



UMATILLA CITY COUNCIL MEETING

March 18, 2025 at 6:00 PM

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

AGENDA

Please silence your electronic devices

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. Approval of Meeting Minutes
- March 4, 2025, Regular City Council Minutes

PRESENTATIONS

PUBLIC COMMENT

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

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

CONSENT AGENDA

2. Declaration of Surplus Item
3. Avcon Task Order #9 for Umatilla Municipal Airport Fuel Farm Expansion Design and Bidding Phase Services

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

4. First Reading of Ordinance No. 2025-D, Joint Equity Small Scale Comp Plan Amendment
5. First Reading of Ordinance No. 2025-D1, Joint Equity Rezoning

NEW BUSINESS

REPORTS

6. Staff Reports

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352)669-3125. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will

need record of the proceedings, and that for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

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



UMATILLA CITY COUNCIL MEETING

March 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

Christopher Creech, Mayor
Katherine Adams, Vice Mayor
Fred Fetterolf, Council Member
John Nichols, Council Member
Bear Crockett, Council Member

NOT PRESENT

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

MINUTES REVIEW

1. Approval of Meeting Minutes
-February 18, 2025, Regular City Council Minutes

MOTION BY VICE MAYOR ADAMS TO APPROVE FEBRUARY 18, 2025, REGULAR CITY COUNCIL MINUTES; SECONDED BY COUNCIL MEMBER NICHOLS. 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

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

NEW BUSINESS

2. ITB-25-AP-001 Airport Rotating Beacon and Beacon Tower Replacement Bid Award

Mr. Mercer provided the council with background information for this agenda item, mentioning that on February 18, 2025, at 2:00 PM, the City of Umatilla received two bids for the project. Trinity Electrical Services, LLC submitted the lowest qualified bid, which was complete and consistent with similar projects in the region. The project will be fully funded by an FDOT Public Transportation Grant Agreement (PTGA) 453566-2-94-01, covering 100% of the costs.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE ITB-25-AP-001 AIRPORT ROTATING BEACON AND BEACON TOWER REPLACEMENT BID AWARD; SECONDED BY VICE MAYOR ADAMS. MOTION WAS APPROVED BY AN UNANIMOUS VOICE VOTE.

3. Contract Approval with DB Civil Construction, LLC for Lake Fern Industrial Park

Mr. Mercer presented the agenda item to the council, stating that the City Council had recently awarded the Lake Fern Industrial Park bid to DB Civil Construction, LLC at the February 18th meeting. The contracts have been reviewed and recommended for approval by the City's engineering consultant, Duane Booth, PE, of Halff Engineering. Once the contracts are approved, the required bonds will be submitted for review and approval by the City Attorney before a Notice to Proceed is issued.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE CONTRACT WITH DB CIVIL CONSTRUCTION, LLC FOR LAKE FERN INDUSTRIAL PARK; SECONDED BY VICE MAYOR ADAMS. MOTION WAS APPROVED BY AN UNANIMOUS VOICE VOTE.

4. Contract Approval with DB Civil Construction, LLC, Golden Gem Utility Improvements

Mr. Mercer presented the agenda item to the council, noting that the City Council had recently awarded the Golden Gem Utility Improvements bid to DB Civil Construction, LLC at the February 18th meeting. The contracts have been reviewed and recommended for approval by the City's engineering consultant, Duane Booth, PE, of Halff Engineering. After contract approval, the required bonds will be submitted for review and approval by the City Attorney before issuing a Notice to Proceed.

MOTION BY COUNCIL MEMBER FETTEROLF TO APPROVE THE CONTRACT WITH DB CIVIL CONSTRUCTION, LLC, GOLDEN GEM UTILITY IMPROVEMENTS; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION WAS APPROVED BY AN UNANIMOUS VOICE VOTE.

5. Halff Engineering Contract Change Order - Lake Fern Road Industrial Park

Mr. Mercer presented the agenda item to the council, requesting approval of a change order from Halff Engineering for construction inspection services of the Lake Fern Industrial Park. The change order includes two additional phases:

Phase 2900-Construction Services (\$38,000): This phase was not included in the initial contract due to provisions in the FloridaCommerce grant contract, which does not cover these inspection services. As these services remain non-reimbursable, staff is requesting a budget amendment from utility reserves to fund this cost.

Phase 3000-Utility Coordination (\$7,125): This phase will facilitate coordination with SECO Energy for the electrical infrastructure needs of the industrial park. With the City now owning the sprayfield site, SECO will build the necessary provisions for both the RIB site and the sprayfield, looping services back to Golden Gem Drive for redundancy.

Additionally, as of February 26th, FloridaCommerce grant administrators confirmed that the SECO infrastructure is an eligible expense for reimbursement. City staff plans to request an amendment to the grant to cover the SECO electrical infrastructure costs.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE HALFF ENGINEERING CONTRACT CHANGE ORDER LAKE FERN ROAD INDUSTRIAL PARK; SECONDED BY VICE MAYOR ADAMS. MOTION WAS APPROVED BY AN UNANIMOUS VOICE VOTE.

DISCUSSION

6. Staffing Reorganization

Mr. Mercer discussed the city's new staffing reorganization with the city council. Key changes include Adam Bolton being promoted to Assistant City Manager and Lt. David Seeley being appointed as Chief of Police. Additionally, Misti Lambert's title is set to change.

REPORTS

7. Staff Reports

Mr. Mercer discussed an upcoming LEAD summit he will be attending tomorrow evening. He also mentioned a new media and social media policy that will be presented to the council.

Attorney Stone reminded the council to complete their ethics training and provided an update on the Philips Industrial Park, noting that RCM Utilites is considering making an offer and that he would be meeting with RCM's attorney on Thursday morning.

Council Member Fetterolf had nothing to report.

Council Member Crockett asked about the industrial park and inquired whether the city would need to advertise it for sale.

Vice Mayor Adams reminded everyone about the upcoming BBQ at the museum.

Council Member Nichols mentioned that the Young Eagles event last Saturday was a great success and

announced the next event would be on April 12th.

Mayor Creech mentioned the chili cook-off on Saturday, noting it was a great event, and praised the city staff for their outstanding efforts.

Chief Bolton shared that it was his 20th anniversary and expressed gratitude to Sgt. Steely for being a significant part of his success. He also thanked the city for promoting him to Assistant City Manager.

Ms. Fraizer announced that auditors are present this week.

Mr. Nilson had nothing to report.

Ms. Stulz reported that the citywide yard sale went very well and thanked Public Works and the Police Department for helping to make it a success.

ADJOURNMENT

With no further business for discussion, the meeting adjourned at approximately 6:44 p.m.

Jessica Burnham, FCRM
City Clerk

Christopher R. Creech, Mayor



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: February 25, 2025

MEETING DATE: March 18, 2025

SUBJECT: Declaration of Surplus Item

BACKGROUND SUMMARY:

When the city has items that no longer hold value or have exceeded their useful life, the items need to be declared surplus and removed from our inventory. Surplus items are then sent to auction, donated, sold to another agency, or scrapped depending on condition. Staff is requesting the following item be declared surplus:

- P44 - 2008 Ford F350

RECOMMENDATIONS:

City Council to declare the item as surplus and allow staff to dispose of the item properly.

