



UMATILLA CITY COUNCIL MEETING

March 21, 2023 at 6:00 PM

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

AGENDA

Please silence your electronic devices

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. Approval of Meeting Minutes
- March 7, 2023 Regular City Council Minutes

PRESENTATIONS

2. Presentation by Florida Rural Water Association - Asset Management Plan
3. Water Conservation Month Proclamation

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

4. Approval of the Edward Byrne Memorial Justice Assistance Grant (JAG)

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

5. First Reading of Ordinance No. 2023-07, Establishing City of Umatilla Design Review Board
6. First Reading of Ordinance No. 2023-08, Prohibiting smoking and vaping in public parks within the City of Umatilla

NEW BUSINESS

REPORTS

7. Staff Reports

ADJOURNMENT

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

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

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



UMATILLA CITY COUNCIL MEETING

March 7, 2023 at 6:00 PM

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

MINUTES

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

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

ROLL CALL

MEMBERS PRESENT

Kent Adcock, Mayor

Chris Creech, Vice-Mayor

Katherine Adams, Council Member

John Nichols, Council Member

Brian Butler, Council Member

ALSO PRESENT

Scott Blankenship, City Manager

Kevin Stone, City Attorney

Jessica Burnham, City Clerk

Aaron Mercer, Development and Public Services Director

Adam Bolton, Chief of Police

Amy Stultz, Library Director

Sherie Lindh, Land Planner

Misti Lambert, Assistant to the City Manager

AGENDA REVIEW

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

MINUTES REVIEW

1. Approval of Meeting Minutes
- February 21, 2023 Regular City Council Minutes

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

PRESENTATIONS

PUBLIC COMMENT

Mayor Adcock opened public comment

Mary Johnson, 500 Rose Street, stated the residents would like growth to happen responsible.

Ray Rollins, inquired about the growth for the city and stated that the growth should be responsible.

Mayor Adcock closed public comment

CONSENT AGENDA

2. Uniform Collection Agreement, Lake County Tax Collector’s Office
3. First Amendment to Airport Ground Lease Agreement with the City of Umatilla and Right Rudder Ventures, LLC

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE CONSENT AGENDA; SECOND BY COUNCIL MEMBER BUTLER; MOTION APPROVED BY UNANIMOUS VOICE VOTE.

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

**The following three public hearings were heard together*

4. Final Reading Ordinance No. 2022-112, Coral Bay Annexation
5. Final Reading Ordinance No. 2022-113, Coral Bay Small-Scale Comp Plan Amendment

6. Final Reading Ordinance No. 2022-114, Coral Bay Rezoning

Attorney Stone read Ordinance No's 2022-112,113,114 by title only.

ORDINANCE 2022-112

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 7.02 ± ACRES OF LAND GENERALLY LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD; 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.

ORDINANCE 2022-113

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 7.02 ± ACRES OF LAND DESIGNATED LAKE COUNTY URBAN LOW TO SINGLE FAMILY MEDIUM DENSITY IN THE CITY OF UMATILLA FOR THE HEREAFTER DESCRIBED PROPERTY OWNED BY CORAL BAY DEVELOPMENT & INVESTMENT, LLC LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL 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.

ORDINANCE 2022-114

AN ORDINANCE OF THE CITY OF UMATILLA, COUNTY OF LAKE, STATE OF FLORIDA, RECLASSIFYING 7.02 ± ACRES OF LAND ZONED LAKE COUNTY AGRICULTURE (A) TO THE DESIGNATION OF SINGLE FAMILY MEDIUM RESIDENTIAL DISTRICT (R-5) FOR THE

HEREAFTER DESCRIBED PROPERTY OWNED BY CORAL BAY DEVELOPMENT & INVESTMENT, LLC LOCATED SOUTH OF PERU ROAD AND WEST OF MAXWELL ROAD; 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 this agenda item and asked council to consider things heard during the first reading of the ordinances.

Sherie Lindh, LPG Planning Group, provided council with an overview of the agenda items and stated the owner is seeking annexation, small scale comprehensive plan amendment and rezoning for a sixteen-lot single family subdivision.

Brett Howell, applicant, spoke on the project and mentioned that the proposed street and associated stormwater collection and treatment system will be privately maintained by the homeowner's association.

Mayor Adcock opened public comment

Pat Sykes, Peru Road, inquired about the utilities, the street lights, and stated this is a rural area.

Ray Rollins, inquired about the zoning for the property

Mayor Adcock closed public comment

Discussion took place on leaving the property in the county versus having it in the city.

MOTION BY COUNCIL MEMBER BUTLER TO APPROVE THE FINAL READING OF ORDINANCE NO. 2022-112, CORAL BAY ANNEXATION; SECONDED BY VICE MAYOR CREECH. MOTION PASSED BY ROLL CALL VOTE (4-1).

Council Member Butler	YES
Vice Mayor Creech	YES
Council Member Adams	YES
Council Member Nichols	YES
Mayor Adcock	NO

MOTION BY VICE MAYOR CREECH TO APPROVE THE FINAL READING OF ORDINANCE NO. 2022-113, CORAL BAY SMALL-SCALE COMP PLAN AMENDMENT; SECONDED BY COUNCIL MEMBER BUTLER. MOTION PASSED BY ROLL CALL VOTE (4-1).

Vice Mayor Creech	YES
Council Member Butler	YES
Council Member Adams	YES
Council Member Nichols	YES
Mayor Adcock	NO

MOTION BY COUNCIL MEMBER BUTLER TO APPROVE THE FINAL READING OF ORDINANCE NO. 2022-114, CORAL BAY REZONING; SECONDED BY COUNCIL MEMBER NICHOLS. MOTION PASSED BY ROLL CALL VOTE (4-1).

Council Member Butler	YES
Council Member Nichols	YES
Council Member Adams	YES
Vice Mayor Creech	YES
Mayor Adcock	NO

7. Final Reading Ordinance No. 2023-03, Umatilla Farmers' Market

Attorney Stone read the Ordinance by title only.

ORDINANCE 2023-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, AMENDING ORDINANCE 2005-C TO ADOPT A MASTER DEVELOPMENT AGREEMENT RELATING TO REAL PROPERTY CURRENTLY ZONED COMMERCIAL PLANNED UNIT DEVELOPMENT (CPUD) CONSISTING OF APPROXIMATELY 9.82 ± ACRES OF PROPERTY LOCATED NORTH OF BULLDOG WAY AND WEST OF SR 19, UMATILLA, FLORIDA; AMENDING THE APPROVED USES; AMENDING THE CONCEPTUAL SITE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN

CONFLICT HEREWITH; PROVIDING FOR SCRIVENER'S ERRORS AND PROVIDING FOR AN EFFECTIVE DATE

Mr. Blankenship stated the applicant is requesting a continuance to the May 2, 2023 Regular City Council Meeting.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE A CONTINUANCE TO THE MAY 2, 2023 REGULAR CITY COUNCIL MEETING; SECONDED BY VICE MAYOR CREECH. MOTION PASSED BY UNANIMOUS VOICE VOTE.

NEW BUSINESS

8. Airport Ground Lease Agreement between the City of Umatilla and X23 Hanger Holdings, LLC

Mr. Blankenship spoke of the ground lease and mentioned this follows prior ground leases that the city currently has in effect.

MOTION BY COUNCIL MEMBER NICHOLS TO APPROVE THE AIRPORT GROUND LEASE AGREEMENT BETWEEN THE CITY OF UMATILLA AND X23 HANGER HOLDINGS, LLC; SECONDED BY COUNCIL MEMBER BUTLER. MOTION WAS APPROVED BY A UNANIMOUS VOICE VOTE.

REPORTS

9. City Manager Report:
 - The Applicant has withdrawn the application for Fletcher Road Small-Scale Comp Plan Amendment for Multi-Family High Density.

Mr. Blankenship stated that the applicant for the Fletcher Road Small-Scale Comp Plan Amendment has withdrawn their application.

10. Staff Reports

Attorney Stone had no report

Mayor Adcock inquired about the legislative and house bill 1331.

Council Member Butler had no report

Council Member Adams advised everyone that on April 6th the museum would be holding their annual BBQ event.

Council Member Nichols had no report

Vice Mayor Creech had no report

Mayor Adcock mentioned the Masons just celebrated their 150th anniversary.

Amy Stultz, Library Director, mentioned the city-wide yard sale that happened on March 4th was a great success.

Adam Bolton, Chief of Police had no report

Aaron Mercer, had no report

ADJOURNMENT

With no further business for discussion, meeting adjourned at approximately 6:54 p.m.

Kent Adcock, MAYOR

Jessica Burnham
City Clerk



**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: March 10, 2023

MEETING DATE: March 21, 2023

SUBJECT: Presentation by Florida Rural Water Association

BACKGROUND SUMMARY:

As a condition of our State Revolving Fund Loan for the Umatilla-Eustis Sewer Project, the City is required to develop an Asset Management Plan. The Florida Rural Water Association has provided, at no cost to the City, the Plan that meets the States guidelines. Mr. George Glover, with the FRWA, developed the Plan and will provide an executive summary presentation of his finding.

RECOMMENDATIONS:

Recommend approval and adoption of the asset management plan as presented

FISCAL IMPACTS:

None

ATTACHMENTS:

1. City of Umatilla Waste Water Asset Management and Fiscal Sustain Ability Plan.
-

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

BOARD of DIRECTORS

PATRICIA CICHON
Monticello
President

BRUCE MORRISON
Niceville
Vice President

WILLIAM G. GRUBBS
Tallahassee
Secretary/Treasurer

ROBERT MUNRO
Orlando
National Director

TOM JACKSON
Fort Myers

SCOTT KELLY
Atlantic Beach

JOHN BOSTIC III
Zephyrhills

Executive Director

GARY WILLIAMS
Tallahassee



EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

February 27, 2023

Mr. Aaron Mercer
Director of Development and Public Services
P.O. Box 2286, 1 South Central
Umatilla, FL 32784

Mr. Mercer,

The Florida Rural Water Association is pleased to submit the following Wastewater System Asset Management and Fiscal Sustainability Plan (AMFSP) to the City of Umatilla. FRWA prepared this Plan for the City in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program to identify your wastewater system's most urgent and critical needs.

This report assesses the current conditions of your wastewater fixed capital assets and more importantly provides recommendations, procedures, and tools to assist with long-range asset protection and wastewater utility reinvestment. FRWA will be available to support AMFSP recommendations and implementation. The following report is considered a living document with tools for your use and must be updated at least annually (recommended quarterly updates) by utility management. We provide electronic copies for your use and future modification. FRWA is available to assist in updating and revising the City's AMFSP.

Umatilla is a valued FRWA member and it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of wastewater system fiscal sustainability and maintaining your valuable wastewater utility assets. Florida Rural Water Association has enjoyed serving you and wishes your wastewater system the best.

Sincerely,
George Glover
FRWA Utility Asset Management

Copy: Raymond Chase, FDEP Clean Water State Revolving Fund
Gary Williams, FRWA Executive Director

CITY OF UMATILLA

UMATILLA WASTE WATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN



Prepared for
City of Umatilla
Permit FLA010505

Prepared by:
FLORIDA RURAL WATER ASSOCIATION
Asset Management Program

In partnership with
Florida Department of Environmental Protection
&
Clean Water State Revolving Fund Program



TABLE OF CONTENTS

Executive Summary..... 4

Priority Action List..... 5

Introduction 7

Asset Management Plan 8

Implementation 9

Level of Service: (LOS)..... 10

Best Management Practices (BMP)..... 12

System Description 12

Current Asset Conditions 14

Operations and Maintenance Strategies (O&M) 17

Capital Improvement Plan (CIP) 19

Financial..... 21

Energy Management..... 21

Conclusions..... 25

Implementing this Asset Management and Fiscal Sustainability Plan 26

Funding Sources for Water and Wastewater Systems 27

Closing 28

Appendix A: Example Resolution 29

Master Asset List..... 30

EXECUTIVE SUMMARY

ASSET MANAGEMENT PLAN DEFINED

Asset Management Plan (AMP) - The International Infrastructure Management Manual defines an asset management plan as; "a plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost effective manner to provide a specific level of service."

Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. Asset management is implemented through an asset management program and includes a written asset management plan.

BENEFITS OF AN AMP

Implementing and maintaining an active Asset Management Plan: Will provide numerous benefits to the Utility and its Customers:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions through informed, efficient and focused operations and maintenance.
- Increased operational efficiencies
- Informed operational and management decisions
- Increased knowledge of asset criticality; thus improving the response to emergencies
- Meeting consumer demands with a focus on system sustainability and improved communication
- Setting rates based on sound operational and financial planning
- Budgeting by focusing on activities critical to sustained performance
- Meeting system service expectations and regulatory requirements
- Reducing overall costs for both operations and capital expenditures
- Improving security and safety of assets

Capital improvement projects that meet the true needs of the system and community

STATE REVOLVING FUND REQUIREMENTS

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7).

AMP DEVELOPMENT STAKEHOLDERS

The development of this AMFS plan involved the collective efforts of Umatilla City Management and Staff, Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and Florida Rural Water Association (FRWA). FRWA resources include: Engineers, Certified Operators and Rate Sufficiency Analysts.

PRIORITY ACTION LIST

Based on the State requirements for participation in the State Revolving Fund Program (SRF), a Preliminary Action Plan was developed to help Umatilla prioritize action items and establish target dates for timely completion.

