



UMATILLA CITY COUNCIL MEETING

September 19, 2023 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 Minutes
 - September 5, 2023 City Council Budget Hearing Minutes
 - September 5, 2023 Regular City Council Minutes

PRESENTATIONS

2. Lake County School Concurrency Process

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

3. Resolution No. 2023-24, Purchasing Policy
4. Purchasing Card Policy
5. Fixed Asset Policy

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

6. Final Reading of Ordinance No. 2023-18, Holy Moly Storage Special Exception Use - Mini Storage Facility

NEW BUSINESS

7. One Hour Parking Request on SR19 - Harris Street to Guerrant Street
8. Discuss parking restrictions on Kentucky Avenue

9. 911 Dispatch Services Discussion

REPORTS

10. 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 BUDGET HEARING MEETING

September 5, 2023 at 6:00 PM

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

MINUTES

PLEDGE OF ALLEGIANCE AND INVOCATION

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

CALL TO ORDER

ROLL CALL

MEMBERS PRESENT

Kent Adcock, Mayor
Chris Creech, Vice-Mayor
Katherine Adams, Council Member
John Nichols, Council Member
Brian Butler, Council Member

Not Present

ALSO PRESENT

Scott Blankenship, City Manager
Jessica Burnham, City Clerk
Kevin Stone, City Attorney
Aaron Mercer, Development and Public Services Director
Regina Frazier, Finance Director
Amy Stultz, Library Director
Adam Bolton, Chief of Police
Vaughan Nilson, Public Works Director
Sherie Lindh, Land Planner
Misti Lambert, Assistant to the City Manager

PUBLIC COMMENT

Mayor Adcock opened public comment

Jodi Seabrook, mentioned that the chamber holds a breakfast the first Thursday of every month and invited everyone to attend.

Mayor Adcock closed public comment

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

1. Resolution No. 2023-16 Tentative Millage Rate for Fiscal Year 2023-2024

City Attorney Kevin Stone read Resolution No. 2023-16.

RESOLUTION NO. 2023-16

A RESOLUTION OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, ADOPTING THE TENTATIVE AD VALOREM MILLAGE RATE FOR THE CITY OF UMATILLA FOR FISCAL YEAR 2023-2024, PROVIDING FOR COLLECTION OF TAXES, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a portion of the revenue for the City's Fiscal Year beginning October 1, 2023 and ending September 30, 2024 must be raised from the levy of an ad valorem tax on each dollar of taxable property in the City of Umatilla, Florida; and,

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the Lake County Property Appraiser to the City of Umatilla as \$234,103,908.

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

1. The Fiscal Year 2023-2024 tentative operating millage for the City of Umatilla is 7.1089 mills, which is more than the rolled-back rate of 6.8393 by 3.94%.

2. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a Public Hearing this 5th day of September, 2023, by the City Council of the City of Umatilla, Lake County, Florida.

Ms. Regina Frazier, Finance Administration Director, provided council with an overview of the agenda item and mentioned the City of Umatilla's Proposed Millage for Fiscal Year 2023-2024 was set at 7.1089 during the meeting held on July 18, 2023. Under the Florida Statute, if a local government does not adopt the roll-back rate, the government is required to advertise a Notice of Proposed Tax Increase. The roll-back rate calculates taxable property values which generate the same total revenue as in the previous year. The roll-back rate this year is 6.8393. The TRIM notices mailed to property owners reflected the millage rate of 7.1089, the proposed Stormwater Assessment and the proposed Fire Assessment.

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE RESOLUTION NO. 2023-16

SETTING THE TENTATIVE MILLAGE RATE OF THE CITY OF UMATILLA FOR FISCAL YEAR 2023-2024 AT 7.1089; SECONDED BY COUNCIL MEMBER BUTLER. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

2. Resolution No. 2023-17 Tentative Budget for Fiscal Year 2023-2024

City Attorney Stone read Resolution No. 2023-17 by title only.

RESOLUTION 2023-17

A RESOLUTION OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR AN EFFECTIVE DATE.

Ms. Frazier stated that there have been minor changes to the budget since the proposed budget in July that include:

- Updated cash balances brought forward
- Increased intergovernmental revenue estimates
- Adjusted insurance allocation based on updated equipment and property schedules along with actual renewal figures
- Updated Capital Projects Fund to include funding for the Lake Fern Road project and removed equipment purchases
- Updated Water and Sewer Fund revenue estimates, removed capital equipment and reduced engineering funds to allow for a positive net income
- Adjusted interfund transfers based on budget changes

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE RESOLUTION NO. 2023-17, TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024; SECONDED BY VICE MAYOR CREECH. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

ADJOURNMENT

With no further business for discussion, the meeting adjourned at approximately 6:11 p.m.

Jessica Burnham, FCRM
City Clerk

Kent Adcock, MAYOR



UMATILLA CITY COUNCIL MEETING

September 5, 2023 at 6:00 PM

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

MINUTES

CALL TO ORDER

Having been duly advertised as required by law, Mayor Adcock called the Regular City Council Meeting to order at 6:11 P.M. in the Umatilla City Council Chambers.

ROLL CALL

MEMBERS PRESENT

Kent Adcock, Mayor
Chris Creech, Vice-Mayor
Katherine Adams, Council Member
John Nichols, Council Member
Brian Butler, Council Member

Not Present

ALSO PRESENT

Scott Blankenship, City Manager
Jessica Burnham, City Clerk
Kevin Stone, City Attorney
Aaron Mercer, Development and Public Services Director
Regina Frazier, Finance Director
Amy Stultz, Library Director
Adam Bolton, Chief of Police
Vaughan Nilson, Public Works Director
Sherie Lindh, Land Planner
Misti Lambert, Assistant to the City Manager

AGENDA REVIEW

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

MINUTES REVIEW

1. Approval of Meeting Minutes
 - August 15, 2023 Land Planning Agency Minutes
 - August 15, 2023 Regular City Council Minutes

MOTION BY COUNCIL MEMBER BUTLER TO APPROVE THE MINUTES; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

PRESENTATIONS

PUBLIC COMMENT

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

CONSENT AGENDA

2. AVCON Task Order No. 1 for T-Hangar Project - Bidding and Construction Phase Services at Umatilla Municipal Airport
3. AVCON Task Order No. 2 for Aircraft Parking Apron Expansion and Rotating Beacon Rehabilitation - Design Phase Services at Umatilla Municipal Airport
4. Resolution No. 2023-21, FDOT PTGA for Design of Aircraft Parking Apron Expansion and Rotating Beacon Rehabilitation at Umatilla Municipal Airport
5. Postpone implementation of Stormwater Non Ad Valorem Assessment

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

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

6. Resolution 2023-22 Annual Fire Assessment Rate

City Attorney Stone read Resolution No. 2023-22 by title only.

RESOLUTION 2023-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS FOR THE CITY OF UMATILLA; ESTABLISHING LEGISLATIVE FINDINGS; IMPOSING FIRE SERVICES ASSESSMENTS AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023; APPROVING THE RATE OF ASSESSMENT; APPROVING THE ASSESSMENT ROLL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Ms. Frazier mentioned that the preliminary rate Resolution 2023-11, initiating the annual process for updating the Assessment Roll, was adopted by the Council on July 18, 2023, directing the re-imposition of Fire Services Assessments for the upcoming Fiscal Year.

MOTION BY VICE MAYOR CREECH TO APPROVE RESOLUTION NO. 2023-22, ANNUAL FIRE ASSESSMENT RATE; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

**the following items (7-10) were heard together*

7. Final Reading of Ordinance No. 2023-12 Hatfield Family Revocable Trust Annexation
8. Final Reading of Ordinance No. 2023-13, Hatfield Family Revocable Trust Small-Scale Comp Plan Amendment
9. Final Reading of Ordinance No. 2023-14 Hatfield Family Revocable Trust Rezoning
10. Final Reading of Ordinance No. 2023-15, Hatfield Family Revocable Trust Special Exception Use Permit

Attorney Stone read Ordinance 2023-12 by title only.

ORDINANCE 2023-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING THE BOUNDARIES OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, IN ACCORDANCE WITH THE PROCEDURE SET FORTH IN SECTION 171.044, FLORIDA STATUTES, TO INCLUDE WITHIN THE CITY LIMITS APPROXIMATELY 9.59 ± ACRES OF LAND GENERALLY LOCATED NORTH OF ROSE STREET AND WEST OF SKYLINE DRIVE; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, THE LAKE COUNTY MANAGER AND THE SECRETARY OF STATE OF THE STATE OF FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone read the Ordinance 2023-13 by title only.

ORDINANCE 2023-13

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(c); AMENDING THE LAND USE DESIGNATION OF 9.59 ± ACRES OF LAND DESIGNATED AS LAKE COUNTY INDUSTRIAL TO CITY INDUSTRIAL IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY HATFIELD FAMILY REVOCABLE TRUST LOCATED NORTH OF ROSE STREET AND WEST OF SKYLINE DRIVE; 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.

Attorney Stone read the Ordinance 2023-14 by title only.

ORDINANCE 2023-14

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, RECLASSIFYING 9.59 ± ACRES OF LAND ZONED LAKE COUNTY AGRICULTURE (AG) TO THE DESIGNATION OF LIGHT MANUFACTURING (LM) FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY HATFIELD FAMILY REVOCABLE TRUST LOCATED NORTH OF ROSE STREET AND WEST OF SKYLINE DRIVE; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, THE LAKE COUNTY MANAGER AND THE SECRETARY OF STATE OF THE STATE OF FLORIDA; PROVIDING FOR SEVERABILITY AND SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone read the Ordinance 2023-15 by title only.

ORDINANCE 2023-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, APPROVING A SPECIAL EXCEPTION USE PERMIT TO ALLOW AN OWNERS/CARETAKERS'S RESIDENCE, LOCATED IN THE LM ZONING DISTRICT ON 4.59 ACRES FOR THE HEREAFTER DESCRIBED LANDS WITHIN THE CITY OF UMATILLA, FLORIDA; OWNED BY HATFIELD FAMILY REVOCABLE TRUST AND LOCATED NORTH OF ROSE STREET AND WEST OF SKYLINE DRIVE, UMATILLA, LAKE COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone Swore in the witness providing testimony for these agenda items and reminded council that the testimony from the August 15, 2023 Land Planning Agency and City Council meetings would be carried forward to this meeting.

Sherie Lindh, Land Planning Group, stated the testimony from the August 15, 2023 Land Planning Agency and City Council meeting would be carried forward.

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

MOTION BY VICE MAYOR CREECH TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-12 HATFIELD FAMILY REVOCABLE TRUST ANNEXATION; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION PASSED BY ROLL CALL VOTE.

Vice Mayor Creech	YES
Council Member Nichols	YES
Council Member Adams	YES
Council Member Butler	YES
Mayor Adcock	YES

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-13, HATFIELD FAMILY REVOCABLE TRUST SMALL-SCALE COMP PLAN AMENDMENT; SECONDED BY COUNCIL MEMBER BUTLER. MOTION PASSED BY ROLL CALL VOTE.

Council Member Nichols	YES
Council Member Butler	YES
Council Member Adams	YES
Vice Mayor Creech	YES
Mayor Adcock	YES

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-14 HATFIELD FAMILY REVOCABLE TRUST REZONING; SECONDED BY VICE MAYOR CREECH. MOTION PASSED BY ROLL CALL VOTE.

Council Member Nichols	YES
Vice Mayor Creech	YES
Council Member Adams	YES
Council Member Butler	YES
Mayor Adcock	YES

MOTION BY COUNCIL MEMBER BUTLER TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-15 HATFIELD FAMILY REVOCABLE TRUST SPECIAL EXCEPTION USE PERMIT; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION PASSED BY ROLL CALL VOTE.

Council Member Butler	YES
Council Member Nichols	YES
Council Member Adams	YES
Vice Mayor Creech	YES
Mayor Adcock	YES

**The following items (11-12) were heard together*

11. Final Reading of Ordinance No. 2023-16, Fletcher Grove Assisted Living Facility Small Scale Comp Plan Amendment
12. Final Reading of Ordinance 2023-17, Fletcher Grove Assisted Living Facility Rezoning

Attorney Stone read the Ordinance 2023-16 by title only.

ORDINANCE 2023-16

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3187(1)(c); AMENDING THE LAND USE DESIGNATION OF 9.789 ± ACRES OF LAND DESIGNATED

SINGLE FAMILY MEDIUM DENSITY TO INSTITUTIONAL IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY FLETCHER GROVE DEVELOPMENT, LLC LOCATED NORTH OF CR 450 AND WEST OF FLETCHER ROAD ; 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.

Attorney Stone read the Ordinance 2023-17 by title only.

