

UMATILLA CITY COUNCIL MEETING
July 5, 2022, 6:00 PM
Council Chambers, 1 S. Central Avenue, Umatilla, Florida

Pledge of Allegiance and Prayer

Please silence your electronic devices

CALL TO ORDER
ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. City Council Meeting Minutes dated June 21, 2022

MAYOR'S MESSAGE

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 Board addresses such items during this meeting. Public comments are generally limited to three minutes.

CONSENT AGENDA

2. Surplus Equipment Declaration

PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS

3. CDBG First Public Hearing, Fred Fox Enterprises

4. Fair Housing Public Workshop, Fred Fox

NEW BUSINESS

5. Approval of Purchasing Policy with Updates

REPORTS

Kevin Stone, City Attorney
Scott Blankenship, City Manager
City Council
Staff Members

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
June 21, 2022, 6:00 PM
Council Chambers, 1 S. Central Avenue, Umatilla, Florida

Vice Mayor Chris Creech called the meeting to order.

Vice Mayor Creech led the Pledge of Allegiance and gave an Invocation.

The meeting was called to order at 6:00 p.m.

PRESENT: Vice Mayor Chris Creech; Council Members Kaye Adams, Bryan Butler; John Nichols; City Manager Scott Blankenship; City Attorney Kevin Stone; Regina Frazier, Finance Administration Director; Adam Bolton, Police Chief; Amy Stultz, Library Director; Misti Lambert, Assistant to the City Manager

ABSENT: Mayor Kent Adcock

AGENDA REVIEW

MOTION by Council Member Nichols to approve the agenda as presented;
SECOND by Council Member Adams;
Motion APPROVED by unanimous vote.

MINUTES REVIEW

1. Approval of City Council Meeting minutes dated May 17, 2022 and June 7, 2022

MOTION by Council Member Nichols to approve the minutes as presented;
SECOND by Council Member Butler;
Motion APPROVED by unanimous vote.

MAYOR'S MESSAGE

PUBLIC COMMENT

There were none.

PRESENTATIONS

2. An Expression of Appreciation to Representative Truenow and Senator Baxley for their Support

Mr. Blankenship stated it can be difficult for smaller Cities to avoid being lost in the shuffle with regard to the legislative process. However, the City of Umatilla is fortunate to have Senator Baxley and his office staff and Representative Truenow and his office staff working hard and having the City of Umatilla's interest at heart. He said these two gentlemen and their staff members have been very instrumental in assisting the City in the securing of funds for much needed infrastructure projects.

Vice Mayor Creech presented plaques of appreciation to Representative Truenow and to Senator Baxley. He thanked both for their dedication and ongoing support for the City of Umatilla. Each were given the opportunity to speak to City Council and residents.

NEW BUSINESS

3. Civic Function Support – Award of Umatilla High School Scholarship

Based on application received for the Umatilla High School Annual Scholarship, the City Council of the City of Umatilla awarded the \$500 scholarship to Miss Emma Ethington.

MOTION by Council Member Nichols to approve award of the Annual Scholarship to Emma Ethington.
SECOND by Council Member Adams;
Motion APPROVED by unanimous voice vote.

REPORTS

Kevin Stone, City Attorney, had nothing additional to report.

Scott Blankenship, City Manager, had nothing additional to report.

Adam Bolton, Police Officer, provided information with regard to a recent arrest in Umatilla.

Regina Frazier, Finance Director, said the insurance trust annual conference was held last week. She reported during the group health trust board meeting, one member mentioned the increase in insurance rates. As a result of the inquiry, a vote was held amongst members, and an additional 1.5 million dollars was approved to be added to the fund as an effort to keep rates lower.

Misti Lambert reported Glendale II Cemetery Survey is complete. Permanent markers will be installed where temporary survey markers are placed.

Vaughan Nilson, Public Works, had nothing additional to report.

Amy Stultz, Library Director, reported on the food for fines program.

John Nichols, City Council Member, announced an upcoming event at the airport. He recognized Scott Blankenship and staff for a job well done as he watches the runway rehabilitation project taking place at the airport. The airport is open again. Mr. Nichols also mentioned several months ago the Citizens on Patrol program was began. He and his partner have spent several hours working the program and he gave an example of how this program is beneficial to the Police Department.

Kaye Adams, City Council Member, complemented the swimming pool facility. She also said there will be an MPO meeting tomorrow. The museum will be opened during the summer with activities for children and parents.