CITY OF UMATILLA					
WASTEWATER SYSTEM PRIORITY ACTION LIST					
Priority	Action Items	Cost Estimate	Projected Start	Completed	Responsible Parties
High	Adopt WWAMFSP by Resolution	None	March 2023		City Council
High	Implement a CMMS tool such as Diamond Maps	\$45/Per Month	April 2023		Development and Public Services Director, City Council
High	Complete Rate Study/RevPlan	None	June 2023		FRWA, City Staff
High	Continue with LS #6 Replacement	\$925,000	FY 2023		Development and Public Services Director
High	Conduct an Energy Audit	Free By FRWA	FY 2023		Development and Public Services Director
Medium	Develop/Implement Wastewater Collection Operating & Maintenance Plan	TBD	FY2024		Public Works Director, Utilities Manager, Director of Development and Public Services
Medium	Repair three Poor Manholes at 250 N Orange St, W Skyline Dr. and W. Skyline Dr. Raise two Manholes on Bulldog Way	\$6,500	FY2024		Development and Public Services Director, Public Works Director
Medium	Replace Defective Rain Shields in Manholes on Grove St.	\$200	FY2023		Development and Public Services Director, Public Works Director
Medium	Smoke Test the Collection System to Identify any Leaks	Minimal/FRWA Can Help	FY2023		Development and Public Services Director
Medium	Clean out and Patch Coatings in Manholes at Wendell Ct, Outlook St., Bonaire Pl., Guerrant St., Kristen Ct., E Lake St., N. Oak Ave., Daphne Ave.	\$5,500	FY2024		Development and Public Services Director, Public Works Director
High	Continue Exploring Funding for Backup Pumping/Power for Lift Stations	TBD	On Going		Development and Public Services Director
High	Update Diamond Maps	None	Annually		Development and Public Services Director

FISCAL STRATEGY AND AMP PROCESS RECOMMENDATIONS

Based on this asset management and fiscal sustainability study, specific recommended action items related to Capital Expenditures (CAPEX) and Operating Expenditures (OPEX) and over the next five years are as follows:

1. Adopt this Asset Management and Fiscal Sustainability (AMFS) study in the form of a Resolution (see Appendix A for an example AMFS Resolution at the end of this document)
2. Continue to engage with a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical CAPEX and OPEX as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study (a synopsis of wastewater utility funding programs can be found here <http://www.frwa.net/funding.html> and <http://efcnetwork.org/wp-content/uploads/2017/05/FL-Water-Wastewater-Funds-2017.pdf>)
 - FDEP-State Revolving Fund (SRF)
 - Water Management District
 - Community Development Block Grant (CDBG)
 - Community Budget Issues Request
 - FDEO Rural Infrastructure Fund Grant (RIF)
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP), and Computerized Maintenance Management System (CMMS), or an equivalent software program.
6. Continue to build your asset management program by:
 - Collecting critical field data and assessments on any remaining assets
 - Improving on processes which provide cost savings and improved service
 - Implementing a checklist of routine maintenance measures
 - Benchmarking critical processes, annually
 - Develop policies that will support funding improvements
 - Develop manuals and guidelines for critical processes
 - Identify responsible persons or groups to implement critical assets and processes
 - Attend Asset Management training; annually.

INTRODUCTION

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are required to implement an asset management plan to promote utility system long-term sustainability. To be accepted for the **financing rate adjustment and to be eligible for principal forgiveness /reimbursement**, an asset management plan must:

1. Be adopted by ordinance or resolution.
2. Have written procedures in place to implement the plan.
3. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system.
2. An evaluation of utility system assets' current age, condition and anticipated useful life of each asset.
3. Current value of utility system assets.
4. Operation and maintenance cost of all utility system assets.
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life.
6. An analysis of funding needs.
7. The establishment of an adequate funding rate structure.
8. An asset preservation plan to include renewal, replacement, repair as necessary and a risk assessment to identify risks and consequences of failure as it pertains to replacement.
9. An analysis of population growth and wastewater treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures.
10. A threshold rate set to ensure proper wastewater system operation and maintenance; if the potential exists for the project sponsor to transfer any of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of WWS assets. It assists in determining such things as:

1. Asset maintenance, repair, or replacement cost.
2. Accurate and timely capital improvement project budgeting.
3. Forecasting near and long-term capital improvement needs.
4. Whether the WWS is equipped for projected growth.
5. Adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound management procedures and a sound process of communication between the two areas. Therefore, asset management requires a healthy fiscal outlook, considering the costs are high to properly operate and maintain the assets of a wastewater system. Timely expenditures for proper servicing and care of current

assets are relatively small when compared to emergency repair and replacement expenditures when a component failure due to neglect.

Having this solid AMFSP in place will also benefit the City of Umatilla in determining which assets are to be insured and for what amount. Additionally, the Clean Water State Revolving Fund (CWSRF) requires a WWS to adopt and implement an AMFSP to qualify for loan interest rate reduction. An AMFSP helps a system more effectively and efficiently identify its capital improvement needs and solutions.

While creating the AMFSP the intended approach by FRWA is to assist Umatilla with conducting a basic inventory and condition assessment of its current assets. It is expected that Umatilla will periodically re-evaluate the condition of its assets (suggested at least annually) to determine asset remaining useful life. A reminder/tickler can be established to remind staff that a given component is nearing time for servicing, repair, or replacement. This will give Umatilla the necessary tool to track and record how the system functions allowing for an aggressive approach to addressing problem areas.

Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document. It is prudent for annual review and revise as necessary, resulting in a practical and useful tool for staff.

ASSET MANAGEMENT PLAN

Components of Asset Management

Asset Management can be described as ‘a process for maintaining a desired level of customer service at the best appropriate cost’. Within that statement, ‘a desired level of service’ is simply what the utility wants their assets to provide. ‘Best appropriate cost’ is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility’s assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system’s future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility’s future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility’s assets?
2. What is the desired Level of Service? (LOS)
3. What assets are considered critical to meeting the required LOS?

- 4. What are the utility’s Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset’s minimum Life Cycle Cost strategies?
- 5. What is the utility’s long term financial strategy?

IMPLEMENTATION

In developing this plan, the FRWA has collected information on much of Umatilla’s wastewater system assets. The information has been entered into Diamond Maps, a cloud based geographical information system (GIS), which is the preferred method of FRWA. FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps would have a small monthly cost with the rates listed in the following table. The software is easy to use, as it is set up for small communities and for water/wastewater systems. It is not required for Umatilla to obtain and use this particular system. However it is highly recommended by FRWA due to before mentioned details.

DIAMOND MAPS	
Meter Count	Unlimited-Use Subscription
250	\$15 Per Month
500	\$20 Per Month
1,000	\$30 Per Month
2,000	\$45 Per Month
3,000	\$60 Per Month
4,000	\$75 Per Month
5,000	\$90 Per Month
10,000	\$165 Per Month

Umatilla currently does not use any type of GIS or computerized work order system. Being able to keep Data current is critical for a utility as they move forward as they plan for different funding opportunities to rehabilitate and or replace assets throughout the system. In daily operations issuing work orders for maintenance or new repairs and assigning the tasks to staff along with then recording it into the system is a timely often overlooked burden. By upgrading Umatilla will become more cost effective and have complete records at the tips of your fingers.

In addition to the CMMS tool, Diamond Maps, The Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps. By inputting your accurate budgetary, O&M, CIP, existing asset

and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

LEVEL OF SERVICE: (LOS)

The required level of service is a set of features that describe the utility's short-and long-term performance standards, as well as the customer's expectations. Quality, quantity, reliability, environmental, health and cost associated with delivering the product at those standards are elements that can define level of service and associated system performance goals.

Why should a utility need to determine LOS?

Let's take a look at some of the Benefits of an LOS's...

- Concentrate (focus) efforts and resources on agreed on service levels
- Less service-level-defined-by-notion
- Communicate service expectations and choices increased services equal increased costs
- Negotiate (regulators and council/commission/board) discussion of trade-offs and risks, costs and budgets, rate impacts, reinvestments for renewal, level of risk

As a Provider of Water and or Wastewater service, a Utility must decide what level of service is required for its customers.

Questions to ask in determining Level of Service:

1. What requirements are set by State and/or Federal Regulatory agencies?
2. What are the utility's performance goals?
3. What level of service do the utility's stakeholders and customers demand or expect?
4. What are the physical capabilities of the utility's assets in relation to the Level of Service?

Knowing your utility's required level of service and what your systems are capable of producing will help implement your asset management plan. Communicate to stakeholders what is being done and where your Goals are set. Information about customer demand and data from utility commissions or boards, and information from other stakeholders can be used to develop the statement.

Analyze customer demand and satisfaction, use this to develop **S.M.A.R.T.** goals.
Think **S.M.A.R.T.** when developing level of service goals.

Set targets and goals for your system, by being **S.M.A.R.T.** you will not only be setting Goals; you will be achieving them as well.



To achieve the desired Goals, targets should be set, by assessing individual parameters and metrics that when put in place will help the utility direct their efforts and resources towards a previously agreed on goal. These goals are set in an agreement between the utility and its customers.

Guidelines for setting these goals include:

- Make the goals **S**pecific and well defined. It should be clear to anyone with even a basic knowledge of the utility.
- Make the goals **M**easurable. You have to know if you are successful or not and must be able to see where completion lies ahead. You must also be able to determine when success is achieved.
- The goals must be **A**ttainable. Setting a goal to have no water outages whatsoever is great but unrealistic. A better choice would be to set a goal that no outage would exceed six hours, for example.
- The goals must be **R**ealistic. The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a huge part in setting realistic targets.
- The goals must be **T**ime based. There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.

The goals that are established should take into account costs, budgets, rates, service levels, and level of risk.

The LOS items for Umatilla must be specific to Umatilla's wastewater systems and would be discussed and agreed upon by management and staff. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. Below is a sample of what Umatilla's L.O.S. Goals may consist of.

CITY OF UMATILLA			
LEVEL OF SERVICE GOALS			
Service Area	Goal	Performance Target	Reporting
Health/Safety	Reduce The Number of Sanitary Sewer Overflows.	Reduce The Number of SSO's By 10% Annually	Report SSO's Monthly Compared to Previous Year.
Asset Preservation and Condition	Improve Preventive Maintenance (PM)	Complete All PM Within 5 Business Days.	Report All PM Monthly to Public Works Director
Asset Preservation and Condition	Improve Predictive Maintenance (PdM)	Complete All PdM Within 10 Business Days.	Report All PdM Monthly to Public Works Director
Service Quality And Cost	Enact an Automatic Inflationary Rate Adjustment Annually	Compare Rates to Current Needs Using RevPlan	Annually to Umatilla City Council

SAMPLE L.O.S. GOALS

BEST MANAGEMENT PRACTICES (BMP)

Utility owners, managers, and operators are expected to be good stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMP) is an excellent tool and philosophy to implement. BMP can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility’s resources.

The purpose of an Asset Management Plan (AMP) is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMP is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

SYSTEM DESCRIPTION

CITY OF UMATILLA

The City Umatilla is located in northern Lake County in central Florida and was incorporated in 1904. The City is known as the Gateway to the Ocala National Forest, and nature’s Hometown. Founded in 1856 by Nathan J. Trowell, the name Umatilla was suggested by William A. Whitcomb and taken from an Oregon town of the same name. The Native American meaning of Umatilla is “laughing waters” and was registered with the U.S. Land Office in Gainesville FL. In 1876.

FORM OF GOVERNMENT

The City of Umatilla is a Council-Manager form of government. The Umatilla City Council consists of a Mayor, Vice Mayor and three Council Members and is comprised of five city residents elected at large

during municipal elections held on even numbered years. The City Council is the legislative body of the City with the power to adopt Ordinances (including the annual budget), Resolutions and regulations. The Mayor is recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of serving civil process. Council Members serve a term of four years.

CITY OF UMATILLA		
CITY COUNCIL MEMBERS		
City Council Members	Title	Seat
Brian Butler	Council Member	City Council Seat #1
Chris Creech	Vice Mayor	City Council Seat #2
John Nichols	Council Member	City Council Seat #3
Kent Adcock	Mayor	City Council Seat #4
Katherine "Kaye" Adams	Council Member	City Council Seat #5

MANAGEMENT

The City Manager serves at the pleasure of the City Council as the administrative head of the City government. The City Manager directs and supervises the administration of all City Departments. The Public Works Department is managed by the Director of Development and Public Services with the daily operations overseen by the Public Works Director. The Public Works Director runs the daily general operations in accordance with Federal and State regulatory and related permits as well as local ordinances, codes and policies put into place by the City Council. The Director of Development and Public Services will manage and administer this AMFS plan.

CITY OF UMATILLA	
MANAGEMENT STAFF	
Staff	Title
Scott Blankenship	City Manager
Aaron Mercer	Development and Public Services Director
Vaughn Nilson	Public Works Director

STAFF

The Public Works Staff is tasked with maintaining and operating the City’s waste water collection system. A team comprised of Staff from the City of Umatilla will be tasked for administering the AMFS plan, with appointees performing asset management and planning responsibilities. The team, under the direction of the Director of Development and Public Services, will be responsible for preparing, implementing, and

updating this plan. The success of the City of Umatilla’s AMFS Plan will be directly dependent upon these Individuals.

CITY OF UMATILLA	
UTILITY STAFF	
Staff	Title
Josh Fixl	Utility Manager
Levi Hatcher	Water Supervisor
Terry Neeley	Utility Plant Operator
Brian Lightfoot	Utility Tech I
Justin Cox	Utility Tech III

SYSTEM COMPONENTS

The City of Umatilla has entered into an agreement with the City of Eustis (Resolution 2018-46) for a wastewater treatment plant capacity reservation and bulk treatment agreement. With this agreement in place Umatilla has constructed a wastewater holding facility consisting of one grit screen, one 1,000,000 gallon aerated wastewater holding tank, one Ferrous Sulfate Chemical Injection System, a pumping station for influent flow from the City and a metered pumping station for effluent flow to the City of Eustis. The system also includes approximately twenty seven thousand five hundred (27,500) feet of force main ranging from eight (8) to twelve (12) inches in diameter. When these components are brought online the current wastewater treatment plant will be abandoned.

The collection system is comprised of the following: approximately three hundred seventy one (371) manholes; ten (10) Lift Stations; each consisting of two duplex submersible pumps, electrical control panel, wet well, valve box, check and operating valves and backup power standby generators. Two (2) simplex grinder pump stations; and approximately eighty four thousand nine hundred thirty (84,930) feet of gravity sewer mains ranging from four (4) to twelve (12) inches in diameter, and thirteen thousand two hundred sixty feet of force main lines ranging from three (3) to six (6) inches in diameter.

CURRENT ASSET CONDITIONS

Every wastewater system is made up of assets. Some you can see, some you cannot. These are the physical items such as valves, pipes, tanks, motors, manholes, buildings, etc. Each is important in its own way and serves a function to make the system operate, as it should. One trait common to all assets is that they lose value over time. With age comes deterioration. With deterioration comes a lessened ability to provide the level and type of service the utility should to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age.

Operation costs can rise with age as equipment becomes worn and less efficient. Increased equipment failure can lead to issues such as customer problems and negative environmental impacts. At some point, it is wise to replace components rather than continue with more frequent and costly repairs. Managing these assets properly helps a utility make better decisions regarding their system's many parts.

How the utility manages the consequences of equipment failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. For example, a fence surrounding a well site or lift station, though important, is not as vital or 'critical' to the utility as a well pump or lift station pump.

Factors that contribute to asset failure are numerous and include age, environment (weather, corrosive environments), excessive use, improper maintenance, etc.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources.

Implementing CMMS will ensure the Utilities' assets last longer, perform better and provide the most reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders could be created and scheduled to make sure the work is assigned and completed. FRWA staff is available to assist in creating these lists as well as provide training in Diamond Maps to make staff self-sufficient.

