



UMATILLA CITY COUNCIL MEETING

February 18, 2025 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
- February 4, 2025, Regular City Council Minutes

PRESENTATIONS

2. Proclamation Flood Awareness Week

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

3. Resolution No. 2025-03, Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) 456380-1-94-01 for Design and Construction of the Fuel Farm Expansion at Umatilla Municipal Airport.
4. Resolution No. 2025-04, Amendment to Resolution No. 2024-14, SRF Loan Application SR 19 Waterline DW35076

NEW BUSINESS

5. Partnership Agreement with the City of Umatilla and the Umatilla Chamber of Commerce
6. ITB-25-PW-001 Lake Fern Industrial Park
ITB-25-PW-002 Golden Gem Drive Utility Project Ranking and Award

REPORTS

7. 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

February 4, 2025 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 Creech led the Pledge of Allegiance, gave the Invocation, and called the Regular City Council Meeting to order at 6:00 pm.

ROLL CALL

MEMBERS PRESENT

Chris Creech, Mayor
Katherine Adams, Vice Mayor
Fred Fetterolf, Council Member
Bear Crockett, Council Member

NOT PRESENT

John Nichols, Council Member

ALSO PRESENT

Aaron Mercer, Interim City Manager
Jessica Burnham, City Clerk
Kevin Stone, City Attorney
Regina Frazier, Finance Director
Amy Stultz, Library Director
Adam Bolton, Chief of Police
Vaughan Nilson, Public Works Director
Misti Lambert, Assistant to the City Manager

AGENDA REVIEW

MOTION BY VICE MAYOR ADAMS TO APPROVE THE AGENDA; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY A UNANIMOUS VOICE VOTE.

MINUTES REVIEW

1. Approval of Meeting Minutes
- January 21, 2025, Regular City Council Minutes

MOTION BY VICE MAYOR ADAMS TO APPROVE THE JANUARY 21, 2025, REGULAR CITY COUNCIL MINUTES; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY A UNANIMOUS VOICE VOTE.

PRESENTATIONS

PUBLIC COMMENT

Mayor Creech opened public comment

No one spoke

Mayor Creech closed public comment

CONSENT AGENDA

2. Declaration of Surplus items

MOTION BY VICE MAYOR ADAMS TO APPROVE THE CONSENT AGENDA; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY A UNANIMOUS VOICE VOTE.

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

3. Final Reading of Ordinance No. 2025-A, Annexation Incentive Program

City Attorney Stone read the Ordinance by title.

Ordinance 2025-A

AN ORDINANCE OF THE CITY OF UMATILLA, FLORIDA, TEMPORARY SUSPENDING ALL FEES ASSOCIATED WITH VOLUNTARY ANNEXATION APPLICATIONS; PROVIDING FOR SCOPE; PROVIDING FOR DURATION; PROVIDING FOR EXCEPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Mercer gave an overview of the agenda item and mentioned that this is the final reading of the Ordinance, with no changes made since the first reading.

Discussion was held regarding how this would be beneficial for the city's economic growth.

Mayor Creech opened public comment

No one spoke

Mayor Creech closed public comment

MOTION BY COUNCIL MEMBER FETTEROLF TO APPROVE FINAL READING OF ORDINANCE NO. 2025-A, ANNEXATION INCENTIVE PROGRAM; SECONDED BY VICE MAYOR

ADAMS. MOTION WAS APPROVED BY A ROLL CALL VOTE.

Council Member Fetterolf	YES
Vice Mayor Adams	YES
Council Member Crockett	YES
Mayor Creech	YES

4. Final Reading of Ordinance No. 2025-B, Septic to Sewer Incentive Program

City Attorney Stone read the Ordinance by title.

Ordinance No. 2025-B

AN ORDINANCE OF THE CITY OF UMATILLA, FLORIDA, ESTABLISHING A SEPTIC TO SEWER CONNECTION PROGRAM FOR CERTAIN LAKEFRONT RESIDENTS; PROVIDING FOR THE CITY TO COVER CERTAIN FEES ASSOCIATED WITH SEWER CONNECTION; CREATING AN INSTALLMENT PLAN FOR RESIDENTS; PROVIDING A TIME LIMIT FOR PARTICIPATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Mercer provided the City Council with background on a proposed "septic to sewer" program and stated this is the final reading for this Ordinance.

Mayor Creech opened public comment

No one spoke

Mayor Creech closed public comment

A discussion followed regarding the properties that would be eligible for this program.

MOTION BY VICE MAYOR ADAMS TO APPROVE FINAL READING OF ORDINANCE NO. 2025-B, SEPTIC TO SEWER INCENTIVE PROGRAM; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY A ROLL CALL VOTE.

Vice Mayor Adams	YES
Council Member Crockett	YES
Council Member Fetterolf	YES
Mayor Creech	YES

5. Final Reading of Ordinance No. 2025-C, Public Notices

City Attorney Stone read the Ordinance by title.

Ordinance No. 2025-C

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA; AMENDING CHAPTER 3, SECTION 4 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF UMATILLA; AMENDING THE PUBLIC HEARING NOTICE ADVERTISING REQUIREMENTS IN ACCORDANCE WITH FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone discussed a recommendation for the City Council to amend the current public hearing advertising requirements in the Land Development Code to align with Florida Statutes and mentioned that this is the final reading for this Ordinance.

Mayor Creech opened public comment

No one spoke

Mayor Creech closed public comment

MOTION BY VICE MAYOR ADAMS TO APPROVE FINAL READING OF ORDINANCE NO. 2025-C, PUBLIC NOTICES; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY A ROLL CALL VOTE.

Vice Mayor Adams	YES
Council Member Crockett	YES
Council Member Fetterolf	YES
Mayor Creech	YES

NEW BUSINESS

6. Halff Engineering – Woodsong Infrastructure Inspection Proposal

Mr. Mercer gave an overview of the item and explained that Halff Engineering has submitted a contract for construction inspection and administrative services for the Woodsong Subdivision. These services will cover project management, status reviews, accounting, invoice reviews, and other miscellaneous tasks as needed. These services are essential to ensure that construction materials and installations meet or exceed the City's minimum construction specification standards.

As approved, the Woodsong Subdivision includes public streets, a drainage system, water, sewer, and lift station improvements, all of which, once completed, will become city-owned and maintained public infrastructure.

MOTION BY VICE MAYOR ADAMS TO APPROVE THE HALFF ENGINEERING WOODSONG INFRASTRUCTURE INSPECTION PROPOSAL; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY A UNANIMOUS VOICE VOTE.

7. Lake Fern Road Right of Way Easement

Attorney Stone provided details on this item, explaining that construction for the Lake Fern Industrial Park is set to begin in the coming months. The project plans include widening Lake Fern Road to accommodate semi-truck traffic and provide access to the City's former sewer plant and the adjacent properties to the east. The City and Florida's Natural have negotiated an additional right-of-way easement for the road widening. The agreed-upon improvements include new security fencing along Florida's Natural's northern property line, the construction of two new access points along Lake Fern Road with asphalt aprons and gates leading to the northwestern portion of their property. Additionally, Florida's Natural is requesting \$75,000 for the extra easement required to build the road to the City's industrial standards.

Once the industrial park is completed, the sale of the first lot is expected to fully cover the cost of the right-of-way easement.

MOTION BY VICE MAYOR ADAMS TO APPROVE THE LAKE FERN ROAD RIGHT OF WAY EASEMENT; SECONDED BY COUNCIL MEMBER FETTEROLF. MOTION WAS APPROVED BY A UNANIMOUS VOICE VOTE.

DISCUSSION

8. City - Chamber of Commerce Partnership - Executive Director Search

Matt Newby, from the Umatilla Chamber of Commerce, gave a presentation to the Council discussing the potential partnership between the City of Umatilla and the Chamber of Commerce Board of Directors, with additional financial support. He explained that the Chamber's Executive Director position has been vacant for several months, and the current funding and business model have not been effective. A new approach is necessary, and with the City's partnership, the Board would be able to recruit an experienced Director who can dedicate more time to supporting local businesses.