ORDINANCE 2023-17

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, RECLASSIFYING 9.789 ± ACRES OF LAND ZONED COMMERCIAL TOURIST AND RESIDENTIAL PROFESSIONAL TO THE DESIGNATION OF PUBLIC FACILITIES DISTRICT (PFD) FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY FLETCHER GROVE DEVELOPMENT, LLC LOCATED NORTH OF CR 450 AND WEST OF FLETCHER ROAD; APPROVING A CONCEPTUAL PLAN FOR THE PROPERTY; PROVIDING FOR CONDITIONS AND CONTINGENCIES; DIRECTING THE CITY MANAGER TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, AND THE LAKE COUNTY MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone Swore in the witness providing testimony for these agenda items and reminded council that the testimony from the August 15, 2023 Land Planning Agency and City Council meetings would be carried forward to this meeting.

Ms. Lindh, Land Planning Group, stated the testimony from the August 15, 2023 Land Planning Agency and City Council meetings would be carried forward.

Mayor Adcock opened public comment

James Merrill, inquired about the entrance of Fletcher for emergency access

Jimmy Dillard, inquired about the construction of the project and the time the project would be starting.

Walley Medley, inquired about the trees surrounding the rv park

Mayor Adcock closed public comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE FINAL READING OF ORDINANCE NO. 2023-16 FLETCHER GROVE ASSISTED LIVING FACILITY SMALL SCALE COMP PLAN AMENDMENT; SECONDED BY COUNCIL MEMBER BUTLER.

MOTION PASSED BY ROLL CALL VOTE.

Council Member Nichols	YES
Council Member Butler	YES
Council Member Adams	YES
Vice Mayor Creech	YES
Mayor Adcock	YES

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE FINAL READING OF ORDINANCE 2023-17 FLETCHER GROVE ASSISTED LIVING FACILITY REZONING; SECONDED BY COUNCIL MEMBER BUTLER. MOTION PASSED BY ROLL CALL VOTE.

Council Member Nichols	YES
Council Member Butler	YES
Council Member Adams	YES
Vice Mayor Creech	YES
Mayor Adcock	YES

13. Fletcher Groves Assisted Living Facility Site Plan

Ms. Lindh, provided council with an overview of the agenda item and stated the owner is seeking site plan approval for a 121-unit (156 beds) assisted living facility (65 units) with memory care (24 units) and independent living (32 units). The proposed facility is two stories with a maximum building height of 35' feet.

Discussion ensued about trimming the trees that hang over the property line.

Kristin Ludecke, stated her concerns about the trees on the property line next to the rv park.

MOTION BY VICE MAYOR CREECH TO APPROVE THE FLETCHER GROVES ASSISTED LIVING FACILITY SITE PLAN SUBJECT TO THE FOLLOWING CONDITIONS, WHICH SHALL BE NOTED ON THE FACE OF THE SITE PLACE: IN THE EVENT, LAKE COUNTY PROHIBITS ACCESS FROM COLLIN STREET AND REQUIRES ACCESS FROM FLETCHER ROAD, THIS CHANGE IS CONSIDERED A SUBSTANTIAL DEVIATION FROM THIS PLAN, THUR REQUIRING THE CITY COUNCIL TO RE-APPROVE THE SITE PLAN WITH DIFFERENT ACCESS, BUILDING PERMITS WILL BE ISSUED SUBJECT TO THE NON-RESIDENTIAL DESIGN STANDARDS CONTAINED IN CHAPTER SIX OF THE CITY'S LAND DEVELOPMENT REGULATIONS AND ALL OTHER APPLICABLE REQUIREMENTS; SECOND BY COUNCIL MEMBER NICHOLS. MOTION APPROVED BY UNANIMOUS VOICE VOTE.

14. First Reading of Ordinance 2023-18, Holy Moly Storage Special Exception Use - Mini Storage Facility

City Attorney Stone read Ordinance 2023-18 by title only.

ORDINANCE 2023-18

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, APPROVING A SPECIAL EXCEPTION USE PERMIT TO ALLOW MINI WAREHOUSES, LOCATED IN THE C-2 ZONING DISTRICT FOR THE HEREAFTER DESCRIBED LANDS WITHIN THE CITY OF UMATILLA, FLORIDA; OWNED BY HOLY MOLY CONCEPTS, LLC AND LOCATED NORTH OF CR 42 AND WEST OF ALTOONA ROAD, UMATILLA, LAKE COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Stone Swore in the witness providing testimony for the agenda item.

Ms. Lindh, provided the council with an overview and stated the owner is seeking a Special Exception Use (SEU) for mini warehouses consisting of two phases with total square footage of 63,000 (460 units). The proposed use is compatible with the adjacent land uses and is located within an area of established commercial uses located along SR 19 and CR 42. Appropriate buffers have been established to mitigate agricultural land use. Staff recommends approval.

Discussion took place about the county road.

Mayor Adcock opened public comment

No one spoke

Mayor Adcock closed public comment

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE FIRST READING OF ORDINANCE 2023-18, HOLY MOLY STORAGE SPECIAL EXCEPTION USE - MINI STORAGE FACILITY; SECONDED BY COUNCIL MEMBER BUTLER. MOTION APPROVED BY ROLL CALL VOTE.

Council Member Nichols	YES
Council Member Butler	YES
Council Member Adams	YES
Vice Mayor Creech	YES
Mayor Adcock	YES

NEW BUSINESS

REPORTS

15. Staff Reports

Attorney Stone had nothing to report.

Council Member Adams thanked the City for tinting the windows in the museum.

Council Member Nichols had nothing to report.

Vice Mayor Creech had nothing to report.

Council Member Butler had nothing to report.

Mayor Adcock stated he would be out of the country.

Chief Bolton had nothing to report.

Ms. Frazier stated the City had received the grant funds back from the FRDAP Grant.

Mr. Mercer mentioned that the CDBG Grant was moving along.

ADJOURNMENT

With no further business for discussion, the meeting adjourned at approximately 7:26 p.m.

Chris Creech, VICE MAYOR

Jessica Burnham
City Clerk, FCRM



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: September 8, 2023

MEETING DATE: September 19, 2023

SUBJECT: Resolution No. 2023-24, Purchasing Policy

BACKGROUND SUMMARY:

The City Council adopted Resolution 2009-4 establishing a Purchasing Policy in February 2009. Changes to the Policy were approved by the Council in September 2015 and in January 2019. On July 5, 2022, the City Council adopted Resolution 2022-12 (attached for reference), updating the purchasing policy.

With the implementation of new financial software, some language in the policy needs to be updated to reflect current practices and controls. Requisitions are now referred to as Direct Payables, which are invoices for items costing less than \$1,000.00. Language has also been updated to reflect the process of purchasing card (p-card) payables which are imported directly from the p-card software into the new financial system and therefore do not require a separate purchase order for each item.

RECOMMENDATIONS:

Approve Resolution 2023-24 Purchasing Policy

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Resolution 2022-12 Purchasing Policy executed
 2. Resolution 2023-24 Purchasing Policy
 3. Purchasing Policy
-

RESOLUTION NO. 2022-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, LAKE COUNTY, FLORIDA, AMENDING CERTAIN PURCHASING PROVISIONS OF THE PURCHASING POLICY FOR THE CITY OF UMATILLA; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Umatilla adopted the current Purchasing Policy by Resolution No. 2019-01 on January 15, 2019; and

WHEREAS, the City desires to modify the Purchasing Policy, enhancing its provisions for the City to gain an economy scale advantage and utilize agreements that have been formally solicited by another governmental entity and creating provisions to allow the City to utilize an active agreement from another agency that has been formally solicited by a Cooperative/Consortium in which the City is an active member; and

WHEREAS, the City desires to further modify the Purchasing Policy to accommodate efficient administration in light of statutory requirements and accumulated price increases occurring since the adoption of the prior policy; and

WHEREAS, it is in the best interest of the City to adopt this Resolution in order to provide for flexible yet fair and reasonable procurements by the City and its departments and personnel, in a manner consistent with the rules, regulations, and guidelines set forth herein, and with the adopted City budget.

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

SECTION 1. The foregoing recitals are incorporated herein by reference and made a part hereof.

SECTION 2. The City Council of the City of Umatilla, Florida hereby approves the attached Purchasing Policy (Exhibit "A"), which is incorporated by this reference as though set forth in full, as the policy which shall supersede prior policies and shall govern the City's purchasing.

SECTION 4. This Resolution shall become effective upon its passage.

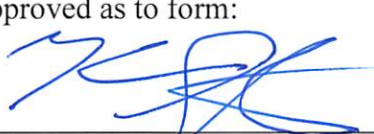
PASSED AND ORDAINED this 5th day of July, 2022, by the City Council of the City of Umatilla, Florida.

ATTEST:


Gwen Johns, MMC, City Clerk


Chris Creech, Vice Mayor signing for
Kent Adcock, Mayor

Approved as to form:


Kevin Stone, City Attorney



**CITY OF UMATILLA
PURCHASING POLICY
Updated July 5, 2022**

PURPOSE

The purpose of this policy is to encourage competition among vendors and to provide guidance for the proper procurement of supplies and services for each department within the city.

DISCUSSION

The city recognizes fair and open competition is a basic tenet of public procurement. Open competition reduces the appearance and opportunity of favoritism and inspires public confidence.

POLICY

I. Incentive for Local Businesses

- A. It is the City Council's desire to include provisions that will provide incentives to purchase goods from vendors located in the corporate limits of Umatilla. Whenever competitive sealed bids are received and one or more are submitted by a vendor located within the corporate limits of Umatilla, if all things stated in such bids are equal with respect to price, quality, and service, the commodities shall be purchased from the vendor located within the corporate limits.
- B. There may be a one percent (1%) increase over the low bid if the low bidder is not located within the corporate limits of Umatilla allowed as an incentive to local businesses within the corporate limits of Umatilla. Local businesses shall be defined as a business that has its main office within the corporate limits of Umatilla has a valid city business tax license and pays property taxes directly or indirectly to the City.

II. Legislative Authority

The City Council may change, award, modify, or delete any provision in this policy and award a purchase order or contract to anyone or any firm it deems appropriate at its sole discretion.

III. Purchasing Guidelines

The following are abbreviated minimum guidelines. If a department or general law has established more restrictive rules, the department rules or general law will prevail. Should there be any conflict between these guidelines and the department's rules, these guidelines shall prevail.

- A. Any payment issued by the Finance Department must be initiated by either a purchase order or requisition.
- B. The proper support shall be included with each purchase order or requisition, and the document(s) shall be approved by the proper level of authority. The support items required will vary depending upon the amount and/or type of purchase. Additionally, if competitive pricing is required, copies of the competitive pricing documents shall also be attached. Any exceptions to this policy must be authorized by the City Manager or his/her designee.
- C. If it is not practical to attach the required supporting documentation because of size or bulk, a copy of the documentation should be forwarded to the Finance Department and so noted on the purchase order or

requisition. Ideally, each purchase that has been processed should be able to survive review by an outside auditor without the need for additional documentation.

- D. If the vendor has not previously conducted business with the city, a new vendor file must be prepared. The Finance Department will be responsible for creating the new vendor file.
- E. Special instructions for payment processing should accompany the request for payment. If any documents are to accompany the check, those documents should be attached to the payment request.
- F. If a payment for an open purchase order is requested and the amount requested is less than the purchase order amount, the Finance Department must be notified to close the purchase order when no further payments are to be made.
- G. If a payment request exceeds the purchase order amount by 10% or \$500, whichever amount is smaller, additional authorization will be required prior to payment. The person authorized to sign purchase orders is responsible for ensuring that the final purchase cost complies with all purchasing procedures as outlined in this policy.

IV. Levels of Required Authority

Depending upon the dollar amount or type of purchase, different levels of approval may be required prior to the actual purchase.

A. City Council Approval

Approval by the City Council is required of the following:

- 1. Any service agreement with a total annual cost equal to or greater than \$25,000 unless appropriated with the City's Operating Budget.
- 2. Any Capital purchase equal to or greater than \$25,000 unless appropriated with the City's Operating Budget.
- 3. Any purchase contract or agreement equal to or greater than \$25,000 except for:
 - a. Progress payments on previously approved contracts or agreements.
 - b. Inventory purchases for stock, purchased using competitive prices and when no single unit price of an item is greater than \$5,000.
 - c. Emergency repairs necessary to alleviate a potential safety or environmental hazard or to restore public services.
 - d. Field change orders falling within the City Manager's or his/her designee's authority.
 - e. Settlements on insurance claims consistent with the approved insurance contract.
 - f. Specific purchases appropriated with the City's Operating Budget.
- 4. The City Council has given the City Manager or his/her designee blanket change order approval authority for individual change orders up to a cumulative 10% of the approved contract amount on bid projects.