COLLECTION SYSTEM

The City has taken an aggressive stance with repairing and maintaining the collection system over the last several years. This shows, as the collection system is in good working order with very few issues noted during the AMP process.

MANHOLES

FRWA along with Staff from the City located and assessed 305 of the 371 manholes with-in the collection system. This information has been recorded and entered into Diamond Maps.

During assessment to determine condition we looked for the following:

- Ensure the proper lid is installed
- The condition of the ring and ensuring it is installed properly.
- Any signs of inflow and infiltration (I/I) and organic growth.
- Condition of the walls, coatings, bricks, joints, bench and troughs.
- Construction materials.
- Dirt, debris any clogs or any potential material that would cause a blockage in the system.

Most of the manholes with in system appear to be in average or better condition.

The City has taken an aggressive stance on reducing the amount of Inflow/Infiltration (I/I) with-in the collection system. Water tight covers have been installed along with CIP lining of the gravity mains and recoating the manholes within the system. This was evident during the collection process as very little evidence of I/I were present.

To identify any leaks in the collection system FRWA's recommendation is to smoke test the system to identify any open lines or leaks. FRWA can assist with the testing at a low cost to Umatilla.

It is common for these types of leaks to be on the customer's side with open clean outs damaged laterals and such. As a way to keep the I/I out of the system and keep more net gain in the bank, smoke testing the system annually is a cost effective way to protect your investments in the waste water system.

The overall condition of the 305 manholes assessed are as follows:

- 138 are in good condition
- 106 are in average condition
- 2 are in excellent condition
- 3 are in poor condition
- 29 were sealed shut
- 27 are privately owned

While the overall condition of a manhole may be average this doesn't mean that no maintenance is needed. Of the 305 manholes assessed blockages in the troughs were found and should be addressed. The following is recommended repairs to the manholes within the collection system.

- Continue to collect any missing manholes within the system.
- Repair three Poor Manholes at 250 N Orange St, W Skyline Dr. and W. Skyline Dr.
- Seal and clean out the man hole on W Skyline Dr.
- Clean out and patch Coatings in Manholes at Wendell Ct, Outlook St., Bonaire Pl., Guerrant St., Kristen Ct., E Lake St., N. Oak Ave., Daphne Ave.
- Smoke test the system to identify any leaks.
- Raise two Manholes on Bulldog Way, Replace Defective Rain Shields in Manholes on Grove St.

Cost estimates for repairing manholes \$12,200.00

LIFT STATIONS

Umatilla owns and operates ten lift stations, and two grinder pump stations within the collection system. Each contains a wet well, two submersible pumps, an electrical control panels, valves, and four have standby generators. FRWA assessed all components at the lift stations within the collection system during the AMP process and recorded the information into Diamond Maps. With the exception of Lift Station #6 all are in average or better working condition.

Lift Station #6

The wet well has a large amount of infiltration at the inverts and around the joints. The dry well (valve box) is holding water and the valves and pipes were submerged.

The City is currently in the process of replacing this lift station with construction set to begin in March 2023. FRWA recommends going forward with the replacement.

Total Cost Estimate for replacing Lift Station #6 \$925,000

At this time Umatilla has three lift stations not equipped with a stand by generator, while generators provide backup power they will not help if the Lift Station was to fail from a mechanical issue. Standby transfer pumps will provide backup pumping in the event of a power loss and a mechanical failure. It is recommended that each lift station have backup pumping capabilities in order to prevent SSOs in emergency situations. Umatilla should consider both backup pumping alternatives and choose the best fit for the System.

OPERATIONS AND MAINTENANCE STRATEGIES (O&M)

O&M consists of preventive and emergency / reactive maintenance. In this section, the strategy for O&M varies by the asset, criticality, condition and operating history. All assets have a certain risk associated with them. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed and during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore reduce the overall risk of asset failure. The maintenance strategy will be revisited annually.

PREVENTIVE MAINTENANCE

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

- Regular and ongoing annual tasks necessary to keep the assets at their required service level.
- Day-to-day and general upkeep designed to keep the assets operating at the required levels of service
- Tasks that provide for the normal care and attention of the asset including repairs and minor replacements
- The base level of preventative maintenance is defined in the equipment owner's manual.

These preventive maintenance guidelines are supplemented by industry accepted best management practices. Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased 2 to 3 times when compared to run until failure mode of operation. Communities that have implemented preventive maintenance practices from their operating budget can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed because of inadequate funding or staffing must be projected into future operating budgets to achieve life expectancy projected by the manufacturer and engineer.

The table below is a sample O&M Program and is based on BMPs, manufacturers' recommended service intervals, staff experience, and other sources. City staff based on their historical knowledge and

information gleaned from plant O&M Manuals and other sources must create the true schedule. Input from City operations and maintenance staff is vital.

UMATILLA WASTEWATER SYSTEM SAMPLE WASTEWATER SYSTEM O&M PLAN			
Collection System			
Task	Frequency	Task	Frequency
Respond to customer complaints	As Received	Check Collection System	Monthly
Exercise all Lift Station Valves	Annually	Check valves at lift stations	Daily
Update Diamond Maps	Bi-Annually	Clean Wetwells	Quarterly
Holding Facility			
Task	Frequency	Task	Frequency
Check Chemical Feed System for Proper Operation and leaks	Per Visit	Check Chemical Levels	Per Visit
Check Static Screen	Per Visit	Calibrate All Flow Meters	Annually
SAMPLE ONLY			

Diamond Maps can be used to schedule maintenance tasks. Recurring items (such as annual flow meter calibrations for instance) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature.

Performing the work is important. Tracking the work is just as important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently.

PROACTIVE VS REACTIVE MAINTENANCE

Reactive maintenance is often carried out because of customer requests or sudden asset failures. The required service and maintenance to fix the customers issue(s) or asset failure is identified by staff inspection and corrective action is then taken.

Proactive maintenance consists of preventive and predictive maintenance. Assets are monitored frequently and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this Asset Management Plan or any DEP-approved WW AMP, FRWA intends to transfer Umatilla's asset data definition file, pre-populated with field data, to Umatilla's own Diamond Maps account, as described in the Implementation Section of this Plan. The appropriate City personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking WWS asset routine and preventive maintenance.

STAFF TRAINING

Utility maintenance is unique. It can involve one or a combination of water and sewer main repairs, customer service issues, lift station troubleshooting and repair, blower and motor repairs, and even tank repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that Umatilla initiate a training program for its employees. In addition to technical training, safety training is also necessary. Treatment plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, confined space entry, etc. are just a few of the topics that could benefit the City and its staff.

FRWA staff may provide some of the training needed by City personnel. Training services that we offer to members are listed on our website <http://www.frwa.net/> under the Training Tab. Contact your local FRWA circuit rider as well for other training opportunities.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

CAPITAL IMPROVEMENT PLAN (CIP)

Umatilla should continue with their Capital Improvement Plan efforts. This is a short-range plan, typically 5 to 10 years, which identifies future capital projects. Capital improvement projects generally create a new asset that previously did not exist or upgrades/improves an existing component's capacity. The projects can result from growth or environmental needs, such as:

- Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
- Any upgrades that increase asset capacity.
- Any construction designed to produce an improvement in an asset's standard operation beyond its present capacity.

Capital improvement projects, such as epoxy coating tank walls, lift station asset re-investment/upgrades, and others mentioned previously, will populate this list.

Renewal expenditures are anything that does not increase the asset's design capacity but restores an existing asset to its original capacity. Any improvement projects that require simply restoring an asset to its original capacity are deemed a renewal project, such as:

- Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity)
- Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition.

In making renewal decisions, the utility should consider several categories other than the normally recognized physical, failure or breakage. Such renewal decisions include the following:

- Structural
- Capacity
- Level of service failures
- Outdated functionality
- Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. Because the anticipated needs of the utility will change each year, the CIP typically updated annually to reflect those change. The table below shows Umatilla's estimated Wastewater CIP.

CITY OF UMATILLA, FLORIDA												
Wastewater system												
Estimated Multi-Year Capital Improvement Program												
DISCRIPTION	Allocation Amount	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Sewer Department Capital	100%	\$ 16,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Magnolia Point	100%	\$1,800,103.00										
Glendale Groves	100%	\$ 213,220.00										
Central Ave Lift Station	100%	\$ 925,000.00										
Central Ave. Force Main	100%	\$1,200,000.00										
WWTP Ph 2	100%	\$27,600.00										
WWTP Ph 3						\$6,900.00						

FINANCIAL

The population of Umatilla is 3,814, per the latest estimates, with a median household income of \$54,534. The cost of living index in Umatilla is 89.8, which is less than the U.S. average of 100. The percentage of residents living in poverty in Umatilla is 11.9%.

RATES

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for operational expenses and usage charges fund the Capital Improvement Plan, Renewal & Replacement, Preventive Maintenance, and Reserves. Usage fluctuates and does not always provide a reliable funding source for operations.

FRWA is currently working with Staff from the City, to complete the Fiscal Sustainability Plan along with the Drinking Water Asset Management Plan. This will identify if any rate increases are needed to sustain both the Drinking water and Waste Water Systems. This should be completed and presented to the City Council by May 2023.

RESERVES

Aging infrastructure is one of the most critical issues facing the wastewater-resources industry. With aging infrastructure of any kind comes increased probability of unplanned failure. Not only are emergency repairs unexpected, but given the nature of an unexpected event, repair costs can be higher than normal maintenance.

Maintaining adequate operating reserves enhance a system's ability to manage potential risks, provides the ability to manage fluctuations in revenue, and the ability to meet working capital needs. Operating reserves are also important when facing fiscal emergencies that can result from emergency repairs, droughts, natural disasters, and unforeseen economic influences.

While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days of the current year's O&M budget. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

ENERGY MANAGEMENT

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities" provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

ENERGY CONSERVATION MEASURES

The City should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the City should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently.

With the cost of electricity rising, the reduction of energy use should be a priority for municipalities. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WWTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

The table below provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Operations	Energy Saving Measures
Lighting	Motion Sensors T5 low and high bay fixtures Pulse start metal halide Indirect fluorescent Super-efficient T8s Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	Water source heat pumps Prescriptive incentives for remote telemetry Custom incentives for larger units occupancy controls

ENERGY AUDIT APPROACH

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider’s rate schedules. For example, an audit of an individual wastewater treatment plant (WWTP) will attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A wastewater system energy audit approach checklist, similar to the one on the following page, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them. The FRWA offers Energy Assessments to our members and SRF recipients that are participating in the AMFSP program. Please contact Jason Golden at Jason.golden@frwa.net for more information.

Energy Audit Approach		
Minimum Equipment Information to Gather	Additional Information to Gather	Conditions to Consider
Pump Style	Pump manufacturer's pump curves	Maintenance records
Number of Pump Stages	Actual pump curve	Consistently throttled valves
Pump and Motor Speed	Power factor	Excessive noise or vibrations
Pump Rated Head (name plate)	Load profile	Evidence of wear or cavitation on pump impellers or pump bearings
Motor rated power and voltage (name plate)	Analysis of variable frequency drives (vfd's) if present	Out-of-alignment conditions
Rated and actual pump discharge	Pipe sizes	Significant flow rate/pressure variations
Operation schedules	Motor current	Active by-pass piping
	Discharge pressure	Restrictions in pipes or pumps
	Water level (source)	Restrictive/leaking pump shaft packing
	Pump suction pressure	

CONCLUSIONS

It has been a real pleasure to work with Umatilla's staff and Associates. The creation of this asset management plan would not have been possible without the hard work of the Director of Development and Public Services, Public Works Director, Public Works staff along with the rest of the staff from Umatilla.

Our conclusions are based on our observations during the data collection procedure, discussions with staff, regulatory inspection data, and our experience related to similar assets.

Manholes

- Smoke test the collection system to identify leaks.
- Rehabilitate manholes that were found to have issues in upcoming Projects.
- Develop and Implement a sewer main cleaning program.

Lift Stations

- Continue with the replacement of Lift Station #6
- Develop and Implement a Lift Station Operations and Maintenance Program.
- Install generators or stationary bypass pumps when funds become available on remaining Lift stations.

General

- An AM and CMMS program must begin to maintain assets efficiently and effectively.
- Staff training on maintenance, safety, and use of the AM/CMMS tool must be completed. (Diamond Maps can do this for you)
- Rates must be monitored to ensure adequate funding for operations and system improvements.
- An automatic Consumer Price Index (CPI) rate increase is strongly recommended moving forward. A small increase of 2%-3% annually is manageable for customers and provides the utility with much needed financial resources. (if not implemented already)
- Energy Management is recommended as well. Even small changes in energy use can result in large savings.
- The Asset Management Plan must be adopted by resolution or ordinance. This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

IMPLEMENTING THIS ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN

IMPLEMENTING AN ASSET MANAGEMENT PLAN REQUIRES SEVERAL ITEMS:

Assign specific personnel to oversee and perform the tasks of Asset Management.

Develop and use a CMMS program (Computerized Maintenance Management System). The information provided in this AMFSP will give the utility a good starting point to begin this. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially huge savings for the utility. Diamond Maps is one option that is available and highly recommended. FRWA can help with set up, and implementation.

Develop specific Level of Service items. Create a LOS Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be and should be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale.

Develop specific Change Out/ Repair/ Replacement Programs. With the age of most Wastewater assets, a replacement program should be established now to plan for failures and assets reaching the end of their life expectancy.

Modify the existing rate structure. Setting an efficient rate structure for sewer charges is crucial to maintaining the utilities revenue requirements. FRWA has a team that can help with this task if needed

Explore financial assistance options. This can be especially useful in the beginning stages of Asset Management since budget restraints sometimes exist and high cost items may be needed quickly. Umatilla has done a great job budgeting out for the current projects that are scheduled.

Revisit the AMP annually. An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Updates may be needed such as changes to your asset management team, asset inventory, updating condition and criticality ranking charts, asset condition and criticality assessment procedures may need to be revisited, evolving O&M activities may warrant changes, financial strategies and long-term funding plan may need to change, etc. The annual review should begin by asking yourself:

“What changes have occurred since our last AMFSP update?”

FUNDING SOURCES FOR WATER AND WASTEWATER SYSTEMS

Below is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans or grants or a combination.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (FDEP)	https://floridadep.gov/wra/srf/content/dwsrf-program	Eric Meyers eric.meyers@dep.state.fl.us (850) 245-2969
FDEP Clean Water State Revolving Fund Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Mike Chase michael.chase@floridadep.gov (850) 245-2913
USDA Rural Development-Water and Wastewater Direct Loan Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov (352) 338-3440
Economic Development Administration-Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/state/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771	Greg Vaday gvaday@eda.gov (850) 668-2746
National Rural Water Association-Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net (850) 668-2746
Florida Department of Economic Opportunity-Florida Small Cities Community Development Block Grant Program	https://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com (850) 717-8417

CLOSING

This Asset Management and Fiscal Sustainability plan is presented to the City of Umatilla City Council for adoption. Its creation would not be possible without the cooperation of the Director of Development and Public Services, Public Works staff, and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF). It has been a real pleasure working with the dedicated hardworking and motivated staff from Umatilla. The dedication of the staff here shows in the condition of your Waste Water System. The overall condition of your system is in good shape and with the staff you have it will be for years to come. They truly are providing the very best service for the citizens and visitors of Umatilla.

