever is latest.

2. Construction Services:

- Payment for construction services will be as follows:
 - If an agent approval is required, payment is due 25 business days after the stamped received date as per s. 218.74(1).
 - If no agent approval is required, payment is due 20 business days after the stamped received date as per s. 218.74(1).

Dispute Resolution:

1. If a payment request or invoice is disputed, the dispute resolution procedure outlined in the contract, or any applicable ordinance will be followed. If not specified, the procedure in s. 218.76(2) will be applied.
2. In case of a dispute, the undisputed portion of the payment request or invoice will be paid promptly in accordance with the defined timelines.

Retainage:

1. Retainage may be withheld by Union County at a rate not exceeding 5 percent of each progress payment for construction services.
2. Retainage may be released incrementally or at any point, and if released, the contractor is responsible for timely remitting the retainage to subcontractors and suppliers.

Interest on Late Payments:

1. Payments not made within the specified timeframes will bear interest at the rate of 2 percent per month or the rate specified by the contract, whichever is greater.
2. Any dispute resolution or delay caused by the local governmental entity will not exempt Union County from paying interest, as per s. 218.76(2)(a) and (b).

Procedures for Payment Due Dates:

1. Each payment request or invoice will be marked as received on the date of delivery to Union County.
2. The payment due date for goods or services (excluding construction services) is 45 days after the date specified in s. 218.73.

Mandatory Interest:

1. No contract between Union County and a vendor or construction service provider shall prohibit the collection of late payment interest charges allowable under this part.

Improper Payment Request or Invoice; Dispute Resolution:

1. If an improper payment request or invoice is submitted, Union County will notify the vendor within 10 days, specifying corrective action needed.
2. Disputes will be resolved through a dispute resolution procedure established by Union County , ensuring prompt resolution within the stipulated timelines.

Payment by Federal Funds:

1. Union County shall not make purchases with federal funds without reasonable assurance of receiving such funds.
2. Any contingency regarding federal funds affecting payment will be clearly stated in contracts and bid solicitations.

6. Purchase of Public Property and Publicly Owned Buildings

The county shall adhere to the regulations and guidelines stipulated in Florida Statute Chapter 255 regarding the acquisition, leasing, and maintenance of public property and publicly owned buildings. This includes but is not limited to the following:

a. Leasing Procedures (Refer to FS 255.25):

When leasing public property or publicly owned buildings, the county shall follow the leasing procedures outlined in Chapter 255, Section 255.25, ensuring transparency, fairness, and adherence to statutory requirements.

b. Purchasing Protocols (Refer to FS 255.20):

In cases of purchasing or acquiring publicly owned buildings, the county shall comply with the statutory provisions governing such transactions (Chapter 255, Section 255.20). This involves adherence to competitive solicitation procedures, negotiation processes, and other requirements outlined in Chapter 255.

c. Maintenance Standards (Refer to FS 255.25):

Publicly owned buildings under the jurisdiction of the county shall be maintained in accordance with the standards established by Chapter 255, Section 255.25. Regular inspections, necessary repairs, and compliance with safety and accessibility guidelines shall be prioritized.

CONFLICT OF INTEREST

1. PERSONAL GAIN

No employee may make purchases for personal use through a County Office. Additionally, no employee shall apply for, or receive, services from commercial sources through a County Office.

SALES AND RECEIPTING

1. SURPLUS SALES

Employees may participate in County surplus sales, provided there is no preferential treatment given to the employee over other bidders.

Surplus items shall be approved by the Board for auction if over \$5,000 and be auctioned by the County on GovDeals.com.

Surplus items below \$5,000 may be posted for auction by the County on GovDeals.com at the discretion of the Department Heads and the County Coordinator.

2. CASH RECEIPTING POLICY PROCEDURES

As County Auditor, the Clerk of Courts and Comptroller is the custodian of County funds, and responsible for internal controls over such funds. This policy codifies those internal controls and the procedures that should be followed by any employee or other party that receives funds on behalf of the County so that internal controls are followed.

All funds that are received should be receipted in a Receipt Book issued by the Finance Department. This includes cash, checks, and money orders that are received over the counter, as well as checks and money orders that are received in the mail and opened by County staff. The only exception is funds that are delivered unopened to the Finance Department.

All monies received should be turned in to the Finance Department at least once during each calendar week. When submitting a deposit, the receipt book shall be presented to Finance for review, a record of the deposit will be entered into a Deposit Log, and a signature from Finance will be obtained to maintain a proper chain of custody.

The Finance Department maintains a record of all receipt books that are issued. Any receipt book that is issued shall be presented to the Finance Department for Audit at least once during each calendar week, even if no funds have been receipted.

3. CREDIT CARD RECEIPTING POLICY PROCEDURES

Credit card payments are to be made through the Civitek PayNow system by assigned cashiers for each department that accepts credit card payments. The assigned cashier for the department accepting credit card payments shall pull a Distribution Report and Cashier's Report from the Civitek system and submit those reports to the Finance Department when making their weekly cash deposit.

REIMBURSEMENTS

1. TRAVEL POLICY

The Union County Board of County Commissioners has many varied and diverse duties. Travel within and away from the County may be required of various employees to carry out those duties or for training. This policy codifies the reimbursement employees are entitled to for such travel. This travel policy supersedes any policy previously adopted.

All travel expenses, including reimbursements, are subject to approval by the appropriate supervisor: Department Head, County Coordinator, or Chairman of the Board of County Commissioners.

a) Forms

The travel form shall be used for reimbursement of travel expenses. The form shall be used by all travelers when requesting claims for reimbursement of travel expenses, and shall be prepared in compliance with Section 112.061, Florida Statutes as well as this policy. All travel paperwork for conferences, conventions, or grants must be submitted to the Finance Office within five (5) working days after the end of the travel period. All other travel forms shall be submitted to the Finance Office at the end of each month.

b) Lodging

Payment of expenses for lodging should be pre-arranged through the Finance Department unless registering for a conference or convention where lodging is booked online and payment by invoice is not available in which the traveler is permitted to use a County Procurement Card. The traveler will receive the necessary and reasonable expenses for lodging at a single occupancy rate to be substantiated by paid bills, plus the Class C meal allowance. Any traveler who does not pre-arrange travel through the Finance Department must present a tax-exempt form to the hotel. This arrangement ensures that taxes are not charged by a hotel. If an employee does not follow these procedures, any taxes charged will not be reimbursed or will be deducted from the reimbursement of other travel expenses.

c) Meals

Meals shall be reimbursed when not provided by the event attended, and determined as follows:

- i) Class A and B travel: The traveler will be reimbursed for lodging and Class C meal allowances if applicable.
- ii) Class C travel: The traveler will receive an allowance for meals based on the following schedules and meal allowances.
 - (a) Breakfast when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - (b) Lunch when travel begins before noon and extends beyond 2:00 p.m.
 - (c) Dinner when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
- iii) No allowance will be made for meals for routine travel when the travel is confined to Union County.
- iv) Meal amounts spent over the maximum amounts will not be reimbursed. If a meal is purchased or provided for a traveler, they may not claim reimbursement.

The rate of reimbursement for meals shall be determined by Chapter 112.061(6)(b) F.S. As of the date of this policy those amounts are Breakfast, \$6; Lunch, \$11; Dinner, \$19. *Note that if Florida Statute changes, those adopted by the State will supersede these amounts.*

d) Mileage

Mileage shall be reimbursed at the standard mileage rate as determined by the IRS in effect on the first day of the fiscal year. For out-of-county travel, the number of miles paid shall be determined by Google Maps (or similar search engine/software) from the Union County Courthouse (55 W. Main St., Lake Butler, FL 32054) to the destination. For in-county travel, vicinity mileage shall be determined from the point of origin to the destination in the same fashion.

Personal vehicle use for daily travel will be paid according to a mileage log maintained by the employee. Mileage reimbursement is not allowable for commuting to and from work.

e) Incidental and Other Travel Expenses

Other necessary travel expenses (i.e., tolls or parking) shall be reimbursed provided that the employee bearing the expense provides a receipt or other document demonstrating the payment of the expense and appropriately lists these expenses on the travel log. If a handicapped traveler incurs additional expenses and those expenses, are to permit the safe travel of the handicapped traveler, those additional expenses will be reimbursed by the County. All documentation for these additional expenses must be provided for a proper audit to be conducted.

f) Alternate Travel Methods

If an employee chooses to travel by a method other than a County-owned or personal vehicle, the rate of reimbursement shall be lower than actual expenditures or the standard mileage rate. If a reasonable cause is demonstrated that an employee must use an alternative method, the Chair of the Board or the County Coordinator

may determine that reimbursement be made at the higher amount. Such instances shall be pre-approved in writing by the Chair or Coordinator.

2. CELL/MOBILE PHONE REIMBURSEMENT

The cost of cellular or mobile phone contracts maintained personally by County employees may be reimbursed on a monthly basis for that percentage of usage attributable to business purposes. Employees must submit a written request for such reimbursement and may be reimbursed a maximum of up to \$150 monthly for the average percentage of time the personal cell phone is used for business purposes on a monthly basis. The attributable percentage will be calculated once annually and will be applied to one average cell phone bill (a copy of the bill must be submitted with the first application for payment). Thereafter, for the next consecutive eleven (11) months, the employee may submit monthly reimbursement requests for the cell phone reimbursement as long as the conditions/cost of the arrangement has not changed. Once annually, the employee should submit a new, average cell phone bill and confirm the average percentage of time the phone is used for business purposes so that newer, more-accurate calculations can be made annually. Payments to the employee will be made in accordance with the County's regularly established payment schedule.

3. CREDIT CARD POLICY

1. County credit cards are for the **SOLE** purpose and use of Union County business and are **NOT** to be used for personal purchases on a reimbursement basis. You cannot make personal purchases and "pay the County back".
2. Credit cards are **NOT** for use with purchase of meals. Meals for travel are paid by reimbursement only as outlined in the Travel Policy (section 1(c), under Reimbursements of this Purchasing and Procurement Policy). Tips and room service fees are a personal choice that is never a county expense.
3. Credit cards are **NOT** to be used for gasoline purchases, as Union County reimburses travel in a personal vehicle on a mileage basis only, using IRS reimbursement rates as outlined in the Travel Policy (section 1(d), under Reimbursements of this Purchasing and Procurement Policy). Fuel purchases for County vehicles should be purchased with the appropriate WEX (Wright Express) account as outlined in the Fuel Card Policy (section 8 of this Purchasing and Procurement Policy).
4. If a purchase would not be allowable on an established County credit account, should one be available, then it should **NOT** be made with a county credit card.
5. Any charges determined unacceptable and unapproved for payment by the County will be deducted from the paycheck of the employee that the card was issued. Repeat offenses will result in the loss of departmental credit card use and may result in disciplinary and/or legal action.
6. Department Heads are to authorize all purchases by employees of their department and are responsible for the use of/access to the credit card.
7. In the event of a lost or stolen card, please notify the Finance Department immediately.
8. ALL County cardholders shall sign and submit the monthly statements to the BOCC office for review and verification by the County Coordinator. ALL monthly statements shall be included in regular board meeting agenda packets for the Board of County Commissioners' information and review.
9. All County card holders shall sign an acknowledgment that they have read this policy and understand the rules regarding the use of County credit cards and are aware that unacceptable or unapproved usage or charges may be directly deducted from their pay, loss of credit card privileges and may also result in disciplinary, or legal, action.

4. FUEL CARD POLICY

This policy is to ensure that County employees (authorized users) use the fuel cards provided appropriately so that the County's assets are efficiently and cost-effectively operated and managed. The fuel card program offers authorized users a widely accepted fuel card, Wright Express (WEX), for the purchase of fuel that is necessary to operate County vehicles and equipment. Wright Express also includes a reporting function that helps track vehicle usage and costs. This information system collects and utilizes this information to ensure the effective, efficient utilization of County vehicles and equipment. All authorized users must sign an acknowledgment form that they have read and understand this policy and that misuse of the fuel card can result in disciplinary action up to termination of employment and/or legal action.

1) SCOPE OF USE

Each vehicle and piece of equipment will be issued a fuel card. Each driver or user of the card shall be assigned a four-digit personal identification number, also known as a Prompt ID Number (PIN). Only employees who are assigned to County vehicles or operate County equipment will have a PIN activated in the Wright Express database. Employees shall not share their unique PIN with any other employee.

Department Heads shall notify the Finance Department when a new employee is hired, a current card user leaves employment, or if a change in job function occurs that modifies existing card users. The Finance Department shall also be notified when a new County vehicle or piece of equipment is obtained and needs a fuel card assigned. Ample notification shall be given to the Finance Department so that the card can be ordered and received before the vehicle or equipment is used.

All fuel cards shall be kept in their assigned vehicle or piece of equipment and shall be kept locked and protected from possible theft.

2) ACCEPTABLE CARD USES

Fuel purchases are restricted to self-service fuel of the type and grade specified by the vehicle or equipment manufacturer. In some market areas, fuel pricing may vary significantly. Fuel purchases shall be made cost-effectively.

Non-fuel purchases are restricted to routine items needed to complete an employee's work. Examples of typical routine non-fuel purchases include washer fluid, wiper blades, and tire/flat repair. Cardholders must ensure that vendors do not apply sales tax on taxable items as the County is tax-exempt. A tax-exempt form can be obtained from the Finance Department if needed to prove tax-exempt status.

3) UNACCEPTABLE CARD USES

At no time shall a County fuel card be used to fuel a personal vehicle or fill gas cans that are not being used to fuel County vehicles or equipment. Such action is theft of County resources and shall result in disciplinary action up to termination of employment, and/or legal action.

Wright Express fuel cards should not be used for any purchase other than purchases related to the operation of a county vehicle or piece of equipment. Prohibited purchases include food or other personal items, car washes, and bulk fuel of any kind.

Examples of prohibited practices include splitting a purchase into more than one transaction to avoid exceeding an established purchasing limit; using the Wright Express fuel card to circumvent the use of State contracts, purchasing

laws, rules, policies, or procedures; acceptance of premiums or gifts through a vendor promotional or frequent purchase program; and using the Wright Express card for any non-County business purpose.

A fuel card assigned to a vehicle or piece of equipment should never be used to fuel another vehicle or piece of equipment to which it is not assigned. All purchases on a fuel card must only be made for the vehicle or piece of equipment to which it is assigned.

Employees should immediately notify their Department Head of any abuse of fuel cards.

Actions of unacceptable card use will result in disciplinary action up to termination of employment, and/or legal action.

4) CARD SPENDING LIMITS

Cards are limited to a reasonable number of transactions with a preset dollar amount. These limits are set based on typical needs for normal vehicle or equipment operation. Limits will be reviewed on a regular basis and, if needs and economic conditions dictate, adjusted accordingly.

5) INSTRUCTIONS FOR USING FUEL CARDS

- a) Swipe or insert your Wright Express fuel card at the pump.
- b) Enter your assigned employee four-digit personal identification number (PIN).
- c) Enter the vehicle's current odometer reading when prompted.
 - i) Each driver **MUST** enter the correct current odometer reading at every fueling. This is critical, as the odometer readings are captured by the fuel card system. Failure to not enter a correct odometer reading will result in disciplinary action in the form of a corrective action plan. Three corrective action plans regarding this Fuel Card Policy will result in suspension without pay until further action can be taken by the Board.
 - ii) When filling up gas cans or other equipment where an odometer reading is not applicable, employees should enter the date of the fill-up using two digits for the month, day, and year (mmddyy; January 1, 2023, would be entered as 010123). For equipment that has an hour tracker, the current number of hours shall be used.
- d) Begin fueling.

Review and Revision

It's important to involve key stakeholders, legal advisors, and relevant department heads in the development and review of the procurement policy to ensure comprehensive coverage and compliance with applicable regulations. Review and updating of this policy should be addressed periodically and on a as needed basis.

RESOLUTIONS

Resolutions to this policy shall be added to the end of this document and listed in the index.

Attachments

I. Attachment 1: Conflict of Interest Disclosure Form

1. Article I – Purpose

- a. The purpose of this form is to protect the interests of Union County (County) by:
 - i. Preventing the personal interest of the Board of County Commissioners, department heads, Employees, and Independent Contractors from interfering with their duties to the organization; and
 - ii. Avoiding all unethical financial, professional, or political gain on the part of such individuals. The intent of this form is to supplement, not replace, applicable federal, state, or local laws regarding conflicts of interest.

2. Article II – Persons Concerned

- a. This statement applies to the Board of County Commissioners, department heads, and all Employees who can influence the governance and actions of the County. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding Union County.

3. Article III – Procedures

- a. Duty to Disclose
 - i. Each Board of County Commissioners, department heads, and all Employees and another Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.
- b. Investigating Conflict
 - i. When a potential Conflict of Interest is disclosed, the Board of County Commissioners will then provide the individual with an opportunity to disclose all material facts. The Board of County Commissioners will collect all pertinent information and questions

involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

c. Addressing a Conflict of Interest

- i. If the Board of County Commissioners determines that a Conflict of Interest exists, they will take the appropriate actions to address the conflict. This may include, but not be limited to:
 1. Prohibiting an Interested Parties from voting on all matters related to said Conflict of Interest or
 2. Terminating employment with the County.
- ii. Affected parties both within and outside of the County, including the Board of County Commissioners, department heads, and all Employees, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

d. Disciplinary Action

- i. All Conflicts of Interest will be reviewed on a case-by-case basis. The Board of County Commissioners has full discretion to decide what disciplinary action is appropriate and necessary for disclosed Conflicts of Interest.
- ii. If the governing directors reasonably believe a Board of County Commissioners, department heads, or Employee failed to disclose an existing or possible Conflict of Interest, it will inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.
- iii. After hearing the individual's response and investigating further as warranted by the circumstances, the Board of County Commissioners may take appropriate disciplinary action, including removal from the position within the organization.

e. Notice of Annual Statement

- i. Every Board of County Commissioners, department heads, and all Employees must sign a Conflict-of-Interest Disclosure Statement upon said individual's term of office,

employment, or other relationship with the County and must do so annually. Failure to sign does not nullify the policy.

4. Article IV – Acknowledgment

- a. By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with the County, including their duty to disclose all known or potential conflicts of interest.
- b. The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with the County.

Name (printed): _____ Date: ____/____/____

Signature: _____

II. Attachment 2: Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

1. Contracts for more than the simplified acquisition threshold, which is the inflation-adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts more than \$10,000 must address termination for cause and for convenience by the non-Federal entity including how it will be affected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), “Equal Employment Opportunity” ([30 FR 12319](#), 12935, [3 CFR Part, 1964-1965 Comp.](#), p. 339), as amended by [Executive Order 11375](#), “Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate no less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages no less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act states that each contractor or sub-recipient

must be prohibited from inducing all persons employed in the construction, completion, or repair of public work, to give up all parts of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

5. Copeland Anti-Kickback Act: NFE contracts must include a provision for compliance with the Copeland “Anti-Kickback” Act ([18 U.S.C. § 874](#) and [40 U.S.C. § 3145](#)), as supplemented by Department of Labor regulations at [29 C.F.R. Part 3](#) (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). This requirement applies only in situations where the Davis-Bacon Act also applies. In situations where language for compliance with the Davis-Bacon Act is not required to be included, neither is language for compliance with the Copeland Anti-Kickback Act.
6. Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 which involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Working more than the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked more than 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
7. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2](#) (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and all implementing regulations issued by the awarding agency.
8. Clean Air Act ([42 U.S.C. 7401-7671q.](#)) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)). Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).
10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay a person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining a Federal contract, grant or another other award covered by [31 U.S.C. 1352](#). Each tier must also disclose lobbying with non-Federal funds that takes place in connection with obtaining a federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
11. Procurement of recovered materials (§ 200.323). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the [Solid Waste Disposal Act](#), as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) in [40 CFR part 247](#) which includes; the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
12. Prohibition on certain telecommunications and video surveillance services or equipment (§ 200.216).
 - a. Recipients and sub-recipients are prohibited from obligating or expending loan or grant funds to:
 - i. Procure or obtain.
 - ii. Extend or renew a contract to procure or obtain; or
 - iii. Enter a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of a system, or as critical technology as part of all systems. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment

is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or all subsidiaries or affiliates of such entities).

1. To public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or all subsidiary or affiliate of such entities).
 2. Telecommunications or video surveillance services provided by such entities or using such equipment.
 3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- b. In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs will prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to make sure that communications service to users and customers is sustained.
- c. See [Public Law 115-232](#), section 889 for additional information.
- d. Telecommunication costs and video surveillance costs ([§ 200.471](#)).
- i. Costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, cloud servers are allowable except for the following circumstances:
 - ii. Obligating or expending covered telecommunications and video surveillance services or equipment or services as described in [§ 200.216](#) to:
 1. Procure or obtain, extend, or renew a contract to procure or obtain.
 2. Enter a contract (or extend or renew a contract) to procure; or
 3. Obtain the equipment, services, or systems.

13. Domestic preferences for procurements (§ 200.322).

- a. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- b. For purposes of this section:
 - i. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - ii. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

III. **Attachment 3: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

Instructions for Certification

By signing and submitting this contract or proposal, the prospective lower tier participant is providing the certification set out below.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant will provide immediate written notice to the person to which this proposal is submitted if the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing [Executive Order 12549](#). The term “principals” includes, but is not limited to, officers, directors, owners, partners, and principal investigators. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by signing and submitting this contract or proposal that should the proposed covered transaction be entered into, it will not knowingly enter into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9](#), subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9](#), subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by

which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non procurement Programs.

7. Nothing contained in the foregoing will be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9](#), subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility a Voluntary Exclusion Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by signing and/or submission of this proposal or contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
2. Where the prospective lower tier participant is unable to certify the statements in this certification, such prospective participant will attach an explanation to this proposal.

Name of Vendor, Contractor, or Subgrantee: _____

Signature: _____

Name of Authorized Signatory: _____

Title: _____

Date: _____

IV. **Attachment 4: Certification Regarding Lobbying**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to a person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If funds other than Federal appropriated funds have been paid or will be paid to a person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients will certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. A person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Title: _____

Organization: _____

**BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
CONSENT AGENDA
DECEMBER 18, 2023**

1. Minutes:

- November 20, 2023 Reorganization Meeting
- November 20, 2023 Regular Meeting
- November 20, 2023 Special Meeting
- December 7, 2023 Special Meeting

2. Finance Report

- Checks submitted for approval of payment
- Additional bills submitted after processing

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
REORGANIZATION MEETING
NOVEMBER 20, 2023

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

PRESIDING: Channing Dobbs, Chair

RECORDING: Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Mac Johns; Commissioner James A. Tallman; Kellie Hendricks Rhoades, Clerk of Courts & Comptroller; James Williams, County Coordinator; Russell A. Wade, County Attorney; Pamela Woodington, Finance Director; Diane Hannon, Board Secretary

MEETING CALLED TO ORDER

Chair Dobbs called the meeting to order at 6:17 p.m., and turned the floor over to Attorney Wade for nominations for Chair. Attorney Wade addressed the resignation of Commissioner Ryan Perez and noted that there was no set process on how to move forward after the resignation of the Chair of the Board of County Commissioners. Clerk Rhoades informed Attorney Wade that a new chair is always elected at the yearly Reorganization Meeting. Commissioner Dobbs shared that the meetings take place biannually. Clerk Rhoades disagreed and Mrs. Hannon backed her, stating that annual meetings were reflected in the minutes. Afterwards, Attorney Wade called for Chair nominations.

Commissioner Tallman nominated Commissioner Dobbs. Attorney Wade called for any further nominations. Hearing none, he closed the floor to nominations. He called for a vote, the Board unanimously voted for Commissioner Dobbs, and Attorney Wade passed the gavel to Chairman Dobbs.

Chairman Dobbs called for nominations for Vice-Chair. Commissioner Croft nominated Commissioner Johns. After calling for additional nominations and hearing none, Chairman Dobbs closed nominations and called for a vote for Commissioner Johns. All voted in favor of Commissioner Johns for Vice-Chair.

Chairman Dobbs opened discussion regarding committee appointments. He suggested that the Board keep the current assignments and fill the vacancies created by Mr. Ryan Perez's resignation, the Board agreed. The assignments to the following committees and boards were determined accordingly:

1. Florida Crown Workforce:

Member: Commissioner Johns

2. Transportation for the Disadvantaged Board

Member: Commissioner Johns

3. North Florida Regional Planning Council:

Member: Commissioner Tallman

4. New River Solid Waste Association

Members: Chair Tallman & Commissioner Dobbs

5. New River Public Library Cooperative:

Members: Commissioner Tallman & Commissioner Dobbs

6. Union County Public Library:

Member: Commissioner Croft

Alternate: Commissioner Johns

7. SREC: (1 year term begins March 2023)

Member: Commissioner Croft

Alternate: Commissioner Johns

8. SHIP

Member: Commissioner Johns

Alternate: Commissioner Croft

9. North Florida Economic Development Partnership

Member: Commissioner Tallman

Member: Jimmy Williams

10. Small County Coalition

Member: Commissioner Tallman

11. Broadband Initiative

Member: Commissioner Johns

Commissioner Tallman moved to appoint all assignments to committees and boards announced by Chairman Dobbs, and Commissioner Croft seconded the motion. It passed without opposition.