FISCAL IMPACTS:

N/A

ATTACHMENTS:

None



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: March 5, 2025

MEETING DATE: March 18, 2025

SUBJECT: Avcon Task Order #9 for Umatilla Municipal Airport Fuel Farm Expansion Design and Bidding Phase Services

BACKGROUND SUMMARY:

The project involves the expansion of the fuel farm facility at Umatilla Municipal Airport. The design and bidding services will include the installation of a new 12,000-gallon AVGAS tank with self-service capabilities, and upgrades to facility lighting. The project will also involve paving, grading, drainage, pavement markings, and necessary permitting from St. John's River Water Management District (SJRWMD) and Florida Department of Environmental Protection (FDEP).

This Task Order includes assistance for the bidding phase, design phase, and administration phase.

RECOMMENDATIONS:

Approval of Avcon Task Order #9 for Umatilla Municipal Airport Fuel Farm Expansion Design and Bidding Phase Services

FISCAL IMPACTS:

\$177,500 - 100% funded by FDOT Grant

ATTACHMENTS:

1. X23 Fuel Farm Design and Bidding Proposal Signed 2025-03-03
-



To: Aaron Mercer, City Manager
City of Umatilla
1 South Central Avenue
P.O. Box 2286
Umatilla, FL 32784

Re: Umatilla Municipal Airport
Task Order No. 9
Fuel Farm Expansion – Design and Bidding Phase Services

1. AUTHORIZATION REQUEST:

In conformance to your instructions, and in accordance with the Agreement dated August 1, 2023 between the City of Umatilla (SPONSOR) and AVCON, Inc. (CONSULTANT) for providing periodic professional services, enclosed please find our request for authorization to furnish services in connection with the Aircraft Parking Apron Expansion and Rotating Beacon Rehabilitation at Umatilla Municipal Airport (the “Project”).

2. DESCRIPTION OF SERVICES:

The CONSULTANT shall provide design and bidding phase services for the Fuel Farm Expansion Project as further described in Attachment A.

3. SPONSORS RESPONSIBILITIES:

Sponsor’s responsibilities shall be as described in the Agreement.

4. PERIOD OF SERVICES:

Services are anticipated to be complete by September 30, 2025.

5. PAYMENTS:

Payments shall be made in accordance with Section 2.2A of the Agreement. The total fee amount is \$177,500.00 as further defined in Attachment B.

6. GENERAL CONSIDERATIONS:

The CONSULTANT designates Jack Thompson as the person who will be responsible for coordinating the services rendered by the CONSULTANT for the Project.

7. SPECIAL PROVISIONS:

The following Special Provisions for the Project shall serve to amend affected portions of the Agreement where applicable, the unaltered portions thereof to remain in force:

Prior to the employment of any person performing services under this Agreement, CONSULTANT shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all employees within the State of Florida that are hired by CONSULTNAT after the execution of this Agreement who are providing labor under the Agreement during the term of the Agreement; and (b) all employees within the State of Florida of any of the CONSULTANT's sub-contractors that are hired by those sub-contractors after the execution of this Agreement who are providing labor under the Agreement during the term of the Agreement..

Your signature, in the space provided below, will signify approval of the terms and conditions of this request which, together with the basic Agreement and Attachments identified below will constitute Task Order No. 9.

Please return this executed Task Order, which shall constitute your authorization to proceed, to our office together with the executed attachments.

Very truly yours,

SPONSOR

CONSULTANT

City of Umatilla

AVCON, Inc.

By: _____

By: *David S. S. S.*

Title: _____

Title: President

Date: _____

Date: 3/3/25

ATTACHMENTS:

Attachment A – Scope of Services

Attachment B – Hour and Fee Estimate

Attachment C – Project Sketch



ATTACHMENT A
SCOPE OF SERVICES
Umatilla Municipal Airport
Fuel Farm Expansion
Design and Bidding Phase Services

PROJECT DESCRIPTION:

The CONSULTANT shall provide design and bidding phase services for the expansion of the fuel farm facility at Umatilla Municipal Airport. The project elements are depicted on Exhibit C. Generally, the project includes a new 12,000-gallon AVGAS tank (94 NL) with self-service capability, and upgrades to the facility lighting. Included in the project design are all paving, grading, drainage, pavement markings, and permitting required by St. John's River Water Management District (SJRWMD) and Florida Department of Environmental Protection (FDEP).

SERVICES:

Administration Phase

The CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FDOT during the Project's design and bidding. In addition, the CONSULTANT shall assist the SPONSOR in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

- Grant management.
- Preparation of reimbursement requests.
- Project coordination with the funding agencies.

Design Phase

The services to be performed during the Design Phase consist generally of services required to furnish the SPONSOR with a complete set of Contract Documents for the Project, including Plans, Specifications, and an Estimate of Construction Cost. The CONSULTANT will meet with the Airport to review the deliverables at the end of each design phase. Comments from the SPONSOR and permitting agencies will be addressed in the following design phase deliverables. The Design scope of services will include:

- Schematic Design.
 - Inspection of existing fuel facility.
 - Acquire topographic survey.
 - Acquire underground utility survey.
 - Develop schematic plans.
 - Submit Categorical Exclusion (CatEx).
 - Prepare construction cost estimate.

- Preliminary Design.
 - Field verify survey.
 - Develop preliminary design plans.
 - Develop Draft Construction Safety and Phasing Plans and Document (CSPP).
 - Develop general and technical specifications.
 - Update construction cost estimate.
- Final Design.
 - Finalize design plans.
 - Submit FAA OE/AAA (Airspace Review).
 - Submit SJRWMD Permit Application.
 - Update SPCC and Submit FDEP Permit Application.
 - Finalize CSPP and upload to OE/AAA for FAA review and approval.
 - Finalize general and technical specifications.
 - Prepare final construction cost estimate.

Bidding Phase

The bidding services consist of preparing the bid documents and assisting the SPONSOR with public advertisement. In addition, The CONSULTANT will aid the SPONSOR by acting as its liaison with the FDOT during the bidding process.

- Bidding.
 - Prepare bid documents for distribution.
 - Assist with advertisement.
 - Attend and prepare meeting minutes for pre-bid conference.
 - Respond to bidder questions, issue addenda.
 - Attend bid opening.
 - Prepare bid tabulation and recommendation of award.

Deliverables include electronic copies of Contract Documents at the completion of each Design Phase, recommendation of award letter, and the SJRWMD and FDEP Permits. Permit fees are not included and shall be paid directly by the SPONSOR. Final Contract Documents will be uploaded into JACIP.

