



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

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Union County Board of County Commissioners  
15 Northeast 1<sup>st</sup> Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4240

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AGENDA  
SPECIAL MEETING  
DECEMBER 7, 2023  
5:00 P.M.

1. Meeting Called to Order
2. Invocation and Pledge.....Commissioner Tallman
3. Approval of Board Bills from November 20<sup>th</sup> Meeting.....Clerk Rhoades
4. Public Comments.....Chairman Channing Dobbs
5. Delbert Smith RV Park..... Attorney Theriaque
6. LDR Administrator Discussion.....Chairman Channing Dobbs/ Jimmy Williams
7. Discussion of Min Wage Increase w/ Compression.....Jimmy Williams/ Michaela Clemons
8. HR Grievance Process.....Michaela Clemons
9. Employee Policy Updates.....Michaela Clemons
10. Resolutions 2023-14, 2023-15, & 2023-16 with Supplemental Agreements....Jimmy Williams
9. 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  
WORKSHOP  
DECEMBER 15, 2022

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: Ryan Perez, Chair

RECORDING: Kellie Hendricks Rhoades, Clerk of Courts & Comptroller; Reagan E. Robinson, Deputy Clerk

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

**MEETING CALLED TO ORDER**

Chair Perez called the meeting to order at 8:00 am.

**PUBLIC COMMENTS**

Mr. Matt Denson addressed the Board, asking questions regarding the Agriculture Education Building's sewage system. Ms. Melissa Hendrix, City of Lake Butler explained that the City would allow the Ag Ed Building to tie in to the sewage system, but cannot afford the lift station.

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

**DISCUSSION OF PUBLIC SAFETY AND CODE ENFORCEMENT**

Mr. Williams informed the Board that a former Code Enforcement Agent (CEA) would stay on an on-call basis, requiring \$200-300 per incident. There was then discussion regarding the level of enforcement need, the enforcement of either everything or nothing, and challenges that come with enforcing said code. After which, the Board discussed land development regulation changes and procuring advice from Mr. David Theriaque.

At 10:54, the Board moved and passed the motion to recess, reconvening at 1:30 pm, later the same day.

**DISCUSSION OF MINIMUM WAGE INCREASE WITH COMPRESSION**

The Board then partook in discussion regarding a wage increase to account for minimum wage changes.

**DISCUSSION OF CEMETARY MAINTENANCE**

The Board spoke about stopping the maintenance of private cemeteries.

**DISCUSSION OF SIGNATURE AUTHORITY FOR COUNTY COORDINATOR**

There was discussion regarding signature authority on contracts of previously approved grants.

Chair Perez adjourned the meeting by general consent at 3:40 pm.

*Adopted by vote of the Board of County Commissioners on September 18, 2023.*

BOARD OF COUNTY COMMISSIONERS  
UNION COUNTY, FLORIDA  
REGULAR MEETING  
DECEMBER 19, 2022

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: Chairman Ryan Perez

RECORDING: Pamela Woodington, Finance Director

ATTENDING: Vice-Chairman Dobbs; Commissioner Willie Croft; Commissioner Mac Johns; Commissioner James Tallman; Jimmy Williams, County Coordinator; Dianne Hannon, Board Secretary; Russ Wade, County Attorney

**MEETING CALLED TO ORDER**

Chairman Perez called the meeting to order at 6:00 pm. Commissioner Dobbs offered the invocation and led Pledge of Allegiance.

**PUBLIC COMMENTS**

Chairman Perez welcomed the public and called for public comments.

JR Davis brought to the attention of the Board, properties that have RV's and are not complying with the County's LDR plans, which do not pay the proper Special Assessment fees but use the services provided by the County. Chairman Perez indicated that they have ask Mr. Wade to contact Attorney David Theriaque, to review and fortify the County's LDR. Mr. Williams interjected that the particular lots Mr. Davis mentioned are vacant lots that have RVs parked and are not currently building a new home.

Tracey Tate stated that a program is being provided through the Woman's Club which is giving stuffed animals to children for Christmas. Noon to 4 on Friday, December 23<sup>rd</sup>. She is trying to spread the news.

Chair Perez closed the floor to public comments

The Finance report was presented, **Commissioner Croft moved to accept with Commissioner Dobbs seconding. The vote was unanimous.**

Addendum Agenda was presented by County Coordinator with the addition of two items.

First item to consider award of professional services for the Brownfields Program. Mr. Williams recommends PPM. **Commissioner Tallman moved to accept PPM as the professional service company for the Brownfields Program, Commissioner Johns seconded the motion passed unanimously.**

Agricultural Educational Building, Phase III Mr. Williams' recommendation is to continue services with Union La-Steel who presented a sealed bid of \$290,915.00. Which includes the enclosed building, pavilion with lean-tos. A drawing was provided at the workshop held on December 15, 2022. **Commissioner Tallman moved to accept bid and continue using La-Steel Metal Building services for Phase III of the Agricultural Education Building. Commissioner Johns seconded. The Board voted unanimously to accept bid and continued services.**

Mr. Williams requested consideration of the services for the oversight and construction of the Public Safety Complex. Committee reviewed companies who submitted qualifications. AJAX Building Corporation was chosen by the committee based on their qualifications. After discussion of the advertisement Mr. Williams stepped out of meeting to confirm specifics with Sheriff Whitehead.

Consideration of second reading of Ordinance 22-05 to amend Comprehensive Plan. Chairman Perez ask if there was a motion to accept Ordinance 22-05. **Vice-Chairman Dobbs moved with Commissioner Johns providing second. Ordinance 22-05 was passed unanimously.**

Ordinance 22-06 second reading for consideration for Ridge Point Structures, LLC to change Land Use Classification. **Vice-Chair Dobbs moved to accept Ordinance 22-06 and Commissioner Croft seconded. Motion passed unanimously.**

Consideration of Ordinance 22-07 in favor of Bergsma of land use change. **Vice-Chair Dobbs moved to accept Ordinance 22-07 with Commissioner Johns providing the second. The Board approved unanimously.**

Consideration of Ordinance 22-08 to rezone land from Agricultural 4 to light industrial. **Commissioner Tallman moved to accept Ordinance 22-08 with Commissioner Johns providing the second. Motion passed unanimously.**

Consideration of Ordinance 22-09 relating to rezoning. Providing to rezone from Agricultural to light industrial. **Commissioner Johns moved to accept Ordinance 22-09 with Commissioner Croft seconded. Motion passed unanimously.**

Advertising CEI services for road projects 229N and 149<sup>th</sup> required due to grant amount. **Vice-Chair Dobbs moved to advertise; Commissioner Croft seconded. Motion passed unanimously.**

Consideration of Compression schedule raises presented by Mr. Williams at the December 15, 2022 workshop. **Commissioner Croft moved, with Commissioner Tallman seconded. Compression schedule raises passed unanimously.**

Mr. Williams confirmed with Sheriff Whitehead that AJAX Building Corporation will stay within the parameters of the grant requirements and oversee the Public Safety Complex. **Commissioner Tallman moved to accept AJAX Building Corporation with Commissioner Croft second. Passed unanimously.**

Mr. Williams updated the Board on the demolition project of the New River Public Library Coop, making room for the future Public Safety Complex. Mr. Davis, Mr. Arnold and Mrs. Hayes along with their staff moved quickly and very efficiently. Mr. Davis also notated the items for repurposing. Mr. Davis also offered compliments of the efforts from the Road Department and Solid Waste Departments.

Mr. Williams reported on the status of the FRDAP grant at OJ Phillips. Ballfield grounds are close to completion prepped to install chain link fence. Mr. Williams stated his calculations of completion, the project should come well under his original estimate. Mr. Jenkins is currently on site completing one field with all LED lights, 2<sup>nd</sup> field partially with LED lights saving enough monies to place 4 LED lights on first and third base of every field. Hopefully saving the Rec Board monies in electricity bills. Mr. Williams also stated project should be completed in a month.

Kim Hayes – Thankful for the wage increase for her staff, excited to share the news in the morning.

Shelton Arnold – Thankful for the pay increase

Mary Brown – Merry Christmas

Toby Witt –stated that he is proud to report that we are contributing as much mutual aid as we requested. Also working with well with Lake Butler Hospital. Revenue increase came from Lake Butler Hospital. Thank you for the increase in wages over the past year which was instrumental in recruiting new employees.

