



UMATILLA CITY COUNCIL MEETING

January 16, 2024 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

AGENDA

Please silence your electronic devices

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. Approval of Meeting Minutes
- December 19, 2023 Regular City Council Minutes

PRESENTATIONS

PUBLIC COMMENT

At this point in the meeting, the Umatilla City Council will hear questions, comments and concerns from the public.

Please write your name and address on the paper provided at the podium. Zoning or code enforcement matters which may be coming before the Council at a later date should not be discussed until such time as they come before the Council in a public hearing. Comments, questions, and concerns from the public regarding items listed on this agenda shall be received at the time the Council addresses such items during this meeting. Public comments are generally limited to three minutes.

CONSENT AGENDA

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

2. Final Reading of Ordinance No. 2023-31, City Fee Schedule Update
3. Resolution No. 2024-01, Update to City Fee Schedule

NEW BUSINESS

4. BID Award for ITB 2023-10 DEP Water Main Replacements

OLD BUSINESS

5. SR 19 and Guerrant Street parking restriction enforcement recommendation

REPORTS

6. Staff Reports

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352)669-3125. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any invocation that may be offered before the official start of the Council meeting is and shall be the voluntary offering of a private citizen to and for the benefit of the Council pursuant to Resolution 2014-43. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief by the Council or the City. No person in attendance at this meeting is or shall be required to participate in any invocation and such decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.

The City of Umatilla is an equal opportunity provider and employer.



UMATILLA CITY COUNCIL MEETING

December 19, 2023 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

MINUTES

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

Having been duly advertised as required by law, Mayor Adcock led the pledge of allegiance, the invocation and called the Regular City Council Meeting to order at 6:00 P.M. in the Umatilla City Council Chambers.

ROLL CALL

MEMBERS PRESENT

Kent Adcock, Mayor
Chris Creech, Vice-Mayor
John Nichols, Council Member

NOT PRESENT

Vaughan Nilson, Public Works Director
Katherine Adams, Council Member
Brian Butler, Council Member
Misti Lambert, Assistant to the City Manager

ALSO PRESENT

Scott Blankenship, City Manager
Jessica Burnham, City Clerk
Kevin Stone, City Attorney
Aaron Mercer, Development and Public Services Director
Regina Frazier, Finance Director
Amy Stultz, Library Director
Adam Bolton, Chief of Police

AGENDA REVIEW

Mayor Adcock asked Mr. Blankenship if there are any changes to the agenda.

Mr. Blankenship, yes, would like to ask to amend the agenda to add the election of Mayor and Vice Mayor and re-appointments to the Lake County League of Cities, Lake-Sumter Metropolitan Planning Organization, and Umatilla Chamber of Commerce Board of Directors Liaison.

Mayor calls for a motion to include the changes made by Mr. Blankenship

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE AGENDA WITH THE CHANGES STATED; SECONDED BY VICE MAYOR CREECH. MOTION WAS APPROVED BY UNANIMOUS VOICE VOTE.

MINUTES REVIEW

1. Approval of Meeting Minutes
- December 5, 2023, Regular City Council Minutes

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE MINUTES DATED DECEMBER 5, 2023; SECONDED BY VICE MAYOR CREECH. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

PRESENTATIONS

PUBLIC COMMENT

Mayor Adcock opened Public Comment

No one Spoke

Mayor Adcock closed Public Comment

CONSENT AGENDA

2. Take Home Vehicle Policy
3. Resolution No. 2023-28, City-Wide Yard Sale 2024

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE CONSENT AGENDA; SECONDED BY VICE MAYOR CREECH. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

4. First Reading of Ordinance No. 2023-31, City Fee Schedule Update

City Attorney Stone read the Ordinance by title only.

ORDINANCE 2023 - 31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING AND ADOPTING FEE SCHEDULES FOR THE CITY; PROVIDING FOR IMPLEMENTATION AND FURTHER ADOPTION OF USER FEES BY RESOLUTION; REPEALING ALL USER FEES IN CODE OF ORDINANCE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

Regina Frazier, Finance Director, provided the council with the history of the agenda item.

Mayor Adcock opened Public Comment

No one spoke

Mayor Adcock closed Public Comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE FIRST READING OF ORDINANCE NO. 2023-31, CITY FEE SCHEDULE UPDATE; SECONDED BY VICE MAYOR CREECH. MOTION APPROVED BY A ROLL CALL VOTE.

Council Member Nichols	YES
Vice Mayor Creech	YES
Mayor Adcock	YES

NEW BUSINESS

ORGANIZATIONAL MEETING

1. Election of Officers

a. Mayor

Mayor Adcock stated that with the new job that he had taken on, he would not be able to commit to being Mayor for this year but would be open to being Vice Mayor if the Council so chose.

MOTION BY COUNCIL MEMBER NICHOLS TO APPOINT CHRIS CREECH AS MAYOR; SECONDED BY MAYOR ADCOCK; MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

b. Vice Mayor

MOTION BY COUNCIL MEMBER NICHOLS TO APPOINT KENT ADCOCK AS VICE MAYOR; SECONDED BY MAYOR CREECH; MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

2. Appointments

a. Lake County League of Cities Director and Alternate Director

MOTION BY COUNCIL MEMBER NICHOLS TO APPOINT MAYOR CREECH AS DIRECTOR AND VICE MAYOR ADCOCK AS ALTERNATE DIRECTOR; SECONDED BY VICE MAYOR ADCOCK; MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

b. City Liaison to Chamber of Commerce Board of Directors

City Manager Blankenship stated he has served as City Liaison to the Chamber of Commerce Board of Directors for several years and would like to continue in an effort to coordinate Chamber and City efforts.