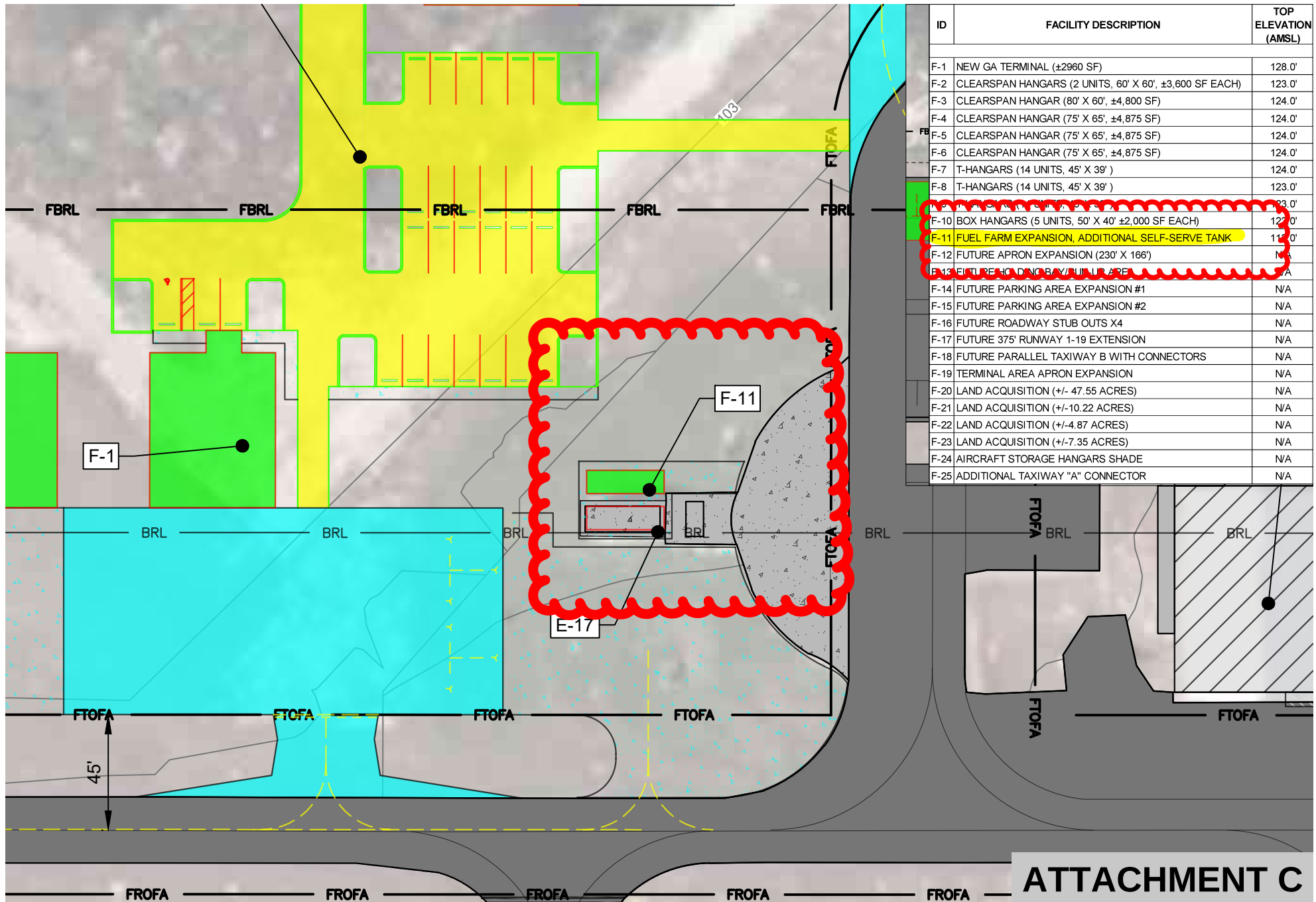
END OF ATTACHMENT A

ATTACHMENT B - HOUR AND FEE PROPOSAL
FUEL FARM EXPANSION - DESIGN AND BIDDING PHASE SERVICES
UMATILLA MUNICIPAL AIRPORT

02/26/2025

TASK	DESCRIPTION	Principal		Sr. Project Manager		Project Engineer		Sr. Designer		Admin		Labor		Subconsultant Cost
		Rate/Hour:	\$ 300	Rate/Hour:	\$ 200	Rate/Hour:	\$ 135	Rate/Hour:	\$ 115	Rate/Hour:	\$ 80			
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1	SCHEMATIC DESIGN													
1.1	Grant Administration and Project Coordination	4	\$ 1,200		\$ -		\$ -		\$ -		\$ -	4	\$ 1,200	\$ -
1.2	Inspection of existing fuel facility		\$ -		\$ -	4	\$ 540		\$ -		\$ -	4	\$ 540	\$ -
1.3	Acquire topographic survey		\$ -		\$ -	4	\$ 540		\$ -		\$ -	4	\$ 540	\$ 5,090
1.4	Acquire underground utility survey		\$ -		\$ -	4	\$ 540		\$ -		\$ -	4	\$ 540	\$ 4,500
1.5	Develop schematic plans		\$ -	4	\$ 800	16	\$ 2,160	32	\$ 3,680		\$ -	52	\$ 6,640	\$ 13,765
1.6	Submit Categorical Exclusion (CatEx)		\$ -	2	\$ 400		\$ -		\$ -	2	\$ 160	4	\$ 560	\$ -
1.7	Prepare Construction Cost Estimate		\$ -	2	\$ 400	4	\$ 540	4	\$ 460		\$ -	10	\$ 1,400	\$ -
1.8	QA/QC	8	\$ 2,400	4	\$ 800		\$ -	4	\$ 460		\$ -	16	\$ 3,660	\$ -
	Subtotal	12	\$ 3,600	12	\$ 2,400	32	\$ 4,320	40	\$ 4,600	2	\$ 160	98	\$ 15,080	\$ 23,355
2	PRELIMINARY DESIGN													
2.1	Grant Administration and Project Coordination	4	\$ 1,200		\$ -		\$ -		\$ -		\$ -	4	\$ 1,200	\$ -
2.2	Field verify survey		\$ -		\$ -	4	\$ 540		\$ -		\$ -	4	\$ 540	\$ -
2.3	Develop preliminary design plans		\$ -	2	\$ 400	20	\$ 2,700	48	\$ 5,520		\$ -	70	\$ 8,620	\$ 36,905
2.4	Develop Draft CSPP		\$ -	2	\$ 400	4	\$ 540	4	\$ 460		\$ -	10	\$ 1,400	\$ -
2.5	Develop general and technical specifications		\$ -	2	\$ 400	8	\$ 1,080		\$ -	4	\$ 320	14	\$ 1,800	\$ -
2.6	Update Construction Cost Estimate		\$ -		\$ -	4	\$ 540	4	\$ 460	2	\$ 160	10	\$ 1,160	\$ -
2.7	QA/QC	8	\$ 2,400	4	\$ 800		\$ -	4	\$ 460		\$ -	16	\$ 3,660	\$ -
	Subtotal	12	\$ 3,600	10	\$ 2,000	40	\$ 5,400	60	\$ 6,900	6	\$ 480	128	\$ 18,380	\$ 36,905
3	FINAL DESIGN													
3.1	Grant Administration and Project Coordination	4	\$ 1,200		\$ -		\$ -		\$ -		\$ -	4	\$ 1,200	\$ -
3.2	Finalize design plans		\$ -	4	\$ 800	16	\$ 2,160	40	\$ 4,600		\$ -	60	\$ 7,560	\$ 17,500
3.3	Submit FAA OE/AAA (Airspace Review)		\$ -		\$ -	2	\$ 270	4	\$ 460		\$ -	6	\$ 730	\$ -
3.4	Submit SJRWMD Permit Application		\$ -	4	\$ 800	16	\$ 2,160	8	\$ 920		\$ -	28	\$ 3,880	\$ -
3.5	Update SPCC and Submit FDEP Permit Application		\$ -		\$ -	2	\$ 270		\$ -	2	\$ 160	4	\$ 430	\$ 29,550
3.6	Finalize CSPP and upload to OE/AAA for FAA review and approval		\$ -		\$ -	4	\$ 540	8	\$ 920		\$ -	12	\$ 1,460	\$ -
3.7	Finalize general and technical specifications		\$ -	2	\$ 400	4	\$ 540	2	\$ 230	2	\$ 160	10	\$ 1,330	\$ -
3.8	Prepare Final Construction Cost Estimate		\$ -	2	\$ 400	2	\$ 270	2	\$ 230	2	\$ 160	8	\$ 1,060	\$ -
3.9	QA/QC	8	\$ 2,400	4	\$ 800		\$ -	4	\$ 460		\$ -	16	\$ 3,660	\$ -
	Subtotal	12	\$ 3,600	16	\$ 3,200	46	\$ 6,210	68	\$ 7,820	6	\$ 480	148	\$ 21,310	\$ 47,050
4	BIDDING													
4.1	Grant Administration and Project Coordination	2	\$ 600	4	\$ 800		\$ -		\$ -		\$ -	6	\$ 1,400	\$ -
4.2	Prepare bid documents for distribution		\$ -	8	\$ 1,600	16	\$ 2,160	16	\$ 1,840	4	\$ 320	44	\$ 5,920	\$ -
4.3	Assist with advertisement		\$ -	4	\$ 800		\$ -		\$ -	4	\$ 320	8	\$ 1,120	\$ -
4.4	Attend and prepare meeting minutes for pre-bid conference		\$ -	4	\$ 800	4	\$ 540		\$ -	2	\$ 160	10	\$ 1,500	\$ -
4.5	Respond to bidder questions, issue addenda		\$ -	4	\$ 800	8	\$ 1,080		\$ -		\$ -	12	\$ 1,880	\$ 2,000
4.6	Attend bid opening		\$ -	4	\$ 800		\$ -		\$ -		\$ -	4	\$ 800	\$ -
4.7	Prepare bid tabulation and recommendation of award		\$ -	4	\$ 800		\$ -		\$ -		\$ -	4	\$ 800	\$ -
	Subtotal	2	\$ 600	32	\$ 6,400	28	\$ 3,780	16	\$ 1,840	10	\$ 800	88	\$ 13,420	\$ 2,000