Brian Butler, City Council Member, asked about the cemetery layout. He asked about recognition of Ray Bryant and Mr. Blankenship said within the next month or so the timing will be appropriate to recognize Mr. Bryant.

ADJOURNMENT

With no further business for discussion, meeting adjourned at approximately 6:30 p.m.

Kent Adcock, MAYOR

Gwen Johns, MMC
City Clerk

**CITY OF UMATILLA
AGENDA ITEM STAFF REPORT**

DATE: June 29, 2022

MEETING DATE: July 5, 2022

SUBJECT: Declaration of Surplus Goods

ISSUE: Surplus items no longer used by the city

BACKGROUND SUMMARY: When the city has items that no longer hold value or have exceeded their useful life, the City Council is asked to declare such items as surplus so they may be disposed of in a way that is in the best interest of the City.

Public Works Barn	Graco Line Striper B11B	BA578
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The Striper is more than ten years old and is in working condition. The estimated value of this item is \$5,000.

STAFF RECOMMENDATIONS: Declare the Graco Line Striper as surplus and dispose of properly.

FISCAL IMPACTS: N/A

COUNCIL ACTION:

Reviewed by City Attorney Yes No N/A

Reviewed by City Engineer Yes No N/A

CITY OF UMATILLA
CDBG FIRST PUBLIC HEARING
JULY 5, 2022 AT 6:00 P.M.

- A.** Presentation on Community Development Block Grant (CDBG) Program and four application categories
- B.** Open Public Hearing
- C.** Public Discussion or Comments on Eligible Projects / Activities
- D.** Close Public Hearing
- E.** Staff Recommendations on Project / Activities
- F.** Citizens Advisory Task Force (CATF) Recommendation on Project/Activities
- G.** Request Authorization for Staff to Prepare an Application for the CDBG Grant



CITY OF UMATILLA
2021-2022 CDBG GRANT APPLICATION
FIRST PUBLIC HEARING
JULY 5, 2022, AT 6:00 P.M.

City of Umatilla
Community Development Block Grant (CDBG)
Application Process

2

Maximum CDBG Grant Amount: \$ 700,000.00

CDBG Categories:

- 1. Housing Rehabilitation** – Rehab/replacement of owner occupied Low to Moderate Income (LMI) homes.
- 2. Commercial Revitalization** – Streetscape, Sidewalks, Pedestrian Malls, Building Façade work, etc. to the Downtown Commercial Area. City/Service Area needs to be a minimum of 51% LMI
- 3. Neighborhood Revitalization-** Infrastructure items in residential LMI areas. Examples – water line repair/replacement, sewer line repair/replacement, water system improvements, sewer system improvements, paving, drainage, community center, etc. Beneficiaries must be at minimum 51% LMI for Application Threshold
- 4. Economic Development** – Provide infrastructure on City easement/property to facilitate a new business coming into the City or the expansion of an existing business. Business must create new long-term jobs and be included as the developer in the application. The maximum that may be applied for in this category is \$ 1,500,000.00. One full time equivalent new job must be created for each \$34,999.99 being requested



FY 2022 Income Limits Documentation System

FY 2022 Income Limits Summary

Umatilla, Florida										
FY 2022 Income Limit Area	Median Income	FY 2022 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Lake County, Florida	\$80,100	Extremely Low (30%) Income Limits	\$17,400	\$19,900	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
		Very Low (50%) Income Limits	\$29,050	\$33,200	\$37,350	\$41,450	\$44,800	\$48,100	\$51,400	\$54,750
		Low (80%) Income Limits	\$46,450	\$53,050	\$59,700	\$66,300	\$71,650	\$76,950	\$82,250	\$87,550

Additional Points in Application:

4

➤ **Leverage Points:**

Each \$2,000.00 of leverage results in 1 extra point in final score of the application. Maximum of 25 points or \$50,000.00. Local community can exceed \$50,000.00 towards projects but will not receive additional points for leverage over the 25 point maximum.

➤ **Neighborhood Revitalization and Commercial Revitalization Projects Only:**

Engineer stamped construction plans and specifications submitted with the application by the application deadline will receive an additional 50 points for being shovel ready. All permits must be submitted for prior to application submittal to obtain these points.

- Local Government will not be reimbursed for shovel ready design cost with CDBG funds, even if application is funded.