MOTION BY COUNCIL MEMBER NICHOLS TO RETAIN SCOTT BLANKENSHIP AS LIAISON TO THE CHAMBER BOARD OF DIRECTORS; SECONDED BY VICE MAYOR ADCOCK; MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

c. Lake-Sumter MPO Board Member and Alternate

City Manager Blankenship stated Council Member Adams has been serving as the MPO Representative with Council Member Nichols as Alternate.

MOTION BY VICE MAYOR ADCOCK TO RETAIN COUNCIL MEMBER ADAMS AS THE MPO BOARD MEMBER AND RETAIN COUNCIL MEMBER NICHOLS AS ALTERNATE; SECONDED BY COUNCIL MEMBER NICHOLS; MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

REPORTS

5. Staff Reports

City Attorney Stone had nothing to report.

Mr. Blankenship said that staff has nothing to bring to council for the January 2, 2024, meeting and suggested canceling the meeting. The council agreed.

Chief Bolton stated that Officer McNeal has started to practice with the swat team and his official start date with the team would be upcoming.

Ms. Frazier had nothing to report.

Mr. Mercer had nothing to report.

Council Member Nichols had nothing to report.

Vice Mayor Adcock thanked the city staff for all the activities around the city.

Mayor Creech had nothing to report

ADJOURNMENT

With no further business for discussion, meeting adjourned at approximately 6:21 p.m.

Chris Creech, MAYOR

Jessica Burnham
City Clerk



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: January 12, 2024

MEETING DATE: January 16, 2024

SUBJECT: Final Reading of Ordinance No. 2023-31, City Fee Schedule Update

BACKGROUND SUMMARY:

Previous fee resolutions and ordinances have been approved for various user fees throughout the City. This ordinance rescinds all previous ordinances and resolutions related to fees so that all City user fees can be adopted via resolution. Only fees required to be adopted via ordinance will remain intact.

RECOMMENDATIONS:

Approval of Final Reading of Ordinance No. 2023-31, City Fee Schedule Update

FISCAL IMPACTS:

Changes in revenues based on new fees to be determined.

ATTACHMENTS:

1. Ordinance 2023 -31, Fee Schedule
-

ORDINANCE 2023 - 31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING AND ADOPTING FEE SCHEDULES FOR THE CITY; PROVIDING FOR IMPLEMENTATION AND FURTHER ADOPTION OF USER FEES BY RESOLUTION; REPEALING ALL USER FEES IN CODE OF ORDINANCE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Umatilla City Council has by Ordinance, established user fees and charges to assist in the funding of related activities; and

WHEREAS, the Umatilla City Council has determined the fees and charges should be updated to address the needs of the city's customers and to fairly apportion the fees so as not to cause an undue burden on the taxpayers of the City of Umatilla; and

WHEREAS, the Umatilla City Council wishes to adopt an updated fee schedule to take effect as of the effective date hereof, and which may hereafter be amended by further resolution of the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein and made a part hereof by reference.

Section 2. Implementation. The City Manager or his designee are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Ordinance, however this Ordinance shall not be made part of the Umatilla Code of Ordinance.

Section 3. Repeal and Conflicts. All ordinances and resolutions establishing user fees and charges for goods and services identified in the Exhibits hereto, enacted on or before the date of final approval of this Ordinance, are repealed; the Code of Ordinances shall be updated accordingly to remove references to such user fees.

Section 4. Savings Clause. If any section, sentence, clause, phrase, or word of this Ordinance is for any reason held, or declared to be, unconstitutional, inoperative or void, such holding or invalidity shall not effect the remaining portions of this Ordinance without such unconstitutional, invalid, or inoperative part therein; and the remainder of this Ordinance, after the exclusion of such part or parts shall be deemed and held to be valid, as if such parts had not been included herein; or if this Ordinance or any provisions thereof shall be held inapplicable to any person, groups of persons, property, kind of property, circumstances, or set of circumstances, such holding shall not effect the applicability thereof to any other person, property or circumstances.

Section 5. Effective Date: This Ordinance shall take effect immediately upon adoption.

PASSED AND RESOLVED this ____ day of _____, 2024 by the City Council of the City of Umatilla, Lake County, Florida.

Chris Creech
Mayor

Approved as to form:
STONE & GERKEN, PA

ATTEST:

Jessica Burnham
City Clerk

Kevin Stone
City Attorney



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: January 12, 2024

MEETING DATE: January 16, 2024

SUBJECT: Resolution No. 2024-01, Update to City Fee Schedule

BACKGROUND SUMMARY:

Previous fee resolutions have been approved for various user fees throughout the City. This resolution rescinds all previous resolutions related to fees and updates various user fees within the City.

RECOMMENDATIONS:

Approval of Resolution No. 2024-01, Update to City Fee Schedule

FISCAL IMPACTS:

Changes in revenues based on new fees are to be determined.

ATTACHMENTS:

1. Resolution No. 2024-01, Update to City Fee Schedule
 2. Exhibits Fee Schedule
-

RESOLUTION 2024 - 01

AN RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING AND ADOPTING FEE SCHEDULES FOR THE CITY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Umatilla adopted Resolution 2022-32 adopting fee schedule for miscellaneous services; and

WHEREAS, the City Council of the City of Umatilla adopted Ordinance 2023-31 adopting user fees by resolution and repealing all user fees in code of ordinance

WHEREAS, the Umatilla City Council has determined the fees and charges should be updated to address the needs of the city's customers and to fairly apportion the fees so as not to cause an undue burden on the taxpayers of the City of Umatilla; and

WHEREAS, the Umatilla City Council wishes to adopt an updated fee schedule to take effect as of the effective date hereof, and which may hereafter be amended by further resolution of the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein and made a part hereof by reference.