Mr. Newby shared several examples of how the Chamber could potentially assist the City, including organizing and marketing Community Redevelopment Area (CRA) projects, providing public relations and marketing services to the City, managing City facility rental programs, overseeing City sign rental services, and seeking grants to support City facilities and projects.

The Council directed City Attorney Stone to draft an agreement that would allocate \$20,000 to the Chamber in exchange for the Chamber providing services to the City.

REPORTS

9. Staff Reports

Council Member Fetterolf had nothing to report

Council Member Crockett had nothing to report

Vice Mayor Adams announced that the museum will be holding its annual BBQ on April 3 and encouraged everyone to attend and enjoy the event.

Mayor Creech had nothing to report

Attorney Stone reminded the Council that with the new year, the annual ethics training is due for renewal.

Mr. Mercer reported that Channel 2 News came in and interviewed him about the recently passed annexation incentive program.

Chief Bolton had nothing to report

Ms. Frazier had nothing to report

Mr. Nilson had nothing to report.

Ms. Stulz discussed a recent grant received by the Friends of the Library.

Ms. Lambert had nothing to report.

ADJOURNMENT

With no further business for discussion, the meeting adjourned at approximately 7:00 p.m.

Jessica Burnham, FCRM
City Clerk

Christopher Creech, Mayor

PROCLAMATION

CITY OF UMATILLA, FLORIDA

WHEREAS, the City of Umatilla has experienced severe weather in the past in the form of extreme rainfall or tropical system events resulting in flooding in riverine and lacustrine areas, and this flooding has caused damage and flood losses to homes and buildings in all areas whether they are high-risk special flood hazard areas or low to moderate risk flood zones; and

WHEREAS, the City of Umatilla is a voluntary participant in the National Flood Insurance Program that provides residents with the opportunity to protect themselves against flood loss through the purchase of flood insurance at reduced insurance premium rates as well as setting higher regulatory standards to reduce the flood risk and potential flood damage to their property; and

WHEREAS, the reduction of loss of life and property damage can be achieved when appropriate flood preparedness, control, and mitigation measures are taken before a flood; and

WHEREAS, public education and awareness of potential weather hazards and methods of protection are critical to the health, safety, and welfare of residents, the Florida Floodplain Managers Association (FFMA), has declared the week of March 3rd-9th, 2025 as Flood Awareness Week to promote awareness and increase knowledge of flood risk, the availability of flood insurance, flood protection methods, and how to prepare for emergencies.

NOW, THEREFORE, WE THE CITY OF UMATILLA, do hereby proclaim **March 3rd-9th, 2025** as **FLOOD AWARENESS WEEK IN THE CITY OF UMATILLA**, and further encourage the citizens of Umatilla to increase their knowledge of how to protect themselves and their property from flooding.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the City of Umatilla to be affixed this 18th day of February, 2025

In witness whereof, I have hereunto set my
Hand and caused this seal to be affixed.

ATTEST:

Christopher Creech
Mayor, City of Umatilla

Jessica Burnham, FCRM
City Clerk



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: February 11, 2025

MEETING DATE: February 18, 2025

SUBJECT: Resolution No. 2025-03, Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) 456380-1-94-01 for Design and Construction of the Fuel Farm Expansion at Umatilla Municipal Airport.

BACKGROUND SUMMARY:

This agreement pertains to FDOT's participation in the design and construction of a fuel farm expansion at Umatilla Municipal Airport. The City Council's acceptance of this grant agreement allows for a maximum funding amount of \$600,000 for the project, with FDOT covering 100% of the total eligible cost of the project. Notably, the agreement specifies that there is no required local match from the City of Umatilla. The fuel farm expansion project is a vital infrastructure improvement that will enhance the airport's ability to meet growing aviation fuel demands, which is essential for both local aviation operations and the overall functionality of the airport.

RECOMMENDATIONS:

Approval of Resolution No. 2025-03, Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) 456380-1-94-01 for Design and Construction of the Fuel Farm Expansion at Umatilla Municipal Airport.

FISCAL IMPACTS:

Increase in Airport Fund budget of \$600,000 with no match

ATTACHMENTS:

1. Resolution 2025-03 FDOT PTGA 456380-1-94-01 Design and Construction of the Fuel Farm Expansion at Umatilla Airport
 2. For Sponsor FM 456380-1 PTGA Design Construct Fuel Farm Expansion_X23
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RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, ACCEPTING THE PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) 456380-1-94-01 FROM THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE PURPOSE OF THE DEPARTMENT'S PARTICIPATION IN DESIGN AND CONSTRUCTION OF THE FUEL FARM EXPANSION AT UMATILLA MUNICIPAL AIRPORT; AUTHORIZING CITY OFFICIALS TO EXECUTE SAID AGREEMENT; PROVIDING FOR A SAVINGS CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Umatilla, Lake County, Florida, on February 18, 2025, approved Public Transportation Grant Agreement 456380-1-94-04 with the State of Florida Department of Transportation, for the purpose of the department's participation in design and construction of the fuel farm expansion at Umatilla Municipal Airport.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Umatilla, Florida:

Section 1. Acceptance of Agreement: The City Council hereby accepts the Public Transportation Grant Agreement 456380-1-94-01 from the Florida Department of Transportation for the design and construction of the fuel farm expansion project at Umatilla Municipal Airport. The project funding, in the amount of up to \$600,000, will cover 100% of the total eligible cost with no city match required.

Section 2. Authorization to Execute Agreement: The Mayor or City Manager is hereby authorized and directed to execute the Public Transportation Grant Agreement on behalf of the City of Umatilla.

Section 3. Budget Amendment: The Finance Director is hereby directed to amend the City's budget to reflect the increase in funding resulting from this agreement.

Section 4. Savings Clause: If any section, sentence, clause, phrase, or word of this Resolution is found to be unconstitutional, invalid, or unenforceable, such finding shall not affect the validity of the remaining portions of this Resolution, which shall remain in full force and effect as if the invalid part had not been included.

Section 5. Effective Date: This Resolution shall take effect immediately upon its adoption by the City Council of the City of Umatilla, Lake County, Florida, on the 18th day of February 2025.

Attest:

Christopher Creech, Mayor

Jessica Burnham, FCRM
City Clerk

Jennifer Cotch, City Attorney

PUBLIC TRANSPORTATION GRANT AGREEMENT

Financial Project Number(s): (item-segment-phase-sequence)	Fund(s):	DDR	FLAIR Category:
456380-1-94-01	Work Activity Code/Function:	215	Object Code:
	Federal Award		Org. Code:
	Identification Number (FAIN) – Transit only:	N/A	Vendor Number:
Contract Number:	Federal Award Date:	N/A	
CFDA Number:	Agency UEI Number:		
CFDA Title:			
CSFA Number:			
CSFA Title:			

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into _____, by and between the State of Florida, Department of Transportation, ("Department"), and City of Umatilla, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.
2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in Design and Construction of the Fuel Farm Expansion at Umatilla Municipal Airport, as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- ☒ **Aviation**
- ☐ **Seaports**
- ☐ **Transit**
- ☐ **Intermodal**
- ☐ **Rail Crossing Closure**
- ☐ **Match to Direct Federal Funding** (Aviation or Transit)
- ☐ (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- ☐ **Other**

4. **Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

- ☒ Exhibit A: Project Description and Responsibilities
- ☒ Exhibit B: Schedule of Financial Assistance
- ☐ *Exhibit B1: Deferred Reimbursement Financial Provisions
- ☐ *Exhibit B2: Advance Payment Financial Provisions
- ☐ *Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
- ☒ *Exhibit C: Terms and Conditions of Construction
- ☒ Exhibit D: Agency Resolution
- ☒ Exhibit E: Program Specific Terms and Conditions
- ☒ Exhibit E1: Prohibition Based on Health Care Choices
- ☐ Exhibit E2: Exterior Vehicle Wrap, Tinting, Paint, Marketing and Advertising (Transit)

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- ☒ Exhibit F: Contract Payment Requirements
☒ *Exhibit G: Audit Requirements for Awards of State Financial Assistance
☐ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
☐ *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
☐ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. Time. Unless specified otherwise, all references to “days” within this Agreement refer to calendar days.