Steps Required in CDBG Application Process

- 1.) Appoint a Citizens Advisory Task Force (CATF)
- 2.) Advertise and hold a CATF meeting to discuss possible projects
- 3.) Advertise and hold a 1st Public Hearing. Obtain public comment and direction by City Council to move forward on determining a project.
- 4.) Advertise and hold a Fair Housing Workshop.
- 5.) Advertise and hold a 2nd Public Hearing to finalize the application.



Open for Public Comment

FIRST PUBLIC HEARING NOTICE

EL AVISO DE PRIMERA AUDIENCIA PÚBLICA ESTÁ DISPONIBLE EN ESPAÑOL EN EL SITIO WEB DE LA CIUDAD DE UMATILLA (<https://www.umatillafl.org/>)



The City of Umatilla, Florida is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2021-2022 Small Cities Community Development Block Grant (CDBG). If not funded under the initial 2021-22 combined cycle, this notice and public hearing will be used for a subsequent 2022 cycle. The City is eligible to apply for up to Seven Hundred Thousand Dollars (\$700,000.00) in the neighborhood revitalization, commercial revitalization, and housing rehabilitation categories and up to one million five hundred thousand dollars (\$1,500,000.00) in the economic development category. Construction activities funded through the CDBG program must meet one of the following National Objectives:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing, neighborhood revitalization, commercial revitalization or economic development and include such improvement activities as acquisition of real property, loans to private-for-profit businesses, purchase of machinery and equipment, construction of infrastructure, rehabilitation of houses and commercial buildings and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, the City of Umatilla must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the City of Umatilla is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held at the City of Umatilla City Hall located at 1 South Central Avenue, Umatilla, Florida 32784 on Tuesday, July 5, at 6:00 p.m., or as soon thereafter as possible. For information concerning the public hearing contact Ms. Gwen Johns, City Clerk, City of Umatilla, at 1 South Central Avenue, Umatilla, Florida 32784, by telephone at (352) 669-3125 or by e-mail at gjohns@umatillafl.org.

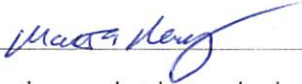
The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours-before the workshop by contacting: Ms. Gwen Johns, City Clerk, City of Umatilla, by telephone at (352) 669-3125 or by e-mail at gjohns@umatillafl.org

Any non-English speaking person wishing to attend the public hearing should contact Ms. Johns (352) 669-3125 at least five calendar days prior to the meeting and a language interpreter will be provided. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.

Affidavit of Publication
NORTH LAKE OUTPOST
Serving North Lake County Florida
Located in Umatilla, Lake County, Florida
STATE OF FLORIDA,
COUNTY OF LAKE

Before the undersigned authority personally appeared
Matt A. Newby



who on oath says that he or she is Publisher of the
North Lake Outpost, a weekly newspaper published
at 131 North Central Avenue, Umatilla, in Lake
County, Florida; that the attached copy of
advertisement, being a legal notice in the matter of


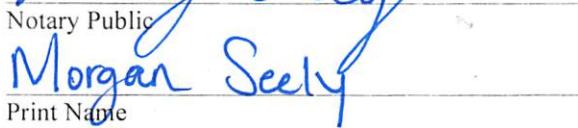
FIRST PUBLIC HEARING NOTICE
CITY OF UMATILLA
SMALL CITIES COMMUNITY DEVELOPMENT
BLOCK GRANT

was published in said newspaper in the issue of:

6-23-22.

Affiant further says that the said publication is a
newspaper Published at 131 North Central Avenue,
Umatilla, in said Lake County, Florida, and that the
said newspaper has heretofore been continuously
published in said Lake County, Florida each week
and has been entered as periodicals matter at the post
office in Umatilla, in said Lake County, Florida, for a
period of one year next preceding the first publication
of the attached copy of advertisement; and affiant
further says that he or she has neither paid nor
promised any person, firm or corporation any
discount, rebate, commission or refund for the
purpose of securing this advertisement for
publication in the said newspaper.

Sworn to and subscribed before me this 23rd day of
June 2022.


Notary Public

Print Name





AGENDA

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**

CITY OF UMATILLA, FLORIDA

FAIR HOUSING WORKSHOP

JULY 5, 2022 @ 6:00 P.M.

1. Sign in of persons in attendance
2. Pass out Fair Housing Workshop packages
3. Discussion of the Fair Housing Ordinance in place for the City of Umatilla, Florida
4. Question and Answer session
5. Conclusion of Workshop

FAIR HOUSING ¹



Equal Opportunity for All

Fair Housing Act: What Does it Do?