B. City Manager

The City Manager or designee must authorize all POs submitted for purchases greater than \$1,000.00. Depending upon the level of cost, competitive pricing may be required as delineated in Section V. Purchase Orders will be submitted as outlined in Section VII.

C. Department Head

The Department Head must authorize all purchases unless such authority has been delegated. If delegation has occurred, the Finance Department shall be notified in writing. If the delegation is for a limited time, this must be delineated within the memorandum. Department Heads have the authority for purchases of budgeted items up to \$1,000. Purchase requests over \$1,000 shall be approved by the City Manager prior to the issuance of a PO.

V. Competitive Pricing

Competitive pricing is required for all purchases when the total purchase price will exceed \$5,000.

A. Written/Sealed Bid Competitive Quotations

1. Total Purchase Price less than or equal to \$5,000 - Do not require competitive pricing.
2. Total Purchase Price greater than \$5,000 and less than \$50,000 - Requires three written quotations that must be attached to the purchase order.
3. Total Purchase Price greater than or equal to \$50,000 Sealed bids are required through an advertised process.
4. Notwithstanding anything to the contrary herein, services for engineers, architects, surveyors, and landscape architects for a project the basic construction cost of which is estimated by the City to be in excess of \$325,000 and/or for a planning or study activity when the fee for professional services exceeds \$35,000 shall be procured utilizing Florida Statute 287.055, the Consultant's Competitive Negotiations Act or pursuant to a continuing contract as authorized by that section.

B. Exceptions to the competitive pricing requirement

Each of these exceptions requires detailed written support be attached to the related purchase order. The exceptions in this section may not be used for purchases where general law requires a specified procurement process.

1. Emergency Repairs - repairs needed immediately to restore public services or to alleviate a safety or environmental hazard. A description of the emergency shall be attached to the purchase order or requisition with approval from the City Manager.
2. Unidentifiable Repairs - repairs that could not be identified prior to the commencement of repair work. A description of the circumstances shall be attached to the purchase order or requisition.
3. Sole Source - products or services available from only one vendor. Documentation must be attached to the purchase order. The City Manager must give approval for the "Sole Source" designation. The "Sole Source" designation will expire one year after approval and may be renewed upon submission of a new request with documentation.
4. Evaluated Source - products or services may be purchased from a vendor without obtaining competitive prices when it has been determined that it is in the best interest of the city to use that vendor. Documentation must be attached clearly defining why it is in the best interest of the city not to obtain quotes with each purchase and/or why this vendor is to be used when other vendors may supply their products at a lesser price. Proven quality differences and proximity of supplier are some examples of the reasons why a vendor may be declared an "Evaluated Source." The City Manager must give approval for the "Evaluated Source" designation. The "Evaluated Source" designation will expire one year after approval

and may be renewed upon submission of a new request with documentation.

5. Federal State or other Governmental Contract.

(a) "Piggyback" Agreements – The City has the ability to gain an economy of scale advantage and utilize agreements that have been formally solicited by another governmental entity. The "Piggyback" Agreement will be in accordance with all the terms and conditions, unit prices, time frames, and other criteria as is included in the other public entity's formal solicitation. Vendor(s) under an agreement will then be contacted to ensure they agree to be bound by City "Piggyback" Agreement.

(b) Cooperative/Consortium Agreements - Similar to "Piggybacking" agreements, the City has the ability to utilize an active agreement that has been formally solicited by a Cooperative/Consortium in which the City is an active member. A Cooperative/Consortium is an association of two or more individuals, companies, organizations or governments with the objective of participating in a common activity or pooling their resources for achieving a common goal. It is a best practice to consider the use of Cooperative/Consortium procurement agreements, on a case-by-case basis, and only after proper due diligence has been performed. Prior to using a Cooperative/Consortium agreement, attention should be given to ensuring legal compliance, open competition, and effective/efficient use of time and resources. If Council approval is required, appropriate agreement and agenda item will be created and presented to the Council. Authorized Purchasing Cooperatives/Consortiums for use by the City may include; but not limited to, the following:

- National Cooperative Purchasing Alliance (NCPA)
- National IPA-The Cooperative Purchasing Network (TCPN),
- Sourcewell (Formerly NJPA)
- The Interlocal Purchasing System (TIPS)
- The Florida Sheriffs Association
- Florida Department of Management Services (Division of State Purchasing)
- GSA Cooperative Purchasing Program
- U.S. Communities
- Other State Agreements

6. PRIDE - purchases from PRIDE do not require competitive quotes.

7. Accounting, legal, permits, condemnation, and right-of-way services do not require competitive quotes.

8. Used Vehicle Purchases - If the vehicle price is consistent with the NADA or "Black Book" price, no competitive pricing is required. A copy of the source data must be attached. Purchase of used vehicle(s) requires the written approval of the City Manager.

VI. Requisitions

A. Requisitions are to be used as a tool to purchase daily supplies or other goods and services costing up to \$499.99.

B. If Petty Cash is used, neither a Requisition nor Purchase Order shall be required.

C. Requisitions shall be generated by the department making the purchase or requiring the service to be rendered.

D. Department Heads are responsible for approval of all requisitions.

- E. Support data for the requisition shall be included with the requisition and sent to the Finance Department. In all cases the invoice(s) used as backup for payment requests shall be the original.

VII. Purchase Orders

- A. A Purchase Order (PO) shall be issued for all purchases of goods or services in excess of \$499.99 prior to the commitment to purchase the goods or services. The PO shall contain the quantity, description, price, authorization, and related information for the goods or services to be purchased
- B. When preparing a PO, the purchase amount will determine the level of authority and the type of competitive pricing that may be required. (Refer to Section IV.)
- C. The PO shall be generated by the department purchasing the goods or services.
- D. Support data for the PO shall be included with the PO and sent to the Finance Department. In all cases the invoice(s) used as backup for payment requests should be the original(s).
- E. Types of Purchase Orders
 - 1. Regular Purchase Order - Used for a one-time purchase. Ideally, this type of PO will be created for one or more items purchased from one vendor, when the items will all be received at the same time. This PO will be processed for payment and then closed. Exceptions will be back orders or partial receipts, which should only be temporary.
 - 2. Blanket Purchase Order used for continuing goods services or commodities where the fee or charge is known but the goods or services will be received over a known period of time. Examples of uses for a blanket PO are service contracts, maintenance contracts, etc.
- F. Encumbering and Paying a Purchase Order
 - 1. The encumbrance of a purchase order creates an obligation for the City to purchase and pay for goods or services from a particular vendor. Accordingly, the affected accounts will reflect a reduction of the budget for the amount of the encumbrance and affected accounts must have available budgeted funds to complete the purchase.

RESOLUTION NO. 2023-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
UMATILLA, LAKE COUNTY, FLORIDA, AMENDING CERTAIN
PURCHASING PROVISIONS OF THE PURCHASING POLICY FOR THE
CITY OF UMATILLA; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Umatilla adopted the current Purchasing Policy by Resolution No. 2022-12 on July 5, 2022; and

WHEREAS, the City desires to further modify the Purchasing Policy to accommodate efficient administration in light of software and procedural changes occurring since the adoption of the prior policy; and

WHEREAS, it is in the best interest of the City to adopt this Resolution in order to provide for flexible yet fair and reasonable procurements by the City and its departments and personnel, in a manner consistent with the rules, regulations, and guidelines set forth herein, and with the adopted City budget.

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

SECTION 1. The foregoing recitals are incorporated herein by reference and made a part hereof.

SECTION 2. The City Council of the City of Umatilla, Florida hereby approves the attached Purchasing Policy (Exhibit “A”), which is incorporated by this reference as though set forth in full, as the policy which shall supersede prior policies and shall govern the City’s purchasing.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED AND RESOLVED this 19th day of September, 2023, by the City Council of the City of Umatilla, Florida.

Chris Creech
Vice Mayor

Approved as to form:
STONE & GERKIN, PA

ATTEST:

Jessica Burnham
City Clerk

Kevin Stone
City Attorney



CITY OF UMATILLA

PURCHASING POLICY

PURPOSE

The purpose of this policy is to encourage competition among vendors and to provide guidance for the proper procurement of supplies and services for each department within the city.

DISCUSSION

The city recognizes fair and open competition is a basic tenet of public procurement. Open competition reduces the appearance and opportunity of favoritism and inspires public confidence.

POLICY

I. Incentive for Local Businesses

- A. It is the City Council's desire to include provisions that will provide incentives to purchase goods from vendors located in the corporate limits of Umatilla. Whenever competitive sealed bids are received and one or more are submitted by a vendor located within the corporate limits of Umatilla, if all things stated in such bids are equal with respect to price, quality, and service, the commodities shall be purchased from the vendor located within the corporate limits.
- B. There may be a one percent (1%) increase over the low bid if the low bidder is not located within the corporate limits of Umatilla allowed as an incentive to local businesses within the corporate limits of Umatilla. Local businesses shall be defined as a business that has its main office within the corporate limits of Umatilla has a valid city business tax license and pays property taxes directly or indirectly to the City.
- C. These incentive provisions shall not apply to purchases governed by a law or regulation that does not permit a location-based preference.

II. Legislative Authority

The City Council may change, award, modify, waive, suspend, or delete any provision in this policy and award a purchase order or contract to anyone or any firm it deems appropriate at its sole discretion.

III. Purchasing Guidelines

The following are abbreviated minimum guidelines. If a department or general law has established more restrictive rules, the department rules or general law will prevail. Should there be any conflict between these guidelines and the department's rules, these guidelines shall prevail.

- A. Any payment issued by the Finance Department must be initiated by either a purchase order or direct payment request.
- B. The proper support shall be included with each purchase order or direct payment request, and the document(s) shall be approved by the proper level of authority. The support items required will vary depending upon the amount and/or type of purchase. Additionally, if competitive pricing is required, copies of the competitive

pricing documents shall also be attached. Any exceptions to this guideline must be authorized by the City Manager or his/her designee.

- C. Ideally, each purchase order and direct payment request that has been processed should be able to survive review by an outside auditor without the need for additional documentation.
- D. If the vendor has not previously conducted business with the city, a new vendor file must be prepared. The purchaser should request a W-9 from the vendor and forward it to the Finance Department. Prior to issuing any payments, Finance Department will be responsible for creating the new vendor file.
- E. Special instructions for payment processing should accompany the request for payment. If any documents are to accompany the check, those documents should be attached to the payment request.
- F. If a payment for an open purchase order is requested and the amount requested is less than the purchase order amount, the Finance Department must be notified to close the purchase order when no further payments are to be made.
- G. If a payment request exceeds the purchase order amount by 10% or \$1,000, whichever amount is smaller, additional authorization will be required prior to payment. The person authorized to sign purchase orders is responsible for ensuring that the final purchase cost complies with all purchasing procedures as outlined in this policy.

IV. Levels of Required Authority

Depending upon the dollar amount or type of purchase, different levels of approval may be required prior to the actual purchase.

A. City Council Approval

Approval by the City Council is required of the following:

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3. Any purchase contract or agreement equal to or greater than \$25,000 except for:
 - a. Progress payments on previously approved contracts or agreements.
 - b. Inventory purchases for stock, purchased using competitive prices and when no single unit price of an item is greater than \$5,000.
 - c. Emergency repairs necessary to alleviate a potential safety or environmental hazard or to restore public services.
 - d. Field change orders falling within the City Manager's or his/her designee's authority.
 - e. Settlements on insurance claims consistent with the approved insurance contract.
 - f. Specific purchases appropriated with the City's Operating Budget.
4. The City Council has given the City Manager or his/her designee blanket change order approval authority for individual change orders up to a cumulative 10% of the approved contract amount on bid projects.

B. City Manager

The City Manager or designee must authorize all POs submitted for purchases greater than \$5,000.00. Depending upon the level of cost, competitive pricing may be required as delineated in Section V. Purchase Orders will be submitted as outlined in Section VII.

C. Department Head

The Department Head must authorize all purchases unless such authority has been delegated. If delegation has occurred, the Finance Department shall be notified in writing. If the delegation is for a limited time, this must be delineated within the memorandum. Department Heads have the authority for purchases of budgeted items up to \$5,000. Purchase requests over \$5,000 shall be approved by the City Manager prior to the issuance of a PO.

V. Competitive Pricing

Competitive pricing is required for all purchases when the total purchase price will exceed \$5,000.

A. Written/Sealed Bid Competitive Quotations

1. Total Purchase Price less than or equal to \$5,000 - Do not require competitive pricing.
2. Total Purchase Price greater than \$5,000 and less than \$25,000 - Requires three written quotations that must be attached to the purchase order.
3. Total Purchase Price greater than or equal to \$25,000 - Sealed bids are required through an advertised process.
4. Notwithstanding anything to the contrary herein, services for engineers, architects, surveyors, and landscape architects for a project the basic construction cost of which is estimated by the City to be in excess of \$325,000 and/or for a planning or study activity when the fee for professional services exceeds \$35,000 shall be procured utilizing Florida Statute 287.055, the Consultant's Competitive Negotiations Act or pursuant to a continuing contract as authorized by that section.