Section 2. Fee Schedules. The Fee Schedules are attached herewith as Exhibit A - Airport Fee Schedule; Exhibit B – Planning, Zoning, Building Dept Services Fee Schedule; Exhibit C - Cemetery Fee Schedule; Exhibit D - Code Enforcement Fee Schedule; Exhibit E - Fire Services Fee Schedule; Exhibit F - Library Services Fee Schedule Exhibit G - Miscellaneous Charges Fee Schedule, Exhibit H - Parks and Facilities Fee Schedule and Exhibit I - Police Services Fee Schedule. The fees described in each of those exhibits is hereby authorized in the amounts set forth therein. The Exhibits and fees set forth thereon may be adjusted from time to time by Resolution of the Council. Such resolution may include additional user fees to be charged in exchange for a good or service, which are to be paid by choice for benefits to the feepayer; such additional user fees established by further resolution are hereby authorized pursuant to the proprietary right of the City provided that the amount of any profit derived therefrom shall be reasonable.

Section 3. Implementation. The City Manager or his designee are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Repeal and Conflicts. All resolutions establishing user fees and charges for goods and services identified in the Exhibits hereto, enacted on or before the date of final approval of this Resolution, are repealed.

Section 5. Savings Clause. If any section, sentence, clause, phrase, or word of this Resolution is

for any reason held, or declared to be, unconstitutional, inoperative or void, such holding or invalidity shall not effect the remaining portions of this Resolution without such unconstitutional, invalid, or inoperative part therein; and the remainder of this Resolution, after the exclusion of such part or parts shall be deemed and held to be valid, as if such parts had not been included herein; or if this Resolution or any provisions thereof shall be held inapplicable to any person, groups of persons, property, kind of property, circumstances, or set of circumstances, such holding shall not effect the applicability thereof to any other person, property or circumstances.

Section 6. Effective Date: This Resolution shall take effect immediately upon adoption.

PASSED AND RESOLVED this ____ day of _____, 2024 by the City Council of the City of Umatilla, Lake County, Florida.

Chris Creech
Mayor

ATTEST:

Approved as to Form:
STONE & GERKEN, PA

Jessica Burnham
City Clerk

Kevin Stone
City Attorney

EXHIBIT A

AIRPORT

	Current Fee	Proposed Fee
Airport Key Card (each)	\$ 20.00	\$ 20.00
<i>Daily Fees</i>		
Courtesy Car	donation	donation
Parking	2.00	2.00
Tie Down (hard surface)	3.00	10.00
Tie Down (grass)	2.00	8.00
<i>Monthly Rent</i>		
Tie Down (hard surface)	60.00	90.00
Tie Down (grass)	45.00	45.00
Apartment Rent (2 Bd)	725.00	725.00
Apartment Rent (1 Bd)	375.00	375.00
Apartment Rent (Entire Floor)	1,000.00	1,000.00
T- Hangars (1,080 sf)	300.00	300.00
T- Hangars (1,180 sf)	325.00	325.00
Box Hangars (1,350 sf)	375.00	375.00
Box Hangars (1,920 sf)	540.00	540.00
Box Hangars (2,500 sf)	630.00	630.00
Bulk Hangar (4,800 sf)	600.00	600.00
<i>Annual Rent</i>		
Off-Site Access Fee	450.00	450.00
Land Lease	based on sq ft.	based on sq ft.

* State sales tax will be charged on all fees unless a tax exempt certificate is provided.

EXHIBIT B
PLANNING, ZONING & BUILDING DEPT

Application	Current Fee	Proposed Fee
Addressing Assignment Fee	\$ 20.00	\$ 30.00
After the Fact Penalty	1% of permit	double permit fee (min. \$100)
Annexation (per lot, max \$1,500)	280.00	500.00
Initial Zoning	280.00	500.00
Change of Contractor	50.00	100.00
Certification of Addition Plans	50.00	100.00
Comp Plan Amendment (small scale)	260.00	500.00
Comp Plan Amendment (large scale)	260.00	750.00
Comp Plan Policy	260.00	500.00
Concurrency Review	330.00	500.00
Construction Plan	450.00	600.00
Construction Plan Residential - Subdivision	500.00	1,000.00
Construction Plan Commercial - Subdivision	500.00	750.00
Conditional Use Permit	260.00	400.00
Conditional Use Extension or Modification	340.00	400.00
Development of Regional Impact	780.00	1,500.00
DRI Development Order Amendment	480.00	1,000.00
Expansion/Change of a Non-Conforming Use	330.00	500.00
Flood Zone Determination	-	100.00
Lot Split/ Lot Line Deviation	355.00	400.00
Permit Extension Fee	50.00	75.00
Permit Renewal Fee	100.00	150.00
Permit Revision Fee	\$0.25 of permit (min. \$50)	\$0.25 of permit (min. \$100)
Planned Unit Development	430.00	750.00
PUD Amendment	280.00	750.00
Plat - Final	155.00	300.00
Preliminary Subdivision Plan	530.00	750.00
Reinspection Fees (each)		
First	50.00	50.00
Second	75.00	75.00
Third +	100.00	100.00
Replacement Permit Card	25.00	50.00
Rezoning	280.00	500.00
Minor Site Plan (staff approval)	150.00	250.00
Major Site Plan (Council approval)	250.00	500.00
Minor Subdivision Plan - 3 Lots or Fewer	280.00	350.00
Street Name Change	280.00	300.00
Street Name Reservations (per road)	97.00	125.00
Unity of Title	-	50.00
Vacating Streets, Lots, Plats	255.00	500.00
Variance	280.00	400.00

PLANNING, ZONING & BUILDING DEPT

	Current Fee	Proposed Fee
Zoning Clearance Fees		
Residential		
Single Family Residence		
Fence	10.00	20.00
Pool	40.00	50.00
Addition	40.00	50.00
Accessory Structure - Shed	10.00	20.00
Accessory Structure - Garage or carport	40.00	50.00
Chicken Coop	10.00	20.00
Slab	10.00	20.00
Driveway	35.00	50.00
Commercial		
Sign	50.00	75.00
Fence	30.00	50.00
Addition	50.00	75.00
Accessory Structure - Shed	30.00	50.00
Driveway	50.00	75.00
Parking Lot	100.00	150.00

* Base Fees do not include pass-through fees from City Attorney, Land Planner, Engineer, or advertising costs associated with the submitted development application as adopted by Ordinance 2017-F.