APPROVED:

ATTEST:

Channing Dobbs, Chairman

Kellie Hendricks Rhoades, Clerk of Courts

**BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
REGULAR MEETING
NOVEMBER 20, 2023**

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

PRESIDING: Channing Dobbs, Chair

RECORDING: Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Mac Johns; Commissioner James A. Tallman; James Williams, County Coordinator; Russell A. Wade, County Attorney; Pamela Woodington, Finance Director; Diane Hannon, Board Secretary

MEETING CALLED TO ORDER

Chairman Dobbs called the meeting to order at 6:24 P.M. Departing from the agenda, Chair Dobbs turned the floor over to Clerk Rhoades. She thanked Chair Dobbs for allowing her to discuss pertinent business because her grandfather's viewing was taking place at that time.

REPORT FROM KELLIE HENDRICKS RHOADES, CLERK OF COURTS AND COMPTROLLER

Clerk Rhoades first recognized Miss Robinson for her success at the National FFA Convention & Expo, where she was named high individual and national champion in the Agricultural Communications competition. The Clerk's Office presented her with an inscribed leather computer bag as a token of their congratulations and appreciation. She then presented a budget amendment, which included an EMS grant for which the budget and revenue needed to be recorded. She went on to address a budget amendment for the library that needed to be approved because the local budget was overspent, but there were funds available in the state budget. Commissioner Johns asked about if unspent park funds would roll over to the next fiscal year. Clerk Rhoades confirmed that it was discussed and affirmed at the previous Regular Meeting. **Commissioner Tallman moved to approve the budget amendments presented by Clerk Rhoades. Commissioner Croft seconded the motion and it passed unanimously.**

Clerk Rhoades brought to attention a shorted reimbursement from the historical grant, noting that the County wasn't reimbursed \$13,750. Mr. Williams indicated that North Florida Professional Services (NFPS) would be adjusting services on the upcoming Courthouse Restoration grant. Clerk Rhoades questioned using multiple grant funds for the same services. Mr. Kellan Bailey of NFPS confirmed a refund would be sent to the County. In closing, Clerk Rhoades addressed a fire truck, for which the title wasn't transferred to the County when the Interlocal Agreement with the City of Lake Butler was created. She then addressed Health Equity and added that HR is working to rectify the situation and asked all directors to keep their employees informed of the situation. Clerk Rhoades disclosed billing issues with the new insurance company and that a Special Meeting needed to be scheduled to discuss the problems. After discussing dates to hold a Special Meeting regarding the previously stated issues, the Board decided by general consent to hold it on December 7 at 5 P.M. Clerk Rhoades asked if anyone had questions for her, hearing none she excused herself to return to the viewing.

PUBLIC COMMENTS

Attorney Wade proceeded to read the Rules of Decorum for possible adoption. **Commissioner Tallman moved to adopt the Rules of Decorum. Commissioner Croft seconded the motion and it passed unanimously.**

Mrs. Jackie Rossiter shared her experience when dealing with EMS and how their actions negatively impacted her. She explained that she had a heart attack and was rushed to Lake Butler Hospital. She noted EMS' lack to speed when transferring her and that those minutes could've been the difference between life and death, as well as the formation of other health issues.

Mr. Steve Ripley addressed the dangerous road around his place of residence and requested that action be taken in order to help resolve the reckless driving that puts everyone in the area in danger.

Mrs. Lindsey Reddish asked the Board where they were on scheduling a special meeting to address the LDR Addendum and Zoning Atlas. Chair Dobbs shared that action on this topic has been postponed until the State Attorney's Office has completed their investigation of the Board and Clerk's Office.

Mrs. Rachel Benton explained the issues she has had when attempting obtain a 911 address for her 10-acre parcel and detailed the hoops she had to jump through in order to finally receive one. Chair Dobbs noted the gray area surrounding the issue and stated that he would like to see it resolved in the future.

Mrs. Crystal Rosher shared her experience when trying to obtain permits for property she plans to divide and develop for brick-and-mortar homes. She noted that she experienced the same pushback that Mrs. Benton did. Chair Dobbs said that he'd contact Mr. Theriaque and get back to her.

Mr. Asher Sullivan addressed funding that was taken from the Reserve Funds, which could've went to EMS to purchase a third ambulance, but didn't. He explained his discontent with the situation and requested that a change be made.

Mrs. Vicky Johns, Babe Ruth Association President, shared the successes of the fall season and thanked the Board for their funding and support. She closed by introducing Mr. Jeff Casey as President of the UC Soccer Club. Commissioner Johns requested an additional \$8,000 to complete the installation of lights at the Babe Ruth Sports Complex. Mr. Williams brought up a grant from FRDAP for \$190,000. Commissioner Tallman moved to accept the \$190,000 FRDAP grant. Commissioner Croft seconded the motion and it passed unanimously. Mr. Williams explained that the grant was from the previous cycle and can be used to fund this project. Commissioner Johns moved to use FRDAP funding up to \$8,000 for lights for the football/soccer field. Commissioner Tallman seconded the motion and it passed unanimously.

Mr. Sergio Fernandez asked if the Board had progressed into investigating the actions of EMS and Lt. Mike Broshar. He shared that he wasn't a fan of evidence being brought forward and then hearsay is just being accepted as truth from Mr. Toby Witt, EMS Director.

Hearing no further requests to speak, Chair Dobbs closed the floor to public comments.

REPORT/DISCUSSION FROM THOMAS HOWELL & FERGUSON

Mr. John Beall shared that TH&F worked with County staff to finalize the budget calendar for the upcoming year, as well as in reviewing the procurement policy.

APPROVAL OF THE CONSENT AGENDA

Regular Meeting
November 20, 2023

Commissioner Tallman shared that he wasn't able to approve the Finance Report because he was unable to evaluate it before the meeting. Commissioner Tallman then moved to approve the minutes. Commissioner Johns seconded the motion and it passed unanimously.

SPECIAL LAND USE ATTORNEY DAVID A. THERIAQUE REGARDING DELBERT SMITH'S RV PARK

Mr. Theriaque detailed four options to the Board for them to consider when handling the RV park situation. Because of Mr. Smith's absence, Commissioner Tallman moved to table discussion until the December 7 Special Meeting. Chair Dobbs seconded the motion and it passed unanimously. Mr. Theriaque closed by suggesting that the Commissioners not to discuss the issue publically or with Mr. Smith because it was a quasi-judicial decision.

REQUEST FROM DOUG CASON, SPRINGTOWN SALOON TO SELL ALCOHOL ON SUNDAYS

Mr. Doug Cason requested that the Board allow him to sell alcohol on Sundays because all other bars in the area are able to and he's at a disadvantage. Commissioner Tallman moved to draft an ordinance that allows Mr. Cason to use his liquor license on Sundays from 12 P.M. to 12 A.M. Commissioner Johns seconded the motion and it passed unanimously.

CONSIDERATION OF HARDSHIP DETERMINABILITY FOR JUDY RODRIQUEZ

Attorney Wade stated that the Rodriguez lien created by the CDBG Grant allows for the forgiveness of the loan when a hardship exists. Mrs. Rodriguez's husband had passed away, creating the hardship. Commissioner Tallman moved to determine that Mrs. Rodriguez has experienced a hardship and to forgive the balance of the CDBG lien for Judy Rodriguez. Commissioner Johns seconded the motion and it passed unanimously.

DISCUSSION OF RECREATION PROGRAM

Mr. Fred Sirmones Jr. discussed the Recreation program that he wanted to create, stating that it'd be what the children really want, rather than when Babe Ruth and other programs offer.

CONSIDERATION OF MEMORANDUM OF AGREEMENT STATE OF FLORIDA WITH DEPARTMENT OF COMMERCE

Mr. Williams explained that the memorandum had been updated and needed to be signed and sent back. Commissioner Tallman moved to sign the memorandum of agreement with the DEO. Commissioner Croft seconded the motion and it passed unanimously.

CONSIDERATION OF PROCLAMATION FOR NATIONAL HOSPICE AND PALLIATIVE CARE MONTH

Attorney Wade read the proclamation. Commissioner Tallman moved to adopt the proclamation which declares November National Hospice and Palliative Care Month. Commissioner Johns seconded the motion and it passed unanimously.

CONSIDERATION OF PCG CONTRACT FOR EMERGENCY MEDICAL TRANSPORTATION PROGRAM

Mr. Witt explained that the contract is for federal funding set aside for counties. Commissioner Tallman moved to approve the contract with PCG. Commissioner Johns seconded the motion and it passed unanimously.

CONSIDERATION OF COPCN CERTIFICATE OF PUBLIC CONVENIENCE & NECESSITY FOR AMERIPRO AND LIBERTY

The Board discussed the certificate, which is just up for renewal. Commissioner Johns moved to approve the COPCN certificate. Commissioner Tallman seconded the motion and it passed unanimously.

CONSIDERATION OF DEDICATING CR-18 TO MR. HG CRAWFORD

Commissioner Tallman detailed the long and fruitful life of Mr. HG Crawford and his contributions to the County and impact on those who were closest to him. Commissioner Tallman then moved to dedicate CR-18 to Mr. HG Crawford. Commissioner Croft seconded the motion and it passed unanimously.

REPORT FROM COUNTY COORDINATOR AND DEPARTMENT HEADS

Mr. Williams updated the Board on road reports and other happenings within the County and State.

Mr. Jim DeValerio, UF/IFAS Extension Agent spoke of the success of Farm City Week and of the bio concern for pastures in the County.

Mr. Witt addressed the statements directed toward EMS earlier in the meeting.

Mrs. Woodington requested that the Board add unapproved bills to the December 7 Special Meeting agenda. Commissioner Tallman moved to add the unapproved bills to the Special Meeting agenda. Commissioner Croft seconded the motion and it passed unanimously.

REPORT FROM COUNTY COMMISSIONERS

Commissioner Johns shared how tired he was of receiving calls regarding stuff that shouldn't have happened. He noted that Mr. Witt is a constant problem and would like to see all issues resolved. Commissioner Johns closed by moving to terminate Mr. Williams. Commissioner Croft stated that he would like to see the outcome of the investigation before taking action. Commissioner Johns' motion died to lack of a second.

Seeing no further business, Chairman Dobbs reminded everyone to keep Clerk Rhoades and her family in their prayers and adjourned the meeting by general consent.

APPROVED:

ATTEST:

Channing Dobbs, Chairman

Kellie Hendricks Rhoades, Clerk of Courts

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
SPECIAL MEETING
NOVEMBER 20, 2023

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

PRESIDING: Channing Dobbs, Chair

RECORDING: Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Mac Johns; Commissioner James A. Tallman; James Williams, County Coordinator; Russell A. Wade, County Attorney; Pamela Woodington, Finance Director; Diane Hannon, Board Secretary

MEETING CALLED TO ORDER

Chairman Dobbs called the meeting to order at 5:45 P.M.

INVOCATION AND PLEDGE

Commissioner Tallman presented the invocation and led the Pledge of Allegiance.

DISCUSSION OF FORMAL GREIVANCE ON EFFECTIVE DATE OF PAY RAISE/APPEAL OF CORRECTIVE ACTION

Immediately following the Pledge of Allegiance, Commissioner Dobbs called Mrs. Patricia Harris before the Board to speak regarding her concerns with compression rates. Before she did so, Commissioner Tallman moved to give Mrs. Harris, Ms. Vicki Barron (Sissy) and Ms. Pam Toney compression raises. Commissioner Johns seconded the motion and it passed unanimously.

Mrs. Harris acknowledged the passage of the motion, but asked for clarification regarding eligibility. She noted her 11-month search for answers that produced nothing more than more questions. She explained her feelings that she had exhausted every avenue on obtaining this information, from asking her director and HR, to filing a public records request, asking a commissioner privately and asking at a Board meeting. Mrs. Harris shared her opinion that she was being unjustifiably punished and retaliated against for asking a simple question that any employee or citizen has the right to know. She then directed the Board's attention to an email sent by Ms. Michaela Clemons on January 17th regarding pay rates and EMS Director Toby Witt's compression raise specifically. Mrs. Harris stated that she asked Mr. Witt about the requirements for eligibility for compression. Mr. Witt then told her that no one in EMS received the compression raise. Mrs. Harris then stated that she then informed Mr. Witt that he received the compression raise and how she made sure to change his rate of pay on the payroll workbook that morning. She said that he went on to inform her that she should have received the compression raise, but that it wasn't getting approved because the Board doesn't like her. Mrs. Harris proceeded to detail the measures she undertook in order to search for an answer. Afterwards she directed her comments toward Mr. Witt, stating that if he knew she should've received the raise, he should have spoken up and made sure it was done correctly. She explained that she wasn't sure why he was upset with her when all she was doing was looking out for herself.

Mrs. Harris then addressed an email generated by Mrs. Peggy Gatlin, which sought clarification for the effective date of the raise. Mrs. Harris then copied Mr. Witt on her response to the email. When speaking to Mr. Witt about the issue, he responded that whatever Michaela says is what they'll do. She disagreed with his statement, letting him know that Michaela is not her boss and would appreciate if he would speak on her behalf. On October 25th,

Special Meeting

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she noted that Mr. Witt stated that he and Ms. Clemons needed to speak with her. She then requested that Andrew Eaves come in and witness the meeting. Mr. Witt stated he had a corrective action plan to read to her.

She shared that she completely disagrees with the corrective action plan because the issue of concern states that she violated the formal grievance policy, when she had simply inquired regarding compression raises. She pointed out that if she didn't know the answers to the questions, how would she know if she needed to file a grievance or not? She noted that she was also written up for sending an email that included the Clerk of Court and a Clerk employee, when she wasn't the person who generated the email to begin with. She explained that the write-up states that she spoke to a Commissioner, the same Commissioner that Mr. Witt had encouraged her to speak with to tell her side of the story in regards to her lawsuit several months ago. She then highlighted that the plan states that she had a pay increase effective October 1, which contradicts the email that states it should be effective September 25. She went on to share that she sent an email to Mr. Witt appealing the corrective action plan on October 31. Mr. Witt responded to the email stating that an appeal wouldn't be allowed since he had already sent an email to the Board of County Commissioners.

Commissioner Dobbs interrupted her, asking what exactly her question was. Mrs. Harris reminded him that numerous citizens had approached the Board and requested that supporting documentation be attached in the agenda packet, and pointed out that none were provided for her agenda items. She noted that her write up also addressed a comment made at October's Regular Meeting, which to her feels like she's no longer welcome to speak. In light of the above information, she felt it fair to inform citizens of the reason the current meeting was called, and to share why she keeps repeating the same questions. Chair Dobbs then asked what question she wants answered. She responded that she wanted to know what information was given to the board in regards to her write up after she added the Commissioners to the email chain, to which Ms. Clemons responded, "Do not respond to this due to the Sunshine Law. I will contact each one of you individually."

Mrs. Harris then explained that she was told she couldn't receive compression because her pay was over \$15 an hour. For the record she noted that she was at \$15.55 an hour. She did, however, explain that her question was never why she wasn't eligible, but what the criteria was to be eligible or ineligible. She then asked what was brought before the Board for them to approve others' compression raises. Commissioner Tallman clarified that the County was awarded \$247,000 as a franchise fee from Florida Power & Light (FPL). He noted that, as a state, citizens voted to increase minimum wage to \$15 per hour by two years from now. He shared that a large portion of employees were still at \$13 an hour. He explained his feelings that citizens cannot support themselves, let alone their families at \$13, so he moved the motion to bring employees up to \$15 with the FPL franchise fees. He shared that it might've been selfish to want to help people that were making less than \$15 an hour. Commissioner Tallman then stated that there had never been a point where he did not like Mrs. Harris. He noted that he absolutely wanted to fight for the County with the lawsuit, which he didn't want to discuss because it's private business. But the situation, he explained, would never cause him to dislike her. Chair Dobbs then informed Mrs. Harris that any questions regarding compression should be forwarded to Ms. Clemons. She responded that if citizens could trust the individuals in HR and first line supervisors then they wouldn't have to come before the Board in such a manner. She questioned why it takes 11 months to get an answer. Mrs. Harris proceeded to finish her comment which included discussion regarding the appeal, lack of formula for pay scale calculation and a lack of overall transparency.

Commissioner Johns noted that he doesn't have an answer as to why because he had been told the same thing she had. He explained that Mrs. Harris was making \$15, so there wasn't a need to give her a raise, but at the same time there was people making \$40 an hour who received it. He stated his opinion that some things were done

Special Meeting

November 20, 2023

inappropriately, but that as a Board, they weren't going to address the issue tonight. He shared that it needs to be looked in into the future, and that he appreciated Mrs. Harris bringing it forward. Mrs. Harris then asked what was going to happen with the corrective action plan that was currently in her personnel file. The Commissioners stated that no decision was going to be made at that time. Commissioner Johns confirmed that all three raises approved earlier in the meeting would be backdated to January, and then suggested holding a special meeting to address the issue. Mrs. Harris tried to explain that the current Special Meeting was called for the purpose of addressing these very issues, as seen in the agenda. The Board was unaware of this. Discussion ensued regarding public comments and if Chair Dobbs had called for them or not. Mr. Toby Witt, EMS Director, addressed the previously stated information and shared that the employee handbook policy was used to accurately handle the situation.

Commissioner Croft moved to hold a special meeting to discuss and take action on Mrs. Patricia Harris' appeal to her corrective action plan. Commissioner Johns seconded the motion and it passed unanimously.

Seeing no further business, Chair Dobbs adjourned the meeting by general consent.

APPROVED:

ATTEST:

Channing Dobbs, Chairman

Kellie Hendricks Rhoades, Clerk of Courts

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
SPECIAL MEETING
DECEMBER 7, 2023

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

PRESIDING: Channing Dobbs, Chair

RECORDING: Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Mac Johns; Commissioner James A. Tallman; Kellie Hendricks Rhoades, Clerk of Courts & Comptroller; James Williams, County Coordinator; Russell A. Wade, County Attorney; Diane Hannon, Board Secretary

MEETING CALLED TO ORDER

Chairman Dobbs called the meeting to order at 5:00 P.M.

INVOCATION AND PLEDGE

Commissioner Tallman presented the invocation and led the Pledge of Allegiance.

APPROVAL OF BOARD BILLS FROM NOVEMBER 20TH MEETING

Commissioner Johns moved to approve the bills presented at the November 20 meeting. Commissioner Croft seconded the motion and it passed unanimously.

Clerk Rhoades brought to the Board's attention that a citizen is selling a piece of property, and the title search has revealed a lien from the County for an unpaid Special Assessment. She explained that the first few years that these were assessed in the late 1980's, they were not billed through the tax assessment, but directly by the county, and liens were recorded when not paid. According to the lien, interest has been accruing since that time, but by the passage of time, no one at the county nor the landowner was aware. She suggested that the Board waive any interest and accept the face amount of the lien, and when paid, the Clerk be authorized to issue a Release. She also indicated that time is of the essence, because the property is set for closing and this lien is holding it up. The Board agreed with Clerk Rhoades' suggestion. She asked if the Board would take action to allow the Clerk to issue a release for any of these liens that may arise in the future upon payment of the face value.

Commissioner Tallman moved to allow the Clerk to issue a Release upon the payment of the face value of any lien from Special Assessments from the 1980's. Commissioner Johns seconded the motion and it passed unanimously.

Clerk Rhoades also updated the Board regarding a billing issue from Benecon. She explained that the rates that were presented and accepted were four-tiered rates, having different rates for different plans and different coverages. These rates are what is being charged to the departments for cost, and also to the employee for dependent coverage. The company is billing in two-tiered rates, with only two different rates for employee only or dependent coverage. She said that she had conferred with the agents on multiple occasions, and other counties and was comfortable that this is normal for self-insured groups, which Union County is now somewhat self-insured being in the consortium with other local governments, and noted that it is new to Union County because we have always been fully insured. She indicated that the difference in the total billing amounts between the two rates would be minimal, and the billed amount could be either over or under the budgeted amount, depending on coverages. She added that any overages would be used to pay the PCORI fee, or any other unexpected insurance-

Special Meeting
December 7, 2023

related fees, but the General Fund would need to fund any shortage. Clerk Rhoades continued that this is for the Board information only, and no action was needed. She then gave additional information regarding Colonial's

Hospital Confinement Plan that is bundled together with the HRA and HSA plans that most employees are on, but that employees that have selected the other plans are being required to pay for this additional coverage, even though the cost to the county of their chosen plan is less than the \$909.44 benefit that most employees receive. She said that there are two employees on the plan in question, and even with paying for the Hospital Confinement Plan, the total cost per employee is still less than budgeted.

Clerk Rhoades asked the Board's consideration of paying for the Hospital Confinement Plan for all employees that have elected a compatible plan, as long as the total cost to the County did not exceed the amount contributed to employees on the HRA plan. The Board consented, and Commissioner Tallman moved the action suggested by Clerk Rhoades. Commissioner Croft seconded the motion and it passed unanimously.

PUBLIC COMMENTS

Mr. Asher Sullivan informed the Board that he looked into the circumstances surrounding the RV Park and questioned how the Board voted to approve something they didn't have the authority to vote on in the first place. He shared his confusion, stating that it doesn't make sense.

Mrs. Lindsey Reddish followed up with the Board regarding time parameters for the scheduling of a public workshop to discuss the LDR Administrator position and zoning atlas.

Mr. Clint Wilson stated that couldn't wrap his head around how the Board could pass a motion that has such a negative effect on the community. He noted that the RV Park would be nothing but a burden on the County. He also raised concerns regarding a citizens' lawsuit on the County if not overturned.

Mr. Justin Jotso, a Providence resident, informed the Board that he moved from New York 12 years ago. He shared that he loves the County and doesn't want to see an RV Park near him. He closed noting that similar parks bring with them crime and drugs, something he doesn't want.

Mr. Randall Wagner, the individual who would be managing the RV Park, shared that the County is looking for revenue and that the park would bring it into the County, and that he doesn't want to tear down the restaurant. He noted the earlier notions of drug use and rebutted by stating that drug use is always going to exist, but will be controlled under his management.

Mr. Ramon Garcia Cruz, in response to Mr. Wagner, asked what would happen if he quit, or if the park was sold. He closed in opposition of the RV Park.

Mr. James Marshall, a Providence resident, stated that Mr. Delbert Smith is incapable of running an RV Park. As behalf of the Providence community, he shared that the community doesn't want it.

Mr. Walter Tovkach, who has property about one mile outside Providence, expressed his concerns regarding lack of permitting, as well as the influx of transients the RV Park would bring. He stated that the Board would make themselves subject to litigation if the RV Park is allowed.

Mr. Jed Douglas, who lives across the road from the site of the proposed RV Park, has three small children and concerns that the park in such close proximity could have negative effects on his children. He further stated that he doesn't want to walk out of his front door and see an RV park. He beseeched the Board to do right by the County and community.

Special Meeting
December 7, 2023

Mrs. Patricia Harris shared that she has an RV Park in her backyard. She explained that she has already had to call the Sheriff's Office twice over nuisance and attempted theft incidents.

Mr. Greg Clyatt, a Providence resident, expressed his adamant opposition to the RV Park. He noted its negative impacts on the community and the resources of Union County.

Hearing no further requests to speak, Chair Dobbs closed the floor to public comments.

DELBERT SMITH RV PARK

Mr. David Theriaque noted Mr. Delbert Smith's absence before re-presenting four courses of action to the Board to decide from. He mentioned the citizen suit that had been brought up by a few community members, stating that they have 30 days after obtaining knowledge of the motion passage, so the suit, if presented, would not be successful. Commissioner Johns asked Mr. Theriaque's opinion on a lawsuit fighting the RV Park being successful, Mr. Theriaque answered that he believed the chances were remote. Commissioner Tallman stated that he was pretty good at being unpopular. He shared that the original decision was made five years ago during a different time by a different Board. He noted that he's not making excuses, but now knows that the permit was granted improperly. He explained that he would like to see the Special Exemption rescinded and Mr. Smith paid back for any costs to implement his original plan, using funds from the General Fund Special Account No. 2 (GFSA#2). Commissioner Johns agreed and noted that the action wasn't out of ill will. He explained that he had grown up poor and understands the need for RV parks, but knows how quickly they can become "trash dumps".

Commissioner Tallman moved to rescind the Special Exemption and repay incurred costs by Mr. Smith with funding to come from ARPA, and appointed Mr. Theriaque to confer with Mr. Smith to determine costs. Commissioner Croft seconded the motion and it passed unanimously.