B. Exceptions to the competitive pricing requirement

Each of these exceptions requires detailed written support be attached to the related purchase order. The exceptions in this section may not be used for purchases where general law requires a specified procurement process.

1. Emergency Repairs - repairs needed immediately to restore public services or to alleviate a safety or environmental hazard. A description of the emergency shall be attached to the purchase order, direct payment or p-card receipt with approval from the City Manager.
2. Unidentifiable Repairs - repairs that could not be identified prior to the commencement of repair work. A description of the circumstances shall be attached to the purchase order, direct payment or p-card receipt .
3. Sole Source - products or services available from only one vendor. Documentation must be attached to the purchase order. The City Manager must give approval for the "Sole Source" designation. The "Sole Source" designation will expire one year after approval and may be renewed upon submission of a new request with documentation.

4. Evaluated Source - products or services may be purchased from a vendor without obtaining competitive prices when it has been determined that it is in the best interest of the city to use that vendor. Documentation must be attached clearly defining why it is in the best interest of the city not to obtain quotes with each purchase and/or why this vendor is to be used when other vendors may supply their products at a lesser price. Proven quality differences and proximity of supplier are some examples of the reasons why a vendor may be declared an "Evaluated Source." The City Manager must give approval for the "Evaluated Source" designation. The "Evaluated Source" designation will expire one year after approval and may be renewed upon submission of a new request with documentation.
5. Federal State or other Governmental Contract.
 - a. "Piggyback" Agreements – The City has the ability to gain an economy of scale advantage and utilize agreements that have been formally solicited by another governmental entity. The "Piggyback" Agreement will be in accordance with all the terms and conditions, unit prices, time frames, and other criteria as is included in the other public entity's formal solicitation. Vendor(s) under an agreement will then be contacted to ensure they agree to be bound by City "Piggyback" Agreement.
 - b. Cooperative/Consortium Agreements - Similar to "Piggybacking" agreements, the City has the ability to utilize an active agreement that has been formally solicited by a Cooperative/Consortium in which the City is an active member. A Cooperative/Consortium is an association of two or more individuals, companies, organizations or governments with the objective of participating in a common activity or pooling their resources for achieving a common goal. It is a best practice to consider the use of Cooperative/Consortium procurement agreements, on a case-by-case basis, and only after proper due diligence has been performed. Prior to using a Cooperative/Consortium agreement, attention should be given to ensuring legal compliance, open competition, and effective/efficient use of time and resources. If Council approval is required, appropriate agreement and agenda item will be created and presented to the Council. Authorized Purchasing Cooperatives/Consortiums for use by the City may include; but not limited to, the following:
 - National Cooperative Purchasing Alliance (NCPA)
 - National IPA-The Cooperative Purchasing Network (TCPN),
 - Sourcewell (Formerly NJPA)
 - The Interlocal Purchasing System (TIPS)
 - The Florida Sheriffs Association
 - Florida Department of Management Services (Division of State Purchasing)
 - GSA Cooperative Purchasing Program
 - U.S. Communities
 - Other State Agreements
6. PRIDE - purchases from PRIDE do not require competitive quotes.
7. Accounting, legal, permits, condemnation, and right-of-way services do not require competitive quotes.

8. Used Vehicle Purchases - If the vehicle price is consistent with the NADA or "Black Book" price, no competitive pricing is required. A copy of the source data must be attached. Purchase of used vehicle(s) requires the written approval of the City Manager.

VI. Direct Payables and Purchasing Cards (P-Cards)

- A. Direct Payables are to be used as a tool to purchase daily supplies or other goods and services costing up to \$999.99.
- B. Purchasing Cards are to be used as a tool to purchase any supplies or other goods and services in order to streamline the purchasing process. All competitive purchasing requirements are still to be followed as outlined in Section V.
- C. If petty cash or a purchasing card is used, neither a direct payable nor Purchase Order shall be required.
- D. Department Heads are responsible for approval of all direct payables and p-card purchases.
- E. Support data for the direct payable or p-card purchase shall be included with the payable and uploaded into the appropriate software. In all cases the invoice(s) used as backup for payment requests shall be the original.

VII. Purchase Orders

- A. A Purchase Order (PO) shall be issued for all purchases of goods or services in excess of \$999.99 prior to the commitment to purchase the goods or services. The PO shall contain the quantity, description, price, authorization, and related information for the goods or services to be purchased.
- B. When preparing a PO, the purchase amount will determine the level of authority and the type of competitive pricing that may be required. (Refer to Section IV.)
- C. The PO shall be generated by the department purchasing the goods or services.
- D. Support data (including any competitive quotes) for the PO shall be included with the PO and uploaded into the financial software. In all cases the invoice(s) used as backup for payment requests should be the original(s).
- E. Types of Purchase Orders
 1. Regular Purchase Order - Used for a one-time purchase. Ideally, this type of PO will be created for one or more items purchased from one vendor, when the items will all be received at the same time. This PO will be processed for payment and then closed. Exceptions will be back orders or partial receipts, which should only be temporary.
 2. Blanket Purchase Order used for continuing goods services or commodities where the fee or charge is known but the goods or services will be received over a known period of time. Examples of uses for a blanket PO are service contracts, maintenance contracts, etc.
- F. Encumbering and Paying a Purchase Order
 1. The encumbrance of a purchase order creates an obligation for the City to purchase and pay for goods or services from a particular vendor. Accordingly, the affected accounts will reflect a reduction of the budget for the amount of the encumbrance and affected accounts must have available budgeted funds to complete the purchase.



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: September 8, 2023

MEETING DATE: September 19, 2023

SUBJECT: Purchasing Card Policy

BACKGROUND SUMMARY:

Purchasing cards (p-cards) are used throughout daily operations of the City in order to streamline the procurement process and improve efficiency in obtaining daily operating supplies and services. This policy establishes formal guidelines for p-card use, eligibility and the responsibilities of cardholders.

RECOMMENDATIONS:

Approve purchasing card policy.

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Purchasing Card Policy
-



CITY OF UMATILLA

PURCHASING CARD (P-CARD) POLICY

PURPOSE

This policy establishes guidelines for the use of purchasing cards (P-Cards) by employees of the city.

DISCUSSION

The P-Card program aims to streamline the procurement process, improve efficiency, and maintain accountability for expenses. All cardholders are required to adhere to this policy to ensure responsible use of the P-Cards and compliance with applicable laws and regulations.

POLICY

I. Eligibility

- A. Cardholder Eligibility - Only designated employees, with the approval of their respective department heads, are eligible to receive a P-Card. Cardholders must complete the necessary training on P-Card usage, policies, and procedures.
- B. Merchant Eligibility - Cardholders may use the P-Card at authorized merchants that accept credit card payments. The local government may maintain a list of approved vendors or categories of purchases, and cardholders should prioritize purchases from these sources whenever possible.

II. Card Usage

- A. Authorized Use - Cardholders are authorized to use the P-Card for official local government business purposes only. Personal expenses or unauthorized purchases are strictly prohibited. Examples of authorized expenses include office supplies, travel-related expenses such as hotel, airfare, ground transportation, conference registrations, and other items necessary for conducting official duties.
- B. Prohibited Use - The following expenses are strictly prohibited and may result in disciplinary action:
 - Fuel purchases
 - Personal travel expenses such as meals, tips, dry cleaning, alcohol, in room services including entertainment and high-speed internet,
 - Personal expenses unrelated to official business.

- Cash advances or ATM withdrawals.
 - Entertainment expenses, such as tickets to concerts or sporting events.
 - Any illegal activity or purchases violating local, state, or federal laws.
- C. Taxes – Purchases made on a p-card are tax-exempt in the State of Florida. Cardholders must be sure that sales tax has not been added to any purchases. A tax-exempt certificate should be presented, if necessary, to ensure that taxes are not charged to a p-card. Any taxes charged on a p-card are the responsibility of the cardholder to either request a refund of the taxes or reimburse the City for the charges.

III. Cardholder Responsibilities

- A. Card Security - Cardholders must safeguard their P-Cards at all times. The P-Card should not be shared with others, and cardholder information should not be disclosed to unauthorized individuals. Any loss or theft of a P-Card must be immediately reported to the issuing bank, the employee's supervisor and the Finance & Administration Department.
- B. Record Keeping - Cardholders are responsible for maintaining accurate and detailed records of all P-Card transactions, including receipts, invoices, and any other supporting documentation. These records must be submitted promptly in the P-Card software for reconciliation and review.
- C. Disputes/Erroneous Charges – All disputes and erroneous charges should be documented by the cardholder and resolved with the vendor. If a dispute cannot be resolved with the vendor, the cardholder must dispute the transaction directly with the P-Card provider via the mobile app, online or by telephone.
- D. Reconciliation - Cardholders must reconcile their P-Card transactions promptly and accurately, ensuring that all charges are appropriately allocated to the correct budget codes and cost centers. Reconciliations should be submitted in a timely manner according to the city's established guidelines.

IV. Approval and Monitoring

- A. Approval Process - All P-Card transactions must be approved by the cardholder's supervisor or another designated authority within the department. The approval should verify the appropriateness of the purchase and ensure compliance with the city's policies.
- B. Monitoring and Auditing - The city may periodically monitor and audit P-Card usage to ensure compliance with this policy. Random audits may be conducted to review transactions, receipts, and reconciliations. Any violations or discrepancies discovered during audits may result in disciplinary action, including revocation of P-Card privileges.

V. Policy Violations

- A. Reporting Violations - Employees who become aware of any potential violations of this policy must report them to their supervisor or the appropriate authority within the city.
- B. Consequences of Violations - Violations of this policy may result in disciplinary action, including but not limited to:
 - Written warnings.
 - Loss of P-Card privileges.
 - Suspension or termination of employment.
 - Legal action, if necessary.

- VI. Policy Review - This policy will be reviewed periodically and updated as needed to ensure its continued effectiveness and compliance with applicable laws and regulations.

By signing below, I acknowledge that I have read, understood, and agree to comply with the terms and conditions outlined in this Purchasing Card Policy.

Employee Signature

Print Employee Name



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: September 8, 2023

MEETING DATE: September 19, 2023

SUBJECT: Fixed Asset Policy

BACKGROUND SUMMARY:

This policy establishes formal guidelines and procedures for the acquisition, management, tracking and disposal of fixed assets owned by the City. Incorporated into this policy are the same practices currently in place detailing the capitalization threshold, acquisition, tracking, depreciation, maintenance and disposal requirements.

RECOMMENDATIONS:

Approve Fixed Asset Policy

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Fixed Asset Policy
-



CITY OF UMATILLA

FIXED ASSET POLICY

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the acquisition, management, tracking, and disposal of fixed assets owned by the City of Umatilla (the City), ensuring accurate financial reporting, compliance with regulations, and responsible asset stewardship.

DISCUSSION

This policy applies to all fixed assets owned, leased, or otherwise controlled by the City, including but not limited to land, buildings, vehicles, equipment, and infrastructure.

DEFINITIONS

Fixed Asset: Any tangible asset with a useful life of more than one year, intended for long-term use in the operations of the City.

Capitalization Threshold: The minimum cost at which a fixed asset is recorded in the books and subject to tracking as established by the State Chief Financial Officer rule (69I-72.007) according to Florida Statute 273.025.

Depreciation: The systematic allocation of the cost of a fixed asset over its estimated useful life.

POLICY

I. Acquisition and Tracking

- A. Fixed assets meeting or exceeding the capitalization threshold will be recorded in the fixed assets module of the financial software.
- B. A Property Control Form (attached as Exhibit A) must be completed and turned in to Finance for all capital purchases.
- C. All acquisitions must be approved by the City Manager.
- D. Assets will be capitalized at their historical cost, including purchase price, transportation, installation, and any necessary modifications.

II. Asset Register and Tracking

- E. An up-to-date asset register will be maintained, detailing information such as asset description, acquisition date, cost, location, condition, and responsible department.
- F. Each asset will be assigned a unique identification number for easy tracking.
- G. Annual physical audits will be conducted to ensure accuracy of the asset register.

III. Depreciation

- A. The City uses straight line depreciation for all fixed assets which will be applied consistently to each asset category based on their estimated useful lives.
- B. The Finance Department will calculate and record depreciation on a regular basis.

IV. Maintenance and Repairs

- A. Responsible departments will ensure regular maintenance to prolong asset life and preserve their value.
- B. Major repairs or upgrades will be assessed for their impact on the asset's useful life and financial value.