6. Term of Agreement. This Agreement shall commence upon full execution by both Parties (“Effective Date”) and continue through June 1, 2028. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

a. ☐ If this box is checked the following provision applies:

Unless terminated earlier, work on the Project shall commence no later than the day of , or within days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. Amendments, Extensions, and Assignment. This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. Termination or Suspension of Project. The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. Project Cost:

- a. The estimated total cost of the Project is \$600,000. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$600,000 and, the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

- a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.
- b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.
- c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.
- d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.
- e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:
- ☒ Travel expenses are NOT eligible for reimbursement under this Agreement.
- ☐ Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

- f. Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

- g. Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- j. **Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.
- k. **Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- l. **Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- m. **Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.
- n. **Limits on Contracts Exceeding \$25,000 and Term more than 1 Year.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
- "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."
- o. **Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- p. **Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project**

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Description and Responsibilities, and as set forth in **Exhibit “B”, Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit “A”, Project Description and Responsibilities**.

11. General Requirements. The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. Necessary Permits Certification.** The Agency shall certify to the Department that the Agency’s design consultant and/or construction contractor has secured the necessary permits.
- b. Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.
- c. Notification Requirements When Performing Construction on Department’s Right-of-Way.** In the event the cost of the Project is greater than \$250,000.00, and the Project involves construction on the Department’s right-of-way, the Agency shall provide the Department with written notification of either its intent to:
 - i.** Require the construction work of the Project that is on the Department’s right-of-way to be performed by a Department prequalified contractor, or
 - ii.** Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.
- d.** ☐ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).
- e.** ☐ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):
 - i.** ☐ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).
 - ii.** ☐ Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.
 - iii.** ☐ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.
- f. Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms

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and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

- g. Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

- a. Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.
- b. Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.
- c. Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.
- d. Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors

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and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. Maintenance Obligations. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

- a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. Sale, Transfer, or Disposal of Department-funded Property:

- a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.
- b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:
 - i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.
 - ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.
 - iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.
 - iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.
- c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.
 - i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.
 - ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. Single Audit. The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

Federal Funded:

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by

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Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

- b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:
- i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “H”, Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
 - iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than Federal entities).
 - iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

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v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.
- b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

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- i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
- ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

- v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as

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applicable.

- vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.
 - vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.
 - viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

- a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

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- c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. **E-Verify.** The Agency shall:
 - i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
 - ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. **Projects with Non-profit Organizations.** Pursuant to Section 216.1366, Florida Statutes, if the Agency is a nonprofit organization as defined in Section 215.97(2)(m), Florida Statutes, the Agency shall provide documentation to indicate the amount of state funds:
 - i. Allocated to be used during the full term of this Agreement for remuneration to any member of the board of directors or an officer of the Agency
 - ii. Allocated under each payment by the Department to be used for remuneration of any member of the board of directors or an officer of the Agency. The documentation must indicate the amounts and recipients of the remuneration.

Such information will be posted by the Department to the Florida Accountability Contract Tracking System maintained pursuant to Section 215.985, F.S., and must additionally be posted to the Agency's website, if the Agency is a non-profit organization and maintains a website. The Agency shall utilize the Department's Form 350-090-19, Compensation to Non-Profits Using State Funds, for purposes of documenting the compensation. The subject Form is required for every contract for services executed, amended, or extended on or after July 1, 2023, with non-profit organizations.

Pursuant to Section 216.1366, F.S., the term:

- iii. "Officer" means a chief executive officer, chief financial officer, chief operating officer, or any other position performing and equivalent function.
- iv. "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off,

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severance payments, incentive payments, contributions to a retirement plan or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing and meals.

- v. "State Funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the Medicaid program.

- i. **Design Services and Construction Engineering and Inspection Services.** If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

- a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

- b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include

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operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

- c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.
- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT****19. Miscellaneous:**

- a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. **Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).
- i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

AGENCY City of Umatilla

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

By: _____

Name: _____

Name: C. Jack Adkins

Title: _____

Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

Daniel L. McDermott

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): The demand for Unleaded (UL) Fuel has increased, particularly for small aircraft that frequent X23 for fuel purchases. The addition of UL fuel will provide another revenue stream as the airport attempts to become financially self-sufficient. This project will add a 12,000-gallon tank and dispenser for UL fuel for aircraft use. Site improvements include paving, grading, drainage, lighting and utility improvements as required.

B. Project Location (limits, city, county, map): Umatilla Municipal Airport/Umatilla, FL/Lake

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): Fuel Farms (Design/Construct/Rehabilitation): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees, bid and award services, survey and geotechnical costs, permitting, design of erosion control, demolition, pavement (access roadways, parking lots, and sidewalks), drainage, utilities, primary power and back-up power supplies, pavement marking, lighting and signage, fencing and gates, landscaping; fuel tanks, dispensers, piping, fuel spill prevention and contamination systems, decommissioning of existing fuel farms (tank removal or capping); and security system, including all materials, equipment, labor, and incidentals required to complete the construction of the fuel farm project. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): Final close out documents to be uploaded in JACIP.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Stored materials unless prior written approval from FDOT is obtained.

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

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EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
456380-1-94-01	DDR	088719	2025	751000	55.004	Aviation Grant Program	\$600,000.00
Total Financial Assistance							\$600,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/Design/Construction	\$600,000.00	\$0.00	\$0.00	\$600,000.00	100.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Totals	\$600,000.00	\$0.00	\$0.00	\$600,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	
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BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

Luciana Taylor

Department Grant Manager Name

Signature

Date

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EXHIBIT C

TERMS AND CONDITIONS OF CONSTRUCTION

1. Design and Construction Standards and Required Approvals.

- a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.
- b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Luciana Taylor (email: luciana.taylor@dot.state.fl.us) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.
- c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.
- d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).
- e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.
- f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

2. Construction on the Department's Right of Way. If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

- a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

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- b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.
- c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.
- d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is Luciana Taylor.
- e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.
- f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.
- g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.
- h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or

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estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

- i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.
- j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.
- k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.
- l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.
- m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.
- n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.
- o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.
- p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense,

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without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

- q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.
- r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.
- s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.
- t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation): Not Applicable
- u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contact info:

800-780-7102

Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)

3. **Engineer's Certification of Compliance.** The Agency shall complete and submit and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

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PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans for construction on the Department's Right of Way certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

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EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

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EXHIBIT E

**PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES**

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.
2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit “A”, Project Description and Responsibilities**, and **Exhibit “B”, Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.
3. The Agency shall comply with the assurances as specified in this Agreement.
4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.
5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.
6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.
7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.
8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.
9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.
10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):
 - a. **Florida Statutes (F.S.)**
 - Chapter 163, F.S., Intergovernmental Programs
 - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
 - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
 - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
 - Chapter 332, F.S., Airports and Other Air Navigation Facilities
 - Chapter 333, F.S., Airport Zoning

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b. Florida Administrative Code (FAC)

- Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
- Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
- Section 62-256.300, FAC, Open Burning, Prohibitions
- Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. Local Government Requirements

- Airport Zoning Ordinance
- Local Comprehensive Plan

d. Department Requirements

- Eight Steps of Building a New Airport
- Florida Airport Revenue Use Guide
- Florida Aviation Project Handbook
- Guidebook for Airport Master Planning
- Airport Compatible Land Use Guidebook

- 2. Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. Federal Requirements

- FAA AC 70/7460-1, Obstruction Marking and Lighting
- FAA AC 150/5300-13, Airport Design
- FAA AC 150/5370-2, Operational Safety on Airports During Construction
- FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. Local Government Requirements

- Local Building Codes
- Local Zoning Codes

c. Department Requirements

- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
- Manual on Uniform Traffic Control Devices
- Section 14-60.007, FAC, Airfield Standards for Licensed Airports
- Standard Specifications for Construction of General Aviation Airports
- Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

- 3. Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. Federal Requirements

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- National Environmental Policy of 1969
- FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
- FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. Florida Requirements

- Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
- Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
- Section 286.23, F.S., Public Business: Miscellaneous Provisions

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C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.
2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. Accounting System.

- a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.
- b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.
- c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. Good Title.