Mrs. Woodington – to pay JR Davis when invoice presented, but total monies of work not available for tonight's meeting. **Commissioner Tallman moved to pay Mr. Davis and Commissioner Johns second. Motion passed unanimously.**

Mr. Wade has been made aware along with Mr. Maines the City attorney that Mr. Walker on behalf of the City of Lake Butler had sent notice to terminate the interlocal agreement effective December 31, 2022. The Board, upon receipt of notification formed a committee to discuss with City officials the agreement, however the Committee was not able to meet to resolve the issues. The problem is that effective December 31, 2022 the interlocal agreement would terminate along with the special assessments which would then revert to the City and the City would then be responsible for their own Garbage and Emergency Medical Services. Council for both the City and the County do not think this is the intent and recommend that the interlocal agreement continue as currently proposed on a one year term to be reviewed and addressed. December 31, 2022 is important due to Bruce Dukes,



December 19, 2022  
Regular Meeting

Property Appraiser, preparing to disburse TRIM notices to be sent to taxpayers. Mr. Wade ask for permission from the Board to convey the message that the County Board will continue the interlocal agreement with the city. **Vice Chair Dobbs moved to continue the Interlocal Agreement with the City of Lake Butler with permission given to Attorney Wade to convey the message to Attorney Maines.** Commissioner Tallman ask if the Board has been provided with the letter of termination. County Coordinator Williams stated that it had and he believes it was discussed in the June 2022 board meeting. Commissioner Perez stated that the intent of the city when speaking with Mayor Schenck was to strengthen the relationship between the County and the City and that a letter of termination might assist with a timeline to remedy questions from both the city and the County. Healthy discussions were had in reference to the CRA district and improvements that could be made. Commissioner Perez stated that the letter to terminate was not made with any ill intent. **Commissioner Tallman stated that the thought process of a letter of termination to create more healthy discussion was confusing to him but he would second the motion to assist with creating a better working relationship with the City. Vice Chair Dobbs amended motion to state to continue with all interlocal agreements on identical terms with the City and Mr. Wade to convey message to Mr. Maines. Motion passed unanimously.**

Chair Perez ask reports from Commissioners. Vice Chair Dobbs ask for Chairman Perez to begin who wished everyone a Merry Christmas. Vice Chair Dobbs also continued with Merry Christmas and thanks Department Heads and their staff for the work they do. Commissioner Tallman wished everyone a Merry Christmas. Commissioner Johns also wished everyone a Merry Christmas and considers it an honor to be able to provide raises and wishes more could be done. Commissioner Croft thanked all employees for their work all year and appreciates everything employees do and wishes all a very Merry Christmas.

The meeting adjourned by general consent at 6:39 p.m.

*Adopted by vote of the Board, February 20, 2023 regular meeting*

## Michaela Clemons

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**From:** Michaela Clemons  
**Sent:** Tuesday, February 21, 2023 12:46 PM  
**To:** EMS Assistant  
**Cc:** EMS Director (emsdirector@unioncounty-fl.gov)  
**Subject:** RE: Inquiry  
**Attachments:** EMS 22-23 Pay Increase - Min Wage COLA Compression.xlsx

Good afternoon,

All compression raises were calculated the same way based on position and any established pay scales for the department for Full Time employees. Anyone who received a raise in October that put them above \$15.00/hr were excluded. Anyone who received a raise in October and were still below \$15.00/hr were brought up to \$15.00/hr. Any raises above \$15.00/hr were to adjust the established pay scales implemented in those departments while keeping any Cost-of-Living Adjustments (COLA) they had previously received as compression.

In the EMS department there was a mandatory minimum wage of \$15/hr for any Direct Care Employees in organizations that received Medicare funding. This mandatory increase was to take effect as of 10/01/2022; however, there was a stay put in place by the courts to postpone the deadline. Since it was the objective of the County to get all employees up to a \$15/hr minimum this year, we went ahead and implemented the \$15/hr minimum wage in the EMS department in October.

Andrew Eaves and Andrea Beasley both received additional raises for their higher position as Officers In Charge (OIC). Andrew received a \$1/hr more than Andrea as he has been with the County longer, as directed by Toby in his paperwork requesting their raises.

As far as your position, your rate before the 3% COLA was already \$15.10/hr, and after the COLA \$15.55/hr. Since there was no established pay scale increase for your position in the EMS department since you are not a Direct Care Employee, and I did not receive any paperwork for an additional raise for you back in October, you did not receive a further raise. Your rate of pay is within the same salary range as the other Administrative Assistants and Secretary positions within the County.

Toby received a raise with the Compression adjustment equivalent to \$1/hr along with the other department heads.

I have attached the worksheet that shows the raises given to your department with the minimum wage adjustment, 3% COLA, additional raises, and compression. The annual salaries for hourly workers are only calculated at 2080 hours, the base rate without the built-in overtime. Andrew Eaves, Andrea Beasley, and Garrett Allen are listed as receiving their raises under "Compression" along with Toby; however, they received this raise prior to the actual Minimum Wage and Compression Adjustment approved by the Board, as their rates were adjusted with the pay scale when the rest of the department was adjusted for the new \$15/hr minimum in October for Direct Care Employees.

I hope this answers your question. Please, let me know if there's anything else I can explain further.

Thank you,

*Michaela Clemons*

Human Resources  
Union County Board of County Commissioners  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054

(386) 496-1026

<https://unioncounty-fl.gov/>

In-office hours:

Monday, Wednesday, Friday: 8:00 AM – 4:00 PM

Tuesday, Thursday: 9:00 AM – 5:00 PM

**From:** EMS Assistant <emsassistant@unioncounty-fl.gov>

**Sent:** Tuesday, February 21, 2023 9:41 AM

**To:** Michaela Clemons <hr@unioncounty-fl.gov>

**Subject:** Inquiry

Good morning,

Can you please provide what the criteria was for the minimum wage increase with compression?

I hope you are having a great week so far!

Thank you,

*Patricia*

Patricia Harris

Administrative Assistant

Union County Emergency Medical Services

[550 SE 6th Street](#)

[Lake Butler, FL 32054](#)

P: 386-496-3839

F: 386-496-2158

[emsassistant@unioncounty-fl.gov](mailto:emsassistant@unioncounty-fl.gov)

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PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from state or county officials regarding state or county business are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to disclosure.



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## Michaela Clemons

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**From:** Michaela Clemons  
**Sent:** Tuesday, May 9, 2023 4:21 PM  
**To:** Peggy Gatlin; Patricia Burkel; publicrecords  
**Cc:** Kellie Rhoades  
**Subject:** RE: Records Request  
**Attachments:** USW TTF Payscale 1.1.23.pdf

Pay scales are maintained in the HR office, so Peggy wouldn't necessarily have that information on hand.

As far as the pay scales for those positions requested:

The Solid Waste/Road Department Secretary is one position handling both departments. It was negotiated with Tina Summers when she was hired that this position would start out at \$15.00/hr (\$2.00 more than the Inmate Supervisor and Collection Site positions) as we were unable to fill that position for anything less given the amount of work within two departments that they are expected to perform. When we did the compression raises, this was adjusted again to be only \$1/hr above those positions starting at \$16.00/hour. When hiring Alex Sullivan was hired to take Tina's place, they negotiated her starting salary to match Tina's rate of pay when she left the position. Please see attached.

The Building Department Secretary and the Board Secretary both received their raises prior to the compression raises listed as performance-based evaluations on 11/21/2022. They were included in the spreadsheets to show the increases to their respective departments, but were not actually part of the compression raises.

HR's pay rate was negotiated at the time of hire, since they offered an hourly rate instead of the salary range of the prior HR position, to be above the Building Department Secretary as the duties of HR are more cumbersome than a typical secretary or administrative assistant position, but below the Board Secretary as the employee in that position has been with the County for many years. Since the rates for the Building Department Secretary and the Board Secretary were increased, HR received a compression raise of \$0.78 to maintain that negotiated separation.

Thank you,

*Michaela Clemons*

Human Resources  
Union County Board of County Commissioners  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054  
(386) 496-1026  
<https://unioncounty-fl.gov/>

In-office hours:

Monday, Wednesday, Friday: 8:00 AM – 4:00 PM

Tuesday, Thursday: 9:00 AM – 5:00 PM

**From:** Peggy Gatlin <gatlinp@unionclerk.com>  
**Sent:** Tuesday, May 9, 2023 3:19 PM  
**To:** Patricia Burkel <mrsharris2014@aol.com>; publicrecords <publicrecords@unionclerk.com>  
**Cc:** Michaela Clemons <hr@unioncounty-fl.gov>; Kellie Rhoades <rhoadesk@unionclerk.com>  
**Subject:** FW: Records Request

Good afternoon,

### Solid Waste Payscale

Position	FT/PT	Starting Pay	
Collection Site Attendant	CT	\$11.00	*Increases with statutory minimum wage requirements
Collection Site Attendant	FT	\$15.00	
Inmate Supervisor	CT	\$11.00	*Increases with statutory minimum wage requirements
Inmate Supervisor	FT	\$15.00	
Animal Control	FT	\$15.00	
Roll Off Driver	FT	\$16.00	
Secretary	FT	\$16.00	



1. Request an official list of all employees who received a compression raise that was approved by the Board of County Commissioners. Already answered by HR with the attachment above.
2. The date the compression rates went into effect. 01/01/2023.
6. I would like to request a pay scale for the following county employee positions Human Resources, board secretary, building department secretary, road department secretary and solid waste secretary along with any rate of pay changes from January 2017 to present. (A.) I am not aware of any pay scales for any positions within the county. (B.) I have attached the pay rate change reports for all employees requested. All reports are by any changes made during time of employment and will not necessarily reflect the date range requested.