Commissioner Tallman then clarified that the cost should be reported back to the Board for approval before payment is issued to Mr. Smith.

LDR ADMINISTRATOR DISCUSSION

Mr. Williams addressed the questions asked by Mrs. Rosier and Mrs. Benton at the previous meeting. Attorney Wade explained that it is a case-by-case issue before delving further into the logistics, noting that the parcel requires a plat and paved roads. Mr. Williams then discussed Attorney Wade taking over the LDR Administrator duties. Attorney Wade explained that the position should be split into two before sharing his opinion that the magistrate system the City of Lake Butler uses would be a better fit. Chair Dobbs explained that he spoke with Attorney Wade about assuming the position and understands where he stands, but doesn't want to leave the problem for his children and grandchildren to deal with. Commissioner Johns suggested holding a workshop to discuss the issue thoroughly before making any decisions. Commissioner Tallman reminded the Board that there is funding in contingencies to pay a code enforcement officer. Commissioner Tallman explained that there is no intention of making the County like Alachua County, but simply a safer place.

DISCUSSION OF MINIMUM WAGE INCREASE WITH COMPRESSION

Ms. Michaela Clemons discussed how compression was used to bring all entry level positions up to \$15 per hour. She then explained that other positions, such as Mrs. Patricia Harris' and Sissy's, were compared to similar positions across the County to ensure that funds were distributed across the board.

HR GREVIANCE PROCESS

Special Meeting
December 7, 2023

Ms. Michaela Clemons addressed Ms. Patricia Harris' grievance. She noted the steps that were to be taken and how her actions deviated from the course of action laid out in the employee handbook. She then brought

up Mrs. Harris' appeal, explaining that she stands by her action and that the corrective action plan was filed appropriately.

EMPLOYEE POLICY UPDATES

Ms. Michaela Clemons reviewed updates to the Employee Policy Handbook, from which Clerk Rhoades questioned the number of hours in one of the changes regarding vacation time. Ms. Clemons clarified that all employees will receive eight hours, except for collection site employees, which will receive nine. Commissioner Croft moved to accept all changes to the handbook. Commissioner Tallman seconded the motion and it passed unanimously.

RESOLUTIONS 2023-14, 2023-15 & 2023-16 WITH SUPPLEMENTAL AGREEMENTS

Mr. Williams addressed Resolutions 2023-14, 2023-15 & 2023-16, all regarding DOT Grant funding, and their corresponding supplemental agreements.

Chair Dobbs reminded the Board that the third Monday in January is Martin Luther King Jr. Day, so the Regular Meeting would be moved to and advertised for that Tuesday.

Seeing no further business, Chair Dobbs adjourned the meeting by general consent at 6:28 P.M.

APPROVED:

ATTEST:

Channing Dobbs, Chairman

Kellie Hendricks Rhoades, Clerk of Courts

Income Statement
For The 2 Periods Ended 11/30/2023
BROWNFIELDS GRANT

		GRANTS & SPECIAL ACCOUNTS (GRT)			
		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
EXPENDITURES					
513-31-08-00	PROFESSIONAL SVCS-BROWNFIELDS GRAI	1,915.50	0.00	(1,915.50)	0.00
Total EXPENDITURES:		1,915.50	0.00	(1,915.50)	0.00
Net Income From Operations:		(1,915.50)	0.00	(1,915.50)	0.00
Earnings Before Income Tax:		(1,915.50)	0.00	(1,915.50)	0.00
NET CHANGE IN FUND BALANCE:		(1,915.50)	0.00	(1,915.50)	0.00

GRANTS & SPECIAL ACCOUNTS (GRT)

Bank Code: C CSB CHECKING - RESERVES

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000001302	12/18/2023	01-0014010	NORTH FLORIDA GLASS, INC.	1,606.00	Auto
Bank C Total:				1,606.00	
Report Total:				1,606.00	

Income Statement
For The 2 Periods Ended 11/30/2023
COURTHOUSE SECURITY PROJECT

GRANTS & SPECIAL ACCOUNTS (GRT)

		Year to Date	REVISED Annual Budget	Variance	Variance %
EXPENDITURES					
712-46-11-00	COURTHOUSE-REPAIRS-MAINT-COURTHOL	1,606.00	0.00	(1,606.00)	0.00
712-64-11-00	COURTHOUSE-NEW EQUIPMENT-COURTHC	2,070.00	0.00	(2,070.00)	0.00
Total EXPENDITURES:		3,676.00	0.00	(3,676.00)	0.00
Net Income From Operations:		(3,676.00)	0.00	(3,676.00)	0.00
Earnings Before Income Tax:		(3,676.00)	0.00	(3,676.00)	0.00
NET CHANGE IN FUND BALANCE:		(3,676.00)	0.00	(3,676.00)	0.00

Income Statement
For The 2 Periods Ended 11/30/2023
MISCELLANEOUS GRANTS

		GRANTS & SPECIAL ACCOUNTS (GRT)			
		Year to Date	REVISED Annual Budget	Variance	Variance %
EXPENDITURES					
526-64-02-00	EMS EXP-NEW EQUIPMENT-MISCELLANEOUS	136,079.20	0.00	(136,079.20)	0.00
Total EXPENDITURES:		136,079.20	0.00	(136,079.20)	0.00
Net Income From Operations:		(136,079.20)	0.00	(136,079.20)	0.00
Earnings Before Income Tax:		(136,079.20)	0.00	(136,079.20)	0.00
NET CHANGE IN FUND BALANCE:		(136,079.20)	0.00	(136,079.20)	0.00

Income Statement
For The 2 Periods Ended 11/30/2023
RESERVES

		GRANTS & SPECIAL ACCOUNTS (GRT)			
		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUES					
361-00-00-00	INTEREST REVENUE-RESERVES	227.46	0.00	227.46	0.00
Total REVENUES:		227.46	0.00	227.46	0.00
Gross Profit:		227.46	0.00	227.46	0.00
Net Income From Operations:		227.46	0.00	227.46	0.00
Earnings Before Income Tax:		227.46	0.00	227.46	0.00
NET CHANGE IN FUND BALANCE:		227.46	0.00	227.46	0.00

Income Statement
For The 2 Periods Ended 11/30/2023
SP-RES

		GRANTS & SPECIAL ACCOUNTS (GRT)			
		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
EXPENDITURES					
572-64-05-03	PARKS & RECREATION-NEW EQUIPMENT-O	5,930.00	0.00	(5,930.00)	0.00
Total EXPENDITURES:		5,930.00	0.00	(5,930.00)	0.00
Net Income From Operations:		(5,930.00)	0.00	(5,930.00)	0.00
Earnings Before Income Tax:		(5,930.00)	0.00	(5,930.00)	0.00
NET CHANGE IN FUND BALANCE:		(5,930.00)	0.00	(5,930.00)	0.00

YTD Actual v Annual Budget
For The 2 Periods Ended 11/30/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
Revenue					
TAXES					
311-01-00	AD VALOREM TAXES	889,185.48	3,418,329.00	(2,529,143.52)	(73.99)
312-60-00	INFRAS/DISCRETN SURTAX MONTHLY COLI	0.00	779,083.00	(779,083.00)	(100.00)
312-60-01	INFRAS/DISCR SURTX QTR COLLECTIONS	0.00	300,966.00	(300,966.00)	(100.00)
315-00-00	COMMUNICATIONS SERVICES TAX	0.00	47,689.00	(47,689.00)	(100.00)
Total TAXES:		889,185.48	4,546,067.00	(3,656,881.52)	(80.44)
LICENSES AND PERMITS					
322-00-00	BUILDING PERMITS	12,074.52	90,000.00	(77,925.48)	(86.58)
322-01-00	COMP PLAN AMENDMENTS & SPEC EXCEPT	0.00	500.00	(500.00)	(100.00)
323-10-00	FRANCHISE FEES - ELECTRICITY (FPL)	29,801.24	140,000.00	(110,198.76)	(78.71)
329-00-00	LICENSE FEES - BLDG DEPT	1,026.00	6,000.00	(4,974.00)	(82.90)
Total LICENSES AND PERMITS:		42,901.76	236,500.00	(193,598.24)	(81.86)
OTHER INTERGOVERNMENTAL REVENUE					
335-12-00	STATE REVENUE SHARING	57,601.85	395,612.00	(338,010.15)	(85.44)
335-13-00	INSURANCE AGENTS LICENSE	0.00	20,000.00	(20,000.00)	(100.00)
335-14-00	MOBILE HOME LICENSE	2,447.75	10,000.00	(7,552.25)	(75.52)
335-15-00	ALCOHOLIC BEVERAGE LICENSE	0.00	500.00	(500.00)	(100.00)
335-16-00	RACING TAX	0.00	223,250.00	(223,250.00)	(100.00)
335-17-00	EMERGENCY - 1/2 CNT SALES TAX	0.00	989,817.00	(989,817.00)	(100.00)
335-18-00	ORDINARY DIST 1/2 CNT SALES TX	0.00	383,224.00	(383,224.00)	(100.00)
335-19-00	SUPPLM INMATE 1/2 CNT SALES TX	0.00	105,353.00	(105,353.00)	(100.00)
335-20-00	FISCALLY CONSTRAINED 1/2 CENT	0.00	740,149.00	(740,149.00)	(100.00)
335-25-00	AMENDMENT 1 OFFSET FUNDING	0.00	510,000.00	(510,000.00)	(100.00)
335-29-00	STATE REVENUE-UCSO- LESA FISC CONST	97,165.75	388,664.00	(291,498.25)	(75.00)
336-00-00	STATE PAYMENTS IN LIEU OF TAXES - SRW	0.00	800.00	(800.00)	(100.00)
336-00-01	STATE PAYMENTS IN LIEU OF TAXES - DOC	0.00	300,000.00	(300,000.00)	(100.00)
Total OTHER INTERGOVERNMENTAL REVENUE:		157,215.35	4,067,369.00	(3,910,153.65)	(96.13)
CHARGES FOR SERVICES					
341-30-00	COPY SVC CHARGES FROM CLERK	0.00	2,000.00	(2,000.00)	(100.00)
341-51-00	TAX COLLECTORS FEES	232.34	3,500.00	(3,267.66)	(93.36)
342-10-00	POLICE PROTECTION-LB MUNICIPAL	0.00	50,000.00	(50,000.00)	(100.00)
342-30-00	COST OF INCARCERATION	0.00	1,000.00	(1,000.00)	(100.00)
343-80-05	CEMETERY MAINT DONATIONS	2,000.00	4,000.00	(2,000.00)	(50.00)
349-00-00	CLERK SVC CHGS TECHNOLOGY FUND	0.00	13,000.00	(13,000.00)	(100.00)
Total CHARGES FOR SERVICES:		2,232.34	73,500.00	(71,267.66)	(96.96)
FINES AND FORFEITURES					
348-55-00	CLERK FACILITIES FUND	0.00	17,000.00	(17,000.00)	(100.00)
348-90-00	CLERK/LEGAL AID FUNDING \$16.25	0.00	2,000.00	(2,000.00)	(100.00)
348-91-00	STATE COURT INNOVATIONS REVENUE	0.00	2,000.00	(2,000.00)	(100.00)
348-92-00	LAW LIBRARY COLLECTIONS	0.00	2,000.00	(2,000.00)	(100.00)
348-95-00	CLERK/CRIME PREV TRUST FUND	0.00	3,000.00	(3,000.00)	(100.00)
351-50-00	DORI SLOSBERG DRIVER ED SAFETY	0.00	3,000.00	(3,000.00)	(100.00)
Total FINES AND FORFEITURES:		0.00	29,000.00	(29,000.00)	(100.00)
MISCELLANEOUS REVENUES					
361-00-00	INTEREST EARNED	88.22	1,000.00	(911.78)	(91.18)
361-50-00	OFFICERS BUDGET EXCESS	0.00	60,000.00	(60,000.00)	(100.00)
362-00-00	RENTS & ROYALTIES	25.00	25.00	0.00	0.00
369-00-00	MISCELLANEOUS INCOME	283.00	8,000.00	(7,717.00)	(96.46)
Total MISCELLANEOUS REVENUES:		396.22	69,025.00	(68,628.78)	(99.43)

**YTD Actual v Annual Budget
For The 2 Periods Ended 11/30/2023**

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
5% OF ESTIMATED REVENUE					
371-00-00	5% OF ESTIMATED REVENUES	0.00	(451,073.00)	451,073.00	100.00
Total 5% OF ESTIMATED REVENUE:		0.00	(451,073.00)	451,073.00	100.00
TRANSFERS FROM OTHER FUNDS					
381-00-00	TRANSFER FROM SHIP GRANT	0.00	12,600.00	(12,600.00)	(100.00)
Total TRANSFERS FROM OTHER FUNDS:		0.00	12,600.00	(12,600.00)	(100.00)
CASH BALANCE BUDGETED FORWARD					
390-00-00	BEGINNING FUND BALANCE	0.00	3,118,965.00	(3,118,965.00)	(100.00)
390-00-03	BEG FUND BALANCE - HRA PREMIUM REFU	0.00	147,803.00	(147,803.00)	(100.00)
Total CASH BALANCE BUDGETED FORWARD:		0.00	3,266,768.00	(3,266,768.00)	(100.00)
Total Revenue:		1,091,931.15	11,849,756.00	(10,757,824.85)	(90.79)
Total Budget:		1,091,931.15	11,849,756.00	(10,757,824.85)	(90.79)
Expenses					
LEGISLATIVE					
511-11-00	COMMISSIONERS SALARY	24,766.19	167,200.00	142,433.81	85.19
511-21-00	FICA TAXES-COMMISSIONERS	1,882.06	12,791.00	10,908.94	85.29
511-22-00	RETIREMENT CONTRIBUTIONS-COMM	14,878.59	98,113.00	83,234.41	84.84
511-23-00	HEALTH INSURANCE-COMMISSIONERS	996.78	54,731.00	53,734.22	98.18
511-24-00	COMMISSIONERS - WORKERS COMP	0.00	385.00	385.00	100.00
511-40-00	TRAVEL-BOCC	6.58	5,000.00	4,993.42	99.87
511-55-00	BOCC TRAINING	0.00	2,000.00	2,000.00	100.00
Total LEGISLATIVE:		42,530.20	340,220.00	297,689.80	87.50
FINANCIAL AND ADMINISTRATIVE					
513-12-00	REGULAR SALARIES AND WAGES - FIN & AC	26,594.86	174,292.00	147,697.14	84.74
513-21-00	FICA TAXES - FIN & ADMIN	1,877.22	13,333.00	11,455.78	85.92
513-22-00	RETIREMENT CONTRIBUTIONS - FIN & ADM	6,570.12	42,897.00	36,326.88	84.68
513-23-00	HEALTH INSURANCE - FIN & ADMIN	5,456.64	32,839.00	27,382.36	83.38
513-24-00	WORKERS COMPENSATION-BOCC	33,701.25	401.00	(33,300.25)	(8,304.30)
513-31-00	PROFESSIONAL SERVICES-WEBSITE DESIG	434.00	7,000.00	6,566.00	93.80
513-32-00	ACCOUNTING AND AUDITING-BOCC	17,141.00	99,000.00	81,859.00	82.69
513-34-00	CONTRACTUAL SERVICES - BCC	644.00	5,000.00	4,356.00	87.12
513-40-00	COUNTY CORDINATOR - MILEAGE	503.58	1,000.00	496.42	49.64
513-40-01	CTY COORD TRAVEL/MEAL REIMBURSEME	108.00	800.00	692.00	86.50
513-40-02	HR TRAVEL & MEAL REIMB	0.00	1,200.00	1,200.00	100.00
513-41-00	COMMUNICATION-BOCC	3,434.85	17,000.00	13,565.15	79.80
513-41-01	CTY COORD CELL PHONE	0.00	780.00	780.00	100.00
513-42-00	POSTAGE-BOCC	0.00	100.00	100.00	100.00
513-43-00	UTILITIES KING MEMORIAL BLDG	807.44	3,500.00	2,692.56	76.93
513-43-02	UTILITIES SOE BLDG	1,008.31	6,000.00	4,991.69	83.19
513-43-04	UTILITIES STORAGE BLDGS SR121	354.56	2,500.00	2,145.44	85.82
513-44-01	COPY MACHINE LEASE	0.00	1,000.00	1,000.00	100.00
513-45-00	INSURANCE BONDS-BOCC	0.00	560.00	560.00	100.00
513-45-01	AUTO INSURANCE PHYSICAL/LIABILITY	0.00	187,000.00	187,000.00	100.00
513-45-03	GENERAL LIABILITY INSURANCE	112,946.00	0.00	(112,946.00)	0.00
513-46-00	REPAIRS & MAINT OF EQUIP-BOCC	0.00	500.00	500.00	100.00
513-46-01	REPAIR & MAINTENANCE-EQUIP-KM	13.39	500.00	486.61	97.32
513-46-02	MAINTENANCE OF KING MEM BLDG.	0.00	3,000.00	3,000.00	100.00
513-49-02	MISCELLANEOUS EXPENSE-BOCC	3,721.31	7,000.00	3,278.69	46.84
513-49-05	ADVERTISING-BOCC	23.04	3,500.00	3,476.96	99.34
513-51-00	OFFICE SUPPLIES-BOCC	252.11	5,500.00	5,247.89	95.42

**YTD Actual v Annual Budget
For The 2 Periods Ended 11/30/2023**

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
FINANCIAL AND ADMINISTRATIVE		(Continued)			
513-51-01	H/R MISC EXPENSE	724.50	4,000.00	3,275.50	81.89
513-52-00	OTHER SUPPLIES-BOCC	89.92	0.00	(89.92)	0.00
513-52-01	OTHER SERVICES AND SUPPLIES-KM	0.00	1,500.00	1,500.00	100.00
513-54-00	BOOKS PUBLICATIONS & DUES-BOCC	0.00	1,500.00	1,500.00	100.00
513-55-00	COUNTY CORD- TRAINING	567.00	6,000.00	5,433.00	90.55
513-55-01	HR TRAINING	0.00	2,000.00	2,000.00	100.00
513-56-02	GAS, OIL & LUBRICANTS- BOCC	0.00	6,000.00	6,000.00	100.00
513-59-02	REPAIR & MAINT - PALESTINE	0.00	500.00	500.00	100.00
513-64-00	EQUIPMENT	0.00	5,000.00	5,000.00	100.00
513-90-00	CONTINGENCIES-BOCC	0.00	75,000.00	75,000.00	100.00
513-98-00	TAX COLLECTOR COMMISSIONS	45,688.88	118,000.00	72,311.12	61.28
513-99-00	CLERK APPROPRIATION	54,879.70	329,278.00	274,398.30	83.33
513-99-01	TAX COLLECTOR APPROPRIATION	33,489.30	200,936.00	167,446.70	83.33
513-99-02	PROP APPRAISER APPROPRIATION	83,511.13	515,166.00	431,654.87	83.79
513-99-03	SOE APPROPRIATION	175,887.00	520,644.00	344,757.00	66.22
514-31-00	ATTORNEY FEES-BOCC	9,579.73	50,000.00	40,420.27	80.84
Total FINANCIAL AND ADMINISTRATIVE:		620,008.84	2,451,726.00	1,831,717.16	74.71
OTHER GENERAL GOVERNMENTAL SERVICES					
515-01-00	N.C. FL REG PLAN COUNCIL DUES	2,904.00	3,000.00	96.00	3.20
515-02-00	FL ASSOC. OF COUNTIES DUES	2,380.00	2,380.00	0.00	0.00
515-03-00	SMALL COUNTY COALITION DUES	0.00	3,904.00	3,904.00	100.00
519-23-00	LIFE INSURANCE & MANDATORY HEALTH	6,663.01	1,500.00	(5,163.01)	(344.20)
519-46-03	REPAIR & MAINTENANCE - SUPERVISOR OF	0.00	2,000.00	2,000.00	100.00
539-52-05	CEMETERY MAINT-OPERATING SUPPLY	62.70	3,000.00	2,937.30	97.91
559-49-00	N CENTRAL FL ECONOMIC DEVELOPM	0.00	1,580.00	1,580.00	100.00
Total OTHER GENERAL GOVERNMENTAL SERVICES:		12,009.71	17,364.00	5,354.29	30.84
DISPATCH CALL CENTER					
529-12-00	SALARY & WAGES 911 PERSONNEL	40,002.10	264,144.00	224,141.90	84.86
529-14-00	DISPATCH OVERTIME	6,547.02	39,113.00	32,565.98	83.26
529-21-00	FICA - 911 PERSONNEL	3,473.87	23,199.00	19,725.13	85.03
529-22-00	RETIREMENT - 911 PERSONNEL	6,316.72	41,152.00	34,835.28	84.65
529-23-00	HEALTH INSURANCE-911 PERSONNEL	6,646.75	79,480.00	72,833.25	91.64
529-24-00	DISPATCHERS - WORKERS COMPENSATION	0.00	15,163.00	15,163.00	100.00
529-43-00	EOC - 911 DEPT UTILITIES	978.51	5,500.00	4,521.49	82.21
Total DISPATCH CALL CENTER:		63,964.97	467,751.00	403,786.03	86.32
PUBLIC SAFETY					
521-26-00	HEALTH INSURANCE - SHERIFF	0.00	152,509.00	152,509.00	100.00
521-43-00	UTILITIES VAN DYKE BLDG	499.09	2,000.00	1,500.91	75.05
521-43-01	UTILITIES BIELLING TIRE BLDG	929.09	7,500.00	6,570.91	87.61
521-99-00	SHERIFF APPROPRIATION	469,130.00	3,008,831.00	2,539,701.00	84.41
521-99-01	SHERIFF APPROPRIATION - LESA FUNDING	97,165.75	388,664.00	291,498.25	75.00
525-43-01	UTILITIES COMMUNICATIONS TOWER	252.27	2,000.00	1,747.73	87.39
527-55-00	MEDICAL EXAMINER MONTHLY OPERATING	2,700.56	18,618.00	15,917.44	85.49
527-55-01	MEDICAL EXAMINER CREMATION CERTIFIC	120.00	20,400.00	20,280.00	99.41
527-55-02	MEDICAL EXAMINER AUTOPSY/FORENSIC E	4,332.29	0.00	(4,332.29)	0.00
527-55-03	MEDICAL EXAMINER TRANSPORTATION	355.00	0.00	(355.00)	0.00
Total PUBLIC SAFETY:		575,484.05	3,600,522.00	3,025,037.95	84.02
BUILDING DEPARTMENT					
524-12-00	SALARIES BLDG DEPT INSPECTOR & SECRI	9,882.76	62,982.00	53,099.24	84.31