42 U.S.C. Prohibits discrimination in housing-related transactions, including the sale, rental, or financing of dwellings. Discrimination includes refusing to rent to someone, steering someone away to a particular type of housing or neighborhood, enacting zoning measures to exclude particular groups etc., because of membership in a protected class.



Protected Classes

- ▶ Race
- ▶ Color
- ▶ Religion
- ▶ National Origin
- ▶ Sex
- ▶ Familial status
(including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- ▶ Disability



What is Prohibited?

No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- **Refuse to rent or sell housing**
- **Refuse to negotiate for housing**
- **Set different terms, conditions or privileges for sale or rental of a dwelling**
- **Falsely deny that housing is available for inspection, sale or rental**
- **For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, age, sex, etc. have moved, or are about to move into the neighborhood or**
- **Deny any person access to, membership or participation in, any organization, facility or service related to the sale or rental of dwellings**

Housing Protection for Families with Children

5

It is unlawful to discriminate against a person whose household includes one or more children who are under 18 years of age “Familial Status” in which one or minor children live with a parent or legal custodian.



Additional Protection If You Have a Disability

6

- Have a physical or mental disability (including hearing, mobility and visual impairments, cancer, chronic mental illness or HIV/AIDS) that substantially limits one or more major life activities; or
- Are regarded as having such a disability, a housing provider may not:
 - Refuse to let you make reasonable modifications to your dwelling at your expense (a landlord may permit changes only if you agree to restore the property to its original condition when you move.)

Example: A building with a “no pets” policy must allow a visually impaired tenant to keep a guide dog.



What Housing is Exempt?

7

- **The Federal Fair Housing Act exempts owner-occupied buildings with no more than four units and single-family housing sold or rented without the use of a broker.**
- **Senior Housing Exemption- exempts some senior housing facilities and communities from liability for familial status discrimination.**
 - ❖ **Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons or**
 - ❖ **Intended for, and solely occupied by persons 55 or 62 years of age or older.**

If You Think Your Rights Have Been Violated, you can contact the following:

FLORIDA COMMISSION ON HUMAN RELATIONS

Phone: (850) 488-7082

Toll-Free: 1-800-342-8170

Website: <http://fchr.state.fl.us>



US DEPT OF HOUSING AND URBAN DEVELOPMENT SOUTHEAST REGIONAL OFFICE:

(Complaints_office_04@hud.gov)

Five Points Plaza

40 Marietta Street, 16th Floor

Atlanta, GA 30303-2808

Phone: (404) 331-5140

Toll-Free: 1-800-440-8091 x2493

US DEPT OF HOUSING AND URBAN DEVELOPMENT

Office of Fair Housing and Equal Opportunity

451 7th Street, S.W., Room 5204,

Washington, DC 20410-2000

Phone: 1-800-669-9777

* TTY 1-800-927-9275

Website: www.hud.gov/fairhousing



What you will need to provide:

- Your name and address
- The name and address of the person your complaint is against(the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

Your local ordinance includes steps and time limits in which complaints must be submitted and responses must be provided.

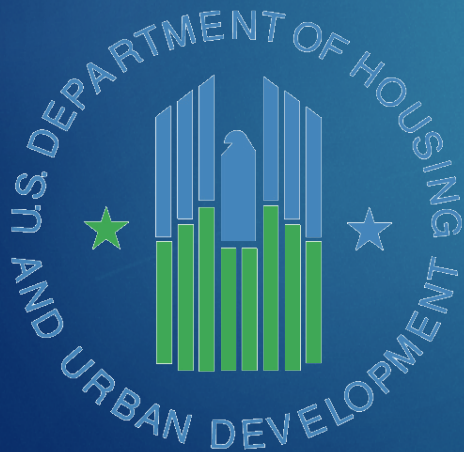
What Happens When You File A Complaint?

10

- The office receiving the complaint will notify the person filing the complaint and the alleged violator (respondent) of the filing of your complaint and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint and determine whether there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint and provide reason for the delay.

Fair Housing Act Conciliation: During the complaint investigation, HUD is required to offer you and the respondent the opportunity to voluntarily resolve your complaint with a Conciliation Agreement.

ANY
QUESTIONS
?