Thank You,

**Peggy Gatlin**

**Finance Officer**

Union County Clerk of Courts  
55 West Main Street, Rm. 103  
Lake Butler, FL 32054  
(386) 496-4170  
(386) 496-1718 (fax)  
[gatlinp@unionclerk.com](mailto:gatlinp@unionclerk.com)

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**From:** Michaela Clemons <[hr@unioncounty-fl.gov](mailto:hr@unioncounty-fl.gov)>

**Sent:** Tuesday, May 9, 2023 2:11 PM

**To:** Kellie Rhoades <[rhoadesk@unionclerk.com](mailto:rhoadesk@unionclerk.com)>; Patricia Burkel <[mrsharris2014@aol.com](mailto:mrsharris2014@aol.com)>; Peggy Gatlin <[gatlinp@unionclerk.com](mailto:gatlinp@unionclerk.com)>

**Subject:** RE: Records Request

Good afternoon,

**3. Who created the formula to calculate the compression rates?**

The County Coordinator, James Williams, gave specific instruction on what criteria to apply for the formula. HR, Michaela Clemons, created the formula as outlined by the criteria set forth by the County Coordinator.

**4. How was the formula created and decided upon? Please provide the formula that was given to the Board of County Commissioners for board approval.**

All compression raises were calculated the same way based on position and any established pay scales for the department for Full Time employees. Anyone who received a raise in October that put them above \$15.00/hr were excluded. Anyone who received a raise in October and were still below \$15.00/hr were brought up to \$15.00/hr. Any raises above \$15.00/hr were to adjust the established pay scales implemented in those departments while keeping any Cost-of-Living Adjustments (COLA) they had previously received as compression.

The criteria for the formula were created and decided upon by looking at each department's current pay scales and calculating how much they would have to be raised to make the FT starting pay of the lowest position within the department be \$15.00/hr. From there, positions who were scaled to make a certain dollar amount more than the position below them were adjusted to keep that same scale, and the Cost-of-Living Adjustments those employees had received was retained to maintain their compression. In departments where a position did not have an established pay scale, the position's pay range across multiple departments who also did not have an established pay scale for that position was used. Department Heads were given a raise equivalent to \$1/hr. EMS (EMT & Paramedic) employees who had already been adjusted to meet the new statutory \$15.00/hr minimum wage for Medicare Direct Care Employees were adjusted prior to compression increases and therefore excluded. The formula used after applying this criterion to calculate how much the increase to wages for each department is as follows:

Rate of pay prior to 10/01 \* 1.03 = COLA; COLA + Statutory Minimum Wage Increase + Incentive/Performance Evaluation Raise = Current rate; Current Rate + \$X = Final Rate (\$X = to the dollar amount needed to reach the \$15/hr minimum or the minimum associated with that position's pay scale); Final Rate \* 2080 (budgeted base pay hours for one year) = Annual Salary; Annual Salary \* 7.65% = Annual FICA/MEDICARE expense; Annual Salary \* Employer Contribution Rate for FRS = Annual Retirement Expense; Annual Salary \* Worker's Compensation Rate = Annual Worker's Compensation Expense; Annual Salary + Annual FICA/MEDICARE Expense + Annual Retirement Expense + Annual Worker's Compensation Expense = Total Annual Cost of Employee; SUM of all Total Annual Cost of Employees = Total Cost of Increase to the Department.

A copy of the Excel Workbook and the Final PDF that was presented to the Board are attached.

**5. Who was the final authoritative person to approve or deny who received compression raises and who did not?**

James Williams, County Coordinator, was the authority to approve or deny who would be included in the compression raise criteria, but ultimate authority on approving or denying the raises presented to the Board, including approving or denying if anyone should be included or excluded, rests with the Board of County Commissioners who has final ruling on all items brought before them in a Board Meeting.

Thank you,

*Michaela Clemons*

Human Resources

Union County Board of County Commissioners

15 NE 1<sup>st</sup> Street

Lake Butler, FL 32054

(386) 496-1026

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**From:** Kellie Rhoades <[rhoadesk@unionclerk.com](mailto:rhoadesk@unionclerk.com)>

**Sent:** Tuesday, May 9, 2023 11:24 AM

**To:** Patricia Burkel <[mrsharris2014@aol.com](mailto:mrsharris2014@aol.com)>; Michaela Clemons <[hr@unioncounty-fl.gov](mailto:hr@unioncounty-fl.gov)>; Peggy Gatlin <[gatlinp@unionclerk.com](mailto:gatlinp@unionclerk.com)>

**Subject:** FW: Records Request

Good morning,

Please accept this email as confirmation that we have received your request. This is a second response as I accidentally left off Michaela and Peggy.



In response, I am copying both the Payroll Clerk and HR to provide these documents. In accordance with policy, we will have to charge for any time that exceeds 30 minutes, and if you request paper copies, \$1 per page. There are no copy charges if sent electronically.

Payroll will have Items 1, 2 and 6. HR will have answers to 3, 4 and 5.

Peggy and Michaela, please "Reply All" and include [publicrecords@unionclerk.com](mailto:publicrecords@unionclerk.com) on your response so that the record of the response is maintained properly. Also, please notify if you expect your time to compile the response would exceed 30 minutes.

Thank you,  
Kellie

**Kellie Hendricks Rhoades, CPA**  
**Clerk of Circuit Court & Comptroller**  
**Union County, Florida**

55 W. Main Street, Room 103  
Lake Butler, FL 32054  
386.496.3711



[www.unionclerk.com](http://www.unionclerk.com)

Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.

**From:** Patricia Burkel <[mrsharris2014@aol.com](mailto:mrsharris2014@aol.com)>

**Sent:** Friday, May 5, 2023 2:27 PM

**To:** publicrecords <[publicrecords@unionclerk.com](mailto:publicrecords@unionclerk.com)>

**Subject:** Records Request

To whom it may concern,

I would like to formally make a public records request for the following:

1. Request an official list of all employees who received a compression raise that was approved by the Board of County Commissioners.
2. The date the compression rates went into effect.
3. Who created the formula to calculate the compression rates?
4. How was the formula created and decided upon? Please provide the formula that was given to the Board of County Commissioners for board approval.
5. Who was the final authoritative person to approve or deny who received compression raises and who did not?
6. I would like to request a pay scale for the following county employee positions Human Resources, board secretary, building department secretary, road department secretary and solid waste secretary along with any rate of pay changes from January 2017 to present.

Please let me know the cost of these records.

Thank you for your time

Sent from my iPhone

NOTE: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### Road Department Pay Scale

Position	FT/CT	Starting Pay
Inmate Supervisor	FT	\$ 15.00
Equipment Operator I	FT	\$ 15.00
Equipment Operator II	FT	\$ 16.00
Equipment Operator III	FT	\$ 17.00
Equipment Operator III	CT	\$ 17.00
Assistant Superintendent	FT	\$ 17.00
Secretary	FT	\$ 16.00