	Total	38	\$ 11,400	70	\$ 14,000	146	\$ 19,710	184	\$ 21,160	24	\$ 1,920	462	\$ 68,190	\$ 109,310

Total Project Fee	\$ 177,500
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ATTACHMENT C



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: March 5, 2025

MEETING DATE: March 18, 2025

SUBJECT: First Reading of Ordinance No. 2025-D, Joint Equity Small Scale Comp Plan Amendment

BACKGROUND SUMMARY:

The applicant is requesting an amendment to change the Future Land Use (FLU) designation from Residential Single Family Medium Density (5 units/acre) to Downtown Mixed Use (12 units/acre and 1.0 FAR) on a 0.41-acre parcel. This request aligns with FLU Policies 1-2.1.1 and 1-2.2.6, promoting compact, mixed-use growth in downtown areas. The surrounding land uses include Institutional, Downtown Mixed Use, and Residential Single Family Medium Density, and the proposed change would be compatible with these uses.

The amendment supports the comprehensive plan's goals, allowing for an increase in residential units (from 2 to 5) and commercial space (up to 17,860 square feet), meeting the demand for both. Additionally, the 2035 planning horizon analysis indicates a need for more commercial lands, which this amendment would help address. Overall, the proposal aligns with the plan's policies encouraging compact growth and balanced land use.

RECOMMENDATIONS:

Approve First Reading of Ordinance No. 2025-D, Joint Equity Small Scale Comp Plan Amendment

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Project Review Staff Report_Joint Equity_01-23-2025_SL
 2. Ordinance No. 2025-D, SSCPA
 3. business-impact-estimate-_Ord 2025-D
-

CITY OF UMATILLA
PROJECT REVIEW STAFF REPORT BY LPG URBAN & REGIONAL PLANNERS, LLC

SSCPA AND REZONING

Owner: Joint Equity, LLC

General Location: South of Guarrant Street and East of Kentucky Ave.

Number of Acres: 0.41 ± acres

Existing Zoning: Urban Residential District (UR-5)

Existing Land Use: Residential Single Family Medium Density (5 units/acre)

Proposed Zoning: Neighborhood Commercial (C-1)

Proposed Land Use: Downtown Mixed Use (12 units/acre and 1.0 FAR)

Date: January 23, 2025

Description of Project

The owner is seeking a small-scale comp plan amendment and rezoning for a 0.41 ± acre site. The site is located west of the existing Radio Station. The applicant proposes to utilize the site as parking and special events in association with the redevelopment of the Radio Station site.

	Surrounding Zoning	Surrounding Land Use
North	PFD and C-1	Institutional and Downtown Mixed Use
South	UR-5	Residential Single Family Medium Density
East	C-1	Downtown Mixed Use
West	UR-5	Residential Single Family Medium Density

Assessment

Small Scale Comprehensive Plan Map Amendment

The applicant is requesting an amendment from Residential Single Family Medium Density (5 units/acre) per FLU Policies 1-2.1.1 and 1-2.2.6 to Downtown Mixed Use (12 units/acre and 1.0 FAR) per FLU Policies 1-2.1.1 and 1-2.1.2 on 0.41 ± acres. The existing adjacent Land Uses are Institutional, Downtown Mixed Use and Residential Single Family Medium Density.

The proposed Downtown Mixed Use category is compatible with the adjacent properties, provides for the continued commercial use, promotes orderly compact growth and is consistent with the comprehensive plan (FLU Policy 1-2.1.1, 1-2.1.2, and 1-1.10.2).

For comprehensive plan purposes a maximum development scenario was utilized. Under the existing land use the maximum development potential is 2 residential units. The proposed land use of Downtown Mixed Use allows the maximum development potential of 17,860 SF based a 1.0 Floor Area Ratio (FAR) and 5 residential units per FLU Policy 1-2.1.2. The net result is an increase of 3 residential units and an increase of 17,860 SF of commercial uses.