**YTD Actual v Annual Budget
For The 2 Periods Ended 11/30/2023**

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
BUILDING DEPARTMENT		(Continued)			
524-21-00	FICA TAXES BUILDING DEPT	741.25	4,818.00	4,076.75	84.61
524-22-00	RETIREMENT CONTRIBUTIONS BLDG DEPT	1,056.43	8,547.00	7,490.57	87.64
524-23-00	HEALTH INS BLDG DEPT	1,818.88	21,893.00	20,074.12	91.69
524-24-00	WORKERS COMP INS BLDG DEPT	0.00	1,398.00	1,398.00	100.00
524-34-00	NCFRPC COMP PLAN AMENDMENTS & SP P	0.00	3,500.00	3,500.00	100.00
524-34-01	BUILDING DEPARTMENT WEBSITE MAINT &	0.00	5,000.00	5,000.00	100.00
524-40-00	TRAVEL BLDG DEPT	0.00	200.00	200.00	100.00
524-41-00	COMMUNICATIONS BLD DEPT	165.01	1,000.00	834.99	83.50
524-46-00	REPAIR & MAINTENANCE BLDG DEPT	0.00	500.00	500.00	100.00
524-48-00	ADVERTISEMENTS BLDG DEPT	0.00	100.00	100.00	100.00
524-51-00	OFFICE SUPPLIES BLDG DEPT	0.00	500.00	500.00	100.00
524-52-00	GAS, OIL & LUBRICANTS BLDG DEPT	108.66	2,000.00	1,891.34	94.57
Total BUILDING DEPARTMENT:		13,772.99	112,438.00	98,665.01	87.75
CONSERVATION EXPENDITURES					
537-12-00	SALARIES AND WAGES-EXT	9,626.55	62,467.00	52,840.45	84.59
537-21-00	FICA TAXES-EXT	736.38	4,779.00	4,042.62	84.59
537-22-00	RETIREMENT CONTRIBUTIONS-EXT	3,466.28	8,477.00	5,010.72	59.11
537-23-00	HEALTH INSURANCE/COUNTY AGENT	1,818.88	10,946.00	9,127.12	83.38
537-24-00	WORKER'S COMP - AG /EXT	0.00	144.00	144.00	100.00
537-34-00	CONTRACTUAL SERVICES - EXTENSION	0.00	3,500.00	3,500.00	100.00
537-34-01	OTHER SERVICES - DIV OF FORESTRY	12,837.59	12,838.00	0.41	0.00
537-40-00	TRAVEL (COUNTY AGENT & 4-H)	71.37	4,000.00	3,928.63	98.22
537-41-00	COMMUNICATION-EXT	158.00	1,000.00	842.00	84.20
537-42-00	POSTAGE - EXTENSION OFFICE	0.00	100.00	100.00	100.00
537-43-00	UTILITIES - AG BARN POWER POLE	78.87	400.00	321.13	80.28
537-46-00	REPAIR AND MAINTENANCE - EXT OFFICE	576.57	3,000.00	2,423.43	80.78
537-49-00	FEMA - EXT-4H	0.00	1,000.00	1,000.00	100.00
537-51-00	OFFICE SUPPLIES-EXT	917.49	3,000.00	2,082.51	69.42
537-52-00	MISC EXP AG ED BUILDING - NON GRANT E)	0.00	5,000.00	5,000.00	100.00
537-54-00	DUES, FEES & REGISTRATIONS	140.00	850.00	710.00	83.53
537-56-00	GAS, OIL & LUBRICANTS - EXT OFFICE	157.72	0.00	(157.72)	0.00
537-57-00	4-H AWARDS-EXT	167.93	3,000.00	2,832.07	94.40
537-64-00	MACHINERY & EQUIPMENT-EXT OFFC	289.79	1,500.00	1,210.21	80.68
537-65-00	AG ED & EXT OFFICE UTILITIES	445.20	3,500.00	3,054.80	87.28
Total CONSERVATION EXPENDITURES:		31,488.62	129,501.00	98,012.38	75.68
PUBLIC WELFARE & HUMAN SERVICES					
553-34-00	CONTRACTUAL-VETERANS SERVICE	932.25	5,676.00	4,743.75	83.58
553-40-00	VETERANS OFFICER - TRAVEL	460.00	1,000.00	540.00	54.00
553-51-00	VSO SUPPLIES	0.00	300.00	300.00	100.00
562-49-01	ACORN CLINIC	0.00	5,000.00	5,000.00	100.00
563-49-00	N FL MENTAL HEALTH CLINIC	10,000.00	25,000.00	15,000.00	60.00
564-40-00	TRANSPORTATION DISADVANTAGE TRUST	0.00	10,500.00	10,500.00	100.00
564-49-00	MEDICAID PAYMENTS (CO BILLING)	35,315.84	215,000.00	179,684.16	83.57
564-49-01	SUWANEE RIVER ECONOMIC COUNCIL	0.00	4,000.00	4,000.00	100.00
564-49-02	HCRA CONTRIBUTIONS	0.00	46,734.00	46,734.00	100.00
569-55-00	DORI SLOSBERG DRIVER ED FUNDS TO UC	0.00	3,000.00	3,000.00	100.00
Total PUBLIC WELFARE & HUMAN SERVICES:		46,708.09	316,210.00	269,501.91	85.23
CULTURE & RECREATION					
572-12-00	PARKS & REC WAGES	5,237.57	32,368.00	27,130.43	83.82
572-21-00	PARKS & REC PAYROLL TAXES	390.51	2,476.00	2,085.49	84.23

**YTD Actual v Annual Budget
For The 2 Periods Ended 11/30/2023**

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
CULTURE & RECREATION		(Continued)			
572-22-00	PARKS & REC RETIREMENT	710.74	4,392.00	3,681.26	83.82
572-23-00	PARKS & REC HLTH & LIFE INS	1,818.88	10,946.00	9,127.12	83.38
572-24-00	PARKS & REC WORKERS COMP	0.00	1,563.00	1,563.00	100.00
572-34-00	RECREATION BOARD ANNUAL CONTRIBUTI	0.00	25,000.00	25,000.00	100.00
572-34-01	POP WARNER ANNUAL CONTRIBUTION	0.00	1,000.00	1,000.00	100.00
572-34-02	LITTLE LEAGUE ANNUAL CONTRIBUTION	0.00	1,000.00	1,000.00	100.00
572-34-04	SOCCER ANNUAL CONTRIBUTION	0.00	1,000.00	1,000.00	100.00
572-43-01	UTILITIES SARAHS COMMUNITY PARK	93.15	600.00	506.85	84.48
572-43-03	UTILITIES PROVIDENCE PARK	85.55	500.00	414.45	82.89
572-43-04	UTILITIES PROVIDENCE COMM CTR	326.77	3,000.00	2,673.23	89.11
572-46-00	PARK & GROUNDS MAINT - ALL PARKS	568.61	3,500.00	2,931.39	83.75
572-46-01	PARK & GROUNDS MAINT - FUEL EXPENSE	59.36	4,000.00	3,940.64	98.52
572-46-03	PARK & GROUNDS MAIN PROVIDENCE & SA	973.00	1,000.00	27.00	2.70
572-49-00	PARK & GROUNDS MAINT-GEN	0.00	1,000.00	1,000.00	100.00
572-64-00	PARKS & GROUNDS MAINT - NEW EQUIP	0.00	5,000.00	5,000.00	100.00
572-99-02	O J PHILLIPS MAINT/REPAIR	6,000.00	0.00	(6,000.00)	0.00
573-52-00	HISTORICAL MUSEUM OPERATIONS	0.00	5,000.00	5,000.00	100.00
Total CULTURE & RECREATION:		16,264.14	103,345.00	87,080.86	84.26
COURT ADMINISTRATION & OPERATIONS					
601-34-03	CT ADMIN - PRO SE CASE MANAGER	249.99	13,140.00	12,890.01	98.10
601-34-04	CT ADMIN - OPERATING EXPENSES	0.00	33,850.00	33,850.00	100.00
602-41-00	ST ATTY - COMMUNICATIONS	0.00	2,000.00	2,000.00	100.00
602-43-00	ST ATTY - UTILITIES	414.98	2,000.00	1,585.02	79.25
602-46-00	ST ATTY - REPAIRS & MAINTENANCE	0.00	1,300.00	1,300.00	100.00
602-52-00	ST ATTY - CIRCUIT SHARED SERVICES (IT)	0.00	14,000.00	14,000.00	100.00
603-46-00	PUB DEF SOFTWARE MAINTENANCE	0.00	4,125.00	4,125.00	100.00
604-42-00	CLERK ADMIN POSTAGE	1,147.58	7,500.00	6,352.42	84.70
605-40-00	JUDICIAL SUPPORT TRAVEL	0.00	1,200.00	1,200.00	100.00
605-41-00	JUDICIAL SUPPORT COMMUNICATION	928.88	3,500.00	2,571.12	73.46
605-51-00	JUDICIAL SUPPORT OFFICE SUPPLY	708.31	1,000.00	291.69	29.17
605-54-00	JUDICIAL SUPPORT BOOKS & DUES	0.00	600.00	600.00	100.00
713-34-00	CLERK INFO SYSTMS CONTRACT SVC	23,833.51	45,936.00	22,102.49	48.12
713-41-00	INFO SYSTEMS CLERK COMMUNICATN	0.00	5,000.00	5,000.00	100.00
714-54-00	LAW LIBRARY EXPENDITRUES	0.00	1,000.00	1,000.00	100.00
715-31-00	LEGAL AID-THREE RIVERS LEGAL	0.00	2,000.00	2,000.00	100.00
Total COURT ADMINISTRATION & OPERATIONS:		27,283.25	138,151.00	110,867.75	80.25
COURTHOUSE FACILITIES					
711-34-00	COURTHOUSE SECURITY	2,596.50	0.00	(2,596.50)	0.00
712-12-00	COURTHOUSE FACILITIES - SALARIES & WA	6,917.50	43,100.00	36,182.50	83.95
712-21-00	COURTHOUSE FACILITIES - FICA TAXES	525.45	3,297.00	2,771.55	84.06
712-22-00	COURTHOUSE FACILITIES - RETIREMENT C	938.70	5,849.00	4,910.30	83.95
712-23-00	COURTHOUSE FACILITIES - HEALTH INSUR/	1,637.48	10,946.00	9,308.52	85.04
712-24-00	COURTHOUSE FACILITIES - WORKERS COM	0.00	2,082.00	2,082.00	100.00
712-32-00	COURTHOUSE FACILITIES - CONTRACT	7,749.03	5,400.00	(2,349.03)	(43.50)
712-34-00	COURTHOUSE FACILITIES - CONTRACTUAL	0.00	8,600.00	8,600.00	100.00
712-43-00	COURTHOUSE FACILITIES - UTILITIES	10,417.01	67,000.00	56,582.99	84.45
712-46-00	COURTHOUSE FACILITIES - REPAIRS	7,706.24	29,500.00	21,793.76	73.88
712-51-00	COURTHOUSE-CELL PHONE REIMB	197.92	1,200.00	1,002.08	83.51
712-52-00	COURTHOUSE FACLTY SERV & SUPPLY	1,126.37	2,000.00	873.63	43.68
712-64-00	COURTHOUSE CAPITAL OUTLAY	0.00	3,000.00	3,000.00	100.00

**YTD Actual v Annual Budget
For The 2 Periods Ended 11/30/2023**

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
Total COURTHOUSE FACILITIES:		39,812.20	181,974.00	142,161.80	78.12
TRANSFERS TO OTHER FUNDS					
581-00-00	TRANSFER TO TRANSPORTATION TR	350,000.00	350,000.00	0.00	0.00
581-01-00	TRANSFER TO EMS	500,000.00	500,000.00	0.00	0.00
581-02-00	TRANSFER TO SOLID WASTE	200,000.00	200,000.00	0.00	0.00
581-07-00	TRANSFER TO E-911 ACCOUNT	121,850.00	121,850.00	0.00	0.00
581-09-00	TRANSFER TO ANIMAL CONTROL	72,000.00	72,000.00	0.00	0.00
581-10-00	TRANSFER TO VOLUNTEER FIRE	50,000.00	50,000.00	0.00	0.00
581-13-00	TRANSFER TO MOSQUITO CONTROL	25,000.00	25,000.00	0.00	0.00
581-15-00	TRANSFER TO EMG	69,063.00	69,063.00	0.00	0.00
Total TRANSFERS TO OTHER FUNDS:		1,387,913.00	1,387,913.00	0.00	0.00
ENDING FUND BALANCE					
590-00-00	BUDGETED ENDING FUND BALANCE	0.00	2,454,838.00	2,454,838.00	100.00
590-00-03	END FUND BALANCE - HRA PREMIUM REFU	0.00	147,803.00	147,803.00	100.00
Total ENDING FUND BALANCE:		0.00	2,602,641.00	2,602,641.00	100.00
Total Expenses:		2,877,240.06	11,849,756.00	8,972,515.94	75.72
Total Budget:		(1,785,308.91)	0.00	(1,785,308.91)	0.00
Earnings Before Income Tax:		(1,785,308.91)	0.00	(1,785,308.91)	0.00
Current Year Net Change in Fund Balance:		(1,785,308.91)	0.00	(1,785,308.91)	0.00

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Bank Code: C

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000204078	11/22/2023	0014059	NATIONWIDE RETIREMENT SOLUTION	515.00	Auto
0000204079	11/22/2023	0019003	SDU-STATE DISBURSEMENT UNIT	242.31	Auto
0000204080	12/1/2023	0003070	VICKIE L. BARRON	98.96	Auto
0000204081	12/1/2023	0004049	BRUCE D. DUKES	37,389.50	Auto
0000204082	12/1/2023	0005001	LISA B. JOHNSON	28,166.89	Auto
0000204083	12/1/2023	0005007	EMERGENCY MANAGEMENT SERVICES	69,063.00	Auto
0000204084	12/1/2023	0006050	BARBARA L. FISCHER	486.75	Auto
0000204085	12/1/2023	0015009	DEBORAH K. OSBORNE	34,475.70	Auto
0000204086	12/1/2023	0016001	KELLIE HENDRICKS RHOADES	27,439.83	Auto
0000204087	12/1/2023	0021003	UNION COUNTY INSURANCE FUND	61,742.07	Auto
0000204088	12/1/2023	0023001	UNION COUNTY SHERIFF'S OFFICE	234,565.00	Auto
0000204089	12/1/2023	0023046	WINDSTREAM	2,171.89	Auto
0000204090	12/1/2023	0023051	RUSSELL A. WADE III, P.A.	2,754.00	Auto
0000204093	12/7/2023	0014059	NATIONWIDE RETIREMENT SOLUTION	515.00	Auto
0000204094	12/7/2023	0019003	SDU-STATE DISBURSEMENT UNIT	262.31	Auto
0000204095	12/7/2023	0026009	CAMPUS USA CREDIT UNION	624.74	Auto
0000204096	12/13/2023	0003005	CLAY ELECTRIC	583.25	Auto
0000204097	12/13/2023	0003008	CITY OF LAKE BUTLER	691.31	Auto
0000204098	12/13/2023	0005003	EMERGENCY MEDICAL SERVICES	50,000.00	Auto
0000204099	12/13/2023	0006001	F P & L	6,377.33	Auto
0000204100	12/13/2023	0019009	SOLID WASTE MANAGEMENT	297,000.00	Auto
0000204101	12/13/2023	0021017	UC TRANSPORTATION TRUST FUND	350,000.00	Auto
0000204102	12/13/2023	0023058	WEX BANK	59.36	Auto
0000204103	12/18/2023	0001016	ARCHER-MILTON FUNERAL HOME, INC.	710.00	Auto
0000204104	12/18/2023	0001164	AMAZON CAPITAL SERVICES	512.34	Auto
0000204105	12/18/2023	0002005	BRADFORD CO TELEGRAPH, INC.	35.04	Auto
0000204106	12/18/2023	0002027	BIELLINGS TIRE, INC.	498.62	Auto
0000204107	12/18/2023	0003024	CRYSTAL SPRINGS WATER CO.	55.96	Auto
0000204108	12/18/2023	0004100	JIM DEVALERIO	71.37	Auto
0000204109	12/18/2023	0005026	8th DISTRICT MEDICAL EXAMINER	3,028.57	Auto
0000204110	12/18/2023	0006011	FL ASSOCIATION OF COUNTIES INC	300.00	Auto
0000204111	12/18/2023	0006035	FACC SERVICES GROUP, LLC	19,813.51	Auto
0000204112	12/18/2023	0006082	FLORIDA RURAL ECONOMIC DEVELOPMENT ASSOCIATION	790.00	Auto
0000204113	12/18/2023	0010005	JACKSON BUILDING SUPPLY, INC	3.18	Auto
0000204114	12/18/2023	0010030	JAMES MOORE, CERTIFIED PUBLIC	15,000.00	Auto
0000204115	12/18/2023	0012005	LAKE BUTLER FARM CENTER, INC.	149.41	Auto
0000204116	12/18/2023	0013072	MATTHEWS ELECTRIC, LLC	1,475.00	Auto
0000204117	12/18/2023	0014002	NORTH CENTRAL FLORIDA REGIONAL	2,904.00	Auto
0000204118	12/18/2023	0014050	NEW RIVER TECHNOLOGY	434.00	Auto
0000204119	12/18/2023	0015003	THE OFFICE SHOP OF STARKE, LLC	356.36	Auto
0000204120	12/18/2023	0015020	OTIS	100.00	Auto
0000204121	12/18/2023	0016043	PITNEY BOWES PURCHASE POWER	468.82	Auto
0000204122	12/18/2023	0016044	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	35.00	Auto
0000204123	12/18/2023	0016068	YOUNG QUAILS, P.A.	1,317.26	Auto
0000204124	12/18/2023	0017001	QUILL CORPORATION	90.12	Auto
0000204125	12/18/2023	0019004	SPIRES IGA, INC.	35.74	Auto
0000204126	12/18/2023	0019033	SHEFFIELD PEST CONTROL, INC.	177.00	Auto
0000204127	12/18/2023	0020057	TD CARD SERVICES	1,837.33	Auto
0000204128	12/18/2023	0020059	THE NET GROUP ONLINE, INC.	475.00	Auto
0000204129	12/18/2023	0020088	THERIAQUE & SPAIN	1,950.00	Auto
0000204130	12/18/2023	0021029	LAKE BUTLER UNION COUNTY	20,000.00	Auto
0000204131	12/18/2023	0021096	UC GRANT & RESERVES	2,190.00	Auto
0000204132	12/18/2023	0023026	W W GAY MECHANICAL CONTRACTOR	2,265.00	Auto

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Bank Code: C

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000204133	12/18/2023	0023047	WILSON HEAT & AIR, INC.	90.00	Auto
0000204134	12/18/2023	0023065	JAMES WILLIAMS	311.58	Auto
112223TX	11/22/2023	0005010	EFT - UNITED STATES TREASURY	32,038.83	Manual
120723TX	12/7/2023	0005010	EFT - UNITED STATES TREASURY	35,541.29	Manual
24BDGTRAN	11/21/2023	0021053	UNION COUNTY E-911	121,850.00	Manual
24BDTRANS	11/21/2023	0005003	EMERGENCY MEDICAL SERVICES	250,000.00	Manual
DEC23MD	12/1/2023	0006004	FLORIDA MEDICAID/CO BILL MS#14	17,657.92	Manual
NOV 23 RET	12/8/2023	0006020	FLORIDA DIVISION OF RETIREMENT	60,758.93	Manual
Bank C Total:				<u>1,800,551.38</u>	
Report Total:				<u><u>1,800,551.38</u></u>	

**YTD Actual vs Annual Budget
For The 2 Periods Ended 11/30/2023**

TRANSPORTATION TRUST FUND (TTF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
LOCAL OPTION GAS TAXES					
312-30-00	NINTH CENT GAS TAX	0.00	78,633.00	(78,633.00)	(100.00)
312-40-00	LOCAL OPTION GAS TAX	0.00	401,469.00	(401,469.00)	(100.00)
Total LOCAL OPTION GAS TAXES:		0.00	480,102.00	(480,102.00)	(100.00)
INTERGOVERNMENTAL REVENUE					
335-42-00	GASOLINE TAX SURPLUS 20%	6,091.97	73,562.00	(67,470.03)	(91.72)
335-43-00	SECONDARY ROAD FUNDS-80%	24,367.87	294,246.00	(269,878.13)	(91.72)
335-44-00	7-CENT POUROVER (COUNTY FUEL)	0.00	162,103.00	(162,103.00)	(100.00)
335-49-00	MOTOR FUEL USE TAX/TRUCKERS	0.00	200.00	(200.00)	(100.00)
Total INTERGOVERNMENTAL REVENUE:		30,459.84	530,111.00	(499,651.16)	(94.25)
GRANT REVENUES					
334-49-08	NE 149TH STREET REVENUE	0.00	299,658.00	(299,658.00)	(100.00)
334-49-09	FDOT GRANT REVENUE - CR229	0.00	4,318,000.00	(4,318,000.00)	(100.00)
334-49-11	FDOT GRANT REVENUE - CR18	0.00	461,000.00	(461,000.00)	(100.00)
334-49-12	SCRAP REVENUE 92ND/146TH/152ND	0.00	256,400.00	(256,400.00)	(100.00)
334-49-13	SCRAP REVENUE CR238N #443419	0.00	4,323,700.00	(4,323,700.00)	(100.00)
334-49-14	CR-229 BRIDGE	0.00	1,320,000.00	(1,320,000.00)	(100.00)
Total GRANT REVENUES:		0.00	10,978,758.00	(10,978,758.00)	(100.00)
MISCELLANEOUS REVENUES					
341-90-00	OTHER CHARGES AND FEES	0.00	1,500.00	(1,500.00)	(100.00)
361-00-00	INTEREST EARNINGS	5.87	100.00	(94.13)	(94.13)
369-95-00	TRAFFIC SIGNAL MAINT DOT GRANT	0.00	4,596.00	(4,596.00)	(100.00)
Total MISCELLANEOUS REVENUES:		5.87	6,196.00	(6,190.13)	(99.91)
TRANSFERS FROM OTHER FUNDS					
381-02-00	TRANSFER FROM GENERAL FUND	350,000.00	350,000.00	0.00	0.00
Total TRANSFERS FROM OTHER FUNDS:		350,000.00	350,000.00	0.00	0.00
BEGINNING FUND BALANCE					
390-00-00	BEGINNING FUND BALANCE	0.00	242,065.00	(242,065.00)	(100.00)
Total BEGINNING FUND BALANCE:		0.00	242,065.00	(242,065.00)	(100.00)
Total REVENUE:		380,465.71	12,587,232.00	(12,206,766.29)	(96.98)
Gross Profit:		380,465.71	12,587,232.00	(12,206,766.29)	(96.98)
Expenses					
TRANSPORATION					
541-11-00	SALARY - ROAD SUPERINTENDENT	9,801.60	63,715.00	53,913.40	84.62
541-12-00	SALARY AND WAGES	69,970.54	506,431.00	436,460.46	86.18
541-14-00	SALARY:OVERTIME	0.00	10,576.00	10,576.00	100.00
541-21-00	FICA TAXES	5,985.72	44,425.00	38,439.28	86.53
541-22-00	RETIREMENT CONTRIBUTIONS	11,566.12	83,621.00	72,054.88	86.17
541-23-00	HEALTH INSURANCE	21,896.14	169,667.00	147,770.86	87.09
541-24-00	WORKERS' COMPENSATION INS	0.00	57,927.00	57,927.00	100.00
541-34-00	CONTRACTUAL SERVICES	28.00	4,500.00	4,472.00	99.38
541-41-00	COMMUNICATION	621.19	5,000.00	4,378.81	87.58
541-43-00	UTILITIES	0.00	5,000.00	5,000.00	100.00
541-43-A1	UTILITIES-SHOP	773.40	0.00	(773.40)	0.00
541-43-A2	UTILITIES - RED LIGHT	147.42	0.00	(147.42)	0.00
541-43-A3	UTILITIES - CAUTION LIGHT	74.43	0.00	(74.43)	0.00
541-45-00	VEHICLE & LIABILITY INSURANCE	0.00	25,000.00	25,000.00	100.00
541-46-00	REPAIR & MAINT OF EQUIPMENT	776.46	70,000.00	69,223.54	98.89