**Union County Minimum Wage Increase with Compression Summary**

LAST NAME	FIRST NAME	POSITION	CURRENT RATE	3% COLA	MIN WAGE	ADDITIONAL	CURRENT RATE	CURRENT ANNUAL SALARY	FICA/MED	W.C.	RET	CURRENT TOTAL EMP COST	Compression	FINAL RATE	ANNUAL SALARY	FICA/MED	RET	WC	TOTAL EMP COST
WILLIAMS	JAMES	COORDINATOR	\$ 40.66	\$ 41.88	\$ -	\$ -	\$ 40.66	\$ 84,999.74	\$ 6,663.13	\$ 200.33	\$ 27,497.30	\$ 121,460.59	\$ 2,080.00	\$ 3,429.99	\$ 89,179.74	\$ 6,822.25	\$ 28,154.04	\$ 205.11	\$ 125,361.15
CLEMONS	MICHAELA	HR	\$ 16.48	\$ 16.97	\$ -	\$ -	\$ 16.97	\$ 35,297.60	\$ 2,700.27	\$ 81.18	\$ 4,201.94	\$ 42,283.00	\$ 0.78	\$ 17.75	\$ 36,920.00	\$ 2,824.38	\$ 4,397.17	\$ 84.92	\$ 41,226.47
WITT	TOBY	EMS DIRECTOR	\$ 33.76	\$ 34.77	\$ -	\$ -	\$ 34.77	\$ 72,100.08	\$ 5,515.66	\$ 3,842.93	\$ 20,065.45	\$ 101,524.12	\$ 2,080.00	\$ 2,853.08	\$ 74,180.08	\$ 5,674.78	\$ 20,644.32	\$ 1,953.80	\$ 104,452.97
HAYES (DIR)	KIMBERLY	USW DIRECTOR	\$ 2,059.39	\$ 2,121.12	\$ -	\$ -	\$ 2,121.12	\$ 55,150.46	\$ 4,219.01	\$ 126.85	\$ 6,568.42	\$ 66,054.74	\$ 2,080.00	\$ 2,201.17	\$ 57,230.46	\$ 4,378.13	\$ 6,816.15	\$ 131.63	\$ 68,556.37
ROSSER	EDMOND	COLLECTION SITE	\$ 10.00	\$ 10.30	\$ 0.70	\$ -	\$ 11.00	\$ 23,045.00	\$ 1,762.94	\$ 1,194.22	\$ 2,744.66	\$ 28,946.82	\$ 4.00	\$ 15.00	\$ 11,200.00	\$ 2,386.80	\$ 1,715.92	\$ 1,887.60	\$ 19,190.32
GOTF	DEBORAH	COLLECTION SITE	\$ 10.72	\$ 11.04	\$ -	\$ -	\$ 11.04	\$ 23,132.15	\$ 1,769.61	\$ 1,399.50	\$ 2,755.04	\$ 29,056.30	\$ 4.00	\$ 15.04	\$ 11,286.51	\$ 2,393.42	\$ 1,716.23	\$ 1,892.83	\$ 19,299.01
HENDERSON	CHARLOTTE	COLLECTION SITE	\$ 11.38	\$ 11.72	\$ -	\$ 1.00	\$ 12.72	\$ 26,651.33	\$ 2,038.83	\$ 1,612.41	\$ 3,174.17	\$ 33,476.74	\$ 3.00	\$ 15.72	\$ 12,700.51	\$ 2,501.59	\$ 1,894.63	\$ 1,978.38	\$ 41,075.11
LEE JR	JOHN	INMATE SUPERVISOR	\$ 13.39	\$ 13.79	\$ -	\$ -	\$ 13.79	\$ 28,893.61	\$ 2,210.36	\$ 1,748.06	\$ 3,441.23	\$ 36,293.27	\$ 3.00	\$ 16.79	\$ 14,936.74	\$ 2,671.90	\$ 4,155.77	\$ 2,111.07	\$ 43,871.47
POWELL	JERRY	COLLECTION SITE	\$ 10.00	\$ 10.30	\$ 0.70	\$ -	\$ 11.00	\$ 23,045.00	\$ 1,762.94	\$ 1,194.22	\$ 2,744.66	\$ 28,946.82	\$ 4.00	\$ 15.00	\$ 11,200.00	\$ 2,386.80	\$ 1,715.92	\$ 1,887.60	\$ 19,190.32
SNYDER	KENNETH	ROLL OFF DRIVER	\$ 15.45	\$ 15.91	\$ -	\$ -	\$ 15.91	\$ 33,338.78	\$ 2,550.42	\$ 2,017.00	\$ 4,570.65	\$ 41,876.84	\$ 1.00	\$ 16.91	\$ 15,180.08	\$ 2,691.28	\$ 4,189.95	\$ 2,128.39	\$ 44,189.70
SUMMERS	TINA	SECRETARY	\$ 15.00	\$ 15.45	\$ -	\$ -	\$ 15.45	\$ 32,367.75	\$ 2,476.13	\$ 74.45	\$ 3,055.00	\$ 38,771.33	\$ 1.00	\$ 16.45	\$ 14,216.00	\$ 2,617.52	\$ 4,075.13	\$ 78.70	\$ 40,987.35
GRIFFIS	BRIANNA	ANIMAL CONTROL	\$ 12.00	\$ 12.36	\$ -	\$ 2.00	\$ 14.36	\$ 30,084.20	\$ 2,301.44	\$ 1,347.77	\$ 3,583.01	\$ 37,316.44	\$ 1.00	\$ 15.36	\$ 13,948.80	\$ 2,444.08	\$ 3,805.10	\$ 1,543.13	\$ 39,741.11
DAVIS	ROBERT	COLLECTION SITE	\$ 12.00	\$ 12.36	\$ -	\$ -	\$ 12.36	\$ 25,894.20	\$ 1,880.91	\$ 1,566.60	\$ 3,084.00	\$ 32,525.70	\$ 3.00	\$ 15.36	\$ 13,948.80	\$ 2,444.08	\$ 3,805.10	\$ 1,932.30	\$ 40,130.89
SULLIVAN	BRIDGETT	INMATE SUPERVISOR	\$ 27.90	\$ 28.74	\$ -	\$ -	\$ 27.90	\$ 58,781.02	\$ 4,573.25	\$ 6,145.49	\$ 7,119.92	\$ 77,619.68	\$ 2,080.00	\$ 2,379.27	\$ 61,861.02	\$ 4,732.37	\$ 7,367.65	\$ 6,359.31	\$ 80,320.35
ARNOLD JR	SHELTON	TTF DIRECTOR	\$ 27.90	\$ 28.74	\$ -	\$ -	\$ 27.90	\$ 58,781.02	\$ 4,573.25	\$ 6,145.49	\$ 7,119.92	\$ 77,619.68	\$ 2,080.00	\$ 2,379.27	\$ 61,861.02	\$ 4,732.37	\$ 7,367.65	\$ 6,359.31	\$ 80,320.35
FOERMAN	JEFFREY	DT EQUIP OP II	\$ 15.45	\$ 15.91	\$ -	\$ -	\$ 15.91	\$ 33,816.19	\$ 2,586.94	\$ 3,476.30	\$ 4,027.51	\$ 43,906.94	\$ 1.25	\$ 17.16	\$ 15,700.08	\$ 2,731.06	\$ 4,251.88	\$ 3,669.97	\$ 46,352.98
GRIFFIS	JAMES	DT EQUIP OP II	\$ 15.45	\$ 15.91	\$ -	\$ -	\$ 15.91	\$ 33,816.19	\$ 2,586.94	\$ 3,476.30	\$ 4,027.51	\$ 43,906.94	\$ 1.25	\$ 17.16	\$ 15,700.08	\$ 2,731.06	\$ 4,251.88	\$ 3,669.97	\$ 46,352.98
ANDREWS	WAYNE	ASST SUPER	\$ 15.97	\$ 16.45	\$ -	\$ -	\$ 16.45	\$ 34,954.34	\$ 2,674.01	\$ 3,593.31	\$ 4,163.06	\$ 45,184.71	\$ 1.00	\$ 17.45	\$ 16,294.13	\$ 2,776.50	\$ 4,322.63	\$ 3,731.04	\$ 47,124.30
JENNINGS	MICHAEL	DT EQUIP OP II	\$ 15.00	\$ 15.45	\$ -	\$ -	\$ 15.45	\$ 32,831.25	\$ 2,511.59	\$ 3,175.05	\$ 3,910.20	\$ 42,628.10	\$ 1.00	\$ 17.10	\$ 15,568.00	\$ 2,720.95	\$ 4,236.15	\$ 3,656.19	\$ 46,181.49
MARTIN	GERALDINE	INMATE SUPERVISOR	\$ 12.36	\$ 12.73	\$ -	\$ -	\$ 12.73	\$ 27,052.95	\$ 2,099.55	\$ 2,781.04	\$ 3,222.01	\$ 35,125.55	\$ 3.00	\$ 15.73	\$ 12,720.05	\$ 2,503.08	\$ 3,896.96	\$ 3,163.62	\$ 42,483.73
GRIFFIS	BRIAN	DT EQUIP OP III	\$ 16.00	\$ 16.48	\$ -	\$ -	\$ 16.48	\$ 35,020.00	\$ 2,679.03	\$ 3,600.06	\$ 4,170.88	\$ 45,469.97	\$ 1.00	\$ 17.48	\$ 16,358.40	\$ 2,781.42	\$ 4,130.29	\$ 3,737.64	\$ 47,207.75
GODWIN	STEPHEN	INMATE SUPERVISOR	\$ 12.36	\$ 12.73	\$ -	\$ -	\$ 12.73	\$ 27,052.95	\$ 2,099.55	\$ 2,781.04	\$ 3,222.01	\$ 35,125.55	\$ 3.00	\$ 15.73	\$ 12,720.05	\$ 2,503.08	\$ 3,896.96	\$ 3,163.62	\$ 42,483.73
YOUNG	FREDERICK	DT EQUIP OP I	\$ 14.42	\$ 14.85	\$ -	\$ -	\$ 14.85	\$ 31,561.78	\$ 2,414.48	\$ 3,244.55	\$ 3,759.01	\$ 40,979.81	\$ 2.00	\$ 16.85	\$ 15,053.41	\$ 2,681.59	\$ 4,174.86	\$ 3,603.49	\$ 45,513.34
JACKSON	FREDERICK	INMATE SUPERVISOR	\$ 13.00	\$ 13.39	\$ -	\$ -	\$ 13.39	\$ 28,451.75	\$ 2,176.71	\$ 3,925.05	\$ 3,388.84	\$ 36,944.35	\$ 2.00	\$ 15.39	\$ 12,011.20	\$ 2,448.86	\$ 3,812.53	\$ 3,290.75	\$ 41,561.34
SNYDER	GARY	INMATE SUPERVISOR	\$ 16.00	\$ 16.48	\$ -	\$ -	\$ 16.48	\$ 35,020.00	\$ 2,679.03	\$ 3,600.06	\$ 4,170.88	\$ 45,469.97	\$ 1.00	\$ 17.48	\$ 16,358.40	\$ 2,781.42	\$ 4,130.29	\$ 3,737.64	\$ 47,207.75
TAYLOR	BENNY	DT EQUIP OP II	\$ 12.00	\$ 12.36	\$ -	\$ -	\$ 12.36	\$ 26,265.00	\$ 2,009.27	\$ 2,700.04	\$ 3,128.16	\$ 34,102.48	\$ 3.00	\$ 15.36	\$ 13,948.80	\$ 2,444.08	\$ 3,805.10	\$ 3,284.34	\$ 41,482.32
BETHIA	ALBERTO	INMATE SUPERVISOR	\$ 13.00	\$ 13.39	\$ -	\$ -	\$ 13.39	\$ 27,625.00	\$ 2,113.31	\$ 2,839.85	\$ 3,290.14	\$ 35,868.30	\$ 2.00	\$ 15.00	\$ 13,200.00	\$ 2,386.80	\$ 3,715.92	\$ 3,207.36	\$ 40,510.08
VACANT - TTF		DT EQUIP OP I	\$ 14.00	\$ 14.42	\$ -	\$ -	\$ 14.42	\$ 29,750.00	\$ 2,275.88	\$ 3,058.30	\$ 3,543.23	\$ 38,627.40	\$ 1.00	\$ 15.00	\$ 13,200.00	\$ 2,386.80	\$ 3,715.92	\$ 3,207.36	\$ 40,510.08
VACANT - TTF		INMATE SUPERVISOR	\$ 12.00	\$ 12.36	\$ -	\$ -	\$ 12.36	\$ 25,500.00	\$ 1,950.75	\$ 2,621.40	\$ 3,017.06	\$ 33,109.20	\$ 3.00	\$ 15.00	\$ 13,200.00	\$ 2,386.80	\$ 3,715.92	\$ 3,207.36	\$ 40,510.08
MOBLEY	THOMAS	PARKS AND REC	\$ 13.00	\$ 13.39	\$ -	\$ -	\$ 13.39	\$ 27,851.20	\$ 2,130.62	\$ 1,145.21	\$ 3,317.08	\$ 34,654.11	\$ 1.61	\$ 15.00	\$ 13,200.00	\$ 2,386.80	\$ 3,715.92	\$ 1,506.95	\$ 38,809.68
TONEY	PAMELA	SECRETARY	\$ 13.28	\$ 13.68	\$ -	\$ 1.17	\$ 14.85	\$ 30,881.67	\$ 2,362.68	\$ 71.01	\$ 3,678.36	\$ 36,996.75	\$ 0.15	\$ 15.00	\$ 11,196.67	\$ 2,386.55	\$ 3,715.52	\$ 71.75	\$ 37,370.49