Affidavit of Publication
NORTH LAKE OUTPOST
Serving North Lake County Florida
Located in Umatilla, Lake County, Florida
STATE OF FLORIDA,
COUNTY OF LAKE

Before the undersigned authority personally appeared
Matt A. Newby

Matt A. Newby

who on oath says that he or she is Publisher of the North Lake Outpost, a weekly newspaper published at 131 North Central Avenue, Umatilla, in Lake County, Florida; that the attached copy of advertisement, being a legal notice in the matter of

FAIR HOUSING WORKSHOP

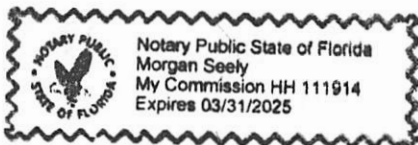
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Sworn to and subscribed before me this 23rd day of JUNE 2022.

Morgan Seely
Notary Public
Morgan Seely
Print Name



FAIR HOUSING WORKSHOP

EL TALLER DE AVISO DE
VIVIENDA JUSTA ESTÁ
DISPONIBLE EN ESPAÑOL EN
EL SITIO WEB DE LA CIUDAD
DE UMATILLA ([https://www.
umatillafl.org/](https://www.umatillafl.org/))



The City of Umatilla is a fair housing advocate. The City is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend. If not funded under the initial 2021-22 combined cycle, this notice and workshop will be used for a subsequent 2022 cycle.

The workshop is scheduled for Tuesday, July 5, 2022, at 6:00 p.m., or as soon thereafter as possible, at the City of Umatilla City Hall located at 1 South Central Avenue, Umatilla, Florida 32784. For information concerning the workshop contact Ms. Gwen Johns, City Clerk, City of Umatilla, at 1 South Central Avenue, Umatilla, Florida 32784, by telephone at (352) 669-3125 or by e-mail at gjohns@umatillafl.org.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours-before the workshop by contacting: Ms. Gwen Johns, City Clerk, City of Umatilla, (352) 669-3125 or by e-mail at gjohns@umatillafl.org. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: June 30, 2022 **MEETING DATE:** July 5, 2022
SUBJECT: Resolution No. 2022-12
ISSUE: Requested updates to City Purchasing Policy

BACKGROUND SUMMARY:

The City Council adopted Resolution 2009-4 establishing a Purchasing Policy in February 2009. Changes to the Policy were approved by the Council in September 2015. On January 15, 2019, the City Council adopted Resolution No. 2019-01 updating the Purchasing Policy.

Recently, staff has been working with the City Attorney to make updates to the policy in the areas of Competitive Pricing and Exceptions to the Competitive Pricing Requirement. Language has been added for the use of Federal State or other Governmental Contracts, and some scrivener's errors have been corrected.

A copy of the policy with markups has been provided as well as the clean policy which is attached as Exhibit A, to the Resolution.

STAFF RECOMMENDATIONS: Adopt Resolution No. 2022-12, Purchasing Policy updates

FISCAL IMPACTS: N/A

COUNCIL ACTION:

Reviewed by City Attorney Yes



**CITY OF UMATILLA
PURCHASING POLICY**

Updated _____, 2022

PURPOSE

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

DISCUSSION

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

POLICY

I. Incentive for Local Businesses

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

II. Legislative Authority

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

III. Purchasing Guidelines

The following are abbreviated minimum guidelines. If a department [or general law](#) has established more restrictive rules, the department rules [or general law](#) will

prevail. Should there be any conflict between these guidelines and the department's rules, these guidelines shall prevail.

- A. Any payment issued by the Finance Department must be initiated by either a purchase order or requisition.
- B. The proper support shall be included with each purchase order or requisition, and the document(s) shall be approved by the proper level of authority. The support items required will vary depending upon the amount and/or type of purchase. Additionally, if competitive pricing is required, copies of the competitive pricing documents shall also be attached. Any exceptions to this policy must be authorized by the City Manager or his/her designee.
- C. If it is not practical to attach the required supporting documentation because of size or bulk, a copy of the documentation should be forwarded to the Finance Department and so noted on the purchase order or requisition. Ideally, each purchase that has been processed should be able to survive review by an outside auditor without the need for additional documentation.
- D. If the vendor has not previously conducted business with the city, a new vendor file must be prepared. The Finance Department will be responsible for creating the new vendor file.
- E. Special instructions for payment processing should accompany the request for payment. If any documents are to accompany the check, those documents should be attached to the payment request.
- F. If a payment for an open purchase order is requested and the amount requested is less than the purchase order amount, the Finance Department must be notified to close the purchase order when no further payments are to be made.
- G. If a payment request exceeds the purchase order amount by 10% or \$500, whichever amount is smaller, additional authorization will be required prior to payment. The person authorized to sign purchase orders is responsible for ensuring that the final purchase cost complies with all purchasing procedures as outlined in this policy.