YTD Actual vs Annual Budget
For The 2 Periods Ended 11/30/2023

TRANSPORTATION TRUST FUND (TTF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
TRANSPORATION		(Continued)			
541-46-1G	REPAIR & MAINTENANCE - VAN	206.97	0.00	(206.97)	0.00
541-46-1I	REPAIR & MAINTENANCE - #8 PU	191.18	0.00	(191.18)	0.00
541-46-1J	REPAIR & MAINTENANCE - #9 PU	56.99	0.00	(56.99)	0.00
541-46-1L	REPAIR&MAINT #3 CEMETERY VAN	56.96	0.00	(56.96)	0.00
541-46-1R	REPAIR & MAINT FORD RANGER PU	479.20	0.00	(479.20)	0.00
541-46-2C	REPAIR & MAINTENANCE - #3 DT	286.98	0.00	(286.98)	0.00
541-46-2D	REPAIR & MAINT #4DT '07 MACK	526.47	0.00	(526.47)	0.00
541-46-2I	REPAIR AND MAINT - WATER TRUCK	115.48	0.00	(115.48)	0.00
541-46-4D	REPAIR & MAINTENANCE - #2G	350.98	0.00	(350.98)	0.00
541-46-4E	REPAIR & MAINTENANCE - LOADER	1,812.61	0.00	(1,812.61)	0.00
541-46-5B	REPAIR & MAINTENANCE - #2T	125.95	0.00	(125.95)	0.00
541-46-5H	REPAIR & MAINTENANCE - WE	261.38	0.00	(261.38)	0.00
541-46-5J	REPAIR & MAINTENANCE -#3 MOWER	116.92	0.00	(116.92)	0.00
541-46-5N	REPAIR & MAINT - RIDING MOWER	85.56	0.00	(85.56)	0.00
541-46-6A	REPAIR & MAINTENANCE - ET	261.00	0.00	(261.00)	0.00
541-46-6B	REPAIR & MAINTENANCE - UT	220.00	0.00	(220.00)	0.00
541-46-EX	SALARY-2020 MINI EXCAVATOR	427.96	0.00	(427.96)	0.00
541-46-JD	REPAIR & MAINT.- JOHN DEERE 6115D CAB	3,190.96	0.00	(3,190.96)	0.00
541-46-JR	REPAIR & MAINT 2019 FORD F350	746.96	0.00	(746.96)	0.00
541-46-KT	REPAIR & MAINT KUBOTA TRACTOR	1,199.68	0.00	(1,199.68)	0.00
541-46-ME	REPAIR & MAINTENANCE; MINI EXCAVATOR	259.00	0.00	(259.00)	0.00
541-46-Y9	REPAIR & MAIN CAT 120 Y90C00925	115.16	0.00	(115.16)	0.00
541-49-00	ADVERTISING	0.00	100.00	100.00	100.00
541-51-00	OFFICE SUPPLIES	835.03	3,000.00	2,164.97	72.17
541-52-00	OPERATING EXPENSES	5,313.69	40,000.00	34,686.31	86.72
541-52-4K	OTHER SUPPLIES-WATER TRUCK	10.98	0.00	(10.98)	0.00
541-53-A1	ROAD MATERIALS - SHOP	0.00	19,500.00	19,500.00	100.00
541-53-P1	ROAD MATERIALS - PRECINCT 1	616.95	16,750.00	16,133.05	96.32
541-53-P2	ROAD MATERIALS - PRECINCT 2	458.70	16,750.00	16,291.30	97.26
541-53-P3	ROAD MATERIALS - PRECINCT 3	458.70	16,750.00	16,291.30	97.26
541-53-P4	ROAD MATERIALS - PRECINCT 4	1,280.70	16,750.00	15,469.30	92.35
541-53-P5	ROAD MATERIALS - PRECINCT 5	1,447.92	16,750.00	15,302.08	91.36
541-53-S1	STRIPING- ALL DISTRICTS	0.00	15,000.00	15,000.00	100.00
541-54-00	BOOTS & UNIFORMS	0.00	5,000.00	5,000.00	100.00
541-55-00	TRAINING	0.00	1,000.00	1,000.00	100.00
541-56-00	GAS, OIL & LUBRICANTS	20,846.26	150,000.00	129,153.74	86.10
541-58-00	MISCELLANEOUS EXPENSE	0.00	7,000.00	7,000.00	100.00
541-59-00	CONTINGENCIES	0.00	50,000.00	50,000.00	100.00
541-63-01	ROAD CONSTRUCTION - MISC	0.00	5,000.00	5,000.00	100.00
541-64-00	NEW MACHINERY & EQUIPMENT	0.00	80,000.00	80,000.00	100.00
541-64-01	EQUIPMENT LEASE PAYMENTS	57,687.53	89,093.00	31,405.47	35.25
Total TRANSPORATION:		221,691.83	1,594,305.00	1,372,613.17	86.09
SCRAP & SCOP GRANT EXPENDITURES					
549-55-08	NE 149TH STREET EXPENSE	0.00	299,658.00	299,658.00	100.00
549-55-09	FDOT GRANT EXPENDITURES - CR229	0.00	4,318,000.00	4,318,000.00	100.00
549-55-11	SCRAP EXPENSE CR 18	0.00	461,000.00	461,000.00	100.00
549-55-12	SCRAP EXP - 92ND /146TH/ 152ND	11,689.80	256,400.00	244,710.20	95.44
549-55-13	SCRAP REVENUE CR 238N #443419-1	0.00	4,323,700.00	4,323,700.00	100.00
549-55-14	CR-229 BRIDGE SCRAP EXPENDITURES	0.00	1,320,000.00	1,320,000.00	100.00
Total SCRAP & SCOP GRANT EXPENDITURES:		11,689.80	10,978,758.00	10,967,068.20	99.89

**YTD Actual vs Annual Budget
For The 2 Periods Ended 11/30/2023**

TRANSPORTATION TRUST FUND (TTF)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
ENDING FUND BALANCE					
590-00-00	ENDING FUND BALANCE	0.00	14,169.00	14,169.00	100.00
Total ENDING FUND BALANCE:		0.00	14,169.00	14,169.00	100.00
Total Expenses:		233,381.63	12,587,232.00	12,353,850.37	98.15
EXCESS REV OVER (UNDER) EXP:		147,084.08	0.00	147,084.08	0.00
EXCESS REV/SOURCES OVER EXP:		147,084.08	0.00	147,084.08	0.00
Net Income (Loss):		147,084.08	0.00	147,084.08	0.00

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

TRANSPORTATION TRUST FUND (TTF)

Bank Code: C COMMUNITY STATE BANK

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000202456	12/13/2023	00-0003003	CLAY ELECTRIC COOPERATIVE	303.11	Auto
0000202457	12/13/2023	00-0006002	FLORIDA POWER & LIGHT COMPANY	57.08	Auto
0000202458	12/13/2023	00-0023016	WEX BANK	7,796.33	Auto
0000202459	12/13/2023	01-0021001	U.C. BOARD OF COMMISSIONERS	119,742.12	Auto
0000202460	12/18/2023	00-0001010	AUTOMOTIVE PARTS & EQUIPMENT	2,390.13	Auto
0000202461	12/18/2023	00-0001067	AMAZON CAPITAL SERVICES	157.66	Auto
0000202462	12/18/2023	00-0001072	AMERICAN TRAFFIC SAFETY MATERIALS, INC.	1,800.00	Auto
0000202463	12/18/2023	00-0002021	BEARD EQUIPMENT COMPANY	893.71	Auto
0000202464	12/18/2023	00-0003049	COASTAL EQUIPMENT SYSTEMS OF FLORIDA, LLC	561.54	Auto
0000202465	12/18/2023	00-0004012	DOUGLAS BATTERY OF STARKE	125.95	Auto
0000202466	12/18/2023	00-0008003	HO-BO TRACTOR COMPANY, INC.	3,035.07	Auto
0000202467	12/18/2023	00-0010004	JACKSON BUILDING SUPPLY	172.82	Auto
0000202468	12/18/2023	00-0010005	JONES & SON FIRE EXTINGUISHER	604.50	Auto
0000202469	12/18/2023	00-0012001	LAKE BUTLER FARM CENTER	443.70	Auto
0000202470	12/18/2023	00-0012002	LUBE SPECIALISTS	479.20	Auto
0000202471	12/18/2023	00-0012013	LAMB'S WELDING & REPAIR	225.00	Auto
0000202472	12/18/2023	00-0014004	NORTH FLORIDA WELDING SUPPLY	60.00	Auto
0000202473	12/18/2023	00-0014021	NORTH FLORIDA PROFESSIONAL SERVICES	8,976.60	Auto
0000202474	12/18/2023	00-0016026	PARKER PERFORMANCE, LLC	748.00	Auto
0000202475	12/18/2023	00-0018001	RING POWER CORPORATION	111.44	Auto
0000202476	12/18/2023	00-0020012	THOMAS HARDWARE, LLC	91.91	Auto
0000202477	12/18/2023	00-0021011	UNION POWER EQUIPMENT, INC.	245.68	Auto
0000202478	12/18/2023	01-0021001	U.C. BOARD OF COMMISSIONERS	34,866.83	Auto
Bank C Total:				<u>183,888.38</u>	
Report Total:				<u><u>183,888.38</u></u>	

**Budget to Actual by Division
For The 2 Periods Ended 11/30/2023
ANIMAL CONTROL**

UNION COUNTY SOLID WASTE DEPARTMENT (USW)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
CHARGES FOR SERVICES					
346-40-00-2	ANIMAL CONTROL AND SHELTER FEES	1,681.00	5,000.00	(3,319.00)	(66.38)
Total CHARGES FOR SERVICES:		1,681.00	5,000.00	(3,319.00)	(66.38)
MISCELLANEOUS REVENUES					
366-00-00-2	ADOPTION DONATIONS	0.00	1,500.00	(1,500.00)	(100.00)
Total MISCELLANEOUS REVENUES:		0.00	1,500.00	(1,500.00)	(100.00)
5% OF ESTIMATED REVENUE					
371-00-00-2	5% OF ESTIMATED REVENUE	0.00	(2,325.00)	2,325.00	100.00
Total 5% OF ESTIMATED REVENUE:		0.00	(2,325.00)	2,325.00	100.00
TRANSFERS IN					
381-01-00-2	TRANSFER FROM GENERAL FUND	72,000.00	72,000.00	0.00	0.00
381-01-01-2	TRANSFER FROM GFSA #2	0.00	40,000.00	(40,000.00)	(100.00)
Total TRANSFERS IN:		72,000.00	112,000.00	(40,000.00)	(35.71)
BUDGETED FUND BALANCE					
390-00-00-2	BEGINNING FUND BALANCE - ANIMAL CONT	0.00	22,379.00	(22,379.00)	(100.00)
Total BUDGETED FUND BALANCE:		0.00	22,379.00	(22,379.00)	(100.00)
Total REVENUE:		73,681.00	138,554.00	(64,873.00)	(46.82)
Gross Profit:		73,681.00	138,554.00	(64,873.00)	(46.82)
Expenses					
ANIMAL CONTROL EXPENDITURES					
562-12-00-2	ANIMAL CONTROL - SALARIES & WAGES	5,564.21	32,906.00	27,341.79	83.09
562-13-00-2	ANIMAL CONTROL:CALL-TIME-ANIMAL CON	1,024.00	6,656.00	5,632.00	84.62
562-14-00-2	ANIMAL CONTROL:OVERTIME-ANIMAL CON	1,497.80	4,966.00	3,468.20	69.84
562-21-00-2	ANIMAL CONTROL - FICA TAXES	608.18	3,406.00	2,797.82	82.14
562-22-00-2	ANIMAL CONTROL - RETIREMENT CONTRIB	1,097.26	6,042.00	4,944.74	81.84
562-23-00-2	ANIMAL CONTROL - HEALTH INS	0.00	10,946.00	10,946.00	100.00
562-24-00-2	ANIMAL CONTROL - WORKERS COMP	0.00	2,151.00	2,151.00	100.00
562-45-00-2	ANIMAL CONTROL:VEH/LIB IN-ANIMAL CONT	0.00	1,000.00	1,000.00	100.00
562-52-00-2	ANIMAL CONTROL - GAS, OIL & LUBRICANT	493.02	4,500.00	4,006.98	89.04
562-53-00-2	ANIMAL CONTROL OPERATING EXP	600.99	4,000.00	3,399.01	84.98
562-55-00-2	ANIMAL CONTROL - TRAINING	0.00	1,500.00	1,500.00	100.00
562-58-00-2	ANIMAL CONTROL - OTHER EXPENSE	358.99	4,000.00	3,641.01	91.03
562-60-00-2	CAPITOL OUTLAY - AC	0.00	40,000.00	40,000.00	100.00
Total ANIMAL CONTROL EXPENDITURES:		11,244.45	122,073.00	110,828.55	90.79
ENDING FUND BALANCE					
589-90-00-2	ENDING FUND BALANCE - ANIMAL CONTRO	0.00	16,481.00	16,481.00	100.00
Total ENDING FUND BALANCE:		0.00	16,481.00	16,481.00	100.00
Total Expenses:		11,244.45	138,554.00	127,309.55	91.88
EXCESS REV OVER (UNDER) EXP:		62,436.55	0.00	62,436.55	0.00
EXCESS REV/SOURCES OVER EXP:		62,436.55	0.00	62,436.55	0.00
Net Income (Loss):		62,436.55	0.00	62,436.55	0.00

**Budget to Actual by Division
For The 2 Periods Ended 11/30/2023**

UNION COUNTY SOLID WASTE DEPARTMENT (USW)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
SPECIAL ASSESSMENT					
325-20-00-1	SPECIAL ASSESSMENT	68,983.67	305,000.00	(236,016.33)	(77.38)
Total SPECIAL ASSESSMENT:		68,983.67	305,000.00	(236,016.33)	(77.38)
INTERGOVERNMENTAL REVENUE					
334-34-00-1	SMALL COUNTY CONSOLIDATED GRANT	0.00	93,750.00	(93,750.00)	(100.00)
Total INTERGOVERNMENTAL REVENUE:		0.00	93,750.00	(93,750.00)	(100.00)
CHARGES FOR SERVICES					
343-40-00-1	GARBAGE COLLECTION	8,073.00	38,000.00	(29,927.00)	(78.76)
362-00-00-1	MISC INCOME-LEASE ON CONTAINER	3,480.00	15,000.00	(11,520.00)	(76.80)
Total CHARGES FOR SERVICES:		11,553.00	53,000.00	(41,447.00)	(78.20)
MISCELLANEOUS REVENUES					
361-00-00-1	INTEREST INCOME	21.53	250.00	(228.47)	(91.39)
365-00-00-1	SALE OF SURPLUS MATERIALS (SCRAP)	4,692.24	29,000.00	(24,307.76)	(83.82)
369-00-00-1	MISCELLANEOUS INCOME	55.00	2.00	53.00	2,650.00
369-01-AS-1	SURCHG & ASSESSMENT FEES-NRSWA	10,202.08	120,000.00	(109,797.92)	(91.50)
369-01-NR-1	HOST FEE FROM NRSWA	33,333.32	200,000.00	(166,666.68)	(83.33)
Total MISCELLANEOUS REVENUES:		48,304.17	349,252.00	(300,947.83)	(86.17)
5% OF ESTIMATED REVENUE					
371-00-00-1	5% OF ESTIMATED REVENUES	0.00	(40,050.00)	40,050.00	100.00
Total 5% OF ESTIMATED REVENUE:		0.00	(40,050.00)	40,050.00	100.00
TRANSFERS IN					
381-01-00-1	TRANSFER FROM GENERAL FUND	200,000.00	200,000.00	0.00	0.00
381-01-01-1	TRANSFER FROM GFSA #2	0.00	260,757.00	(260,757.00)	(100.00)
Total TRANSFERS IN:		200,000.00	460,757.00	(260,757.00)	(56.59)
BUDGETED FUND BALANCE					
390-00-00-1	BEGINNING FUND BALANCE - SOLID WASTE	0.00	172,863.00	(172,863.00)	(100.00)
Total BUDGETED FUND BALANCE:		0.00	172,863.00	(172,863.00)	(100.00)
Total REVENUE:		328,840.84	1,394,572.00	(1,065,731.16)	(76.42)
Gross Profit:		328,840.84	1,394,572.00	(1,065,731.16)	(76.42)
Expenses					
SOLID WASTE EXPENDITURES					
534-11-00-1	SALARY-SOLID WASTE DIRECTOR	8,965.84	58,601.00	49,635.16	84.70
534-12-00-1	SALARY AND WAGES	51,520.99	325,788.00	274,267.01	84.19
534-13-00-1	CALL-TIME WAGES	2,244.00	24,000.00	21,756.00	90.65
534-14-00-1	SOLID WASTE:OVERTIME	668.39	4,472.00	3,803.61	85.05
534-21-00-1	FICA TAXES	4,778.00	31,584.00	26,806.00	84.87
534-22-00-1	RETIREMENT CONTRIBUTIONS	24,326.95	50,246.00	25,919.05	51.58
534-23-00-1	HEALTH INSURANCE	0.00	114,936.00	114,936.00	100.00
534-24-00-1	WORKERS COMPENSATION INSURANCE	0.00	23,336.00	23,336.00	100.00
534-34-00-1	CONTRACTUAL SERVICE	76.44	300.00	223.56	74.52
534-41-00-1	COMMUNICATION	156.72	10,800.00	10,643.28	98.55
534-41-A1-1	COMMUNICATIONS-SHOP	1,209.55	0.00	(1,209.55)	0.00
534-41-C1-1	COMMUNICATIONS-CC 1	48.71	0.00	(48.71)	0.00
534-41-C2-1	COMMUNICATIONS-CC 2	47.57	0.00	(47.57)	0.00
534-41-C3-1	COMMUNICATIONS-CC 3	678.89	0.00	(678.89)	0.00
534-41-C4-1	COMMUNICATIONS-CC 4	47.57	0.00	(47.57)	0.00
534-41-C5-1	COMMUNICATIONS-CC 5	82.27	0.00	(82.27)	0.00
534-43-00-1	UTILITIES	350.39	6,500.00	6,149.61	94.61

**Budget to Actual by Division
For The 2 Periods Ended 11/30/2023**

UNION COUNTY SOLID WASTE DEPARTMENT (USW)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
SOLID WASTE EXPENDITURES		(Continued)			
534-43-C1-1	UTILITIES-CC 1	175.56	0.00	(175.56)	0.00
534-43-C2-1	UTILITIES-CC 2	98.89	0.00	(98.89)	0.00
534-43-C3-1	UTILITIES-CC 3	159.76	0.00	(159.76)	0.00
534-43-C4-1	UTILITIES-CC 4	105.60	0.00	(105.60)	0.00
534-43-C5-1	UTILITIES-CC 5	139.57	0.00	(139.57)	0.00
534-45-00-1	VEHICLE & LIABILITY INSURANCE	725.00	6,300.00	5,575.00	88.49
534-46-00-1	REPAIR & MAINTENANCE OF EQUIP	3,054.96	70,000.00	66,945.04	95.64
534-46-1C-1	REPAIR & MAINT-ANIMAL CONTROL	420.84	0.00	(420.84)	0.00
534-46-5A-1	REPAIR & MAINT-#1 ROLL-OFF	245.90	0.00	(245.90)	0.00
534-46-5C-1	REPAIR & MAINT.: 2012 #2 ROLL OFF	6,255.49	0.00	(6,255.49)	0.00
534-46-C1-1	REPAIR & MAINT - CC 1	432.29	0.00	(432.29)	0.00
534-46-C3-1	REPAIR & MAINT - CC 3	79.98	0.00	(79.98)	0.00
534-46-C4-1	REPAIR & MAINT - CC 4	450.00	0.00	(450.00)	0.00
534-46-C5-1	REPAIR & MAINT - CC 5	1.99	0.00	(1.99)	0.00
534-49-02-1	HARDSHIP / CHARGE OFF EXPENSE	0.00	3,500.00	3,500.00	100.00
534-51-00-1	OFFICE SUPPLIES	318.90	2,500.00	2,181.10	87.24
534-52-00-1	OPERATING EXPENSES	7,078.97	26,500.00	19,421.03	73.29
534-52-C1-1	OTHER SUPPLIES-CC 1	100.00	0.00	(100.00)	0.00
534-52-C2-1	OTHER SUPPLIES-CC 2	100.00	0.00	(100.00)	0.00
534-52-C3-1	OTHER SUPPLIES-CC 3	100.00	0.00	(100.00)	0.00
534-52-C4-1	OTHER SUPPLIES-CC 4	100.00	0.00	(100.00)	0.00
534-52-C5-1	OTHER SUPPLIES-CC5	100.00	0.00	(100.00)	0.00
534-54-00-1	BOOTS & UNIFORMS	0.00	2,000.00	2,000.00	100.00
534-55-00-1	NRSWA-TIPPING FEES	(1,078.44)	260,000.00	261,078.44	100.41
534-56-00-1	GAS, OIL, LUBRICANTS	8,794.01	70,000.00	61,205.99	87.44
534-59-00-1	CONTINGENCIES	0.00	5,000.00	5,000.00	100.00
534-64-00-1	NEW EQUIPMENT PURCHASE	0.00	265,757.00	265,757.00	100.00
534-66-00-1	LANDFILL CLOSURE COSTS	8,136.51	25,000.00	16,863.49	67.45
Total SOLID WASTE EXPENDITURES:		131,298.06	1,387,120.00	1,255,821.94	90.53
ENDING FUND BALANCE					
589-90-00-1	ENDING FUND BALANCE - SOLID WASTE	0.00	7,452.00	7,452.00	100.00
Total ENDING FUND BALANCE:		0.00	7,452.00	7,452.00	100.00
Total Expenses:		131,298.06	1,394,572.00	1,263,273.94	90.59
EXCESS REV OVER (UNDER) EXP:		197,542.78	0.00	197,542.78	0.00
EXCESS REV/SOURCES OVER EXP:		197,542.78	0.00	197,542.78	0.00
Net Income (Loss):		197,542.78	0.00	197,542.78	0.00

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

UNION COUNTY SOLID WASTE DEPARTMENT (USW)

Bank Code: C COMMUNITY STATE BANK

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000021297	12/1/2023	00-0023006	WINDSTREAM	672.76	Auto
0000021298	12/1/2023	01-0021001	UC BOARD OF COMMISSIONERS*****	21,791.18	Auto
0000021299	12/13/2023	00-0003003	CLAY ELECTRIC COOPERATIVE	464.82	Auto
0000021300	12/13/2023	00-0022006	VERIZON WIRELESS	133.47	Auto
0000021301	12/13/2023	00-0023024	WEX BANK	4,342.04	Auto
0000021302	12/18/2023	00-0000107	AMAZON CAPITAL SERVICES	125.82	Auto
0000021303	12/18/2023	00-0001001	AT&T	338.88	Auto
0000021304	12/18/2023	00-0001010	AUTOMOTIVE PARTS & EQUIPMENT	528.46	Auto
0000021305	12/18/2023	00-0001048	AAA PORTA SERVE, INC	525.00	Auto
0000021306	12/18/2023	00-0001058	JONES EDMUNDS	2,920.91	Auto
0000021307	12/18/2023	00-0003035	CRYSTAL SPRINGS	76.44	Auto
0000021308	12/18/2023	00-0010004	JACKSON BUILDING SUPPLY	311.48	Auto
0000021309	12/18/2023	00-0010005	JONES & SON FIRE EXTINGUISHER	827.50	Auto
0000021310	12/18/2023	00-0010016	JONES WELDING & INDUSTRIAL SUPPLIES, INC.	113.81	Auto
0000021311	12/18/2023	00-0012001	LAKE BUTLER FARM CENTER	450.51	Auto
0000021312	12/18/2023	00-0012026	LUBE SPECIALIST	531.03	Auto
0000021313	12/18/2023	00-0013008	MACCLENNY VETERINARY CLINIC	340.00	Auto
0000021314	12/18/2023	00-0014004	NORTH FLORIDA WELDING SUPPLY	240.00	Auto
0000021315	12/18/2023	00-0014011	NEXTRAN TRUCK CENTER	5,974.92	Auto
0000021316	12/18/2023	00-0014024	NEW RIVER TECHNOLOGY	661.00	Auto
0000021317	12/18/2023	00-0015005	THE OFFICE SHOP	86.95	Auto
0000021318	12/18/2023	00-0015007	OIL RECOVERY, INC	150.00	Auto
0000021319	12/18/2023	00-0019018	SHEFFIELD PEST CONTROL	150.00	Auto
0000021320	12/18/2023	00-0019044	SECUR-TEL SECURITY SYSTEMS	287.50	Auto
0000021321	12/18/2023	00-0019069	SHELTER LUV	14.00	Auto
0000021322	12/18/2023	00-0020018	TD CARD SERVICES	767.00	Auto
0000021323	12/18/2023	00-0020028	THE NET GROUP	800.00	Auto
0000021324	12/18/2023	00-0023006	WINDSTREAM	40.42	Auto
0000021325	12/18/2023	01-0021001	UC BOARD OF COMMISSIONERS*****	30,375.20	Auto
Bank C Total:				<u>74,041.10</u>	
Report Total:				<u><u>74,041.10</u></u>	

Budget to Actual by Division
For The 2 Periods Ended 11/30/2023
MOSQUITO CONTROL

UNION COUNTY SOLID WASTE DEPARTMENT (USW)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
INTERGOVERNMENTAL REVENUE					
334-61-00-3	MOSQUITO CONTROL GRANT	0.00	38,025.00	(38,025.00)	(100.00)
Total INTERGOVERNMENTAL REVENUE:		0.00	38,025.00	(38,025.00)	(100.00)
TRANSFERS IN					
381-01-00-3	TRANSFER FROM SOLID WASTE	25,000.00	25,000.00	0.00	0.00
Total TRANSFERS IN:		25,000.00	25,000.00	0.00	0.00
BUDGETED FUND BALANCE					
390-00-00-3	BEGINNING FUND BALANCE - MOSQUITO CONTROL	0.00	64,227.00	(64,227.00)	(100.00)
Total BUDGETED FUND BALANCE:		0.00	64,227.00	(64,227.00)	(100.00)
Total REVENUE:		25,000.00	127,252.00	(102,252.00)	(80.35)
Gross Profit:		25,000.00	127,252.00	(102,252.00)	(80.35)
Expenses					
ANIMAL CONTROL EXPENDITURES					
562-11-00-3	MOSQUITO CONTROL - DIRECTOR SALARY	1,786.16	11,610.00	9,823.84	84.62
562-14-00-3	MOSQUITO CONTROL - OVERTIME	0.00	15,321.00	15,321.00	100.00
562-21-00-3	MOSQUITO CONTROL - FICA TAXES	134.28	2,060.00	1,925.72	93.48
562-22-00-3	MOSQUITO CONTROL - RETIREMENT CONT	242.40	3,655.00	3,412.60	93.37
562-24-00-3	MOSQUITO CONTROL - WORKERS COMP	0.00	1,301.00	1,301.00	100.00
562-40-00-3	MOSQUITO CONTROL TRAVEL	0.00	500.00	500.00	100.00
562-45-00-3	MOSQUITO CONTROL - VEHICLE & LIABILITY	0.00	1,967.00	1,967.00	100.00
562-46-00-3	MOSQUITO CONTROL - REPAIRS & MAINTENANCE	0.00	1,000.00	1,000.00	100.00
562-52-01-3	MOSQUITO CONTROL - GASOLINE & OIL	0.00	3,200.00	3,200.00	100.00
562-52-02-3	MOSQUITO CONTROL - CHEMICALS	0.00	30,300.00	30,300.00	100.00
562-52-05-3	MOSQUITO CONTROL - TOOLS & IMPLEMENTS	0.00	1,000.00	1,000.00	100.00
562-54-00-3	MOSQUITO CONTROL: PUBLICATIONS & DISTRIBUTION	0.00	200.00	200.00	100.00
562-55-00-3	MOSQUITO CONTROL - TRAINING	0.00	1,500.00	1,500.00	100.00
562-59-00-3	MOSQUITO CONTROL - CONTINGENCIES	0.00	5,000.00	5,000.00	100.00
Total ANIMAL CONTROL EXPENDITURES:		2,162.84	78,614.00	76,451.16	97.25
ENDING FUND BALANCE					
589-90-00-3	ENDING FUND BALANCE - MOSQUITO CONTROL	0.00	48,638.00	48,638.00	100.00
Total ENDING FUND BALANCE:		0.00	48,638.00	48,638.00	100.00
Total Expenses:		2,162.84	127,252.00	125,089.16	98.30
EXCESS REV OVER (UNDER) EXP:		22,837.16	0.00	22,837.16	0.00
EXCESS REV/SOURCES OVER EXP:		22,837.16	0.00	22,837.16	0.00
Net Income (Loss):		22,837.16	0.00	22,837.16	0.00