The data and analysis indicate that there is a need for additional commercial lands to meet the projected need for the planning year 2035. The addition of 0.41 acres would assist in meeting this need.

The proposed amendment is consistent with the comprehensive plan and meets the following policies (among others):

Policy 1-2.1.1: Land Use Designations, and Maximum Intensity and Density.

10. Downtown Mixed Use. Development shall consist of a mix of commercial, office, and residential uses. The residential uses are intended to help generate and support employment and promote development in those areas where infrastructure already exists. Residential density must be within 12 dwelling units per acre.

Policy 1-2.1.2: Standards of development for Mixed Use Land Use Categories

Performance and Development Standards

- **Density:** Residential density shall not exceed 12 dwelling units per acre
- **ISR:** Maximum Impervious Surface Ratio (ISR): 1.0
- **FAR:** Maximum Floor Area Ratio (FAR) for non-residential uses: 1.0
- **Minimum Gross Acreage:** There is no minimum acreage requirement.
- **Net Acreage:** Total land area less wetlands and open water.
- **Vertical Mixed Use:** Residential dwellings shall be permitted above or attached to commercial, office, or civic uses.
- **Parking:** Parking requirements are addressed in the Land Development Regulations (LDR).

Policy 1-1.10.1: Land Use Allocation.

The City shall designate land use on the Future Land Use Map to accommodate needs identified within the Comprehensive Plan supporting document (i.e., Data Inventory & Analysis). The City shall allocate a reasonable amount of land above identified needs to avoid economic impacts, which a controlled supply of land places on land values and market potential.

Policy 1-1.10.2: Promote Orderly, Compact Growth.

Land use patterns delineated on the Future Land Use Map shall promote orderly, compact growth. The City shall encourage growth and development in existing developed areas where public facilities and services are presently in place and in those areas where public facilities can provide the most efficient service. Land shall not be designated for growth and development if abundant undeveloped land is already present within developed areas served by facilities and services.

TRIP GENERATION ANALYSIS

A trip generation analysis was conducted on the existing and proposed land use utilizing a maximum development scenario. The result indicates that the amendment would increase traffic. SR 19 is designated as an arterial roadway with an adopted Level of Service (LOS) of D. Guarrant Street is a local roadway with an adopted LOS of D. The amendment will not degrade the LOS.

Proposed Land Use Program

Land Use	Size/Unit	ITE Code	Daily Trips	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
Multi-Family	5 Units	220	34	3	2	1
Retail<40k	17,860 SF	822	972	118	59	59
TOTAL GROSS TRIPS (PROPOSED)			1,006	121	61	60

* 11th Edition

Existing Land Use Program

Land Use	Size/Unit	ITE Code	Daily Trips	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
Single Family	2 Units	210	19	2	1	1
TOTAL GROSS TRIPS (EXISTING)			19	2	1	1

Net Difference (Proposed Net Trip Generation Minus Existing Net Trip Generation)

Land Use	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
TOTAL NET TRIPS (PROPOSED – EXISTING)	119	60	59

School Impact Analysis – The amendment will have no net increase in school age children.

Potable Water Analysis

The subject site is within the City of Umatilla's Utility Service Area. The City currently owns, operates and maintains a central potable water treatment and distribution system. The permitted plant capacity is 2.290 MGD and the permitted consumptive use permit capacity is .733 MGD (SJRWMD CUP 2646-6). The City has a negative capacity of -0.03 MGD (includes Umatilla Colonial, LLC amendment) for concurrency purposes and an analysis was conducted of the proposed amendment based on maximum intensity land use and the City's Level of Service (LOS) standards (Table 1). The analysis concludes that the proposed amendment will cause a deficiency.

Chapter 9, Section 2(c) of the LDRs outlines the standards to be met for concurrency. Item 2 indicates that the necessary facilities and services are in place at the time a development permit is issued, or a development permit is issued subject to the condition that the necessary facilities and services will be in place by a specified date when the impacts of the development are anticipated to occur. It should be

noted that the City is in the process of increasing the consumptive use permit capacity and is scheduled within 2025.

Sanitary Sewer Analysis

The subject site is within the City of Umatilla's Utility Service area. The city has an existing agreement with the City of Eustis for wastewater (Resolution 2018-46). The agreement allows for a maximum of 300,000 gallons per day (0.3 MGD) and the current usage is 166,000 gallons per day (0.166 MGD) with a remaining capacity of 132,000 gallons per day (0.132 MGD). The proposed amendment would not cause a deficiency in the City's Level of Service standards and the city would have 131,800 gallons per day (0.1318 MGD) remaining (Table 2).

Solid Waste Analysis

The LOS for solid waste is 5 lbs per day per capita. The estimated population is 10 and the estimated employees are 6 and the estimated solid waste is 80 lbs per day. The proposed amendment will not cause a deficiency in the LOS.

Environmental Analysis

The subject site is currently undeveloped and is not located within the 100-year flood plain. Should protected species

Rezoning

The applicant is requesting that the site be rezoned from Urban Residential District (UR-5) to Neighborhood Commercial (C-1). The rezoning to C-1 is compatible with the adjacent zonings of C-1, PFD, and UR-5. Appropriate landscape buffers will be established at time of development to mitigate potential impacts to residential development. The subject site meets the minimum lot size requirement of the C-1 zoning district which is 15,000 SF lot with 125' of road frontage. The subject site has approximately 149.50' along Guarrant Street and is 17,860 SF.

Further, the site is located within the Downtown Overlay District which waives the setbacks requirements as follows: Front – None, Side – None, Rear – 8' adjacent to residential and none adjacent to commercial or street. The building form requires that the primary street façade built to the front setback line is a minimum of 80%. The maximum ISR for new development is 75%, 25% open space and a maximum building height of 48'. Internal landscaping requirements for parking lots may be waived provided a perimeter 5' buffer is provided with a minimum of a 3' planted area is provided, with a continuous hedge and 1 understory tree per 30'.

Recommendation

SSCPA

The proposed amendment to Downtown Mixed Use is consistent with the comprehensive plan as previously outlined. Water concurrency can be met subject to the condition that the necessary facilities and services will be in place by a specified date when the impacts of the subject development are

anticipated to occur. It should be noted that the city is in the process of renewing the Consumptive Use Permit. Staff recommends approval.

Rezoning

The proposed rezoning of Neighborhood Commercial (C-1) is consistent with the comprehensive plan and land development regulations as previously outlined. Concurrency review based on the proposed zoning and current usage indicates that there is sufficient water capacity to serve the proposed development (Table 3). Staff recommends approval.