- a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.
- b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. Preserving Rights and Powers.

- a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.
- b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. Hazard Removal and Mitigation.

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- a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.
- b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

- a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.
- b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.
- c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

- a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.
- b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.
- c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

- a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.
- b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:
 - 1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
 - 2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
 - 3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

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- c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.
- d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. Airport Financial Plan.

- a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:
 - 1) The Airport financial plan will be a part of the Airport Master Plan.
 - 2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
 - 3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.
- b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

9. Airport Revenue. The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. Fee and Rental Structure.

- a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.
- b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. Public-Private Partnership for Aeronautical Uses.

- a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.
- b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. Economic Nondiscrimination.

- a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.
 - 1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

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- 2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

- b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. Air and Water Quality Standards. The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. Operations and Maintenance.

- a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.
 - 1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
 - 2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
 - 3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.
- b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. Federal Funding Eligibility.

- a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.
- b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. Project Implementation.

- a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.
- b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.
- c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. Exclusive Rights. The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. Airfield Access.

- a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

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equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

- b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. Retention of Rights and Interests. The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or aviation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. Consultant, Contractor, Scope, and Costs.

- a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.
- b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. Planning Projects. For all planning projects or other aviation studies, the Agency assures that it will:

- a. Execute the project per the approved project narrative or with approved modifications.
- b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.
- c. Make such project materials available for public review, unless exempt from public disclosure.
 - 1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
 - 2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.
- d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.
- e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:
 - 1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
 - 2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
 - 3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

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- f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.
- g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. Land Acquisition Projects. For the purchase of real property, the Agency assures that it will:

- a. **Laws.** Acquire the land in accordance with federal and/or state laws governing such action.
- b. **Administration.** Maintain direct control of Project administration, including:
 - 1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
 - 2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
 - 3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
 - 4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
 - 5) Establish a Project account for the purchase of the land.
 - 6) Collect and disburse federal, state, and local project funds.
- c. **Reimbursable Funds.** If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:
 - 1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
 - 2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
 - 3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
 - 4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.
- d. **New Airport.** If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:
 - 1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
 - 2) Complete an Airport Master Plan within two years of land purchase.
 - 3) Complete airport construction for basic operation within 10 years of land purchase.
- e. **Use of Land.** The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.
- f. **Disposal of Land.** For the disposal of real property the Agency assures that it will comply with the following:
 - 1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

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- 2) Land will be considered to be needed for airport purposes under this assurance if:
 - a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
 - b) Revenue from uses of such land contributes to airport financial self-sufficiency.
- 3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
- 4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. Project Certifications. Certify Project compliances, including:

- 1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
- 2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
- 3) Completed construction complies with all applicable local building codes.
- 4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. Design Development. For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

- 1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
- 2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
- 3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
- 4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. Inspection and Approval. The Agency assures that:

- 1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
- 2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
- 3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. Pavement Preventive Maintenance. The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

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24. Noise Mitigation Projects. The Agency assures that it will:

- a. Government Agreements.** For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.
 - 1)** The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
 - 2)** The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.
- b. Private Agreements.** For noise compatibility projects on privately owned property:
 - 1)** The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
 - 2)** The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

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Exhibit E1

PROGRAM SPECIFIC TERMS AND CONDITIONS

(Prohibition on Discrimination Based on Health Care Choices)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. **Statutory Reference.** Section 339.08, F.S. and Section 381.00316, F.S.
2. **Statutory Compliance.** Pursuant to Section 339.08, F.S., the Department may not expend state funds to support a project or program of certain entities if the entity is found to be in violation of Section 381.00316, F.S. The Department shall withhold state funds until the entity is found to be in compliance with Section 381.00316, F.S. This shall apply to any of the following entities:
 - a. A public transit provider as defined in s. 341.031(1), F.S.;
 - b. An authority created pursuant to chapter 343, F.S., chapter 348, F.S., or chapter 349, F.S.; c. A public-use airport as defined in s. 332.004, F.S.; or
 - d. A port listed in s. 311.09(1), F.S.

- End of Exhibit E1 -

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EXHIBIT F

**Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

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EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

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

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation

State Project Title: Aviation Grant Program

CSFA Number: 55.004

***Award Amount:** \$600,000

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at:
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: February 11, 2025

MEETING DATE: February 18, 2025

SUBJECT: Resolution No. 2025-04, Amendment to Resolution No. 2024-14, SRF Loan Application SR 19 Waterline DW35076

BACKGROUND SUMMARY:

Resolutions are required by the Florida Department of Environmental Protection, which govern the application and award of State Revolving Fund Loans for water projects.

Resolution 2024-14, approved on August 20, 2024, authorized the SRF loan application, the agreement and gave the City the legal authority to borrow and pledge repayment of the loan. Resolution 2025-04 is an update to that resolution establishing a loan reserve account in lieu of pledged revenues for repayment of the loan.

The City award has been increased by \$42,500 cover the cost of the Halff Grant Administration contract previously approved by Council, to \$1,215,678 with \$360,283 in loan forgiveness. The loan reserve account has been established with \$886,709 for funding the repayment.

The funding will be used to build the 10-inch water line on SR19 from Lake Smith Road, south to the north property line of the Mason Jar Restaurant.

RECOMMENDATIONS:

Approve Resolution 2025-04

FISCAL IMPACTS:

\$886,709 loan reserve account

ATTACHMENTS:

1. Bank Letter
 2. Resolutuion No. 2025-04, Amendment to Resolution 2024-14 kms
-



Post Office Drawer 29
Umatilla, Florida 32784
(352) 669-2121

February 11, 2025

State of Florida
Department of Environmental Protection
Division of Water Restoration
3900 Commonwealth Boulevard
Tallahassee, FL 32399

To whom it may concern:

As requested, the City of Umatilla has established a bank account with United Southern Bank, entitled "Loan Reserve" and identified as account number 15109935. The deposit and current balance in the account is \$886,709.00. Withdrawals of these funds are restricted, except for loan repayment of SRF Loan DW350760.

Please let me know if any additional information is needed and feel free to contact me directly at 352-483-4889.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shaina Morrison', is written in a cursive style.

Shaina Morrison
Assistant Vice President
Umatilla Branch

RESOLUTION 2025-04

A RESOLUTION OF CITY OF UMATILLA, FLORIDA, AMENDING RESOLUTION 2024-14, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, Chapter 403, Florida Statutes, provides, among other things, for the Department of Environmental Protection (the "Department") to make loans to local government agencies to finance planning, designing, and constructing public water systems; further, the department may provide loan guarantees, purchase loan insurance, and refinance local debt through the issue of new loans for projects approved by the department; the purpose of this authorization is to assist loan recipients in achieving and maintaining compliance with the Florida Safe Drinking Water Act and the federal Safe Drinking Water Act, and to conserve and protect the quality of waters of the state; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. DW35076 as eligible for available funding; and

WHEREAS, the City of UMATILLA, Florida, desires to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing and in furtherance thereof wishes to express its intent and delegate authority to its representatives to apply for and enter into a loan agreement including a pledge of revenues as further described herein; and

WHEREAS, on August 20, 2024, the City Council of the City of Umatilla adopted resolution 2024-14 which authorized this transaction and which the City Council wishes to modify by this resolution.

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

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The City of UMATILLA, Florida, is authorized to apply for a loan to finance the Project.

SECTION III. The funds proposed to be pledged for the repayment of the loan shall be placed in a Loan Reserve account, which is to be held by a qualified public depository bank. The Loan Reserve account shall have an amount of \$886,709 deposited to it for the purpose of securing repayment of the loan.

SECTION IV. The City Manager is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement, which agreement may include a pledge of the Loan Reserve account, which is to be held by a qualified public depository, as the security for the repayment of the loan. This agreement shall be a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is Sec. 166.111, Florida Statutes.

SECTION VII. All resolutions or parts of resolutions in conflict with any of the provisions of this Amendment to Resolution 2024-14 are hereby repealed.

SECTION VIII. If any section or portion of a section of this Amendment proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Amendment.

SECTION IX. This Resolution amending Resolution 2024-14 shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this ____ day of _____, 2025.