APPENDIX A: EXAMPLE RESOLUTION

RESOLUTION NO. 2023-____

A RESOLUTION OF THE CITY OF UMATILLA, FLORIDA, APPROVING THE CITY OF UMATILLA WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements; and
WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Umatilla’s Wastewater System Improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and
WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement an Asset Management and Fiscal Sustainability Plan for the City’s Wastewater System Improvements; and
WHEREAS, the City Council of the City of Umatilla has determined that approval of the attached Wastewater Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE UMATILLA CITY COUNCIL the following:

- Section 1.** That the City Council hereby approves the City of Umatilla Wastewater Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.
- Section 2.** That the City Manager is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.
- Section 3.** That the City will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Asset Management and Fiscal Sustainability Plan or in proportion to the City’s needs as determined by the Council in its discretion.
- Section 4.** That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of _____, 2023.

City of Umatilla, Florida

Kent Adcock, Mayor

APPROVED _____
Jessica Burnham, City Clerk

City Attorney

MASTER ASSET LIST

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST							
Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
LS#6 wet well	2003	50	Poor	59325	Moderate	None	2037
LS#2 wet well	2017	50	Average	59325	Moderate	None	2047
LS#1 wet well	2018	50	Good	59325	Moderate	None	2057
LS#3 wet well	2008	50	Average	75775	Moderate	None	2047
LS#11 wet well	2018	50	Good	42875	Moderate	None	2057
LS#9 wet well	2016	50	Good	75775	Moderate	None	2057
LS#8 wetwell	2017	50	Good	42875	Moderate	None	2057
LS#5 wet well	2015	50	Good	42875	Moderate	None	2057
AirPort Grinder Pit	2020	50	Average	2500	Moderate	None	2047
LS #4 wet well	2021	50	Good	4500	Moderate	None	2057
LS#7 wet well	2018	50	Good	36225	Moderate	None	2057
LS #10 wet well	2015	50	Good	49350	Moderate	None	2057
Out WW	2023	50	Excellent	105525	Moderate	None	2068
Inflow ww	2023	50	Excellent	51100	Moderate	None	2068
Valve Box 11	2018	50	Good	10000	Moderate	None	2057
Valve Box 10	2015	50	Good	10000	Moderate	None	2057
LS 9 Valve Box	2016	50	Good	10000	Moderate	None	2057
Valve Box 8	2017	50	Good	10000	Moderate	None	2057
Valve Box 6	2003	50	Poor	10000	Moderate	None	2037
Valve Box 2	2017	50	Average	10000	Moderate	None	2047
Valve Box 1	2018	50	Good	10000	Moderate	None	2057
Valve Box 3	2008	50	Average	10000	Moderate	None	2047
Valve Box 5	2015	50	Average	10000	Moderate	None	2047
Valve Box 7	2018	50	Good	10000	Moderate	None	2057
wwValvInFac-1	2023	25	Excellent	1600	Moderate	None	2050
wwValvInFac-2	2023	25	Excellent	1600	Moderate	None	2050
wwValvInFac-3	2023	25	Excellent	1600	Moderate	None	2050
wwValvInFac-4	2023	25	Excellent	1600	Moderate	None	2050
wwValvInFac-5	2023	25	Excellent	1600	Moderate	None	2050
wwValvInFac-6	2023	25	Excellent	1600	Moderate	None	2050
wwValvInFac-7	2023	25	Excellent	2400	Moderate	None	2050
wwValvInFac-8	2023	25	Excellent	1600	Moderate	None	2050

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
LS 11 Pump 1	2018	20	Average	4500	Moderate	None	2038
LS 11 Pump 2	2018	20	Average	4500	Moderate	None	2038
LS 6 Pump 1	2015	20	Average	11300	Moderate	None	2035
LS 6 Pump 2	2015	20	Average	10000	Moderate	None	2035
LS 4 Pump 1	2021	20	Good	1700	Moderate	None	2041
LS 4 Pump 2	2021	20	Good	1700	Moderate	None	2041
LS 10 Pump 1	2017	20	Average	3000	Moderate	None	2037
LS 10 Pump 2	2017	20	Average	3000	Moderate	None	2037
LS 3 Pump 1	2018	20	Average	3000	Moderate	None	2038
LS 3 Pump 2	2018	20	Average	3000	Moderate	None	2038
LS 5 Pump 1	2018	20	Average	5000	Moderate	None	2038
LS 5 Pump 2	2018	20	Average	5000	Moderate	None	2038
LS 1 Pump 1	2018	20	Average	5000	Moderate	None	2038
LS 1 Pump 2	2018	20	Average	5000	Moderate	None	2038
LS 7 Pump 1	2005	20	Average	2700	Moderate	None	2025
LS 7 Pump 2	2005	20	Average	2700	Moderate	None	2025
LS 9 Pump 1	2017	20	Average	30000	Moderate	None	2037
LS 9 Pump 2	2017	20	Average	30000	Moderate	None	2037
LS 2 Pump 1	2018	20	Good	4000	Moderate	None	2038
LS 2 Pump 2	2018	20	Good	4000	Moderate	None	2038
LS 8 Pump 1	2018	20	Good	1700	Moderate	None	2038
LS 8 Pump 2	2018	20	Average	1700	Moderate	None	2038
Influent Pump 1	2023	20	Excellent	15000	Moderate	None	2043
Influent Pump 2	2023	20	Excellent	15000	Moderate	None	2043
Effluent Pump 1	2023	20	Excellent	50000	Moderate	None	2043
Effluent Pump 2	2023	20	Excellent	50000	Moderate	None	2043
Effluent Transfer Pump	2023	20	Excellent	10000	Moderate	None	2043
Holding Tank	2023	30	Excellent	3000000	Major	None	2054
Ferrous Sulfate Tank	2023	30	Excellent	4500	Moderate	None	2054
SCADA	2023	20	Excellent	50000	Moderate	None	2045
Exhaust Fan	2023	20	Excellent	2500	Moderate	None	2045
Aerator Motor	2023	25	Excellent	50000	Major	None	2050

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
LS11 Control Panel	2018	20	Good	5000	Moderate	None	2038
LS 11 Disconnect	2018	20	Good	1500	Moderate	None	2038
LS 10 Control Panel	2016	20	Average	5000	Moderate	None	2036
LS 10 Generator	2020	20	Average	28000	Moderate	None	2040
LS 10 ATS	2020	20	Good	5000	Moderate	None	2040
LS 9 Control Panel	2016	20	Good	5000	Moderate	None	2036
LS 9 ATS	2015	20	Average	5000	Moderate	None	2035
LS 9 Generator	2007	20	Average	150000	Moderate	None	2027
LS 8 Control Panel	2018	20	Average	10000	Moderate	None	2038
LS 6 Generator	2008	20	Average	150000	Moderate	None	2028
LS 6 Control Panel	2007	20	Average	5000	Moderate	None	2027
LS 6 ATS	2008	20	Average	5000	Moderate	None	2028
LS 2 Control Panel	2017	20	Average	5000	Moderate	None	2037
LS 1 Control Panel	2018	20	Good	10000	Moderate	None	2038
LS 1 ATS	2020	20	Excellent	14000	Moderate	None	2040
LS 3 Generator	2018	20	Good	14000	Moderate	None	2038
LS 3 Control Panel	2018	20	Good	5000	Moderate	None	2038
LS 3 ATS	2018	20	Good	5000	Moderate	None	2038
LS 5 Generator	2019	20	Good	14000	Moderate	None	2039
LS 5 Control Panel	2018	20	Average	5000	Moderate	None	2038
LS 5 ATS	2018	20	Average	5000	Moderate	None	2038
Airport Control Panel	2020	20	Average	1000	Moderate	None	2040
LS 4 Control Panel	2021	20	Good	500	Moderate	None	2041
LS 7 Control Panel	2018	20	Good	10000	Moderate	None	2038
New Generator	2023	20	Excellent	1125000	Moderate	None	2043
Junction Box	2023	20	Excellent	5000	Moderate	None	2043
New Generator ATS	2023	20	Excellent	5000	Moderate	None	2043
Aerator controls	2023	20	Excellent	5000	Major	None	2043
Pump controls	2023	20	Excellent	10000	Moderate	None	2043
LS 11 Flow Meter	2018	15	Good	4500	Moderate	None	2033
Flow meter	2023	15	Excellent	6500	Moderate	None	2038
Clean out	2018	50	Average	500	Moderate	None	2068

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
LS 11 bypass	2018	25	Good	800	Moderate	None	2043
Force Main Valve	2010	25	Good	800	Moderate	None	2035
Force Main Valve	2010	25	Average	800	Moderate	None	2035
LS 6 Valve	2007	25	Average	1200	Moderate	None	2032
LS 6 Valve	2007	25	Good	1200	Moderate	None	2032
LS6 Bypass	2007	25	Good	1200	Moderate	None	2032
LS 11 Valve	2018	25	Average	800	Moderate	None	2043
LS 11 Valve	2018	25	Average	800	Moderate	None	2043
LS 2 Valve	2018	25	Average	800	Moderate	None	2043
LS 2 Valve	2018	25	Average	800	Moderate	None	2043
LS 2 Bypass	2018	25	Average	800	Moderate	None	2043
LS 1 Valve	2018	25	Average	800	Moderate	None	2044
LS 1 Valve	2018	25	Average	800	Moderate	None	2044
LS 1 Bypass	2018	25	Good	800	Moderate	None	2044
LS 3 Valve	2008	25	Excellent	800	Moderate	None	2033
LS 3 Valve	2007	25	Good	800	Moderate	None	2032
LS 3 Bypass	2007	25	Good	200	Moderate	None	2032
LS 5 Valve	2018	25	Good	800	Moderate	None	2043
LS 5 Valve	2018	25	Good	800	Moderate	None	2043
LS 5 bypass	2015	25	Average	800	Moderate	None	2040
LS 7 Valve	2020	25	Average	600	Moderate	None	2046
LS 7 Valve	2020	25	Average	600	Moderate	None	2046
LS 7 Bypass	2020	25	Good	200	Moderate	None	2046
Force Main Valve	2010	25	Good	1200	Moderate	None	2035
Out of Service	1990					None	
Force Main Valve	2010	25	Excellent	2000	Moderate	None	2035
Force Main Valve	2015	25	Excellent	800	Moderate	None	2040
Force Main Valve	2010	25	Excellent	2000	Moderate	None	2035
LS 10 Valve	2018	25	Excellent	800	Moderate	None	2044
LS 10 Valve	2018	25	Good	800	Moderate	None	2044
LS 9 Valve	2018	25	Excellent	800	Moderate	None	2043
LS 9 Valve	2018	25	Average	800	Moderate	None	2043
LS 8 Valve	2017	25	Average	800	Moderate	None	2042
LS 8 Valve	2017	25	Average	800	Moderate	None	2042

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
LS 6 Check Valve	2007	25	Average	3500	Moderate	None	2034
LS 6 Check Valve	2007	25	Average	3500	Moderate	None	2034
LS 11 Check Valve	2018	25	Average	2500	Moderate	None	2034
LS 11 Check Valve	2018	25	Average	2500	Moderate	None	2034
LS 2 Check Valve	2018	25	Average	2500	Moderate	None	2034
LS 2 Check Valve	2018	25	Average	2500	Moderate	None	2034
LS 1 Check Valve	2018	25	Good	2500	Moderate	None	2039
LS 1 Check Valve	2018	25	Good	2500	Moderate	None	2039
LS 3 Check Valve	2007	25	Average	2000	Moderate	None	2034
LS 3 Check Valve	2007	25	Average	2500	Moderate	None	2034
LS 5 Check Valve	2018	25	Average	2000	Moderate	None	2034
LS 5 Check Valve	2018	25	Average	2500	Moderate	None	2034
LS 7 Check valve	2018	25	Good	2500	Moderate	None	2039
LS 7 Check Valve	2018	25	Good	2500	Moderate	None	2039
Effluent Check Valve	2023	25	Excellent	4000	Moderate	None	2045
Effluent Check Valve	2023	25	Excellent	4000	Moderate	None	2045
Effluent Check Valve	2023	25	Excellent	4000	Moderate	None	2045
Effluent ARV	2023	25	Excellent	450	Moderate	None	2045
Influent Check Valve	2023	25	Excellent	4000	Moderate	None	2045
Influent Check Valve	2023	25	Excellent	4000	Moderate	None	2045
LS 10 Check	2018	25	Good	2000	Moderate	None	2040
LS 10 Check	2018	25	Good	4000	Moderate	None	2040
LS 9 Check	2016	25	Average	2000	Moderate	None	2035
LS 9 Check	2018	25	Average	2000	Moderate	None	2035
LS 8 Check	2017	25	Average	2000	Moderate	None	2035
LS 8 Check	2017	25	Average	2000	Moderate	None	2035
LS 7 Check	2017	25	Average	2000	Moderate	None	2035
Chemical Pump house	2023	50	Excellent	8000	Moderate	None	2073
Electrical Building	2023	50	Excellent	20000	Moderate	None	2073
Ferrous Sulfate pump 1	2023	25	Excellent	4200	Moderate	None	2050
Ferrous Sulfate Pump 2	2023	25	Excellent	4200	Moderate	None	2050
Intake screen	2023	25	Excellent	75000	Moderate	None	2050
Aerator	2023	25	Excellent	30000	Moderate	None	2050