YTD BUDGET TO ACTUAL
For The 2 Periods Ended 11/30/2023

E-911 COMMUNICATIONS ACCOUNT (911)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUES					
REVENUES					
351-15-3	SUPPLEMENTAL DISBURSEMENT	0.00	81,000.00	(81,000.00)	(100.00)
351-20-1	NON-WIRELESS DISBURSEMENTS	0.00	15,000.00	(15,000.00)	(100.00)
351-21-2	WIRELESS DISBURSEMENTS	0.00	28,000.00	(28,000.00)	(100.00)
351-21-4	PREPAID WIRELESS DISBURSEMENT	0.00	6,000.00	(6,000.00)	(100.00)
351-22-4	911 BOARD SPECIAL GRANTS	0.00	150,792.00	(150,792.00)	(100.00)
361-00-1	INTEREST EARNINGS	5.43	110.00	(104.57)	(95.06)
Total REVENUES:		5.43	280,902.00	(280,896.57)	(100.00)
TRANSFERS IN					
381-01-0	TRANSFER FROM GENERAL FUND	121,850.00	121,850.00	0.00	0.00
Total TRANSFERS IN:		121,850.00	121,850.00	0.00	0.00
5% OF BUDGET					
371-00-0	5% OF ESTIMATED REVENUE	0.00	(6,506.00)	6,506.00	100.00
Total 5% OF BUDGET:		0.00	(6,506.00)	6,506.00	100.00
BUDGETED FUND BALANCE					
390-00-0	BEGINNING FUND BALANCE	0.00	204,250.00	(204,250.00)	(100.00)
Total BUDGETED FUND BALANCE:		0.00	204,250.00	(204,250.00)	(100.00)
Total REVENUES:		121,855.43	600,496.00	(478,640.57)	(79.71)
TOTAL BUDGET:		121,855.43	600,496.00	(478,640.57)	(79.71)
EXPENDITURES					
EXPENDITURES					
521-11-3	COORDINATOR'S SALARY - GRANT	2,936.00	20,185.00	17,249.00	85.45
521-12-2	SALARIES & WAGES	22,197.46	90,167.00	67,969.54	75.38
521-12-3	STAFF ASSISTANT SALARY & WAGES	0.00	10,951.00	10,951.00	100.00
521-13-3	COORDINATOR'S FICA	0.00	1,544.00	1,544.00	100.00
521-14-2	OVERTIME	3,423.10	66,056.00	62,632.90	94.82
521-14-3	COORDINATOR'S RETIREMENT	0.00	2,739.00	2,739.00	100.00
521-15-3	COORDINATOR'S INSURANCE	0.00	2,737.00	2,737.00	100.00
521-21-2	FICA TAXES	2,130.31	11,951.00	9,820.69	82.17
521-21-3	STAFF ASSISTANT FICA/MEDICARE	0.00	838.00	838.00	100.00
521-22-2	RETIREMENT	3,875.13	21,200.00	17,324.87	81.72
521-22-3	STAFF ASSISTANT RETIREMENT	0.00	1,486.00	1,486.00	100.00
521-23-0	WORKER'S COMP INSURANCE	0.00	9,368.00	9,368.00	100.00
521-23-2	HEALTH INSURANCE	7,656.10	40,939.00	33,282.90	81.30
521-23-3	STAFF ASSISTANT HEALTH INSURAN	0.00	2,737.00	2,737.00	100.00
521-34-3	TEL-CO SELECTIVE ROUTING CHRGS	10.08	6,000.00	5,989.92	99.83
521-34-4	CONTRACTUAL SERVICES - GRANTS	43,655.80	81,000.00	37,344.20	46.10
521-34-5	CONTRACTUAL SERVICES - LOCAL	0.00	5,000.00	5,000.00	100.00
521-40-3	TRAVEL	0.00	2,000.00	2,000.00	100.00
521-42-1	MISCELLANEOUS EXPENSES	0.00	500.00	500.00	100.00
521-46-4	MAINTENANCE AGRMTS (911GRANT)	0.00	69,000.00	69,000.00	100.00
521-51-5	EQUIPMENT & SUPPLIES	1,194.57	10,000.00	8,805.43	88.05
521-51-6	CONTRACTUAL SERVICES - TEXT TO 911	0.00	1,620.00	1,620.00	100.00
521-54-5	TRAINING	0.00	2,000.00	2,000.00	100.00
521-59-1	CONTINGENCIES	0.00	10,000.00	10,000.00	100.00
521-61-3	CONTRCT-HARDWARE/SOFTWARE-GRNT	10,458.75	0.00	(10,458.75)	0.00
Total EXPENDITURES:		97,537.30	470,018.00	372,480.70	79.25
BUDGETED FUND BALANCE					

YTD BUDGET TO ACTUAL
For The 2 Periods Ended 11/30/2023

E-911 COMMUNICATIONS ACCOUNT (911)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
BUDGETED FUND BALANCE		(Continued)			
589-00-0	BUDGETED ENDING FUND BALANCE	0.00	130,478.00	130,478.00	100.00
Total BUDGETED FUND BALANCE:		0.00	130,478.00	130,478.00	100.00
Total EXPENDITURES:		97,537.30	600,496.00	502,958.70	83.76
NET CHANGE IN FUND BALANCE:		24,318.13	0.00	24,318.13	0.00
NET CHANGE IN FUND BALANCE:		24,318.13	0.00	24,318.13	0.00
NET CHANGE IN FUND BALANCE:		24,318.13	0.00	24,318.13	0.00

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

E-911 COMMUNICATIONS ACCOUNT (911)

Bank Code: C CASH - CSB OPERATING					
Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000000687	12/1/2023	01-0021001	UC BOARD OF CO COMMISSIONERS	9,091.33	Auto
0000000688	12/18/2023	00-0012007	LANGUAGE LINE SERVICES, INC	7.84	Auto
0000000689	12/18/2023	00-0014007	NAFECO	96.69	Auto
0000000690	12/18/2023	01-0021001	UC BOARD OF CO COMMISSIONERS	14,186.54	Auto
Bank C Total:				23,382.40	
Report Total:				23,382.40	

ORIGINAL BUDGET TO ACTUAL
For The 2 Periods Ended 11/30/2023

EMERGENCY MANAGEMENT (EMG)

		Year to Date	ORIGINAL YTD Budget	Variance
REVENUE				
INTERGOVERNMENTAL REVENUE				
33100-20-3	EMPG GRANT PROCEEDS	0.00	43,466.00	(43,466.00)
33400-20-2	EMPA GRANT PROCEEDS	0.00	105,806.00	(105,806.00)
Total INTERGOVERNMENTAL REVENUE:		0.00	149,272.00	(149,272.00)
MISCELLANEOUS REVENUES				
36100-00-1	INTEREST EARNINGS	8.12	100.00	(91.88)
Total MISCELLANEOUS REVENUES:		8.12	100.00	(91.88)
5% OF ESTIMATED REVENUE				
37100-00-1	5% ESTIMATED REVENUES - LOCAL	0.00	(5.00)	5.00
Total 5% OF ESTIMATED REVENUE:		0.00	(5.00)	5.00
TRANSFERS FROM OTHER FUNDS				
38100-00-1	TRANSFER FROM GENERAL FUND	69,063.00	69,063.00	0.00
Total TRANSFERS FROM OTHER FUNDS:		69,063.00	69,063.00	0.00
BUDGETED BEGINNING FUND BALANCE				
39000-00-1	BEGINNING FUND BALANCE	0.00	134,671.00	(134,671.00)
Total BUDGETED BEGINNING FUND BALANCE:		0.00	134,671.00	(134,671.00)
Total REVENUE:		69,071.12	353,101.00	(284,029.88)
Gross Profit:		69,071.12	353,101.00	(284,029.88)
Expenses				
EMERGENCY AND DISASTER RELIEF SVCE				
52500-11-2	DIRECTOR'S SALARY	8,808.01	60,557.00	51,748.99
52500-12-2	OTHER SALARIES	7,677.03	52,880.00	45,202.97
52500-14-2	EMERGENCY MANAGEMENT-OVERTIME SALAF	797.66	6,793.00	5,995.34
52500-21-2	FICA TAXES	1,293.98	9,198.00	7,904.02
52500-22-2	RETIREMENT	1,863.19	12,675.00	10,811.81
52500-23-2	HEALTH INSURANCE	2,492.06	16,419.00	13,926.94
52500-24-2	WORKER'S COMP	0.00	361.00	361.00
52500-34-3	CONTRACTUAL SERVICES - EMPG	0.00	10,000.00	10,000.00
52500-40-1	TRAVEL - LOCAL	0.00	1,000.00	1,000.00
52500-40-3	TRAVEL - EMPG	0.00	5,000.00	5,000.00
52500-41-2	COMMUNICATIONS - EMPA	0.00	1,500.00	1,500.00
52500-41-3	COMMUNICATIONS - EMPG	3,186.18	24,000.00	20,813.82
52500-42-1	POSTAGE - LOCAL	0.00	50.00	50.00
52500-43-3	UTILITIES - EMPG	780.91	5,000.00	4,219.09
52500-45-1	VEHICLE & BUILDING INS - LOCAL	0.00	6,000.00	6,000.00
52500-46-1	REPAIR & MAINTENANCE - LOCAL	0.00	100.00	100.00
52500-46-3	REPAIR & MAINT - -EMPG	1,120.47	4,000.00	2,879.53
52500-48-1	PUBLIC EDUCATION - LOCAL	0.00	250.00	250.00
52500-51-1	OFFICE SUPPLIES - LOCAL	207.36	3,000.00	2,792.64
52500-51-3	OFFICE SUPPLIES - EMPG	630.34	5,000.00	4,369.66
52500-52-3	GAS, OIL & LUBRICANTS - EMPG	621.80	3,000.00	2,378.20
52500-54-1	TRAINING - LOCAL	0.00	500.00	500.00
52500-54-3	TRAINING - EMPG	0.00	500.00	500.00

Run Date: 12/14/2023 10:16:41AM

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ORIGINAL BUDGET TO ACTUAL
For The 2 Periods Ended 11/30/2023

EMERGENCY MANAGEMENT (EMG)

		Year to Date	ORIGINAL YTD Budget	Variance
EMERGENCY AND DISASTER RELIEF SVCE		(Continued)		
52500-58-1	CONTINGENCIES	0.00	10,000.00	10,000.00
52500-59-1	MISCELLANEOUS EXPENSE - LOCAL	0.00	500.00	500.00
52500-64-5	EMERGENCY MANAGEMENT-LOCAL TRUCK	0.00	10,000.00	10,000.00
Total EMERGENCY AND DISASTER RELIEF SVCE:		29,478.99	248,283.00	218,804.01
BUDGETED ENDING FUND BALANCE				
59000-00-1	ENDING FUND BALANCE	0.00	104,818.00	104,818.00
Total BUDGETED ENDING FUND BALANCE:		0.00	104,818.00	104,818.00
Total Expenses:		29,478.99	353,101.00	323,622.01
EXCESS REV OVER (UNDER) EXP:		39,592.13	0.00	39,592.13
EXCESS REV/SOURCES OVER EXP:		39,592.13	0.00	39,592.13
Net Income (Loss):		39,592.13	0.00	39,592.13

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

EMERGENCY MANAGEMENT (EMG)

Bank Code: C COMMUNITY STATE BANK

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000201630	12/1/2023	0003003	CRYSTAL SPRINGS WATER CO.	116.92	Auto
0000201631	12/1/2023	0021001	UNION CO BD OF COMMISSIONERS	4,343.51	Auto
0000201632	12/13/2023	0001001	VERIZON WIRELESS	161.99	Auto
0000201633	12/13/2023	0001005	A T & T MOBILITY	165.19	Auto
0000201634	12/13/2023	0006003	FPL	727.59	Auto
0000201635	12/13/2023	0023004	WINDSTREAM	1,031.18	Auto
0000201636	12/13/2023	0023004	WINDSTREAM	235.12	Auto
0000201637	12/13/2023	0023007	WEX BANK	156.64	Auto
0000201638	12/18/2023	0014006	NAFECO	38.00	Auto
0000201639	12/18/2023	0021001	UNION CO BD OF COMMISSIONERS	5,664.55	Auto
Bank C Total:				<u>12,640.69</u>	
Report Total:				<u><u>12,640.69</u></u>	

Income Statement
For The 2 Periods Ended 11/30/2023
EMS

EMERGENCY MEDICAL SERVICES (EMS)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
INTERGOVERNMENTAL REVENUE					
33400-21-01	GRANT REVENUE MATCHING	0.00	50,000.00	(50,000.00)	(100.00)
Total INTERGOVERNMENTAL REVENUE:		0.00	50,000.00	(50,000.00)	(100.00)
CHARGES FOR SERVICES					
34200-61-01	CHARGES FOR SERVICES	349,607.19	1,800,000.00	(1,450,392.81)	(80.58)
34200-97-01	MISCELLANEOUS ADJUSTMENTS	11,961.05	(20,604.00)	32,565.05	158.05
34200-98-01	BAD DEBT ADJUSTMENT/COURTESY DISCO	(35,866.89)	(260,000.00)	224,133.11	86.21
34200-99-01	CONTRACTUAL ADJUSTMENTS	(108,732.07)	(497,000.00)	388,267.93	78.12
Total CHARGES FOR SERVICES:		216,969.28	1,022,396.00	(805,426.72)	(78.78)
MISCELLANEOUS REVENUES					
34100-90-01	OTHER GEN. GOVERNMENTAL CHARGES- C	0.00	5,000.00	(5,000.00)	(100.00)
36100-01-01	INTEREST	17.98	250.00	(232.02)	(92.81)
36300-10-01	SPECIAL ASSESSMENT	67,808.65	300,000.00	(232,191.35)	(77.40)
36900-01-01	MISCELLANEOUS INCOME	1,037.38	175.00	862.38	492.79
36900-02-01	BAD DEBT RECOVERY	827.84	3,000.00	(2,172.16)	(72.41)
36900-03-01	BAD DEBT RECOVERY- COLLECTION AGEN	0.00	3,000.00	(3,000.00)	(100.00)
Total MISCELLANEOUS REVENUES:		69,691.85	311,425.00	(241,733.15)	(77.62)
5% OF ESTIMATED REVENUE					
37000-00-01	5% OF ESTIMATED REVENUES	0.00	(69,191.00)	69,191.00	100.00
Total 5% OF ESTIMATED REVENUE:		0.00	(69,191.00)	69,191.00	100.00
OTHER FINANCING SOURCES					
38100-00-01	TRANSFER FROM GENERAL FUND - EMS	500,000.00	500,000.00	0.00	0.00
Total OTHER FINANCING SOURCES:		500,000.00	500,000.00	0.00	0.00
BEGINNING FUND BALANCE					
39000-00-01	BEGINNING FUND BALANCE - EMS	0.00	336,287.00	(336,287.00)	(100.00)
Total BEGINNING FUND BALANCE:		0.00	336,287.00	(336,287.00)	(100.00)
Total REVENUE:		786,661.13	2,150,917.00	(1,364,255.87)	(63.43)
Gross Profit:		786,661.13	2,150,917.00	(1,364,255.87)	(63.43)
Expenses					
AMBULANCE AND RESCUE SERVICES					
52600-11-01	DIRECTOR SALARY	11,753.60	76,398.00	64,644.40	84.62
52600-12-01	SALARY & WAGES FUL-TIME PERSON	97,115.21	583,159.00	486,043.79	83.35
52600-13-01	WAGES-CALL TIME PERSONNEL	8,820.01	29,664.00	20,843.99	70.27
52600-14-01	EMS EXPENDITURES:OVERTIME-EMS	58,693.82	366,394.00	307,700.18	83.98
52600-21-01	FICA TAXES	13,337.09	80,755.00	67,417.91	83.48
52600-22-01	RETIREMENT CONTRIBUTIONS	49,352.69	334,570.00	285,217.31	85.25
52600-23-01	HEALTH INSURANCE	23,404.65	186,087.00	162,682.35	87.42
52600-24-01	WORKERS COMPENSATION INSURANCE	0.00	54,564.00	54,564.00	100.00
52600-34-01	CONTRACTUAL SERVICES	6,219.26	43,000.00	36,780.74	85.54
52600-40-01	TRAVEL	1,326.45	2,000.00	673.55	33.68
52600-41-01	COMMUNICATION	1,130.96	6,000.00	4,869.04	81.15
52600-42-01	POSTAGE	0.00	250.00	250.00	100.00
52600-43-01	UTILITIES	1,393.35	8,500.00	7,106.65	83.61
52600-45-01	VEHICLE INSURANCE	0.00	22,000.00	22,000.00	100.00
52600-46-01	REPAIR & MAINTENANCE	7,277.76	25,000.00	17,722.24	70.89
52600-48-01	MEDICAL SUPPLIES	2,204.12	45,000.00	42,795.88	95.10
52600-51-01	OFFICE SUPPLIES	0.00	1,500.00	1,500.00	100.00

Income Statement
For The 2 Periods Ended 11/30/2023
EMS

EMERGENCY MEDICAL SERVICES (EMS)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
AMBULANCE AND RESCUE SERVICES		(Continued)			
52600-52-01	OPERATING SUPPLIES	4,071.49	10,000.00	5,928.51	59.29
52600-54-01	UNIFORMS	3,328.57	3,000.00	(328.57)	(10.95)
52600-55-01	LICENSES & MEMBERSHIPS	0.00	2,000.00	2,000.00	100.00
52600-56-01	TRAINING	(660.00)	2,500.00	3,160.00	126.40
52600-58-01	GAS, OIL, LUBRICANTS	11,291.41	57,000.00	45,708.59	80.19
52600-60-01	CONTINGENCIES	0.00	10,000.00	10,000.00	100.00
Total AMBULANCE AND RESCUE SERVICES:		300,060.44	1,949,341.00	1,649,280.56	84.61
BUDGETED FUND BALANCE					
59000-90-01	ENDING FUND BALANCE	0.00	201,576.00	201,576.00	100.00
Total BUDGETED FUND BALANCE:		0.00	201,576.00	201,576.00	100.00
Total Expenses:		300,060.44	2,150,917.00	1,850,856.56	86.05
EXCESS REV OVER (UNDER) EXP:		486,600.69	0.00	486,600.69	0.00
EXCESS REV/SOURCES OVER EXP:		486,600.69	0.00	486,600.69	0.00
Net Income (Loss):		486,600.69	0.00	486,600.69	0.00

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

EMERGENCY MEDICAL SERVICES (EMS)

Bank Code: C

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000202580	12/1/2023	00-0001010	WINDSTREAM	930.02	Auto
0000202581	12/1/2023	00-0021006	VERIZON WIRELESS	216.90	Auto
0000202582	12/1/2023	00-0021006	VERIZON WIRELESS	21.12	Auto
0000202583	12/1/2023	01-0020001	UNION CO. BOARD OF COUNTY COMM	978.00	Auto
0000202584	12/1/2023	02-0005006	LISA JOHNSON - TAX COLLECTOR	117.55	Auto
0000202585	12/13/2023	00-0003056	CLAY ELECTRIC COOPERATIVE, INC.	186.65	Auto
0000202586	12/13/2023	00-0019022	TD CARD SERVICES	635.19	Auto
0000202587	12/13/2023	00-0022018	WEX BANK	4,211.39	Auto
0000202588	12/13/2023	00-0022018	WEX BANK	1,385.31	Auto
0000202589	12/13/2023	01-0020001	UNION CO. BOARD OF COUNTY COMM	260,107.26	Auto
0000202590	12/13/2023	02-0003015	CITY OF LAKE BUTLER	202.06	Auto
0000202591	12/18/2023	00-0014014	NETIT4U INC	3,125.00	Auto
0000202592	12/18/2023	00-0018027	SHEFFIELD PEST CONTROL	38.00	Auto
0000202593	12/18/2023	00-0018072	STARKE FAMILY MEDICAL CENTER, INC.	35.00	Auto
0000202594	12/18/2023	00-0019022	TD CARD SERVICES	142.00	Auto
0000202595	12/18/2023	01-0020001	UNION CO. BOARD OF COUNTY COMM	75,189.32	Auto
Bank C Total:				347,520.77	
Report Total:				347,520.77	

Income Statement
For The 2 Periods Ended 11/30/2023
FIRE

EMERGENCY MEDICAL SERVICES (EMS)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
INTERGOVERNMENTAL REVENUE					
33400-62-02	STATE GRANT-FIRE	0.00	49,700.00	(49,700.00)	(100.00)
Total INTERGOVERNMENTAL REVENUE:		0.00	49,700.00	(49,700.00)	(100.00)
CHARGES FOR SERVICES					
34200-21-02	FIRE PROTECTION REVENUE - CITY OF LAK	0.00	20,000.00	(20,000.00)	(100.00)
Total CHARGES FOR SERVICES:		0.00	20,000.00	(20,000.00)	(100.00)
5% OF ESTIMATED REVENUE					
37000-00-02	FIRE - 5% OF ESTIMATED REVENUES	0.00	(1,000.00)	1,000.00	100.00
Total 5% OF ESTIMATED REVENUE:		0.00	(1,000.00)	1,000.00	100.00
OTHER FINANCING SOURCES					
38100-00-02	TRANSFER TO FIRE FROM GENERAL FUND	50,000.00	50,000.00	0.00	0.00
Total OTHER FINANCING SOURCES:		50,000.00	50,000.00	0.00	0.00
BEGINNING FUND BALANCE					
39000-00-02	BEGINNING FUND BALANCE - FIRE	0.00	155,170.00	(155,170.00)	(100.00)
Total BEGINNING FUND BALANCE:		0.00	155,170.00	(155,170.00)	(100.00)
Total REVENUE:		50,000.00	273,870.00	(223,870.00)	(81.74)
Gross Profit:		50,000.00	273,870.00	(223,870.00)	(81.74)
Expenses					
EXPENDITURES					
52200-12-02	FIRE - FIRE CHIEF STIPEND	0.00	62,815.00	62,815.00	100.00
52200-13-02	FIRE - VOLUNTEER STIPENDS	1,100.00	0.00	(1,100.00)	0.00
52200-14-02	FIRE EXP:OVERTIME-FIRE	0.00	15,000.00	15,000.00	100.00
52200-21-02	FIRE - FICA TAXES	0.00	4,805.00	4,805.00	100.00
52200-22-02	FIRE - FIRE CHIEF RETIREMENT	0.00	10,946.00	10,946.00	100.00
52200-23-02	FIRE - FIRE CHIEF HEALTH INS	0.00	20,522.00	20,522.00	100.00
52200-24-02	FIRE - FIRE CHIEF WORKERS COMP	0.00	3,418.00	3,418.00	100.00
52200-40-02	FIRE - TRAVEL	0.00	1,000.00	1,000.00	100.00
52200-41-02	FIRE - COMMUNICATIONS	1,015.42	4,000.00	2,984.58	74.61
52200-42-02	FIRE - POSTAGE & FREIGHT	0.00	100.00	100.00	100.00
52200-43-02	FIRE - PALESTINE STATION UTILITIES	219.89	3,000.00	2,780.11	92.67
52200-46-02	FIRE - REPAIR & MAINTENANCE	11,527.15	25,000.00	13,472.85	53.89
52200-51-02	FIRE - OFFICE SUPPLIES	0.00	1,000.00	1,000.00	100.00
52200-52-02	FIRE - OPERATING SUPPLIES	675.45	15,000.00	14,324.55	95.50
52200-56-02	FIRE - GAS, OIL & LUBRICANTS	2,568.43	15,000.00	12,431.57	82.88
52200-58-02	FIRE - TRAINING	0.00	5,000.00	5,000.00	100.00
52200-59-02	FIRE - CONTINGENCIES	0.00	3,000.00	3,000.00	100.00
52200-64-02	FIRE - NEW EQUIPMENT	117.55	40,000.00	39,882.45	99.71
Total EXPENDITURES:		17,223.89	229,606.00	212,382.11	92.50
BUDGETED FUND BALANCE					
59000-90-02	ENDING FUND BALANCE - FIRE DEPT	0.00	44,264.00	44,264.00	100.00
Total BUDGETED FUND BALANCE:		0.00	44,264.00	44,264.00	100.00
Total Expenses:		17,223.89	273,870.00	256,646.11	93.71
EXCESS REV OVER (UNDER) EXP:		32,776.11	0.00	32,776.11	0.00
EXCESS REV/SOURCES OVER EXP:		32,776.11	0.00	32,776.11	0.00
Net Income (Loss):		32,776.11	0.00	32,776.11	0.00