V. Disposal and Retirement

- A. Assets that are no longer needed will be assessed for potential reassignment within the organization.
- B. If not reassignable, assets will be disposed of through methods such as public auction, trade-in, or donation.
- C. Disposal decisions will be documented and approved by City Council.
- D. A Property Control Form must be filled out for any disposed, retired or transferred asset.

VI. Compliance and Enforcement

- A. Failure to comply with this policy may result in disciplinary actions as per the City's HR policies.

VII. Policy Review - This policy will be reviewed periodically to ensure alignment with changing regulations and best practices.



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: September 13, 2023

MEETING DATE: September 19, 2023

SUBJECT: Final Reading of Ordinance No. 2023-18, Holy Moly Storage Special Exception Use - Mini Storage Facility

BACKGROUND SUMMARY:

An application has been received by Mike Powers on behalf of Holy Moly Concepts, LLC, Owner, requesting a Special Exception Use Permit to allow for mini warehouses within the existing C-2 zoning district. The site is proposed as two (2) phases with total square footage of 63,300 (460 units).

Phase 1 – 24,000 SF climate-controlled facility (187 units), 11,700 SF mini warehouses (91 units) for a total of 278 storage units with associated parking and stormwater; and Phase II – 27,600 SF of mini warehouse (182 units).

The applicant is also requesting, prior to construction of the Phase II improvements, the temporary use of boat/RV storage.

The proposed use is compatible with the adjacent land uses and is located within an area of established commercial uses located along SR 19 and CR 42. Appropriate buffers have been established to mitigate the agricultural land uses.

RECOMMENDATIONS:

Approval of Final Reading of Ordinance 2023-18, Holy Moly Storage Special Exception Use - Mini Storage Facility

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Staff Report Holy Moly SEU
 2. Aerial
 3. SEU Holy Moly plan 1
 4. SEU Holy Moly plan 2
 5. SEU Holy Moly plan 3
 6. ORD 2023 - 18 Holy Moly SEU
-

CITY OF UMATILLA
STAFF REPORT BY LPG URBAN & REGIONAL PLANNERS, INC.

SPECIAL EXCEPTION USE

Owner: Holy Moly Concepts, LLC

Applicant: Mike Powers

General Location: CR 42 & W Altoona Road

Number of Acres: 5.26 ± acres

Existing Zoning: General Commercial (C-2)

Existing Land Use: General Commercial

Date: July 28, 2023

Description of Project

The owner is seeking a Special Exception Use (SEU) for mini warehouses consisting of two (2) phases with total square footage of 63,300 (460 units). Phase 1 – 24,000 SF climate-controlled facility (187 units), 11,700 SF mini warehouses (91 units) for a total of 278 storage units with associated parking and stormwater; and Phase II – 27,600 SF of mini warehouse (182 units). The applicant is also requesting prior to construction of the Phase II improvements, the temporary use of boat/RV storage. The maximum ISR is .75, the proposed ISR is .58, and the FAR is .30.

	Surrounding Zoning	Surrounding Land Use
North	Lake County Agriculture (A)	Lake County Rural
South	C-2	General Commercial
East	Lake County C-2	Rural Transition
West	Lake County Agriculture (A)	Lake County Rural

Assessment

Concept plan – The plan meets the minimum technical requirements of Chapter 7, Section 2(b)(1).

Chapter 6, Section 2 (L) (3) (M) list mini-warehouses as a use that may be permitted upon approval by the City Council as a Special Exception Use.

Chapter 7, Section 3(18) outlines the conditions that are to be considered for establishment of a mini-warehouse as follows:

- Warehouse buildings shall be screened from any public rights-of-way by a six (6) foot high opaque fence or wall with a bufferyard planted along the street side of the fence or wall;

The concept plan identifies a 6' solid fence and associated buffers adjacent to the public right of way of W. Altoona Road and along the northern and southern property boundary which will screen the view from any public right of way. It should also be noted that the adjacent parcel to the south is owned by the applicant and is treed.

- The proposed site shall be a minimum of two (2) acres;

The subject parcel is 5.26 acres and meets the minimum requirement

- The proposed site shall front on an arterial or collector roadway;

The subject site does not meet this criteria; however, it is within 240' of CR 42 which is designated as a collector. It should also be noted that the applicant owns the adjacent commercial parcel to the south.

- Outside storage of boats or vehicles may be approved with site plan; and

The applicant has indicated that prior to construction of Phase II, the area will be utilized for the temporary use of outside storage of boats and RVs.

- The mini-warehouses are to be used solely for the purposes of storage; wholesale, manufacturing or other commercial uses are expressly prohibited.

A condition can be added to the SEU Ordinance to assure compliance with these criteria.

Pursuant to Chapter 7, Section 2(d)(2) the review criteria for special exception uses are:

- 1) Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety;

Planning staff conducted a trip generation analysis based on the total square footage of the proposed mini warehouses and based on the analysis the proposed mini-warehouses are considered a de minimis impact and would not adversely impact adjoining properties and the general public safety.

TRIP GENERATION ANALYSIS

Proposed Land Use Program

Land Use	Size/Unit	ITE Code	Daily Trips	PM Peak Hour Trips	PM Trips Enter	PM Trips Exit
Mini Warehouse	63 KSF	151	110	12	3	9

TOTAL GROSS TRIPS (PROPOSED)	110	12	3	9
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* 11th Edition

- 2) Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district;

The proposed development will have to provide parking and loading areas pursuant to Chapter 14. The required parking is 46 spaces and the concept plan provides for those spaces.

- 3) Required yards, screening or buffering and landscaping shall be consistent with the district in general and the specific needs of the abutting land uses;

The proposed development must meet the land development regulations and provide appropriate landscaping buffers, setbacks and screening pursuant to the LDRs.

- 4) Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development;

The proposed development must meet the architectural standards in Chapter 6, Section 4 and comply with Chapter 16 signs.

- 5) Size, location or number of special exception uses in the area shall be limited so as to maintain the overall character of the district, avoid concentration of similar uses within the commercial corridor, as intended by this Code.

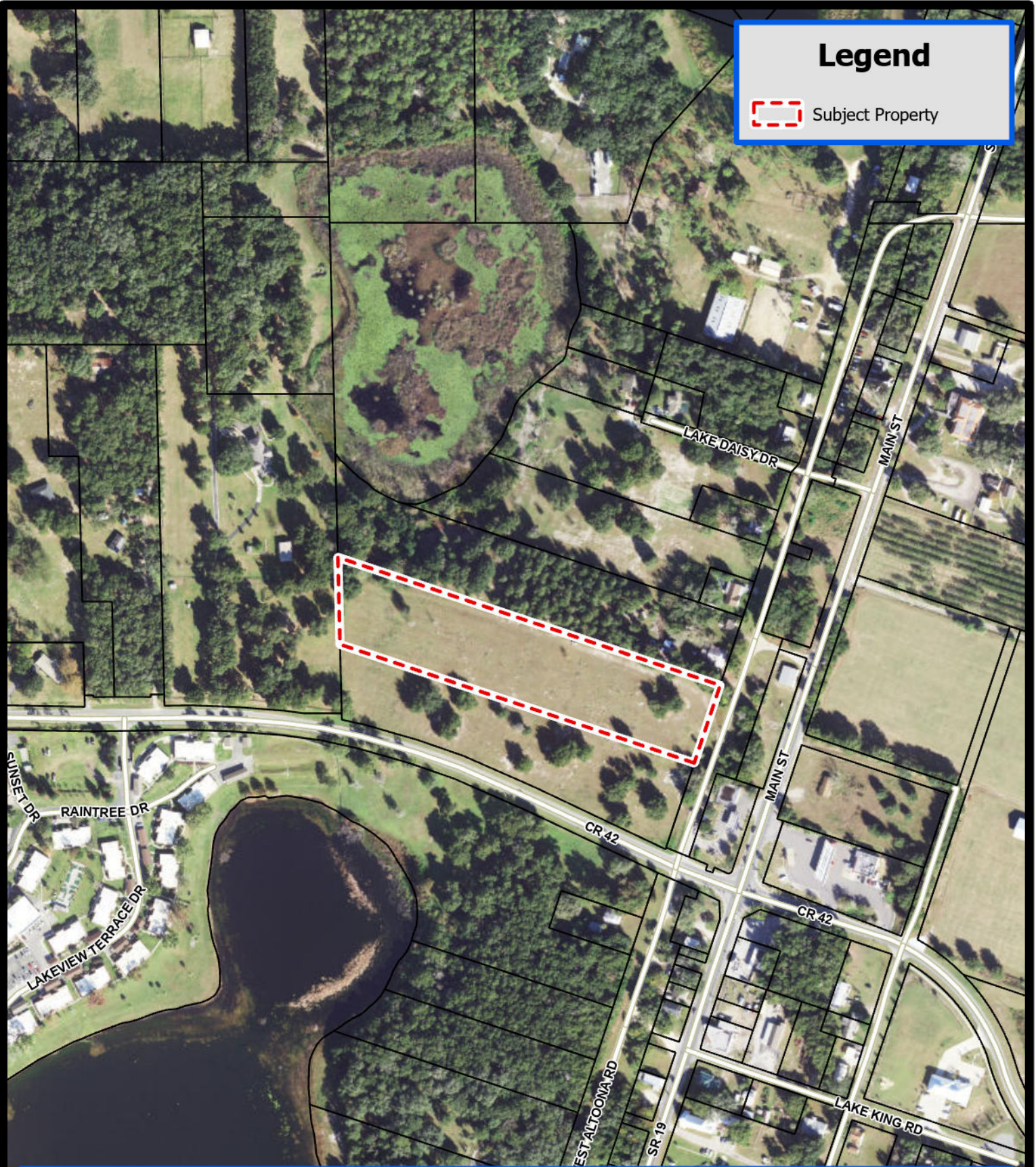
Review of available city records indicate that there are no special exception uses that have been granted in the immediate area. The closest self-storage facility is located off of Golden Gem Drive and is known as All Steel Storage (approximately 4 miles to the south of the site).

Recommendation

The proposed mini-warehousing complies with the overall intent of the review criteria outlined for Special Exception Uses. The proposed use is compatible with the adjacent land uses and is located within an area of established commercial uses located along SR 19 and CR 42. Appropriate buffers have established to mitigate the agricultural land uses. Staff recommends approval.

Legend

 Subject Property



City of
Umatilla
Florida



0 140 280

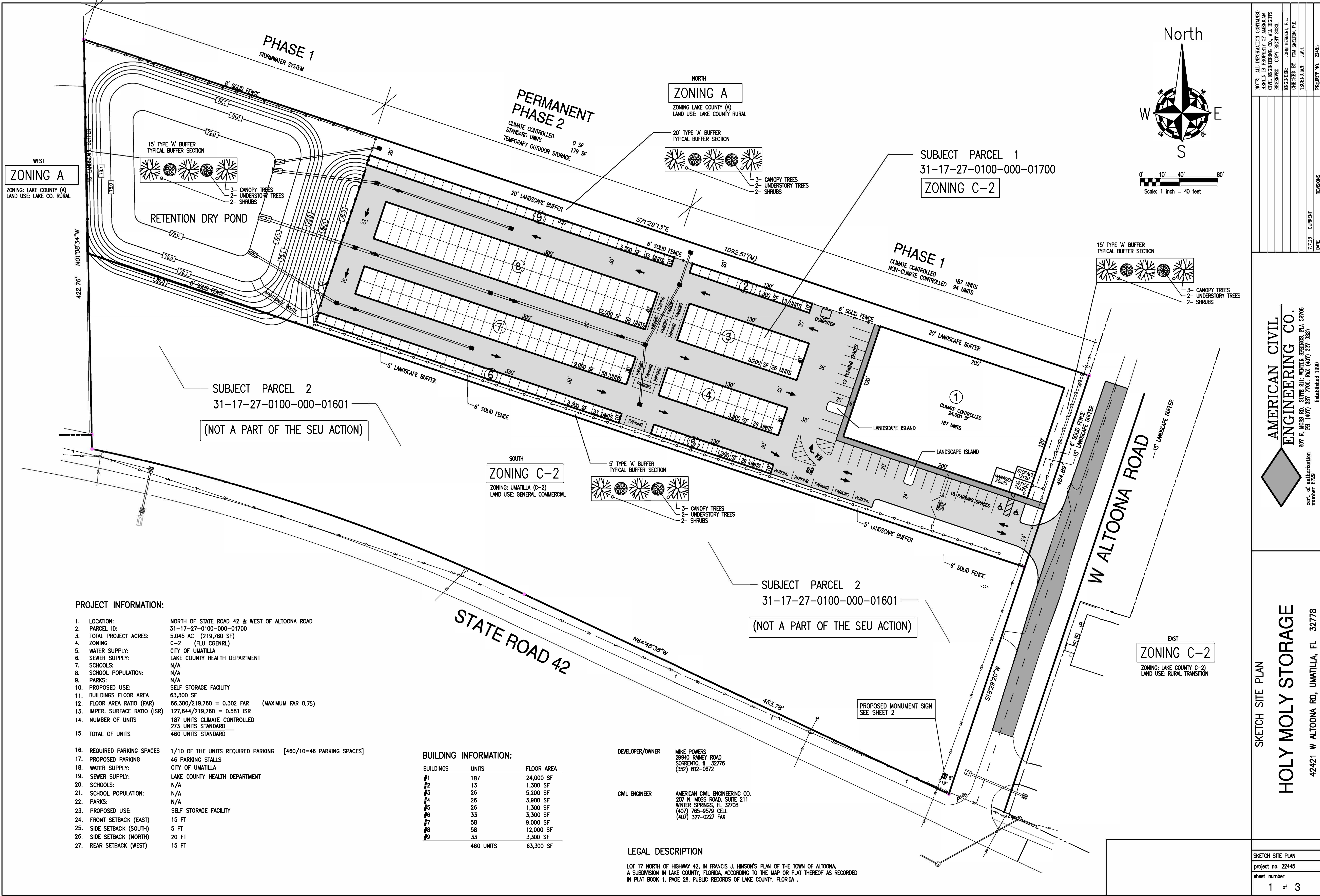
Feet

Holy Moly Concepts, LLC
Aerial Map

Umatilla, FL

Project: Holy Moly
Project #: 399-23-04
ALT Key#: 1392756
File: Aerial
PM: Sherie Lindh
Date: March 30th, 2022
Created By: C. Manino