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-1	2015	50	Average	34866	Moderate	None	2047
wwManH-2	2010	50	Good	19769	Moderate	None	2058
wwManH-3	2010	50	Average	11143	Moderate	None	2048
wwManH-4	2010	50	Average	0	Moderate	None	2048
wwManH-5	2010	50	Good	16175	Moderate	None	2058
wwManH-6	2010	50	Good	21027	Moderate	None	2058
wwManH-8	2010	50	Average	11682	Moderate	None	2048
wwManH-9	2010	50	Average	8986	Moderate	None	2048
wwManH-11	2010	50	Average	8986	Moderate	None	2048
wwManH-12	2010	50	Average	9885	Moderate	None	2048
wwManH-13	2010	50	Average	12581	Moderate	None	2048
wwManH-14	2010	50	Average	8986	Moderate	None	2048
wwManH-15	2010	50	Average	8627	Moderate	None	2048
wwManH-19	2010	50	Average	0	Moderate	None	2048
wwManH-20	2010	50	Good	23903	Moderate	None	2058
wwManH-21	2010	50	Good	6470	Moderate	None	2058
wwManH-23	2010	50	Excellent	11322	Moderate	None	2068
wwManH-25	2010	50	Unknown	0	Moderate	None	
wwManH-28	2010	50	Average	14018	Moderate	None	2048
wwManH-29	2010	50	Good	14018	Moderate	None	2058
wwManH-30	2010	50	Good	10963	Moderate	None	2058
wwManH-31	2010	50	Average	8087	Moderate	None	2048
wwManH-32	2010	50	Good	16894	Moderate	None	2058
wwManH-33	2010	50	Good	0	Moderate	None	2058
wwManH-35	2010	50	Average	18332	Moderate	None	2048
wwManH-36	2010	50	Average	12221	Moderate	None	2048
wwManH-37	2015	50	Good	26239	Moderate	None	2058
wwManH-38	2015	50	Good	27318	Moderate	None	2058
wwManH-40	2015	50	Average	16714	Moderate	None	2048
wwManH-41	2015	50	Average	20848	Moderate	None	2048
wwManH-42	2015	50	Unknown	0	Moderate	None	
wwManH-43	2015	50	Average	10064	Moderate	None	2048
wwManH-44	2015	50	Average	13479	Moderate	None	2048
wwManH-45	2015	50	Good	14378	Moderate	None	2058
wwManH-46	2015	50	Average	9885	Moderate	None	2048
wwManH-47	2015	50	Good	9885	Moderate	None	2058
wwManH-48	2015	50	Average	11502	Moderate	None	2048
wwManH-49	2015	50	Average	14378	Moderate	None	2048
wwManH-50	2015	50	Average	9705	Moderate	None	2048
wwManH-51	2015	50	Average	8806	Moderate	None	2048
wwManH-52	2015	50	Average	13299	Moderate	None	2048
wwManH-53	2015	50	Average	11502	Moderate	None	2048

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-54	2015	50	Average	7369	Moderate	None	2048
wwManH-55	2015	50	Average	12221	Moderate	None	2048
wwManH-56	2015	50	Average	11143	Moderate	None	2048
wwManH-57	2015	50	Average	9166	Moderate	None	2048
wwManH-58	2015	50	Average	10783	Moderate	None	2048
wwManH-59	2015	50	Unknown	0	Moderate	None	2065
wwManH-60	2015	50	Average	9346	Moderate	None	2048
wwManH-61	2014	50	Good	18152	Moderate	None	2058
wwManH-63	2015	50	Average	10424	Moderate	None	2048
wwManH-64	2015	50	Average	18871	Moderate	None	2048
wwManH-65	2015	50	Average	22645	Moderate	None	2048
wwManH-66	2015	50	Average	20488	Moderate	None	2048
wwManH-67	2015	50	Good	25700	Moderate	None	2058
wwManH-68	2015	50	Good	12581	Moderate	None	2058
wwManH-69	2015	50	Average	11322	Moderate	None	2048
wwManH-70	2015	50	Average	5392	Moderate	None	2048
wwManH-71	2015	50	Average	16714	Moderate	None	2048
wwManH-72	2015	50	Average	13839	Moderate	None	2048
wwManH-73	2015	50	Average	16355	Moderate	None	2048
wwManH-74	2014	50	Average	18691	Moderate	None	2048
wwManH-75	2014	50	Average	10783	Moderate	None	2048
wwManH-76	2014	50	Average	11143	Moderate	None	2048
wwManH-77	2014	50	Average	13839	Moderate	None	2048
wwManH-78	2014	50	Average	9885	Moderate	None	2048
wwManH-79	2015	50	Average	10064	Moderate	None	2048
wwManH-80	2015	50	Good	9705	Moderate	None	2058
wwManH-81	2015	50	Average	21567	Moderate	None	2048
wwManH-82	2015	50	Average	17253	Moderate	None	2048
wwManH-83	2015	50	Average	14198	Moderate	None	2048
wwManH-84	2015	50	Average	16355	Moderate	None	2048
wwManH-85	2015	50	Average	11862	Moderate	None	2048
wwManH-86	2015	50	Average	10604	Moderate	None	2048
wwManH-87	2015	50	Average	19050	Moderate	None	2048
wwManH-88	2015	50	Average	12221	Moderate	None	2048
wwManH-89	0	50		13120	Moderate	None	0
wwManH-90	0	50	Good	10783	Moderate	None	2058
wwManH-91	2010	50	Good	20488	Moderate	None	2058
wwManH-92	2010	50	Good	17253	Moderate	None	2058
wwManH-93	2010	50	Good	10783	Moderate	None	2058
wwManH-94	2010	50	Average	11862	Moderate	None	2048
wwManH-95	2010	50	Average	9346	Moderate	None	2048
wwManH-96	2010	50	Good	19410	Moderate	None	2058

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-97	2010	50	Good	8806	Moderate	None	2058
wwManH-98	2010	50	Good	10963	Moderate	None	2058
wwManH-99	2015	50	Average	12041	Moderate	None	2048
wwManH-100	2015	50	Average	11143	Moderate	None	2048
wwManH-101	2015	50	Average	13659	Moderate	None	2048
wwManH-102	2015	50	Average	11143	Moderate	None	2048
wwManH-103	2015	50	Average	11682	Moderate	None	2048
wwManH-104	0	50	Good	32350	Moderate	None	2058
wwManH-105	0	50	Good	19949	Moderate	None	2058
wwManH-108	2014	50	Good	9346	Moderate	None	2058
wwManH-109	2014	50	Good	8627	Moderate	None	2058
wwManH-110	2014	50	Good	12760	Moderate	None	2058
wwManH-111	2014	50	Unknown	0	Moderate	None	2064
wwManH-112	2014	50	Good	8267	Moderate	None	2058
wwManH-113	2014	50	Good	14018	Moderate	None	2058
wwManH-114	2014	50	Good	12401	Moderate	None	2058
wwManH-115	2014	50	Good	11143	Moderate	None	2058
wwManH-116	2014	50	Good	12940	Moderate	None	2058
wwManH-118	2014	50	Good	14378	Moderate	None	2058
wwManH-119	2014	50	Good	8986	Moderate	None	2058
wwManH-120	0	50	Good	17972	Moderate	None	2058
wwManH-121	0	50	Good	20488	Moderate	None	2058
wwManH-126	2014	50	Unknown	0	Moderate	None	2064
wwManH-127	2014	50	Good	12581	Moderate	None	2058
wwManH-128	2014	50	Unknown	0	Moderate	None	2064
wwManH-129	2014	50	Good	13839	Moderate	None	2058
wwManH-130	2014	50	Good	14378	Moderate	None	2058
wwManH-133	2014	50	Good	19769	Moderate	None	2058
wwManH-134	0	50	Good	15456	Moderate	None	2058
wwManH-135	2014	50	Unknown	0	Moderate	None	2064
wwManH-136	2014	50	Unknown	0	Moderate	None	2064
wwManH-137	0	50	Good	23364	Moderate	None	2058
wwManH-138	0	50	Good	24083	Moderate	None	2058
wwManH-139	2014	50	Good	16534	Moderate	None	2058
wwManH-140	0	50	Good	21746	Moderate	None	2058
wwManH-142	0	50	Good	13659	Moderate	None	2058
wwManH-143	2015	50	Good	14917	Moderate	None	2058
wwManH-144	2015	50	Average	8627	Moderate	None	2048
wwManH-145	2015	50	Average	7908	Moderate	None	2048
wwManH-146	2015	50	Average	14557	Moderate	None	2048
wwManH-147	0	50	Good	12221	Moderate	None	2058
wwManH-148	2014	50	Average	11682	Moderate	None	2048

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-149	2014	50	Unknown	0	Moderate	None	2064
wwManH-151	2014	50	Good	17972	Moderate	None	2058
wwManH-152	2014	50	Good	14737	Moderate	None	2058
wwManH-153	2014	50	Average	11322	Moderate	None	2048
wwManH-154	2014	50	Good	10244	Moderate	None	2058
wwManH-155	2014	50	Good	8447	Moderate	None	2058
wwManH-156	2014	50	Unknown	0	Moderate	None	2064
wwManH-157	2014	50	Good	9346	Moderate	None	2058
wwManH-158	2014	50	Good	7908	Moderate	None	2058
wwManH-159	2014	50	Average	7548	Moderate	None	2048
wwManH-160	2014	50	Good	12940	Moderate	None	2058
wwManH-161	2014	50	Good	13659	Moderate	None	2058
wwManH-162	2014	50	Good	8986	Moderate	None	2058
wwManH-163	2014	50	Good	21567	Moderate	None	2058
wwManH-164	2014	50	Good	8627	Moderate	None	2058
wwManH-165	2015	50	Good	11322	Moderate	None	2058
wwManH-168	2014	50	Good	15456	Moderate	None	2058
wwManH-169	2015	50	Average	13479	Moderate	None	2048
wwManH-171	2015	50	Average	14917	Moderate	None	2048
wwManH-172	2015	50	Good	12221	Moderate	None	2058
wwManH-174	2015	50	Good	8087	Moderate	None	2058
wwManH-175	2015	50	Good	14018	Moderate	None	2058
wwManH-177	2014	50	Average	10783	Moderate	None	2048
wwManH-178	2014	50	Good	14018	Moderate	None	2058
wwManH-179	2014	50	Good	12401	Moderate	None	2058
wwManH-180	2014	50	Good	3594	Moderate	None	2058
wwManH-181	2014	50	Good	7189	Moderate	None	2058
wwManH-182	2014	50	Good	9166	Moderate	None	2058
wwManH-183	2014	50	Good	6650	Moderate	None	2058
wwManH-184	2014	50	Good	10783	Moderate	None	2058
wwManH-185	2014	50	Good	11322	Moderate	None	2058
wwManH-186	2014	50	Average	6829	Moderate	None	2048
wwManH-187	2014	50	Good	9525	Moderate	None	2058
wwManH-188	2014	50	Good	12221	Moderate	None	2058
wwManH-189	2014	50	Good	8627	Moderate	None	2058
wwManH-192	2014	50	Unknown	0	Moderate	None	2064
wwManH-193	2014	50	Good	16714	Moderate	None	2058
wwManH-194	2014	50	Good	15816	Moderate	None	2058
wwManH-195	2014	50	Good	18691	Moderate	None	2058
wwManH-196	2014	50	Good	16714	Moderate	None	2058
wwManH-197	2014	50	Good	14378	Moderate	None	2058
wwManH-198	2014	50	Good	16175	Moderate	None	2058

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-200	2014	50	Good	14917	Moderate	None	2058
wwManH-201	2014	50	Good	15636	Moderate	None	2058
wwManH-202	2014	50	Unknown	0	Moderate	None	2064
wwManH-203	2014	50	Unknown	0	Moderate	None	2064
wwManH-204	2014	50	Average	12581	Moderate	None	2048
wwManH-205	2014	50	Good	12221	Moderate	None	2058
wwManH-207	2014	50	Good	6829	Moderate	None	2058
wwManH-208	2014	50	Good	7189	Moderate	None	2058
wwManH-209	2014	50	Good	13120	Moderate	None	2058
wwManH-210	2014	50	Good	12581	Moderate	None	2058
wwManH-211	2014	50	Good	15636	Moderate	None	2058
wwManH-212	2014	50	Good	9525	Moderate	None	2058
wwManH-214	2014	50	Good	9166	Moderate	None	2058
wwManH-215	2014	50	Unknown	0	Moderate	None	2064
wwManH-216	2014	50	Unknown	0	Moderate	None	2064
wwManH-217	2014	50	Unknown	0	Moderate	None	2064
wwManH-218	2014	50	Unknown	0	Moderate	None	2064
wwManH-219	2014	50	Good	17074	Moderate	None	2058
wwManH-220	2014	50	Good	16175	Moderate	None	2058
wwManH-221	2014	50	Good	8627	Moderate	None	2058
wwManH-222	2014	50	Good	8627	Moderate	None	2058
wwManH-223	2014	50	Average	7908	Moderate	None	2048
wwManH-226	2014	50	Good	14917	Moderate	None	2058
wwManH-228	2014	50	Good	12041	Moderate	None	2058
wwManH-229	2014	50	Good	10783	Moderate	None	2058
wwManH-230	2014	50	Good	10424	Moderate	None	2058
wwManH-231	0	50	Poor	8806	Moderate	None	2038
wwManH-232	0	50	Poor	5392	Moderate	None	2038
wwManH-233	2014	50	Average	8627	Moderate	None	2048
wwManH-234	2014	50	Good	20309	Moderate	None	2058
wwManH-238	2015	50	Good	20668	Moderate	None	2058
wwManH-254	2010	50	Good	8627	Moderate	None	2058
wwManH-256	2010	50	Good	8627	Moderate	None	2058
wwManH-257	2010	50	Excellent	9525	Moderate	None	2068
wwManH-258	2010	50	Good	13120	Moderate	None	2058
wwManH-259	2010	50	Good	20668	Moderate	None	2058
wwManH-260	2010	50	Good	17613	Moderate	None	2058
wwManH-261	2010	50	Good	17613	Moderate	None	2058
wwManH-262	2010	50	Good	18871	Moderate	None	2058
wwManH-263	2010	50	Good	21207	Moderate	None	2058
wwManH-264	2010	50	Good	8087	Moderate	None	2058
wwManH-265	2010	50	Good	9705	Moderate	None	2058