Table 1 – Water Analysis

Ordinance #	Acres	Existing City Land Use	Proposed City Land Use	Maximum Development	Water Demand (gross) (mgpd)	Capacity or Deficit (mgpd)
City of Umatilla Current Capacity						-0.0302 *
Joint Equity LLC	0.41	Residential Single Family Medium Density (5 units/acre)	Downtown Mixed Use (1.0 FAR) (12 Units/Acre)	17,818 SF 5 MF units	0.0018	
Total	0.41					-0.032

*Includes RLW Holdings Amendment

Estimated water demand based on PF Policy 4-1.10.1 of LOS of 150 gpdpc

Commercial based on 850 gpd per acre

Persons per household – 2.0

Table 2 – Wastewater Analysis

Ordinance #	Acres	Existing City Land Use	Proposed City Land Use	Maximum Development	Water Demand (gross) (mgpd)	Capacity or Deficit (mgpd)
City of Umatilla Current Capacity						0.1318*
Joint Equity LLC	0.41	Residential Single Family Medium Density (5 units/acre)	Downtown Mixed Use (1.0 FAR) (12 Units/Acre)	17,818 SF 5 MF units	0.0014	
	0.41					0.1304

*Includes RLW Holdings Amendment

Estimated wastewater demand based on PF Policy 4-1.2.1 of LOS of 100 gpdpc
Commercial based on 850 gpd per acre
2.0 Persons per household

Table 3 – Water Analysis Based on Zoning

Ordinance #	Acres	Proposed City Zoning	Maximum Development	Water Demand (gross) (mgpd)	Capacity or Deficit (mgpd)
City of Umatilla Current Capacity					0.286*
Joint Equity LLC	0.41	Neighborhood Commercial	17,818 SF 5 MF units	0.0018	
Total	0.41				0.284

Estimated water demand based on PF Policy 4-1.10.1 of LOS of 150 gpdpc
Commercial based on 850 gpd per acre
2.0 Persons per household

ORDINANCE 2025-D

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(b); AMENDING THE LAND USE DESIGNATION OF 0.41 ± ACRES OF LAND DESIGNATED AS SINGLE FAMILY MEDIUM DENSITY TO DOWNTOWN MIXED USE IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY JOINT EQUITY, LLC LOCATED SOUTH OF GUERRANT STREET AND EAST OF KENTUCKY STREET; DIRECTING THE CITY MANAGER TO TRANSMIT THE AMENDMENT TO THE APPROPRIATE GOVERNMENTAL AGENCIES PURSUANT TO CHAPTER 163, FLORIDA STATUTES; AUTHORIZING THE CITY MANAGER TO AMEND SAID COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition has been received from Robert L. Wilson as manager of RLW Holdings, LLC, ("Owner") requesting that real property within the city limits of the City of Umatilla ("City") be assigned a Land Use designation from Single Family Medium Density to Downtown Mixed Use per the City's Comprehensive Plan; and

WHEREAS, the Land Use amendment would facilitate commercial development and is in compliance with the policies of the City's Comprehensive Plan; and

WHEREAS, the required notice of the proposed small scale comprehensive plan amendment has been properly published as required by Chapter 163, Florida Statutes; and

WHEREAS, the City's Local Planning Agency has reviewed the proposed Land Use amendment to the Comprehensive Plan and provided recommendations to the City Council ; and

WHEREAS, the City Council reviewed said petition, the recommendations of the Local Planning Agency, staff report and any comments, favorable or unfavorable, from the public and surrounding property owners at a public hearing duly advertised; and

WHEREAS, the City has held such public hearings and the records of the City provide that the Owner of the land affected have been notified as required by law.

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

Section 1: Purpose and Intent.

That the Land Use designation of the following described property, being situated in the City of Umatilla, Florida, shall hereafter be amended from Single Family Medium Density to Downtown Mixed Use, as depicted on the map attached hereto as Exhibit "A", and as defined in the City's Comprehensive Plan.

PROPERTY LEGAL DESCRIPTION: Lots 1 and 2, Block A, Description of BLK A, of Anna D. Guerrant's Subdivision of Umatilla, Florida, according to the Plat thereof, recorded in Plat Book 5, Pages 36 of the Public Records of Lake County, Florida. ("Property") Alternate Key # 1128960.

- A. That a copy of this Land Use amendment shall be filed in the City Clerk's office as a matter of permanent record of the City, and that matters and contents therein are

made a part of this Ordinance by reference as fully and completely as if set forth herein, and such copy shall remain on file in said office available for public inspection.

- B. The City Clerk is hereby directed to transmit a copy of this Ordinance to the appropriate governmental agencies pursuant to Chapter 163, Florida Statutes.
- C. That the City Manager, after passage of this Ordinance, is hereby directed to indicate the changes adopted in this Ordinance and to reflect the same on the City's Comprehensive Plan Land Use Map.

Section 2: Severability.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4: Scrivener's Errors.

Scrivener's errors in the legal description may be corrected without a public hearing or at public meeting, by re-recording the original ordinance or a certified copy of the ordinance and attaching the correct legal description.

Section 5: Effective Date.

This Ordinance shall become effective 31 days after its adoption by the City Council. If this Ordinance is challenged within 30 days after its adoption, it may not become effective until the state land planning agency or Administrative Commission, respectively, issues a final order determining that this Ordinance is in compliance.

PASSED AND ORDAINED in regular session of the City Council of the City of Umatilla, Lake County, Florida, this _____ day of _____, 2025.

Christopher R. Creech, Mayor
City of Umatilla, Florida

ATTEST:

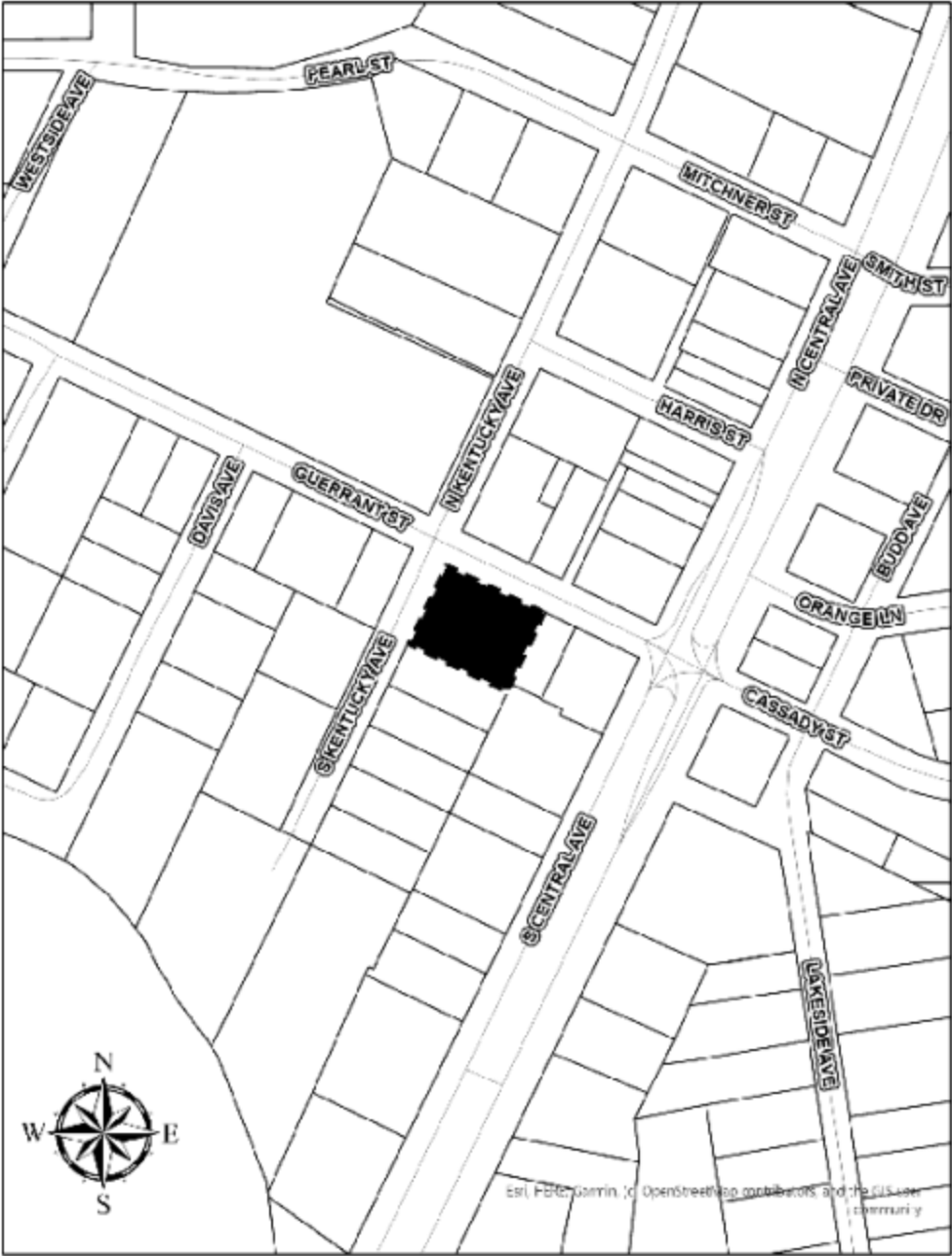
Approved as to Form:

Jessica Burnham, FCRM
City Clerk

Kevin Stone
City Attorney

Passed First Reading _____
Passed Second Reading _____
(SEAL)

EXHIBIT "A"



Business Impact Estimate

This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(b); AMENDING THE LAND USE DESIGNATION OF 0.41 ± ACRES OF LAND DESIGNATED AS SINGLE FAMILY MEDIUM DENSITY TO DOWNTOWN MIXED USE IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY JOINT EQUITY, LLC LOCATED SOUTH OF GUERRANT STREET AND EAST OF KENTUCKY STREET; DIRECTING THE CITY MANAGER TO TRANSMIT THE AMENDMENT TO THE APPROPRIATE GOVERNMENTAL AGENCIES PURSUANT TO CHAPTER 163, FLORIDA STATUTES; AUTHORIZING THE CITY MANAGER TO AMEND SAID COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.**

This Business Impact Estimate is provided in accordance with section 166.041(4), *Florida Statutes*.

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The intent of the ordinance is to align the City's advertising requirements with the Florida Statutes.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur; **No reasonable increase anticipated.**

(b) Any new charge or fee imposed by the proposed ordinance, or for which businesses will be financially responsible; **No.**

and

(c) An estimate of the City regulatory costs, including estimated revenues from any new charges or fees to cover such costs. **\$0.00**

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: **None. The proposed ordinance will decrease the time it takes all applicants who request items before the City Council.**

4. Additional information the governing body deems useful (if any): **None.**



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: March 5, 2025

MEETING DATE: March 18, 2025

SUBJECT: First Reading of Ordinance No. 2025-D1, Joint Equity Rezoning

BACKGROUND SUMMARY:

The applicant is requesting a rezoning of the subject site from Urban Residential District (UR-5) to Neighborhood Commercial (C-1). The proposed rezoning is compatible with the surrounding zoning designations of C-1, PFD, and UR-5, ensuring the consistency of land uses in the area. The applicant has committed to establishing appropriate landscape buffers during development to mitigate potential impacts on adjacent residential properties.

The subject site meets the minimum requirements for the C-1 zoning district, which mandates a minimum lot size of 15,000 square feet and 125 feet of road frontage. The site has approximately 149.50 feet of frontage along Guarrant Street and a total area of 17,860 square feet, satisfying the necessary criteria for the requested rezoning.

Additionally, the site is located within the Downtown Overlay District, which offers certain design flexibility. Notably, the Downtown Overlay District waives setback requirements: no front or side setbacks are required, with a rear setback of 8 feet required only when adjacent to residential properties. There are no rear setbacks when adjacent to commercial or street areas. The building form must meet a requirement where at least 80% of the primary street façade is built to the front setback line.

Development within the district is also subject to specific density and design standards: a maximum impervious surface ratio (ISR) of 75%, 25% open space, and a maximum building height of 48 feet. For parking areas, internal landscaping requirements may be waived, but a 5-foot perimeter buffer must be provided, which includes a 3-foot planted area, a continuous hedge, and one understory tree per 30 feet.

Overall, the proposed rezoning and development plan are consistent with the surrounding area's zoning and the design objectives of the Downtown Overlay District.

RECOMMENDATIONS:

Approve First Reading of Ordinance No. 2025-D1, Joint Equity Rezoning

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Ordinance No. 2025-D1, Joint Equity Rezoning
 2. business-impact-estimate-_ Ord 2025-D1
-

ORDINANCE 2025-D1

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, REZONING 0.41 ± ACRES OF LAND ZONED URBAN RESIDENTIAL DISTRICT (UR-5) TO NEIGHBORHOOD COMMERCIAL (C-1) FOR PROPERTY OWNED BY JOINT EQUITY, LLC, GENERALLY LOCATED SOUTH OF GUERRANT STREET AND EAST OF KENTUCKY STREET; PROVIDING FOR SEVERABILITY AND SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a petition has been submitted by Robert L. Wilson, as manager of Joint Equity, LLC, to rezone approximately 0.41 acres of land from Urban Residential District (UR-5) to Neighborhood Commercial (C-1) District; and

WHEREAS, the petition bears the signature of all required parties; and

WHEREAS, the required notice of the proposed rezoning has been properly published; and

WHEREAS, the City Council reviewed said petition, the recommendations of staff report and any comments, favorable or unfavorable, from the public and surrounding property owners at a public hearing duly advertised; and

WHEREAS, upon review, certain terms pertaining to the development of the below-described property has been duly approved.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Umatilla, Florida, as follows:

Section 1: Purpose and Intent.

The zoning classification of the following described property, being situated in the City of Umatilla, Florida, shall hereafter be rezoned as Neighborhood Commercial (C-1), as defined in the City's Land Development Regulations.

PROPERTY LEGAL DESCRIPTION:

Lots 1 and 2, Block A, Description of BLK A, of Anna D. Guerrant's Subdivision of Umatilla, Florida, according to the Plat thereof, recorded in Plat Book 5, Pages 36 of the Public Records of Lake County, Florida ("Property").