Public Infrastructure Inspection Fees

\$0 - \$20,000	1.50%	1.50%
>\$20,000	1.00%	1.00%

Requirements: Submittal of signed and sealed estimate by Licensed Civil Engineer or copy of Construction Contract

Permit Fees

ROW-Right of Way Permit	\$	50.00	100.00
Sandwich Board Signs (annual)		20.00	50.00
Special Event with Alcohol		65.00	100.00
Special Event without Alcohol		50.00	65.00
Temporary Tent Sales		65.00	75.00
Fireworks Tent Sale (with Fire Inspection)		100.00	125.00
Commercial Wall Signs			
No Electrical		65.00	100.00
Electrical		130.00	200.00
Commercial Roof Signs			
No Electrical		65.00	100.00
Electrical		130.00	200.00
Commercial Painted Signs		20.00	50.00
Commercial Free Standing Signs			
No Electrical		130.00	150.00
Electrical		195.00	250.00

PLANNING, ZONING & BUILDING DEPT

	Current Fee	Proposed Fee
Commercial Electric	0.02 per sq ft. (min. \$65)	0.02 per sq ft. (min. \$100)
Temporary Electric Service	65.00	100.00
Commercial Building	0.01 per sq ft.	0.01 per sq ft.
Commercial Renovation	0.01 per sq ft.	0.01 per sq ft. 5% of permit (min. \$300)
Commercial Administrative Fee	5% of permit	
Religious Building	0.01 per sq ft.	0.01 per sq ft.
Industrial Building	0.01 per sq ft.	0.01 per sq ft.
Residential		
SFR-Single Family Resident		
Addition/Alteration (minimum)	1% of contract (min. \$65)	1% of contract (min. \$100) 2% of permit (min. \$100)
Residential Administrative Fee	2% of permit	
Building Move (disconnect at existing site)	150.00	300.00
Building Move (@ new site requires additional permitting)	TBD	TBD
Chicken Coop	25.00	45.00
Concrete Slab	35.00	50.00
Demolition	150.00	200.00
Dock (minimum)	35.00	50.00
Driveway	35.00	50.00
Vinyl Siding	\$65.00	75.00
Solar System	\$5 per \$1,000 (min \$65)	\$5 per \$1,000 (min \$100)
Electrical	0.02 per sq ft. (min. \$65)	0.02 per sq ft. (min. \$100)
Gas LP or Nat	0.02 per sq ft. (min. \$65)	0.02 per sq ft. (min. \$100)
Fence	35.00	50.00
Carport (minimum)		\$75 + 1%
Generator	65.00	75.00
Mechanical/HVAC	\$3.25 per \$1,000 (min \$65)	\$3.25 per \$1,000 (min \$100)
Mobile Home		
Single Wide (includes set-up, electrical and plumbing)	200.00	300.00
Double Wide (includes set-up, electrical and plumbing)	250.00	350.00
Used Mobile Home Inspection	65.00	100.00

PLANNING, ZONING & BUILDING DEPT

	Current Fee	Proposed Fee
Plumbing	65.00	\$100 or 1%
	1% of contract	1% of contract
All other residential plumbing permits	(min. \$65)	(min. \$100)
Pool Cage	1%	\$100 + 1%
Pool, Spa, (electrical/plumbing separate) - (minimum)	1%	\$150 + 1%
	\$55 plus \$5 per	\$65 plus \$5 per
	\$1,000 contract	\$1,000 contract
Roof	value	value
Screen Enclosure with Concrete Pad	100.00	125.00
Screen Enclosure	65.00	75.00
Shed	65.00	75.00
Tent (accessory permit) - (minimum)	35.00	50.00
Tree Removal	65.00	75.00
Irrigation	65.00	75.00
Windows-Doors (minimum)	65.00	75.00
Special Event Permits		
With Alcohol	65.00	150.00
No Alcohol	50.00	100.00
Donation Bins		
Temporary Use Permits (TUP) - annual	15.00	50.00
Water Meter Connections		
Water Meter (3/4" meter connection)	360.00	750.00
Water Meter (1" meter connection)	360.00	925.00
Water Meter (1 1/2" meter connection)	360.00	1,700.00
Water Meter (2" meter connection)	360.00	2,200.00
Fee Reductions & Discounts		
Fee reduction for utilizing a private inspection service	-	31%
Fee reduction for utilizing a private plan review service	-	6%
Discount for residential electronic permitting	-	5%
Discount for commercial electronic permitting	-	3%

EXHIBIT C

CEMETERY

	Current Fee	Proposed Fee
City Resident	\$ 1,000.00	\$ 1,000.00
Non-Resident	1,600.00	1,600.00
Veterans (Single space in Veteran's Section)	200.00	200.00
Marker Deposit	200.00	200.00
Funeral Home Administration Fee	250.00	250.00
Funeral Home Admin Fee with Cremation O/C	-	350.00
Cremation Opening/Closing Fee	-	250.00