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-266	2010	50	Good	11502	Moderate	None	2058
wwManH-267	2010	50	Good	9346	Moderate	None	2058
wwManH-268	2010	50	Average	13120	Moderate	None	2048
wwManH-269	2010	50	Good	8267	Moderate	None	2058
wwManH-270	2010	50	Average	8267	Moderate	None	2048
wwManH-271	2010	50	Average	7728	Moderate	None	2048
wwManH-272	2010	50	Good	11502	Moderate	None	2058
wwManH-273	2010	50	Good	21387	Moderate	None	2058
wwManH-279	2014	50	Average	11862	Moderate	None	2048
wwManH-280	0	50	Average	23364	Moderate	None	2048
wwManH-281	2015	50	Average	18871	Moderate	None	2048
wwManH-282	2015	50	Average	12041	Moderate	None	2048
wwManH-283	2015	50		0	Moderate	None	2065
wwManH-284	2015	50		0	Moderate	None	2065
wwManH-285	2015	50	Average	12401	Moderate	None	2048
wwManH-286	2015	50	Unknown	0	Moderate	None	2065
wwManH-287	2014	50	Average	7728	Moderate	None	2048
wwManH-288	2014	50	Average	7728	Moderate	None	2048
wwManH-289	2014	50	Good	11322	Moderate	None	2058
wwManH-290	2014	50	Average	11322	Moderate	None	2048
wwManH-291	2014	50	Unknown	0	Moderate	None	2064
wwManH-292	2014	50	Average	11682	Moderate	None	2048
wwManH-293	2014	50	Unknown	0	Moderate	None	2064
wwManH-294	2014	50	Good	15276	Moderate	None	2058
wwManH-295	2014	50	Average	14018	Moderate	None	2048
wwManH-296	2014	50	Unknown	0	Moderate	None	2064
wwManH-297	2014	50	Unknown	0	Moderate	None	2064
wwManH-298	2014	50	Average	7548	Moderate	None	2048
wwManH-299	2014	50	Average	8806	Moderate	None	2048
wwManH-300	2014	50	Average	9166	Moderate	None	2048
wwManH-301	0	50	Good	18511	Moderate	None	2058
wwManH-302	0	50	Unknown	0	Moderate	None	0
wwManH-303	2014	50	Unknown	0	Moderate	None	2064
wwManH-304	2014	50	Unknown	0	Moderate	None	2064
wwManH-305	2015	50	Average	23364	Moderate	None	2048
wwManH-306	2015	50	Average	22465	Moderate	None	2048
wwManH-307	2015	50	Good	18511	Moderate	None	2058
wwManH-308	2015	50	Good	9525	Moderate	None	2058
wwManH-309	2015	50	Good	14018	Moderate	None	2058
wwManH-310	2015	50	Good	10783	Moderate	None	2058
wwManH-311	2015	50	Unknown	0	Moderate	None	2065
wwManH-313	2015	50	Unknown	0	Moderate	None	2064

UMATILLA WASTEWATER SYSTEM MASTER ASSET LIST

Asset Name	Install Year	Design Life	Condition	Replacement Cost	COF	Redundancy	Replace Year
wwManH-314	2014	50	Average	8986	Moderate	None	2064
wwManH-315	2015	50	Average	7189	Moderate	None	2065
wwManH-316	2015	50	Average	4313	Moderate	None	2065
wwManH-317	2015	50	Average	6470	Moderate	None	2065
wwManH-318	2015	50	Good	6470	Moderate	None	2067
wwManH-319	2015	50	Average	6829	Moderate	None	2065
wwManH-320	2015	50	Poor	7189	Moderate	None	2060
wwManH-321	2014	50	Good	9885	Moderate	None	2066
wwManH-322	2014	50	Good	6650	Moderate	None	2066
wwManH-323	2014	50	Good	5392	Moderate	None	2066
wwManH-324	2014	50	Good	5931	Moderate	None	2066
wwManH-325	2014	50	Good	13120	Moderate	None	2066
wwManH-326	2014	50	Good	6470	Moderate	None	2066
wwManH-327	2014	50	Good	16355	Moderate	None	2066
wwManH-328	2014	50	Good	9525	Moderate	None	2066
wwManH-329	2015	50	Good	17253	Moderate	None	2067
wwManH-330	2015	50	Good	16894	Moderate	None	2067
wwManH-331	2015	50	Good	13120	Moderate	None	2067
wwManH-332	0	50	Unknown	0	Moderate	None	0
wwManH-333	2010	50	Unknown	0	Moderate	None	0
wwManH-334	2010	50		0	Moderate	None	0
wwManH-335	2010	50		0	Moderate	None	0
wwManH-336	2010	50		0	Moderate	None	0
wwManH-337	2010	50		0	Moderate	None	0
wwManH-338	2010	50	Average	9525	Moderate	None	2060
wwManH-340	2010	50		0	Moderate	None	0
wwManH-341	2014	50	Average	12581	Moderate	None	2064
wwManH-342	2014	50	Average	19949	Moderate	None	2064
wwManH-343	2014	50	Average	8986	Moderate	None	2064
wwManH-344	2014	50		0	Moderate	None	0
wwManH-345	2014	50	Average	8627	Moderate	None	2064
wwManH-356	0	50	Good	21567	Moderate	None	0
wwManH-357	0	50	Average	24802	Moderate	None	0
wwManH-358	0	50	Average	15995	Moderate	None	0



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: March 17, 2023

MEETING DATE: March 21, 2023

SUBJECT: Water Conservation Month Proclamation

BACKGROUND SUMMARY:

This is an opportunity for Mayor Adcock to read a Proclamation recognizing April as “Water Conservation Month.” The City of Umatilla and State of Florida Water Management Districts are working together to increase awareness about the importance of water conservation.

RECOMMENDATIONS:

Reading of Proclamation only; no other action requested.

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Water Conservation Month Proclamation
-



PROCLAMATION

CITY OF UMATILLA, FLORIDA

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, the State of Florida, Water Management Districts and City of Umatilla are working together to increase awareness about the importance of water conservation; and

WHEREAS, the City of Umatilla and the State of Florida has designated April, typically a dry month when water demands are most acute, as Florida’s Water Conservation Month, to educate citizens about how they can help save Florida’s precious water resources; and

WHEREAS, the City of Umatilla has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water, thus promoting a healthy economy and community; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the City of Umatilla, and on behalf of the City of Umatilla City Council do hereby proclaim the month of April as

WATER CONSERVATION MONTH

The City of Umatilla, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to conserve water.

Signed and Sealed this 21st day of March, 2023.

Kent Adcock, MAYOR



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: March 8, 2023

MEETING DATE: March 21,2023

SUBJECT: Request Acceptance of the Edward Byrne Memorial Justice Assistance Grant

BACKGROUND SUMMARY:

The Umatilla Police Department has applied for a grant that requires no matching funds. The grant was been awarded in the amount of \$2,344.00 for eighteen body armor plates. Before purchasing the items, the City of Umatilla City Council has to accept the approved grant.

RECOMMENDATIONS:

City Council accept the Edward Byrne Memorial Justice Assistance Grant.

FISCAL IMPACTS:

Increases the police department budget with offsetting grant revenue of \$2,344. This change will be included in the mid-year budget amendment.

ATTACHMENTS:

1. State of Florida Office of Criminal Justice Grants Award Agreement
-

**State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308**

AWARD AGREEMENT

Recipient: City of Umatilla
Recipient SAM UEI: P4FAAQABEDV3
Award Number: 8C202
Award Period: 10/01/2022 – 09/30/2023
Award Title: C-8C202: PROTECTIVE BODY ARMOR UPGRADE
Federal Funds: \$2,344.00
Matching Funds: \$0.00
CFDA: CFDA
Federal Award Number: 15PBJA-21-GG-00241-MUMU
Federal Program: Edward Byrne Memorial Justice Assistance Grant (JAG)
Federal Awarding Agency: U.S. Department of Justice (USDOJ)
Pass-through Entity: Florida Department of Law Enforcement (FDLE)
Research & Development: No
Indirect Cost: No

An award agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as "FDLE" or "Department") and the City of Umatilla (herein referred to as "Recipient");

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Recipient in accordance with the terms and conditions set forth in the award agreement, and

WHEREAS, the Department has available funds resulting from the federal award listed above, and

WHEREAS, the Recipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Recipient has provided an executed agreement to the Department.

SCHEDULE OF APPENDICES

Appendix A – Scope of Work
Appendix B – Deliverables
Appendix C – Approved Budget
Appendix D – Award Contacts
Appendix E – Special Conditions
Appendix F – Standard Conditions

PERFORMANCE REPORTING

The Recipient shall provide **Quarterly Performance Reports** to the Department attesting to the progress towards deliverables. Performance Reports are due no later than 15 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15th; if the quarterly reporting period is January 1 – March 31, the Performance Report is due by April 15th.

The Recipient shall respond to the metrics in the electronic grant management system. Information provided by the Recipient will be used by the Department to compile reports on project progress and metrics to the U.S. Department of Justice.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

Failure to submit performance reports by the deadline will result in a withholding of funds until performance reports are received.

FINANCIAL REPORTING

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement. The Department will reimburse the Recipient for allowable expenditures included in the approved budget (**Appendix B**) incurred during each reporting period. The Recipient shall provide **Quarterly Payment Requests** to the Department attesting to expenditures made during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Payment Request is due August 30th; if the quarterly reporting period is January 1 – March 31, the Payment Request is due by April 30th.

Using the electronic grant management system to record expenses, Payment Requests must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount. All Payment Requests are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Payment Request shall be submitted to the Department no more than 60 days after the end date of the award. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The state's Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in **Appendix C and Appendix D** of this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Award ID: 8C202
Award Title: C-8C202: PROTECTIVE BODY ARMOR UPGRADE
Award Period: 10/01/2022 – 09/30/2023

**Florida Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: Cody Menacof, Bureau Chief

Date: _____

**Recipient
City of Umatilla**

Signature: _____

Typed Name and Title: KENT ADCOCK, MAYOR

Date: _____

***** If using a designee, sign in the “Chief Official Designee” section below. *****

**Chief Official Designee (optional)
City of Umatilla**

Signature: _____

Printed Name and Title: _____

Date: _____

THIS AWARD IS NOT VALID UNTIL SIGNED AND DATED BY ALL REQUIRED PARTIES

Appendix A - Scope of Work

Award Number: 8C202
 Recipient: City of Umatilla
 Award Title: C-8C202: PROTECTIVE BODY ARMOR UPGRADE
 Award Period: 10/01/2022 - 09/30/2023

Problem Identification

Law enforcement is a dangerous profession. Officers encounter violent criminals who may shoot at them. This funding will allow us to purchase body armor plates, which would be an additional layer of protection from a multitude of threats, from handguns to high-powered armor-piercing rifle threats.

This project is a priority for our agency because by protecting our officers, we will help to protect our community. Currently, our officers are required to wear ballistic vests and body armor; but with these additional armor plates, they will have greater protection when faced with violent offenders.

The Umatilla Police Departments body armor project aligns with both federal and state priorities of law enforcement equipment because officers must be properly equipped to ensure their safety and that of the community they serve.

Scope of Work

Upon funding, the City of Umatilla Police Department will purchase 18 body armor plates. Once we receive the plates, they will be issued to officers to better protect them against gun violence. Our officers will benefit from better protection, and our community will benefit from having officers better equipped to handle any situation.

Deliverables will be completed in accordance with the contractual agreement(s) between the City of Umatilla and their vendor/provider. The minimum performance required for the drawdown of funds includes the completion of at least one activity described above, as attested to on the financial expenditure report. The following documents will be provided to the FDLE OCJG for payment requests: quotes, invoices, proof of payment, etc.

Appendix B - Deliverables

Award Number: 8C202
Recipient: City of Umatilla
Award Title: C-8C202: PROTECTIVE BODY ARMOR UPGRADE
Award Period: 10/01/2022 - 09/30/2023

Total payments for all deliverables will not exceed the maximum grant award amount.

Deliverable 1	Recipient will use federal grant funds to procure body armor plates.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately \$2,344.00

Appendix C - Approved Budget

Award Number:	8C202		
Recipient:	City of Umatilla		
Award Title:	C-8C202: PROTECTIVE BODY ARMOR UPGRADE		
Award Period:	10/01/2022-09/30/2023		
Award Amount:	\$2,344.00	\$0.00	\$2,344.00
	Grant Funded	Match	Total

Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application.

The item(s) listed below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a "kit", "bundle", "system" etc.

Award funds may be used to pay for any applicable shipping, freight, and/or installation costs.

Award funds will NOT be used to pay for extended warranties, service agreements, contracts, etc., covering any periods that extend beyond the award end date. Funds may be prorated for services within the award period.

Any costs that exceed the award allocation will be the responsibility of the Recipient.

E. Supplies				
Item Name	Description	Grant Funded	Match	Total
Officer Body Armor Plates	18 Body Armor Plates @ \$144.69 each = \$2,604.42 The City of Umatilla will cover any amount over the awarded grant.	\$2,344.00	\$0.00	\$2,344.00
E. Supplies Subtotal:				\$2,344.00

Appendix D: Award Contacts

Award Number: 8C202
Recipient: City of Umatilla
Award Title: C-8C202: PROTECTIVE BODY ARMOR UPGRADE
Award Period: 10/01/2022 - 09/30/2023

Recipient Grant Manager (GM)

Name: ADAM BOLTON
Title: CHIEF OF POLICE
Address: 251 N. CENTRAL AVENUE
P.O. BOX 2286
UMATILLA, FL 32784
Phone: 352-669-3561
Email: abolton@umatillaf1.org

Recipient Chief Official (CO)

Name: KENT ADCOCK
Title: MAYOR
Address: 251 N. CENTRAL AVENUE
P.O. BOX 2286
UMATILLA, FL 32784
Phone: 352-669-3561
Email: abolton@umatillaf1.org

Recipient Chief Financial Officer (CFO)

Name: REGINA FRAZIER
Title: FINANCE DIRECTOR
Address:

UMATILLA, FL 32784
Phone: 352-669-3125
Email: rfrazier@umatillaf1.org

Recipient Additional Point of Contact (POC)

Name: TABATHA OSTIC
Title: OFFICE MANAGER
Phone: 352-669-3561
Email: umatillapd@umatillaf1.org

Appendix E: Special Conditions

Award Number: 8C202
 Recipient: City of Umatilla
 Award Title: C-8C202: PROTECTIVE BODY ARMOR
 UPGRADE
 Award Period: 10/01/2022 - 09/30/2023

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

- S0001 During application review, it was noted the recipient's SAM.gov registration will be expiring within the next 60 days. In order to prevent delays in payment, the recipient should renew their registration in SAM.gov prior to 03/02/2023
- W0002 WITHHOLDING OF FUNDS: The recipient is currently delinquent in satisfying the Single Audit requirements detailed in the Office of Management and Budget (OMB), Uniform Requirements, 2 C.F.R. 200 - Subpart F. Prior to the drawdown of funds, the recipient must submit the Single Audit for the year ending September 30, [Year] to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/> or submit a Certificate of Audit Exemption form to the Office of Criminal Justice Grants.
- M0003 The recipient's procurement policy does not appear to comply with all federal procurement requirements outlined in the Office of Management and Budget (OMB) Uniform Requirements, 2 CFR 200.318-320. Please see Subaward Management Questionnaire (SMQ) section VIII. All award procurements must comply with the standards identified in OMB's Uniform Requirements and documentation must be maintained and provided to the Office of Criminal Justice Grants at monitoring.
- S0004 A risk assessment completed at the time of application review determined this project is low-risk. As a result, backup documentation related to expenditures must be maintained and made available upon request. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc.
- W0005 WITHHOLDING OF FUNDS: The project period for this award starts 10/01/2022. Prior to the drawdown of funds, the Recipient must submit all required quarterly performance reports due since the start date of the award period.