Increase to BOCC:	\$ 4,844.03
Increase to EMS:	\$ 2,928.85
Increase to USW:	\$ 67,156.47
Increase to TTF:	\$ 75,145.72
Increase to Parks&Rec:	\$ 4,165.57
Increase to EXT:	\$ 373.74
<b>TOTAL INCREASE:</b>	<b>\$ 154,614.38</b>

\*Increase totals include the FICA/Medicare rates at 7.65%, Worker's Comp rates by position, and FRS Retirement rates by position.

\*Salaried employees are floored with their bi-weekly rates. This compression of \$2080.00 is equivalent to \$1.00/hr increase to their salary.



# **Union County Board of County Commissioners Administrative Office**

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	3% COLA	MIN WAGE	ADDITIONAL	CURRENT RATE	Compression	Final Rate
WILLIAMS	JAMES	COORDINATOR	\$ 40.66	\$ 41.88	\$ -	\$ -	\$ 3,349.99	\$ 2,080.00	\$ 3,429.99
CLEMONS	MICHAELA	HR	\$ 16.48	\$ 16.97	\$ -	\$ -	\$ 16.97	\$ 0.78	\$ 17.75

**Total Increase to County:**

**\$ 4,844.03**

### Union County Emergency Medical Services

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compression	Final Rate	TOTAL EMP COST
WITT	TOBY	EMS DIRECTOR	\$ 2,773.08	\$ 2,080.00	\$ 2,853.08	\$ 104,452.97
						\$ 104,452.97

TOTAL INCREASE TO COUNTY: \$ 2,928.85

### Union County Solid Waste

LAST NAME	FISRT NAME	POSITION	CUURENT RATE	Compression	Final Rate
HAYES (DIR)	KIMBERLY	USW DIRECTOR	\$ 2,121.17	\$ 2,080.00	\$ 2,201.17
ROSIER	EDMOND	COLLECTION SITE	\$ 11.00	\$ 4.00	\$ 15.00
GOFF	DEBORAH	COLLECTION SITE	\$ 11.04	\$ 4.00	\$ 15.04
HENDERSON	CHARLOTTE	COLLECTION SITE	\$ 12.72	\$ 3.00	\$ 15.72
LEE JR	JOHN	INMATE SUPER	\$ 13.79	\$ 3.00	\$ 16.79
POWELL	JERRY	COLLECTION SITE	\$ 11.00	\$ 4.00	\$ 15.00
SNYDER	KENNETH	ROLL OFF DRIVER	\$ 15.91	\$ 1.00	\$ 16.91
SUMMERS	TINA	SECRETARY	\$ 15.45	\$ 1.00	\$ 16.45
GRIFFIS	BRIANNA	ANIMAL CONTROL	\$ 14.36	\$ 1.00	\$ 15.36
DAVIS	ROBERT	COLLECTION SITE	\$ 12.36	\$ 3.00	\$ 15.36
SULLIVAN	BRIDGETT	INMATE SUPER	\$ 13.00	\$ 2.00	\$ 15.00

**TOTAL INCREASE TO COUNTY: \$ 67,156.47**

### Union County Road Department

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compression	FINAL RATE
ARNOLD JR	SHELTON	DIRECTOR	\$ 2,299.27	\$ 2,080.00	\$ 2,379.27
FOERMAN	JEFFREY	EQUIP II	\$ 15.91	\$ 1.25	\$ 17.16
GRIFFIS	JAMES	EQUIP II	\$ 15.91	\$ 1.25	\$ 17.16
ANDREWS	WAYNE	ASST SUPER	\$ 16.45	\$ 1.00	\$ 17.45
JENNINGS	MICHAEL	EQUIP II	\$ 15.45	\$ 1.65	\$ 17.10
MARTIN	GERALDINE	INMATE SUP	\$ 12.73	\$ 3.00	\$ 15.73
GRIFFIS	BRIAN	EQUIP III	\$ 16.48	\$ 1.00	\$ 17.48
GODWIN	STEPHEN	INMATE SUP	\$ 12.73	\$ 3.00	\$ 15.73
YOUNG	FREDRICK	EQUIP I	\$ 14.85	\$ 2.00	\$ 16.85
JACKSON	FREDERICK	INMATE SUP	\$ 13.39	\$ 2.00	\$ 15.39
SNYDER	BENNY	EQUIP III	\$ 16.48	\$ 1.00	\$ 17.48
TAYLOR	GARY	INMATE SUP	\$ 12.36	\$ 3.00	\$ 15.36
BETHEA	ALBERTO	INMATE SUP	\$ 13.00	\$ 2.00	\$ 15.00
VACANT		EQUIP I	\$ 14.00	\$ 1.00	\$ 15.00
VACANT		INMATE SUP	\$ 12.00	\$ 3.00	\$ 15.00

**TOTAL INCREASE TO COUNTY: \$ 75,145.72**



### Union County Parks and Recreation Department

LAST NAME	FIRST NAME	POSITION	CURRENT RATE	Compression	Final Rate
MOBLEY	THOMAS	PARKS AND REC MAINT	\$ 13.39	\$ 1.61	\$ 15.00

TOTAL INCREASE TO COUNTY: \$ 4,165.57

**Union County UF/IFAS Extension Office**

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	COMPRESSION	FINAL RATE
PAMELA	TONY	SECRETARY	\$ 14.85	\$ 0.15	\$ 15.00

**TOTAL INCREASE TO COUNTY: \$ 373.74**

### Union County Minimum Wage Increase with Compression Summary

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compressor	FINAL RATE
WILLIAMS	JAMES	COORDINATOR	\$ 3,349.99	\$ 2,080.00	\$ 3,429.99
CLEMONS	MICHAELA	HR	\$ 16.97	\$ 0.78	\$ 17.75
WITT	TOBY	EMS DIRECTOR	\$ 2,773.08	\$ 2,080.00	\$ 2,853.08
HAYES (DIR)	KIMBERLY	USW DIRECTOR	\$ 2,121.17	\$ 2,080.00	\$ 2,201.17
ROSIER	EDMOND	COLLECTION SITE	\$ 11.00	\$ 4.00	\$ 15.00
GOFF	DEBORAH	COLLECTION SITE	\$ 11.04	\$ 4.00	\$ 15.04
HENDERSON	CHARLOTTE	COLLECTION SITE	\$ 12.72	\$ 3.00	\$ 15.72
LEE JR	JOHN	INMATE SUPERVISOR	\$ 13.79	\$ 3.00	\$ 16.79
POWELL	JERRY	COLLECTION SITE	\$ 11.00	\$ 4.00	\$ 15.00
SNYDER	KENNETH	ROLL OFF DRIVER	\$ 15.91	\$ 1.00	\$ 16.91
SUMMERS	TINA	SECRETARY	\$ 15.45	\$ 1.00	\$ 16.45
GRIFFIS	BRIANNA	ANIMAL CONTROL	\$ 14.36	\$ 1.00	\$ 15.36
DAVIS	ROBERT	COLLECTION SITE	\$ 12.36	\$ 3.00	\$ 15.36
SULLIVAN	BRIDGETT	INMATE SUPERVISOR	\$ 13.00	\$ 2.00	\$ 15.00
ARNOLD JR	SHELTON	TTF DIRECTOR	\$ 2,299.27	\$ 2,080.00	\$ 2,379.27
FOERMAN	JEFFREY	DT EQUIP OP II	\$ 15.91	\$ 1.25	\$ 17.16
GRIFFIS	JAMES	DT EQUIP OP II	\$ 15.91	\$ 1.25	\$ 17.16
ANDREWS	WAYNE	ASST SUPER	\$ 16.45	\$ 1.00	\$ 17.45
JENNINGS	MICHAEL	DT EQUIP OP II	\$ 15.45	\$ 1.65	\$ 17.10
MARTIN	GERALDINE	INMATE SUPERVISOR	\$ 12.73	\$ 3.00	\$ 15.73
GRIFFIS	BRIAN	DT EQUIP OP III	\$ 16.48	\$ 1.00	\$ 17.48
GODWIN	STEPHEN	INMATE SUPERVISOR	\$ 12.73	\$ 3.00	\$ 15.73
YOUNG	FREDRICK	DT EQUIP OP I	\$ 14.85	\$ 2.00	\$ 16.85
JACKSON	FREDERICK	INMATE SUPERVISOR	\$ 13.39	\$ 2.00	\$ 15.39
BENNY	SNYDER	DT EQUIP OP III	\$ 16.48	\$ 1.00	\$ 17.48
TAYLOR	GARY	INMATE SUPERVISOR	\$ 12.36	\$ 3.00	\$ 15.36
BETHEA	ALBERTO	INMATE SUPERVISOR	\$ 13.00	\$ 2.00	\$ 15.00
VACANT - TTF		DT EQUIP OP I	\$ 14.00	\$ 1.00	\$ 15.00
VACANT - TTF		INMATE SUPERVISOR	\$ 12.00	\$ 3.00	\$ 15.00
MOBLEY	THOMAS	PARKS AND REC	\$ 13.39	\$ 1.61	\$ 15.00
PAMELA	TONEY	SECRETARY	\$ 14.85	\$ 0.15	\$ 15.00