APPROVED AS TO FORM AND LEGALITY

Christopher Creech, Mayor

Kevin M. Stone, City Attorney

ATTEST:

Jessica Burnham, City Clerk



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: February 12, 2025

MEETING DATE: February 18, 2025

SUBJECT: Partnership Agreement with the City of Umatilla and the Umatilla Chamber of Commerce

BACKGROUND SUMMARY:

At the February 4th City Council meeting, the Council directed City staff to develop a partnership agreement between the City of Umatilla and the Umatilla Chamber of Commerce. This agreement is intended to support the salary for a new Executive Director who's focus will be economic growth in downtown Umatilla through collaborative efforts that benefit the community, local businesses, and residents.

Under the proposed agreement, the City would provide an annual payment of \$20,000 to the Umatilla Chamber of Commerce. These funds primary use will be to augment the Chambers budget in hiring a new Executive Director. Any remaining funds would be allocated to support specific activities aimed at revitalizing the downtown area, fostering business growth, and enhancing the overall economic environment.

RECOMMENDATIONS:

Approval of the Partnership Agreement with the City of Umatilla and the Umatilla Chamber of Commerce

FISCAL IMPACTS:

\$20,000 from General Fund reserves

ATTACHMENTS:

1. Partnership agreement w Chamber (002)
-

PARTNERSHIP AGREEMENT

This Partnership Agreement ("Agreement") is made and entered into as of the ____ day of February 2025, by and between the City of Umatilla, a Florida municipal corporation, with its principal office located at 1 S. Central Ave., Umatilla, Florida 32784 ("City"), and The Umatilla Chamber of Commerce, Inc., a Florida not-for-profit corporation, with its principal office located at 23 S. Central Ave., Umatilla, Florida 32784 ("Chamber").

RECITALS

WHEREAS, the City seeks to support and promote economic growth within the downtown area of Umatilla; and

WHEREAS, the Chamber is committed to fostering economic development, supporting local businesses, and promoting the downtown area of Umatilla;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the City and Chamber (each a "Party" and collectively the "Parties") agree as follows:

1. Purpose. The purpose of this Agreement is to formalize the partnership between the City and the Chamber, with the goal of supporting economic development and growth within Umatilla, specifically in the downtown area.

2. Funding and Payment.

- a. The City agrees to provide the Chamber with an annual payment of \$20,000 to support activities aimed at promoting economic growth in downtown Umatilla.
- b. The payment will be made as a one-time, full payment for a period of one (1) year, beginning upon the execution of this Agreement.
- c. The City will disburse the funds within thirty (30) days of the execution of this Agreement, contingent upon completion of all required documentation and formalities.
- d. The City's total funding obligation under this Agreement is limited to \$20,000. The City is not obligated to provide any future funding beyond this amount for subsequent years.

3. Use of Funds.

- a. The Chamber agrees to use the \$20,000 exclusively for the activities outlined in **Exhibit A**. This will detail how the funds will be allocated, as well as the specific responsibilities the Chamber will undertake in support of downtown economic development.

- b. The Chamber will provide a detailed quarterly report to the City Manager, as outlined in **Exhibit A**, detailing the use of the funds and the specific economic development activities undertaken in the downtown area.

4. Responsibilities of the Chamber

- a. The Chamber agrees to work in close collaboration with the City to identify key opportunities for economic development in the downtown area, in accordance with the guidelines outlined in **Exhibit A**.
- b. The Chamber will implement a strategic plan to effectively allocate the funds, ensuring that all activities have clear and measurable goals to assess success.
- c. Regular updates, as outlined in **Exhibit A**, will be provided to the City regarding progress, challenges, and achievements related to the downtown economic development efforts.

5. Term and Termination

- a. This Agreement will remain in effect for a period of one (1) year from the date of execution by both Parties.
- b. Either Party may terminate this Agreement at any time with or without cause, by providing thirty (30) days written notice to the other Party. In the event of early termination, the City will only be liable for payment on a pro-rata basis for services rendered by the Chamber up to the termination date.

6. No Guarantee of Results. The Parties acknowledge that the City's funding does not guarantee specific economic outcomes. The Chamber will make reasonable efforts to achieve the intended results, but no express guarantees regarding the success of the activities or their impact are made.

7. Indemnification. Each Party agrees to indemnify and hold the other Party harmless from any claims, damages, losses, or expenses arising from the actions or inactions of the indemnifying Party, except in cases of negligence or willful misconduct by the indemnified Party.

8. Amendments. Any amendments to this Agreement must be made in writing and signed by authorized representatives of both Parties.

9. Entire Agreement. This Agreement constitutes the complete and exclusive understanding between the Parties and supersedes all prior or contemporaneous agreements, representations, and understandings, whether written or oral, regarding the subject matter hereof.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

11. Public Entity Crimes. Section 287.133, Florida Statutes, provided that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to the public entity, may not be awarded or perform work as a contract, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

12. Public Records. In compliance with Chapter 119.0701(2), Florida Statutes:

- a. IF THE CHAMBER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS, IT SHOULD CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT 1 S. CENTRAL AVE, UMATILLA, FLORIDA 32784, 352-669-3125.
- b. The Chamber must comply with public records laws, including:
 1. Keep and maintain public records required by the City to perform the service.
 2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the Chamber does not transfer the records to the City.
 4. Upon completion of the Agreement, transfer, at no cost to the City, all public records in possession of the Chamber or keep and maintain public records required by the City to perform the service. If the Chamber transfers all public records to the City upon completion of the Agreement, the Chamber shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the City Clerk keeps and maintains public records upon completion of the Agreement, the Chamber shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

13. Employment Eligibility. The Chamber is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply will lead to termination of this Agreement, or if a subconsultant knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Chamber, the Chamber may not be awarded a public contract for a period of one (1) year after the date of termination.

14. Government and Corporate Activism. The Chamber hereby acknowledges that a local government may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor, nor give preference to a vendor based on the vendor's social, political, or ideological interests.

15. Scrutinized Companies and Countries. The Chamber certifies that it: a) has not been placed on the Scrutinized Companies that Boycott Israel List, nor is engaged in a boycott of Israel; b) has not been placed on the Scrutinized Companies with Activities in Sudan List nor the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and c) has not been engaged in business operations in Cuba or Syria. If the City determines that Chamber has falsely certified facts under this paragraph or if Chamber is found to have been placed on the Scrutinized Companies Lists or is engaged in a boycott of Israel after the execution of this Amendment, the City will have all rights and remedies to terminate this Amendment consistent with Section 287.135, Florida Statutes, as amended. The City reserves all rights to waive the certifications required by this paragraph on a case-by-case exemption basis pursuant to Section 287.135, Florida Statutes, as amended. See Sections 287.135 and 215.473, Florida Statutes.

IN WITNESS WHEREOF, the Parties hereto have executed this Partnership Agreement as of the date first above written.

CITY OF UMATILLA, FLORIDA

Christopher Creech, Mayor

THE UMATILLA CHAMBER OF COMMERCE, INC.

By: _____

Name: _____

Title: _____

HUMAN TRAFFICKING AFFIDAVIT

Florida Statute §787.06(13) requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The City is a governmental entity for the purposes of this statute.

As the officer or representative of the company, I certify that the company identified above does not, for labor or services,

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against his or her will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied towards the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit;
- Provide controlled substances as outlined in Schedule I or Schedule II of Florida State Statute §893.03 to any person for the purpose of exploitation of that person.

Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.

THE UMATILLA CHAMBER OF COMMERCE, INC.

By: _____

Print Name: _____

Print Title: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202__, by _____, as _____ of [insert company name], a _____, who is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature

Print Notary Name: _____

My commission expires: _____

EXHIBIT “A”



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: February 14, 2025

MEETING DATE: February 18, 2025

SUBJECT: ITB-25-PW-001 Lake Fern Industrial Park
ITB-25-PW-002 Golden Gem Drive Utility Project Ranking and Award

BACKGROUND SUMMARY:

A bid opening for the Golden Gem Drive Utility Project, ITB -25-001, was held on Wednesday, February 13, 2025. The low bidder was DB Civil Construction, LLC with a bid of \$472,739. This project is fully funded through the Rural Infrastructure Fund grant.