EXHIBIT D
CODE ENFORCEMENT

	Current Fee	Proposed Fee
Attorney Fee per Hearing	\$ 125.00	\$ 150.00
Posting Materials	2.25	5.00
Wages - Code Compliance Officer hourly	25.00	35.00
Mail Standard USPS	0.50	current rate
Mail Certified Return Receipt	6.80	current rate
Reasonable enforcement fee for repeats	250.00	250.00
Lien Recording (first page)	10.00	15.00
each additional page	8.50	10.00

EXHIBIT E

FIRE SERVICES

	Current Fee	Proposed Fee
Firesafety Inspection (if required)	\$ 25.00	\$ 35.00
Fire Watch Hourly (if required)	50.00	65.00
Fire Department Standby	25.00	50.00
Fire Residential		
	0.5% of Building Permit Fee	0.5% of Building Permit Fee
Plan Review		
Site Plan Review	50.00	75.00
Modification/Resubmission	25.00	50.00
Final Plans	25.00	50.00
Site Inspection	25.00	50.00
Fire Inspection- Conceptual	75.00	100.00
Fire Inspection- Underground	75.00	100.00
Fire Sprinkler System		
First \$5,000 of contract	\$25 per \$1,000	\$25 per \$1,000
Each additional \$1,000	\$10 per \$1,000	\$10 per \$1,000
	\$100 + \$10 per 1,000	\$100 + \$10 per 1,000
Fire Alarm System	sq ft over 10,000	sq ft over 10,000
Hood System	100.00	150.00
Re-inspection Fees		
First Re-inspection	included	included
Second Re-inspection	35.00	50.00
Third or subsequent	50.00	75.00
Fire Commercial		
Plan Review		
	0.5% of Building Permit Fee	0.5% of Building Permit Fee
0 -15,000 sq ft		
	0.25% of Building Permit Fee	0.25% of Building Permit Fee
15,001 - 30,000 sq ft		
	0.0125% of Building Permit Fee	0.0125% of Building Permit Fee
30,001 sq ft or more		
Site Plan Review	50.00	75.00
Modifications/Resubmission	25.00	50.00
Final Plans	25.00	50.00
Site Inspection	25.00	50.00
Fire Inspection- Conceptual	75.00	100.00
Fire Inspection- Underground	75.00	100.00

FIRE SERVICES

	Current Fee	Proposed Fee
Fire Sprinkler System		
First \$5,000 of contract	\$25 per \$1,000	\$25 per \$1,000
Each additional \$1,000	\$10 per \$1,000	\$10 per \$1,000
	\$100 + \$10 per 1,000	\$100 + \$10 per 1,000
Fire Alarm System	sq ft over 10,000	sq ft over 10,000
Hood System	100.00	150.00
Re-inspection Fees		
First Re-inspection	included	included
Second Re-inspection	35.00	50.00
Third or subsequent	50.00	75.00
Fire - Schools, Day Cares, Churches		
14,999 sq ft or less	30.00	50.00
15,000-29,999 sq ft	45.00	75.00
30,000 sq ft or more	60.00	100.00
Re-Inspection for schools, daycares, etc.		
3 or fewer infractions to re-inspect	15.00	25.00
4 or more infractions to re-inspect	30.00	50.00
<i>If a code violation is found during the initial inspection, thirty (30) days will be allotted to correct any deficiencies. If the violation is not corrected upon the reinspection, the case may be turned over to the special master for possible fines.</i>		
Arson Fires		
Engine per hour	75.00	150.00
Person(s) per hour	25.00	50.00
False Alarms*	75.00	100.00
<i>*No charge for first false alarm, increasing scale after second one</i>		

EXHIBIT F

LIBRARY

	Current Fee	Proposed Fee
Overdue books, videos, DVDs, art prints, CDs, etc fine (per day)	\$ 0.10	\$ 0.10
Maximum	-	5.00
Overdue software and electronic games fine (per day)	0.10	1.00
Maximum	-	10.00
<i>Note: Cardholders will not be able to check out or renew items if \$10 or more is owed in fines or fees.</i>		
Replacement library card	2.00	2.00
Lost/damaged materials	cost + 5.00	cost + 5.00
Library Meeting Room (residents)	25.00	25.00
Non-Resident Fees		
Annual Membership	40.00	40.00
Family Member	5.00	5.00
6 Month Membership	20.00	20.00
1 Month Membership	10.00	10.00
Library Meeting Room	25.00	75.00

* State sales tax will be charged on all services unless a tax exempt certificate is provided.

EXHIBIT G
MISCELLANEOUS

	Current Fee	Proposed Fee
Returned Payment Fee	\$ 35.00	\$ 35.00
Late Fee (% of Balance)	10%	10%
Copies (black & white) single side	0.15	0.15
Copies (black & white) two-sided	0.20	0.20
Copies (color)	0.25	0.25
Scans (per page)	0.25	0.25
Faxing (per page) DOMESTIC ONLY	1.50	1.50
Lien Search Fees - Standard (3-5 business days)	40.00	40.00
Lien Search Fees - Expedited (1-2 business days)	80.00	80.00
Notary - City Resident with ID	-	-
Notary - Non-City Resident* (per signature page)	10.00	10.00
Marriage Ceremony		
Notary - City Resident with ID	20.00	20.00
Notary - Non-City Resident*	30.00	30.00
<i>*city permits exempt</i>		
Recording Fees		
Certification of Utility Lien	15.00	25.00
Release of Utility Lien	15.00	25.00