Check History Report
Sorted By Check Number
Activity From: 11/21/2023 to 12/18/2023

UNION COUNTY PUBLIC LIBRARY (LIB)

Bank Code: C

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
0000201445	12/1/2023	0006001	FPL	536.29	Auto
0000201446	12/1/2023	0021001	UNION CO BD OF COMMISSIONERS*****	8,898.42	Auto
0000201447	12/1/2023	0023012	WINDSTREAM	160.25	Auto
0000201448	12/13/2023	0003005	CITY OF LAKE BUTLER	83.56	Auto
0000201449	12/18/2023	0011011	KONICA MINOLTA BUS SOLUTIONS	123.01	Auto
0000201450	12/18/2023	0019002	SHEFFIELD PEST CONTROL	37.00	Auto
0000201451	12/18/2023	0021001	UNION CO BD OF COMMISSIONERS*****	11,601.19	Auto
Bank C Total:				21,439.72	
Report Total:				21,439.72	

Budget to Actual by Funding
For The 2 Periods Ended 11/30/2023
LOCAL

UNION COUNTY PUBLIC LIBRARY (LIB)

		Year to Date	REVISED Annual Budget	Variance	Variance %
REVENUE					
TAXES					
311-01-1	AD VALOREM TAXES-LOCAL	45,459.60	173,480.00	(128,020.40)	(73.80)
Total TAXES:		45,459.60	173,480.00	(128,020.40)	(73.80)
MISCELLANEOUS REVENUES					
361-00-1	INTEREST EARNINGS-LOCAL	7.08	100.00	(92.92)	(92.92)
366-00-1	DONATIONS - LOCAL	306.81	3,000.00	(2,693.19)	(89.77)
369-00-1	MISCELLANEOUS REVENUES-LOCAL	792.94	8,000.00	(7,207.06)	(90.09)
Total MISCELLANEOUS REVENUES:		1,106.83	11,100.00	(9,993.17)	(90.03)
5% OF ESTIMATED REVENUE					
370-00-1	5% OF ESTIMATED REVE-LOCAL	0.00	(9,229.00)	9,229.00	100.00
Total 5% OF ESTIMATED REVENUE:		0.00	(9,229.00)	9,229.00	100.00
BEGINNING FUND BALANCE					
390-00-1	CASH BALANCE - LOCAL	0.00	30,395.00	(30,395.00)	(100.00)
Total BEGINNING FUND BALANCE:		0.00	30,395.00	(30,395.00)	(100.00)
Total REVENUE:		46,566.43	205,746.00	(159,179.57)	(77.37)
Gross Profit:		46,566.43	205,746.00	(159,179.57)	(77.37)
EXPENDITURES					
LIBRARY					
571-12-1	LIBRARIAN SALARY-LOCAL	10,796.80	70,175.00	59,378.20	84.61
571-13-1	LIBRARY TECH & AST WAGES-LOCAL	10,144.03	65,936.00	55,791.97	84.62
571-14-1	LIBRARIAN SALARY:OVERTIME-LOCAL	47.56	0.00	(47.56)	0.00
571-21-1	FICA TAXES-LOCAL	1,572.04	10,412.00	8,839.96	84.90
571-22-1	RETIREMENT CONTRIBUTIONS-LOCAL	3,664.34	23,776.00	20,111.66	84.59
571-23-1	HEALTH INSURANCE - LOCAL	3,654.26	21,926.00	18,271.74	83.33
571-24-1	WORKERS' COMPENSATION-LOCAL	0.00	313.00	313.00	100.00
571-49-1	ADVERTISING-LOCAL	0.00	500.00	500.00	100.00
571-58-1	MISCELLANEOUS EXP-FROM DONATNS	0.00	3,000.00	3,000.00	100.00
Total LIBRARY:		29,879.03	196,038.00	166,158.97	84.76
ENDING FUND BALANCE					
590-90-1	ENDING FUND BALANCE - LOCAL	0.00	9,708.00	9,708.00	100.00
Total ENDING FUND BALANCE:		0.00	9,708.00	9,708.00	100.00
Total EXPENDITURES:		29,879.03	205,746.00	175,866.97	85.48
EXCESS REV OVER (UNDER) EXP:		16,687.40	0.00	16,687.40	0.00
EXCESS REV/SOURCES OVER EXP:		16,687.40	0.00	16,687.40	0.00
Net Income (Loss):		16,687.40	0.00	16,687.40	0.00

Budget to Actual by Funding
For The 2 Periods Ended 11/30/2023
STATE

UNION COUNTY PUBLIC LIBRARY (LIB)

		REVISED			
		Year to Date	Annual Budget	Variance	Variance %
REVENUE					
INTERGOVERNMENTAL REVENUE					
334-71-3	STATE AID TO LIBRARIES	0.00	85,166.00	(85,166.00)	(100.00)
Total INTERGOVERNMENTAL REVENUE:		0.00	85,166.00	(85,166.00)	(100.00)
BEGINNING FUND BALANCE					
390-00-3	BEGINNING FUND BALANCE - STATE	0.00	69,740.00	(69,740.00)	(100.00)
Total BEGINNING FUND BALANCE:		0.00	69,740.00	(69,740.00)	(100.00)
Total REVENUE:		0.00	154,906.00	(154,906.00)	(100.00)
Gross Profit:		0.00	154,906.00	(154,906.00)	(100.00)
EXPENDITURES					
LIBRARY					
571-13-3	LIBRARY TECH & AST WAGES-STATE	7,774.46	52,418.00	44,643.54	85.17
571-21-3	FICA TAXES-STATE	582.22	4,010.00	3,427.78	85.48
571-22-3	RETIREMENT CONTRIBUTIONS-STATE	1,054.99	7,113.00	6,058.01	85.17
571-23-3	HEALTH INSURANCE - STATE	1,824.38	10,946.00	9,121.62	83.33
571-24-3	WORKERS' COMPENSATION-STATE	0.00	121.00	121.00	100.00
571-32-3	LEGAL/CONTRACTUAL-STATE	411.97	2,000.00	1,588.03	79.40
571-41-3	COMMUNICATION-STATE	323.81	2,000.00	1,676.19	83.81
571-42-3	POSTAGE-STATE	0.00	200.00	200.00	100.00
571-43-3	UTILITIES-STATE	1,346.30	10,000.00	8,653.70	86.54
571-45-3	VEHICLE & LIABILITY INS-STATE	0.00	12,000.00	12,000.00	100.00
571-46-3	REPAIR & MAINTENANCE-STATE	74.00	5,000.00	4,926.00	98.52
571-51-3	OFFICE SUPPLIES & EQUIP-STATE	0.00	1,000.00	1,000.00	100.00
571-53-3	GAS, OIL & LUBRICANTS - STATE	0.00	1,000.00	1,000.00	100.00
571-54-3	BOOKS & PUBLICATIONS-STATE	0.00	1,000.00	1,000.00	100.00
571-59-3	CONTINGENCIES-STATE	0.00	1,000.00	1,000.00	100.00
Total LIBRARY:		13,392.13	109,808.00	96,415.87	87.80
ENDING FUND BALANCE					
590-90-3	ENDING FUND BALANCE - STATE	0.00	45,098.00	45,098.00	100.00
Total ENDING FUND BALANCE:		0.00	45,098.00	45,098.00	100.00
Total EXPENDITURES:		13,392.13	154,906.00	141,513.87	91.35
EXCESS REV OVER (UNDER) EXP:		(13,392.13)	0.00	(13,392.13)	0.00
EXCESS REV/SOURCES OVER EXP:		(13,392.13)	0.00	(13,392.13)	0.00
Net Income (Loss):		(13,392.13)	0.00	(13,392.13)	0.00



0063MMAD - 001559 - 0001 - 0001 - 2

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372



PAMELA WOODINGTON
UNION CO BOARD OF CO COM
55 W MAIN ST RM 103
LAKE BUTLER FL 32054-1654

**N0001969



Bank

Account Number

XXXX-XXXX-XXXX-3551

Payment Due Date

N/A

Amount Due

\$0.00

or
N/A

New
Balance

Amount Enclosed

\$

Please Make Check Payable
to TD CARD SERVICES

Detach Here and Return Upper Portion with Remittance

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Grace Period for Repayment of Purchases: To avoid additional Finance Charge on Purchases pay entire New Balance by Payment Due Date. Finance Charge accrues on Cash Advances Daily until paid and will be billed in your next statement. See Reverse Side for Important Information.
PURCHASES	\$.00	1.7908%	21.49%	\$.00	
CASH ADVANCES	\$.00	2.3742%	28.49%	\$.00	

Posting Date	Description	Transaction Date	Reference Number	Amount CR = Credit PY = Payment
10-23	LOWES #03278* GAINESVILLE FL	10-21	24692163295108864850833 5200	99.00
10-23	LOWES #03278* 352-448-2000 FL	10-20	24692163293107468085046 5200	767.00
10-26	LOWES #02984* ALACHUA FL	10-24	24692163298101240226247 5200	156.86

Received
11/27/23

24-Hour WOW! Service For Questions Regarding Your Account 888-222-8713 Send Inquiries to TD CARD SERVICES P.O. BOX 2580 CHERRY HILL NJ 08034-0372	ACCOUNT NUMBER XXXX-XXXX-XXXX-3551		ACCOUNT SUMMARY	
			PREVIOUS BALANCE	\$.00
	BUSINESS CREDIT LINE \$3,000.00	NUMBER OF DAYS IN BILLING CYCLE 31	PURCHASES & OTHER CHARGES	1,022.86
			CASH ADVANCES	.00
	AVAILABLE CREDIT \$3,000.00	MINIMUM PAYMENT N/A	CREDITS	.00
			PAYMENTS	.00
			LATE PAYMENT CHARGE	.00
			FINANCE CHARGE	.00
			NEW BALANCE	\$0.00



Bank

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372

Account Number

XXXX-XXXX-XXXX-9951

Payment Due Date

N/A

Amount Due

\$0.00

or
N/A

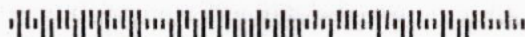
New
Balance

Amount Enclosed

\$

Please Make Check Payable
to TD CARD SERVICES

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372



KIMBERLY HAYES
UNION CO BOARD OF CO COM
55 W MAIN ST RM 103
LAKE BUTLER FL 32054-1654

**N0001970

Detach Here and Return Upper Portion with Remittance

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Grace Period for Repayment of Purchases: To avoid additional Finance Charge on Purchases pay entire New Balance by Payment Due Date. Finance Charge accrues on Cash Advances Daily until paid and will be billed in your next statement.
PURCHASES	\$.00	1.7908%	21.49%	\$.00	
CASH ADVANCES	\$.00	2.3742%	28.49%	\$.00	

See Reverse Side for Important Information.

Posting Date	Description	Transaction Date	Reference Number	Amount CR = Credit PY = Payment
10-24	PAYMENT RECEIVED - THANK YOU	10-24	74298043297000177000690	1,147.38PY
10-27	LOWES #02984* ALACHUA FL	10-26	24692163299102304576930	256.86
10-30	HOBBY-LOBBY #752 LAKE CITY FL	10-26	24137463300200197279630	15.98
11-01	LOWES #02984* ALACHUA FL	10-31	24692163304103384406371	62.94
11-08	LOWES #02984* ALACHUA FL	11-07	24692163311109099558290	41.98
11-10	GRAINGER 877-2022594 IL	11-09	24755423314733144015714	64.05
11-13	LOWES #03278* GAINESVILLE FL	11-09	24692163314101230186906	278.16

Received
11/27/23

<div>24-Hour WOW! Service</div> <div>For Questions Regarding</div> <div>Your Account</div> <div>888-222-8713</div> <div>Send Inquiries to</div> <div>TD CARD SERVICES</div> <div>P.O. BOX 2580</div> <div>CHERRY HILL NJ 08034-0372</div>	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	XXXX-XXXX-XXXX-9951		PREVIOUS BALANCE	\$.00
	BUSINESS CREDIT LINE	NUMBER OF DAYS IN BILLING CYCLE	PURCHASES & OTHER CHARGES	719.97
	\$3,000.00	31	CASH ADVANCES	.00
	AVAILABLE CREDIT	MINIMUM PAYMENT	CREDITS	1,147.38
	\$3,000.00	N/A	PAYMENTS	.00
	CLOSING DATE	PAYMENT DUE DATE	LATE PAYMENT CHARGE	.00
	NOV 20, 2023	N/A	FINANCE CHARGE	.00
		NEW BALANCE	\$0.00	



Bank



0063MMAD - 001971 - 0001 - 0001 - 2

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372

|||||
KELLIE RHOADES
UNION CO BOARD OF CO COM
55 W MAIN ST RM 103
LAKE BUTLER FL 32054-1654

**N0001971

Account Number

XXXX-XXXX-XXXX-9892

Payment Due Date

N/A

Amount Due

\$0.00

or
N/A

New
Balance

Amount Enclosed

\$

Please Make Check Payable
to TD CARD SERVICES

Detach Here and Return Upper Portion with Remittance

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Grace Period for Repayment of Purchases: To avoid additional Finance Charge on Purchases pay entire New Balance by Payment Due Date. Finance Charge accrues on Cash Advances Daily until paid and will be billed in your next statement.
PURCHASES	\$.00	1.7908%	21.49%	\$.00	See Reverse Side for Important Information.
CASH ADVANCES	\$.00	2.3742%	28.40%	\$.00	

Posting Date	Description	Transaction Date	Reference Number	Amount CR = Credit PY = Payment
10-25	CIRCLE K # 21223 GAINESVILLE FL <i>Ext</i>	10-24	24692163298101039813874 5542	51.00
11-08	CIRCLE K # 02432 LAKE BUTLER FL <i>Ext</i>	11-07	24692163312109413518268 5542	50.42

*Received
11/25/23*

24-Hour WOW! Service For Questions Regarding Your Account 888-222-8713 Send Inquiries to TD CARD SERVICES P.O. BOX 2580 CHERRY HILL NJ 08034-0372	ACCOUNT NUMBER XXXX-XXXX-XXXX-9892		ACCOUNT SUMMARY	
	BUSINESS CREDIT LINE	NUMBER OF DAYS IN BILLING CYCLE	PREVIOUS BALANCE	\$.00
	\$10,000.00	31	PURCHASES & OTHER CHARGES	101.42
	AVAILABLE CREDIT	MINIMUM PAYMENT	CASH ADVANCES	.00
	\$10,000.00	N/A	CREDITS	.00
	CLOSING DATE	PAYMENT DUE DATE	PAYMENTS	.00
	NOV 20, 2023	N/A	LATE PAYMENT CHARGE	.00
			FINANCE CHARGE	.00
			NEW BALANCE	\$0.00



Bank

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372

TD CARD SERVICES
P.O. BOX 2580
CHERRY HILL NJ 08034-0372



JAMES WILLIAMS
UNION CO BOARD OF CG COM
55 W MAIN ST RM 103
LAKE BUTLER FL 32054-1654

**N0001972

Account Number

XXXX-XXXX-XXXX-5521

Payment Due Date

N/A

Amount Due

\$0.00

or
N/A

New
Balance

Amount Enclosed

\$

Please Make Check Payable
to TD CARD SERVICES

Detach Here and Return Upper Portion with Remittance

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Grace Period for Repayment of Purchases: To avoid additional Finance Charge on Purchases pay entire New Balance by Payment Due Date. Finance Charge accrues on Cash Advances Daily until paid and will be billed in your next statement.
PURCHASES	\$.00	1.7908%	21.49%	\$.00	See Reverse Side for Important Information.
CASH ADVANCES	\$.00	2.3742%	28.49%	\$.00	

Posting Date	Description	Transaction Date	Reference Number	Amount CR = Credit PY = Payment
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210021266 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210021506 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210021704 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210021837 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210022033 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210022389 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210022520 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210022645 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210022793 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210022892 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210023056 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210024401 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210024476 9399	25.00
10-30	NIC*- FDLE CCHINET EGOV.COM FL	10-27	24055233301400210024617 9399	25.00
11-20	GRAND HYATT TAMPA TAMPA FL 30639761	11-17	24943003322722885426837 3640	567.00

ARRIVAL: 11-14-23

Received
11/27/23

<div>24-Hour WOW! Service</div> <div>For Questions Regarding</div> <div>Your Account</div> <div>888-222-8713</div> <div>Send Inquiries to</div> <div>TD CARD SERVICES</div> <div>P.O. BOX 2580</div> <div>CHERRY HILL NJ 08034-0372</div>	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	XXXX-XXXX-XXXX-5521		PREVIOUS BALANCE	\$.00
	BUSINESS CREDIT LINE	NUMBER OF DAYS IN BILLING CYCLE	PURCHASES & OTHER CHARGES	917.00
	\$3,000.00	31	CASH ADVANCES	.00
	AVAILABLE CREDIT	MINIMUM PAYMENT	CREDITS	.00
	\$3,000.00	N/A	PAYMENTS	.00
	CLOSING DATE	PAYMENT DUE DATE	LATE PAYMENT CHARGE	.00
			FINANCE CHARGE	.00
			NEW BALANCE	\$0.00
NOV 20, 2023	N/A			



Amendment to Employee Policy Manual Updates:

Holiday Time:

“Call-time employees are not eligible to receive holiday pay. Part-Time employees shall receive pro-rated holiday pay. All full-time employees will receive eight (8) straight hours of holiday pay at their base pay rate. Full-time collection site employees will receive holiday pay equal to the number of hours they are scheduled on that holiday.”

This change more accurately reflects our current procedures on holiday pay.

Proposed Raises and Cost to Backdate

Employee	Current Rate	Proposed Raise	Proposed Final Rate	Cost of Raise
Dianne Hannon	\$ 19.50	\$ 0.50	\$ 20.00	\$ 1,285.76
Selma Clemons	\$ 17.00	\$ 0.50	\$ 17.50	\$ 1,268.36
Total Cost to County:				\$ 2,554.12

Secretary/Admin Assistant Rates at Time of Min Wage and Compression Adjustments

Department	Position	Rate before compression	Rate after compression	Current Rate
BOCC Office	Secretary	\$ 18.50	\$ 18.50	\$ 19.50
Building Dept	Secretary	\$ 16.00	\$ 16.00	\$ 17.00
Solid Waste/Road	Secretary	\$ 15.45	\$ 16.45	\$ 16.94
Extension Office	Secretary	\$ 14.85	\$ 15.00	\$ 16.95
EMS	Admin Assistant	\$ 15.55	\$ 15.55	\$ 16.55
EMG/911	Admin Assistant	\$ 16.39	\$ 17.39	\$ 19.91

Cost of Backdating Raise - Dianne Hannon

PPE	Pay Rate	Regular Hours	OT Hours	Wages	FICA/MEDI	ER RET
1/15/2023	0.5	81.5	0.75	\$ 41.50	\$ 3.17	\$ 6.19
1/29/2023	0.5	80	4.5	\$ 44.50	\$ 3.40	\$ 6.63
2/12/2023	0.5	80	1.25	\$ 41.25	\$ 3.16	\$ 6.15
2/26/2023	0.5	80	6.75	\$ 46.75	\$ 3.58	\$ 6.97
3/12/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
3/26/2023	0.5	80	2.25	\$ 42.25	\$ 3.23	\$ 6.30
4/9/2023	0.5	81	0	\$ 40.50	\$ 3.10	\$ 6.04
4/23/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
5/7/2023	0.5	80	1.25	\$ 41.25	\$ 3.16	\$ 6.15
5/21/2023	0.5	80	5	\$ 45.00	\$ 3.44	\$ 6.71
6/4/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
6/18/2023	0.5	79.75	1.75	\$ 41.63	\$ 3.18	\$ 6.21
7/2/2023	0.5	80	1.5	\$ 41.50	\$ 3.17	\$ 6.19
7/16/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 6.63
7/30/2023	0.5	79.75	4.75	\$ 44.63	\$ 3.41	\$ 7.39
8/13/2023	0.5	80	2	\$ 42.00	\$ 3.21	\$ 6.96
8/27/2023	0.5	80	1.25	\$ 41.25	\$ 3.16	\$ 6.84
9/10/2023	0.5	79.75	0	\$ 39.88	\$ 3.05	\$ 6.61
9/24/2023	0.5	78.5	1.5	\$ 40.75	\$ 3.12	\$ 6.75
10/8/2023	0.5	79.5	3.75	\$ 43.50	\$ 3.33	\$ 7.21
10/22/2023	0.5	79.75	0.25	\$ 40.13	\$ 3.07	\$ 6.65
11/5/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 6.63
11/19/2023	0.5	82	1.5	\$ 42.50	\$ 3.25	\$ 7.04
12/3/2023	0.5	73.73	0	\$ 36.87	\$ 2.82	\$ 6.11
12/17/2023	0.5	80	4.75	\$ 44.75	\$ 3.42	\$ 7.42
			Total:	\$ 1,042.37	\$ 79.74	\$ 163.65
			Approximate Cost to County: \$ 1,285.76			

Cost of Backdating Raise - Selma "Denise" Clemons

PPE	Pay Rate	Regular Hours	OT Hours	Wages	FICA/MEDI	ER RET
1/15/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
1/29/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
2/12/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
2/26/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
3/12/2023	0.5	80	0.25	\$ 40.25	\$ 3.08	\$ 6.00
3/26/2023	0.5	80	0.25	\$ 40.25	\$ 3.08	\$ 6.00
4/9/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
4/23/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
5/7/2023	0.5	80	2	\$ 42.00	\$ 3.21	\$ 6.26
5/21/2023	0.5	80	2.5	\$ 42.50	\$ 3.25	\$ 6.34
6/4/2023	0.5	81	0	\$ 40.50	\$ 3.10	\$ 6.04
6/18/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 5.96
7/2/2023	0.5	80	3.5	\$ 43.50	\$ 3.33	\$ 6.49
7/16/2023	0.5	78.5	2.25	\$ 41.50	\$ 3.17	\$ 6.88
7/30/2023	0.5	80	2.75	\$ 42.75	\$ 3.27	\$ 7.08
8/13/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 6.63
8/27/2023	0.5	80	2.75	\$ 42.75	\$ 3.27	\$ 7.08
9/10/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 6.63
9/24/2023	0.5	80	2.25	\$ 42.25	\$ 3.23	\$ 7.00
10/8/2023	0.5	80	5.25	\$ 45.25	\$ 3.46	\$ 7.50
10/22/2023	0.5	80.5	2.25	\$ 42.50	\$ 3.25	\$ 7.04
11/5/2023	0.5	80	2	\$ 42.00	\$ 3.21	\$ 6.96
11/19/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 6.63
12/3/2023	0.5	80.25	0	\$ 40.13	\$ 3.07	\$ 6.65
12/17/2023	0.5	80	0	\$ 40.00	\$ 3.06	\$ 6.63
Total:				\$ 1,028.13	\$ 78.65	\$ 161.58
				Approximate Cost to County: \$ 1,268.36		