Also, a bid opening for the Lake Fern Industrial Park, ITB-25-002, was also held on Wednesday, February 13th, 2025. The low bidder was DB Civil Construction, LLC for \$2,929,640. This project is fully funded through the Governor's Job Growth Grant.

RECOMMENDATIONS:

Please note each bid award should have a separate vote.

Award Golden Gem Utility Project bid to DB Civil Construction, LLC for \$472,739

Award Lake Fern Industrial Park bid to DB Civil Construction, LLC for \$2,929,640.

FISCAL IMPACTS:

\$3,402,379 fully funded by grants

ATTACHMENTS:

1. DB Civil BID Cost Lake Fern
 2. Halff Industrial Park bid recommend letter ITB.25.PW.001
 3. DB Civic BID Cost Golden Gem
 4. Halff recommend bid award ITB.25.PW.002
-

City of Umatilla
Lake Ferns Road Industrial Park
Schedule of Unit Prices

1. It shall be the responsibility of the BIDDER to perform whatever tests and/or calculations as are necessary to determine quantities required for the performance of the work described herein.
2. Should certain additional work be required, or should the quantities submitted by the Contractor of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the Owner, the unit prices contained in the following Schedule of Unit Prices shall, at the option of the Owner, be the basis of payment to the Contractor credit to the Owner, for such increase or decrease in the work.
3. The Unit Prices shall represent the exact net amount per unit to be paid by the Contractor (in the case of additions or increases) or to be refunded by the Owner (in the case of decrease). No additional adjustments will be allowed for overhead, profit, insurance, or to other direct or indirect expenses of the Contractor or Subcontractors, and no additional adjustments will be allowed.

Item #	Description	Quantity	Unit	Unit Price	Amount
	GENERAL				
1	Mobilization	1	LS	\$200,000.00	\$200,000.00
2	NPDES Permit & Compliance	1	LS	\$5,000.00	\$5,000.00
3	Construction Layout Survey	1	LS	\$35,000.00	\$35,000.00
4	As-built Survey	1	LS	\$6,000.00	\$6,000.00
5	Testing	1	LS	\$25,000.00	\$25,000.00
6	Maintenance of Traffic	1	LS	\$2,500.00	\$2,500.00
7	Silt Fence	4,000	LF	\$1.00	\$4,000.00
8	Remove Chain Link Fence	2,700	LF	\$2.00	\$5,400.00
9	6' Chain Link w/ Barb Wire w/ 3 Strands	1,300	LF	\$42.00	\$54,600.00
10	20' Cantilevered Slide Gate	1	EA	\$3,000.00	\$3,000.00
11	Demo	1	LS	\$30,000.00	\$30,000.00
12	Floating Turbidity Barrier	40	LF	\$15.00	\$600.00
	SUB-TOTAL				\$371,100.00
	SITE WORK				
13	Clear & Grubb ROW	1.8	AC	\$7,000.00	\$12,600.00
14	Clear Ditch	1	AC	\$25,000.00	\$25,000.00
15	Clear Site	14	AC	\$1,350.00	\$18,900.00
16	Earthwork Cut	10,000	CY	\$10.00	\$100,000.00
17	Earthwork Fill	36,000	CY	\$24.00	\$864,000.00
18	Final Grading	68,000	SY	\$1.00	\$68,000.00
19	Seed & Mulch	56,000	SY	\$0.50	\$28,000.00
20	Sod	12,000	SY	\$3.50	\$42,000.00
21	Haul and Dispose of Strippings	2,000	CY	\$10.00	\$20,000.00
	SUB-TOTAL				\$1,178,500.00

	ROADWAY				
22	2" SP 9.5 Asphalt	9,000	SY	\$22.00	\$198,000.00
23	8" Limerock	9,000	SY	\$21.00	\$189,000.00
24	12" Stabilized Subgrade	10,800	SY	\$12.00	\$129,600.00
25	12" Ribbon Curb	4,358	LF	\$24.00	\$104,592.00
26	Type "F" Curb	1,260	LF	\$28.00	\$35,280.00
27	Drop Curb	100	LF	\$28.00	\$2,800.00
28	Street Signs	4	EA	\$800.00	\$3,200.00
29	Pavement Marking	1	LS	\$3,500.00	\$3,500.00
	SUB-TOTAL				\$665,972.00
	STORM				
30	Storm Manhole	3	EA	\$8,500.00	\$25,500.00
31	Type "F" Inlet w/ Skimmer	1	EA	\$13,000.00	\$13,000.00
32	Type "F" Inlet	2	EA	\$9,000.00	\$18,000.00
33	Type "F" Inlet w/ J Bottom	1	EA	\$16,000.00	\$16,000.00
34	18" MES w/ Splash Pad	7	EA	\$4,800.00	\$33,600.00
35	30" MES w/ Splash Pad	1	EA	\$8,200.00	\$8,200.00
36	36" MES w/ Splash Pad	1	EA	\$9,800.00	\$9,800.00
37	36" MES	2	EA	\$6,600.00	\$13,200.00
38	18" RCP	282	LF	\$84.00	\$23,688.00
39	24" RCP	24	LF	\$160.00	\$3,840.00
40	30" RCP	595	LF	\$160.00	\$95,200.00
41	36" RCP	95	LF	\$210.00	\$19,950.00
42	24" CPP	12	LF	\$160.00	\$1,920.00
43	Concrete Flume w/ Splash Pad	7	EA	\$3,700.00	\$25,900.00
44	Concrete Weir	1	LS	\$4,200.00	\$4,200.00
45	North American Vmax C-350	497	SY	\$14.00	\$6,958.00
46	Concrete Jacket Index 425-001	3	EA	\$1,800.00	\$5,400.00
	SUB-TOTAL				\$324,356.00
	WATER				
47	4" PVC Watermain	20	LF	\$60.00	\$1,200.00
48	10" PVC Watermain	1420	LF	\$60.00	\$85,200.00
49	10" DIP	272	LF	\$90.00	\$24,480.00
50	4" Gate Valve	1	EA	\$2,000.00	\$2,000.00
51	10" Gate Valve	5	EA	\$4,500.00	\$22,500.00
52	4" Plug	1	EA	\$470.00	\$470.00
53	10" Plug	1	EA	\$780.00	\$780.00
54	12" HDPE	1,170	LF	\$64.00	\$74,880.00
55	12" Gate Valve	1	EA	\$5,100.00	\$5,100.00
56	12" HDPE to 10" DIP Transition	2	EA	\$1,300.00	\$2,600.00
57	10" x 4" Tee	1	EA	\$1,500.00	\$1,500.00
58	10" 22.5° Bend	4	EA	\$1,300.00	\$5,200.00
59	10" 45° Bend	7	EA	\$1,300.00	\$9,100.00
60	10" 90° Bend	1	EA	\$1,300.00	\$1,300.00
61	Fire Hydrant Assembly	2	EA	\$7,800.00	\$15,600.00
62	Thrust Restraint	13	EA	\$500.00	\$6,500.00
63	Pressure Test	1	LS	\$8,000.00	\$8,000.00
64	Bactees	1	LS	\$6,000.00	\$6,000.00
	SUB-TOTAL				\$272,410.00

	SEWER				
65	4" PVC Force Main	1,234	LF	\$23.00	\$28,382.00
66	4" DIP	194	LF	\$100.00	\$19,400.00
67	4" x 12" Wet Tap w/ Tapping Sleeve & Valve	1	EA	\$10,000.00	\$10,000.00
68	4" 45° Bend	5	EA	\$900.00	\$4,500.00
69	4" 90° Bend	1	EA	\$900.00	\$900.00
70	4" Plug Valve	4	EA	\$2,300.00	\$9,200.00
71	4" Wye	1	EA	\$1,500.00	\$1,500.00
72	4" Cap	2	EA	\$860.00	\$1,720.00
73	4" x 4" Tee	1	EA	\$1,200.00	\$1,200.00
74	Pressure Test	1	LS	\$6,000.00	\$6,000.00
75	Air Release Valve	1	EA	\$10,500.00	\$10,500.00
Subtotal					\$93,302.00
110% Payment & Performance Bond					\$24,000.00
Total Price					\$2,929,640.00

TOTAL BASE BID PRICE for the contract sum (Sum of items 1-75 and Bond)

\$ 2,929,640.00/100
(In Figures)

(In Words)

Two million nine hundred twenty nine thousand
six hundred forty dollars and 00/100



VIA EMAIL amercer@umatillafl.org

February 14, 2025

Aaron Mercer, MPA, AICP
City Manager
City of Umatilla
PO Box 2286, 1 South Central
Umatilla, FL 32784

**RE: CITY OF UMATILLA LAKE FERNS ROAD INDUSTRIAL PARK
BID NO. ITB-25-PW-001
(HALFF AVO 053292.021)**

Dear Mr. Mercer:

We have reviewed the bid packages for completeness and accuracy and have checked bid requirements for the apparent low bidder, DB Civil Construction, LLC. Based upon our review of the submittal package, we recommend approval of the low base bid in the amount of \$2,929,640.00 to DB Civil Construction, LLC.