** State sales tax will be charged on all services unless a tax exempt certificate is provided.*

EXHIBIT H
PARKS AND FACILITIES

	Current Fee		Proposed Fee		Current Fee		Proposed Fee	
	City Resident w/ID				Non-Resident			
Cadwell Building								
Community Meeting (2 hour max)	\$	15.00	\$	25.00	\$	20.00	\$	50.00
Refundable Deposit		200.00		200.00		200.00		400.00
Hourly Rental (Minimum 3 hours)		25.00		25.00		40.00		50.00
Daily Rental (Maximum 10 hours)		200.00		200.00		300.00		400.00
Setup and Tear down		50.00		50.00		50.00		75.00
AV Equipment use (new)		-		10.00		-		20.00
Administration Fee (new)		-		25.00		-		50.00
Cleaning and damages		25.00		25.00		25.00		50.00
hours)								
Cadwell Park								
Pavillion/Stage Reservation (hourly)		10.00		10.00		20.00		20.00
Outside Electric at Pavillion (hourly) (new)		-		5.00		-		10.00
City Hall Sign Board (per day)		10.00		10.00		15.00		20.00
Summer Pool Fees								
Children up to age 12		2.00		2.00		3.00		5.00
Youth 12 - 18		4.00		4.00		5.00		8.00
Adults 18+		5.00		5.00		6.00		10.00
Annual Adult Pass		35.00		35.00		50.00		75.00
Barricades - Road Closure (per hour)		50.00		75.00		50.00		150.00
Trash Receptacle (each per day)		10.00		15.00		10.00		30.00
		Hourly Rate				Hourly Rate		
		Reserved - no lights				Reserved with lights		
Southside Ball Park - Use of Ball Field (Reserved)		5.00		5.00		10.00		10.00

* State sales tax will be charged on all rentals unless a tax exempt certificate is provided at the time of application.

EXHIBIT I

POLICE SERVICES

	Current Fee	Proposed Fee	Current Fee	Proposed Fee
	City Resident w/ID		Non-Resident	
Fingerprinting	\$ 5.00	\$ 5.00	\$ 15.00	\$ 15.00
Off Duty Police Services* (hourly, 3 hour min	40.00	50.00	40.00	75.00
Off Duty Police hourly vehicle charge	5.00	5.00	5.00	5.00
Crossing Guards (hourly)	11.00	25.00	11.00	35.00
Copies (black & white) single sided	0.15	0.15	0.15	0.15
Notary Services (per signature page)	-	-	10.00	10.00
Notary Services (marriage ceremony)	20.00	20.00	30.00	30.00
False Alarms	75.00	100.00	n/a	n/a
<i>No charge for first false alarm, increasing scale after second one</i>				
Additional fuel charge for work outside of the County				current IRS GSA MI&E rate

** State sales tax will be charged on all services unless a tax exempt certificate is provided.*

**Interagency rates, charged as negotiated.*



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: January 8, 2024

MEETING DATE: January 16, 2024

SUBJECT: BID Award for ITB 2023-10 DEP Water Main Replacements

BACKGROUND SUMMARY:

The City conducted a seal bid for a multi-location waterline and fire hydrant replacement project that consisted of replacing approximately 6,400 linear feet of water line and installing 5 fire hydrants.

ROW Solutions was the low bidder at \$685,565.80 (base bid and alternate).

The three priority locations are as follows:

Priority #1: Pearl, Grandview, Hillside Oxford

Priority #2: East Lake, Pine, Whitcomb

Priority #3: Outlook, Highland, Orange

The City staff along with John Petrohovich, P.E., Mittauer Engineering, conducted extensive background checks and determined that ROW Solutions, LLC is a qualified and competent bidder.

RECOMMENDATIONS:

Recommend Bid Award for \$685,565.80

FISCAL IMPACTS:

\$668,202.30 - Appropriations; \$17,363.50 - Utility Reserves for Alt Bid Item

ATTACHMENTS:

1. Engineer's Rec. of Award Certified Bid Tab.wpd
-



MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0840
WWW.MITTAUER.COM

December 7, 2023

The Honorable Kent Adcock, Mayor, and City Council
City of Umatilla
P.O. Box 2286
Umatilla, FL 32784

RE: Engineer's Recommendation of Award
DEP Water Main Replacements
Agreement No. LPA0400
City of Umatilla, Florida
Mittauer & Associates, Inc. Project No. 1402-06-1

Dear Mayor and City Council Members:

On November 28, 2023, five (5) bids were received in response to the City's Advertisement for Bids on the DEP Water Main Replacements project. We have reviewed the bids and have found the below listed Contractor to be low bidder for this project. Attached is a copy of the Certified Bid Tabulation which we have prepared. Contingent upon approval by the Florida Department of Environmental Protection and your attorney, as well as receipt of proper bonds and insurance certificates, we recommend that the project be awarded as follows:

CONTRACTOR: ROW Solutions, LLC
111 N. Orange Avenue, Suite 800
Orlando, FL 32801
Tel: (407) 969-6656
Email: Francisco@ROWSolutionsllc.com

TOTAL AWARD AMOUNT: \$685,565.80 (Base Bid + Additive Alternate No. 1)

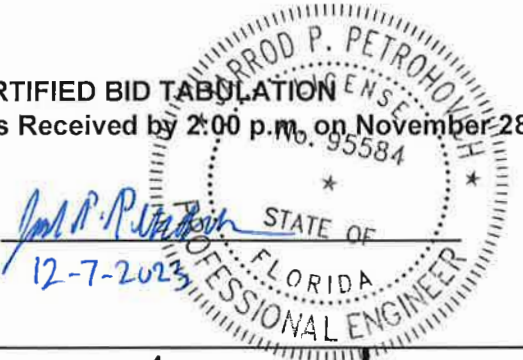
We look forward to continuing our services on the Construction Phase of this project. As always, we remain available to answer any questions.

Sincerely yours,
Mittauer & Associates, Inc.