Appendix F – FY2021 Award Standard Conditions

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) serves as the State Administering Agency (SAA) for various federal award programs awarded through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). FDLE has been assigned as the certified Fiscal Agent for the 2021 Project Safe Neighborhoods awards by the U.S. Attorney. OCJG awards funds to eligible applicants, and requires compliance with the agreement and Standard Conditions upon signed acceptance of the award.

The Department will only reimburse recipients for authorized activities specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform award activities as specified, will result in required corrective action including but not limited to financial consequences, project costs being disallowed, withholding of federal funds and/or termination of the project.

For NCHIP and NARIP Awards

Comprehensive Evaluation - In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.

GENERAL REQUIREMENTS

All recipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide

https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

Office of Management and Budget (OMB) Uniform Grant Guidance (2 CFR Part 200)

Subpart A, Definitions

Subparts B-D, Administrative Requirements

Subpart E, Cost Principles

Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: www.gpo.gov/fdsys/

2 C.F.R. §175.15(b), Award Term for Trafficking in Persons

28 C.F.R. §38, Equal Treatment for Faith-Based Organizations

28 C.F.R. § 66, U.S. Department of Justice Common Rule for State and Local Governments

28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace

28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

U.S. Code:

Title 34, U.S. Code, Crime Control and Law Enforcement

Title 41, U.S. Code § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information

Title 34, U.S. Code, § 10101 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:

<https://fdoswebumbracoprod.blob.core.windows.net/media/703328/g1-sl-2020.pdf> and

<http://dos.myflorida.com/media/698314/g2-sl-2017-final.pdf>

State of Florida Statutes

Section 112.061, F.S., Per diem/travel expenses of public officers, employees, authorized persons

Chapter 119, F.S., Public Records

Section 215.34(2), F.S., State funds; non-collectible items; procedure

Section 215.97, F.S. Florida Single Audit Act

Section 215.971, F.S., Agreements funded with federal or state assistance

Section 215.985, F.S., Transparency in government spending

Section 216.181(6), F.S., Approved budgets for operations and fixed capital outlay

For NCHIP and NARIP:

FY2021 National Criminal History Improvement Program (NCHIP) guidance

<https://www.bjs.gov/index.cfm?ty=tp&tid=47>

https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/nchip21_sol.pdf

FY2021 NICS Act Record Improvement Program (NARIP) guidance

https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/narip21_sol.pdf

DEFINITIONS

Award agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. *See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.*

Fiscal Agent refers to the agency responsible for the administration of the PSN award programs. FDLE has been assigned as the certified Fiscal Agent for PSN awards.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is \$10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each award (regardless of the period of performance of the awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each award in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides an award to a recipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§200.211 Information contained in a Federal award paragraph (b)(5) and 200.332 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name;

criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67).

Subaward is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Recipient means a non-Federal entity that receives an award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

For PSN: Task Forces are established by each USAO to collaborate with a PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime.

SECTION I: TERMS AND CONDITIONS

1.0 Payment Contingent on Appropriation and Available Funds - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse recipients for incurred costs is subject to available federal funds.

2.0 Commencement of Project - If a project is not operational within 60 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within 90 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate award funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 Supplanting - The recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for award activities.

4.0 Non-Procurement, Debarment and Suspension - The recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Non-procurement)". These procedures require the recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the award is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal

department or agency;

- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and
- 4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

- 5.0 Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any recipient or subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any recipient or subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal award or cooperative agreement, subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

- 7.0 State Restrictions on Lobbying** - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

- 8.0 Additional Restrictions on Lobbying** - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

- 9.0 "Pay-to-Stay"** - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

- 10.0 The Coastal Barrier Resources Act** - The recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

- 11.0 Background Check** - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, F.S. shall apply.

All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

Such background investigations shall be conducted at the expense of the employing agency or employee.

- 12.0 Confidentiality of Data** - The recipient (or subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate in accordance with the requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23. Privacy Certification forms must be signed by the recipient chief official or an individual with formal, written signature authority for the chief official.

- 13.0 Conferences and Inspection of Work** - Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State

of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

- 14.0 Insurance for Real Property and Equipment** - The recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.
- 15.0 Flood Disaster Protection Act** - The sub recipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.
- 16.0 General Appropriations Restrictions** – The recipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes as set forth in the Consolidated Appropriations Act, 2018.
- 17.0 Immigration and Nationality Act** - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act (“INA”). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.
- 18.0 For NCHIP & NARIP: Enhancement of Security** - If funds are used for enhancing security, the recipient must:
- 1) Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.
 - 2) Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.
- 19.0 Personally Identifiable Information Breaches** – The recipient (or subrecipient at any tier) must have written procedures in place to respond in the event of actual or imminent “breach” (OMB M-17-12) if it: 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of “personally identifiable information (PII)” within the scope of an OJP award-funded program or activity, or 2) uses or operates a “federal information system” (OMB Circular A-130). The recipient’s breach procedures must include a requirement to report actual or imminent breach of PII to FDLE’s Office of Criminal Justice Grants for subsequent reporting to the OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

SECTION II: CIVIL RIGHTS REQUIREMENTS

- 1.0 Participant Notification of Non-discrimination** FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.
- 2.0 Title VI of the Civil Rights Act of 1964** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 CFR § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program.
- Equal Employment Opportunity Certification (EEOC)** – The recipient must submit an EEO Certification annually within 120 days of award.
- Equal Employment Opportunity Program (EEOC)** – The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. §42, Subpart E.
- Recipients are advised to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).
- 3.0 Title IX of the Education Amendments of 1972** If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 28 C.F.R. § 54, “Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance.”

- 4.0 Partnerships with Faith-Based and other Neighborhood Organizations** The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.
- 5.0 Americans with Disabilities Act** - Recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.
- 6.0 Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42, Subpart G)** - Recipients must comply with all provisions prohibiting discrimination on the basis of disability in both employment and the delivery of services.
- 7.0 Age Discrimination Act of 1975** - Recipients must comply with all requirements in Subpart I of 28 C.F.R. §42 which prohibits discrimination based on age in federally assisted programs.
- 8.0 Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.
- 9.0 Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.
- 10.0 Filing a Complaint** - If the recipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

For additional information on procedures for filing discrimination complaints, please visit <https://www.fdle.state.fl.us/Grants/Contacts>.

- 11.0 Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- 12.0 Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.
- 13.0 Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that they may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.
- 14.0 Civil Rights Training Requirements** – In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE Office of Criminal Justice Grants, will be required to complete a two part [Civil Rights Training](#) and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY

- 1.0 Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide, the 28 C.F.R. § 66, and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned

interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to the Office of Criminal Justice Grants for transmittal to DOJ.

- 2.0 Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

- 1.0 Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.
- 2.0 Use of Funds** – Federal funds may only be used for the purposes in the recipient's approved award agreement.
- 3.0 Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.
- 4.0 Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.
- 5.0 Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.
- 6.0 Award Amendments** - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

- 7.0 Financial Expenditures and Reporting** - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the electronic grant management system.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested; however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

- 8.0 Program Income (PGI)** - All income generated as a direct result of award activities shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for OCJG approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.

Any PGI remaining unspent after the end of the federal award period must be refunded to OCJG for transmittal to the Bureau of Justice Assistance.

- 9.0 Recipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

SECTION V: MONITORING AND AUDITS

- 1.0 Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide and the 28 C.F.R. § 66. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of s. 119, F.S., unless specifically exempted and/or made confidential by operation of s. 119, F.S., and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

- 2.0 Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

- 3.0 Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 66, 2 C.F.R. §200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this

agreement.

- 4.0 Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of the award. All performance achievements and performance questionnaires must be completed before the award can be closed.
- 5.0 High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.
- 6.0 Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award if the recipient is designated as "high risk" for purposes of the DOJ high-risk list.
- 7.0 Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
<https://fldoswebumbracoprod.blob.core.windows.net/media/703328/gs1-sl-2020.pdf>.
- 8.0 Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in § 120, F.S., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S.
- 9.0 Failure to Address Audit Issues** - The recipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.
- 10.0 Single Annual Audit** - Recipients that expend \$750,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" s. 215.97, F.S., "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Recipients that expend less than \$750,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

- 1.0 Procurement Procedures** - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that OCJG considers to be a procurement “contract”, and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at <https://ojp.gov/funding/Implement/Resources/GuideToProcurementProcedures.pdf>.

- 2.0 Cost Analysis** - A cost analysis must be performed by the recipient if the cost or price is at or above the \$35,000 acquisition threshold and the contract was awarded non-competitively in accordance with s. 216.3475, F.S. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: [Reference Guide for State Expenditures](#).
- 3.0 Allowable Costs** - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 66, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”, and 2 CFR Subpart E, “Cost Principles”.
- 4.0 Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.
- 5.0 Indirect Cost Rate** - A recipient that is eligible to use the “de minimis” indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.
- 6.0 Sole Source** - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds \$250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) (s. 287.057(5), F.S.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.
- 7.0 Personal Services** - Recipients may use award funds for eligible personal services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program’s authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient’s written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization’s written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

- 8.0 Contractual Services** - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Recipients - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants FinancialGuide(https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf); and all other applicable federal and

state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions applicable to the federal award to any subcontract. The term “contractor” is used rather than the term “vendor” and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds \$650 (excluding travel and subsistence costs) per eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates, 28 C.F.R. § 66, and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.

FFATA Reporting Requirements - Recipients that enter into awards of \$30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at <https://ojp.gov/funding/Explore/FFATA.htm>.

- 9.0 Travel and Training** - The cost of all travel shall be reimbursed according to the recipient's written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061, F.S. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.
- 10.0 Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.
- 11.0 Training and Training Materials** – Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.
- 12.0 Publications, Media and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide, 28 C.F.R. §§ 66, and 200.315.

Publication or Printing of Materials - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

All electronic and print materials paid under this award must contain the following statements identifying the federal award:

“This project was supported by Award No. [Federal Award Number] awarded by the [Bureau of Justice Assistance/Bureau of Justice Statistics], Office of Justice programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice or grant-making component.”

Any website funded in whole or in part under this award must include the same statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a web-based service, including any pages that provide results or outputs from the service.

Patents - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

- 13.0 For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS)** - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

14.0 Information Technology Projects

Criminal Intelligence Systems - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 42 U.S.C. § 3789g(c)-(d). The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

- 15.0 Interoperable Communications Guidance** - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at <https://www.dhs.gov/publication/funding-documents>.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

16.0 Global Standards Package - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at <https://it.ojp.gov/gsp>. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

17.0 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment – In accordance with the requirements as set out in 2 C.F.R. § 200.216, recipients are prohibited from obligating or expending award funds to:

- 1) Procure or obtain;
- 2) Extend or renew a contract to procure or obtain;
- 3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

18.0 Unreasonable Restrictions on Competition - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

- 1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) – Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
- 2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- 3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

19.0 Non-Disclosure Agreements - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

20.0 Confidential Funds and Confidential Funds Certificate - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the [DOJ Grants Financial Guide](#) is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for OCJG review.

21.0 For JAG: Task Force Training Requirement - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed <https://www.centf.org/CTFLI/>

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness

as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

22.0 For NCHIP and NARIP: Protective Order Systems - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

23.0 For PREA: PREA Audits - Recipients using funds, in whole or in part, to conduct PREA audits must utilize a DOJ certified PREA auditor who must abide by all applicable requirements in the DOJ PREA Auditor Handbook.

SECTION VII: ADDITIONAL REQUIREMENTS

1.0 Environmental Protection Agency's (EPA) list of Violating Facilities - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

2.0 National Environmental Policy Act (NEPA) - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE OCJG.

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- 3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- 4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
- 5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

3.0 National Historic Preservation Act – The Act will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

4.0 Human Research Subjects – The recipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

5.0 Disclosures

Conflict of Interest - The recipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict

of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

Violations of Criminal Law - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.

- 6.0 Uniform Relocation Assistance and Real Property Acquisitions Act** - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.
- 7.0 Limitations on Government Employees Financed by Federal Assistance** - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- 8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- 9.0 Text Messaging While Driving** - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and §316.305, F.S., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 10.0 For JAG: DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at: <https://www.ncjrs.gov/pdffiles1/nij/s1001062.pdf>.

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS (the National DNA Database operated by the FBI).

- 11.0 Environmental Requirements and Energy** - For awards in excess of \$100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C 85), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR 1). The recipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.
- 12.0 Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.
- 13.0 Trafficking in Persons** - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.
- 14.0 Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements:** Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).
Should any provision of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

15.0 Employment Eligibility Verification for Hiring Under This Award – The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

- 1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
- 2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- 3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
- 4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- 5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to a award funded position under this award.
- 6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
- 7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
- 8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

16.0 Determination of Suitability to Interact with Minors – This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

17.0 Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters - No recipient under this award, or entity that receives a procurement contract with funds under this award, may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

- 1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
- 2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to OCJG, and will resume such obligations only if expressly authorized to do so by OCJG.
- 3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

18.0 Safe Policing and Law Enforcement – Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in [Executive Order 13929](#). For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

19.0 For RSAT: State Alcohol and Drug Abuse Agency - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.

20.0 For RSAT: Drug Testing - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.

- 21.0 For RSAT: Opioid Abuse and Reduction** - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.
- 22.0 For RSAT: Data Collection** - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.
- 23.0 For PSN: Coordination with U.S. Attorney and PSN Task Forces** - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.
- 24.0 For PSN: Media-related Outreach** - The recipient agrees to submit to OCJG for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.
- 25.0 For NCHIP & NARIP: Coordination and Compatibility with Systems** - In accordance with federal award conditions, recipient agrees all activities supported under this award must:
- 1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
 - 2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
 - 3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: March 17, 2023

MEETING DATE: March 21, 2023

SUBJECT: First Reading of Ordinance No. 2023-07, Establishing City of Umatilla Design Review Board

BACKGROUND SUMMARY:

Article XIV, Section 3 of the Charter of the City of Umatilla vests in the City Council the authority to create boards and commissions which the City Council deems expedient to the operation of the affairs of the City of Umatilla. The creation of a Design Review Board to, among other things, assure that buildings and structures, along with associated signage, landscaping, lighting, or other development, contribute in a positive way to the public environment of the City.

RECOMMENDATIONS:

City Council to approve the First Reading of Ordinance No. 2023-07, Establishing City of Umatilla Design Review Board.

FISCAL IMPACTS:

None.