<b>Increase to BOCC:</b>	<b>\$ 4,844.03</b>
<b>Increase to EMS:</b>	<b>\$ 2,928.85</b>
<b>Increase to USW:</b>	<b>\$ 67,156.47</b>
<b>Increase to TTF:</b>	<b>\$ 74,984.88</b>
<b>Increase to Parks&amp;Rec:</b>	<b>\$ 4,165.57</b>
<b>Increase to EXT:</b>	<b>\$ 373.74</b>
<b>TOTAL INCREASE:</b>	<b>\$154,453.54</b>

\*Increase totals include the FICA/Medicare rates at 7.65%, Worker's Comp rates by position, and FRS Retirement rates by position.

\*Salaried employees are listed with their bi-weekly rates. The compression of \$2080.00 is equivalent to \$1.00/hr increase to their salary.

**Union County Board of County Commissioners Administrative Office**

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compression	Final Rate
WILLIAMS	JAMES	COORDINATOR	\$ 3,349.99	\$ 2,080.00	\$ 3,429.99
CLEMONS	MICHAELA	HR	\$ 16.97	\$ 0.78	\$ 17.75

**Total Increase to County: \$ 4,844.03**

### Union County Emergency Medical Services

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compression	Final Rate	TOTAL EMP COST
WITT	TOBY	EMS DIRECTOR	\$ 2,773.08	\$ 2,080.00	\$ 2,853.08	\$ 104,452.97
TOTAL INCREASE TO COUNTY:			\$ 2,928.85			\$ 104,452.97



### Union County Solid Waste

LAST NAME	FISRT NAME	POSITION	CUURENT RATE	Compression	Final Rate
HAYES (DIR)	KIMBERLY	USW DIRECTOR	\$ 2,121.17	\$ 2,080.00	\$ 2,201.17
ROSIER	EDMOND	COLLECTION SITE	\$ 11.00	\$ 4.00	\$ 15.00
GOFF	DEBORAH	COLLECTION SITE	\$ 11.04	\$ 4.00	\$ 15.04
HENDERSON	CHARLOTTE	COLLECTION SITE	\$ 12.72	\$ 3.00	\$ 15.72
LEE JR	JOHN	INMATE SUPER	\$ 13.79	\$ 3.00	\$ 16.79
POWELL	JERRY	COLLECTION SITE	\$ 11.00	\$ 4.00	\$ 15.00
SNYDER	KENNETH	ROLL OFF DRIVER	\$ 15.91	\$ 1.00	\$ 16.91
SUMMERS	TINA	SECRETARY	\$ 15.45	\$ 1.00	\$ 16.45
GRIFFIS	BRIANNA	ANIMAL CONTROL	\$ 14.36	\$ 1.00	\$ 15.36
DAVIS	ROBERT	COLLECTION SITE	\$ 12.36	\$ 3.00	\$ 15.36
SULLIVAN	BRIDGETT	INMATE SUPER	\$ 13.00	\$ 2.00	\$ 15.00

**TOTAL INCREASE TO COUNTY:     \$     67,156.47**

### Union County Road Department

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compression	FINAL RATE
ARNOLD JR	SHELTON	DIRECTOR	\$ 2,299.27	\$ 2,080.00	\$ 2,379.27
FOERMAN	JEFFREY	EQUIP II	\$ 15.91	\$ 1.25	\$ 17.16
GRIFFIS	JAMES	EQUIP II	\$ 15.91	\$ 1.25	\$ 17.16
ANDREWS	WAYNE	ASST SUPER	\$ 16.45	\$ 1.00	\$ 17.45
JENNINGS	MICHAEL	EQUIP II	\$ 15.45	\$ 1.65	\$ 17.10
MARTIN	GERALDINE	INMATE SUP	\$ 12.73	\$ 3.00	\$ 15.73
GRIFFIS	BRIAN	EQUIP III	\$ 16.48	\$ 1.00	\$ 17.48
GODWIN	STEPHEN	INMATE SUP	\$ 12.73	\$ 3.00	\$ 15.73
YOUNG	FREDRICK	EQUIP I	\$ 14.85	\$ 2.00	\$ 16.85
JACKSON	FREDERICK	INMATE SUP	\$ 13.39	\$ 2.00	\$ 15.39
SNYDER	BENNY	EQUIP III	\$ 16.48	\$ 1.00	\$ 17.48
TAYLOR	GARY	INMATE SUP	\$ 12.36	\$ 3.00	\$ 15.36
BETHEA	ALBERTO	INMATE SUP	\$ 13.00	\$ 2.00	\$ 15.00
VACANT		EQUIP I	\$ 14.00	\$ 1.00	\$ 15.00
VACANT		INMATE SUP	\$ 12.00	\$ 3.00	\$ 15.00

**TOTAL INCREASE TO COUNTY: \$ 74,984.88**

### Union County Parks and Recreation Department

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	Compression	Final Rate
MCBLEY	THOMAS	PARKS AND REC MAIN1	\$ 13.39	\$ 1.61	\$ 15.00

TOTAL INCREASE TO COUNTY: \$ 4,165.57



**Union County UF/IFAS Extension Office**

LAST NAME	FISRT NAME	POSITION	CURRENT RATE	COMPRESSION	FINAL RATE
PAMELA	TONEY	SECRETARY	\$ 14.85	\$ 0.15	\$ 15.00

**TOTAL INCREASE TO COUNTY: \$ 373.74**



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## Corrective Action Plan

Date Of Corrective Action: 10/25/23

Employee Receiving Corrective Action: Patricia Harris

Position Of Employee Receiving Corrective Action: EMS Secretary

Department Of Employee Receiving Corrective Action: EMS

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1. Issue Of Concern:

See attached

† Please Check If Answer Continues On Separate Attached Sheet Of Paper

2. Facts Associated With Concern:

See attached

† Please Check If Answer Continues On Separate Attached Sheet Of Paper

3. Impact On Organization:

See attached

† Please Check If Answer Continues On Separate Attached Sheet Of Paper



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4. Desired Performance:

*See attached*

† Please Check If Answer Continues On Separate Attached Sheet Of Paper

5. Plan To Achieve Desired Performance:

*See attached*

† Please Check If Answer Continues On Separate Attached Sheet Of Paper

6. Consequences If Desired Performance Not Attained:

*See attached*

† Please Check If Answer Continues On Separate Attached Sheet Of Paper

I have reviewed this document and agree to abide by its terms.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Printed Name

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

**Issue of Concern:**

Mrs. Harris has on two occasions in recent weeks violated the Formal Grievance Policy of the Employee Policy Manual by taking two grievances in relation to her pay directly to county commissioners rather than following the Board adopted policy. The policy clearly states formal grievances must be given in writing to the department head, who will respond in 3 days. If the employee is still not satisfied she may file a written request to Board within 10 days and within 30 days a special meeting shall be called to hear the appeal. In addition, in a recent meeting the BOCC separated the HR Director to report directly to Board and added that position as a non- partial resource reporting could be submitted to. No written grievance was submitted to the Department Head or the HR Director before contact with Commissioners.

**Facts Associated With Concern:**

On one occasion Mrs. Harris contacted a Commissioner directly regarding her pay, and on the second she sent an email that included the Clerk of Court, a Clerk employee, and the entire Board of County Commissioners. This not only violates policy because she contacted the commission directly without going through the proper steps, but she included the Clerk and Clerk staff who are not part of her chain of command and have no place in this matter.