Should you have any questions with regards to this matter, please feel free to contact our office.

Sincerely,

HALFF

A handwritten signature in blue ink, appearing to be "D. Booth", with a stylized flourish at the end.

Duane K. Booth, P.E.
Operations Manager, V.P.
dbooth@halff.com

DKB:ab

City of Umatilla
N/S Golden Gem Utility Improvements
Schedule of Unit Prices

1. It shall be the responsibility of the BIDDER to perform whatever tests and/or calculations as are necessary to determine quantities required for the performance of the work described herein.
2. Should certain additional work be required, or should the quantities submitted by the Contractor of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the Owner, the unit prices contained in the following Schedule of Unit Prices shall, at the option of the Owner, be the basis of payment to the Contractor credit to the Owner, for such increase or decrease in the work.
3. The Unit Prices shall represent the exact net amount per unit to be paid by the Contractor (in the case of additions or increases) or to be refunded by the Owner (in the case of decrease). No additional adjustments will be allowed for overhead, profit, insurance, or to other direct or indirect expenses of the Contractor or Subcontractors, and no additional adjustments will be allowed.

Item #	Description	Quantity	Unit	Unit Price	Amount
GENERAL					
1	Mobilization	1	LS	\$35,000.00	\$35,000.00
2	NPDES Permit & Compliance	1	LS	\$500.00	\$500.00
3	Construction Layout Survey	1	LS	\$9,500.00	\$9,500.00
4	As-built Survey	1	LS	\$4,000.00	\$4,000.00
5	Testing	1	LS	\$4,000.00	\$4,000.00
6	Maintenance of Traffic	1	LS	\$3,000.00	\$3,000.00
7	Silt Fence	2,700	LF	\$1.50	\$4,050.00
8	Demo Asphalt & Driveway	1	LS	\$8,000.00	\$8,000.00
9	Sod	3,500	SY	\$4.00	\$14,000.00
10	Concrete Driveway	14	SY	\$200.00	\$2,800.00
SUB-TOTAL					\$84,850.00
ROADWAY					
11	2" SP 9.5 Asphalt	525	SY	\$36.00	\$18,900.00
12	8" Limerock	525	SY	\$34.00	\$17,850.00
13	12" Stabilized Subgrade	525	SY	\$28.00	\$14,700.00
14	Thermo Stop Bar	1	LS	\$2,500.00	\$2,500.00
SUB-TOTAL					\$53,950.00
WATER					
15	10" PVC Watermain	1,123	LF	\$63.00	\$70,749.00
16	10" DIP	165	LF	\$100.00	\$16,500.00
17	12" HDPE Directional Bore	760	LF	\$125.00	\$95,000.00
18	10" PVC to 12" HDPE Transition	2	EA	\$2,300.00	\$4,600.00
19	Temporary Jumper	2	EA	\$1,400.00	\$2,800.00
20	10" 45° Bend	4	EA	\$1,700.00	\$6,800.00
21	10" x 10" Tee	1	EA	\$2,000.00	\$2,000.00
22	8" Wet Tap w/ Tapping Sleeve & Valve	1	EA	\$9,000.00	\$9,000.00
23	12" x 10" Wet Tap w/ Tapping Sleeve & Valve	1	EA	\$15,000.00	\$15,000.00
24	8" x 10" Reducer	1	EA	\$1,400.00	\$1,400.00
25	8" Gate Valve	1	EA	\$4,500.00	\$4,500.00
26	10" Gate Valve	3	EA	\$5,500.00	\$16,500.00
27	Thrust Restraints	7	EA	\$550.00	\$3,850.00
28	Bactees	1	LS	\$3,500.00	\$3,500.00
29	Pressure Test	1	LS	\$4,000.00	\$4,000.00
SUB-TOTAL					\$256,199.00

	SEWER				
30	6" PVC Force Main	720	LF	\$42.00	\$30,240.00
31	Tie Into Existing 6" Force Main (Requires City Coordination)	1	LS	\$5,500.00	\$5,500.00
32	6" Plug Valve	3	EA	\$6,400.00	\$19,200.00
33	6" x 6" Tee	1	EA	\$1,800.00	\$1,800.00
34	6" Flushing Port	1	EA	\$10,000.00	\$10,000.00
35	6" Plug	1	EA	\$900.00	\$900.00
36	Thrust Restraints	6	EA	\$350.00	\$2,100.00
37	Pressure Test	1	LS	\$2,500.00	\$2,500.00
Subtotal					\$72,240.00
110% Payment & Performance Bond					\$5,500.00
Total Price					\$472,739.00

TOTAL BASE BID PRICE for the contract sum (Sum of items 1-37 and Bond)

(In Words)

\$ 472,739.00/100
(In Figures)

Four hundred seventy two thousand
Seven hundred thirty nine dollars
and zero cents.

NAME OF BIDDER:

DB Civil Construction, LLC

All Bid items shall include all materials, equipment, labor, permit fees, taxes, tests, miscellaneous costs of all types, overhead, and profit for the item to be complete, in place, and ready for operation in the manner contemplated by the Contract Documents.

Unit Prices have been computed in accordance with Article 11 of the General Conditions. Bidder acknowledges that quantities are not guaranteed and final payment will be based on actual quantities determined as provided in the Contract Documents.

5. The following documents are attached to and made a condition of this Bid:

- (a) Bid Security (surety bond or cashier's check).
- (b) Power of Attorney (for surety bond only).
- (c) Questionnaire (Bidding Documents, Section 00301).
- (d) Subcontractor Listing (Bidding Documents, Section 00301-A).
- (e) Corporate authority to execute Bid (any corporate employee other than president or vice president, Section 00420).
- (f) Noncollusion Affidavit (Bidding Documents, Section 00480).
- (g) Trench Safety Affidavit (Bidding Documents, Section 00490).
- (h) A separate sheet or sheets, clearly identified and numbered, of exceptions or deviations from the Specifications.
- (i) Bidder Certification (Bidding Documents, Section 00020)
- (j) Drug Free Work Place Certificate (Bidding Documents, Section 00020)
- (k) Certificate of Insurability

6. The terms used in this Bid, which are defined in Article 1 of the General Conditions shall have the meanings assigned to them in the General Conditions as amended by the Supplementary Conditions.

7. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.

The Work shall be performed under a Florida Contractor's License. Contract shall not be awarded unless proof of valid license(s) is provided.



VIA EMAIL amercer@umatillafl.org

February 14, 2025

Aaron Mercer, MPA, AICP
City Manager
City of Umatilla
PO Box 2286, 1 South Central
Umatilla, FL 32784

**RE: CITY OF UMATILLA N/S GOLDEN GEM UTILITY IMPROVEMENTS
BID NO. ITB-25-PW-002
(HALFF AVO 053292.021)**

Dear Mr. Mercer:

We have reviewed the bid packages for completeness and accuracy and have checked bid requirements for the apparent low bidder, DB Civil Construction, LLC. Based upon our review of the submittal package, we recommend approval of the low base bid in the amount of \$472,739.00 to DB Civil Construction, LLC.