ZONING A
ZONING: LAKE COUNTY (A)
LAND USE: LAKE CO. RURAL

PERMANENT PHASE 2
CLIMATE CONTROLLED STANDARD UNITS 0 SF
TEMPORARY OUTDOOR STORAGE 179 SF

ZONING A
ZONING LAKE COUNTY (A)
LAND USE: LAKE COUNTY RURAL

SUBJECT PARCEL 1
31-17-27-0100-000-01700
ZONING C-2

SUBJECT PARCEL 2
31-17-27-0100-000-01601
(NOT A PART OF THE SEU ACTION)

ZONING C-2
ZONING: UMATILLA (C-2)
LAND USE: GENERAL COMMERCIAL

SUBJECT PARCEL 2
31-17-27-0100-000-01601
(NOT A PART OF THE SEU ACTION)

ZONING C-2
ZONING: LAKE COUNTY C-2
LAND USE: RURAL TRANSITION

PROJECT INFORMATION:

- | | |
|---------------------------------|---|
| 1. LOCATION: | NORTH OF STATE ROAD 42 & WEST OF ALTOONA ROAD |
| 2. PARCEL ID: | 31-17-27-0100-000-01700 |
| 3. TOTAL PROJECT ACRES: | 5.045 AC (219,760 SF) |
| 4. ZONING: | C-2 (FLU CGENRL) |
| 5. WATER SUPPLY: | CITY OF UMATILLA |
| 6. SEWER SUPPLY: | LAKE COUNTY HEALTH DEPARTMENT |
| 7. SCHOOLS: | N/A |
| 8. SCHOOL POPULATION: | N/A |
| 9. PARKS: | N/A |
| 10. PROPOSED USE: | SELF STORAGE FACILITY |
| 11. BUILDINGS FLOOR AREA: | 63,300 SF |
| 12. FLOOR AREA RATIO (FAR): | 66,300/219,760 = 0.302 FAR (MAXIMUM FAR 0.75) |
| 13. IMPER. SURFACE RATIO (ISR): | 127,644/219,760 = 0.581 ISR |
| 14. NUMBER OF UNITS: | 187 UNITS CLIMATE CONTROLLED
273 UNITS STANDARD |
| 15. TOTAL OF UNITS: | 460 UNITS STANDARD |
| 16. REQUIRED PARKING SPACES: | 1/10 OF THE UNITS REQUIRED PARKING [460/10=46 PARKING SPACES] |
| 17. PROPOSED PARKING: | 46 PARKING STALLS |
| 18. WATER SUPPLY: | CITY OF UMATILLA |
| 19. SEWER SUPPLY: | LAKE COUNTY HEALTH DEPARTMENT |
| 20. SCHOOLS: | N/A |
| 21. SCHOOL POPULATION: | N/A |
| 22. PARKS: | N/A |
| 23. PROPOSED USE: | SELF STORAGE FACILITY |
| 24. FRONT SETBACK (EAST): | 15 FT |
| 25. SIDE SETBACK (SOUTH): | 5 FT |
| 26. SIDE SETBACK (NORTH): | 20 FT |
| 27. REAR SETBACK (WEST): | 15 FT |

BUILDING INFORMATION:

BUILDINGS	UNITS	FLOOR AREA
#1	187	24,000 SF
#2	13	1,300 SF
#3	26	5,200 SF
#4	26	3,900 SF
#5	26	1,300 SF
#6	33	3,300 SF
#7	58	9,000 SF
#8	58	12,000 SF
#9	33	3,300 SF
	460 UNITS	63,300 SF

DEVELOPER/OWNER
MIKE POWERS
29940 RANNEY ROAD
SORRENTO, FL 32776
(352) 602-0872

CIVIL ENGINEER
AMERICAN CIVIL ENGINEERING CO.
207 N. MOSS ROAD, SUITE 211
WINTER SPRINGS, FL 32708
(407) 765-9579 CELL
(407) 327-0227 FAX

LEGAL DESCRIPTION

LOT 17 NORTH OF HIGHWAY 42, IN FRANCIS J. HINSON'S PLAN OF THE TOWN OF ALTOONA, A SUBDIVISION IN LAKE COUNTY, FLORIDA, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 28, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

NOTE: ALL INFORMATION CONTAINED HEREIN IS PROPERTY OF AMERICAN CIVIL ENGINEERING CO., ALL RIGHTS RESERVED. COPY RIGHT 2023.

ENGINEER: JOHN HERBERT, P.E.
CHECKED BY: TOM SKELTON, P.E.
TECHNICIAN: J.W.H.

7/23/23 CURRENT
DATE

REVISIONS
PROJECT NO. 22445

AMERICAN CIVIL ENGINEERING CO.
207 N. MOSS RD., SUITE 211, WINTER SPRINGS, FL 32708
PH: (407) 327-7700; FAX: (407) 327-0227
cert. of authorization number 8729
Established 1990

SKETCH SITE PLAN

HOLY MOLY STORAGE

42421 W ALTOONA RD, UMATILLA, FL 32778

SKETCH SITE PLAN
project no. 22445
sheet number
1 of 3



TYPICAL SELF STORAGE INSIDE



TYPICAL SELF STORAGE STRUCTURES

LAND DEVELOPMENT REGULATIONS : SIGNS
CHAPTER 16, SECTION 4, (M)

m) Commercial Zoning Districts, Except Primary Downtown and Five Points District Overlay Zones ? Permit Required

1) The following districts are defined as commercial or commercially zoned districts for the purpose of this article: C-1, C-2, and Tourist Commercial (TC). Except for those signs and sign-types allowed in commercial or commercially zoned districts in accordance with Section 17, i) and Section 17, j), above, no additional signs or sign-types shall be permitted on any lot or parcel in commercial or commercially-zoned districts, except the following sign-types shall be allowed for each lot or parcel with a non-residential use:

A) One monument sign per abutting roadway within the C-1 and C-2 zoning districts. The monument sign shall not exceed ten (10) feet in height along SR 19, CR 450 or CR 42 and shall not exceed six (6) feet elsewhere. The monument sign shall maintain a minimum five foot (5') setback from the right of way line. The sign must not be a traffic visibility hazard as determined by the city's traffic engineer. For Chapter 16 Signs Umatilla Land Development Regulations Adopted by Ordinance 2013-G 25 shopping center or business center multi-tenant developments, the maximum sign area and height shall follow the regulations of Section 16(n).

B) One monument sign per abutting roadway within the CT zoning district. A maximum of thirty-five square feet shall be allowed per each monument sign face (sign face must be back to back). The monument sign shall not exceed ten (10) feet in height along SR 19, CR 450 or CR 42 and shall not exceed six (6) feet elsewhere. The monument sign shall maintain a minimum five foot (5') setback from the right of way line. The sign must not be a traffic visibility hazard as determined by the city's traffic engineer.

C) Signage copy area within the C-1 and C-2 zoning districts. The signage copy area allowed shall be allocated at 1 square foot per linear foot of building frontage not to exceed a maximum of 150 square feet. On properties where the building is setback greater than 250', the total signage copy area shall be allocated at 1.5 square foot of building frontage not to exceed a maximum of 200 square feet. The signage can be used as either wall or free standing monument sign or a combination of both.

1. Multiple signs allowed as long as it does not exceed maximum allowable copy area.

D) Signage copy area within the CT zoning district. A maximum of two single faced wall signs not to exceed thirty-five (35) square feet per face. An additional single faced wall sign not to exceed twenty-five (25) square feet per face shall be allowed if property has more than one (1) street frontage.

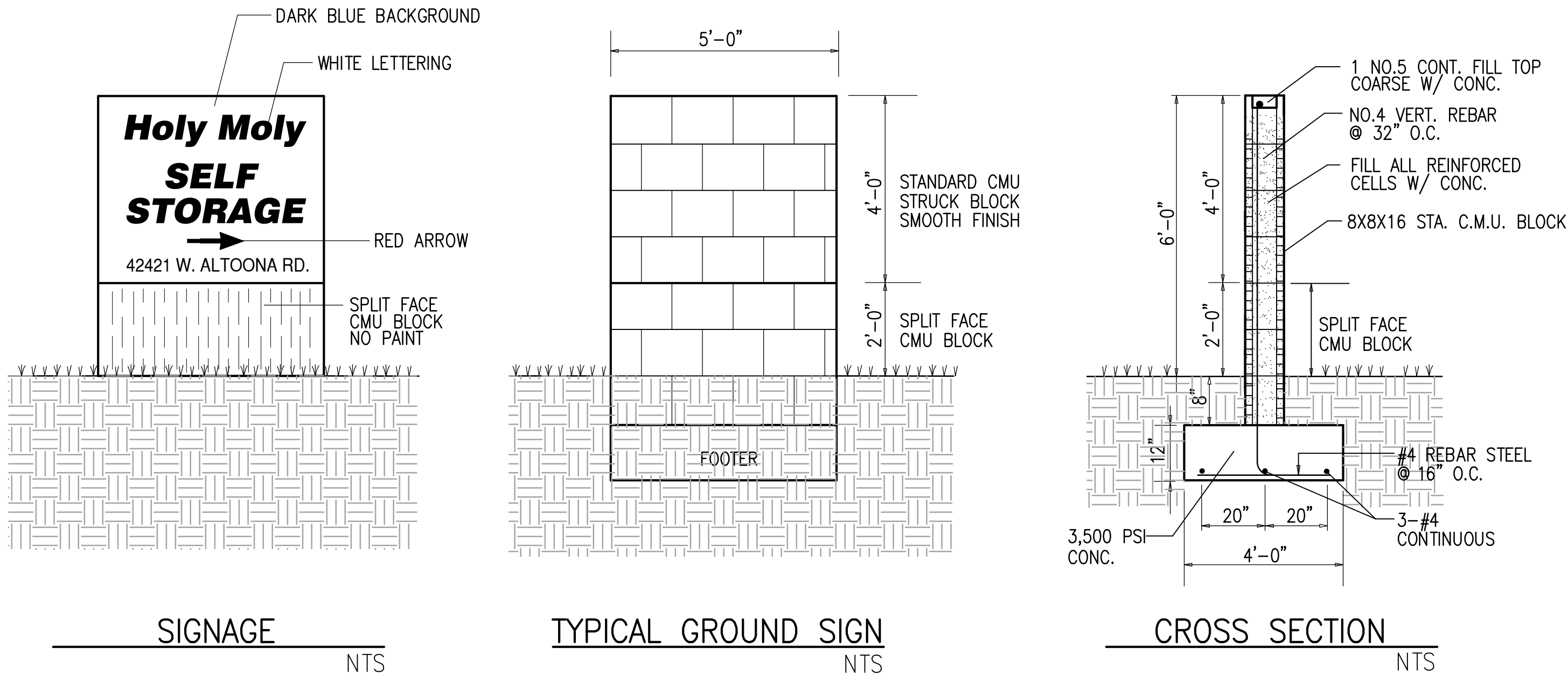
E) In the event the parcel contains a multi-tenant development on the second floor level, each individual business use may have one attached wall sign and shall not exceed fifteen (15) square feet in area.