**Impact on Organization:**

The Formal Grievance Procedure is established so that matters that rise to level of Commissioner Involvement are heard with all the facts present. In bypassing the formal written steps not only is formal record keeping of the grievance lost but the Commission loses the ability to hear the Department Head's complete input on the matter and make an informed decision. Since meetings are public and the public has showed an increased interest in county proceedings as of late, the public also loses the ability to hear all the facts related to the issue. And finally, including Commissioners in a group email increases the risk of a sunshine law violation as if one of them were to weigh in before seeing that all were included this would be a violation.

**Desired Performance:**

All future Grievances related to EMS will be addressed in writing and in accordance with the Formal Grievance Policy. In addition, chain of command will be followed, which for EMS includes the Department Head, HR Director, County Coordinator, and then the Commission, in accordance with following the established Grievance Policy. Contacting commissioners or making comments in open meetings related to grievances within the EMS department without following the procedure will not be tolerated further. We are not interfering with your rights as a citizen to bring issues to your Commissioner however when the issues deal with the department and your job, you must do so in accordance with policies you agreed to upon employment.



In addition, the Clerk of Court nor her employees are in this chain of command and they should not be included in formal grievance paperwork. All concerns related to BOCC business should be addressed within the BOCC chain of command. Effective immediately all face to face EMS correspondence with Constitutional offices will be done by the Director, this includes delivering all financial paperwork.

Though both episodes of contact violated the policy, in the case of your contact with the Commissioner directly, that was in fact presented and determined to be acted upon by consensus in a formal meeting. The result was you received a pay increase effective 10/01/2023.

In response to your email yesterday, although it also violated the grievance policy, we will consider this a new grievance to the BOCC. They will have 30 days to schedule a special meeting to hear your concerns.

**Consequences If Desired Performance Not Attained:**

Any future violation of the performance outlined above or any county policies will result in immediate termination.

Employee Name:

Signature:

Date:

Supervisors Name: Toby W.

Signature:

Date: 10/25/23

HR: Michaela Clemons

Signature:

Date: 10/25/23

Witness Name:

Andrew W. Eaves

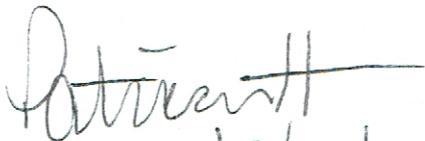
Signature:

Signature:

Date: 10/25/23

On January 17<sup>th</sup> 2023 I spoke to Toby in regards to compression raises. I asked who was eligible for the raise. He stated that no one in EMS received the raise. I explained to him that he received it & I adjusted his pay. He then stated I should have received it but the board doesn't like me. I then emailed HR asking the something

I then submitted a public records request. I am being reprimanded for speaking w/ a Commissioner after I was instructed by Director Witt to tell Mac Johns "my side of the story" due to my lawsuit. I followed all appropriate channels. I am also disagreeing w/ being reprimanded by not breaking an email chain on 10/24/23 and adding my 1st line supervisor to the email. Since approaching my 1st line supervisor & him stating ~~that~~ we will wait to see what they will do I include the commissioners bc it appears there is a lot of confusion on compensation raises.

  
10/25/23

## **ADMINISTRATION**

The responsibility and authority for properly administering these regulations is vested in the Department Head who has the authority to issue written operating instructions and interpretations as may be required to carry out the spirit and intent hereof. It is the responsibility of all supervisors to administer these policies in an equitable manner at all times and to make sure that the employees whom they supervise understand the policies which relate to them.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The policies and administrative regulations of the Board of County Commissioners have traditionally sought to attain ideal conditions of Equal Employment Opportunity. These policies and regulations shall be amended where necessary to ensure full compliance with the letter and the spirit of the law, and apply to all employment positions. The policy is to select employees as needed on the basis of merit, training, and experience. There shall be no discrimination against any applicant or employee on the basis of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation except when it is necessary to meet a bona fide occupational requirement. The County shall take all necessary action to comply with the federal, state, and local laws prohibiting discrimination in employment. We do this to reaffirm our commitment to Equal Employment Opportunity and to refine our implementation of existing policies as they apply to recruitment, hiring, training, promotion, personnel management practices, and collective bargaining agreements.

## **OPEN DOOR/GRIEVANCE POLICY**

### **IF YOU HAVE A PROBLEM**

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is.

Our "Problem Solving Procedure" offers all employees the freedom to discuss anything they wish with their supervisors. Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
2. If your supervisor cannot solve the problem or if you are not satisfied after Step 1, you should request to speak to the Department Head.
3. If you still feel the need to speak to other members of management after you have spoken with your supervisor and the Department Head, we encourage you to speak to the County Coordinator.

In the event you have a concern, and for personal reasons you cannot follow the steps in this procedure, you may request to go directly to the County Coordinator. The County Coordinator is available for advice and assistance in solving your problem at any time.

When you inform us of a concern or problem, we will try to answer you as soon as possible under the circumstances.

## **FORMAL GRIEVANCES**

Any employee who has successfully completed the introductory period, and who feels that he/she has a disagreement as a result of the interpretation or application of the policies of the County, has a right to bring such a disagreement to the attention of the County as set forth herein.

The employee must first discuss the disagreement with the Department Head. If the employee is not satisfied with the results of the discussion with the Department Head, an appeal shall be initiated by the written presentation of the disagreement by the employee within five (5) working days of the effective date of the action or condition of employment causing the appeal. The Department Head or their designee shall respond in writing within three (3) working days of receipt of the written appeal. If the employee is not satisfied with the response of the Department Head, he/she may file a written request for review with the full Board within ten (10) working days after receipt of the response. Within thirty (30) calendar days, the Chairwoman/Chairman of the Board of County Commissioners shall call a special meeting to review the appeal. The Board will then render a written decision to the employee. The decision of the Board shall be final.

## **CODE OF ETHICS**

As an integral member of the County's staff, employees agree to use the highest ethical standards in work and representations to the public. In keeping with this commitment, all staff members are expected to adhere to the following Code of Ethics:

1. No one may accept gifts that would influence their actions.
2. No one, as a representative of the County, may conduct business with agencies in which he or she has a special/conflicting interest.
3. No one may be employed with a firm doing business with the County.
4. No one may disclose or use information not available to the general public for personal gain or benefit.
5. Employees must disclose their interest in or connection with any business which operates in the State.

*Pursuant to Section 112.313 (3), Florida Statutes, no public officer, staff member, or candidate may either solicit or accept anything of value, including gift, loan, rewards, promise of future appointment and/or employment favor or service which is based on any understanding that the vote, official action or judgment of the official would be influenced.*





## Updates to the Employee Policy Manual

### **Whole document:**

- Changed “Department Head” to “Director” to be more uniform across the policy.
- Changed gendered language to gender-neutral terms to be more uniform across the policy.
- Corrected grammatical errors.

### **Forward:**

- Changed contact for questions about policy to HR instead of County Coordinator

### **Open Door/Grievance Policy:**

- Changed contact for concerns after speaking with Director to Human Resources

### **Appointments and Separations:**

- Dismissal – Changed “Part X” to read “Disciplinary Policy”
- Dismissal of Directors and Employees Reporting Directly to the Board – Took out redundant information about dismissal without cause before and after introductory period. Policy is the same before and after introductory period.
- Changed statement on appeals of termination to not be limited to Directors within their introductory period to include all employees.

### **Wage and Hour Procedures:**

- Added process of timecard approval to the Payclock Online instructions
- Added a section “Pay Raises” to outline process of pay raises.

### **Holidays:**

- Added statement that part-time employees shall not receive holiday pay, per our past practices, and how much holiday pay will be given for eligible employees who do not work on the holiday.

### **Donation Policy:**

- Added statement that Donation Request forms are available from HR.

### **Disciplinary Policy:**

- Added “No Call-No Show” to #7 of the disciplinary policy addressing absenteeism.

### **Tobacco Policy:**

- Updated the name of Chapter 386, Florida Statutes, F.A.C 69A-62.024(6) from “Florida Clean Indoor Air Act” to “Florida Clean Air Act”

**Employment of Relatives:**

- Enforcement of Policy – Changed contact from Chairman of the Board of Human Resources and added statement of concerns including HR to be addressed by the Chair.

**Sexual Harassment Policy:**

- Changed contact for concerns regarding Director from member of the Board to Human Resources.
- Changed investigative entity from Director to Human Resources.

RESOLUTION 2023-14  
Small County Outreach Program  
Construction for Widening and Resurfacing of CR 18 From Columbia County Line to SR 121  
Financial Project ID: 441325-1-34-01  
SUPPLEMENTAL AGREEMENT

This resolution of the Board of County Commissioners of Union County, Florida (the "County"), approved as of the date hereunder, accepts the grant from the Florida Department of Transportation (the "Department") to construct the project described therein in Union County, Florida.

**WHEREAS**, the DEPARTMENT has authority, under Section 334.044 (7) Florida Statutes, to enter into this Agreement; and

**WHEREAS**, the COUNTY has certified to the DEPARTMENT that it has met the eligibility requirements of said Section 339.2816, Florida Statutes; and

**WHEREAS**, the DEPARTMENT is willing to provide the COUNTY with financial assistance, under FM No 441325-1-34-01, for costs directly related to the "Project", consisting of the construction of CR 18 from Columbia County Line to SR 121 in Union County, Florida, hereinafter referred to as the PROJECT; and

**WHEREAS**, the Parties agree that the Agreement is to be amended and supplemented as follows: Extend contract time to complete design and Supplemental Agreement #2 will extend contract time from 12/31/2023 to 6/30/2024; and

**NOW, THEREFORE, BE IT RESOLVED** that the Union County Board of County Commissioners agrees to the terms outlined in the proposed Agreement attached hereto; and that the Chair of the Board of County Commissioners is authorized to execute the Agreement with the Department.