Jarrod P. Petrohovich, P.E.
Project Manager

JPP/pj
Enclosure

DEP Water Main Replacements
Agreement No. LPA0400
City Bid No. 2023-10
City of Umatilla, Florida
Mittauer & Associates, Inc. Project No. 1402-06-1

CERTIFIED BID TABULATION
Bids Received by 2:00 p.m. on November 28, 2023
By: 

				1		2		3		4		5	
				ROW Solutions, LLC		DB Civil Construction, LLC		Art Walker Construction, Inc.		C.A.P. Contracting, Inc.		Cathcart Construction Company-Florida, LLC	
Item No.	Item Description	Est. Qty	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization & General Conditions	1	LS	\$53,839.76	\$53,839.76	\$70,000.00	\$70,000.00	\$44,962.50	\$44,962.50	\$70,200.00	\$70,200.00	\$110,500.00	\$110,500.00
2	Water Main, Conventional Installation												
a.	2" PVC	200	LF	\$11.86	\$2,372.00	\$20.00	\$4,000.00	\$31.47	\$6,294.00	\$32.00	\$6,400.00	\$20.00	\$4,000.00
b.	6" PVC	6,200	LF	\$30.27	\$187,674.00	\$52.00	\$322,400.00	\$48.82	\$302,684.00	\$75.00	\$465,000.00	\$65.00	\$403,000.00
3	Ductile Iron Fittings, Cement Lined	1,400	LBS	\$14.40	\$20,160.00	\$14.00	\$19,600.00	\$12.75	\$17,850.00	\$12.00	\$16,800.00	\$15.00	\$21,000.00
4	6" Gate Valve and Box	15	EA	\$1,789.47	\$26,842.05	\$2,500.00	\$37,500.00	\$3,034.74	\$45,521.10	\$3,600.00	\$54,000.00	\$2,400.00	\$36,000.00
5	Flushing Hydrant	1	EA	\$1,693.19	\$1,693.19	\$2,500.00	\$2,500.00	\$4,799.43	\$4,799.43	\$3,050.00	\$3,050.00	\$3,000.00	\$3,000.00
6	Fire Hydrant Assembly	5	EA	\$6,022.24	\$30,111.20	\$8,000.00	\$40,000.00	\$8,011.54	\$40,057.70	\$6,500.00	\$32,500.00	\$8,200.00	\$41,000.00
7	Fire Hydrant Removal	1	EA	\$1,567.50	\$1,567.50	\$500.00	\$500.00	\$2,200.00	\$2,200.00	\$1,500.00	\$1,500.00	\$2,080.00	\$2,080.00
8	6" x 6" Tapping Sleeve and Valve	14	EA	\$7,357.64	\$103,006.96	\$7,000.00	\$98,000.00	\$5,907.44	\$82,704.16	\$7,300.00	\$102,200.00	\$6,700.00	\$93,800.00
9	Cut and Cap Existing Mains												
a.	2"	11	EA	\$197.96	\$2,177.56	\$200.00	\$2,200.00	\$2,477.35	\$27,250.85	\$500.00	\$5,500.00	\$637.00	\$7,007.00
b.	6"	3	EA	\$804.65	\$2,413.95	\$1,000.00	\$3,000.00	\$3,150.94	\$9,452.82	\$1,250.00	\$3,750.00	\$1,400.00	\$4,200.00
10	Reconnect Existing Water Services												
a.	Short	29	EA	\$744.81	\$21,599.49	\$1,200.00	\$34,800.00	\$1,795.65	\$52,073.85	\$1,750.00	\$50,750.00	\$1,600.00	\$46,400.00
b.	Long	32	EA	\$1,093.27	\$34,984.64	\$1,850.00	\$59,200.00	\$2,965.85	\$94,907.20	\$3,250.00	\$104,000.00	\$3,200.00	\$102,400.00
11	Asphaltic Roadway/Driveway Restoration	600	LF	\$60.48	\$36,288.00	\$115.00	\$69,000.00	\$71.19	\$42,714.00	\$65.00	\$39,000.00	\$224.00	\$134,400.00
12	Asphaltic Roadway Mill & Overlay	100	SY	\$43.81	\$4,381.00	\$200.00	\$20,000.00	\$61.41	\$6,141.00	\$45.00	\$4,500.00	\$175.00	\$17,500.00
13	Concrete Driveway/Sidewalk Restoration	500	LF	\$77.50	\$38,750.00	\$80.00	\$40,000.00	\$71.50	\$35,750.00	\$140.00	\$70,000.00	\$130.00	\$65,000.00
14	Stabilized Roadway/Driveway Restoration	100	LF	\$28.81	\$2,881.00	\$20.00	\$2,000.00	\$49.50	\$4,950.00	\$32.00	\$3,200.00	\$40.00	\$4,000.00
15	Grassing												
a.	Seeding	3,200	LF	\$9.90	\$31,680.00	\$1.50	\$4,800.00	\$2.23	\$7,136.00	\$6.00	\$19,200.00	\$4.00	\$12,800.00
b.	Sodding	3,200	LF	\$10.45	\$33,440.00	\$5.00	\$16,000.00	\$9.33	\$29,856.00	\$15.00	\$48,000.00	\$9.00	\$28,800.00
16	Removal of Unsuitable Materials	200	LF	\$68.20	\$13,640.00	\$12.00	\$2,400.00	\$14.20	\$2,840.00	\$12.00	\$2,400.00	\$15.00	\$3,000.00
17	Flushing, Pressure Testing, Disinfection	1	LS	\$13,750.00	\$13,750.00	\$6,000.00	\$6,000.00	\$16,500.00	\$16,500.00	\$7,500.00	\$7,500.00	\$30,000.00	\$30,000.00
18	Demobilization	1	LS	\$4,950.00	\$4,950.00	\$2,000.00	\$2,000.00	\$38,097.72	\$38,097.72	\$15,000.00	\$15,000.00	\$28,000.00	\$28,000.00
BASE BID TOTAL				\$668,202.30		\$855,900.00		\$914,742.33		\$1,124,450.00		\$1,197,887.00	
19	Additive Alternate No. 1 - GPR Service	1	LS	\$17,363.50	\$17,363.50	\$7,500.00	\$7,500.00	\$13,728.00	\$13,728.00	\$7,000.00	\$7,000.00	\$18,000.00	\$18,000.00
TOTAL BID (Base Bid Total + Add. Alt. No. 1 Total)				\$685,565.80		\$863,400.00		\$928,470.33		\$1,131,450.00		\$1,215,887.00	