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number:		20 ADMINISTRATIVE											
Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
20-0002001 HANNON, DIANNE W.											Social Security Number: ***-**-9770		
D000012157	1/5/2023	1/1/2023	75.50	83.50	1,544.75	146.89	93.59	21.89	0.00	0.00	156.60	0.00	1,125.78
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		59.50	18.50	1,100.75		
					000004		SICK		8.00	18.50	148.00		
					000013		HOLIDAY		16.00	18.50	296.00		
D000012237	1/19/2023	1/15/2023	81.50	82.25	1,528.56	145.32	92.58	21.65	0.00	0.00	156.12	0.00	1,112.89
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		73.50	18.50	1,359.75		
					000002		OVERTIME		0.75	27.75	20.81		
					000013		HOLIDAY		8.00	18.50	148.00		
D000012314	2/2/2023	1/29/2023	76.75	84.50	1,604.89	153.35	97.32	22.76	0.00	0.00	158.41	0.00	1,173.05
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		68.75	18.50	1,271.88		
					000002		OVERTIME		4.50	27.75	124.88		
					000003		ANNUAL LEAVE		3.25	18.50	60.13		
					000013		HOLIDAY		8.00	18.50	148.00		
D000012394	2/16/2023	2/12/2023	67.50	81.25	1,514.69	143.98	91.72	21.45	0.00	0.00	155.70	0.00	1,101.84
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		67.50	18.50	1,248.75		
					000002		OVERTIME		1.25	27.75	34.69		
					000004		SICK		12.50	18.50	231.25		
D000012470	3/2/2023	2/26/2023	80.00	86.75	1,667.31	160.61	101.19	23.66	0.00	0.00	160.28	0.00	1,221.57
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		80.00	18.50	1,480.00		
					000002		OVERTIME		6.75	27.75	187.31		
D000012549	3/16/2023	3/12/2023	67.25	80.00	1,480.01	140.61	89.57	20.95	0.00	0.00	154.66	0.00	1,074.22
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		67.25	18.50	1,244.13		
					000003		ANNUAL LEAVE		6.50	18.50	120.25		
					000004		SICK		6.25	18.50	115.63		
D000012698	3/30/2023	3/26/2023	64.25	82.25	1,542.45	150.31	95.63	22.37	0.00	0.00	121.27	0.00	1,152.87
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		64.25	18.50	1,188.63		
					000002		OVERTIME		2.25	27.75	62.44		
					000003		ANNUAL LEAVE		3.06	18.50	56.61		
					000004		SICK		12.69	18.50	234.77		
D000012774	4/13/2023	4/9/2023	74.25	81.00	1,498.51	142.41	90.72	21.22	0.00	0.00	155.22	0.00	1,088.94

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number:		20 ADMINISTRATIVE											
Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
20-0002001 HANNON, DIANNE W.											Social Security Number: ***-**-9770		
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		66.25	18.50	1,225.63		
					000003		ANNUAL LEAVE		6.75	18.50	124.88		
					000013		HOLIDAY		8.00	18.50	148.00		
D000012850	4/27/2023	4/23/2023	73.25	80.00	1,480.01	140.61	89.57	20.95	0.00	0.00	154.66	0.00	1,074.22
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		73.25	18.50	1,355.13		
					000003		ANNUAL LEAVE		6.75	18.50	124.88		
D000012930	5/11/2023	5/7/2023	78.25	81.25	1,514.70	143.98	91.73	21.45	0.00	0.00	155.70	0.00	1,101.84
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		78.25	18.50	1,447.63		
					000002		OVERTIME		1.25	27.75	34.69		
					000003		ANNUAL LEAVE		1.75	18.50	32.38		
D000013013	5/25/2023	5/21/2023	80.00	85.00	1,618.75	154.96	98.18	22.96	0.00	0.00	158.82	0.00	1,183.83
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		80.00	18.50	1,480.00		
					000002		OVERTIME		5.00	27.75	138.75		
D000013094	6/8/2023	6/4/2023	59.50	80.00	1,480.00	140.61	89.57	20.95	0.00	0.00	154.66	0.00	1,074.21
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		51.50	18.50	952.75		
					000003		ANNUAL LEAVE		1.50	18.50	27.75		
					000004		SICK		19.00	18.50	351.50		
					000013		HOLIDAY		8.00	18.50	148.00		
D000013331	6/22/2023	6/18/2023	79.75	81.50	1,523.94	144.87	92.30	21.59	0.00	0.00	155.98	0.00	1,109.20
					Earnings Code		Description		Hours	Rate	Amount		
					000002		OVERTIME		1.75	27.75	48.56		
					000001		REGULAR		79.75	18.50	1,475.38		
D000013411	7/6/2023	7/2/2023	56.25	81.50	1,521.64	144.65	92.16	21.55	0.00	0.00	155.91	0.00	1,107.37
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		56.25	18.50	1,040.63		
					000002		OVERTIME		1.50	27.75	41.63		
					000003		ANNUAL LEAVE		23.75	18.50	439.38		
D000013495	7/20/2023	7/16/2023	16.00	80.00	1,480.00	140.61	89.57	20.95	0.00	0.00	154.66	0.00	1,074.21
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		16.00	18.50	296.00		
					000003		ANNUAL LEAVE		64.00	18.50	1,184.00		
D000013576	8/3/2023	7/30/2023	79.75	84.50	1,607.19	153.61	97.46	22.79	0.00	0.00	158.48	0.00	1,174.85

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number:		20 ADMINISTRATIVE											
Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
20-0002001 HANNON, DIANNE W.											Social Security Number: ***-**-9770		
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		79.75		18.50		1,475.38		
			000002		OVERTIME		4.75		27.75		131.81		
D000013659	8/17/2023	8/13/2023	77.75	82.00	1,535.51	146.00	93.02	21.75	0.00	0.00	156.33	0.00	1,118.41
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		77.75		18.50		1,438.38		
			000002		OVERTIME		2.00		27.75		55.50		
			000004		SICK		2.25		18.50		41.63		
D000013740	8/29/2023	8/27/2023	40.00	81.25	1,514.69	147.50	93.91	21.96	0.00	0.00	120.44	0.00	1,130.88
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		40.00		18.50		740.00		
			000002		OVERTIME		1.25		27.75		34.69		
			000003		ANNUAL LEAVE		32.00		18.50		592.00		
			000004		SICK		8.00		18.50		148.00		
D000013820	9/14/2023	9/10/2023	78.75	79.75	1,475.38	138.55	88.29	20.65	0.00	0.00	170.61	0.00	1,057.28
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		59.75		18.50		1,105.38		
			000013		HOLIDAY		8.00		18.50		148.00		
			000003		ANNUAL LEAVE		1.00		18.50		18.50		
			000016		ADMIN LEAVE		11.00		18.50		203.50		
D000013903	9/28/2023	9/24/2023	78.50	80.00	1,493.88	140.35	89.44	20.92	0.00	0.00	171.17	0.00	1,072.00
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		78.50		18.50		1,452.25		
			000002		OVERTIME		1.50		27.75		41.63		
D000014062	10/12/2023	10/8/2023	71.50	83.25	1,659.94	157.82	99.73	23.32	0.00	0.00	176.15	0.00	1,202.92
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		71.50		19.50		1,394.25		
			000002		OVERTIME		3.75		29.25		109.69		
			000004		SICK		8.00		19.50		156.00		
D000014142	10/26/2023	10/22/2023	77.50	80.00	1,562.44	147.00	93.69	21.91	0.00	0.00	173.22	0.00	1,126.62
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		77.50		19.50		1,511.25		
			000002		OVERTIME		0.25		29.25		7.31		
			000004		SICK		2.25		19.50		43.88		
D000014221	11/9/2023	11/5/2023	49.75	80.00	1,560.01	146.76	93.54	21.88	0.00	0.00	173.15	0.00	1,124.68
			Earnings Code		Description		Hours		Rate		Amount		
			000001		REGULAR		49.75		19.50		970.13		

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number:		20 ADMINISTRATIVE											
Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
20-0002001 HANNON, DIANNE W.											Social Security Number: ***-**-9770		
					Earnings Code	Description		Hours	Rate	Amount			
					000003	ANNUAL LEAVE		9.00	19.50	175.50			
					000004	SICK		21.25	19.50	414.38			
D000014302	11/22/2023	11/19/2023	82.00	83.50	1,642.88	155.84	98.67	23.08	0.00	0.00	175.64	0.00	1,189.65
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		74.00	19.50	1,443.00			
					000002	OVERTIME		1.50	29.25	43.88			
					000013	HOLIDAY		8.00	19.50	156.00			
D000014380	12/7/2023	12/3/2023	58.50	73.73	1,437.74	134.90	85.96	20.10	0.00	0.00	169.48	0.00	1,027.30
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		42.50	19.50	828.75			
					000003	ANNUAL LEAVE		4.00	19.50	78.00			
					000004	SICK		11.23	19.50	218.99			
					000013	HOLIDAY		16.00	19.50	312.00			
			1,724.00	2,038.73	38,489.87	3,662.10	2,329.11	544.71	0.00	0.00	3,953.32	0.00	28,000.63
Department 20 Total:			1,724.00	2,038.73	38,489.87	3,662.10	2,329.11	544.71	0.00	0.00	3,953.32	0.00	28,000.63

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
Report Total:			1,724.00	2,038.73	38,489.87	3,662.10	2,329.11	544.71	0.00	0.00	3,953.32	0.00	28,000.63

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number: 24 BUILDING DEPARTMENT													
Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
24-0002407 CLEMONS, SELMA											Social Security Number: ***-**-3172		
D000012159	1/5/2023	1/1/2023	74.75	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		58.75	16.00	940.00		
					000004		SICK		5.25	16.00	84.00		
					000013		HOLIDAY		16.00	16.00	256.00		
D000012239	1/19/2023	1/15/2023	74.25	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		66.25	16.00	1,060.00		
					000004		SICK		5.75	16.00	92.00		
					000013		HOLIDAY		8.00	16.00	128.00		
D000012316	2/2/2023	1/29/2023	80.00	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		72.00	16.00	1,152.00		
					000013		HOLIDAY		8.00	16.00	128.00		
D000012396	2/16/2023	2/12/2023	80.00	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		80.00	16.00	1,280.00		
D000012472	3/2/2023	2/26/2023	71.50	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		71.50	16.00	1,144.00		
					000004		SICK		8.50	16.00	136.00		
D000012551	3/16/2023	3/12/2023	79.75	80.25	1,286.00	106.23	76.96	18.00	0.00	0.00	145.73	0.00	939.08
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		79.75	16.00	1,276.00		
					000002		OVERTIME		0.25	24.00	6.00		
					000004		SICK		0.25	16.00	4.00		
D000012700	3/30/2023	3/26/2023	61.75	80.25	1,286.00	111.60	79.73	18.65	0.00	0.00	83.58	0.00	992.44
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		61.75	16.00	988.00		
					000002		OVERTIME		0.25	24.00	6.00		
					000003		ANNUAL LEAVE		7.00	16.00	112.00		
					000004		SICK		11.25	16.00	180.00		
D000012776	4/13/2023	4/9/2023	75.00	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		67.00	16.00	1,072.00		
					000003		ANNUAL LEAVE		0.50	16.00	8.00		
					000004		SICK		4.50	16.00	72.00		

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number: 24 BUILDING DEPARTMENT

Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
24-0002407 CLEMONS, SELMA											Social Security Number: ***-**-3172		
					Earnings Code	Description		Hours	Rate	Amount			
					000013	HOLIDAY		8.00	16.00	128.00			
D000012852	4/27/2023	4/23/2023	79.00	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		79.00	16.00	1,264.00			
					000004	SICK		1.00	16.00	16.00			
D000012932	5/11/2023	5/7/2023	74.75	82.00	1,328.00	111.12	79.56	18.61	0.00	0.00	146.99	0.00	971.72
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		74.75	16.00	1,196.00			
					000002	OVERTIME		2.00	24.00	48.00			
					000004	SICK		5.25	16.00	84.00			
O000013015	5/25/2023	5/21/2023	80.00	82.50	1,340.00	112.52	80.31	18.78	0.00	0.00	147.35	0.00	981.04
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		80.00	16.00	1,280.00			
					000002	OVERTIME		2.50	24.00	60.00			
D000013096	6/8/2023	6/4/2023	79.25	81.00	1,296.00	107.40	77.58	18.14	0.00	0.00	146.03	0.00	946.85
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		71.25	16.00	1,140.00			
					000004	SICK		1.75	16.00	28.00			
					000013	HOLIDAY		8.00	16.00	128.00			
D000013333	6/22/2023	6/18/2023	71.50	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		71.50	16.00	1,144.00			
					000003	ANNUAL LEAVE		4.25	16.00	68.00			
					000004	SICK		4.25	16.00	68.00			
D000013413	7/6/2023	7/2/2023	73.75	83.50	1,364.00	115.31	81.80	19.13	0.00	0.00	148.07	0.00	999.69
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		73.75	16.00	1,180.00			
					000002	OVERTIME		3.50	24.00	84.00			
					000003	ANNUAL LEAVE		6.25	16.00	100.00			
D000013497	7/20/2023	7/16/2023	78.50	80.75	1,310.00	109.03	78.45	18.35	0.00	0.00	146.45	0.00	957.72
					Earnings Code	Description		Hours	Rate	Amount			
					000001	REGULAR		70.50	16.00	1,128.00			
					000002	OVERTIME		2.25	24.00	54.00			
					000013	HOLIDAY		8.00	16.00	128.00			
D000013578	8/3/2023	7/30/2023	76.25	82.75	1,346.00	113.22	80.68	18.87	0.00	0.00	147.53	0.00	985.70
					Earnings Code	Description		Hours	Rate	Amount			

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number: 24 BUILDING DEPARTMENT

Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
24-0002407 CLEMONS, SELMA											Social Security Number: ***-**-3172		
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		76.25	16.00	1,220.00		
					000002		OVERTIME		2.75	24.00	66.00		
					000003		ANNUAL LEAVE		3.75	16.00	60.00		
D000013661	8/17/2023	8/13/2023	36.00	80.00	1,280.00	105.53	76.59	17.91	0.00	0.00	145.55	0.00	934.42
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		36.00	16.00	576.00		
					000003		ANNUAL LEAVE		44.00	16.00	704.00		
D000013742	8/29/2023	8/27/2023	80.00	82.75	1,346.00	118.58	83.45	19.52	0.00	0.00	85.38	0.00	1,039.07
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		80.00	16.00	1,280.00		
					000002		OVERTIME		2.75	24.00	66.00		
D000013822	9/14/2023	9/10/2023	73.50	80.00	1,280.00	105.10	76.36	17.86	0.00	0.00	149.19	0.00	931.49
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		54.50	16.00	872.00		
					000004		SICK		6.50	16.00	104.00		
					000013		HOLIDAY		8.00	16.00	128.00		
					000016		ADMIN LEAVE		11.00	16.00	176.00		
D000013905	9/28/2023	9/24/2023	79.50	82.25	1,334.00	111.38	79.71	18.64	0.00	0.00	150.81	0.00	973.46
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		79.50	16.00	1,272.00		
					000002		OVERTIME		2.25	24.00	54.00		
					000004		SICK		0.50	16.00	8.00		
D000014064	10/12/2023	10/8/2023	61.50	85.25	1,493.88	129.99	89.62	20.96	0.00	0.00	155.61	0.00	1,097.70
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		61.50	17.00	1,045.50		
					000002		OVERTIME		5.25	25.50	133.88		
					000003		ANNUAL LEAVE		15.75	17.00	267.75		
					000004		SICK		2.75	17.00	46.75		
D000014144	10/26/2023	10/22/2023	76.75	82.75	1,425.88	122.08	85.41	19.97	0.00	0.00	153.57	0.00	1,044.85
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		76.75	17.00	1,304.75		
					000002		OVERTIME		2.25	25.50	57.38		
					000004		SICK		3.75	17.00	63.75		
D000014223	11/9/2023	11/5/2023	80.00	82.00	1,411.00	120.35	84.48	19.76	0.00	0.00	153.12	0.00	1,033.29
					Earnings Code		Description		Hours	Rate	Amount		
					000001		REGULAR		80.00	17.00	1,360.00		

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Department Number: 24 BUILDING DEPARTMENT

Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
24-0002407 CLEMONS, SELMA											Social Security Number: ***-**-3172		
					Earnings Code 000002		Description OVERTIME		Hours 2.00	Rate 25.50	Amount 51.00		
D000014304	11/22/2023	11/19/2023	70.50	80.00	1,360.00	114.41	81.32	19.02	0.00	0.00	151.59	0.00	993.66
					Earnings Code 000001		Description REGULAR		Hours 62.50	Rate 17.00	Amount 1,062.50		
					000003		ANNUAL LEAVE		5.50	17.00	93.50		
					000004		SICK		4.00	17.00	68.00		
					000013		HOLIDAY		8.00	17.00	136.00		
D000014382	12/7/2023	12/3/2023	59.75	80.25	1,364.25	114.90	81.59	19.08	0.00	0.00	151.72	0.00	996.96
					Earnings Code 000001		Description REGULAR		Hours 43.75	Rate 17.00	Amount 743.75		
					000004		SICK		20.50	17.00	348.50		
					000013		HOLIDAY		16.00	17.00	272.00		
			1,827.50	2,028.25	33,091.01	2,772.99	1,986.32	464.53	0.00	0.00	3,572.67	0.00	24,294.50
Department 24 Total:			1,827.50	2,028.25	33,091.01	2,772.99	1,986.32	464.53	0.00	0.00	3,572.67	0.00	24,294.50

Check History Report
Sorted by Employee Number
Check Details with Earnings for Check Dates between 1/1/2023 and 12/31/2023

UNION CO BOARD OF COUNTY COMMISSIONERS (UGF)

Employee/ Check	Check Date	Period End Date	Regular Hours	Total Hours	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Deductions	Other Taxes	Check Amount
Report Total:			1,827.50	2,028.25	33,091.01	2,772.99	1,986.32	464.53	0.00	0.00	3,572.67	0.00	24,294.50

**UNION COUNTY SOLID WASTE
MONTHLY REPORT**

MONTH	PRIVATE RENTALS	PRISON CONTRACTS	TONAGE FOR UNION COUNTY	CHARGE FOR COUNTY	SALE OF SURPLUS AND SCRAP METAL	MONTHLY TOTAL
10/01/23	\$4,167.20	\$2,340.00	349.04	\$11,979.88	\$2,327.15	\$21,163.27
11/01/23	\$3,229.24	\$2,635.00	280.07	\$11,238.48	\$2,365.09	\$19,747.88
12/01/23						\$0.00
01/01/24						\$0.00
02/01/24						\$0.00
03/01/24						\$0.00
04/01/24						\$0.00
05/01/24						\$0.00
06/01/24						\$0.00
07/01/24						\$0.00
08/01/24						\$0.00
09/01/24						\$0.00
YTD	\$7,396.44	\$4,975.00	629.11	\$23,218.36	\$4,692.24	\$40,911.15

UNION COUNTY ANIMAL CONTROL				
MONTHLY REPORTS				
11/01/2023 - TOTAL INTAKES FOR THE MONTH				
LIVE INTAKES	CANINE	FELINE	TOTAL	
STRAY/AT LARGE	21	0	21	
RELINQUISHED BY OWNER	8	0	8	
OWNER INTENDED EUTHANASIA	0	0	0	
TRANSFERRED IN FORM AGENCY	0	0	0	
OTHER INTAKES	1	0	1	
TOTAL LIVE INTAKES	30	0	30	
(PREVIOUS INTAKES = 10)				
OUTCOMES				
ADOPTION	4	0	4	
RETURN TO OWNER	6	0	6	
TRANSFERRED TO ANOTHER AGENCY	14	0	14	
RETURN TO FIELD	0	0	0	
OTHER LIVE OUTCOME	11	0	11	
SUBTOTAL LIVE OUTCOMES	35	0	35	
DIED IN CARE	0	0	0	
LOST IN CARE	0	0	0	
SHELTER EUTHANASIA	2	0	2	
OWNER INTENDED EUTHANASIA	0	0	0	
SUBTOTAL OUTCOMES	2	0	2	
TOTAL OUTCOMES	37	0	37	
MONTHLY MONIES COLLECTED			\$497.00	



MOSQUITO CONTROL MONTHLY REPORT - PESTICIDE ACTIVITY

Submit to:
MosquitoControlReport@FDACS.gov
or
Mosquito Control Reports
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

Program:	Union County Mosquito Control
Completed by:	Alexander Sullivan

Month:	November
Fiscal Year:	2023-2024

[illegible][illegible]

**ROAD DEPT
November 2023
MONTHLY WORK SUMMARY**

DISTRICT 3

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 4

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 5

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 1

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 2

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district



Union County
Public Library

250 SE 5th Avenue Lake Butler, FL 32054
Phone 386-496-3432

Library Director Report – November 2023

Nov 1, 2, 8, 9, 15, 16, 29, 30 – Renee presented preschool storytime programs that included the themes: Shapes, Safari, Thanksgiving and Zoo.



Nov 2 & 16 – Renee held the bi-monthly after school programs at the library.

Nov 7 – The library hosted a Chili Cook-Off for the Senior Social program.

Nov 9 – I attended the NRPLC Governing Board meeting at the NRSWF in Raiford.

Nov 10, 11, 23, 24, 25 – The library was closed for the Veteran's Day weekend and the Thanksgiving holiday respectively.

Nov 13 – Library staff visited LBES where the 2nd graders received library cards and checked out library books.



Nov 14 – Tennille and Sadie presented the monthly adult craft program where participants made scarecrow bottles.

Nov 15 – I submitted the annual State Aid to Libraries Grant application.

Nov 16 – Tennille attended club picture day with the JFOL members at UCHS.

Nov 20 – I attended the UC Department Head meeting and the UCBCC special and regular meeting.

Nov 27 – Tennille and JFOL members helped at the county's Christmas tree lighting event.

Nov 28 – Patrick Maxwell was the guest speaker for the Senior program promoting his book, *The Red Zone*.

UNION CO. PUBLIC LIBRARY Nov-23	FY24
ATTENDANCE	1604
REGISTRATION	7922
E-BOOKS CIRCULATION	367 2278
COMPUTER USE	283
REFERENCE	557
NUMBER OF MATERIALS	40,397
DAYS OPEN	21
PROGRAMS ON-SITE OFF-SITE YA YA OFF SITE ADULT	10/187 10/200 0 1/20 4/49
VOLUNTEER HOURS	52
AVE. ATTENDANCE PER DAY	77
AVE. CIRCULATION PER DAY	126



UNION COUNTY

DEPARTMENT OF EMERGENCY SERVICES



P. O. BOX 266
LAKE BUTLER, FL 32054

PHONE (386) 496-3839
FAX (386) 496-2158

TOBY WITT
DIRECTOR

Total Call Report for November 2023

Total 911 Calls: 182
Total Transports: 112
Total Non-Transports: 70
Total DOC Calls: 22
Total LBH Calls: 13
Average Calls Per Day: 6

Total Times UCEMS Requested Mutual Aid: 5

Total Times UCEMS was Requested for Mutual Aid: 2

Total Call Report for December 2023

Total 911 Calls: 100
Total Transports: 64
Total Non-Transports: 36
Total DOC Calls: 12
Total LBH Calls: 12
Average Calls Per Day: 6

Total Times UCEMS Requested Mutual Aid: 3

Total Times UCEMS was Requested for Mutual Aid: 0

UF/IFAS EXTENSION & UNION COUNTY WORKING TOGETHER

NOVEMBER 2023 COMMISIONERS REPORT



Featured Action: Clover Bubs 4-H Club, Farm City Forestry Demo, Dairy Day Camp, FL Jr. Brahman Ass. (left to right).

Over **190 third graders** participated in **10 educational agricultural themed stations** for Farm City Week.

14 4-H clubs met in November with each completing activities that increase life skills.

4-H day campers visited to UF Dairy Farm, where they learned about dairy operations, production, and scientific methods.

Union County Extension hosted **Florida Junior Brahman Association** where **160 cattle** were entered into their November prospect show.

The Extension auditorium and/or grounds were used by the Department of Corrections on three occasions.

UF/IFAS Scientist **Dr. Amy Vu** made a presentation on **international beekeeping** at the Extension hosted Union County Beekeepers monthly meeting.

56 attended the **Farm City Luncheon** where **Key-note speaker Bob Hochmuth** gave an over view of Extension Ag programs in Union County and NE Florida.

22 volunteers donated **196 hours** to the Farm City Celebration.

Cloverbuds Club participated in a community service project. They **made holiday cards for 92 residents** in an **assisted living facility** in Lake City.

CONTACT TYPE	4-H	AG/HORT	TOTALS
Office Visits	61	5	66
Phone/Texts	58	5	63
Emails	298	37	335
Field & Farm Visits		1	1
Educational Program	187	278	465
Social Media Post Reach	4,504		4,504
TOTAL	5,108	326	5,434
Educational Works Created	6		4
Education Programs Held	20	2	20
Meetings Attended	2	5	24

Event Calendar

- 4-H Archery Indoor Match 12/2
- 4-H Holiday Bake Off 12/4
- UCLA Tag/Weigh In 12/9
- Union County Beekeepers 1/16
- County Wide Events, Sardis Baptist Church 1/20
- Record Book Workshop, UCE, 5PM, 1/22
- Exhibitor Meeting, UCE, 6:30 PM, 1/22
- Beef Bash 1/26-28
- Cost Share Program, Starke 2/15
- 4-H Goat Show 2/17
- Pesticide CEU Class, Starke 2/20
- Union County Beekeepers 2/20
- Outdoor Expo, Cuscowilla, Alachua Co. 2/24
- Exhibitor Meeting, UCE, 6:30 PM, 2/26
- Cattle & Swine Weigh In, 4 to 7 PM, 3/12
- Rabbit & Poultry Check In, 4 to 7 PM, 3/12