**PASSED AND ADOPTED** in regular session by the Board of County Commissioners of Union County, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED:

ATTEST:

\_\_\_\_\_  
Channing Dobbs, Chairman  
Union County

\_\_\_\_\_  
Kellie Hendricks Rhoades, Clerk  
Union County

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

525-010-60  
PROGRAM MANAGEMENT  
12/18  
Page 1 of 1

SUPPLEMENTAL NO.

2

CONTRACT NO.

G2242

FPN

441325-1-34-01

Recipient: Union County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on 11/23/2021 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

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The parties agree that the Agreement is to be amended and supplemented as follows:

Extend contract time to complete design

Reason for this Supplemental and supporting engineering and/or cost analysis:

Supplemental Agreement #2 will extend contract time from 12/31/2023 to 6/30/2024 due to permit issues and additional reviews needed.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
Union County

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Name: Channing Dobbs

Title: Chair

By: \_\_\_\_\_

Name:

Title: District Two Secretary

Legal Review:

\_\_\_\_\_



RESOLUTION 2023-15  
Small County Outreach Program  
Design Construction and Construction Engineering and Inspection  
For Flexible Pavement Reconstruction of NE 149<sup>th</sup> Street From  
West of NE 222<sup>nd</sup> Place to CR-229  
Financial Project ID: 438177-1-54-01  
SUPPLEMENTAL AGREEMENT

**WHEREAS**, the DEPARTMENT has authority, under Section 334.044 (7) Florida Statutes, to enter into this Agreement; and

**WHEREAS**, the Small County Outreach Program has been created within the DEPARTMENT pursuant to Section 339.2818, Florida Statutes, to assist small counties in repairing or rehabilitating county bridges, paving unpaved roads, addressing road-related drainage improvements, resurfacing or reconstructing county roads, or constructing capacity or safety improvements to county roads ; and

**WHEREAS**, the DEPARTMENT is willing to provide the COUNTY with financial assistance, under FM No 438177-1-54-01, for costs directly related to the resurfacing or reconstruction of NE 149<sup>th</sup> Street from West of NE 222<sup>nd</sup> Place to CR-229 in Union County, Florida, hereinafter referred to as the PROJECT; and

**WHEREAS**, the COUNTY needs additional time for this project and the DEPARTMENT has extended the time from December 31, 2022 to June 30, 2025; and

**WHEREAS**, the parties agree that the Agreement is to be amended and supplemented as follows: Add SCOP Funds in the amount of \$169,353.35 due to bid shortfall; and

**WHEREAS**, the County by Resolution No. 23-15 dated December 7, 2023, a copy of which is attached hereto and made a part hereof, has authorized the Chairman of its Board of Commission to enter into this Agreement.

APPROVED:

ATTEST:

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Channing Dobbs, Chairman  
Union County

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Kellie Hendricks Connell, Clerk  
Union County

**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

3

CONTRACT NO.

G1720

FPN

438177-1-54-01Recipient: Union County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on 4-1-2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

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The parties agree that the Agreement is to be amended and supplemented as follows:

Add SCOP funds in the amount of \$169,353.35 due to bid shortfall. Extend contract time until June 30, 2025.

Reason for this Supplemental and supporting engineering and/or cost analysis:

Supplemental Agreement with SCOP funds in the amount of \$169,353.35 due to bid shortfall. In addition, contract time will be extended until June 30, 2025.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
Union County

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Name: Channing Dobbs  
Title: Chair

By: \_\_\_\_\_

Name:  
Title: District Two Secretary

Legal Review:

\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT AGREEMENT**

**EXHIBIT B**  
**SCHEDULE OF FINANCIAL ASSISTANCE**

<b>RECIPIENT NAME &amp; BILLING ADDRESS:</b> Union County, 21 NE 1 <sup>st</sup> Street, Lake Butler, FL 32054		<b>FINANCIAL PROJECT NUMBER:</b> 438177-1-58-01			
PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION			
		(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	Indicate source of Local funds
<b>Design- Phase 34</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Design Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Right-of-Way- Phase 44</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Right-of-Way Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Construction- Phase 54</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Construction Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Construction Engineering and Inspection - Phase 64</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Construction Engineering and Inspection Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>(Phase : Design, Construction and CEI - Phase 54)</b>	Maximum Department Participation (Small County Outreach Program - SCOP)	\$350,000.00	\$	\$350,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2019	Maximum Department Participation (Small County Outreach Program - SCOP)	\$169,353.35	\$	\$169,353.35	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2024	Maximum Department Participation (Small County Outreach Program - SCOP)	\$169,353.35	\$	\$169,353.35	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Cost		\$519,353.35 100.00%	\$ 0.00 %	\$519,353.35 100.00%	
<b>TOTAL COST OF THE PROJECT</b>		\$519,353.35	\$ 0.00	\$519,353.35	

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Kim Evans

District Grant Manager Name

Signature

Date

RESOLUTION 2023-16  
Small County Rural Assistance Program Agreement  
Design Construction and Construction Engineering and Inspection  
For Resurfacing of CR-229N From SR-121 To Baker County Line  
Financial Project ID: 438212-1-54-01  
SUPPLEMENTAL AGREEMENT

**WHEREAS**, the DEPARTMENT has authority, under Section 334.044 (7) Florida Statutes, to enter into this Agreement; and

**WHEREAS**, the COUNTY has certified to the DEPARTMENT that it has met the eligibility requirements of said Section 339.2816, Florida Statutes; and

**WHEREAS**, the DEPARTMENT is willing to provide the COUNTY with financial assistance, under FM No 438212-1-54-01, for costs directly related to the resurfacing or reconstruction of CR-229N from SR-121 to Baker County Line in Union County, Florida, hereinafter referred to as the PROJECT; and

**WHEREAS**, the SUPPLEMENTAL AGREEMENT will add additional SCED/SCOP Funds in the amount of \$1,988,393.90 due to bid shortfall; and

**WHEREAS**, the contract time will be extended until June 30, 2025; and

**WHEREAS**, the COUNTY by Resolution No. 2023-16 dated the 7th day of December, 2023, a copy of which is attached hereto and made a part hereof, has authorized the Chairman of its Board of Commissioner to enter into this Agreement.

APPROVED:

ATTEST:

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Channing Dobbs, Chairman  
Union County

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Kellie Hendricks Rhoades, Clerk  
Union County



**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

4

CONTRACT NO.

G1843

FPN

438212-1-54-01.02Recipient: Union County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on 5-9-2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

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The parties agree that the Agreement is to be amended and supplemented as follows:

Add SCED / SCOP funds in the amount of \$1,988,393.90 due to bid shortfall. Extend contract time until June 30, 2025.

Reason for this Supplemental and supporting engineering and/or cost analysis:

Supplemental Agreement with SCED/SCOP funds in the amount of \$1,988,393.90 due to bid shortfall. In addition, contract time will be extended until June 30, 2025.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
Union County

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Name: Channing Dobbs

Title: Chair

By: \_\_\_\_\_

Name:

Title: District Two Secretary

Legal Review:

\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT AGREEMENT**

**EXHIBIT B**  
**SCHEDULE OF FINANCIAL ASSISTANCE**

<b>RECIPIENT NAME &amp; BILLING ADDRESS:</b> Union County, 21 NE 1 <sup>st</sup> Street, Lake Butler, FL 32054		<b>FINANCIAL PROJECT NUMBER:</b> 438212-1-54-01			
PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION			
		(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	Indicate source of Local funds
<b>Design- Phase 34</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Design Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Right-of-Way- Phase 44</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Right-of-Way Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Construction- Phase 54</b>	Maximum Department Participation (Small County Road Assistance Program)	\$2,580,000.00	\$	\$2,580,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2019	Maximum Department Participation (Small County Road Assistance Program)	\$1,552,000.00	\$	\$1,552,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2022	Maximum Department Participation (Small County Road Assistance Program and Small County Outreach Program)	\$1,552,000.00	\$	\$1,552,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Construction Cost		\$4,132,000.00 %	\$ 0.00 %	\$4,132,000.00 %	
<b>Construction Engineering and Inspection - Phase 64</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Construction Engineering and Inspection Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>(Phase : 54 - design, CST and CEI)</b>	Maximum Department Participation (Small County Road Assistance Program)	\$500,000.00	\$	\$500,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2023	Maximum Department Participation (Small County Road Assistance Program)	\$1,988,393.90	\$	\$1,988,393.90	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2024	Maximum Department Participation (Small County Outreach Program)	\$1,988,393.90	\$	\$1,988,393.90	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Cost		\$2,488,393.90 %	\$ 0.00 %	\$2,488,393.90 %	
<b>TOTAL COST OF THE PROJECT</b>		\$6,620,393.90	\$ 0.00	\$6,620,393.90	

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Kim Evans

District Grant Manager Name

Signature

Date