Alternate Key # 1128960.

Section 2: Zoning Classification.

The Property shall be designated as C-1, Neighborhood Commercial, in accordance with the City's Land Development Regulations, as amended.

Section 3: The City Manager, or designee, is hereby directed to amend, alter, and implement the official zoning map of the City of Umatilla, Florida, to include said designation consistent with this Ordinance.

Section 4: Severability.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 5: Scrivener's Errors.

Scrivener's errors in the legal description may be corrected without a public hearing or at public meeting, by re-recording the original ordinance or a certified copy of the ordinance and attaching the correct legal description.

Section 6: Effective Date.

This Ordinance shall become effective immediately upon passage by the City Council of the City of Umatilla.

PASSED AND ORDAINED in regular session of the City Council of the City of Umatilla, Lake County, Florida, this _____ day of _____, 2025.

Christopher R. Creech, Mayor
City of Umatilla, Florida

ATTEST:

Approved as to Form:

Jessica Burnham, FCRM
City Clerk

Kevin Stone
City Attorney

Passed First Reading _____
Passed Second Reading _____
(SEAL)

Business Impact Estimate

This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, REZONING 0.41 ± ACRES OF LAND ZONED URBAN RESIDENTIAL DISTRICT (UR-5) TO NEIGHBORHOOD COMMERCIAL (C-1) FOR PROPERTY OWNED BY JOINT EQUITY, LLC, GENERALLY LOCATED SOUTH OF GUERRANT STREET AND EAST OF KENTUCKY STREET; PROVIDING FOR SEVERABILITY AND SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.**

This Business Impact Estimate is provided in accordance with section 166.041(4), *Florida Statutes*.

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The intent of the ordinance is to align the City's advertising requirements with the Florida Statutes.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur; **No reasonable increase anticipated.**

(b) Any new charge or fee imposed by the proposed ordinance, or for which businesses will be financially responsible; **No.**

and

(c) An estimate of the City regulatory costs, including estimated revenues from any new charges or fees to cover such costs. **\$0.00**

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: **None. The proposed ordinance will decrease the time it takes all applicants who request items before the City Council.**

4. Additional information the governing body deems useful (if any): **None.**



Umatilla Public Library FY 24-25



February 2025

Library Monthly Reports FY 24-25				
	Q 1	Feb-25	Q 2	FY 24-25
Visits (<i>door count halved</i>)	12,408	3,828	8,032	20,440
Checkouts	7,188	2,212	4,595	11,783
E-Books (digital)	1,432	316	826	2,258
Total Circulation	7,674	2,528	5,421	13,095
FL ILL Received (NEW)	-	1	5	5
FL ILL Leant (NEW)	-	7	13	13
New Patrons	79	28	58	137
Patron Computer Sessions	1,146	371	726	1,872
Wi-Fi Clients Served	1,986	625	1,252	3,238
Adult Volunteer Hours	31.00	8.50	13.25	44.25
Attendance Family Programs	1,369	71	129	1,498
Attendance Adult Programs	346	159	273	619
Attendance Teen Programs	302	58	158	460
Attendance Juvenile Programs	546	147	302	848
Total # of Programs	133	43	91	224
Meeting room Rental	-	-	-	-
Cash to city (including cc)	\$ 1,682.97	\$1,649.74	\$2,297.38	\$3,980.35
City-Wide Yard Sale Income (subset of above)			\$1,436.87	

Highlights

24th Annual City-Wide Yard Sale & Friends Annual Library Book Sale

The City-Wide Yard Sale is a library fundraiser. Traditionally the monies raised support our summer reading program. Concurrently the Friends of the Library hold their Annual Book Sale, also to support summer reading. This year we made \$1,436.87 through donations for map purchases, yard sale permits, and “vendor” spaces at the library. The Friends made at least \$800 with final numbers to be announced at a later date.

There were 45 listings in total, including those only listed on the digital map. We had 42 vendor spaces including the food truck.

We sold two ads on the physical map, for a total of \$40.

Patrons “map sales,” donations to cover the printing costs of the physical maps, and to support the summer reading program.

We extend our thanks for the support of Public Works employees, the Umatilla Police Department and the Friends of the Library.

UMATILLA POLICE DEPARTMENT PRESS RELEASE

February 25, 2025 through March 3, 2025

ARRESTS

n/a

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a

REPORTS FILED

2/25/2025	1:56 p.m.	Officers responded to the Circle K located at 391 N. Central Avenue reference a person needing medical attention. Person was turned over to EMS.
2/26/2025	4:05 p.m.	Officers responded to a residence on South Trowell Avenue reference found property. The Lake County Communication Center advised there was no record of the item being stolen. It was placed into evidence for safekeeping.
2/26/2025	6:44 p.m.	Officers responded to a residential house fire on Boardman Drive. Was turned over to the Umatilla Fire Department.
2/28/2025	8:10 a.m.	Officers responded to a suspicious person incident in the area of County Road 450 and Lake Yale Road. A passerby saw a person asleep on their bike. When officers arrived the person was awake and walking his bike down the road.
2/28/2024	7:33 p.m.	Officers responded to 633 Umatilla Boulevard reference a person needing medical attention. Person was transported to Lifestream Behavioral Center for treatment under the Baker Act.
3/03/2025	7:37 a.m.	Officers responded to 19720 East Fifth Street reference a suspicious message. A report was taken.
3/03/2025	3:56 p.m.	Officers assisted the Department of Children and Families to commence a case at a residence in the area of Wafford Street.

ARRESTS	0
DISPATCHED CALLS	110
TRAFFIC STOPS	18
TRAFFIC CITATIONS ISSUED	2

UMATILLA POLICE DEPARTMENT PRESS RELEASE

March 4, 2025 through March 10, 2025

ARRESTS

3/04/2025	6:20 p.m.	Mendoza, Alfonso Ocala	No drivers license; unlawful speed.
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CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
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REPORTS FILED

03/05/2025	11:36 a.m.	Officers assisted the Department of Children and Families at the Umatilla Elementary School and also at a residence on East Collins Street.
03/06/2025	3:09 a.m.	Officers responded to Save A Lot Plaza reference a suspicious vehicle. A person was trespassed.
03/07/2025	5:43 p.m.	Officers responded to a residence on Lake Pearl Place reference a person needing medical attention. They were turned over to EMS.
03/08/2025	12:30 a.m.	While patrolling the area of Lakeside Avenue an item was found in the roadway. The item was placed into property and evidence at the Umatilla Police Department for safekeeping.
03/08/2025	10:13 a.m.	Officers responded to North Central Avenue reference a person dancing around and waving his arms near the roadway. All was okay he was just practicing his martial arts.
03/10/2025	8:05 p.m.	Officers responded to a call for service at Recovery Village. Person needed medical attention and was turned over to EMS.

ARRESTS	1
DISPATCHED CALLS	121
TRAFFIC STOPS	50
TRAFFIC CITATIONS ISSUED	7