F) Each restaurant shall be allowed one attached display sign of no more than three (3) square feet of sign face area, located at the entrance, or service window of a restaurant

G) Restaurant drive-through sign. The drive-through sign shall be placed so as to be viewed from the drive-through lane and may provide a mechanism for ordering products while viewing the drive-through menu sign. The drive-through menu sign shall have a surface area not exceeding forty (40) square feet. The top of the sign and its surrounding or supporting framing/structure shall not exceed eight (8) feet above ground level. If an additional drive-through station is utilized, one additional menu sign is authorized; and total square footage for all menu Chapter 16 Signs Umatilla Land Development Regulations Adopted by Ordinance 2013-G 26 signs shall not exceed sixty (60) square feet in surface area, but no single sign may exceed forty (40) square feet.

H) In any commercial or industrial district, a canopy or awing sign may be permitted in lieu of a wall sign at an individual, single-occupant, premises. The canopy or awing signage square footage combined shall not exceed the total permissible square footage for a wall sign. The height of the canopy or awning shall not exceed sixteen (16) feet (first floor) or twenty-five (25) feet (second floor) or the height of the structure on which it is attached, whichever is less.

THE PROPOSED SIGN SHALL MET THE
SPECIFICATIONS OF UMATILLA CRITERIA.



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ENGINEER: JOHN HERBERT, P.E.
CHECKED BY: TOM SKELTON, P.E.
TECHNICIAN: JWW
5/27/23 CURRENT EDITION
PROJECT NO. 22445

AMERICAN CIVIL
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207 N. MOSS RD., SUITE 211, WINTER SPRINGS, FL 32708
PH. (407) 327-7700; FAX (407) 327-0027
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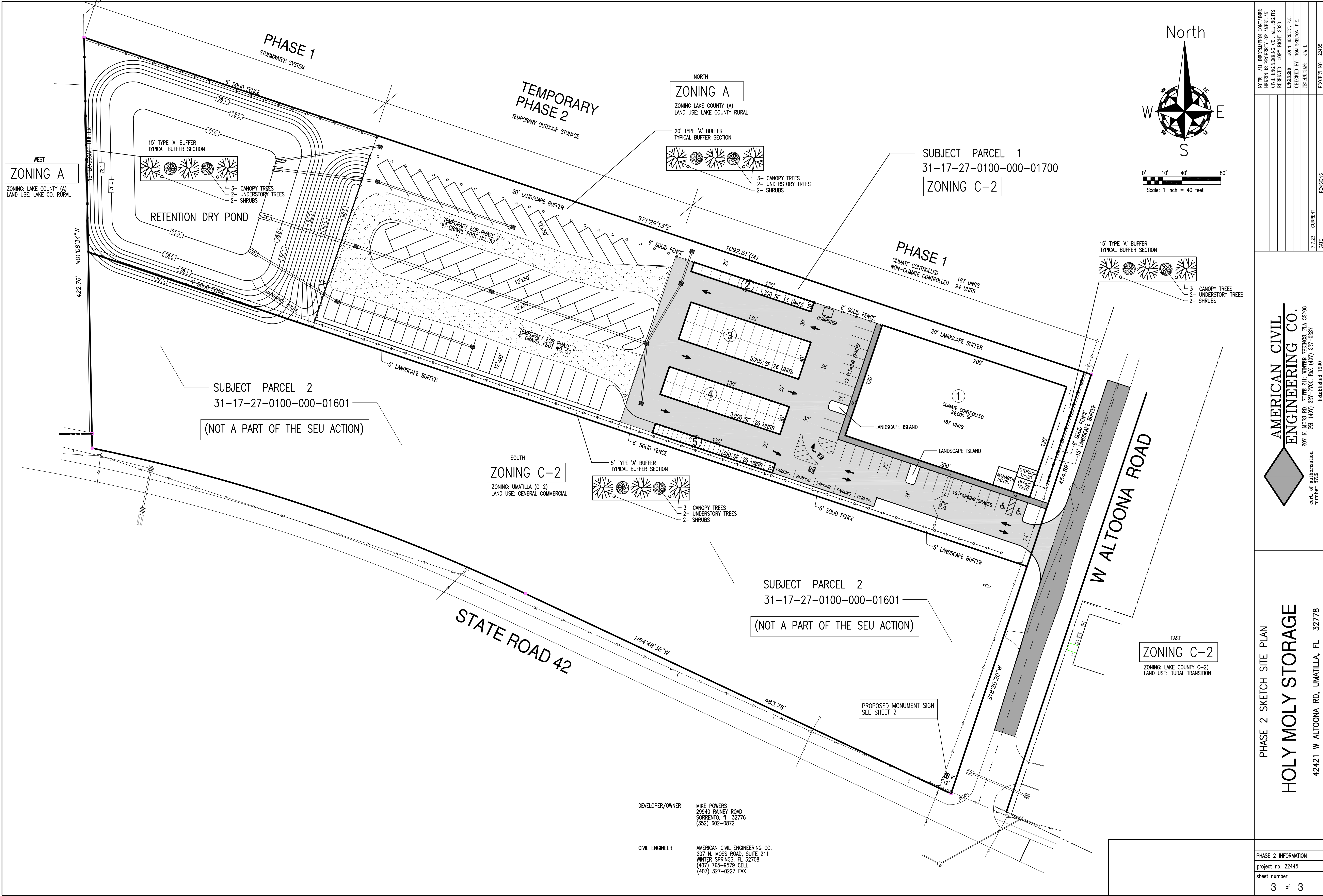
cert. of authorization
number 8729

BUILDING AND SIGNAGE INFORMATION

HOLY MOLY STORAGE

42421 W ALTOONA RD, UMATILLA, FL 32778

BUILDINGS & SIGNAGE
project no. 22445
sheet number
2 of 3



ORDINANCE 2023-18

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, APPROVING A SPECIAL EXCEPTION USE PERMIT TO ALLOW MINI WAREHOUSES, LOCATED IN THE C-2 ZONING DISTRICT FOR THE HEREAFTER DESCRIBED LANDS WITHIN THE CITY OF UMATILLA, FLORIDA; OWNED BY HOLY MOLY CONCEPTS, LLC AND LOCATED NORTH OF CR 42 AND WEST OF ALTOONA ROAD, UMATILLA, LAKE COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an application has been received by Mike Powers on behalf of Holy Moly Concepts, LLC, Owner, requesting a Special Exception Use Permit pursuant to Chapter 7 of the City Land Development Regulations to allow the property located north of CR 42 and west of Altoona Road, Umatilla, Florida (the “Property”), to be used for mini warehouses within the C-2 zoning district; and

WHEREAS, public notice has been provided as required by the Land Development Regulations of the City of Umatilla; and

WHEREAS, the City Council of the City of Umatilla acts in the capacity of the Planning & Zoning Board.

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

Section 1: Purpose and Intent.

That the Property in the zoning district of General Commercial (C-2), being situated in the City of Umatilla, Florida, shall hereafter be granted a Special Exception Use Permit to allow mini warehouses.

LEGAL DESCRIPTION: Lot 17, North of Highway 42, Francis J. Hinsons Plan of the Town of Altoona, according to the Plat thereof as Recorded in Plat Book 1, Page 28, Public Records of Lake County, Florida.

Alternate Key # 1392756

Section 2: Zoning Classification.

That the Property shall be granted a Special Exception Use Permit to allow mini warehouses located in the C-2 zoning district in accordance with Chapter 7, Section 2 of the Land Development Regulations of the City of Umatilla, Florida.

- a. The facility is to be used solely for the purposes of storage; retail sales and services with the exception of related sales associated with the use such as, but not limited to, boxes, tape, locks, pens are expressly prohibited; wholesale, manufacturing or other commercial uses are expressly prohibited.

- b. All lighting shall meet dark sky requirements.
- c. No outside storage.
- d. Development shall be in substantial conformance with the conceptual development plan attached as Exhibit "A".
- e. The Owner shall comply with all applicable provisions of the Land Development Regulations of the City of Umatilla.
- f. A special exception use that is not initiated within one (1) year of being granted shall not be established without a new public hearing in accordance with requirements of Chapter 7 of the Land Development Regulations.
- g. A special exception use that is abandoned for a period of six (6) months or more shall not be reestablished without a new public hearing in accordance with the requirements of Chapter 7 of the Land Development Regulations.
- h. West Altoona Road, the primary access for his project, is owned and maintained by Lake County. A Lake County Right-of-Way Permit will be required for access to SR19, furthermore, West Altoona Road is the preferred alignment for the North Lake Tail. Additional right-of-way and trail construction may be required.

Section 3: 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 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: Effective Date.

This Ordinance shall become effective upon passage.

PASSED AND ORDAINED in regular session of the City Council of the City of Umatilla, Lake County, Florida, this _____ day of _____, 2023.

 Kent Adcock, Mayor
 City of Umatilla, Florida

ATTEST:

Approved as to Form:

 Jessica Burnham
 City Clerk

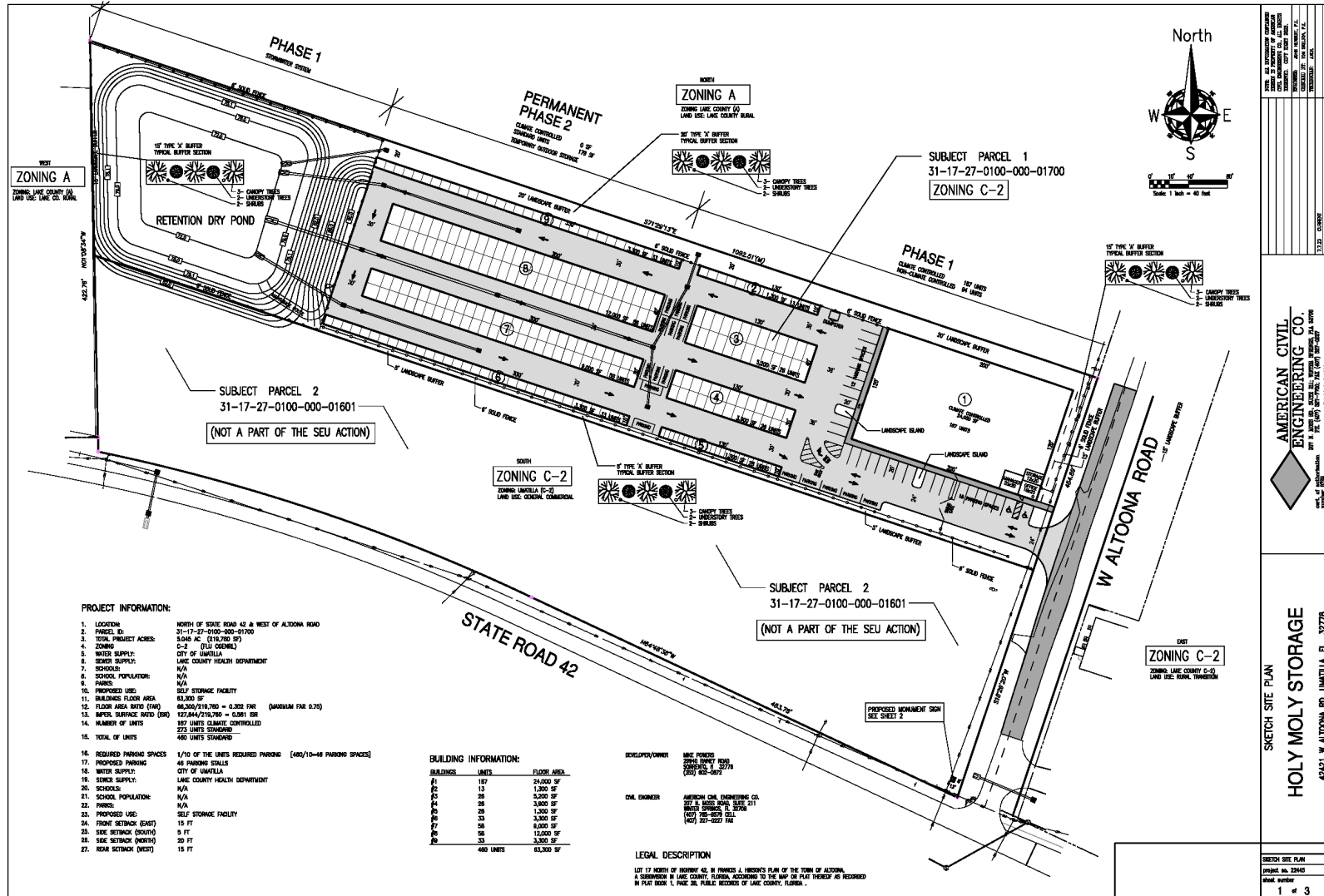
 Kevin Stone
 City Attorney

(SEAL)

Passed First Reading: _____

Passed Second Reading: _____

EXHIBIT "A"





CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: September 8, 2023

MEETING DATE: September 19, 2023

SUBJECT: One Hour Parking Request on SR19 - Harris Street to Guerrant Street

BACKGROUND SUMMARY:

The City staff has been requested to look into the possibility of limiting parking to "ONE-HOUR" on the stalls fronting businesses on State Road 19 between Harris Street and Guerrant Street. It appears that cars are parked in these stalls overnight and into the morning, so they are unable to be used by business patrons.