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: January 12, 2024

MEETING DATE: January 16, 2024

SUBJECT: SR 19 and Guerrant Street parking restriction enforcement recommendation

BACKGROUND SUMMARY:

Staff was asked to provide a plan to enforce the 15-minute parking restriction located at 15 North Central Ave. The issue does not necessarily arise from customers to the local businesses who may exceed the parking limitation by a few minutes, but rather vehicles being parked in the space for long durations, causing sight triangle issues and reducing parking available for patrons of the surrounding businesses.

This assignment can be enforced by the currently deployed road patrol units. Parking enforcement is within the scope of their current role and enforced throughout the city. Officers have written a multitude of citations for similar violations.

Officers will be made aware of the new restriction and the sight triangle issues created at the adjacent intersection due to long-term parking. Officers will be ordered to issue citations to vehicles exceeding the parking limit. The additional enforcement of this new zone will not create any undue burden on officers already engaged in road patrol assignments.

Due to the proactive nature of road patrol and the diversity of their assignments, it is unlikely that a driver who exceeds the 15 minute limit by a small duration will be observed or cited by officers, but drivers who have left their vehicles for a duration that creates a clear violation of the restriction will be subject to enforcement.

RECOMMENDATIONS:

Provide staff with direction on the parking restriction enforcement recommendation

FISCAL IMPACTS:

N/A

ATTACHMENTS:

None



Umatilla Public Library FY 23-24



	Oct-23	Nov-23	Dec-23	Q 1
Visits (<i>door count halved</i>)	4,479	4,211	3,956	12,646
Checkouts	3,372	3,200	2,729	9,301
E-Books (digital)	410	452	474	1,336
Total Circulation	3,782	3,652	3,203	10,637
New Patrons	31	28	29	88
Patron Computer Sessions	236	376	296	908
Wi-Fi Clients Served	675	655	585	1,915
Adult Volunteer Hours	49.75	35	40.75	125.50
Attendance Family Programs	731	52	365	1,148
Attendance Adult Programs	135	95	81	311
Attendance Teen Programs	106	61	36	203
Attendance Juvenile Programs	156	168	176	500
Total # of Programs	60	47	28	135
Meeting room Rental	-	-	-	-
Fines and Fees (Income to City)	\$ 790.70	\$ 457.90	\$ 589.74	\$ 1,838.34

Highlights

Save the Date: City-Wide Yard Sale: Registration opens February 1, 2024.

Polar Express

Santa Claus hosted the family event, the Polar Express, on Friday, December 8, 2023. Seventy-four people attended the program in the children's library.

Umatilla Christmas Festival

The Friends of the Umatilla Public Library gave away free books to all comers at the festival, following the Cracker Christmas Parade. The library provided access to library card applications and promoted our programs alongside the Friends.

Seed Library: Native Plant Propagation Program in the Flagpole Courtyard

The Lake Beautyberry Native Plant Society provided a free hands-on program with clippings, cuttings and plantings on December 12, 2024. Twenty-four adults attended. The society will return in April to teach about seed growing.

UF/IFAS Master Gardener Series

A Master Gardener will provide a free lecture on Florida landscaping and gardening each month. January kicks off with **Tree Planting and Establishment**. Pre-register for **Vegetable Gardening**, which will be held in February.

Writing Your Memoirs

Our memoir writing group has provided a bound copy of their collected memoirs. Visit the library to read them.

UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF
January 2, 2024 through January 8, 2024

ARRESTS

1/02/2024	10:21 a.m.	Hutcheson, Kevin Umatilla	Battery on person 65 years of age or older.
1/02/2024	11:14 a.m.	Roberson, Brenda Umatilla	Aggravated battery using a deadly weapon.
1/07/2024	8:33 a.m.	Britzius, Ryan Umatilla	(Domestic) battery 2 nd or subsequent offense.

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

01/04/2024	11:45 p.m.	Solis-Mendoza, Israel Pomona Park	No drivers License never had one.
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REPORTS FILED

1/02/2024	7:09 p.m.	Officers responded to the area of State Road 19 and Wafford Street reference a male laying on the side of the road. Person was turned over to EMS.	
1/03/2024	10:05 p.m.	Officers responded to Dollar General located at 16603 Lake Smith Road reference a person refusing to leave. Person was gone on arrival.	
1/04/2024	4:29 p.m.	Officer flagged down reference juvenile not getting off of the school bus. There was a substitute bus driver that did not realize where the juvenile was to get off. He was returned to his grandparents.	
1/04/2024	7:23 p.m.	Officers responded to Dollar General located at 16603 Lake Smith Road reference theft in progress. Officer arrived theft was unfounded.	
1/05/2024	2:03 p.m.	Officers responded to Dollar General located at 42420 State Road 19 reference a theft. A report was taken.	
1/07/2024	11:59 p.m.	Officers responded to a residence on Lakeview Street reference a suspicious person. A person in home was having food delivered caller was not aware.	
1/08/2024	6:01 a.m.	Officers responded to a suspicious person call on North Kentucky Avenue. Person was not in area when officers arrived.	

UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF
January 2, 2024 through January 8, 2024

ARRESTS

ARRESTS	4
DISPATCHED CALLS	133
TRAFFIC STOPS	66
TRAFFIC CITATIONS ISSUED	5