IV. Levels of Required Authority

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

A. City Council Approval

Approval by the City Council is required of the following:

1. Any service agreement with a total annual cost equal to or greater than \$25,000 unless appropriated with the City's Operating Budget.

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

B. City Manager

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

C. Department Head

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

V. Competitive Pricing

Competitive pricing is required for all purchases when the total purchase price will exceed ~~\$2,500~~\$5,000.

A. Written/Sealed Bid Competitive Quotations

1. Total Purchase Price less than or equal to ~~\$2,500~~\$5,000 - Do not require competitive pricing.

2. Total Purchase Price greater than ~~\$2,500~~\$5,000 and less than ~~\$25,000~~\$50,000 - Requires three written quotations that must be attached to the purchase order.
3. Total Purchase Price greater than ~~or equal to \$25,000~~or equal to \$50,000 Sealed bids are required through an advertised process.
4. Notwithstanding anything to the contrary herein, Sservices for engineers, architects, surveyors, and landscape architects for a project the basic construction cost of which is estimated by the City to be in excess of \$250,000~~\$325,000~~ and/or for a planning or study activity when the fee for professional services exceeds \$35,000~~construction costs in excess of \$250,000~~ shall be ~~made~~procured utilizing Florida Statute 287.055, the Consultant's Competitive Negotiations Act or pursuant to a continuing contract as authorized by that section.

B. Exceptions to the competitive pricing requirement

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

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

"Evaluated Source" designation will expire one year after approval and may be renewed upon submission of a new request with documentation.

5. Federal State or other Governmental Contract. ~~— when using another governmental entity's existing contract, a copy of the relevant page shall be attached with the item highlighted.~~

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

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

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

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

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

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

VI. Requisitions

- A. Requisitions are to be used as a tool to purchase daily supplies or other goods and services costing up to ~~\$249~~\$499.99.
- B. If Petty Cash is used, neither a Requisition nor Purchase Order shall be required.
- C. Requisitions shall be generated by the department making the purchase or requiring the service to be rendered.
- D. Department Heads are responsible for approval of all requisitions.
- E. Support data for the requisition shall be included with the requisition and sent to the Finance Department. In all cases the invoice(s) used as backup for payment requests shall be the original.

VII. Purchase Orders

- A. A Purchase Order (PO) shall be issued for all purchases of goods or services in excess of ~~\$249~~\$499.99 prior to the commitment to purchase the goods or services. The PO shall contain the quantity, description, price, authorization, and related information for the goods or services to be purchased
- B. When preparing a PO, the purchase amount will determine the level of authority and the type of competitive pricing that may be required. (Refer to Section IV.)
- C. The PO shall be generated by the department purchasing the goods or services.
- D. Support data for the PO shall be included with the PO and sent to the Finance Department. In all cases the invoice(s) used as backup for payment requests should be the original(s).
- E. Types of Purchase Orders
 1. Regular Purchase Order - Used for a one-time purchase. Ideally, this type of PO will be created for one or more items purchased from one vendor, when the items will all be received at the same time. This PO will be processed for payment and then closed. Exceptions will be back orders or partial receipts, which should only be temporary.

2. Blanket Purchase Order used for continuing goods services or commodities where the fee or charge is known but the goods or services will be received over a known period of time. Examples of uses for a blanket PO are service contracts, maintenance contracts, etc.

F. Encumbering and Paying a Purchase Order

1. The encumbrance of a purchase order creates an obligation for the City to purchase and pay for goods or services from a particular vendor. Accordingly, the affected accounts will reflect a reduction of the budget for the amount of the encumbrance and affected accounts must have available budgeted funds to complete the purchase.

RESOLUTION NO. 2022-12

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

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

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

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

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

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

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

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

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

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

Kent Adcock, Mayor

ATTEST:

Gwen Johns, CMC, City Clerk

Approved as to form:

Kevin Stone, City Attorney



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

PURPOSE

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

DISCUSSION

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

POLICY

I. Incentive for Local Businesses

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

II. Legislative Authority

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

III. Purchasing Guidelines

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

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

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

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

IV. Levels of Required Authority

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

A. City Council Approval

Approval by the City Council is required of the following:

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

B. City Manager

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

C. Department Head

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

V. Competitive Pricing

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

A. Written/Sealed Bid Competitive Quotations

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

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