If directed, the City staff can order "ONE - HOUR PARKING" signs and have them installed within a few weeks.

RECOMMENDATIONS:

Approval of directing City Staff to order "ONE- HOUR PARKING" signs and have them installed within a few weeks.

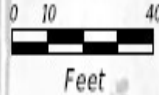
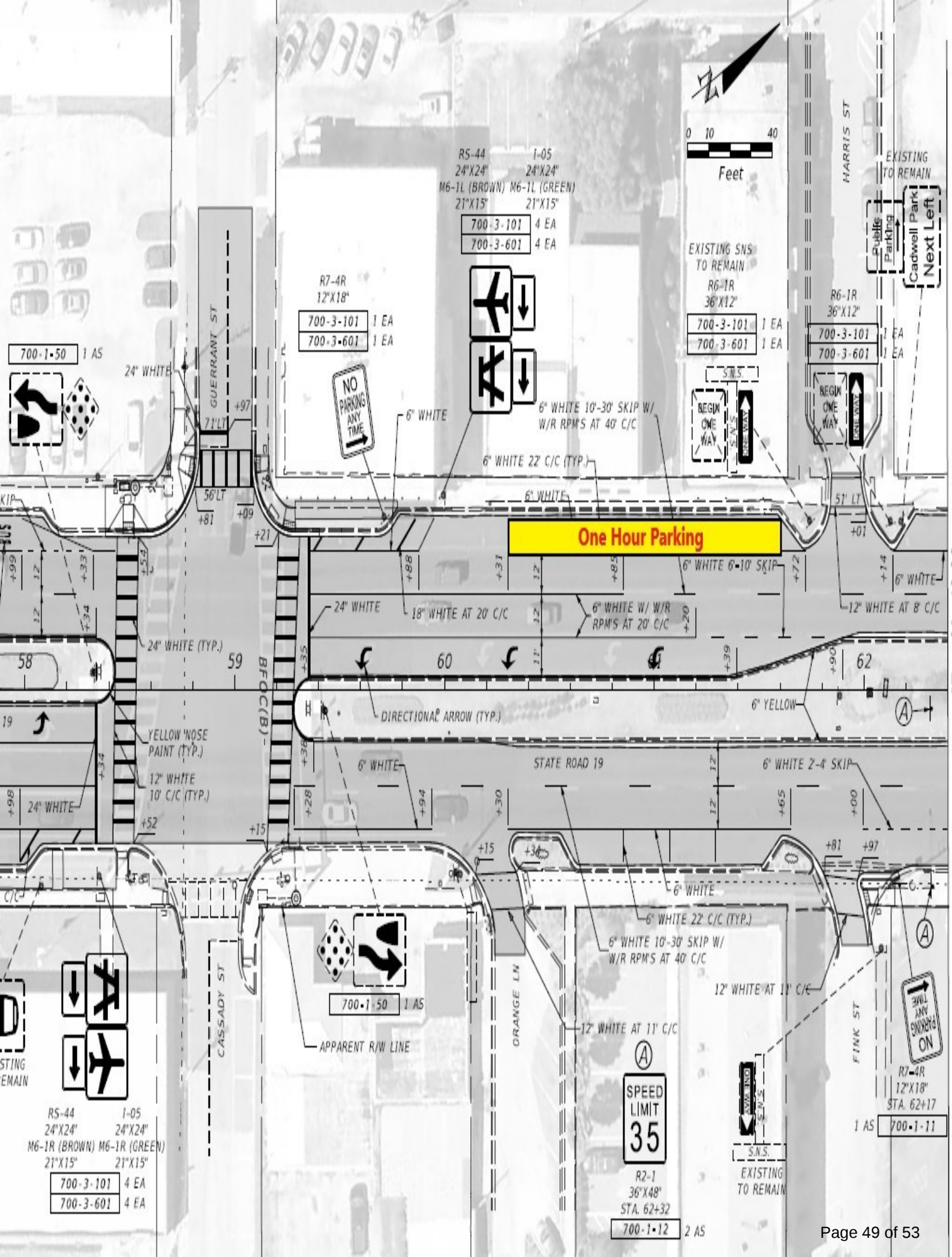
FISCAL IMPACTS:

The cost of signage if approved.

ATTACHMENTS:

1. One hour parking photo
 2. Location Map of One Hour Parking
-





RS-44 24"X24" 1-05 24"X24"
M6-1L (BROWN) M6-1L (GREEN) 21"X15" 21"X15"

700-3-101 4 EA
700-3-601 4 EA

R7-4R 12"X18"
700-3-101 1 EA
700-3-601 1 EA

EXISTING SNS TO REMAIN
R6-1R 36"X12"
700-3-101 1 EA
700-3-601 1 EA

R6-1R 36"X12"
700-3-101 1 EA
700-3-601 1 EA

EXISTING TO REMAIN
Public Parking
Cadwell Park
Next Left

One Hour Parking

SPEED LIMIT 35

R2-1 36"X48" STA. 62+32
700-1-12 2 AS

PARKING ON ANY TIME

R7-4R 12"X18" STA. 62+17
1 AS 700-1-11



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: September 11, 2023

MEETING DATE: September 19, 2023

SUBJECT: Discuss parking restrictions on Kentucky Avenue

BACKGROUND SUMMARY:

The City Staff has been asked to look at the traffic congestion and conflicts on Kentucky Avenue at the Post Office Exit Only - driveway, between Hunter Street and Ocala Street.

There are three new homes under construction and near completion directly west of the Post Office driveway. Concern was expressed that the congestion will become worse when the homes are occupied and if homeowners park cars along the street. This area near Ocala Street is a heavily traveled street serving the Post Office exit and the Circle K Convenience Store.

RECOMMENDATIONS:

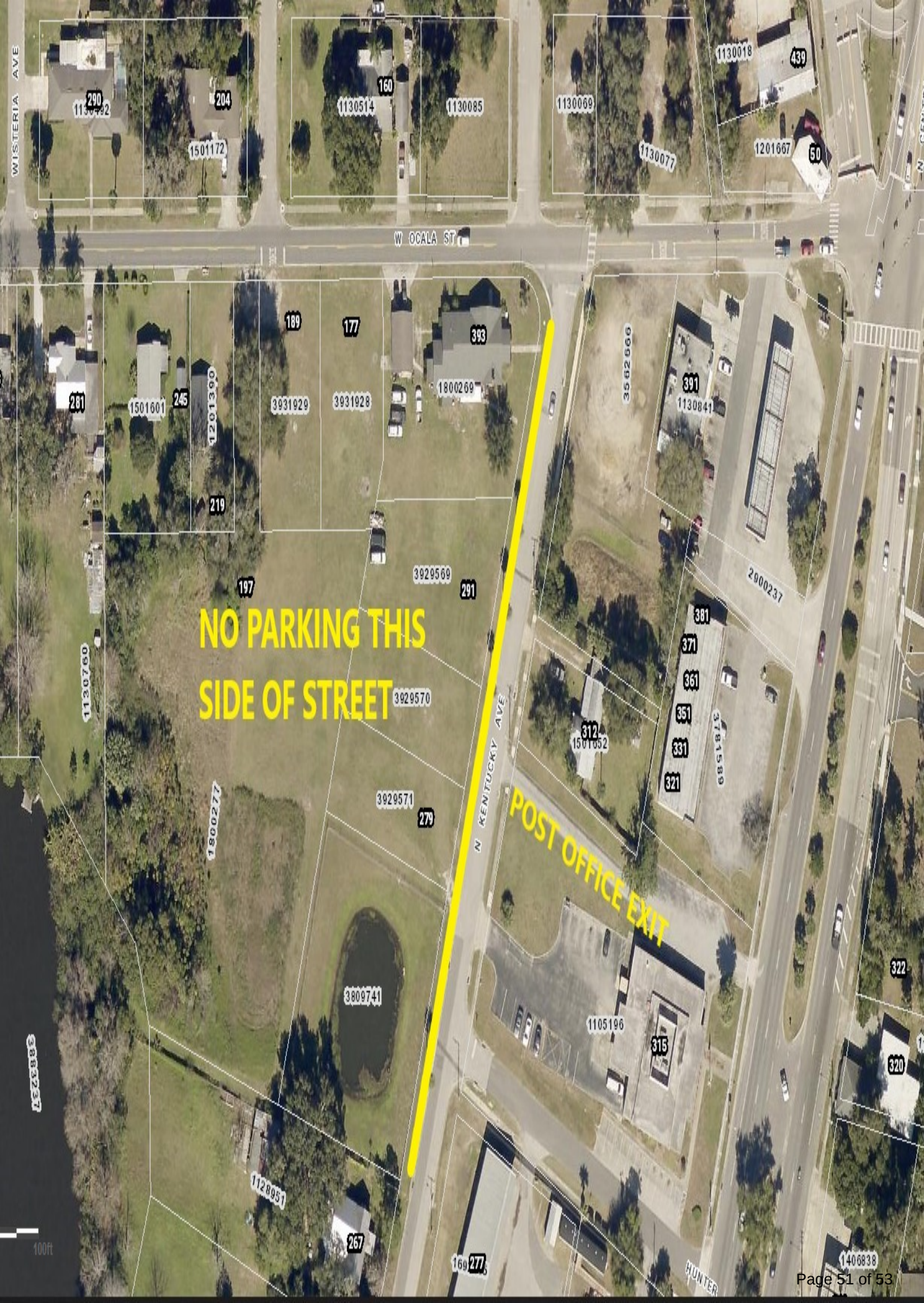
Staff will monitor the traffic conflicts and, if warranted, will install "NO PARKING THIS SIDE OF STREET" signs from Ocala Street to Hunter Street.

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Kentucky Street No Parking Map
-



NO PARKING THIS
SIDE OF STREET

POST OFFICE EXIT



Umatilla Public Library FY 22-23



August 2023

Library Monthly Statistics FY 22-23					
	Q 1	Q 2	Q3	August 2023	FY 22-23
Visits (<i>door count halved</i>)	11,077	10,604	10,004	3,717	38,273
Checkouts	8,044	9,308	9,553	3,798	34,126
E-Books (digital)	1,065	1,188	1,419	492	4,687
Total Circulation	9,379	10,496	10,972	4,290	39,083
New Patrons	70	105	132	31	371
Computer use	891	831	647	342	2,968
Adult Volunteer Hours	110	126	85	23.75	377
Attendance Family Programs	1,065	155	131	0	1,370
Attendance Adult Programs	67	84	135	53	446
Attendance Teen Programs	297	320	178	38	854
Attendance Juvenile Programs	402	470	572	0	1,655
Total # of Programs	114	127	86	14	365
Meeting room Rental	-	-	-	-	-
Cash to city (including cc)	\$ 1,434.03	\$ 3,561.34	\$ 1,493.44	\$720.40	\$7,742.70

Highlights

Caboose Beautification: The City of Umatilla contracted with Seth Sutphin of Precise Painting Enterprises to paint the exterior of the caboose and protect it against the elements. The beautiful orange color was selected by referring to the schematics from when the caboose was originally donated to the city and is historically accurate. This photo shows the details of yellow trim and crisp black accents.



Meeting Room Makeover: Precise Painting Enterprises also gave the library meeting room a fresh makeover. This project was funded by the Friends of the Umatilla Public Library.



UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF
August 22, 2023 through August 27, 2023

ARRESTS

8/23/2023	11:01 a.m.	Kerr, Jess Altoona	Aggravated battery person uses a deadly weapon; Burglary unoccupied conveyance unarmed; Damage property – Criminal mischief over \$200.00 less than \$1,000.00
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CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
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REPORTS FILED

8/22/2023	1:19 a.m.	Officers were called to a residence on Gregory Drive. The dispute was verbal both parties agreed to separate for the night.
8/25/2023	4:35 p.m.	Officer was flagged down referencing a possible fight at the Taco Bell on North Central Avenue. Was unfounded when officer arrived all was okay.
8/25/2023	9:28 p.m.	Officers responded to a miscellaneous call from the Dollar General on Lake Smith Road. The theft was thwarted by an officer.
8/27/2023	6:36 a.m.	Officers responded to a call from a residence on Highland Avenue the homeowner wanted to trespass someone. Person was gone on arrival.

ARRESTS	1
DISPATCHED CALLS	98
TRAFFIC STOPS	39
TRAFFIC CITATIONS ISSUED	2