Should you have any questions with regards to this matter, please feel free to contact our office.

Sincerely,

HALFF

A handwritten signature in blue ink, appearing to read "Duane K. Booth".

Duane K. Booth, P.E.
Operations Manager, V.P.
dbooth@halff.com

DKB:ab

UMATILLA POLICE DEPARTMENT PRESS RELEASE

January 21, 2025 through January 27, 2025

ARRESTS

01/21/2025	2:49 p.m.	Hyder, Joshua Eustis	Resisting without violence; Giving false information; Added failure to appear resisting law enforcement officer without violence.
01/21/2025	8:55 p.m.	Garner, Shannon Umatilla	Battery (Domestic) on person over 65 yrs of age.
01/23/2025	6:47 a.m.	York, Codi Umatilla	Criminal use of personal identification; Grand theft more than \$750.00 less than \$5,000.00; Loitering and prowling.

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

1/21/2025	5:17 a.m.	Fulford, Baron Umatilla	Theft/depriving use of other persons property.
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REPORTS FILED

01/21/2025	4:54 a.m.	While officers were on patrol they located and recovered a stolen trailer.
01/23/2025	5:14 a.m.	Officers responded to a business alarm at 390 South Central Avenue.
1/23/2025	10:19 a.m.	Officers assisted the Lake County Sheriffs office with a well being check in the area of State Road 19 and Whistling Pines Road. A person was laying on the ground near the bus stop. A citizen was concerned for their well being. The person was checked on and was okay.
01/24/2025	6:18 p.m.	Officers responded to Family Dollar located at 921 North Central Avenue a person was trespassed.
01/24/2025	10:57 p.m.	Officers responded to a residence alarm in the area of Cayman Circle. All was okay.
01/26/2025	5:15 p.m.	Officers responded to State Road 19 and Cassady Street (gazebo area) in reference to found property. The property was stored in evidence for safekeeping.

UMATILLA POLICE DEPARTMENT PRESS RELEASE

January 21, 2025 through January 27, 2025

ARRESTS

01/26/2025	7:03 p.m.	Officers responded to the Circle K located at 42404 State Road 19 reference a suspicious person. A person was trespassed.
01/27/2025	5:05 p.m.	Officers responded to Big Dogs Vape and Smoke located at 923 North Central Avenue a person was trespassed.
01/27/2025	8:19 p.m.	Officers responded to a business alarm at Martinez Meats located at 753 South Central Avenue. Alarm was accidental all was okay.

ARRESTS	4
DISPATCHED CALLS	110
TRAFFIC STOPS	27
TRAFFIC CITATIONS ISSUED	3

UMATILLA POLICE DEPARTMENT PRESS RELEASE

January 28, 2025 through February 3, 2025

ARRESTS

01/30/2025	4:23 p.m.	Hill, Ryan Trenton	Retail theft 1 st offense; Resisting without violence.
02/01/2025	5:59 p.m.	Collins, Bobby Ramon Fruitland Park	Officers responded to the area of Bear Hammock Drive reference a suspicious person. Mr. Collins was confirmed to have a warrant with St. Lucie Sheriffs Office. He was transported to the Lake County Jail.
02/02/2025	10:06 p.m.	Almaraz, David Umatilla	Officers responded to a 911 hang up call. Contact was made with Mr. Almaraz and was identified by his Florida Drivers License. The Lake County Communications Center confirmed a warrant. Mr. Almaraz was transported to the Lake County Jail.

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
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REPORTS FILED

01/29/2025	11:24 p.m.	Officers responded to the area of Rose Street and Trowell Avenue reference a suspicious person. All was okay person lives in the area.	
01/30/2025	9:48 a.m.	Officers responded to 391 North Central Avenue the Circle K reference a suspicious person. Person was carrying a pair of scissors, but voluntarily gave them to an officer on scene.	
01/30/2025	1:26 p.m.	Officers responded to a residence on Lake Street reference a person needing medical attention. They were turned over to EMS.	
01/30/2025	7:17 p.m.	Officers responded to an alarm from the First Baptist Church located at 550 Hatfield Drive. All was okay it was accidental.	
01/31/2025	8:25 a.m.	Officers responded to a residence in the area of Daphne Avenue reference a verbal dispute. Parties were separated.	

UMATILLA POLICE DEPARTMENT PRESS RELEASE

January 28, 2025 through February 3, 2025

ARRESTS

01/31/2025	12:32 p.m.	Officers assisted the Lake County Sheriffs office with a missing juvenile. Juvenile was located.
01/31/2025	12:34 p.m.	Officers responded to State Road 19 in the area of the First Baptist Church reference a person laying on the side of the road. Person was turned over to EMS.

ARRESTS	1
DISPATCHED CALLS	132
TRAFFIC STOPS	53
TRAFFIC CITATIONS ISSUED	3

UMATILLA POLICE DEPARTMENT PRESS RELEASE

February 4, 2025 through February 10, 2025

ARRESTS

n/a

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

2/04/2025	12:13 a.m.	Smith, Adam Umatilla	Driving while license suspended with knowledge.
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REPORTS FILED

2/04/2025	8:08 a.m.	Officers responded to a call for service at a residence in the area of Mebane Street. A fraud report was taken.
2/04/2025	1:49 p.m.	Officers responded to Cadwell Park reference found property. The miscellaneous items were placed in property and evidence for safekeeping.
2/05/2025	11:48 a.m.	Officers responded to 391 North Central Avenue Circle K reference a person needing medical attention. They were turned over to EMS.
2/05/2025	6:16 p.m.	Officers responded to United Southern Bank reference an accidental business alarm.
2/05/2025	10:02 p.m.	Officers responded to McDonalds reference report of a verbal dispute amongst customers. Officers made contact with the parties and all was okay.
2/08/2025	5:13 a.m.	Officers responded to a business alarm at 42420 State Road 19 Dollar General. All was secured.
2/08/2025	12:19 p.m.	Officer was flagged down in the area of Cassady Street and North Pine reference smoke to the north east. Officers advised of the control burn.
2/09/2025	7:18 p.m.	Officers responded to Recovery Village reference a business alarm. It was accidental.

ARRESTS	1
DISPATCHED CALLS	136
TRAFFIC STOPS	48
TRAFFIC CITATIONS ISSUED	1



Umatilla Public Library FY 24-25



January 2025

Library Monthly Reports FY 24-25				
	Q 1	Jan-25	Q 2	FY 24-25
Visits (<i>door count halved</i>)	12,408	4,204	4,204	16,612
Checkouts	7,188	2,383	2,383	9,571
E-Books (digital)	1,432	510	510	1,942
Total Circulation	7,674	2,893	2,893	10,567
FL ILL Received (NEW)	-	4	4	4
FL ILL Leant (NEW)	-	6	6	6
New Patrons	79	30	30	109
Patron Computer Sessions	1,146	355	355	1,501
Wi-Fi Clients Served	1,986	627	627	2,613
Adult Volunteer Hours	31.00	4.75	4.75	35.75
Attendance Family Programs	1,369	58	58	1,427
Attendance Adult Programs	346	114	114	460
Attendance Teen Programs	302	100	100	402
Attendance Juvenile Programs	546	155	155	701
Total # of Programs	133	48	48	181
Meeting room Rental	-	-	-	-
Cash to city (including cc)	\$ 1,682.97	\$ 647.64	\$ 647.64	\$ 2,330.61
City-Wide Yard Sale Income (subset of above)		\$ 20.00		

Highlights



1000 Books Before Kindergarten

The Friends of the Umatilla Public Library received a grant for \$5,000 from the Friends of Reading to begin a 1000 Books Before Kindergarten program in Umatilla. This program is already available in Mount Dora, Tavares and Eustis. The Lake County Library System is considering taking the program system-wide, but without funding for the program incentives.

Our children's team, Kaitlyn Fleck and Ashley Williams, are excited to add this program to the library's Early Literacy Initiative. We encourage young families to create the habit of reading every single day. Parents and children will choose the books they want to read so each child can read what is best for them. Incentives will include free books and special recognition for reaching milestones. The grant covers the first five years of the program, which will begin later this year.