ATTACHMENTS:

1. Ordinance No. 2023-07, Establishing City of Umatilla Design Review Board.
-

ORDINANCE 2023 -07

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA,
FLORIDA, CREATING SECTION 12 OF CHAPTER 3 OF THE LAND
DEVELOPMENT REGULATIONS OF THE CITY OF UMATILLA; CREATING A
DESIGN REVIEW BOARD; PROVIDING THAT THE CITY COUNCIL MAY
DESIGNATE ITSELF AS THE DESIGN REVIEW BOARD; PROVIDING FOR
SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR RECORDATION;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Article XIV, Section 3 of the Charter of the City of Umatilla vests in the City Council the authority to create boards and commissions which the City Council deems expedient to the operation of the affairs of the City of Umatilla; and

WHEREAS, the City Council of the City of Umatilla desires to create a Design Review Board to, among other things, assure that buildings and structures, along with associated signage, landscaping, lighting, or other development, contribute in a positive way to the public environment of the City; and

WHEREAS, the City Council of the City of Umatilla believes it is in the best interests of the City to allow the option to have the City Council act as the Design Review Board where the City Council, in its discretion, views that such would be beneficial.

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

Section 1. Section 12 of Chapter 3 of the Land Development Regulations of the City of Umatilla is hereby created to read:

Design Review Board.

Sec. 12-1. Created; composition; terms; removal of members.

(a) *Created.* There is hereby created a city design review board.

(b) *Composition.* The board shall be composed of five members and one alternate who shall serve without compensation. To the extent that qualified volunteers are available:

(1) At least two of the members shall be architects, licensed or registered to practice in the State of Florida, and at least one member shall be a landscape architect, licensed or registered to practice landscape architecture in the State of Florida. The other two members and the alternate shall be persons who, as a result of training, experience, attainments or interest, are qualified to analyze and interpret design, landscaping, lighting, signage or environmental information; to appraise resource uses in light of the policies set forth in this division; and to be responsive to the social, aesthetic, recreational and cultural needs of the community. Persons having expertise

or interest in related matters, such as conservation, recreation, design, urban planning, cultural-historical preservation and ecological and environmental sciences, shall, insofar as practicable, be considered for appointment to the board.

(2) Alternatively, the Council may, from time to time, pass a resolution designating itself as and undertaking the functions of the Design Review Board. A resolution hereunder may state an effective period or state that it shall be effective indefinitely until further resolution of the City Council.

(c) *Terms.*

(1) The term of office for each member shall commence upon the effective date of appointment and shall expire on May 31 closest to three years from commencement of the term. Members shall be limited to two consecutive three-year terms. After serving two consecutive terms, a member may reapply for appointment to the board after one year following expiration of the member's last term. In the event the City Council designates itself as the Design Review Board, the term of each such board seat shall be concurrent with the term of the City Council seat.

(d) *Removal of members.* Any member may be removed by the city council for failure to maintain the qualifications set forth in subsection (b) of this section, or article II, section 5(a) of the state Constitution (dual office holding). A member who is removed shall not be reappointed to membership on the Design Review Board for at least one year from the date of removal.

Sec. 12-2 Purpose.

The purpose of the Design Review Board is to promote the public health, safety and general welfare by considering appeals from final administrative decisions from the City Building Department. Factors to be considered in hearing such appeals include, but are not limited to, the following:

- (1) Preserving existing areas of natural beauty and cultural importance;
- (2) Assuring that buildings and structures, along with associated signage, landscaping, lighting or other development, contribute in a positive way to the public environment of the city;
- (3) Preventing the development of structures or uses which are not of acceptable exterior design or appearance or are of inferior quality or likely to have a depreciating effect on the public environment, or surrounding area, by reason of appearance or value;
- (4) Consistent with other provisions of this Code, eliminating conditions, structures, along with associated design, landscaping, lighting, and signage, which by reason of their effect tend to degrade the appearance, health, safety or general welfare of the community; and
- (5) Providing a continuing source of programs and means of improving the city's public environment.

Section 12-3. Organization; quorum; rules of procedure.

(a) The Design Review Board shall meet as needed. The chair may call special meetings and may cancel or continue meetings as may be necessary. The Design Review Board shall hold a meeting within thirty (30) days from the date of receipt by the City Manager of a request for a public hearing before the Design Review Board meeting all of the requirements set forth herein.

(b) A majority of the membership of the board shall constitute a quorum for the transaction of business. The alternate member may attend meetings and take part in discussion on items before the Design Review Board but shall make or second motions and vote on business items only if one or more members of the Design Review Board are absent.

(c) The Design Review Board shall elect a chair and a vice-chair from among its members. Terms of the chair and vice-chair shall be for one year, commencing in the first regular meeting after May 31 of each year. The chair and vice-chair are eligible for reelection. The vice-chair shall have the same powers of the chair, in the absence of the chair. The city will provide for a recording secretary through the city clerk or city manager.

(d) Subject to the City Council's approval by resolution, the Design Review Board shall adopt rules and regulations as may be deemed necessary for the proper function of the board in regard to:

- (1) Meeting dates, time, and location;
- (2) Publication of agendas of board meetings; and
- (3) Procedures for filing, advertising and notification of meetings; and

(e) The city council may, at its discretion, appropriate funds to the board for expenses necessary in the conduct of its work.

(f) In the event that the City Council designates itself as the Design Review Board, all matters which would otherwise be heard or considered by the Design Review Board will be addressed at regular or special City Council meetings. When performing such functions at properly noticed City Council meetings, it shall not be necessary for the City Council to separately give notice of Design Review Board meetings, for separate minutes to be taken, or for a meeting of the City Council to be adjourned and a meeting of the Design Review Board be called to order.

Sec. 12-4. Appeals from decisions of the Design Review Board.

(a) Any petitioner or owner of property who appeared before the Design Review Board, is presumed to have standing to appeal a final decision of the Design Review Board to the City Council.

(b) An appeal to the City Council may be perfected by filing a notice of appeal, in a form prescribed by the city clerk, within 15 days after the decision of the Design Review Board was signed by the chair or vice-chair and filed with the city clerk. The notice of appeal shall set forth the specific errors committed by the board, with reference to the portion of the record where the error was committed. To perfect the appeal, within the prescribed 15 days the appellant(s) shall: (1) complete and file the notice of appeal; and (2) pay a fee established by the city council for each decision that is appealed. If the notice of appeal is not timely filed, the filed notice of appeal is incomplete or the fee is not timely paid, the city staff shall reject the appeal and notify the appellant(s) that the appeal as filed is deficient. The appellant(s) shall have seven days from the date notice is sent by the city staff to correct the deficiency. If the deficiency is not cured within that seven-day period, the action of the Design Review Board shall thereafter constitute final agency action by the Design Review Board. If all deficiencies are cured within that seven-day period, the appeal shall be deemed to have been filed on the date all deficiencies are cured.

(c) The City Council shall hear the appeal at an available regularly scheduled meeting, or at a special meeting within 45 days after the date of filing the notice of appeal. Failure of the City Council to adhere strictly to this schedule shall not constitute grounds for challenge of the City Council's action.

(d) The City Council shall render a decision immediately following the hearing of the appeal, unless the matter is continued consistent with established City Council procedures. The City Council's review shall be limited to a review of the record before the board and argument before City Council regarding error by the appellant(s) and the property owner or petitioner before the Design Review Board to determine:

- (1) Was the appellant(s) afforded procedural due process before the DRB?
- (2) Did the DRB decision follow the essential requirements of law?
- (3) Was there competent, substantial evidence presented to the DRB in support of its decision?

(e) The City Council may affirm, deny, or remand the Design Review Board's decision with directions. The disposition of any appeal by the City Council shall be by resolution and shall constitute final agency action.

Section 2. **Severability.** If any section, sentence, clause, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this Ordinance.

Section 3. **Repeal.** All ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 4. **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 _____, 2023.

Kent Adcock, Mayor

ATTEST:

Jessica Burnham
City Clerk

Approved as to form:

Kevin Stone
City Attorney

Passed First Reading: _____

Passed Second Reading : _____



CITY OF UMATILLA
AGENDA ITEM STAFF REPORT

DATE: March 17, 2023

MEETING DATE: March 21, 2023

SUBJECT: First Reading of Ordinance No. 2023-08, Prohibiting smoking and vaping in public parks within the City of Umatilla

BACKGROUND SUMMARY:

At the February 21, 2023 Regular City Council meeting students with Students Working Against Tobacco (SWAT) presented City Council with a presentation on the reasons why it would be beneficial for the city to prohibit smoking and vaping in public parks within the City of Umatilla and asked Council to consider passing an ordinance doing so.

RECOMMENDATIONS:

City Council to approve the First Reading of Ordinance No. 2023-08, Prohibiting smoking and vaping in public parks within the City of Umatilla

FISCAL IMPACTS:

Negligible cost of signage.

ATTACHMENTS:

1. Ordinance No. 2023-08, Prohibiting smoking and vaping in public parks within the City of Umatilla
-

ORDINANCE 2023-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, PROHIBITING SMOKING AND VAPING IN PUBLIC PARKS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION AND SCRIVENERS ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VII, Section 2 and Chapter 166, Florida Statutes, confer upon a municipality the authority to adopt regulations designed to promote the public health, safety and general welfare of its citizens; and

WHEREAS, pursuant to its home rule powers, the City of Umatilla may adopt necessary regulations for public lands and facilities; and

WHEREAS, from time to time the City of Umatilla provides updates to its Code of Ordinances in the best interest of the citizens and visitors to the City of Umatilla; and

WHEREAS, Tobacco use causes death and disease and continues to be an urgent public health threat; and

WHEREAS, cigarette butts, smokeless tobacco, and vapor-generating electronic devices pose a health threat of poisoning to young children.

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

Section 1: LEGISLATIVE FINDINGS AND INTENT.

The City of Umatilla has complied with all requirements and procedures of the Florida law necessary for the adoption of this Ordinance. The above recitals are hereby declared to be findings of the City Council and are incorporated herein by reference.

Section 2: DEFINITIONS.

The following words and phrases, whenever used in this article shall have the meanings defined in this section unless the context clearly requires otherwise:

- (a) “Park” means all city-owned public parks including, but not limited to, Cadwell Park, Larkin Park, Guerrant Park, Gateway Park, Olson Park, Hall Memorial Park, the park surrounding the city library, the community pier, and the grounds surrounding the municipal swimming pool.

- (b) “Vapor-generating Electronic Device” means an electronic device that may be used to deliver any aerosolized or vaporized substance to the person in haling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.
- (c) “Smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted or heated tobacco product, including cigarettes, filtered cigars, pipe tobacco, and any other lighted or heated tobacco product whether natural or synthetic.
- (d) “Tobacco Product” means:
 - (1) any product, containing, made, or derived from tobacco, nicotine or nicotine analogues that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;
 - (2) any vapor-generating electronic device as defined in this Section and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or
 - (3) any component, part, accessory, of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

Notwithstanding anything to the contrary, “Tobacco Product” does not mean unfiltered cigars or drugs approved for medical use by the U.S. Food and Drug Administration.

- (e) “Vape” or “Vaping” means to inhale or exhale vapor produced by a vapor-generating electronic device or to possess a vapor- generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance, the term does not include the mere possession of a vapor-generating electronic device.

Section 3: PROHIBITION OF SMOKING AND VAPING IN RECREATIONAL AREAS.

Smoking, Vaping, and the use of all other Tobacco Products is prohibited in all Parks within The City of Umatilla. Unfiltered cigars are not regulated by this Section.

Section 4: OTHER REQUIREMENTS AND PROHIBITIONS.

The City manager or their designee may, in their discretion, post "No Smoking or Vaping" signs at Parks. For purposes of this section, the City Manager or their designee shall be responsible for the posting of signs. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of smoking or vaping in violation of any other provision of this ordinance.

Section 5: COMPLIANCE AND ENFORCEMENT

Individuals acting in violation of this policy will be in violation of the City Code and subject to penalties as provided in the Code of Ordinances for violations hereof. In addition, individuals who violate this policy may be required to leave the Park.

Section 6: 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 7: 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 8: 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 _____, 2023.

Kent Adcock, Mayor
City of Umatilla, Florida

ATTEST:

Approved as to Form:

Jessica Burnham
City Clerk

Kevin Stone
City Attorney

Passed First Reading _____

Passed Second Reading _____
(SEAL)



Umatilla Public Library FY 22-23



February 2023

City Monthly Reports FY 22-23

	Feb. 2023 (Q2)	Q1	FY 22-23
Visits (<i>door count halved</i>)	3,626	11,077	17,850
Checkouts	2,745	8,044	13,823
E-Books (digital)	365	1,065	1,803
Total Circulation	3,110	9,379	15,896
New Patrons	34	70	131
Computer Sessions	267	891	1,463
Adult Volunteer Hours	36.5	110	185
Attendance Family Programs	62	1,065	1,168
Attendance Adult Programs	41	67	134
Attendance Teen Programs	88	297	534
Attendance Juvenile Programs	198	402	729
Total # of Programs	45	114	205
Meeting room Rental	-	-	-
Cash to City	\$1688.32	\$1,434.03	\$3,666.50
CWYS Income (<i>subset of "Cash to City"</i>)	\$1005.00	-	\$1005.00

Highlights

City-Wide Yard Sale:

The 22nd Annual City-Wide Yard Sale was held on March 4, 2023. The weather was beautiful and we had many visitors come to Umatilla.

In total the library raised \$1478.30 for the Summer Reading Program. In addition the Friends of the Library raised an estimated \$800 from the Annual Book Sale.

There were over 50 community yard sales registered and all spots were sold at the library.

We thank the community for supporting the library’s summer reading program and ask everyone to participate this summer.

UMATILLA POLICE DEPARTMENT PRESS RELEASE

WEEK OF
February 28, 2023 through March 6, 2023

ARRESTS

03/03/2023	9:19 a.m.	Poole, Donny Homeless	Mr. Poole was arrested for retail theft.
------------	--------------	--------------------------	--

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a			
-----	--	--	--

REPORTS FILED

02/28/2023	9:18 p.m.	Officers responded to the Dollar General on North 19 as to a person sleeping on the property. Person was gone on arrival.	
03/02/2023	3:04 a.m.	Officers responded to a call on South Pine Avenue. The argument was verbal in nature. The parties separated as one left for work.	
03/02/2023	9:43 a.m.	Officers responded to a report of two juveniles hanging around Central Avenue. They were returned to Umatilla High School.	
03/03/2023	3:56 p.m.	Officers took a fraud report. It is being turned over to the proper jurisdiction.	
03/05/2023	6:01 p.m.	Officers responded to a call on Umatilla Boulevard. A person was transported for treatment under the Baker Act to Lifestreams Behavioral Center.	

ARRESTS	1
DISPATCHED CALLS	84
TRAFFIC STOPS	15
TRAFFIC CITATIONS ISSUED	1